



BORONIA WEST PRIMARY SCHOOL

Parent Information Booklet

Growing Through Learning

PRINCIPAL'S MESSAGE



We welcome you and your child to our school community. It is our hope that this will be the beginning of a very happy association with Boronia West Primary School.

The Partnership between school, home, parents and teachers is an inseparable team, which combine to ensure a child's progress. Having your child attend Boronia West Primary School places them in a new social environment in which we are sharing their development with you. We thank you for this opportunity to be part of this important and exciting stage of your child's life.

If you have any queries, concerns or need information please do not hesitate to call us on 9762-2510.

JENNIE BROWN

Principal

School Information



2021 Term dates:

Term 1 - 27th January to 1st April

Term 2 - 19th April to 25th June

Term 3 - 12th July to 17th September

Term 4 - 4th October to 17th December

School hours:

9.00 am - 3.30 pm

Recess at 11.00 am to 11.40 am

Lunch at 1.50 pm to 2.30 pm

Yard supervision from

8.45 am until 3.45 pm daily

Office hours:

Our office is open from 8.30 am till 4.30 pm

School tours:

At this stage tours are conducted via telephone only with our Principal. Please contact 9762 2510 to arrange a time.

Staffing



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|----------------------------|----------------------------------|
| Principal: | Mrs Jennie Brown |
| Business Manager: | Ms Michelle Beaton |
| Prep/1: | Mrs Natalii Parker |
| Grade 2/3: | Miss Kim Worrell |
| Grade 3/4 | Mr Andrew Watz & Katie Collings |
| Grade 5/6 | Mrs Kate Ruff & Mrs Claire Axton |
| Chaplain: | Mrs Rebecca Roberts |
| Visual Arts: | Mrs Katie Collings |
| Physical Education: | Ms Isobel Ross |
| Performing Arts: | Mrs Jaclyn Atkinson |
| Integration Aides: | Julie Moss |
| | Hayden O'Brien |
| | Lene Henrikson |
| | Naomi O'Brien |
| | Traci Spalding |
| | Jessica Kranitz |
| | Leonie O'Riley |



PROFILE:

The staff at Boronia West Primary School develop values, attitudes, knowledge and skills enabling children to become lifelong learners, embracing their futures as optimistic contributing members of their local and global communities.

MISSION STATEMENT:

To promote and encourage each child's individual growth in reaching their physical, social, emotional and intellectual potential for a successful and satisfying future in an ever changing world.

THE SCHOOL PROVIDES:

- Genuine community feeling that encourages lifelong learners in a supportive, safe, happy and secure environment.
- A climate of respect for others, recognition, responsibility, reliability, resourcefulness and responsible risk taking.
- An environment where students, parents and staff want to be because they are valued and encouraged to do their best.
- Innovative, excellent, challenging programs across the curriculum
- A learning community where needs are recognised and supported in order to maximise each person's full potential.

VALUES:

The following values have recently been updated into child friendly language to build and embed these values across the school.

Be kind

Work hard

Play fair

Smile

VISION:

Boronia West Primary School provides educational opportunities that will enhance the development of the whole child as a positive human being who can function in a modern and changing world.



FURTHER INFORMATION:

Boronia West Primary School was established in 1963. It is located in a high density residential area in the foothills of the Dandenong's adjacent to the Boronia Football Club and Knox Leisure Works. The school is set in beautifully maintained grounds which provide students with a variety of passive and active play areas including a fitness track and large oval. The fully air-conditioned and heated buildings provide 10 teaching rooms for generalist classes as well as LOTE, ICT Lab, conference and community rooms. Most classrooms have wet areas, computer rooms, teachers' office and withdrawal rooms. The school also has an Art Room, Library, Performing Arts and General Purpose Room. The school facilities are regularly used as meeting points for local community groups.

