

Bicheno Primary School



Information Booklet



2020

BICHENO PRIMARY SCHOOL

James Street, Bicheno, Tasmania, 7215

STAFF LIST – 2020

Ms Robert Presswell	Principal
Mrs Eliza Spykers	Kinder Teacher (Monday, Tuesday, Thursday) Music Teacher Launching into Learning Coordinator
Ms Bronti Cooke Ms Bron Pierce	Prep Teacher Grade 1/2 (Monday) Support Teacher
Ms Jen Sliskovic	Grade 1/2 Teacher (Tuesday to Friday)
Ms Alison Jones	Grade 5/6 Teacher (Tuesday) Indonesian Teacher (Wednesday)
Mr Sam Kelly	Grade 5/6 Teacher
Mrs Jill Bosua	Grade 3/4 Teacher
Miss Melissa Lewis Miss Tarquinne Bannister Mrs Corinna Taylor Ms Sonia Kubank Ms Kylie Lorenz	Teacher Assistant Teacher Assistant Teacher Assistant Teacher Assistant Teacher Assistant
Mr Scott Goldsmith Miss Melissa Lewis	School Attendant School Attendant
Ms Sandra Silberberg	School Business Manager



BICHENO PRIMARY SCHOOL

Friendly Respectful Courageous Learners

Every Learner, Every Day

Welcome

Welcome to Bicheno Primary School. We have a very happy school community and we aim to provide positive and effective learning outcomes for all students; academically, socially and emotionally. We believe in maintaining close links and communication with parents because, when schools work in partnerships with families, children perform better in the classroom.

We are committed to making your involvement with Bicheno Primary School both positive and enjoyable. Please contact your child's teacher with any queries or issues that you would like to discuss. The Principal also welcomes queries and feedback.

OUR VALUES

Be a learner

- ◆ We set high expectations
- ◆ We strive to do our best
- ◆ We are persistent and resourceful
- ◆ We are resilient

Be respectful

- ◆ We are proud of our school and community
- ◆ We care about other people
- ◆ We care about our environment
- ◆ We are proud of who we are

Be friendly

- ◆ We are welcome everyone
- ◆ We include others
- ◆ We help each other
- ◆ We help diversity

Be Courageous

- ◆ We embrace new challenges
- ◆ We stand up for what's right
- ◆ We learn from feedback
- ◆ We examine our fear and turn it into motivation

SCHOOL MOTTO & COMMITMENT STATEMENT

(Under development with our school community)



School Hours

School Commences	8:45am
Recess play	10:45am – 11:05am
Lunch play	12:45pm – 1:15pm
School dismissed	2:45pm

Kindergarten

Monday, Tuesday, Thursday, 9:00am – 2.45pm

Supervision of Prep – Grade 6 students commences at 8.15am, so parents are asked not to drop their students at school any earlier than 8.15am. Doors open at 8.30am. In the afternoons supervision of students finishes at 3.15 after that children are the responsibility of parents/carers.

Kinder doors open at 8.30am. If Kinder children do not have an older sibling at school, they should arrive at 8.45am.

Levies 2020

Levies for the 2018 School Year are as follows:

Kindergarten	\$165.00
Prep to Grade 2	\$190.00
Grade 3-6	\$300.00 (including camp levy \$110.00)

Levies are payable after Easter 2020. However, if you experience any difficulty paying, every effort will be made to tailor a payment option plan to suit each family's individual needs.

Office Hours

The School Business Manager is in attendance at the School office Monday to Friday, 8:30am – 3:00pm.

School Contact Details

Bicheno Primary School
James Street
PO Box 69
BICHENO TAS 7215

Phone: 6375 1222

E-mail: bicheno.primary@education.tas.gov.au

The information in this Handbook is organised in alphabetical order for easy reference.



