



**Brunswick North**  
PRIMARY SCHOOL

# Brunswick North Primary School



## Parent Information Handbook

BRUNSWICK NORTH PRIMARY SCHOOL

Pearson Street, Brunswick West, Victoria 3055 • Phone: 03 9383 1400 • Fax: 03 9386 0583  
brunswick.north.ps@edumail.vic.gov.au • brunswicknorthps.vic.edu.au



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## Brunswick North Primary School (BNPS) Parent Information Handbook

- **Attendance and Absences**

It is vital that your child attends school regularly and is at school on time every day. Of course, if your child is sick we trust your judgement as to whether they are able to attend school or not. If your child is unable to attend, we ask you to report the absence to the school office or provide a written note explaining why your child has been absent to the classroom teacher.

If the absence is prolonged, the school is to be notified. An email to **brunswick.north.ps@edumail.vic.gov.au** or phone call to the office on **9383 1400** is sufficient.

- **Assembly**

A whole school assembly is held at 9am of a Monday morning in the Multi-purpose Room. Parents are most welcome to attend. Please be mindful that filming of students at assembly is not acceptable.

- **Brain Breaks**

At approximately 10am each day, students are given some “in class” time to eat a piece of fruit or a vegetable snack. This enables students to take a brief break, refuel and be ready to focus again.

- **Café**

A school café is available for students to order their lunches and purchase over the counter snacks at the first morning break. The café has a price list that outlines choices and costs. Lunch orders can be written out on a paper bag and placed in a basket in the classroom at the beginning of the day. It is always best if you can provide your child with the correct money.

- **Celebrations (ie Class Parties, Birthdays)**

As part of our “**no sharing food**” policy we also ask parents not to provide cakes or food treats for birthdays. We celebrate the children’s birthdays within the classroom. If parents wish to provide something, things such as stickers or balloons can be handed out at the end of the day.

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- **Child Safe Standards**

At BNPS we follow the Child Safe Standards. The Child Safe Standards are compulsory minimum standards for all organisations that provide services to children including Victorian schools. As part of our commitment to ensuring child safety, we provide protective behaviours education to our students through our Resilience, Rights and Respectful Relationships Social and Emotional Learning materials (see RRRR) and through Body Safety and Relationship and Sexuality education. ([Child Safe Standards](#)) Please see our school website for more Child Safe Standards information.

- **Class placements**

At the end of each school year teachers carefully consider the placement of students for the following year. It is a complex process that takes into account many different aspects including how students will best make the transition and who they will work most effectively with. Students are given the opportunity to provide a list of 5 other students they would like to have in their class for the following year and teachers ensure they have someone off this list.

- **Class Programs**

Class programs are designed around the Victorian Curriculum. Teachers work within year-level units to ensure they are covering all aspects of the curriculum. ([Victorian Curriculum](#))

- **Computer, ipad and Internet Policy**

Students make use of computers and ipads within the classroom and during specialist programs. All computers and ipads are provided by the school for use at school. At BNPS we follow the eSmart Schools Policy and students follow the school Digital Technologies and Internet Acceptable Use Agreement to ensure safe and appropriate use of digital technologies. eSmart Schools is an initiative of the Alannah and Madeline Foundation, which provides schools with a framework to create a safe cyber environment for students. ([esmart](#))

- **Curriculum Days**

At BNPS there are four Curriculum Days each year. A Curriculum Day is when staff spend the day working together as a group to consolidate their approaches to teaching and learning. Students do not attend school on these days. These days are the first day of term 1 and the last days of terms 2, 3 and 4.

- **Essential Education costs and Levies**

A Parent Payment letter is distributed at the end of each year. Payment options and financial assistance are available. Please direct any questions to the School Business Manager.

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- **First Aid**

School staff are continually receiving professional development to update their First Aid skills. At BNPS we also have a school nurse that works each day between 11am and 3pm.

- **Food at school (no nuts policy)**

Your child will need both a morning snack and a lunch meal as well as a piece of fruit or vegetable snack for “Brain Food”. Because there are students attending school with food allergies we have a “**no sharing food**” policy and “**no nuts**” policy. We reinforce that it is important for children to eat the food that their parents have given them.

