

# Welcome to BNPS!

2017

## A Guide 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

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#### 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)

*Please note that 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 may be admitted into the classrooms at 8.50am. It is important that your child is at school by 8.55am in preparation for line up. **Students must NOT be left alone in the school grounds before 8:45am.** 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' by a parent **via the Kiosk** at the Office. Please note that it is NOT necessary to notify your teacher ahead of time of expected late arrival. Late arrivals should NOT be entered into the Compass Parent Portal - only full-day absences are reported via Compass. 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 'sign your child in and out' **via the Kiosk** at the Office. Please note that it is NOT necessary to notify your teacher ahead of time of expected departure and arrival times/reasons. Leave during school hours should NOT be entered into the Compass Parent Portal - only full-day absences are reported via Compass. See: [www.beaumarisnorthps.vic.edu.au/pi-leaving-school.htm](http://www.beaumarisnorthps.vic.edu.au/pi-leaving-school.htm)

## Administration (continued)

**Absences:** ‘Approval Notes’ for absences **MUST** be entered by parents via the Compass Parent Portal **for ALL full-day absences** (ideally on the morning of the absence and ahead of time for holidays or other known/planned leave – see below). There is no need to phone the school or send a note to your child’s classroom teacher as the roll will be automatically updated. If your child is unwell again the following day, simply enter another approval to cover that day. If you know that your child will be absent for 3 days for example, you can change the ‘finish date’ when you enter the approval. Please note that approvals cannot be extended once they have been entered. Holidays or known/planned absences can be entered in advance - simply change the default dates of the approval to cover the period of expected absence. Late arrivals/early departures should NOT be entered by the parent into the Compass Parent Portal – these are reported via the Kiosk at the Office. See: [www.beaumarisnorthps.vic.edu.au/pi-absences-new.htm](http://www.beaumarisnorthps.vic.edu.au/pi-absences-new.htm)

### QUICK GUIDE FOR REPORTING ABSENCES/LATENESS/LEAVE DURING SCHOOL HOURS

TYPE OF ABSENCE	ACTION
Full-day absence	Enter on Compass
Extended absences <i>e.g. holiday</i>	Enter on Compass ( <i>change start and finish dates</i> )
Arriving to school late	Sign child <b>IN</b> via Kiosk – <i>do NOT enter on Compass</i>
Leaving school early	Sign child <b>OUT</b> via Kiosk – <i>do NOT enter on Compass</i>
Leaving and returning – same day	Sign child <b>OUT</b> via Kiosk upon departure and <b>IN</b> via Kiosk upon return – <i>do NOT enter on Compass</i>

**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)

**Payments:** Qkr (pronounced - Quicker) is a **FREE** app to enable you to use your smartphone to make all school payments including Canteen and Uniform Shop orders. A web-based version is also available. See: [www.beaumarisnorthps.vic.edu.au/qkr.html](http://www.beaumarisnorthps.vic.edu.au/qkr.html) **Please note that if payment and consent is NOT received 5 business days before an incursion, excursion or event, your child will NOT be able to participate/attend.**

**Visiting the School:** If you are visiting the school for any reason **between 9.00am and 3.30pm** (with the exception of usual school pick-up/drop-off), you need to report your arrival and departure **via the Kiosk** at the 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:** 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:** ‘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)

## Communication

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**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. We encourage you to **login to Compass on a daily basis** (posted daily, usually by 3.30pm) as this is our **primary means of communication – information from teachers or the school is NOT sent home in hard copy**. Copies of all attachments that are posted to the Compass News Feed can be found on Compass (via a browser, not the app) at any time: **Community> School Documentation> Parents> Notices Posted on Compass**. Compass can be accessed via your smartphone or iPad (search for the 'Compass School Manager' app) or via your desktop computer at <https://beaumarisnorthps-vic.compass.education>. See: <https://beaumarisnorthps-vic.compass.education/>

**Purple Folder:** The Purple Folder can be used to return/send information to the school or your class teacher. It is essential that this folder is brought to school every day and checked every night. See: [www.beaumarisnorthps.vic.edu.au/pi-purple-folder.htm](http://www.beaumarisnorthps.vic.edu.au/pi-purple-folder.htm)

