# A Guide to BNPS for New Parents

We hope your association with our wonderful school is a happy and productive one. We look forward to sharing with you, the many celebrations and milestones that your child/ren will achieve here at Beaumaris North Primary School. We have put together the following information to help you to settle in.

## Administration

- **School Hours:**
  - 9am – 3.30pm *(end of term dismissal - 2.30pm, end of year dismissal – 1.30pm)*.
  - Recess/play lunch: 11.00 – 11.30am.
  - Fruit break: 12.30pm.
  - Lunchtime: 1.30 – 2.30pm. See: [www.beaumarisnorthps.vic.edu.au/pi-school-hours.htm](http://www.beaumarisnorthps.vic.edu.au/pi-school-hours.htm)

  *The school does NOT provide formal supervision for children who are on the premises before 8.45am, or after 3.45pm.*

- **Office:** For all administrative matters, payments and enquiries. Pop in and see the Lovely Office Ladies should you require any assistance (including access to the Internet). Please note that the Office is unattended from 8.40am to 8.50am daily, due to compulsory staff briefing, and closes at 4pm each school day - earlier on the last day of term. See: [www.beaumarisnorthps.vic.edu.au/pi-office.htm](http://www.beaumarisnorthps.vic.edu.au/pi-office.htm)

- **Arrival Procedure:** On arrival to school, students are required to place their school bag in their designated area and may then play until the music sounds (5 minutes before the bell). In the event of inclement weather, students go directly to their classroom. It is important that your child is at school by 8.55am in preparation for line up. See: [www.beaumarisnorthps.vic.edu.au/pi-arrival-procedure.htm](http://www.beaumarisnorthps.vic.edu.au/pi-arrival-procedure.htm)

- **Late Arrival:** Students who arrive at school after 9.00am must be ‘signed in’ at the office by a parent. See: [www.beaumarisnorthps.vic.edu.au/pi-late-arrival.htm](http://www.beaumarisnorthps.vic.edu.au/pi-late-arrival.htm)

- **Leaving School During School Hours:** If your child needs to leave the school during school hours (e.g. medical appointment), it is necessary for you to follow our ‘Signing In and Out’ procedure. See: [www.beaumarisnorthps.vic.edu.au/pi-leaving-school.htm](http://www.beaumarisnorthps.vic.edu.au/pi-leaving-school.htm)

- **Dismissal Procedure:** All students are expected to leave the school premises immediately after dismissal. **Students must not be left alone in the school yard after 3:45pm.** For more information on our ‘Dismissal’ procedure see: [www.beaumarisnorthps.vic.edu.au/pi-dismissal-procedure.htm](http://www.beaumarisnorthps.vic.edu.au/pi-dismissal-procedure.htm)

- **Absences:** Please provide the school with information pertaining to your child’s absence via; our online Parent Portal (Compass). See: [www.beaumarisnorthps.vic.edu.au/pi-absences-new.htm](http://www.beaumarisnorthps.vic.edu.au/pi-absences-new.htm)

- **Emergency Details:** Please advise the school immediately of any changes, to enable prompt contact at any time. See: [www.beaumarisnorthps.vic.edu.au/pi-emergency-contact-details.htm](http://www.beaumarisnorthps.vic.edu.au/pi-emergency-contact-details.htm)
### QkR

QkR: (pronounced - Quicker) is a **FREE** app to enable you to use your smartphone to place Canteen lunch orders, make uniform and excursion/event payments without having to give your child cash to carry to school. A web-based version is also available. See: [www.beaumarisnorthps.vic.edu.au/qkr.html](http://www.beaumarisnorthps.vic.edu.au/qkr.html)

### Visiting the School

Visiting the School: If parents are visiting the school for any reason **between 9.00am and 3.30pm** they should report their arrival and departure at the main office. No person is to disclose information obtained in this facility for non-school purposes without the written consent of the Principal. See: [www.beaumarisnorthps.vic.edu.au/pi-visitors-to-school-and-volunteers.htm](http://www.beaumarisnorthps.vic.edu.au/pi-visitors-to-school-and-volunteers.htm)

### Staff Directory

Staff Directory: For a complete list of BNPS staff see: [www.beaumarisnorthps.vic.edu.au/staff-directory.html](http://www.beaumarisnorthps.vic.edu.au/staff-directory.html) Photos of **ALL BNPS staff** are displayed on the wall opposite the Office.