Absenteeism

We are required to keep careful records of absenteeism. Please contact the school if your child is absent for any reason, preferably on the first day of absence. A note or phone call is acceptable, or an email to the school office (bicheno.primary@education.tas.gov.au) or use the SZApp to notify the school.

Unexplained absenteeism and/or lateness is recorded as unexplained. Some types of absences are classified by the Department of Education as Unauthorised, even if you explain that your child is absent (for example, going to Launceston for the day because you can't have anyone else pick up your child). Ongoing unexplained/unauthorised absenteeism requires formal contact by the class teacher, and the school principal. The school social worker may also be required to become involved with ongoing absenteeism. We want to help you get your child to school every day. It's important to us and for them.

Accident and Sickness

In the event of your child being injured or becoming ill at school, the following procedure will be followed:

- ◆ We will contact a parent/guardian by phone, advise him/her of the situation and leave further action to the parent. This is why we need accurate contact information to be kept about parents and emergency contacts.
- ◆ If a parent/guardian cannot be contacted, we will contact any other persons listed on the emergency contact form to determine further action.
- ◆ If the parent or other emergency contacts cannot be contacted, the school will take whatever action is considered necessary in the interest of the pupil. This may mean a visit to the nearest doctor, payment for which will be the responsibility of the parent.
- ◆ Any medicines or tablets brought to school by pupils must be clearly named, and be brought in the prescription package, with the pharmacist's dosage instructions clearly labelled on the package. Medication must be handed in to the front office and a DoE Administration of Medication Form **must** be completed and signed by the parent/carer. Medicines or tablets must not be kept in pupils' bags or desks. Asthma puffers are the exception (provided the school has an Asthma plan in place)
- ◆ The school relies very much on the information provided on the School Emergency Form. Please notify the school if your phone number, address, place of work or other emergency contact details change during the year.



When to keep your child at home:

Chicken Pox	Should stay at home for 5 days until the blisters have dried
Conjunctivitis	Should stay home until the infection clears and there is no discharge
German Measles	Should stay home until treatment and 4 days after the appearance of the rash
Influenza type B (Hib)	Should stay home until a medical certificate of recovery is issued
Hand, Foot and Mouth	Should stay at home until the blisters have dried
Head lice	Can return to school the day AFTER treatment
Mumps	Should stay at home for 9 days after the onset of symptoms or until the swelling goes down
Ringworm	Can return to school the day AFTER treatment
Scabies	Can return to school AFTER treatment
School Sores (Impetigo)	Should stay at home until 24 hours after the first dose of antibiotics
Whooping Cough	Can return to school after 5 days of antibiotic treatment

After School Care

Little Penguins provide an after school care service and children are collected by Little Penguins directly after school. Please phone Little Penguins on 6375 1800 to make after school care arrangements

Allergy Aware

Staff will maintain “Allergy Aware” supervision of student eating times. Students will be discouraged from sharing food. We ask for parent support in refraining from sending nuts or products containing nuts with their child to school.

Aquatic Activities

Aquatic Consent Forms will need to be completed for every water based activity.

Assemblies

To celebrate student learning we have regular sharing assemblies during each term held within the school. The dates for these are on the School Calendar which is part of our electronic newsletter. A more formal end of term assembly is held in the Bicheno Community Memorial Hall. The dates for assemblies are advertised in the school newsletter.

Banking

The Bendigo Bank provide a banking service for students. Application forms for a student account can be obtained from the Bendigo Bank. Bank Book Day is Wednesday and the Bendigo Bank return bank books to the school on a Friday or the following Monday, depending on the Bank staff availability.



Behaviour Support

We aim to work in partnership with parents to support students in their social and emotional, as well as academic development. At Bicheno Primary, we adopt a positive behavioural approach, including the use of restorative practices.

Bicycles

A bike track is provided by the Bicheno community for children who ride to school. Safety helmets must be worn when riding. Bikes are not to be ridden in the school grounds. Cyclists must wheel their bikes across the pedestrian crossings and within the school grounds. Cyclists can enter and exit the school grounds through the main entrance in James Street.

