

# BEVERIDGE PRIMARY SCHOOL



## PARENT INFORMATION HANDBOOK

**SCHOOL PRINCIPAL:****Christine Cole****AMBROSIA CAMPUS  
PRINCIPAL:****Silvia Menelaou****ARROWSMITH CAMPUS  
PRINCIPAL:****George Menelaou****BUSINESS MANAGER:** Kerrie Driver**SCHOOL RECEPTION HOURS:**

Monday – Friday 8am–4pm

Phone: 03 9216 3400

Email: [beveridge.ps@education.vic.gov.au](mailto:beveridge.ps@education.vic.gov.au)**2026 TERM DATES**

Term	Commences	Finish dates
1	<b>Wednesday 28.01.2026 (Gr 1-6) Thursday 29.01.2026 (Foundation)</b>	<b>Thursday 02.04.2026</b>
2	<b>Tuesday 21.04.2026</b>	<b>Friday 26.06.2026</b>
3	<b>Monday 13.07.2026</b>	<b>Friday 18.09.2026</b>
4	<b>Monday 05.10.2026</b>	<b>Friday 18.12.2026</b>

Each year government schools are approved to hold student-free days for professional development, school planning and administration, curriculum development and student assessment and reporting purposes. The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. The remaining student-free days are determined by each individual school.

**PUBLIC HOLIDAYS 2026**Labour Day – Monday 9<sup>th</sup> MarchGood Friday – Friday 3<sup>rd</sup> AprilMonarch's Birthday – Monday 8<sup>th</sup> JuneMelbourne Cup Day – Tuesday 3<sup>rd</sup> November

## BEVERIDGE PRIMARY SCHOOL MISSION STATEMENT:

**"Beveridge Primary School aims to be a safe, welcoming and engaging community.  
We value inquiring minds and encourage the best in all."**

### Values

Beveridge Primary School's values are Respect, Togetherness, Excellence and Resilience.

- We **respect** ourselves, our school and each other, and understand that our attitudes and behaviours have an impact on the people around us.
- We model and demonstrate **togetherness** and take every opportunity to help others that may be in need. We show this by being united working as a team and achieving our best together.
- We strive for **excellence**, which means trying our hardest and doing our best.
- We demonstrate **resilience** by our ability to cope and thrive in the face of negative events, challenges or adversity.

### Guiding Principles:

Behaviours to support our values and vision;

- ✓ Treating all members of the school community with dignity, fairness and positivity
- ✓ Building an atmosphere of tolerance, resilience and acceptance
- ✓ Encouraging fairness, compassion and confidence
- ✓ Building self-esteem, responsibility and passion for learning and connectedness

### Core Purpose

- ✓ To build community connectedness
- ✓ Provision of best practice contemporary educational programs
- ✓ Building excellence in all endeavours
- ✓ To enable all children to reach their best in all aspects of their teaching and learning at our school

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## SESSION TIMES

At Beveridge Primary School we are working towards establishing a calm, nurturing, and educationally stimulating learning environment where we encourage students to accept responsibility for time management and self-discipline. The school adopts limited use of the school bell. A bell will only ring to signal the end of each break and dismissal at the end of the day.

ARROWSMITH ST CAMPUS (Foundation - Grade 1)		AMBROSIA WAY CAMPUS (Grades 2 - 6)	
8:45 - 8:55	Ready to Learn	9:00 - 9:10	Ready to Learn
8:55 - 9:50	Session 1	9:10 - 10:05	Session 1
9:50 - 9:55	Fruit Snack / Brain Break	10:05 - 10:10	Fruit Snack / Brain Break
9:55 - 10:50	Session 2	10:10 - 11:05	Session 2
10:50 - 11:04	Recess eating	11:05 - 11:19	Recess eating
11:04 - 11:34	Recess Play	11:19 - 11:49	Recess Play
11:34 - 11:35	Music	11:49 - 11:50	Music
11:35 - 12:30	Session 3	11:50 - 12:45	Session 3
12:30 - 1:25	Session 4	12:45 - 1:40	Session 4
1:25 - 1:39	Lunch eating	1:40 - 1:54	Lunch eating
1:39 - 2:09	Lunch Play	1:54 - 2:24	Lunch Play
2:09 - 2:10	Music	2:24 - 2:25	Music
2:10 - 2:20	Review & Feedback	2:25 - 2:35	Review & Feedback
2:20 - 3:15	Session 5	2:35 - 3:30	Session 5