**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 email account is checked regularly throughout the day by our Principal Class Officers and emails are forwarded on as appropriate. Please note that teachers are unable to respond to emails that do not come via the school email address. Informal discussions may be arranged upon request at any time throughout the year to discuss specific issues however please be assured that you will be contacted should we have any concerns. See: [www.beaumarisnorthps.vic.edu.au/pi-contacting-teachers.htm](http://www.beaumarisnorthps.vic.edu.au/pi-contacting-teachers.htm)

**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. See: [www.beaumarisnorthps.vic.edu.au/newsletters.html](http://www.beaumarisnorthps.vic.edu.au/newsletters.html)

**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:** This program facilitates liaison between the teacher and the Class Parent Representative who then communicates with the parents in their class. Your Class Representative/s will welcome you to the class and arrange appropriate introductions with other parents. A call for expressions of interest in a Class Representative role is sent out at the end of the year (in preparation for the year ahead) and again at the beginning of the year. Parents may also be invited by their class teacher. See: [www.beaumarisnorthps.vic.edu.au/pi-class-representatives.htm](http://www.beaumarisnorthps.vic.edu.au/pi-class-representatives.htm)

**Assessment & Reporting:** Term 1 – 'Meet & Greet' opportunity, Term 2 - Parent Teacher Interviews and Semester Report, Term 3 - Student Led Conferences, Term 4 - Semester Report. Ongoing reporting and feedback about how a student is progressing is also provided via Compass 'Learning Tasks'. See: [www.beaumarisnorthps.vic.edu.au/reporting.html](http://www.beaumarisnorthps.vic.edu.au/reporting.html), [www.beaumarisnorthps.vic.edu.au/assessment.html](http://www.beaumarisnorthps.vic.edu.au/assessment.html) and [www.beaumarisnorthps.vic.edu.au/compass.html](http://www.beaumarisnorthps.vic.edu.au/compass.html)

**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

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**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.beumarisnorthps.vic.edu.au/pyp.html](http://www.beumarisnorthps.vic.edu.au/pyp.html) and [www.beumarisnorthps.vic.edu.au/ausvels.html](http://www.beumarisnorthps.vic.edu.au/ausvels.html)

Units of Inquiry being studied along with a 'Curriculum News' update each term are posted on Compass and the BNPS website. See: [www.beumarisnorthps.vic.edu.au/curriculum-updates.html](http://www.beumarisnorthps.vic.edu.au/curriculum-updates.html) and [www.beumarisnorthps.vic.edu.au/pi-curriculum-news.htm](http://www.beumarisnorthps.vic.edu.au/pi-curriculum-news.htm)

**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.beumarisnorthps.vic.edu.au/pi-specialist-news.htm](http://www.beumarisnorthps.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.beumarisnorthps.vic.edu.au/specialist-programs.html](http://www.beumarisnorthps.vic.edu.au/specialist-programs.html)

**BEET Program:** The BNPS Extension, Enrichment and Talent Program runs a variety of extension programs from Prep to Year 6, across a wide variety of subjects which vary according to the needs of our talented students. See: [www.beumarisnorthps.vic.edu.au/pi-differentiated-learning-groups.htm](http://www.beumarisnorthps.vic.edu.au/pi-differentiated-learning-groups.htm)

**Learning Support:** Each year level has extra staff (Learning Support Teachers) who are all very experienced classroom teachers and work closely with the classroom teachers, see: [www.beumarisnorthps.vic.edu.au/learning-support.htm](http://www.beumarisnorthps.vic.edu.au/learning-support.htm)

**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.beumarisnorthps.vic.edu.au/year-level-information.html](http://www.beumarisnorthps.vic.edu.au/year-level-information.html)

**Extra-Curricular Activities:** Many extra-curricular activities and opportunities for the wellbeing of our students are offered including: Bike Education, Early Morning Maths, Camping Program, Choir, Swimming Program and the BNPS Instrumental Music Program (*user pays basis*). See: [www.beumarisnorthps.vic.edu.au/extra-curricular-activities.html](http://www.beumarisnorthps.vic.edu.au/extra-curricular-activities.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.beumarisnorthps.vic.edu.au/extra-curricular-leadership-program.html](http://www.beumarisnorthps.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 Prep – 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.beumarisnorthps.vic.edu.au/library.html](http://www.beumarisnorthps.vic.edu.au/library.html)

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

## Curriculum & Extra-curricular Activities (continued)

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**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)