### Excursions/incursions

Excursions/incursions: ‘Consent Forms’ must be returned by the due date - if a signed ‘Consent Form’ is not received, your child cannot attend or participate in the scheduled excursion/incursion, see: [www.beaumarisnorthps.vic.edu.au/pi-excursions-incursions.htm](http://www.beaumarisnorthps.vic.edu.au/pi-excursions-incursions.htm)

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### Communication

#### Compass Parent Portal

Compass Parent Portal: Upon enrolment you will receive a User Name and Password for our Parent Portal, Compass. Compass allows you to access up-to-date and meaningful information about our school and your child’s progress. See: [www.beaumarisnorthps.vic.edu.au/compass.html](http://www.beaumarisnorthps.vic.edu.au/compass.html)

#### Purple Folder

Purple Folder: The primary means of communication between home and school is via the ‘Purple Folder’. It is essential that this folder is brought to school every day and checked by parents every night. Flyers and notices are sent home with the youngest child in the family. See: [www.beaumarisnorthps.vic.edu.au/pi-purple-folder.htm](http://www.beaumarisnorthps.vic.edu.au/pi-purple-folder.htm)

#### General Notices


#### Contacting Teachers

Contacting Teachers: Notes may be passed to teachers via the Purple Folder or an email can be sent to: [beaumaris.north.ps@edumail.vic.gov.au](mailto:beaumaris.north.ps@edumail.vic.gov.au) – this will then be forwarded on to the class teacher. Please note that teachers are unable to respond to emails that do not come via the school email address. See: [www.beaumarisnorthps.vic.edu.au/pi-contacting-teachers.htm](http://www.beaumarisnorthps.vic.edu.au/pi-contacting-teachers.htm)

#### School Newsletter

School Newsletter: Our School Newsletter ‘Waves’ is published once a fortnight and is available by 3.30pm every second Thursday via Compass and the BNPS website. Please ensure the Office has your current email address. See: [www.beaumarisnorthps.vic.edu.au/newsletters.html](http://www.beaumarisnorthps.vic.edu.au/newsletters.html)

#### Assembly

Assembly: Whole-school assemblies are held on Monday afternoons at 3.10pm (weather dependent) – a message will be posted in Compass to let you know if assembly is being held and the homepage of the website will also be updated. See: [www.beaumarisnorthps.vic.edu.au/pi-assembly.htm](http://www.beaumarisnorthps.vic.edu.au/pi-assembly.htm)

#### Class Representative Program

Class Representative Program: This program facilitates liaison between the teacher and the Class Parent Representative who then communicates with the parents in their class. Your Class Representative will welcome you to the class and arrange appropriate introductions with other parents. See: [www.beaumarisnorthps.vic.edu.au/pi-class-representatives.htm](http://www.beaumarisnorthps.vic.edu.au/pi-class-representatives.htm)
Other Communication: Beaumaris North Primary School is committed to keeping our school community informed. Our various modes of communication are listed at: [www.beaumarisnorthps.vic.edu.au/pi-communication.htm](http://www.beaumarisnorthps.vic.edu.au/pi-communication.htm)


Curriculum & Extra-Curricular Activities

Curriculum: Our Curriculum is based on the Primary Years Programme (PYP) of the International Baccalaureate (IB), and the Australian Curriculum (AusVELS). PYP provides a framework that supports students to become active inquirers and lifelong learners. For more information see: [www.beaumarisnorthps.vic.edu.au/pyp.html](http://www.beaumarisnorthps.vic.edu.au/pyp.html) and [www.beaumarisnorthps.vic.edu.au/ausvels.html](http://www.beaumarisnorthps.vic.edu.au/ausvels.html)