## ACCESS TO THE SCHOOL/PARKING:

**Please do not use the staff carpark for pick-up or drop off of students. Only authorised cars are to use the school's car park.** At Beveridge Primary School we encourage reverse parking in and around the school to ensure student safety. Parent/Visitor parking is accessible at the front of school at both sites.

## ACCIDENTS:

In the event of a serious accident, parents will be notified as soon as possible and will be required to make arrangements for the collection of their child. It is essential that the school have **accurate up-to-date information** regarding telephone numbers, addresses and emergency contact persons on the pupil enrolment sheets. Medical details, such as name of doctor, address and phone numbers, allergies, etc must be current on our records. Please contact the school immediately if any changes occur. If it is not possible to contact the parents or their emergency contacts, the school will seek appropriate medical help.

## ADMISSIONS AND TRANSFER PROCEDURES

Children seeking admission to the school must be at least five years of age by April 30<sup>th</sup> of the year of admission. Upon enrolment, parents are asked to complete an 'enrolment form'. Up to date medical information should be included on the form, particularly in relation to asthma, allergies and current medication. If your child is an asthmatic, diabetic or anaphylactic a plan must be provided to the school signed by your child's doctor, updated annually.

- It is a legal requirement that a copy of your child's birth certificate and a School Entry Immunisation Certificate must accompany all enrolments.
- Consent forms which are provided with the enrolment form must also be completed.

## ALLERGIES/ANAPHYLAXIS:

Students who have allergies should obtain information from their medical practitioner about their condition and inform the school with all relevant information and resources. Parents of students who require medication to be administered by a staff member during school hours, must complete the medication authority form. Any medication that is brought to school without the medication authority form signed, without pharmacy packaging/label or not in original packaging cannot be accepted.

All students who are anaphylactic must provide an ASCIA Anaphylaxis Plan filled out by the doctor at the beginning of each school year. Students requiring EpiPens/Anapens must provide the school with these to be stored in the First Aid Room. Failure to provide the above compulsory documentation/medication, will prevent your child attending school until received by us.

## **ASTHMA:**

If a student suffers from asthma, parents are required to provide an Asthma Management Plan provided by their doctor. This form is updated when changes occur and updated every 12 months. Medication such as Ventolin and a spacer must be provided with each Asthma Management Plan.

## **ASSEMBLY:**

Campus assemblies will occur on a Monday in weeks 3, 6 & 9 of each term. In the event the Monday of an assembly week is a public holiday, the campus assembly will take place the following day. Each term the campuses will alternate between a morning and afternoon assembly with times listed on the Compass calendar for families to access. Each campus assembly will take up to 30 minutes in length.

## **ATTENDANCE:**

Learning begins at 8:45am at Arrowsmith St and 9:00am at Ambrosia Way. Please ensure your child is on school grounds prior to the music sounding. **The grounds are supervised 15 minutes before the school bell sounds in the morning and 15 minutes after the school bell sounds in the afternoon.**

Students who arrive late for school must be signed in by a parent/carer at the office prior to making their way to class. Please do not drop your child off to walk into the office unaccompanied.

It is most important that students attend school every day with the exception being for genuine illness. Absenteeism is a serious and concerning issue. The wider school community, parents and students need to fully understand the impact of missing school days.