The school follows the Victorian Curriculum, a sequential seven year program in English, Mathematics, Health & Physical Education, Science, Inquiry and The Arts. We place particular emphasis on the routine and appropriate use of leaning technology in all curriculum areas. The school provides additional programs in Camps & Excursions, Bike Education, Gifted and Talented Programs (Gateways), biannual production and swimming. Students also have the opportunity to participate in a wide range of additional and enrichment programs, which include, Junior School Council, Interschool and Regional Sports. Our strong student welfare program is enriched by the inclusion of a chaplain, counsellor and Yarra Valley Psychology. The school also offers breakfast club five days a week.

ABSENCES:

Attendance rolls are marked twice daily. Please advise school if there is an absence. If the school is not advised Parents and Carers receive digital notification by SMS if your child is absent. A dated note to that informs the school of the reason for the absence is essential. Such notification is required by law. If no note is received, the school must assume that the child is absent without parental permission.

Students who arrive late to school must be signed in at the office by a parent/carer before going to their classroom. Our rolls are marked immediately after the start of the morning and afternoon's session and any child not in the classroom is marked absent for the day. An Absent note is then required by parents.

If you wish your child to leave early, before the 3.30pm, you are required to sign them out at the office. No child will be released from excursion venues unless accompanied by a parent who has notified the child's teacher of this arrangement.



ACCIDENT OR ILLNESS:

Any child injured at school will be sent to the sick bay and given a slip listing the injury and treatment. More serious injuries and sickness necessitate the school contacting the

parents or carer. It is essential you advise any changes in contact details to the office as soon as possible. It is school policy that the parents or carer of any child receiving a knock or injury to the head to be contacted. All staff receive First Aid instruction. Individual asthma plans are required for all students who suffer from asthma.

It is advisable that sick children be kept at home for both their own wellbeing and in the health interests of others.

ARTS:

Art is undertaken in a well-equipped Art room by a specialist teacher who provides a broad, well-balanced program according to the Victoria Curriculum. In addition to this specialist session, each class has the opportunity to use the room when it is not programmed, for the specialist program. Children's work is of high standard as shown by the exhibitions of their work around the school and in the community. Children are required to have an art smock with long sleeves, large enough to fit over their clothing.

ASSEMBLIES:

A whole school assembly is held shortly after 9.00am every second Monday. The assembly is held in the GP Room, parents and carers are encouraged to attend.

BIKES OR SCOOTERS AT SCHOOL:

All students who ride to school are required by law to wear helmets at all times. No bikes or scooters are to be ridden in the school grounds unless those students are participating in Bike Education. Bikes or Scooters are to be stored in the outdoor studio adjacent to the office. Do not lend your bike or scooter for someone else to ride. For safety reasons Skateboards and roller blades are not permitted.

BUDDY SYSTEM:

Prep/1 students team with grade 5/6 students in a buddy system that develops support and special relationships between the older and younger members of our school community. They meet regularly throughout the year.



CAMPS:

Every second year, the Grade 5/6 students attend camp. A separate camp is offered for Grade 3/4 students.

CARE OF SCHOOL PROPERTY:

At Boronia West Primary School, we take pride in our school environment, buildings and equipment. Students are expected to respect all school facilities both inside and outside the classroom by not defacing it or damaging school property. If deliberate damage should occur parents will be asked to replace or repair it.

CAR PARKING:

Adequate parking can be found in Tormore Road, Penrith Street and the Knox Leisure Works car park. There is a disabled parking area located in Tormore Road close to the main entrance.

COMMUNICATION:

Boronia West Primary School seeks the active involvement of parents and carers in the learning and behavior of each student. We encourage communication and honest dialogue between parents and carers and school staff at all times, including interviews, reports, parent-teacher interviews, phone calls, meetings and the use of diaries.

In encouraging and building this co-operative approach, it is acknowledged there will be behaviors and events that occur that compromise this idea. When this occurs our school will use a **restorative approach** to repair damaged relationships with individuals and groups. Where appropriate our school will inform and involve parents in these processes through a Student Support Group meeting.