- **Homework**

Homework helps students by complementing and reinforcing classroom learning, fostering good lifelong learning and study habits, as well as providing an opportunity for students to be responsible for their own learning and for families to engage in their children’s learning. Homework should be balanced alongside family commitments and extra curricular activities undertaken by children such as sport, music, drama and dance. Each unit provides parents with a range of activities that make up homework and may include activities such as home reading, spelling or project work.

- **Incursions/Excursions/camps**

Each unit has an Incursion/Excursion budget to spend on activities that provide students with opportunities to explore the concepts of the school curriculum. Students also have the opportunity to attend school camps in grades 3/4/5/6.

- **Instrumental Classes**

Genesis Music School operates at Brunswick North Primary School. Please ring Genesis Music School for further information on 0421426674.

- **Lateness**

If your child is late for school please sign them in at the office and collect a late pass for them to give to their class teacher.

- **Lining up of a morning and going home**

- **Morning line up**

Students leave their school bags in a line at those designated places and play within the school grounds until the bell goes to line up and be met by the class teachers. **Students should remain outside in the schoolyard until the morning bell goes at 9am.** Teachers are supervising in the playground from 8.45am. Please be aware that parents must provide supervision of students in the yard before 8.45am or enroll them in the Out of School Hours

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Care Program. If the weather is wet or unsuitable, students are expected to take their bags and stay under the covered areas around the school until the bell goes.

➤ **Afternoon collection**

**Grade 3-6 students** are dismissed into the school grounds at 3.30pm and are expected to organise a meeting place with their parents or siblings or make their way to the Out of School Hours Care program.

**Grade 1-2 students** are dismissed from their lines and wait with the teacher until they are collected by parents/careers. Please let the classroom teacher know if someone different will be collecting your child so teachers know to look out for them.

**Foundation students** are dismissed from their lines in the quadrangle at the end of the day. At 3.30pm the Foundation students come out into the quadrangle, near their classrooms, for parents to collect them. Please let the classroom teacher know if someone different will be collecting your child so teachers know to look out for them. If the weather conditions are not good they are dismissed from under the quadrangle covered area near the cafe. Foundation students attending the Out of School Hours Care program will be taken over to the OSHC room.

Teachers supervise the playground until 3.45pm and for school security the quadrangle gates are also locked at 3.45pm. It is the responsibility of parents/carers to supervise students when they are dismissed into their care at the end of the day and from 3.45pm onwards.

- **Mandarin Language Classes** (after school) – Please make enquiries at the office if you are interested.
- **Medical Information**  
Please ensure the school office has up to date information about your child's medical conditions including asthma management plans and any allergies or other medications. All medications must be taken to the office and not to the classroom. Circumstances and medical conditions change over the course of the school year. Medical issues and contact phone numbers must be kept up to date at the school office.
- **Money and Lunch Orders**  
If children need to have money at school, please ensure that the exact money is brought in a sealed envelope and given to the class teacher. Sometimes parents like to include some money for students to buy a treat at the cafe (separate to their lunch.) Small children often have some difficulty understanding the value of money and the need to keep it safe. If your child is to purchase items it is really helpful to talk to them about keeping their money safe, maybe in a special purse or wallet to keep in their bag and if possible, please have the correct money available for them.. Also, because of our 'No Sharing Food' policy we do not want students to use their money to purchase food items for their friends.

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- **Out of School Hours Care Program**

Camp Australia run the OSHC at Brunswick North P.S. They run a fully accredited program and parents are eligible to claim the childcare rebate.

Please collect an information brochure from the Out of School Hours Care Program room or from the school office.

Applicants register online at [www.campastralia.com.au](http://www.campastralia.com.au) and you can contact Camp Australia on 1300 105 343.