A key message that needs to be embraced by schools, parents and the wider community is that 'Every Day Counts'. The potential consequences of poor attendance are very real. Students with high rates of absences will be at risk of not achieving their potential and therefore limit their life choices. Other real consequences are:

- Social isolation
- Students could get too easily involved in socially unacceptable and/ or illegal activities
- Will have gaps in their learning of knowledge and basic concepts
- May feel insecure in the school environment
- Students may place themselves at risk of harm while absent
- More likely to leave school early
- Be over-represented in the juvenile justice system
- Be the victims of bullying and harassment

Beveridge Primary School has high expectations for attendance. This means that students are required to be in class for every session, every day - unless they have a specific reason for being absent. Students are required to remain in class for the full school day. Parents will be contacted by school staff if attendance is causing concern and invited to support teachers in resolving unexplained and unapproved absences.

## **PUNCTUALITY**

To assist and promote qualities including responsibility, good manners and respect and in order for the school to fulfil its responsibility for the safety and welfare of students, the school insists on punctual attendance. Students arriving at school after 9:00am are expected to be signed in by a parent/carer at the office. Continued lateness will be followed up by the Attendance Support Officer.

## **ABSENCE NOTES:**

If your child is absent, please inform the school on the day your child is away. This can be done by submitting the absence on Compass or alternatively you can call the school office to report your child/s absence if you are unable to access Compass.

## **BIKES/SCOOTERS:**

Students are permitted to ride their bikes and scooters to and from the Ambrosia Campus. At this stage, our Arrowsmith Campus does not have a bike enclosure, or safe footpaths surrounding our school. All students are required to wear a helmet and comply with State Laws for bicycle riding. Ambrosia student's bikes must be left in the school bike enclosure. For safety reasons riding of bikes within and around school grounds is not permitted.

## **BOOK LISTS**

Booklists are distributed in Term 4 of the year preceding your child's start at Beveridge PS (during the transition period).

## **CANTEEN**

A lunch order service will be available each Thursday at both campuses. All orders can be placed online with ordering open until 12pm on the Wednesday before. Lunch orders arrive at school in time for lunch eating time, therefore, you still need to pack your child's lunch box with a fruit snack and recess snacks for the day.

## **CHILD SAFETY**

All visitors to our school inclusive of parents must sign in at the office. The first time that you visit our school you must read the Code of Conduct and agree to abide by it.

Children are taught and encouraged to adopt habits of safety on the way to and from school. Children who ride bicycles to school are not permitted to ride them inside the school grounds. Parents are asked to stress with their children the need to obey the road safety rules. A helmet must be worn.

Parents dropping off and picking up children are reminded that they must travel very slowly and be aware of children. Reverse parking only is permitted at pick up/drop off parking bays and parents are asked not to remain in the car park any longer than necessary.

Children need to be constantly reminded of the dangers of talking to strangers or accepting rides with them. If there is to be a change in the normal pick up or drop off procedure, ensure that both the teacher and your child are fully aware of these changes.

Children are under teacher supervision throughout the day, including recess and lunch periods. The school grounds are supervised by staff at Arrowsmith Street Campus from 8.30am to 3.30pm and at the Ambrosia Way Campus from 8.45am to 3.45pm. Therefore, no child should be at the school unsupervised by parents or guardians outside these hours.

In the interest of safety, children are asked not to bring to school any skateboards, roller-skates, toy guns, knives, glass bottles or jars, whistles, sharp pointed or breakable toys. Valuable items such as iPods, electronic games, etc. are not to be brought to school as they can easily be lost, damaged or broken.

**PLEASE DO NOT ALLOW YOUR CHILD TO COME TO SCHOOL EARLY OR STAY LATER AT SCHOOL AS THE YARD IS UNSUPERVISED BEYOND THESE TIMES.**

**If you require supervision beyond these hours please inquire about Out of School Hours Care with Team Kids on **1300 072 410**. Students will be placed in Team Kids if not collected on time.**

## **CODE OF CONDUCT**

All visitors, volunteers and staff at Beveridge Primary must read and agree to sign off on our Code of Conduct. This document outlines responsibilities of all adults entering our school.

