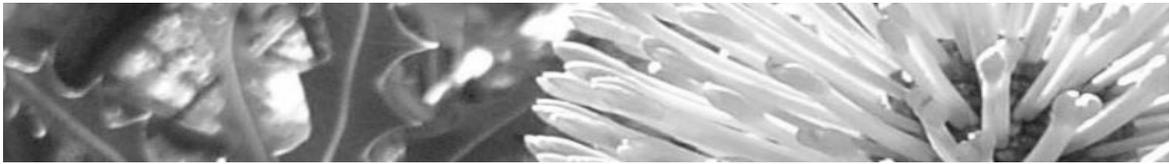




BELDON
PRIMARY SCHOOL

PARENT INFORMATION BOOKLET



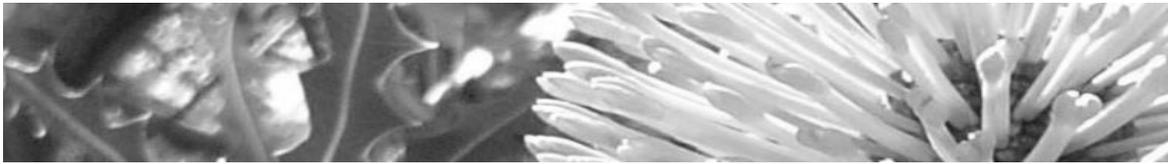


PARENT INFORMATION



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BELDON PRIMARY SCHOOL

10 Pacific Way
Beldon WA 6027

TELEPHONE: 9401 1144

EMAIL: beldon.ps@education.wa.edu.au

WEBSITE: www.beldonps.wa.edu.au

SCHOOL ADMINISTRATION

PRINCIPAL: Mary Blechynden

DEPUTY PRINCIPAL: Peter Williams

MANAGER CORPORATE SERVICES: Rhonda Williams

SCHOOL CONTACTS

EARLY LEARNING CENTRE

PRE-PRIMARY 9401 1889

KINDERGARTEN 9401 1144

SCHOOL CANTEEN www.quickcliq.com.au (Monday and Friday)

BELDON EDUCATION SUPPORT CENTRE

PRINCIPAL: Michele Mason

TELEPHONE: 9402 3544

EMAIL: beldon.esc@education.wa.edu.au

EDUCATION SECURITY 9264 4771

DENTAL CLINIC 9307 1425

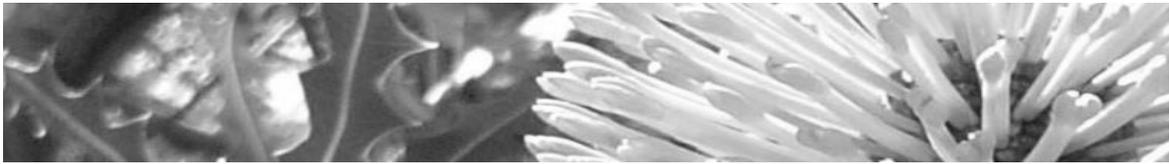
TERM DATES 2018

TERM ONE Wednesday 31 January - Friday 13 April

TERM TWO Monday 30 April - Friday 29 June

TERM THREE Monday 16 July - Friday 21 September

TERM FOUR Monday 8 October - Thursday 13 December



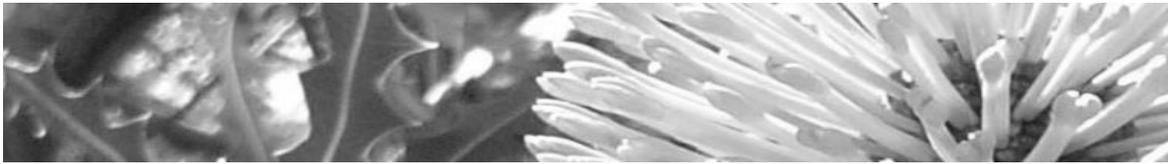
BELDON SCHOOL CREED

Beldon's Banksias, blowing around,
surrounding our school with a wistful sound.

Learning, studying, competing with pride;
Striving, excelling with youth on our side.

Behind our efforts our teachers stand,
An encouraging smile, a guiding hand.

We will leave here able to say;
From Beldon with pride, we'll lead the way.



SCHOOL VISION, MISSION AND ETHOS

Aspire To Go Beyond

VISION

At Beldon Primary School we aim to be a school of which to be proud; that parents select for their children knowing they will be happily developing and learning to embrace change, and their future.

MISSION

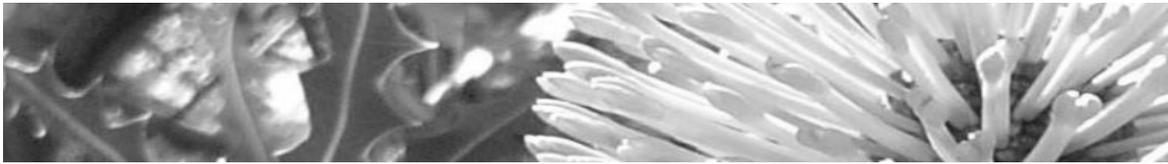
- To provide a quality education for all students and develop lifelong learners
- To promote a work environment that acknowledges and values staff
- To celebrate the contribution of parents as partners in the education process

ETHOS

Beldon Primary School is dedicated to providing quality teaching and learning to enable students to happily and confidently move from where they are to where they have the potential to be.

Beldon Primary School recognises that student learning is best developed in an environment of cooperation and teamwork. We actively encourage community involvement and parent participation to enrich the fabric of school life.

Beldon Primary School fosters a sense of pride through an environment in which children feel secure and valued; thus enabling them to do their best and achieve success.



WELCOME FROM THE PRINCIPAL

Dear Parents

It is with great pleasure that I extend to you and your children a warm welcome to Beldon Primary School. I hope that your association with the school this year is a happy one.

Beldon Primary School prides itself on providing a caring and stimulating learning environment for your child. The school community is very active in its support of the school and its programs, and I hope you will be able to make a contribution to the life of the school in 2018.

This information brochure is indicative of the manner in which the School Board, Parents and Citizens, staff and I consider effective communication, something which is an essential element of the school's operation.

