

INFORMATION BOOKLET 2023



BEVERFORD DISTRICT PRIMARY SCHOOL

*Principal: Phil Cox
Learning Specialist: Kristy Summerhayes
Student Wellbeing: Kaiti Blackmore
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WELCOME TO BEVERFORD DISTRICT PRIMARY SCHOOL



Dear Parents and Guardians,

Welcome to the Beverford District Primary School Community. My dedicated and innovative staff and I look forward to working in partnership with you for the duration of your child's primary school years.

We are very proud of what we have to offer at BDPS, especially our safe, caring and personalised approach, which our small class sizes allow. Our philosophy is one of building really strong relationships with the students and their families.

Choice is a good thing in education. Our point of difference from most other schools is that we offer individualised programs for all students. Every teacher knows every student in the school and this means that together strengths can be nurtured and needs fostered. We are all in it together and one big family at Beverford!

Our school values of Respect, Responsibility and Resilience are at the forefront of everything we do. Our renovated and refurbished facilities are incredible and our grounds are spacious, including a new playground and ninja obstacle course.

Please take the time to read our information booklet, but please feel very welcome to contact the school if you have any questions.



*Yours sincerely,
Phil Cox (Principal)*

Term Dates

2023

Term 1:

Monday 30 January to Thursday 6 April

Term 2:

Monday 24 April to Friday 23 June

Term 3:

Monday 10 July to Friday 15 September

Term 4:

Monday 2 October to Wednesday 20 December

2024

Term 1:

Tuesday 30 January to Thursday 28 March

Term 2:

Monday 15 April to Friday 28 June

Term 3:

Monday 15 July to Friday 20 September

Term 4:

Monday 7 October to Friday 20 December

School Times

9:00am School Commences

11:00-11:30am Morning Recess

1:00-1:15pm - Children Eat Lunch (under supervision)

1:15-1:50pm Lunch Play

3:20pm Students Dismissed



Last day of Term finishing times

Terms 1, 2 and 3 - 2:20pm

Term 4 - 1:20pm

Prep Rest Days

During February, Prep students will not attend school on Wednesdays. This allows the children to cope with the demand of school.



Enrolment Information



MAINTAINING ENROLMENT DETAILS

It is essential that our school has the correct name, address and telephone numbers of parent/guardians and the name and phone number of a person, other than a parent, to contact in case of an emergency. Please ensure any changes in this information are notified promptly to our school office. This includes changes in medical details or custody arrangements.

SCHOOL ASSEMBLIES

Are held in our lounge area each Friday (3:00-3:20pm). Parents are more than welcome to come along.

ADMISSION OF STUDENTS

Children beginning school must be 5 years of age by the 30th of April that year.

DOCUMENTS SUPPORTING ENROLMENT

- *An official Birth Certificate*
- *An Immunisation Status Certificate issued by the Australian Childhood Immunisation Register. a copy can be obtained from Medicare if needed.*
- *Any court orders relevant to the student.*
- *Medical plans relating to the student.*

OUT OF SCHOOL HOURS CARE

Out Of School Hours Care operated by the Swan Hill Rural City Council at Swan Hill Primary School, is available for after school hours, some student free days and school holidays Our school bus drops students at After School Care every night. For more information call the Out-Of-School-Care coordinator on 50362321 or email oosh@swanhill.vic.gov.au

Communication

Students thrive when there is a positive partnership between parents and school. That partnership is, dependent on good communication.



Communicating with teachers

Parents are encouraged to communicate with our teachers regularly to discuss their child's progress. This could be an informal chat, or an arranged appointment. Teachers can not be contacted during class time, however you can call the office and leave a message. Teachers use the 'Seesaw' app as an additional platform to communicate with parents.

Sharing student progress

Each child has a 'Learning Journal' developed using the Seesaw application. A formal written report is sent home at the end of each semester. .



Other ways the school keeps families informed

- Our fortnightly newsletter is issued every second Wednesday via email, hard copy and Seesaw.
- Facebook. Follow our Facebook page 'Beverford District Primary School'
- Notes sent home. Where information is relevant to the whole family, notes will be sent with the eldest child.