## **LATE ARRIVALS**

Late arrival at school is discouraged and every effort should be made to ensure that your child/children arrive at 8:30am or 8.45am depending on the campus which they attend. Should your child/ren arrive late, parents/guardians must report to the office to sign their child/ren in.

## EARLY DEPARTURES

Parents/guardians who intend to pick up their child during school hours are required to report to the office. Please report to the office prior to collecting your child.

## COMMUNICABLE DISEASES:

### Public Health and Wellbeing Regulations 2019:

*'The Minimum Period of Exclusion from primary schools and children's services for infectious disease cases and contacts'.*

Column 1 Number	Column 2 Conditions	Column 3 Exclusion of cases	Column 4 Exclusion of Contacts
1	Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
2	Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
3	Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
4	Diarrhoeal illness*	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
5	Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Chief Health Officer
6	Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
7	Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
8	Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded
9	Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
10	Hepatitis B	Exclusion is not necessary	Not excluded
11	Hepatitis C	Exclusion is not necessary	Not excluded
12	Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
13	Human immuno-deficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
14	Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
15	Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
16	Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
17	Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
18	Meningitis (bacterial —other than meningococcal meningitis)	Exclude until well	Not excluded
19	Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
20	Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
21	Molluscum contagiosum	Exclusion is not necessary	Not excluded
22	Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
23	Poliovirus infection	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
24	Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded

## COMMUNICATION WITH PARENTS:

The school uses the Compass App to communicate with parents. Log in details will be provided when your child commences with Beveridge Primary School. A parent guide to Compass is also available if you require assistance using the app. Please visit either admin office to collect a guide.

## CONTACTING THE SCHOOL

Teachers have important responsibilities to children and may not be able to leave them to speak with a relative who arrives unannounced. We therefore ask you to follow these simple rules.

1. For everyday concerns, please contact your child's class teacher, but please do this before 8:30am or after 3:30pm by appointment where possible. Alternatively, contact your child's teacher via Compass.
2. For more in depth discussion relating to the child's progress, a suitable meeting time should be arranged with the teacher.

## EMERGENCIES

Beveridge Primary School has a detailed emergency management plan. The school is required by law to have one of these plans in operation. It covers a large number of potential disasters and how the school plans to cope with them.

All staff and children will become familiar with these procedures by practising the procedures on a regular basis. If you are in the school grounds during an emergency or practice drill, please follow the directions of a member of staff.

In the event of an emergency situation which requires the school to be closed without sufficient time to warn parents/guardians they will be notified and updated via Compass. If the school cannot contact parents/guardians, they will contact the emergency persons nominated on their child's enrolment form, or the children will be kept at school if it is safe to do so.

## HEAD LICE

All parents are required to fill out a form on enrolment for consent / not consent to hair checks. At BPS, we conduct head lice inspections when necessary by trained staff.

If a student is found to have head lice, a parent/carer will be contacted and the school will send home a generic notice to advise parents in that class that there has been a case of head lice and their child's hair needs to be checked. Students cannot return to school until treatment has taken place. Parents are required to notify the school if their child has head lice.

## INFECTIOUS DISEASES

Parents are requested to promptly notify the school of any information related to infectious diseases so that we may take appropriate measures.

If your child is to be absent for an extended period, notification to the school is required by telephone.

## INJURIES / ILLNESS

If your child is ill (including the night before or over the weekend) he/she **should not** attend school; high temperature is often an indicator. Students must stay away from school at least 24 hours after vomiting, having diarrhoea or having a fever to avoid spreading any illness to other students and staff.

If your child becomes ill at school, we will contact you so that you can make arrangements to have your child picked up.

Some childhood illnesses have a period of time when the child must be kept away from school. (Refer to the attached Communicable Diseases chart). If you are worried your child may be infectious, you can check with your doctor regarding the appropriate time they must remain away from school.