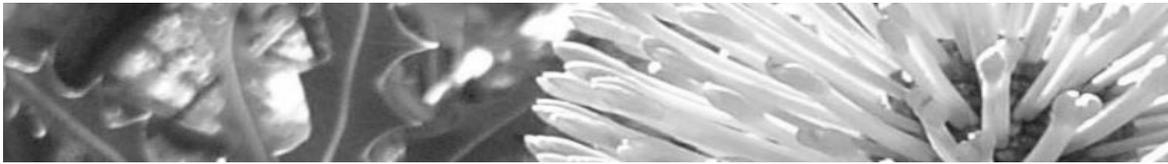
This brochure contains details of the day to day running of our school.

The strength of Beldon Primary School is our strong belief that the education of our students is built upon the genuine partnership between home and school.

To this end, I look forward to working with each and every one of you in 2018.

Yours sincerely

MARY BLECHYNDEN
PRINCIPAL



WELCOME FROM THE PARENTS AND CITIZENS ASSOCIATION

Dear Parents

On behalf of the Beldon Primary School Parents and Citizens Association, we extend a very warm welcome to you and your family for the 2018 school year.

The P&C plays an important role in the school and provides additional services and resources for the betterment of our children's education. Extensive fundraising through the uniform shop, discos and whole school projects has enabled this support. Last year support was provided to assist in many areas including music, health, sport and library books. Added to this, in 2017 the P&C subsidised the whole school incursion, Bricks 4 Kids, and the purchase of new Smart Boards throughout the school.

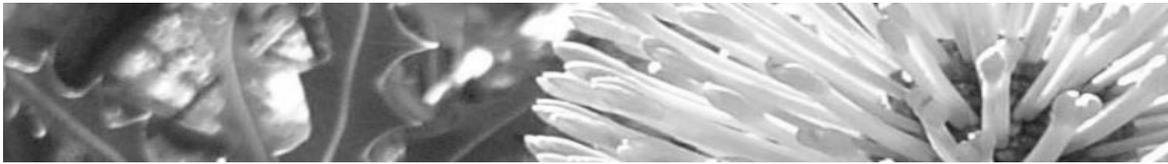
A schedule of regular P&C meetings provides the opportunity for parents to become involved. P&C meetings are held twice a term and provides a forum for parents. All are welcome and encouraged to attend.

While the P&C is the formal link between parents, teachers and the school administration, the School Board is the decision-making group of the school. Comprising of community and parent representatives, teachers and the Principal, they set things such as school priorities and policies.

I am confident you will be pleased with the standard of education provided at Beldon Primary School and we encourage your participation in all aspects of the school.

Yours sincerely

P&C ASSOCIATION
PRESIDENT



ABOUT OUR SCHOOL

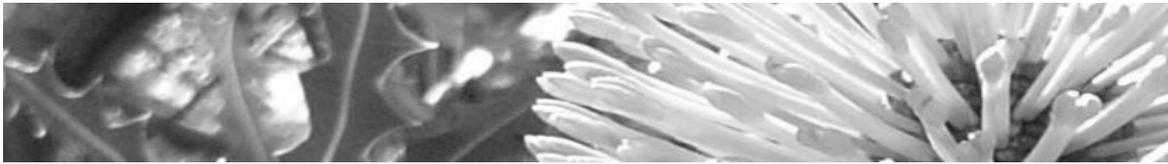
Established in 1985, Beldon Primary School has seen more than 1,400 children pass through its ranks. The school generally draws children of parents from a broad socio-economic and cultural range. We are now seeing traditions of attendance across family generations. It also attracts a large number of children from areas outside of the local area. We are currently experiencing an influx of enrolment in the early year levels.

The students from the Beldon Education Support Centre, which shares our school campus, are integrated into the primary school wherever and whenever possible.

There is strong community support from parents and local community who, in recent years, have funded things such as the purchase of new sports equipment and library books, as well as the installation of air-conditioning throughout the school. Approximately 100 parents regularly volunteer their time to help in the school library and classrooms and the Parents and Citizens Association also run a Safety House Program in the local area.

Beldon Primary School is fortunate to have an experienced and loyal staff, some of whom have been at the school for over 30 years. Members of our team include a Maths Coordinator, Indonesian Specialist, Literacy Coordinator, Learning Support Coordinator, Visual Arts Specialist, Physical Education Specialist and a Science and Digital Technology Specialist. The collaborative approach taken by all staff ensures a quality teaching and learning program is delivered.

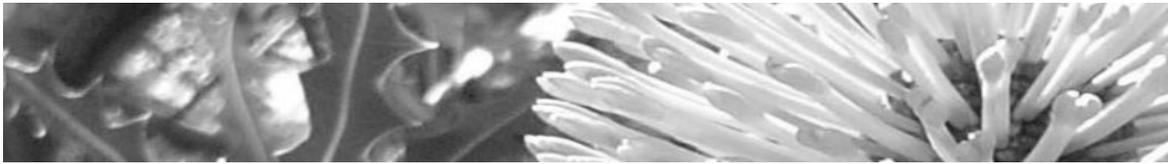
Facilities include air conditioned and gas heated classrooms; Smart Boards in every teaching area; access to a large shire oval; basketball/netball courts; and adventure playgrounds. There is a fully enclosed, air-conditioned assembly area for cultural and sporting events; a large modern library; computers and iPads with Wi-Fi in each classroom; an Art Centre; and a Science (STEM) room.



An art program has many children from Pre-primary to Year 6 involved each year. An instrumental music program for guitar is available for selected Year 6 students. The Year 6 Leadership Program is an integral part of the school and an important component of the children's transition to high school. There is a well-planned physical education program, supported by a Physical Education Specialist, which allows all children the opportunity to take part in daily fitness and regular sport activities.

In Years 5 and 6, children identified as being gifted and talented are offered enrichment courses through PEAC (Primary Extension and Challenge). Year 1 and 2 students are identified for a district run enrichment program.

Classroom extension programs and support programs are also provided to enable all students to maximise their potential. Over the years, the school has proudly built a reputation for developing resilient, capable students as they make their way into high school. Many of them go on to win scholarships to a wide range of programs at local secondary schools.