Specialist Programs: A significant feature of the Curriculum are our Specialist Programs: Japanese, The Arts - Music, Physical Education and The Arts - Visual Arts. A ‘Specialist News’ update will be provided each term (via Compass and the BNPS website: [www.beaumarisnorthps.vic.edu.au/pi-specialist-news.htm](http://www.beaumarisnorthps.vic.edu.au/pi-specialist-news.htm)). A Specialists’ Timetable will be sent home – please support your child and ensure they have the appropriate items on the correct day. See: [www.beaumarisnorthps.vic.edu.au/specialist-programs.html](http://www.beaumarisnorthps.vic.edu.au/specialist-programs.html)

Year Level Information: Information by Year Level on excursions, incursions, extra-curricular activities, homework, Units of Inquiry and other special events can be found at: [www.beaumarisnorthps.vic.edu.au/year-level-information.html](http://www.beaumarisnorthps.vic.edu.au/year-level-information.html)


Student Leadership: Students are provided with the opportunity to develop the personal skills required to undertake leadership roles. Student leadership positions are elected annually and generally appointed within the first two weeks of the year. See: [www.beaumarisnorthps.vic.edu.au/extra-curricular-leadership-program.html](http://www.beaumarisnorthps.vic.edu.au/extra-curricular-leadership-program.html)

Library: Students are able to borrow books from the Library according to their Class/year level timetable. The Library is also open one lunchtime per week (2.00 - 2.30pm) for quiet reading, borrowing and drawing. Students from Foundation – Year 2 receive a weekly specialist Library lesson (30 minutes) taken by a trained Teacher Librarian. For book borrowing purposes, children are encouraged to have a protective Library bag labelled with both their first and surname. See: [www.beaumarisnorthps.vic.edu.au/library.html](http://www.beaumarisnorthps.vic.edu.au/library.html)
- **House System:** BNPS provides a House System for student activities. Where possible, members of a family are placed in the same team. New students with no siblings will be placed in a way which ensures even numbers across the four Houses. Students from Years 3 - 6 have the opportunity to participate in House Cross Country and Athletic Carnivals and students from Years 4 – 6 also participate in House Swimming. See: [www.beaumarisnorthps.vic.edu.au/pi-house-system.htm](http://www.beaumarisnorthps.vic.edu.au/pi-house-system.htm)

- **Inter-school Sport:** Years 5 and 6 students compete against other schools in the surrounding suburbs in Inter-school sports. See: [www.beaumarisnorthps.vic.edu.au/specialist-programs-physical-education.html](http://www.beaumarisnorthps.vic.edu.au/specialist-programs-physical-education.html)

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### School Uniform & Personal Property

- **Uniform:** Students are expected to wear the BNPS school uniform and should be neat and clean. See: [www.beaumarisnorthps.vic.edu.au/pi-uniform.htm](http://www.beaumarisnorthps.vic.edu.au/pi-uniform.htm)

- **Uniform Shop:** The Uniform shop is located in the Breezeway outside the Foundation Learning Centre at the end of the main building. The Shop is open every Friday morning from 8.45am – 9.30am. See: [www.beaumarisnorthps.vic.edu.au/pi-uniform-shop.htm](http://www.beaumarisnorthps.vic.edu.au/pi-uniform-shop.htm)

- **Hats:** A wide brimmed hat must be worn in Terms 1 and 4 and should be kept in your child’s bag. Children who forget their hats will be reminded to play in the shade. See: [www.beaumarisnorthps.vic.edu.au/pi-sunsmart.htm](http://www.beaumarisnorthps.vic.edu.au/pi-sunsmart.htm)

- **Art Smocks:** Students are required to wear protective outerwear over their school uniform during art lessons. See: [www.beaumarisnorthps.vic.edu.au/pi-uniform.htm#Art](http://www.beaumarisnorthps.vic.edu.au/pi-uniform.htm#Art)

- **Labelling:** Please ensure all your child’s belongings are clearly labelled with their name including: lunch boxes, drink bottles, hats, bags, clothing and shoes. See: [www.beaumarisnorthps.vic.edu.au/pi-labelling.htm](http://www.beaumarisnorthps.vic.edu.au/pi-labelling.htm)