The Medical History Section of enrolment form should be completed and kept current

**Treatment Action Plans** (particularly asthma) must be:

- Developed by your medical practitioner
- Kept current
- Provided to the school in writing using the form provided

## EXCURSIONS

Our school understands the valuable outcome of excursions and supports an active program by incorporating these activities which range from a simple investigation of local interest, to part or full day excursions. It is expected that all children attend excursions as there are pre and post discussions and classroom programs based on the excursion.

Whenever children, as a class leave the school grounds, consent of parents is first obtained. Such groups are always supervised thoroughly, and strictly adhere to the requirements of the Department of Education school excursions / tours regulations.

Cut off dates for payments and permission will be strictly adhered to. With a minimum of 3 days before event.

### **EXTREME WEATHER CONDITIONS**

During extreme weather days (hot, windy or wet days), an indoor play timetable will be called and students will be supervised indoors during break times.

### **FIRST AID**

First Aid cases will be attended to by a staff member on first aid duty. First aid supplies at the school and in our excursion first aid kit are always kept up to date. If the staff member treating a student feels it necessary for the student to be collected (or treated by a doctor) we will contact you, so that you can make arrangements to have your child picked up.

### **GRIEVANCES**

For information to assist parents who want to raise a concern or make a complaint that is related to their child's education or school, please visit:

<https://www.vic.gov.au/raise-complaint-or-concern-about-your-school>

### **LOCAL WALKING ACTIVITIES**

The local walking notice is a part of your child's enrolment and would've been signed when completing the enrolment form. If this form isn't signed, a staff member will contact you in order for your child to participate in any walking events within our local area.

### **SUN SMART PROTECTION / POLICY**

Beveridge Primary School is a SunSmart school. All students are required to wear a wide brim or bucket hat when outdoors during terms one and four. Students without a hat will be required to stay under cover during outdoor activities and break times to ensure their protection. Parents should supply SPF 15+ sunscreen to have in their child's school bag during term 1 and from September each year. Alternatively, you may apply sunscreen to your child prior to sending them to school.

PLEASE NOTE, WE DO NOT ALLOW CAPS.

### **LOST CLOTHING AND PROPERTY**

A great deal of clothing and other belongings are collected during the school year. Much of this property is unable to be returned as items are not clearly labelled. Please ensure all items of clothing are permanently and clearly labelled. This includes shoes. We have second hand uniform rack at our Ambrosia way Campus. All Second hand uniform items are \$5 each.

### **LUNCHES**

Children eat their lunch in their individual classrooms prior to going out to play. This is to ensure that children with food allergies are protected from being exposed to foods they could react to, to avoid choking incidents and to ensure that children eat their lunches. Please ensure that your child has an adequate and suitable lunch. Hot water for soups and noodles places students at risk of burns through spillage and splashes and cannot be brought to school in a thermos for any purpose.

### **MANDATORY REPORTING**

All school staff are obliged by law to report to D.F.F.H any concerns regarding children at risk which may be told to them, evident, or suspected. The BPS Engagement Policy supports this code of conduct. The policy aims to have a happy, safe environment, inside and outside the classroom, where all members of the school community can interact in a friendly, positive way; where all can feel comfortable and safe; where all can recognise and be recognised for the positive contribution they can make to the school.

## **MEDICATIONS**

Children will not be given any medication, even panadol, without medication provided by parents/guardians and without written parental consent.

Please speak to our office staff regarding leaving any medications. Students are not allowed to self-medicate. All medication must be signed in through the office.

*Medication which has been prescribed to be taken 3 times per day such as antibiotics, can be taken before school, after school and at bedtime. It is not necessary to bring these to school.*

## **MONEY**

We encourage all payments to be made through Compass for required activities such as excursions, camps, etc . Students may need to bring some money to school from time to time for snack days or fundraising activities. Information will be sent out prior to these occurring.

Please note: EFTPOS facilities are available at both campuses. The office does not carry change and as such will not be able to provide any change.

## **NAPLAN**

The National Assessment Program – Literacy And Numeracy tests every child in years 3, 5, 7 and 9 in Victoria in March. Parents are informed of the date of these tests. Individual reports for the parents are sent through the school by August. Please ask if you wish to see the NAPLAN tests or discuss your child's report.