Any notes that require information or a signature are printed on fluoro paper. ie. excursion permission forms. Please note: students are not able to attend an excursion without parent/guardian permission.



UNIFORMS



School Council has developed a compulsory school uniform. The uniform helps develop a sense of unity and pride in our school and must be worn by all students.

Our uniform items with the school logo can only be purchased from the school office. Plain black items such as shorts, pants etc can be purchased elsewhere.

When parents send a child to school out of uniform, we lend them items from our secondhand uniform supplies for the day. We ask that the clothes be laundered and returned back to school.

Labeling - Please clearly name, in a conspicuous spot, all articles of clothing.

Hair Accessories - Students are required to wear hair accessories that match our school uniform colours of blue and black.

Art Smocks - All students need a suitable old shirt or apron at school to protect uniforms during Art classes.

UNIFORM ITEMS

- BDPS Beanie (Winter optional)
- Blue/black polo shirt
- Black shorts/skort or skirt
- Black trackpants
- Blue and black bomber jacket
- Shoes - black leather shoes or runners/sneakers of any colour.
- Hats - It is compulsory for students to wear school hats from September to May. School hats can be purchased from the office. Hats are kept at school.
- Year 6 polo shirts - are available to Year 6 students, with all year 6 student names printed on the back.



BREAK TIMES



SUPERVISION IN THE YARD

There is always a teacher on duty during breaks.

Staff are also supported by Peer Mediators. Peer Mediators are Year 5 & 6 students trained in the skills of mediation and are rostered 'on duty' during breaks to help children work out solutions to minor problems.

Please encourage your child to see a yard duty teacher if they are having problems in the playground. We use a restorative approach when students make poor decisions. Our staff are trained to work through issues with students.

PLAY AREAS

We have a wide range of play areas which all students can access during break times. These include,

- Undercover Basketball Court*
- Gaga Ball Pit*
- Ninja Course*
- Beach Volley Ball Court*
- Large Brand New Playground*
- Sandpit*
- Football/soccer Oval*

BREAKFAST CLUB

Is open to all students every Tuesday morning and encourages students to prepare and enjoy breakfast to ensure they have a full tummy and are ready to learn. It is also a great way for students to socialise, gain independence and better connect with peers and staff.

LUNCH TIME ACTIVITIES

There are a variety of lunchtime activity options which run on particular days. Some of these include, Mrs Backmore's Lunchtime Games, homework club, board games, mindfulness colouring, Lego club, etc.

FOOD

We strongly encourage parents to pack healthy snacks/lunches including at least one piece of fruit for 'Fruit Snack'. We encourage students to bring food in containers and recycle their rubbish correctly. This is part of our school focus on sustainability.

ALLERGY AWARE

Beverford District Primary School is 'Allergy Aware'. A completely nut-free environment is impossible to guarantee, and potentially provides a false sense of security for everyone. However, we would appreciate if parents/carers refrained from packing food that contains nuts.

LUNCH ORDERS

Beverford runs school lunch orders every Friday. Students can order from the wide range of delicious options and must write their name and order on a brown paper bag and place it in the lunch order box before 9am. Our Lunch order canteen is run by volunteer parents.

Attendance



Regular attendance is vital for any child to progress at an acceptable rate. Please try to keep absences to a minimum.



Children returning after any period of absence should advise the school of the reason for the absence.

Families aware of an upcoming absence are encouraged to discuss this with the class teacher.

It is important that parents make sure their children arrive at school on time each day between 8:30-8:50am. Arriving late is disruptive to the class and can be unsettling for the individual student concerned.

Teachers make their rooms available for students from 8:40am. This is an important time for students to settle and get organised for the day.



Early Departure

If you wish to collect your child from school before dismissal time, please visit the General Office, to sign them out. Staff will arrange your child to come to you. This procedure has been implemented to minimise disruptions to classrooms and ensure only authorised adults are collecting students.

Travelling to and from school



School Bus Travel

The school is serviced by a bus run which begins in Swan Hill and goes to Vinifera and cuts through the Woorinen, Murraydale, Tyntynder and Speewa districts. 80% of students attending the school travel to school on the bus.