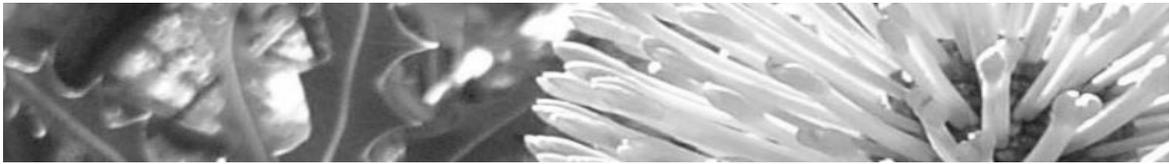
ABOUT BELDON EDUCATION SUPPORT CENTRE

Beldon Education Support Centre (ESC) was established in 1985 as a stand-alone building on the Beldon Primary School site. Although Beldon ESC is physically separate to the primary school, there is a seamless connection between the two in the form of common school policies and administrative practices, as well as shared facilities, teaching expertise, newsletters and the website. The partnership, although informal, provides students at the Centre with extraordinary learning opportunities. Staff from both schools share duty-of-care across the combined campus. The Beldon ESC and Beldon Primary School occupy a large, well-fenced site, sharing numerous facilities such as the Pre-primary room, art room, kitchen and large garden area.

Parents choose Beldon ESC as the programs run at the Centre are ideal for their children's needs. The Centre's reputation is spread via "word of mouth", promoting the quality of its exceptional, individualised and well-resourced early years program (K-2); the Early Intervention Autism Program; and the improved outcomes as an Independent Public School (IPS) with better facilities and a higher profile. As the Centre is without a local intake area, the school uses proximity to the school as its main criteria for prioritising enrolments.

Children who live outside the Beldon Primary School catchment area are transported to and from school on a contract bus. The two institutions work together for families with both mainstream, and special needs students.

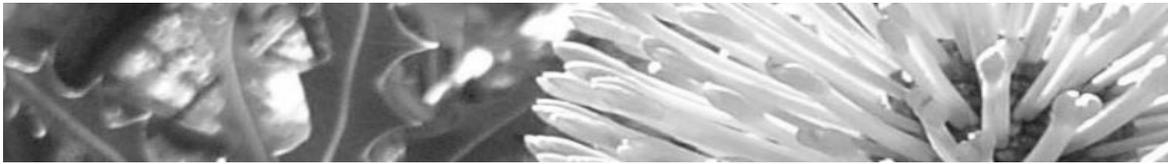
The Centre has a Principal, specialised teachers and education assistants, who are all trained in teaching children with disabilities. Staffing is carefully managed through a comprehensive workforce plan. Teachers are matched to classes according to special needs and interests, and the staff turnover is very low. The large growth in the number of education assistants has been matched by a significant growth in their duties as para-professionals. Education assistants at the Centre contribute to the instructional and assessment expertise within the classrooms through productive partnerships with teachers.



The Centre values the partnerships it has with the parents and wider school community, including therapy providers.

The Centre's ethos, "***Aspire to go Beyond***" is well established and well regarded in the surrounding district, as evidenced by a rapid growth in enrolments. The tone of the Centre is best described as caring, quiet and steady, with a clear focus on individualised instruction within a shared school environment alongside Beldon Primary School.





PARENT INFORMATION

STUDENT DIARY PURPOSE

- To provide students with an opportunity to use a method to organise information and responsibilities in a diary format
- To give opportunity for teachers and parents to use the diary as a means of communicating with one another
- To have useful information about the school easily available to parents

ENROLMENT AND ATTENDANCE

WA regulations state that parents must ensure their child attends school. It is essential that contact details, such as addresses and phone numbers, are kept up to date in case of an emergency. The school must be notified of any changes as soon as possible. Original birth certificates and Medicare Immunisation history statements need to be sighted on enrolment. Legal custody arrangements must also be shown to the Principal and kept up to date.

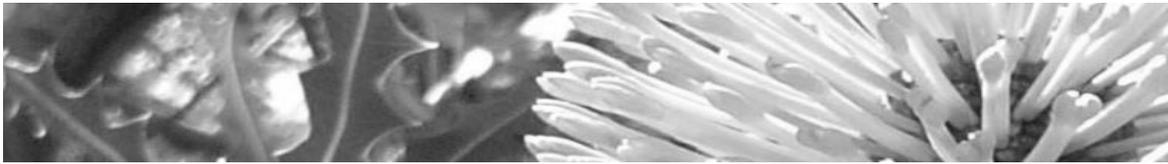
ABSENCES

Parents are required to provide an explanation every time their child is absent from school (written, verbal or via the school app). A note explaining the absence should clearly state the day(s) on which the child was away and should be supplied on the day the child returns to school. A medical certificate may be required to explain prolonged absences.

TIME OF ARRIVAL AT SCHOOL

At Beldon Primary School, we encourage students to begin arriving at school after 8:20am. Students who arrive before this time must go directly to the atrium area and remain there until they are released at 8:20am.

School hours are 8:40am to 3pm, Monday to Friday.



LEAVING THE SCHOOL GROUNDS

Students are not permitted to leave the school grounds without permission from the school and a parent. Before taking children out of school during school hours, the accompanying adult is required to collect a Leave Pass from the office.

COMMUNICATION

The staff at Beldon Primary School welcomes parent contact. Should parents have any concerns regarding their child's progress or any other matters, they should contact the teacher. Parent messages can be entered in the school diary. Communication via the school diary is encouraged to keep parents and teachers informed of what is happening in the classroom.

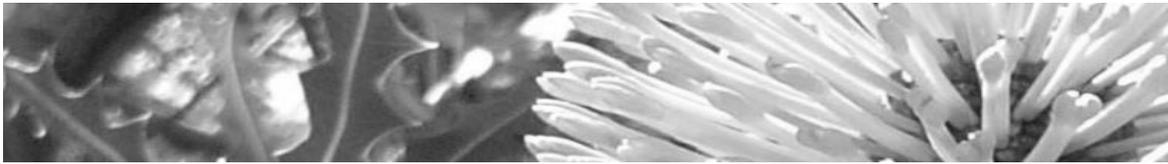
If you would like an appointment with your child's teacher, it would be appreciated if you could let them know through a note so that they can arrange to meet at a mutually suitable time.

The newsletter will be issued every second Thursday via email, the school app and also through the website. Hardcopies can be requested and sent home via the youngest child attending the school.

The school also has an official Facebook page and website which is updated regularly to keep the parent community up to date.