- **Personal Property:** We strongly discourage bringing valuable items to school. The Department of Education and Training (DET) does not hold insurance nor does it accept responsibility for personal property brought to schools by students, staff and visitors. DET has no capacity to pay for any loss or damage to such property. See: [www.beaumarisnorthps.vic.edu.au/pi-personal-property.htm](http://www.beaumarisnorthps.vic.edu.au/pi-personal-property.htm)

- **Money:** Children should only bring money to school for Canteen purchases – and only a small amount. See [www.beaumarisnorthps.vic.edu.au/pi-money.htm](http://www.beaumarisnorthps.vic.edu.au/pi-money.htm)

- **Lost Property:** Lost Property is stored in a basket located in the Breezeway outside the Foundation Learning Centre. It is the student’s responsibility to promptly collect any lost property. Any unnamed articles of clothing are donated to the Uniform Shop for re-sale on a fortnightly basis and other items such as drink bottles and containers etc., are removed. At the end of each Term, **ALL** unclaimed items (named or unnamed) are donated to the Uniform Shop for re-sale. See: [www.beaumarisnorthps.vic.edu.au/pi-lost-property.htm](http://www.beaumarisnorthps.vic.edu.au/pi-lost-property.htm)
**SERVICES AND FACILITIES**

- **School Council:** School Council is the body that sets the vision, determines priorities, and ensures that the school is responsive to the needs of the local community. Parents provide important viewpoints and have valuable skills that can help shape the direction of the school – we encourage you to become involved. School Council also manages our Uniform Shop, Outside School Hours Care (OSHC), Canteen and special subcommittees as required. See: [www.beaumarisnorthps.vic.edu.au/school-council.html](http://www.beaumarisnorthps.vic.edu.au/school-council.html)

- **Canteen:** Open Monday, Wednesday and Friday (not the days beginning with "T") – all orders must be placed by 9.00am via Qkr - see [www.beaumarisnorthps.vic.edu.au/qkr.html](http://www.beaumarisnorthps.vic.edu.au/qkr.html). Sushi is available on Wednesdays and Fridays. Please ensure you provide your child with play lunch and fruit break if they have a lunch order (students can also purchase items with cash at recess and lunch). Our Canteen Manager operates the Canteen along with our parent volunteers - please sign up for as much or as little time as you can spare! For more information, including the Menu and Pricelist, please visit: [www.beaumarisnorthps.vic.edu.au/pi-canteen.html](http://www.beaumarisnorthps.vic.edu.au/pi-canteen.html)

- **Outside School Hours Care (OSHC):** Our OSHC Program operates on school days from 7.30 to 8.45am and 3.30 to 6.00pm, and on Curriculum/Pupil Free days between 7.30am and 6.00pm. See: [www.beaumarisnorthps.vic.edu.au/pi-oshc.htm](http://www.beaumarisnorthps.vic.edu.au/pi-oshc.htm)

- **Student Banking:** BNPS participates in the Commonwealth Bank Youthsaver Account program promoting disciplined savings habits. **For every new account opened, the school earns money as well as progressive commissions with every deposit.** See [www.beaumarisnorthps.vic.edu.au/pi-banking.htm](http://www.beaumarisnorthps.vic.edu.au/pi-banking.htm)

- **School Events:** A summary of our school events can be found at [www.beaumarisnorthps.vic.edu.au/about-our-school-events.html](http://www.beaumarisnorthps.vic.edu.au/about-our-school-events.html). To view our School Calendar, please login to the Compass Parent Portal and select the ‘Calendar’ image at the top of the screen in the browser version (next to ‘Home’). Upcoming events involving the wider community can be found on our homepage under ‘News & Events’.