## **NEWS UPDATES**

News updates are published regularly and can be viewed on Compass.

## **NUDE FOOD POLICY**

At Beveridge Primary School, we encourage for food to be in reusable containers or wrappers. When selecting food to send with your child, please consider unprocessed foods and any anaphylactic allergies in the classroom.

## **OUT OF SCHOOL HOURS CARE**

Beveridge Primary School has partnered with TeamKids to provide quality care, flexibility and commitment to our school community. For enquires or bookings, please contact TeamKids directly on 1300 035 000 or [info@teamkids.com.au](mailto:info@teamkids.com.au).

## **PERSONAL DETAILS**

It is essential that parents supply the school with current information in writing regarding change of address or telephone numbers - home and business. Please also notify the school of any changes in guardianship, or access arrangements. A copy of such arrangements (Court Orders) is also required for the school to be compliant. Families are asked to confirm Student Information Details at the commencement of every school year.

## **PARENTS AND FRIENDS ASSOCIATION**

The Beveridge Primary School Parents and Friends Association meets regularly. The main purpose of operating a Parents and Friends Association is to support and provide assistance to the school where needed. The Parents and Friends Association focuses much of its attention on raising extra funds.

In addition to fund-raising, the Parents and Friends Association provides a forum for discussion on matters affecting the school and the children as well as providing a further avenue of communication with the Principal and the staff.

All parents are invited to attend meetings and contribute to the school's wellbeing. Children enjoy seeing their parents involved at school, so please come along. Meetings are advised through the school newsletter.

## PARENT HELPERS

The Parent Helper Program enables parents/guardians to participate as valued members of the school community by:

- Enabling the learning of students by providing additional support to the classroom program
- Working with students on their individual needs, determined by the teacher,
- Assisting with specialist programs such as sports and the arts, Contributing to the growth and achievement of our students.

If you have some time to volunteer as a parent helper at Beveridge Primary School, please inform the Admin team and we will inform you of the next steps. All of our Parent Volunteers will need a current Working with Childrens' Check. This can simply be done by heading to the website:

<https://service.vic.gov.au/services/working-with-children> This process is free for all Volunteers.

## PERSONAL ITEMS BROUGHT TO SCHOOL

Personal items brought to school are at the owner's risk. Personal goods can include mobile phones, electronic games, toys, musical instruments, sporting equipment and cars parked on school premises. The Department of Education and Training does not hold insurance for personal property brought to schools and it has no capacity to pay for any loss or damage. **Mobile phones are not allowed in learning spaces and must be signed in at the office when arriving at school and collected at the end of the day.**

## PERSONAL COMPUTERS

Student computers can be purchased through the parent portal on our school website.

If your child's device needs to be connected to the school network, please contact reception to arrange a booking with our technician.

## SCHOOL COUNCIL

School Council is an elected body representing parents and teachers. It can be made up of 11 members in total: 7 parents, 2 Department of Education and Training representatives and 2 co-opted members for specific projects such as a representative from Parents and Friends. One Department of Education and Training position is the Principal who is an ex-officio (non-elected) member. Parents and teachers representatives are elected for 2 year terms. The election, if needed (i.e.: there are more nominations than positions available) is held in March with the new school councillors taking up their positions on April 1. If a person retires from council before their 2 years has been served then it is advertised as a casual vacancy. All members of the school community are welcome to attend school council meetings. The council is charged under the Education Act with these major responsibilities:

- Development of the general educational policy of the school within the overall state policy guidelines.
- Planning, budgeting and expenditure control.
- Maintenance of buildings and equipment, grounds, buildings and cleaning contracts.
- Administration, ancillary, after-hours and extra-curricular personnel.
- Fund-raising activities, community ventures.

The desired educational program of the school is developed through the process of consultation and negotiation among those vitally affected. The adopted policies therefore reflect the values and goals of the whole school community. The date and time of meetings are advised in the school newsletter.