The bus is free for new enrolments who are attending their closest school. However, for families attending Beverford in favour of their closest school a charge is applied from the Public Transport Department. This charge is the same for all schools across Victoria



Small School Bonuses



MARC VAN

The MARC Van visits the school one day a week (Wednesday in 2023). The MARC teacher takes library lessons and borrowing sessions for 60 to 90 minutes with each class.

MOBILE LIBRARY

The Swan Hill Library Mobile Library Truck parks outside the school between 9.00am and 10.00am every second Tuesday. Each class visits the van and students are encouraged to borrow books according to their personal interests or current classroom inquiry topics.

END OF YEAR CONCERT

In the true tradition of rural schools, we have a concert in the final week of Term 4. Families and other community members are entertained by student performances including Christmas Carols. The concert is held outside at the school and is followed by a visit from Santa on the Fire Truck.

SPORTS DAYS

The school is a very successful participant in the Swan Hill District Primary School Sports Association. Students from Beverford compete with and against students from Lake Boga, Son Centre, Nyah District, Woorinen District and Manangatang. Sports include Summer Sports in Term 1, Cross Country and Winter Sports in Term 2 and Athletics in Term 3.

Successful individuals or teams go on to represent the district at Zone Level and if successful again have the opportunity to go on to compete at Regional and State level. Group Activity Days for the Foundation to Grade 2 students are held in conjunction with Interschool Sport Days.

SCHOOL PROGRAMS

Key Learning Areas of the Victorian Curriculum studies are,

- English
- Mathematics
- The Humanities (Geography, History, Civics & Citizenship)
- The Arts (Art, Music, Dance, Drama)
- Health and Physical Education
- STEM (Science, Technology, Engineering and Mathematics)
- Languages (AUSLAN)

Transition

Our Prep Transition Program taking place in November/December, allows your child to enjoy a range of fun learning experiences whilst becoming comfortable in our school surroundings. Current students participate in a Whole-school Transition Program at the end of the school year.

Homework

Homework seeks to reinforce and/or extend topics being taught at school. We expect all students to read at home as often as possible, and record their efforts in their Reading Diaries. Homework is sent home weekly, on Mondays and is due back the following Friday.

Swimming

Our Swimming Program allows students to receive 9 lessons each year. This takes place at the Leisure Centre during October and November.

Excursions/Camps

The school has at least one excursion or major camp throughout the year. These experiences are deliberately selected to tie in with the class curriculum and act as a spring board for a range of class work back at school.

A strong emphasis is placed on providing a settled learning environment with a focus on the core subjects of English and Mathematics. Specialist teachers deliver programs in Music, Physical Education, STEM and The Arts, helping to extend learning opportunities for students.

Netbooks/Ipads

Our school is renowned for the use of technology as a tool in the classroom. Students develop high-level skills with our 1:1 netbooks in Years 3-6 and 1:1 Ipads in Prep-2.



Student wellbeing



MHiPS
Mental Health in Primary Schools

Our school is a community that reflects diversity and ensures all students feel happy and safe.

We are very proud of our whole school Wellbeing approach where Wellbeing is all about knowing our students, and the links between their physical, emotional and social health, to create a supportive and welcoming place to learn. We collaborate with parents and carers to support student health and wellbeing and celebrate and value the diversity of our school community.

Our school has employed a Mental Health and Wellbeing Leader (MHaWL) through the Mental Health in Primary Schools Initiative. Mrs Blackmore is our MHaWL and she oversees the implementation of our wellbeing programs, our students with disabilities funding and our student referrals.

We explicitly teach and embed social and emotional skills related to personal safety, resilience, inclusion, decision making and help seeking through Respectful Relationships (RR), Berry Street, The Zones Of Regulation and School Wide Positive Behaviour Support (SWPBS). These initiatives also aim to promote positive attitudes, behaviours and equality within our school community.

Our school values of Respect, Responsibility and Resilience support you to create and maintain a safe and respectful learning environment where we take a whole school approach to positive behaviour, so that all forms of bullying, aggression and violence can be prevented. We work closely with our students to provide them with effective strategies to express their needs and build self confidence.

For students with disabilities we pride ourselves on offering inclusive education that is strengths based, where each student can and will learn and succeed. We work with outside agencies to best support our students.