- **Bike Shed:** A bike shed is available (entry via McDonald Street) to secure the bicycles of children who ride to and from school. The bike shed is unlocked in the morning, locked during the day and then re-opened when school is out. See: [www.beaumarisnorthps.vic.edu.au/pi-bike-shed.htm](http://www.beaumarisnorthps.vic.edu.au/pi-bike-shed.htm)

- **Map of School:** A map of the school is located in the foyer and can also be downloaded at: [www.beaumarisnorthps.vic.edu.au/map-of-school.html](http://www.beaumarisnorthps.vic.edu.au/map-of-school.html)

- **School Facilities:** For a full list of our facilities, please see: [www.beaumarisnorthps.vic.edu.au/school-facilities.html](http://www.beaumarisnorthps.vic.edu.au/school-facilities.html)

**HEALTH & WELLBEING**

- **Buddy System:** Your child will be paired with a peer buddy to help them feel comfortable during their first weeks. See: [www.beaumarisnorthps.vic.edu.au/pi-transition-induction.htm](http://www.beaumarisnorthps.vic.edu.au/pi-transition-induction.htm)

- **Wellbeing Officer:** BNPS employs a school-based registered Psychologist as our Wellbeing Officer to support the mental health and wellbeing of all students and staff at BNPS. See: [www.beaumarisnorthps.vic.edu.au/pi-wellbeing.htm](http://www.beaumarisnorthps.vic.edu.au/pi-wellbeing.htm)

- **eSmart:** BNPS is an official 'eSmart School'. eSmart is a guiding framework for schools to implement a whole-school culture and behaviour change relevant to the smart, safe and responsible use of digital technologies. See: [www.beaumarisnorthps.vic.edu.au/pi-esmart.htm](http://www.beaumarisnorthps.vic.edu.au/pi-esmart.htm)

- **First Aid**: Nurse Nicole is responsible for administering exceptional First Aid for the students, staff and on occasions, parents and siblings of BNPS. See: [www.beaumarisnorthps.vic.edu.au/pi-firstaid-at-bnps.htm](http://www.beaumarisnorthps.vic.edu.au/pi-firstaid-at-bnps.htm)

- **Food at School**: Due to the high risk of cross contamination, it would be appreciated if you could refrain from sending any food to school containing nuts e.g. peanut butter sandwiches, nutella, loose nuts and snack bars containing nuts. For more information on Food at School, see: [www.beaumarisnorthps.vic.edu.au/pi-food-at-school.htm](http://www.beaumarisnorthps.vic.edu.au/pi-food-at-school.htm)

- **Water Bottles**: Please encourage your child to bring a water bottle to school to use in the classroom.

- **Essential Agreement**: BNPS has developed shared expectations that we call 'The Essential Agreement' drawn up between students, staff and parents of the school community on what we value and demonstrate at BNPS to ensure that the learning, safety and rights of all are respected. See: [www.beaumarisnorthps.vic.edu.au/pi-essential-agreement.htm](http://www.beaumarisnorthps.vic.edu.au/pi-essential-agreement.htm)

- **Behaviour and Restorative Practices**: Restorative Practice is the approach we use when dealing with any incident in our school. Restorative Practices are innovative ways to build safe, respectful and caring communities whilst supporting students to take responsibility for their actions. See: [www.beaumarisnorthps.vic.edu.au/pi-behaviour.htm](http://www.beaumarisnorthps.vic.edu.au/pi-behaviour.htm) and [www.beaumarisnorthps.vic.edu.au/pi-behaviour.htm](http://www.beaumarisnorthps.vic.edu.au/pi-behaviour.htm)

- **Head Hunters Program**: Head Hunters is our head lice detection program. Every child in the school is checked once per term, by members of our parent community (trained to check for head lice). See: [www.beaumarisnorthps.vic.edu.au/pi-head-hunters-program.htm](http://www.beaumarisnorthps.vic.edu.au/pi-head-hunters-program.htm)

- **Internet**: A copy of the “eSmart Internet Acceptable Use Agreement” will be given to your child and explained by the teacher – please discuss, sign and return (students are NOT allowed to access the internet until this form has been received). See: [www.beaumarisnorthps.vic.edu.au/pi-esmart.htm](http://www.beaumarisnorthps.vic.edu.au/pi-esmart.htm)