Books and Levies

All books, pencils and materials are supplied by the school to students at the beginning of the school year. The school levies cover these supplies and include a camp/long excursion fee (if applicable). Levies are required to be paid as soon as practical after the levies invoice has been sent out (usually around Easter). A payment option for levies is available and can be discussed with the School Business Manager. Application forms for the Student Assistance Scheme (STAS) are also available at the office. Families who are eligible for STAS are not required to pay for levies.

Canteen

The school does not operate its own canteen service. The School Association may provide occasional canteen services throughout the year. Please contact School Association members if you can volunteer in the canteen.

Children Arriving or Leaving During School Hours

Children must not leave the school grounds during the day without permission from a teacher, following a written or telephone request from the parent or carer. No responsibility can be accepted if this is disobeyed. Children must sign out at the office if they are leaving the grounds or being collected by parents during school hours. It is also requested that they check in if they arrive late to school or upon their return, by calling into the office, so that their attendance records can be changed.

Computers

Children in all grades have access to computers to assist their learning in all curriculum areas. As a part of our equity policy, teachers ensure that all children have equal access to computers on a regular basis.

Community Use of School Facilities

Please contact our School Business Manager for information.

Enrolling your child

Please contact the school office to make an appointment to enrol your child.



East North East (ENE) sports

Students from Grade 3 to 6 form part of the ENE Association (consisting of Bicheno, St Marys and St Helens schools participate in combined carnivals throughout the year. Students participate in Athletics, Cross Country and Swimming Carnivals. Students also have an opportunity to be selected for the Country Gold Winter carnival, participating in the Winter sports of netball, soccer and AFL football.

Excursions

Individual classes plan excursions throughout the year and a class notice is always sent home. We will send home information forms for excursions which require students to travel by bus or car. It is essential that these slips are signed and returned to the school prior to the excursion. The purpose of the notice is to fully inform parents/carers where their child will be at any time. If a child does not have a signed form, then they will remain at school for the duration of the excursion. Overnight camps do occur in some classes and Parent Consent Forms are required for these activities.

Homework

We try to foster a desire for children to learn at home and encourage children to take work home so that parents can see what their children are doing. Many children wish to do extra work and this should be encouraged. All children can improve their spelling, reading and number facts and this can be done without any work being set by the teacher. Work which is unfinished at school is sometimes sent home for completion. Reading with your child is one of the most supportive things a parent can do.

Home Reading

All class teachers provide a home reading programme for their students. Children are strongly encouraged to read at home every week night. If you are concerned about suitability of texts, please check with the class teacher. As reading is a high priority for our school information sessions will be run for parents in 2019.

Languages Other Than English

At Bicheno, students from Kinder to Grade 6 study Bahasa Indonesian. Our school is a Tasmanian pilot school for the ELLA Indonesian Language program using iPads.

Kindergarten

Kindergarten children need to be 4 years of age before January 1st to be eligible for Kindergarten. Kindergarten children attend 3 days per week from 9.00am to 2.45pm. Children are encouraged to wear school uniform. Smocks are provided for art and craft activities. Children need to bring fruit, morning tea and a drink. Healthy eating habits are encouraged.



Move Well, Eat Well

At Bicheno Primary we believe that healthy eating and physical activity promote children's physical, social and emotional wellbeing. We believe we can educate children so that they understand the benefits of having a healthy lifestyle and this understanding will help to positively influence their choices now and into their adult lives. Our school will communicate to the wider community about the benefits of healthy eating and physical activity and will provide opportunities for parents and staff to be involved in health promoting activities and education.

Parent Newsletter and Information sent home

The school uses an online App (called SZapp) to communicate to our parent community. We encourage all our parents to have this App installed on their phone in order to receive important notifications and also the fortnightly school newsletter. If you aren't sure, please come into the school office.