## Uniform and Personal Belongings

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**Uniform:** All students are expected to wear the full BNPS school uniform **including the correct coloured socks, BNPS jumpers, jackets, hats and appropriate footwear.** Students 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:** Uniforms can be ordered via [Qkr](#) and providing stock is available, orders will be filled within a week and delivered to your child's classroom. We also have a new and large offering of great value second-hand items available for purchase at the Uniform Shop (located in the Prep breezeway) which is open from 8.45 – 9.30am every Friday morning. 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 from **1 September until the end of April** and should be kept in your child's bag - No Hat, No Play! 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)

**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 Prep 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

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**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 8.00am via Qkr - see [www.beaumarisnorthps.vic.edu.au/qkr.html](http://www.beaumarisnorthps.vic.edu.au/qkr.html). Sushi is available on Mondays and Wednesdays. 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.htm](http://www.beaumarisnorthps.vic.edu.au/pi-canteen.htm)

**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. Go in to your local branch or [apply online](#) and then simply send in the deposit book (and money) via the Purple Folder by **Tuesday of each week** and our Parents' Club representatives will take care of the rest! Your book will be returned to your child via the Purple Folder prior to the next bank day. **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 also 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. Bikes and scooters must be put INSIDE the Bike Shed (NOT against the outside fence!) - our Bike Shed Monitors do NOT move bikes and scooters inside the shed before it is locked for the day. See: [www.beaumarisnorthps.vic.edu.au/pi-bike-shed.htm](http://www.beaumarisnorthps.vic.edu.au/pi-bike-shed.htm)

**Toilets:** NO adults are to access student toilets for their own use at any time. If non-school children require the urgent use of an amenity, student toilets may be used under strict parent supervision. If a parent requires the urgent use of an amenity, the disabled toilet in the main building may be used ('Staff' toilets are for staff only).

**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 and Wellbeing

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

**Wellbeing Officer:** We employ 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.beamarisnorthps.vic.edu.au/pi-wellbeing.htm](http://www.beamarisnorthps.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.beamarisnorthps.vic.edu.au/pi-esmart.htm](http://www.beamarisnorthps.vic.edu.au/pi-esmart.htm)

**KidsMatter Program:** BNPS is an accredited KidsMatter School. KidsMatter is an Australian mental health promotion, prevention and early intervention initiative that aims to improve the mental health of primary school age children. See: [www.beamarisnorthps.vic.edu.au/pi-kidsmatter.htm](http://www.beamarisnorthps.vic.edu.au/pi-kidsmatter.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.beamarisnorthps.vic.edu.au/pi-firstaid-at-bnps.htm](http://www.beamarisnorthps.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. See: [www.beamarisnorthps.vic.edu.au/pi-food-at-school.htm](http://www.beamarisnorthps.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.beamarisnorthps.vic.edu.au/pi-essential-agreement.htm](http://www.beamarisnorthps.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.beamarisnorthps.vic.edu.au/pi-behaviour.htm](http://www.beamarisnorthps.vic.edu.au/pi-behaviour.htm) and [www.beamarisnorthps.vic.edu.au/pi-restorativepractices.htm](http://www.beamarisnorthps.vic.edu.au/pi-restorativepractices.htm)

**Student Engagement and Inclusion Policy:** This **very important** document underpins all of our strategies for managing student wellbeing including the rights and responsibilities of staff, students and parents. See: [www.beamarisnorthps.vic.edu.au/policies.html](http://www.beamarisnorthps.vic.edu.au/policies.html)

**Head Lice:** 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). We encourage the whole school community to be vigilant with checking their child's hair to prevent outbreaks and ask that parents advise class teachers of any cases identified at home. See: [www.beamarisnorthps.vic.edu.au/pi-head-hunters-program.htm](http://www.beamarisnorthps.vic.edu.au/pi-head-hunters-program.htm)

## Health and Wellbeing (continued)

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**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.beamarisnorthps.vic.edu.au/pi-esmart.htm](http://www.beamarisnorthps.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.beamarisnorthps.vic.edu.au/pi-emergency-management.htm](http://www.beamarisnorthps.vic.edu.au/pi-emergency-management.htm)

**Yard Duty Supervision:** 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. Students must NOT be left alone in the school grounds before 8.45am or after 3.45pm as the school does NOT provide formal supervision for children who are on the premises before or after these times. See: [www.beamarisnorthps.vic.edu.au/pi-yard-duty.htm](http://www.beamarisnorthps.vic.edu.au/pi-yard-duty.htm)

**Celebrating at School:** Please speak to your child's teacher prior to sending any food or treats to school and consider the amount of items sent in as it can be time consuming for teachers to distribute. Many parents also have concerns about treats being given to their children without their permission. See: [www.beamarisnorthps.vic.edu.au/pi-celebrating-at-school.htm](http://www.beamarisnorthps.vic.edu.au/pi-celebrating-at-school.htm)

**Parental Engagement:** Parental engagement is a key feature of BNPS. This collaborative approach results in the development of positive attitudes and educational outcomes for our students. Please visit [www.beamarisnorthps.vic.edu.au/pi-parent-involvement.htm](http://www.beamarisnorthps.vic.edu.au/pi-parent-involvement.htm) to find out how you can become a partner in your child's education.