- **Emergency Management**: BNPS has a comprehensive Emergency Action Plan in case of an emergency. There are two main evacuation areas: the Oval and Basketball courts. When the emergency signal is activated, all members of the school community are required to stop and listen to the instructions that follow the signal. They will then be instructed to move to the designated evacuation area and report to a staff member in a bright orange vest. See: [www.beaumarisnorthps.vic.edu.au/pi-emergency-management.htm](http://www.beaumarisnorthps.vic.edu.au/pi-emergency-management.htm)

- **Yard Duty**: Staff exercise a great amount of care when supervising students within the school grounds. Teaching staff supervise the grounds during lunch and recess breaks, and are on duty from 8.45 - 9.00am **before** school and from 3.30 - 3.45pm **after** school. See: [www.beaumarisnorthps.vic.edu.au/pi-yard-duty.htm](http://www.beaumarisnorthps.vic.edu.au/pi-yard-duty.htm)

- **Celebrating at School**: Please speak to your child’s teacher regarding birthday, Easter and Christmas treats prior to sending anything along to school. See: [www.beaumarisnorthps.vic.edu.au/pi-celebrating-at-school.htm](http://www.beaumarisnorthps.vic.edu.au/pi-celebrating-at-school.htm)

- **Parental Engagement**: Parental engagement is a key feature of BNPS - we focus on connecting learning at home and at school. This collaborative approach results in the development of positive attitudes and educational outcomes for our students. Please visit [www.beaumarisnorthps.vic.edu.au/pi-parent-involvement.htm](http://www.beaumarisnorthps.vic.edu.au/pi-parent-involvement.htm) to find out how you can become a partner in your child’s education.
**IMPORTANT SCHOOL RULES**

- **Walking, Riding and Parking:**
  - There are two ‘Kiss N Go’ zones on Wood Street where you can quickly drop and collect your child - parking for extended periods (i.e. longer than two minutes), double parking or going into school is NOT permitted, see: [www.beaumarisnorthps.vic.edu.au/pi-parking_000.htm#Two](http://www.beaumarisnorthps.vic.edu.au/pi-parking_000.htm#Two)
  - For safety purposes, walking through the staff car parks is NOT permitted – please use pedestrian paths, see: [www.beaumarisnorthps.vic.edu.au/pi-parking_000.htm#Use](http://www.beaumarisnorthps.vic.edu.au/pi-parking_000.htm#Use)

- **Dogs in the School Grounds:** Dogs **ARE** permitted to be brought into the school grounds but **MUST be kept on a hand-held leash between the hours of 7.30am and 6.00pm** (when our students are in attendance and when our Outside School Hours Care program is operating). Only adults are permitted to be in charge of dogs on school premises and they must be responsible for their dog at all times which means **making sure the dog is kept a safe distance away from students (including line-up areas) and other dogs in the school ground.** Dogs are NOT permitted to be tied up and left unattended. Owners are kindly asked to ensure that their dog does not disrupt Assembly. It is the responsibility of the dog owner to clean up after their dog (and remove from school property). See: [www.beaumarisnorthps.vic.edu.au/pi-dogs.htm](http://www.beaumarisnorthps.vic.edu.au/pi-dogs.htm)

- **Use of Mobile phones and Electronic Devices:** Whilst on school property and during school excursions and camps, use of mobile phones or personal electronic devices is **NOT permitted by students unless specifically authorised by the Principal.** See: [www.beaumarisnorthps.vic.edu.au/pi-mobile-phones.htm](http://www.beaumarisnorthps.vic.edu.au/pi-mobile-phones.htm)

- **BNPS Policies:** School Council develops, reviews and updates school policies according to a formal review schedule - these policies must be adhered to. See: [www.beaumarisnorthps.vic.edu.au/policies.html](http://www.beaumarisnorthps.vic.edu.au/policies.html)

*Finally, don't forget to check out our A-Z Parent Guide for anything else you need to know about BNPS! This (along with loads of other information!) can be accessed on our comprehensive website:* [www.beaumarisnorthps.vic.edu.au/index.html](http://www.beaumarisnorthps.vic.edu.au/index.html)