HOMEWORK

Students will, on many occasions, have work to complete at home. This may range from a few pages of a reading book, to completion of work or projects. The key to a successful homework program is parent interest and support. Homework is an excellent opportunity for students to consolidate their skills with the help of their parents. *(Homework Policy Appendix 1)*



SCHOOL BOARD

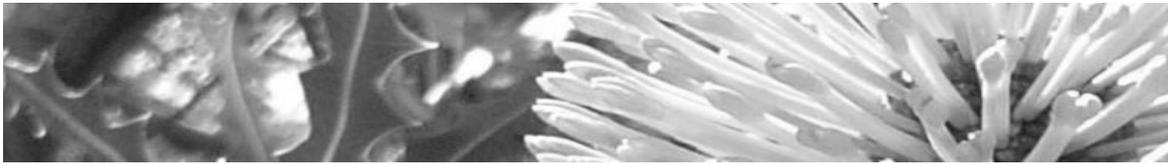
Beldon Primary School has a School Board made up of the school Principal, parents, community members and staff. The Board meets several times throughout the year.

The functions of the School Board are to:

- Contribute to the establishment, and review, of the school's objectives, priorities and general policy directions
- Endorse financial arrangements necessary to fund those objectives, priorities and directions
- Evaluate the school's performance in achieving set priorities
- Promote the school in the community
- Take part in formulating codes of conduct for students at the school
- Determine, in consultation with students, their parents and staff of the school, the student dress code

SCHOOL ASSEMBLIES

School assemblies are held most weeks. These can be in the form of a staff and student administration assembly, held on Thursday afternoons; or as a class assembly on Friday mornings which classes take turns to organise. These are held in the undercover area from 8:40am until approximately 9:30am. Parents, friends and extended family are invited to be present to view and share in the class item and other school presentations. Parents are notified of their child's upcoming class assemblies through the school newsletter and Term Planner. School **Certificates of Merit** and other awards are also presented at assemblies. Letters are sent home to parents to inform them when a merit certificate is being presented to their child.



SIREN TIMES

School starts:	8:40am
Recess:	10:40 - 11:00am
Lunch:	12:20 - 1:00pm
End of school:	3:00pm

SCHOOL LIBRARY

The library contains a wide selection of fiction, non-fiction and picture books. It is managed by our library officer and is fully automated. The library is open for the return of items Monday to Friday, before and after school.

To protect our books, parents are asked to provide a library bag for children. However, maintenance of books is still a constantly reoccurring need. Parents (or grandparents) willing to come along and cover/mend books, or assist with their shelving, are always very welcomed and appreciated.

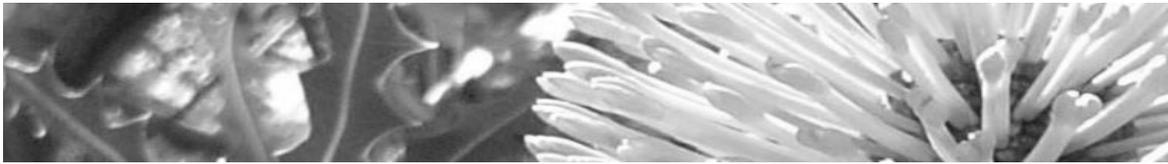
Anyone interested in helping in the library should contact the Library Officer, Mrs Tracie Lavers, on 9401 1144.

SCHOOL CONTRIBUTIONS AND CHARGES

2018 Contributions (K - 6) - \$50 per child

Each family is asked to contribute according to the contribution and charges schedule approved by the School Board. In 2018, the contributions will provide funding for school programs in the areas of computing, sports carnivals, assemblies, student texts, reading books, library books and concerts.

Payment of the contribution with the booklist, or early in the school year, would be greatly appreciated.



Throughout the year, parents will be asked to pay charges for certain events and activities. Stephanie Alexander Kitchen Garden (SAKG), swimming lessons, camps incursions and excursions are examples of school activities for which parents need to pay a charge so that their child can participate.

Payments can be made by cash or cheque but preferably by bank transfer to the school bank account. The account details are as follows:

BSB: 016-494

Account: 3408 33383

Cash and cheques should be placed in payment envelopes detailing student details and deposited in the drop boxes located in each block.

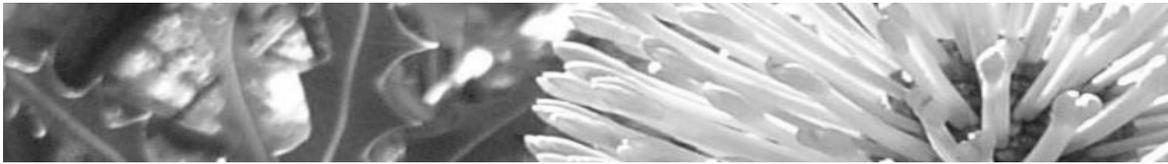
A schedule of possible charges for 2018 was sent to each family in November 2017, along with the 2018 School Resources list.

Parents experiencing difficulties with payment of the contribution are asked to contact the school to discuss this matter in private with the Principal.

Alternatively, parents are welcome to set up a regular direct deposit of a manageable amount, which can be held in credit on their child's account. Money held can be used to pay for events throughout the year such as camps, excursions and swimming lessons, easing the pressure to pay when they are due. Funds will only be allocated to events that you consent to and refunds are available if excess money remains at the end of the school year however, with your approval, these funds can also be rolled into the new year. Please email us at beldon.ps@education.wa.edu.au if you would like to discuss setting up a payment arrangement like this.

STEPHANIE ALEXANDER KITCHEN GARDEN

The Stephanie Alexander Kitchen Garden program is a program which teaches children all about healthy habits for life. Students from Years 3 to 6 are fortunate to be able to have this opportunity and are taught how to grow fresh fruit, vegetables and herbs, as well as prepare delicious, real, nutritious food in our kitchen. The yearly charge is \$44 per student which helps to support this wonderful project.



DRESS AND UNIFORMS

The wearing of school uniforms is school policy.

The uniform shop is located to the south side of B Block in the parent room. The shop is open on Friday 2:45pm to 3:15pm. Both new and second-hand uniforms are available.

Uniform order forms are available from the office and via the website. If they are submitted with the correct money to the office, the order will be delivered to the child's class.