**Child Safety:** BNPS is committed to the safety and wellbeing of all children – see our 'Child Safety Code of Conduct' and 'Statement of Commitment to Child Safety' at [www.beamarisnorthps.vic.edu.au/policies.html](http://www.beamarisnorthps.vic.edu.au/policies.html)

**Working with Children Check:** Anyone wishing to volunteer at BNPS is required to present a [Working with Children Check](#) (WCC) card at the Office. **A receipt of application may be used until your card arrives.** This applies to **ALL parent volunteer positions** e.g. Literacy groups, Canteen, Mother's/Father's Day Stalls, Uniform Shop, Bike Education, Excursions, Head Hunters, Sports Days, Student Disco, Class Reps, Fete, Market Night, Year 6 Graduation and School Concert etc.



## Important School Rules

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**Two Minute 'Kiss N Go' Zone:** There are two 'Kiss N Go' zones on Wood Street where you can quickly drop and collect your child – **this is NOT a parking area** – you are NOT allowed to park for longer than two minutes, double-park or go into school. You may get out of your car (within 2 minutes) but if you need to walk your child in, you must park in one of the surrounding streets, in a legal parking area (and not over driveways), see: [www.beaumarisnorthps.vic.edu.au/pi-parking\\_000.htm](http://www.beaumarisnorthps.vic.edu.au/pi-parking_000.htm)

**Riding in the School Grounds:** Riding of scooters, bikes, skateboards etc., is NOT permitted in the school grounds at drop-off or pick-up (school and non-school children), see: [www.beaumarisnorthps.vic.edu.au/pi-riding-in-to-and-from-school.htm](http://www.beaumarisnorthps.vic.edu.au/pi-riding-in-to-and-from-school.htm)

**Staff Carparks:** For safety reasons, parents and students are NOT permitted to walk through staff car parks OR use them for parking – please use pedestrian paths, see: [www.beaumarisnorthps.vic.edu.au/pi-parking\\_000.htm](http://www.beaumarisnorthps.vic.edu.au/pi-parking_000.htm)

**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)

**Climbing Trees NOT permitted:** For the safety of children and to protect our natural environment, the climbing of trees is against our school rules and is NOT permitted at any time. Teachers enforce this rule during the hours of duty however parents are responsible for their children beyond this time – please supervise your children carefully to prevent injury.

**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)

**To ensure your BNPS queries/feedback are directed to the appropriate area, please refer to the table below:**

Office ( <i>BNPS queries, feedback, newsletter &amp; emails for teachers</i> )	<a href="mailto:beaumaris.north.ps@edumail.vic.gov.au">beaumaris.north.ps@edumail.vic.gov.au</a>
Compass Support	<a href="mailto:communication@beaumarisnorthps.vic.edu.au">communication@beaumarisnorthps.vic.edu.au</a>
Outside School Hours Care	<a href="mailto:oshc@beaumarisnorthps.vic.edu.au">oshc@beaumarisnorthps.vic.edu.au</a>
Uniform Shop	<a href="mailto:uniform@beaumarisnorthps.vic.edu.au">uniform@beaumarisnorthps.vic.edu.au</a>
Canteen	<a href="mailto:canteen@beaumarisnorthps.vic.edu.au">canteen@beaumarisnorthps.vic.edu.au</a>

***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)***

**WOOD STREET, BEAUMARIS, 3193 | PHONE: 9589 5449 | FAX: 9589 0629**

**EMAIL: [BEAUMARIS.NORTH.PS@EDUMAIL.VIC.GOV.AU](mailto:BEAUMARIS.NORTH.PS@EDUMAIL.VIC.GOV.AU) | WEBSITE: [WWW.BEAUMARISNORTHPS.VIC.EDU.AU](http://WWW.BEAUMARISNORTHPS.VIC.EDU.AU)**