- **Parent Helpers**

There are many ways parents can support school programs by volunteering their time at school. These include being involved in working bees, school fetes and assisting in the classroom or specialist programs. Each grade level unit will outline ways in which you can assist during the Parent Information Evening. Foundation parents will be able to begin helping within the classroom in Term 2 as this gives students time to make the transition into their new school and develop some independence within the classroom.

It is School Policy that parents involved in helping in the classroom have a Working With Children Check.

- **Parent Information Evening**

A Parent Information Evening will be held at school early in Term 1. Parents can come up to the school to hear about the Specialist Programs their child will attend and also get an outline of the classroom program and some activities they can do at home to assist their child's learning. Parents will also receive Parent Helper information.

- **Parent Information Packs**

Each Grade Level Unit prepares an information pack for parents' that is distributed at the Parent Information session held in Term 1. This includes program and student wellbeing information specific to the Unit level, timetables, homework and parent helper information.

- **Parent Teacher Interviews/Meetings**

Parent Teacher Interviews are held twice a year at the ends of Term 1 and 2. During the school year it may be necessary to request further interviews or meeting times with teachers. Please contact the teacher and organise a suitable meeting time and be mindful that teachers may not be able to discuss concerns with you during class times or lining up times.

- **Parents and Friends**

The Parents & Friends Group (P&F) at Brunswick North Primary focusses on community-building and fundraising. The P&F consists of, and is supported by, a dedicated group of parent, carer and staff volunteers who plan and implement these activities. Activities are

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devised through a community consultation process, so P&F membership and participation is a great way to become involved and contribute to the school community.

- **Playground**

Students are expected to play outside before school starts and during recess and lunchtime outside breaks. The playground is supervised from 8.45am of a morning, during all outside play breaks and from 3.30 – 3.45pm after school. Multiple staff are on duty during supervision times.

- **Policies**

Brunswick North Primary School has a range of different policies, plans and reports that can be accessed via the school website.

- **Precious items**

We encourage children to leave their toys at home. If students have a “Share Time” they may bring something on their given day that they will be kept safe within the classroom. We do not want students bringing anything they consider precious to school as breakages or lost items can cause a lot of distress.

- **Publicity Permission**

Each year at Brunswick North Primary School parents/carers are asked to sign a publicity permission form concerning the taking of and use of photos or film. It is important that those who are being photographed (or parents/carers on their behalf) are aware that they are being photographed, who is taking the pictures, what they will be used for, and who they will be shared with.

- **Reporting**

School reports are provided for parents twice a year – at the end of Term 2 and the end of Term 4.

- **Riding to school**

Many students choose to ride their bikes or scooters to school. There is a place to put bikes and scooters in the quadrangle or near the back oval during the school day. Of course, all students riding to school need to wear a helmet and they must walk their bike or scooter in the school grounds to avoid collisions. **Students’ riding to school in grades Prep/1/2 must be accompanied by an adult.**

- **School Banking**

Students have the opportunity to be part of the School Banking Program. Forms are available at the office.

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- **School Council**

All government schools in Victoria have a school council. They are legally-formed bodies that set the key direction for the school. Brunswick North Primary School has an active School Council where parents and teacher representatives work together to ensure positive outcomes for the school community. Brunswick North Primary School has a council of twelve members including parents and school staff. Elections for parent and teacher representatives are held in March each year. The call for nominations is published in our school newsletter.

- **School Nurse**

At Brunswick North Primary School we have a school nurse that works each day between 11am and 3pm. The school nurse is based in the office. Foundation students also have the opportunity to be seen by the Department of Education Regional Nurse during their first year of school.

- **School times**

The school attendance time for students at Brunswick North Primary School is from **9am to 3.30pm**. The morning bell goes at 8.57am for a 9am start.