UNIFORM LIST:

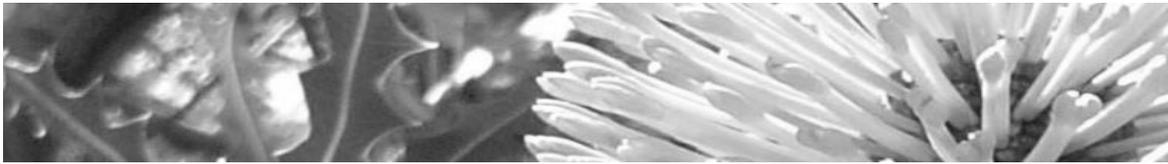
Polo Shirt	Bucket Hat
Round Neck T-shirt	Boot Leg Pants
Polar Fleece Half Zip Top	Dress
Polar Fleece Jacket	Skort
Gaberdine Cargo Pants	Gaberdine Cargo Shorts
Dry and Cosy Jacket	

(Dress Code for Students Appendix II)

DISCIPLINE

At Beldon Primary School we aim to develop in students:

- Consideration for feelings, rights and property of others; and tolerance of other people and their differences
- Respect for the authority of staff, adults and others required for the fair and safe running of the school
- A clear understanding of the values held by the school, community and society with regard to rules, fairness, safety and consequences
- The empowerment to own and accept the responsibility for their own behaviour



At Beldon Primary School we aim to create a positive environment where:

- Everybody is happy and self-esteem, emotional and physical well-being are seen as highly important
- Staff, students and parents feel content and worthwhile with everyone respecting themselves, others and the environment
- Clear behaviour management guidelines, protecting the rights of all individuals, are known by the school community; where the procedures, consequences and rewards are clearly defined and adopted by all (*Behaviour Management Policy Appendix III*)

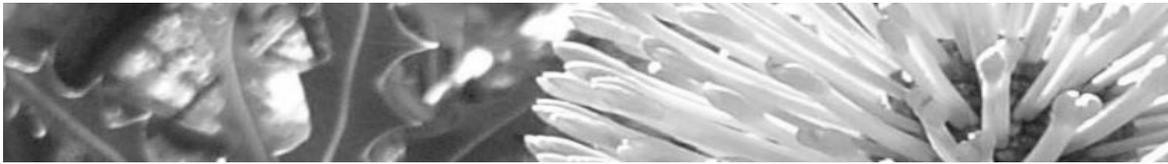
CRISIS MANAGEMENT PLAN

The school has developed, and operates a comprehensive, “Crisis Management Plan”. This specifies actions to be undertaken should emergencies arise.

Part of the plan is an “Evacuation Plan”, which nominates how the school is to be evacuated should it become necessary. Maps of evacuation are posted on walls and display boards throughout the school; regular practices are held. In case of a school wide emergency, the parent meeting point is in the centre of the shire oval, located at the south west side of the school. All students must be signed out by their caregiver.

SPECIALIST ART PROGRAM

A specialist Art Program is conducted in the purpose-built art room. Students from Pre-primary to Year 6 take part for approximately 60 minutes each week. They are given opportunities to develop skills, techniques and processes; and to express themselves with assorted media. In addition, students are given time to reflect on, respond to and understand, various art styles and works. An Art Exhibition is held biennially and is always a well anticipated event. There is always a wonderful display of our talented student’s work and parents are invited to purchase framed copies of their children’s pieces.



LANGUAGES

The language program at Beldon Primary School is Indonesian. Children from Years 3 to 6 participate in a 60-minute languages session each week and are taught by a specialist teacher.

Not only do children learn how to speak and write in Indonesian, they learn about the countries where it is spoken. Learning to communicate in another language challenges children to discover more about how other people live, and opens their mind up to different cultures and ways of life. It is also proven to enhance academic abilities and brain development, and strengthen overall literacy.

LEARNING TECHNOLOGIES

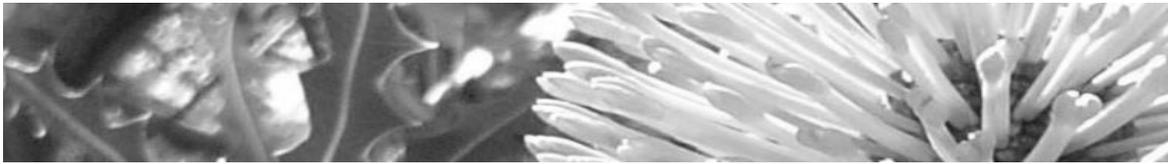
Beldon Primary School has an extensive IT structure throughout the school, providing each classroom with direct internet access via at least two computers per room. In addition, the school has a bank of at least fifteen computers in the library, for class and individual use. Each classroom has an interactive whiteboard and the school has a growing set of iPads for use throughout the school. The aim is for students to use computers as a tool, to assist learning through publishing, research and communication in a range of curriculum areas.

INTERNET USAGE

Student access to the internet will only occur following receipt of a signed Online Consent Form. The policy and agreement forms are given at the time of enrolment.

DROP OFF AND PICK UP ARRANGEMENTS

Parents are expected to use the parking available in Pacific Way, Gradient Way and Nautical Grove when dropping off and collecting their children. The staff car parks of both, Beldon Primary School and Beldon Education Support Centre, are strictly for staff and Dental Clinic visitors only.



SCHOOL REPORTS

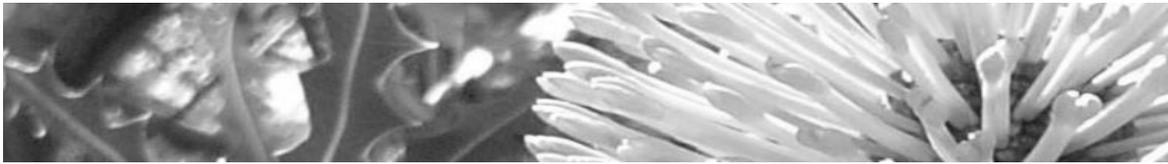
A formal report is sent to parents at the end of Term 2 and Term 4. Work samples providing evidence of children's progress at school, will be available to parents throughout the year. The students invite their parents to a Learning Journey in Semester 2. Parent-teacher interviews are always welcomed. Please contact the office to arrange a mutually convenient time.

SCHOOL LUNCHES

Lunch orders are available for students in Pre-primary to Year 6 and will be supplied by Belridge Secondary College Canteen on Mondays and Fridays each week. Orders need to be placed, and paid for, online at www.quickcliq.com.au by 9am on the day they are required. Lunches will be delivered to your child's classroom.