Parent Help

Some classes have a Parent Help Roster. Activities vary from teacher to teacher, but may include helping with tasks such as excursions, cooking, reading and small group activities such as gardening or art. Please let the class teachers know if you can help. We welcome the extra support and expertise that parents bring to our classrooms. The children love it too.

All volunteers are required to hold a Working with Vulnerable People registration before they can assist in the classrooms. Please see the office for more information.

Parking

The school car park in James Street is for school staff only.

Pedestrians are not permitted in this area during school hours from 8.00am to 4.30pm. Please use the school gates along James and Burgess St.

Parents need to ensure children are dropped off in a safe area and encouraged to safely use the school crossings. Students can be dropped off along Burgess or James St.

Personal Property

Parents are requested to ensure that all clothing and personal items brought to school by pupils are clearly named. These are the responsibility of the pupil. Money and other valuables brought to school should be handed to the class teacher for safe keeping. Found items are placed in the Lost Property Box outside the office.

We do not encourage students to bring mobile phones, etc., to school unless necessary. Mobile phones are to be handed into the office and retrieved at the end of the day.



Private Music Lessons

Private guitar, piano, violin and singing lessons can be arranged through the school. Please contact the school office for further details.

Playgroup Sessions – Little Penguins Early Learning Centre

Bicheno Primary School is a Launching into Learning School this is a State Government initiative promoting Birth to 4 years of age Early Learning. The parent-child sessions operate on Fridays from 9:00am – 10:30am and are run from Little Penguins Child Centre. Parents must accompany their children. The children will need to bring a piece of fruit for their morning tea.

During the year, those children who will attend Kindergarten in the following year are invited to join our Pre Kinder session. This is held once a week in the Kindergarten, during term 4. The aim of this program is to prepare the children for Kindergarten. The Kindergarten Teacher runs the session. Parents are required to stay for the sessions and are supported with information sessions run by Building Blocks. Children have the opportunity to get used to the Kindergarten environment and routines. We have found that this program is very successful and significantly benefits the smooth transition from home to school.

Prep (Preparatory Class)

This is for children who have turned 5 years of age by the beginning of the school year. Prep children attend school full-time., Monday to Friday

Reports (Reporting to Parents)

Teachers are available to talk to parents at any time during the year. We welcome and encourage parents to discuss their children's progress with class teachers as we strive to continue to foster strong links between home and school.

The Principal is also available to discuss your children with you.

Bicheno Primary School complies with the Department of Education requirements to provide 2 written reports and formal parent teacher meetings will take place during the year. A tick box report will be sent home in March to show how your child has settled back to school.

School Association

All parents and guardians of children attending Bicheno Primary School are members of the School Association and are welcome to attend our meeting which are held twice a term. These are advertised in the school newsletter.

The elected committee of the Association are consulted about educational issues, communication, use of school and community facilities and a subcommittee do a fantastic job of fundraising for particular projects.

School Bus Service to and from home.

A regular service runs between Coles Bay and Bicheno Primary School. Parents using this service should contact Calows Coaches on 63762161.



If a child is not returning home on the school bus, please contact Calows Coaches to notify them of the change in arrangement and also the school office to inform the class teacher and the bus duty teacher.

Parents must contact Calows directly to inform them of daily changes in the transportation of their child to and from school.

School Houses

The school has two houses:-

- **Apsley** Red
- **Denison** Royal Blue

We hold sporting carnivals throughout the year to award house points. The school also allocates points for behaviour that demonstrates our school values of friendly, respectful, courageous learners.

Sports t-shirts can be ordered through the uniform order.

Each Friday afternoon at 2.35 pm our School Leadership Council collate and announce the house points tallies. This is either done at line up or at sharing assemblies.