Restorative practices are intended to move the focus away from a punitive consequence that is based on the establishment of wrong doing. Rather it seeks to value and support those involved so that they feel empowered to take positive action to address the situation and move forward. Restorative practice is about being respectful to every member of our school community, encouraging responsible behavior and actions and ensuring that personal pride and dignity is maintained.

CONFIDENTIAL INFORMATION:

At times there may be things happening in family's life that can affect them at school. Please feel free to discuss this with the class teacher or the Principal, all discussions will remain confidential.



CURRICULUM:

Boronia West Primary School follows a school based documented Victorian Curriculum, our specialist programs in Visual Arts, Performing Arts and Physical Education. To support our student's learning, we offer Auslan (LOTE), for Grade 6 students Art Therapy. Whole school swimming program and whole school activity days. students participate in a range of curriculum activities, including Bike Education, Interschool Sports Programs, Excursion and Incursion programs, Buddies, Library, fee paying Musical tuition in guitar, drums, keyboard and singing from 'Junior Rockers' and Gateway programs for gifted and talented students. Our indigenous students participate in a cultural program and all staff have completed the CUST training (Cultural training).

CURRICULUM DAYS (PUPIL FREE DAYS):

The Department of Education and Training has designated that schools have four student free days a year. One of these days is always held at the beginning of Term 1 when staff returns to school the week the students resume classes. Parents /carers will be given adequate advance notice of the remaining 3 pupil free days Professional Development and will be advertised through FlexiBuzz and in the newsletter.

HEAD LICE:

Parents have the primary responsibility for the detection and treatment of head lice. The school has a role in providing support for parents, carers and students through information. The school acknowledges that head lice are a cyclic occurrence. Whilst a student has head lice, they are excluded from school until they have been treated. Treatments for head lice are available from retailers.

HOMEWORK:

Regular reading should be encouraged on a daily basis. Students may also be given occasional or regular homework depending on the grade level and teacher. Please check homework expectations with your child's teacher. A balance between school work, leisure, rest and recreational activities is encouraged.

INDOOR TIMES:

All classrooms are individually heated and air conditioned, maintaining year round comfort for our students. On days of rain, extreme wind or heat, children are kept indoors during recess and lunch breaks.



IMMUNISATION:

The Health Act requires all students enrolling at primary school to present a certificate, which shows their immunization status. Children must have been immunized for:

- Diphtheria and Tetanus
- Poliomyelitis (3 doses)
- Measles and Mumps – 1 injection

You can get a copy of your child's immunization details at any time by calling the Immunization Register on **1800 653 809**

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT):

Boronia West Primary School regards ICT as fundamental in the education of all students. The school has an ICT Lab where 25 new computers were installed. Every classroom is timetabled for at least one hour in the ICT lab. Work undertaken in the lab is supplemented using classroom computers, notebooks and other devices.

Children have access to the Internet. All students are asked to sign an internet code of practice contract and this is co-signed by parents and carers.

INTER-SCHOOL SPORTS:

Students from Years 3-6 compete in an inter-school sports program, once during Winter and Summer. These sports include Netball, Football, Soccer, T Ball, Volleyball and Basketball. The school will provide sports uniforms for those students who are participating and parents are most welcome to come and encourage and help on sports days.

JUNIOR SCHOOL COUNCIL:

The members of the Junior School Council are elected by their peers with each grade level having two members elected. Junior School Council meets once a month and they plan fun activities throughout the year, fundraising, raise student concerns and ideas and they report back to their grades on the activity of the council.

LOTE:

Our official L.O.T.E language for 2021 will focus on Auslan. Children will learn about the Aboriginal culture together with simple dialogue. Teachers work with an Auslan instructor to provide a program that engages all students.



MEDICATION:

Children are not permitted to self-administer medicines at school. If a child does need to take medication whilst at school, it should be given to the class teacher or office staff along with a note detailing your child's name, the dosage required and the time it is to be given.