DENTAL THERAPY CENTRE

Beldon Primary School is privileged to have a brand new, purpose built Dental Therapy Centre operating on site. Its purpose is to provide a free, continuous, preventative dental service, for each enrolled child from Pre-primary to Year 11. It is important that regular dental examinations are continued, even if your child is attending a specialist such as an Orthodontist. The centre is supervised by a Dental Officer of the Public Health Service, and staffed by Dental Therapists who are specifically trained to provide dental care for children. Each enrolled child is taught proper care of teeth and gums, and routine preventative therapy is applied. Minor treatments required, such as fillings or extractions, are carried out at the centre.



Appendix I

HOMWORK POLICY

RATIONALE

Homework can support higher levels of student achievement by extending the time available for students to consolidate skills and concepts learned at school. It also extends the time available for exploration of new ideas and situations.

Homework can be a means of furthering school/home relationships, and can assist in keeping parents informed about the student's program and progress.

Consideration may be given for homework to begin with the home reading program, in the early childhood phase of development, and to progress to a self-planned, individual study and revision program for many students in the adolescent phases.

Preparation of students for the time commitment of homework anticipated in years to come, is not in itself, a reasonable basis for setting homework. Homework may not be required every evening.

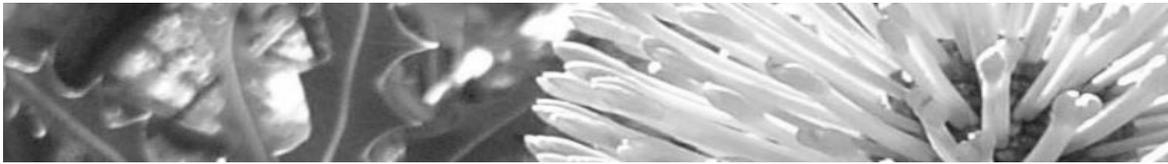
HOMWORK MAY INCLUDE

Years 1 - 3 (up to 10-15 minutes)

- Home Reading Program
- Reading at home
- Practicing/learning of word lists (according to level of development)
- Maths activities and games

Years 4 - 6 (up to 15-25 minutes)

- As for Years 1 - 3
- Completion, refining or research to support class work
- Weekly assignments which may be set to reinforce concepts, currently being taught in that class
- Reviewing work completed in class and raising questions, if required, for the teacher. In later years, this is known as "study".
- Music practice for those involved in the school's instrumental music program. This is in addition to class homework.



HOMEWORK MUST BE:

- Used to assist the achievement of learning outcomes
- Linked to the classroom program
- Appropriate for individual achievement level
- Leading to development of independence as a learner
- To further the partnership between school and home
- To enhance family life, not impinge on home pursuits
- Assessed by the teacher for consolidation, completion and review

GUIDELINES

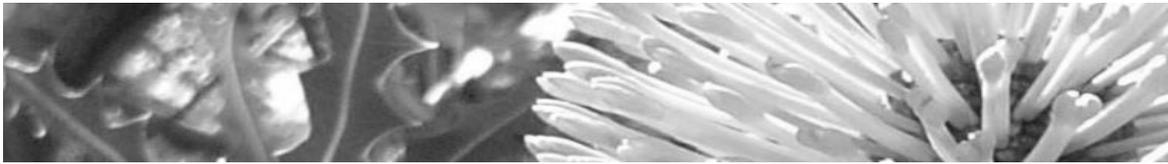
- Homework should support the development of the student's independence as a learner.
- Parents will be kept informed of the homework systems, requirements and issues for their child's class.
- Parents are asked to inform the teacher if a student is unable to complete their homework either because of time issues or difficulty of task.
- Parents may choose for their child to do far less homework than suggested; however, this should be done in consultation with the teacher.
- Preparation and organisational tasks in readiness for the next school day should be routine for all children.
- Homework will not be as punishment or for discipline.
- There will be no consequences for failure to do homework.

SOME ADVICE TO PARENTS

- Children need to play and relax after school.
- Ask your child to explain what he/she is doing for homework.
- Homework is best done at a quiet time and place set aside for homework completion.
- Assisting children with homework is only valuable if the child actually does the homework themselves.
- Completing homework in front of the television is not recommended.

CONCLUSION

Homework should be a positive experience for children and parents.



Appendix II

DRESS CODE FOR STUDENTS

RATIONALE:

The Beldon Primary School community, through the School Board, believes the wearing of a school uniform discourages competitive dressing amongst students and promotes a sense of identity. The School Board has determined that a school uniform will be worn.

PURPOSE:

- To provide parents and students with a dress code that is safe and appropriate for school activities, reasonable by contemporary standards, offers some choice, is affordable to parents and considers the risks of ultraviolet radiation.
- To encourage the wearing of the school uniform by providing sanctions for students not complying with the dress code.
- To provide appropriate processes for exemption or modification related to student health, ethnic considerations, religion or any other matter which in the Principal's opinion, is sufficient to exempt a student from the dress code requirements.

GUIDELINES:

Items designated on the current "School Uniform Order Form" constitute the dress code. In summary this is:

WINTER:

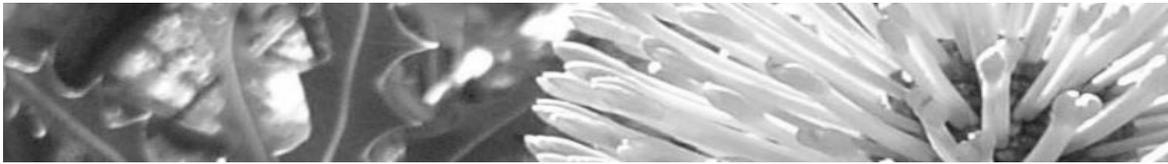
Light Blue Polo Shirt
Navy Blue Tracksuit
Navy Blue Zipper Jacket
Navy Blue Dance Pants
Navy Blue Cargo Pants

SUMMER:

Light Blue Polo Shirt
Navy Blue Shorts
Navy Blue Cargo Shorts
Navy Blue Skort
Summer Dress

Note:

A "No Hat, No Play" policy operates September through to May



SPORTS UNIFORM

Boys: Navy shorts, school shirt or faction colour polo shirt (red/blue/green/gold), school hat and sport shoes

Girls: Navy skirt or shorts, school shirt or faction colour polo shirt (red/blue/green/gold), school hat and sport shoes

HAIR

Shoulder length hair needs to be tied up for either boys or girls. Hair ties, ribbons and headbands must be in school colours.