To promote positive behaviour and expectations we follow our SWPBS Positive Behaviour Matrix, which is explicitly taught in classrooms and supports positive behaviour across all school settings. Students receive Student of the Week awards and SWPBS Recognition Wrist Bands based on our school values.

At BDPS we are committed to Child Safety and the Child Safe Standards. We have a zero tolerance for child abuse. The safety and wellbeing of all children is a primary focus. We want children to be safe, happy and empowered, where they are respected and have a voice that is heard. All allegations and safety concerns will be treated very seriously and consistently through our policies and procedures. To ensure the safety of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, as well as the safety of children with disabilities and who are vulnerable.

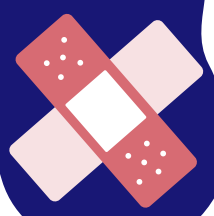
**RESILIENCE
RIGHTS &
RESPECTFUL
RELATIONSHIPS**

RESILIENCE

RESPONSIBILITY

RESPECT

Student Health



Please keep your child home when they are unwell. If students become ill whilst at school, parent/carer will be contacted and asked to collect the child. It is essential the school is notified if the contact details for yourself or your emergency contacts change.

Staff are trained in basic First Aid but when any doubt arises concerning the severity or acuteness of an illness or injury, attempts are always made to contact a parent/carer and let them make the decision whether or not to seek further treatment

Covid 19

Any students who present with Covid-like symptoms are required to seek medical advice or receive a negative Covid-19 test before returning to school

Exclusion due to infectious disease

Parents are obliged to adhere to regulations relating to infectious illness and exclusion from school. Information regarding infectious diseases and the relevant notification requirements, school exclusions and management guidelines can be found on the Department of Health website. (www.health.vic.gov.au/infectious-disease)

School Injuries and Insurance

Parents/carers are responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs will be refunded by Medicare. If you are a member of an ambulance or private health fund, you may also be able to claim transport or other expenses from the fund. The Department of Education and Training does not provide personal accident insurance for school students. Personal accident Insurance policies are available from some commercial insurers. These cover a range of medical expenses not covered by Medicare or private health insurance. Information on some of these policies are available at the office. However, the DET and schools cannot advise on whether to purchase a student accident policy or which policy to purchase

Head Lice

Your support is requested by regularly checking your child's hair for head lice. Any lice found should be treated immediately and the school informed. The child's class is then checked and results are sent home on the day of the check. This strategy is designed to keep the problem of head lice to a minimum and is only successful if parents/carers let us know whenever they find their child is affected. Students who are found to have head lice in their hair are sent home immediately for treatment and are able to return after treatment has taken place. Treatment for the whole family is essential for eradication.

Medication

Only medications prescribed to the student by a doctor, which are needed during school hours, should be brought to school. Medication needs to be in the original packaging with prescribed dosage and an 'Authority for Administration' form must be signed at the Office by parents. Medicines are placed with staff in the Office, refrigerated if necessary. Children needing medication report to the office staff, who administer the medication and record the details. Staff cannot administer any form of over-the-counter medication (such as paracetamol) unless a letter from the doctor is provided. The school does not keep any medication in stock for general use.

GETTING INVOLVED

Join School Council

School Council is the decision making body of the school. School Council meets on the third Wednesday each month with school councilors being elected for a two year term.

Attend Excursions

Excursions can require higher supervision levels. Helpers are encouraged to attend and enjoy the experience of getting to know other students and teachers.

Help with Lunch Orders

Every Friday we run school lunch orders. This is run completely by parent/carer volunteers. We could always use more helpers so please get in contact if this is something you could help us with.

Sporting Days

We attend several inter-school carnivals each year. We welcome any assistance with supervising small groups of students, scoring, umpiring, coaching and running specific events.

Join Fundraising Committee

The Fundraising Committee organises events and activities to raise money for the purchase of resources at the school



Assist in the Classroom

Teachers require assistance in literacy sessions, and other one-to-one or small group situations. Contact your child's teacher to see how you can help in the classroom

Finance

We rely on parent contribution to supplement what is provided by the Government to provide the level of education you expect for your children. As always, we endeavor to keep costs to a minimum and appreciate the strong financial support provided by our school community.