School Values

The School Values underpin all our learning, behaviour and teaching at Bicheno Primary School. It is important all school community members model and reinforce these values with each other and children. We value:

Be a learner

- ◆ We set high expectations
- ◆ We strive to do our best
- ◆ We are persistent and resourceful
- ◆ We are resilient

Be respectful

- ◆ We are proud of our school and community
- ◆ We care about other people
- ◆ We care about our environment
- ◆ We are proud of who we are

Be friendly

- ◆ We are welcome everyone
- ◆ We include others
- ◆ We help each other
- ◆ We help diversity

Be Courageous

- ◆ We embrace new challenges
- ◆ We stand up for what's right
- ◆ We learn from feedback
- ◆ We examine our fear and turn it into motivation

Support Services

The following personnel visit the school on a regular basis:



School Psychologist	A School Psychologist visits the school on a fortnightly basis. A major task for the School Psychologist is in assessing students learning to help teachers plan appropriate individual programs. They are also available for counselling students and for parent discussions. Referral requests go through the principal.
Speech Therapy	The Speech and Language Pathologist visits or Skypes with the school. Speech pathologists assess students and plan programs to assist with speech and language issues. A Speech Therapy Aide works with the students and contacts the Speech Pathologist on a regular basis.
Social Worker	A DoE Social Worker visits the school once a fortnight. Referral requests must be organised through the school principal.
Other Agencies	The school has access to other agencies when required.

Uniform

We strongly encourage all students to be in full school uniform every school day.

The school has a second hand uniform selection which is available to parents at no charge.

Uniform orders are placed at least once a term and parents/carers are invoiced after the uniform has been received. A freight charge might be incurred if a special uniform order is placed.

Hats have been provided free of charge as part of the school's sun protection policy. If students lose their school hat, families will be required to purchase a new hat through the school office.

Sandshoes are considered appropriate footwear. All footwear has to fully enclose the feet for the safety of your children in the playground.

Visitors

All visitors (including Parent Help and other volunteers) to the school must sign in at the office on arrival and out when leaving. The school office must keep a record of all people on site, so even if parents are just visiting their child briefly, they are still required to check in at the office first.

Volunteers



We have an active volunteer programme based on individual skills and matching these with the needs of children. Please see the office or your child's classroom teacher if you would like to be involved.

We welcome all members of our school community, there is always something you can do, in and out of the classroom.

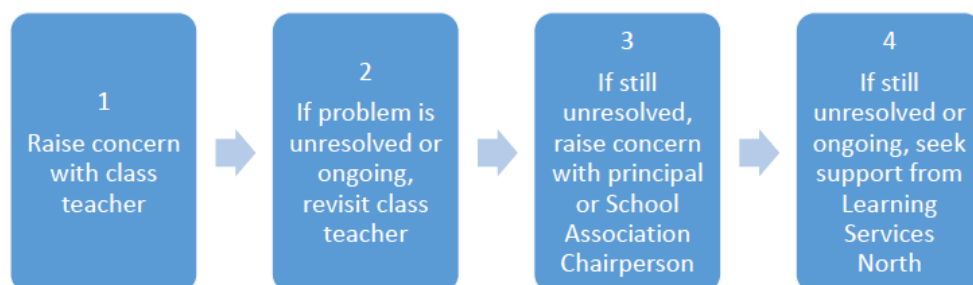
All volunteers must have a current **Working with Vulnerable People Registration**. This process involves 3 steps

1. Apply online at www.justice.tas.gov.au/working_with_children and complete an application.
2. Visit a Service Tasmania Centre to have photo ID taken.
3. Once the card has been received (within 6 to 8 weeks) present the card at the school office to be registered as a volunteer with the school.

What to do if there is a problem?

Open and honest communication across a school community is paramount to successful schools. Our school has an open door policy so it is crucial to talk with staff directly if you have a major concern or we need to know information about your child or family context. The following flowchart is designed to help with the process if you have a major issue to discuss.

Raising Concerns Process for Parents and Guardians



Positive feedback is always appreciated about things that are going well in class or at school. This will ensure that we are aware and can continue the things that are working well.