## SCHOOL PHOTOGRAPHERS

Professional photographers take individual and class photographs each year. You are under no obligation to purchase these photos. Pre-payment is however required if you decide to purchase.

Payments and orders are made directly with the photo company. The school does not handle or process orders or payments.

## SMOKING POLICY

**THE BUILDINGS AND GROUNDS AND CARS WHILST PARKED WITHIN THE SCHOOL GROUNDS AND ON ITS BOUNDARIES ARE NON-SMOKING AREAS.**

This is in line with DET and State Government policies.

## **SOCIAL SERVICE**

Children are taught to appreciate the needs of others, particularly those in less fortunate circumstances than themselves. We are often asked to help in various ways and assistance is forwarded to various organisations especially those servicing children. This may be in the form of selling badges for SunSmart, to skipping or reading to collect sponsors.

## **STAFF CAR PARK**

For staff only. Parents are not to use during school hours. If the need arises for access due to injured child please contact office.

## **TRAFFIC**

To relieve traffic congestion around the school, it would be appreciated if parents would strictly observe traffic regulations and No Parking signs. Double parking is dangerous. Police and By Laws officers from the Mitchell Shire Council regularly patrol schools at peak times and penalise offending drivers.

One option is to park a short distance from the school and enjoy the walk with your child. For safety reasons parents and students are not permitted to enter the staff car park at any time.

At Ambrosia Way, we encourage students to walk or ride to school with family or friends if residing close by.

## **UNIFORM PURCHASES**

Beveridge Primary School uniform can be purchased through Primary School Wear (PSW) at 71 Potter Street Craigieburn or online at [www.psw.com.au](http://www.psw.com.au). Uniform price lists are available from the school office.

Second hand uniform is available to purchase from the Ambrosia Way campus. All items are \$5.

## **VISITORS**

All visitors are required to report to Administration and sign in at the office, agree to and sign off on our Code of Conduct.

## **WATER BOTTLES**

Students are encouraged to bring a water bottle (no glass) to school each day.

## HOW PARENTS CAN MAKE A GOOD SCHOOL BETTER

- Make an effort to try and understand what the school is trying to do. If you can, express your support for its aims and the values it expresses.
- If at all possible, participate on committees and in discussion groups that consider educational issues and give opinions to staff.
- See the school as "your" school. Encourage your children to see it in the same way.
- By all means offer constructive criticism and suggestions but direct your comments to the right person.
- Go to school activities - open days, concerts, picnics, sporting functions, celebrations. Bring a friend.
- Join the official parent group and look after the school's interests.
- Welcome new parents. Help them feel that they belong. Build their confidence in the school.
- Support a broad and balanced curriculum. Resist attempts by any pressure groups to narrow the curriculum to things that are purely functional and measurable.
- Encourage your children to co-operate fully, to join in all school activities and to take pride in the buildings, the grounds and the school community as a whole.
- Let the Principal and the teachers know that you support them all the way, even if sometimes you have to be a friendly critic or a "critical friend".
- Become a Parent Helper. Children love to have their parents come into the classroom.
- Join committees

## IF YOU REALLY WANT TO HAVE A POSITIVE INFLUENCE ON YOUR CHILDREN

- Spend time with them. Read, play, share activities, express feelings, talk about successes, difficulties, uncertainties & plans.
- Provide a safe environment where life is predictable and where routines and relationships help people to be calm and relaxed.
- Provide challenges. Open opportunities to learn new skills, to collect, to play, to cultivate, to relate, to help to make.
- Praise specifically. Recognise and name strengths and achievement.
- Have high expectations of conduct as well as achievement.
- Help set achievable goals and have clear guidelines for behaviour.
- Know who your children's friends are and what they are doing.
- Don't put worries on your children's shoulders.
- Make sure the children have a balanced diet and enjoy plenty of exercise.
- Give moral guidance. Know your values and demonstrate them clearly both in what you say and what you do.