The Department of Education and Training provides funding to schools for the standard curriculum programs and associated essential education items, equipment and operation costs. However, items which are for the exclusive use of students whilst completing their educational course (eg. personal stationery and equipment, text books, classroom project materials and computer consumables) parents may be asked to provide these items themselves or to pay the school for these materials.

As you would expect, The Department of Education and Training has detailed guidelines as to what items parents can be expected to provide. Our charges schedule has been issued in accordance with those guidelines. A copy of DET's Parent Payment Policy and Implementation is available on the school website or by request from our school Office.

The following is some detail explaining the parent payment arrangements and payment methods and options:

School Supplied Items

These are educational items which includes online learning subscriptions (Reading Eggs, Essential Assessment), Student Diaries, and consumable materials purchased in bulk and provided for Art and Science (craft paper, glitter, paints etc.)

Optional Items

We offer a range of optional items and activities that are additional to the delivery of the standard curriculum. These items and activities are designed to broaden your child's school experience. This can include but are not limited to :

- School Camps
- Excursions/Incursions
- Uniform Items

Your child will NOT be disadvantaged if you do not make a contribution. Records of voluntary contributions are kept confidential.

Making Payment

You can pay by any of the following methods

- Electronic Funds Transfer BSB: 063529 ACC# 10080192
- Centrepay (families in receipt of a Centrelink payment can select a one-off or continuing payment which is deducted from their Centrelink benefits.)
- Cash or cheque

Sending Cash to School

Please ensure that any payments sent to school are in a securely-sealed envelope. The school supplies suitably printed cash collection envelopes (available from the Office) and their use is preferred and encouraged. Envelopes should have your child's name and class clearly written on, amount enclosed and the purpose for the money. If a permission note is required please staple/attach to the outside of the envelope.

Finance

Continued..



Placing money in Credit/Prepayment

Parents may place lump sum funds in credit to be used as money is required. On occasions, parents/carers overlook payment for events/items, which creates a lot of extra pressure on teachers and Office Staff. We realise that it is not always possible to pay on time, but this can be alleviated by paying a lump sum in advanced, and advising the office (via a note on the permission form or a phone call) to use this credited as required. This also removes the risks associated with relying on your children to be responsible for handling money.

FINANCIAL ASSISTANCE AVAILABLE TO FAMILIES

Low Income Families

- Camps, Sports and Excursion Fund (CSEF) provides \$125 per year for eligible primary school students to attend camps, sports and excursions. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. Payments go directly to the school and are tied to a student. The CSEF payment cannot be used towards voluntary charges, nor towards books, stationary, school uniforms etc.
- State Schools Relief can be accessed by eligible families for support with clothing/uniforms. Please see Lois for more information.

Conveyance Allowance

Victoria - An allowance is available to students who reside 4.8km or more, by the shortest practicable route traffic-able by motor vehicles, from the nearest primary school.

New South Wales - NSW resident parents can apply for a 'School Drive Subsidy' towards transporting students to school/bus stop by private vehicle. Students must reside more than 16km from school/nearest bus pick up point.

EXTERNAL PROVIDERS

Scholastic Book Club and Book Fairs

Book Club catalogs are sent home (1 issue per term) and orders must be made online, should you choose to purchase. We run one Scholastic Book Fair every second year as a fundraiser, where Scholastic products are on display and available for purchase

Student Photos

Each year school photos are taken by a photographer. Orders and payment are to be made online using the photographers website.



Staff



Phil Cox

*Principal
Grade 5/6 Teacher*



Kristy Summerhayes

*Teaching and Learning
Specialist
Grade 5/6 Teacher*



Kaiti Blackmore

*Mental Health and Wellbeing
Leader
AUSLAN and Music Teacher*



Chloe Wren

Grade Prep/1 teacher



Demi Salau

Grade 2/3 & 4 teacher



Danielle Pretty

*Tutor
Art Teacher*



Lois Caelli

Business Manager



Tamika Elford

Education Support

School Buildings and Grounds



Office



Lounge



Hall/Art Room



BBQ Area



Ninja Course



Library



Junior Room



Middle Room



Senior Room



Undercover Playing Area



Oval



Deck