JEWELLERY

The wearing of jewellery is not appropriate at school. Plain sleepers or studs for pierced ears are acceptable for either boys or girls.

FINANCIAL DIFFICULTIES

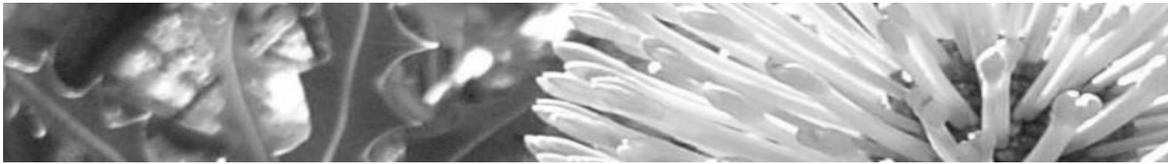
Families who may be experiencing financial difficulties regarding the purchase of a uniform should contact the Principal to seek a solution.

MODIFICATIONS TO THE DRESS CODE

Parents of students, who for religious or health reasons may wish to modify the school dress code, are required to make an appointment with the Principal or a Deputy Principal. Staff will be informed of any student granted a modification to the dress code.

SANCTIONS

Students not complying with the dress code will be counselled, and resolution of their concerns sought. Non-compliance with the dress code where exemptions have not been sought, will result in a student being withheld from attending activities in which the student is representing the school, both in or out of school hours. This may include representative teams of participants or spectators in the areas of sport, drama, music, excursions and school social functions. Ongoing noncompliance of the dress code may lead to a loss of Good Standing.



ENROLMENT

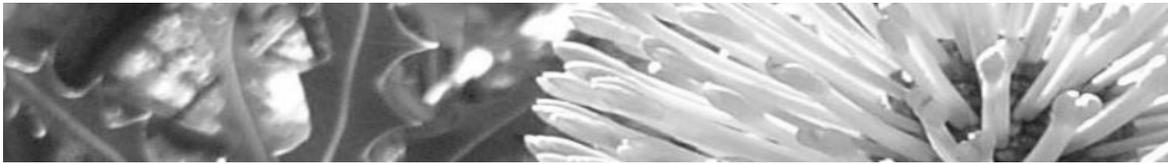
Parents and students will be informed of the Beldon Primary School Dress Code at the time of enrolment. **Acceptance of enrolment at this school assumes an agreement between the school, parent/guardian and enrolling student that the child will dress within the guidelines of the school Dress Code.** Any grounds for exemption should be raised at enrolment, and an agreement reached at this time.

Parents of students already enrolled at Beldon Primary School are assumed to agree with this Dress Code. Any parents wishing to discuss exemptions should do so at the start of the school year.

REVIEW OF THE DRESS CODE

As consultation with the school community has occurred via newsletters, the P&C meetings and the School Board, it is intended that this policy will have a life of five years before review.

Reviewed by Beldon Primary School Board December 2017
MARY BLECHYNDEN - PRINCIPAL



Appendix III

BEHAVIOUR MANAGEMENT POLICY

Our behaviour management processes aim to develop in students, consideration for the feelings, rights and property of others; tolerance of other people and their differences; respect for the authority of staff, adults and others as required for the fair and safe running of this school. A clear understanding of the values held by the school and society, with regard to rules, fairness, safety and consequences, will help achieve this.

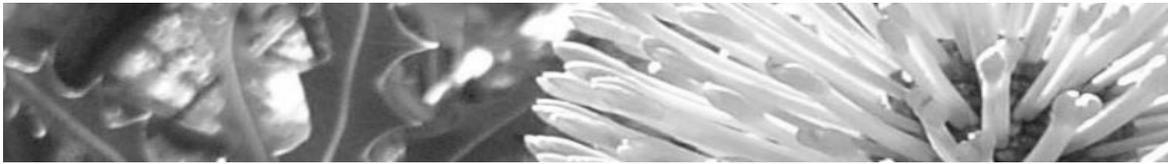
OUR AIM

At Beldon Primary School we are proactive when managing student behaviour. We use a restorative approach to ensure that students are happier, more cooperative and productive. A restorative process allows us to work *with* the students to restore relationships harmed by their behaviour. Students are given the opportunity to understand how their behaviour affects others in the school community and assume accountability for their actions.

SCHOOL RIGHTS

At Beldon Primary School we have the right to:

- Feel safe and be free from harm
- Teach and learn
- Feel valued and achieve our potential
- Respect ourselves, others and the environment



CLASSROOM MANAGEMENT

APPROPRIATE BEHAVIOUR:

Students are recognised and rewarded for appropriate behaviour with gold cards, tracking sheet raffles, positive comments and privileges.

INAPPROPRIATE BEHAVIOUR:

Engage in a restorative process when required as listed:

- Warning (name on behaviour record sheet)
- Reflection time (3 minutes)
- Buddy class (5 minutes)
- Administration referral

Note:

Each stage of inappropriate behaviour is recorded on the 'Behaviour Record'. The 'Behaviour Record' is for teacher/school reference, and students may be unaware of it. It is expected that teachers will deal with student behaviour at a classroom level.

PLAYGROUND MANAGEMENT

APPROPRIATE BEHAVIOUR:

Students are recognised and rewarded for appropriate behaviour with 'Bug Awards' (gold cards), positive comments and privileges.

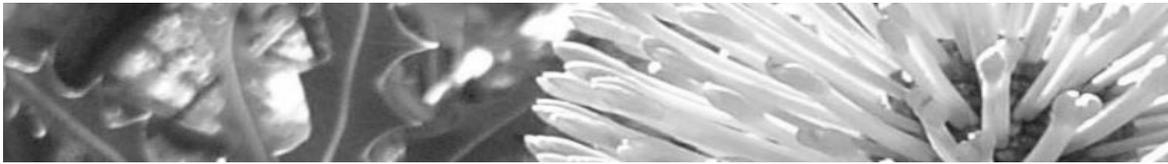
INAPPROPRIATE BEHAVIOUR:

Engage in a restorative process when required as listed:

- Warning
- Reflection time (Sit & think - approx. 3 mins)
- Walk with duty teacher
- Administration referral

Note:

Each stage of inappropriate behaviour is recorded on the 'Playground Behaviour Record'. The behaviour record is for teacher/school reference, and students may be unaware of it. It is expected that teachers will deal with student behaviour in the playground.