For current class times please see the following table:

	<b>Foundation/Grade1/Grade2</b>	<b>Grades3/4/5/6</b>
Classroom sessions	9.00am – 11.20am	
Eating in classroom	11.20am – 11.30am	
Outside Play	11.30am-12.00pm	
Classroom sessions	12.00pm – 1.50pm	12.00pm – 1.20pm
Eating in classroom	1.50pm – 2.00pm	1.20pm – 1.30pm
Outside Play	2.00pm – 2.30pm	1.30 – 2.00pm
Classroom sessions	2.30pm – 3.30pm	2.00pm – 3.30pm

- **School Uniform and uniform shop**

All students are required to wear school uniform every day. The official school uniform can be purchased through the school uniform shop located at **133 Bakers Rd North Coburg**. The full range of items and sizes are available, with the exception of the required black school shoes. (Shoes with Velcro are a great choice for Foundation students.) All other items including hats and school bags are kept in stock at the Uniform Shop throughout the year. The Uniform Shop at 133 Bakers Rd is open from 9am to 4pm Monday to Friday. Orders can also be placed online with purchases delivered to the school and sent home with your child.

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- **School Values**

At Brunswick North Primary School our values are based on the shared statements:

- Everyone has the right to feel comfortable and safe
- Everyone has the right to learn

***Our school values are:***

- RESPECT
- RESPONSIBILITY
- COURAGE

***Our school rules are:***

- I am respectful
- I am responsible
- I am courageous

Our school values form our school rules. School expectations and students understandings of these values are elaborated on throughout their time at Brunswick North Primary School. Please see the Out of Classroom Matrix (at the end of this booklet) to understand the school value expectations around the school.

- **School Website**

Brunswick North Primary School website has a range of information about our school, student learning, resources, school community and health and wellbeing. ([BNPS website](#))

- **Specialist Classes**

At Brunswick North Primary School we offer the following Specialist Classes: ICT/Library, Italiano, PE, Art and Music.

- **Student Assessment**

Student learning is monitored throughout the year in order for teachers to establish what students know and what skills they need to develop. Each unit has an assessment schedule that outlines the assessment tasks and times.

- **Student and Teacher Classroom Behaviour Agreements**

At the beginning of each school year, students and teachers negotiate a list of student responsibilities/expectations for the year that ensure all students are safe and have the right to learn. Students work together with the teacher to devise a list of shared expectations for classroom behaviour in line with the school values and these are displayed within the classroom and referred to throughout the year.

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- **Student Leadership, Voice and Agency Opportunities**

At Brunswick North Primary School we aim to build a culture where teachers and students work together and student voice is heard and respected. When this occurs it contributes to students building their confidence and self-efficacy and provides staff with feedback that leads to improved teaching practice and school improvement. Students have access to a range of structured leadership roles within the school that provide them with opportunities to develop a range of skills including communication and decision making. All grade levels have student leadership, voice and agency opportunities but two of our whole school opportunities include **Junior School Council** where students represent their classes and attend regular JSC meetings with staff members that focus on issues and events concerning the school and school community and the **Green Team** where students represent their classes and attend regular **Green Team** meetings that focus on sustainability issues within the school and community.

- **Student Wellbeing**

Brunswick North Primary School is committed to providing a safe, secure and stimulating environment for all students. We understand that students reach their full potential only when they are happy, healthy and safe, and that a positive school culture helps to engage students and support them in their learning. Our school acknowledges that student wellbeing and learning outcomes are closely linked. The following school programs and frameworks outline some of the ways in which we create and maintain a safe, supportive and inclusive school environment consistent with our school's values:

- **Be You**

Brunswick North Primary School is a *Be You* school. *Be You* is an Australian mental health and wellbeing initiative. It's not a program, but a framework that helps us take care of student's mental health needs by focusing on

- Strengthening and improving the mental health awareness and literacy of the whole school community
- Strengthening and improving the "help seeking" and "support seeking" behaviours and capabilities of the whole school community

The *Be You* Framework focuses on developing mentally healthy communities, family partnerships, learning resilience, early support and responding together.

[\(https://beyou.edu.au/\)](https://beyou.edu.au/)

- **Buddies Program**

At BNPS our Foundation Students and Grade 5/6 Students participate in the Better Buddies Program. The Alannah & Madeline Foundation's Better Buddies Framework is an initiative designed to create friendly and caring primary school communities

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where bullying is reduced. Through Better Buddies, children in their first and last year of primary school buddy up and learn the values: *caring for others, friendliness, respect, valuing difference, including others and responsibility*. Better Buddies enables younger children to feel safe and cared for while older children feel valued and respected.