MONEY:

At times we ask for children to bring money to school. We ask that the money is securely sealed in the envelope with the child's name and grade written on it and given to the class teacher who will record them and forward it to the office. We also ask that children not be allowed to bring large amounts of money to school.

NAPLAN TESTING:

Naplan Testing is a requirement from the Department of Education and Training. Children across the state in Years 3 and 5 are given standard tests in both Maths and English and one or two other key learning areas. In 2021 student will complete the assessment of line.

NEWSLETTER:

Our Boronia West Primary School Newsletter is available at reception and on our website fortnightly each Friday.

PERSONAL BELONGINGS:

We do not encourage children to bring valuable or prized possessions to school, as neither the school or staff can guarantee or take responsibility for their safety. If they must be bought to school then they should be left at the office for safekeeping. Mobile phones must be left at the school office each morning.

PICKING UP CHILDREN:

If you are late to pick up your child, we would appreciate a call.

PRIVACY POLICY:

No child's details are given to any third party without prior consent. Silent numbers are kept secure at all times



SAFETY:

Your Child's safety is our highest priority at Boronia West.

- ◆ Children are supervised at all times during recess and lunch breaks
- ◆ The school yard is supervised from 8.45am to 9.00am and from 3.30pm to 3.45pm.
- ◆ During school hours children are accompanied by a friend if they need to go to the toilet.
- ◆ Children are not permitted to ride bikes and scooters in the school ground.
- ◆ Children are not allowed to leave the school grounds at any time.

SCHOOL COUNCIL:

School Council provides parents with the opportunity to be involved in the decision making processes which directly affect their child's education and the school environment. The School Council meets 8 times a year on a Tuesday as notified each year. The School Council is made up of 7 parent members, 4 DET members, including Principal, and up to 2 Community or co-opted members. School Council elections are held in March, with half of the elected members' positions becoming vacant. Any parent is able to nominate for these positions.

SCHOOL CROSSING:

School Crossing supervisors are employed by Knox Council. All students and parents are expected to use these before and after school. Crossings are located at Boronia Road, Tormore Road and Rose Ave; these are supervised by a crossing supervisor from 8.15am – 9.00am and 3.00pm till 4.00pm.

SCHOOL CONTRIBUTIONS:

The School Council has set the amount at **\$300 per student** for 2021. School Council has also offered the option of **paying by instalments** so as to ease the 'financial pain' over the Christmas period.

STUDENT LEADERS:

A number of opportunities are available for students to develop leadership roles within the school and demonstrate responsibility.

- * School Captains
- * Vice Captains
- * House and Vice Captains
- * Junior School Council
- * Monitors to assist with bins, sports equipment and bike shed.



SUNSMART:

As a SunSmart accredited school, during terms one and four children are to wear hats and sunscreen and also play in the shade on hot days. The hats we require children to wear are wide brimmed hats that protect the face, back of the neck and ears. Children who do not wear hats will be asked to spend the time in the shaded areas outside the art room and library. Sport/PE sessions are time tabled at appropriate times of the day and can be taken indoors during hot or wet weather.

SWIMMING:

An intensive swimming program is available to all Boronia West children with trained specialist swimming teachers at Knox Leisure Works. The program is usually held during 4th Term.

UNIFORM:

Boronia West Primary School is proud of its compulsory school uniform and has a wide range of items from Eduthreads—Online. Children are expected to wear their school uniform at all times and when representing the school on excursions or inter-schools visits. If parents are having trouble with providing uniforms, please feel free to see the Principal who will be able to assist. If students are out of uniform then a note from Parent/Guardian stating the reason why the student is out of uniform is required on the day.

VISITORS TO SCHOOL:

All Visitors must sign in and out at the school's office by using '*passtab*'. Even if a parents/carers are calling to deliver lunches, they must sign in.

WEBSITE:

Please check out our website at www.boroniawestps.vic.edu.au. This is updated regularly with our children at work, newsletter and any upcoming events.