RESTORATIVE PRACTICE QUESTIONS

Restorative practice questions provide a framework for those most affected, to resolve their problem and build/restore relationships. When deemed appropriate, all involved parties should be taken through the following process:

WHEN THINGS GO WRONG

What happened?

What have you thought about since?

Who has been affected by what you have done? In what way?

What do you think you need to do to make it right?

WHEN SOMEONE HAS BEEN HURT

How did you feel when you realised what had happened?

What impact has this incident had on you and others?

What has been the hardest part for you?

What do you think needs to happen to make things right?

BULLYING

BULLYING WILL NOT BE TOLERATED AT BELDON PRIMARY SCHOOL.

Bullying is ongoing wilful, conscious behaviour intended to hurt another person, either physically or emotionally.

As part of the school's health program, students will know:

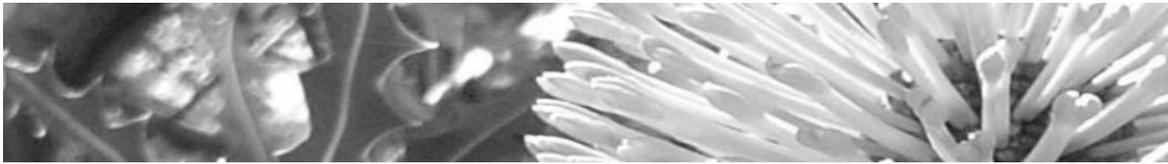
- What constitutes bullying (physical, emotional and cyber bullying)
- Bullying is not okay
- If you are being bullied you must tell someone you trust
- Any parties who see bullying occur and do nothing are considered 'bystanders'

DEALING WITH BULLIES:

Any instance of bullying, including bystanders, will be dealt with through a restorative process with all parties involved.

Note:

*Whole school health program: 'You Can Do It'
'Challenges & Choices'*



Appendix IV

SUN PROTECTION POLICY

RATIONALE

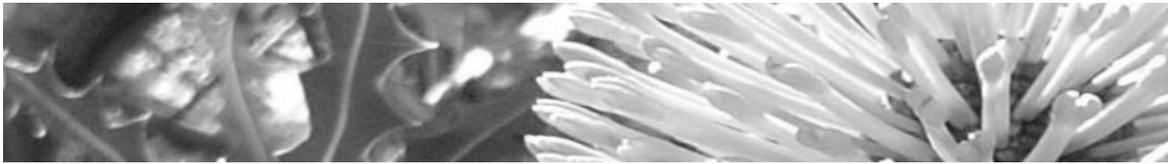
Australia has the highest rate of skin cancer in the world. Research indicates that childhood and adolescent sun exposure, is an important contributing factor to the development of skin cancer. As students are at school during times when ultraviolet (UV) radiation levels are highest, schools play a major role in minimising a student's UV exposure.

Our sun protection policy has been adopted to ensure that all staff and students attending Beldon Primary School, are protected from skin damage caused by UV radiation from the sun. This policy is to be implemented throughout the year, with particular emphasis from September through to the end of May. The sun protection practices outlined in this policy will be applied to all school activities, including sports carnivals, excursions and camps. The policy has been developed in consultation with the whole community.

OUR COMMITMENT

Beldon Primary School will:

- Inform parents of the school's Sun Protection Policy when they enrol their children.
- Promote sun protection via newsletters, assemblies, daily messages, whole school activities, and parent and staff meetings.
- Encourage staff, parents and guests to wear broad-brimmed hats when participating in or attending, outdoor school activities.
- Require students to wear broad-brimmed hats when outside.
- Require staff and students to wear a swim top for swimming (this may not be appropriate during competitive swimming).
- Review the school dress code to include sun protective items such as shirts with longer sleeves and collars, and swim tops for swimming.
- Encourage staff and students to use shaded or covered areas when outside.



- Timetable as many outdoor activities as possible, including assemblies, sport and physical education, before 10am and after 3pm. When this is not viable, activities will be scheduled as far from 12pm as possible.
- Encourage the use of SPF30+ broad-spectrum, water-resistant sunscreen.
- Incorporate sun protection and skin cancer awareness programs into the appropriate Key Learning Areas of the school curriculum.
- Review the sun protection policy annually.

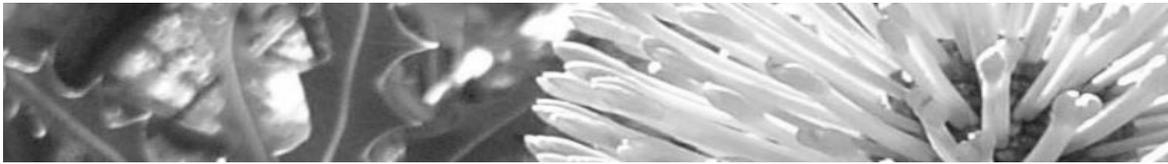
OUR EXPECTATIONS

Parents/carers will:

- Ensure your children have a broad-brimmed hat.
- Ensure that your children's clothing provides adequate protection from UV radiation.
- Ensure that your children have access to SPF30+ broad-spectrum, water-resistant sunscreen before leaving for school.
- Provide personal sunscreen for your children to use at school.
- Act as positive role models by practising SunSmart behaviour.
- Support the school's sun protection policy, and help design and update the policy regularly.

Students will:

- Be aware of the school's sun protection policy.
- Take responsibility for their health by being SunSmart.
- Comply with SunSmart rules and guidelines by wearing suitable hats and clothing.
- Apply SPF30+ broad-spectrum, water-resistant sunscreen 20 minutes before going outdoors.
- Use shaded or covered areas outdoors.
- Act as positive role models for other students in all aspects of SunSmart behaviour.
- Be actively involved in initiatives to protect the school community from over-exposure to the sun.
- Help design and regularly update the SunSmart policy.
- Participate in SunSmart education programs.



EVALUATION

The School Board will review the effectiveness of this policy each year.

They will:

- Review the SunSmart behaviour of students, staff, parents and visitors and make recommendations for improvement.
- Assess shade provision and usage, and make recommendations for increases in shade provision.
- Update and promote curriculum material relevant to SunSmart activities.