## ➤ **onPsych**

Brunswick North Primary School offers students, teachers and families a school-based psychology service. OnPsych is a bulk-billed Medicare funded school-based service. Please contact School Wellbeing staff or your child's class teacher to provide you with the information to access this service if you are interested.

## ➤ **Resilience, Rights and Respectful Relationships (RRRR)**

At Brunswick North Primary School we implement the Resilience, Rights and Respectful Relationships Social and Emotional Learning materials at each year level to foster personal and social capabilities. This social skills program looks at building students' resilience, identifying and managing emotions and developing the skills involved with getting along with others. ([RRRR Social and Emotional Learning Materials](#))

## ➤ **School Wide Positive Behaviour Support**

At Brunswick North Primary School we implement the School Wide Positive Behaviour Support (SWPBS) framework. SWPBS is whole-school framework that provides an evidence based approach to improving school behaviour and therefore improving school culture and increasing academic performance.

As part of this framework we embed our school values in the processes and expectations we have when looking at student behaviour. (Please see the section on School Values)

SWPBS uses a tiered intervention framework which invests in prevention (tier I), identifies and provides targeted supports for individual students at risk for developing challenging behaviour (tier II), and provides individualised and intensive interventions for students with significant support needs (tier III).

SWPBS is about teaching students the behaviours we expect them to display in the same manner we would teach students other areas of the curriculum such as reading or writing.

As part of the SWPBS program we have an Acknowledgement System that identifies and recognizes students' positive behaviours in relation to our school values.

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The Acknowledgement System includes:

❖ **Student of the Week**

At Monday morning assemblies, a student from each class is awarded a Student of the Week Award for something positive they have done or achieved. The list of students is published in the Newsletter prior to the assembly.

❖ **Catching Great Behaviour**

Each week teachers catch students demonstrating positive behaviours that relate to our school values of Respect, Responsibility and Courage. Teachers hand out tokens and have a conversation with students to reinforce the positive behaviours they have noticed. After receiving several tokens, a letter will be sent home to parents congratulating the student on their positive behaviour contribution at school and provide parents with the opportunity to also reinforce their great behaviour. We will also have a weekly raffle of the tokens collected that week for a random prize.

[\(SWPBS\)](#)

- **Sun-smart Policy**

As part of the school's SUNSMART policy, all children are required to wear a hat for all outdoor activities when the UV rays are 3 and above.

School Council and SUNSMART approved hats are available for sale through the uniform shop.

If students forget or misplace their hats they will be asked to play in an undercover/sheltered area within the playground until they are wearing their hat again. Some classes choose to leave their hats at school to ensure students always have a hat available. They may keep a spare hat in their bag for between home and school.

Some parents also like to provide their child with some sunscreen. The roll-on sunscreen can be easier to use and is not as likely to leak as easily. It is a good idea to get your child to practice using and applying it if you choose to send sunscreen.

- **Transition**

During Term 4 all students take part in the School Transition Program in order to prepare for the following year. Students get to experience going to different classrooms and meeting different students and teachers. Our Foundation Transition Program takes place at the same time and students in grade 6 take part in transition times to secondary schools at the end of Term 4. The application process to secondary school usually takes place in the grade 6 year during Term 2.

- **Weekly Newsletter**

Our main form of communication to the wider community is the weekly newsletter and school website. The newsletter is full of the latest information about school programs,

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student activities and community events. It contains important diary dates, photos, sports reports and samples of student work.

All communication will be sent through the **Skoolbag App** (see the installation instructions at the end of this Parent Information Booklet) including the newsletter.

If you require a paper copy of the newsletter, please contact the office.

- **Working With Children Checks**

It is expected that adults working as helpers at Brunswick North Primary School have a "Working with Children Check." This can be applied for online. ([working with children check](#)). Please take the Working with Children Check to the school office prior to helping at BNPS.

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