From the Principal

Dear Parents / Caregivers

Bellevue Heights Primary School was established in March 1977 and while the number of students has fluctuated over the years, a steadfast feature of the school is its community focus. A strong sense of belonging and pride in the school is evident amongst the students, staff and parents.

The staff are committed to providing the best possible education for each student. There is a focus on the needs of the individual and an endeavour to challenge each student to achieve their optimum level.

In addition to our mainstream classes we conduct a “New Arrivals Program” (NAP) for students newly arrived to Australia with little or no English language skills. The NAP is an intensive English language and literacy program and prepares students to enter mainstream classes.

It is our aim to work together with parents in a partnership, thereby providing the best possible educational opportunities for each child. Parent and teacher communication is of the utmost importance. Should you at anytime have any concerns, please do not hesitate to talk with your child’s teacher. I am also available to you should it be something of a more general nature, or to assist in any discussions between parents and teachers.

Parents have opportunities through Governing Council, committees and the Parents & Friends group to become involved in the decision-making processes of the school.

Education is not something that begins and ends at school; it begins at birth and continues throughout life. We will strive to make our part in this process a valuable one.

It is important that home and school work co-operatively together, fostering interests, abilities, skills and achievement.

I wish all who join Bellevue Heights Primary School community an educationally rewarding future.

Vince Mulkerin
Welcome

Thank you for choosing Bellevue Heights and welcome to our school. This booklet will give you some information for everyday events of the school. We hope you find it useful.

SCHOOL HOURS

Monday to Friday  9:00 a.m. – 3:30 p.m.
Recess 10:55 a.m. – 11:25 a.m.
Eat lunch 1:05 p.m. – 1:15 p.m. (In classroom with teacher supervision.)
Play: 1:15 p.m. – 1:50 p.m. (A warning bell will sound 3 minutes before the end of play.)

Children are supervised from 8:40 a.m. – 3:50 p.m. If they are at school before 8:40 a.m. or after 3:50 p.m. they will be taken to OSHC for supervision. There is a charge for using OSHC services.

Address: 7-19 Vaucluse Crescent
Bellevue Heights  SA  5051

Phone: 8278 7182
FAX: 8370 2671

Email: bellevue.ps@bellevueps.sa.edu.au
Email (student absences) absences.bhps@bellevueps.sa.edu.au
Website: www.bellevueps.sa.edu.au

Out of School Hours Care (OSHC) Phone: 8278 9439 or 0401 121 798
Our Vision

A vibrant and welcoming learning community of caring, globally aware citizens, striving together and aspiring for excellence as life-long learners.

Our Values

In offering this, we collaboratively value and focus on the following four areas: holistic approach, learning, community and environment.

HOLISTIC APPROACH

We:

- Encourage a positive attitude to learning by engaging students in inquiries, preparing them to be active participants in a lifelong journey of learning.
- Develop intellectual, personal, emotional, spiritual and social skills through the Learner Profile to respond to a rapidly changing world.
- Understand the importance of physical and mental balance and personal wellbeing for ourselves and others.
- Encourage perseverance and self-discipline.

LEARNING

We:

- Provide an engaging and relevant curriculum in a safe learning environment that celebrates our connectedness in a spirit of respect and shared humanity.
- Create teaching and learning environments that foster curiosity and inquiry so that we can promote an enjoyment of lifelong learning as we strive to reach our highest potential.
- Equip students with the skills to learn and acquire knowledge both individually and collaboratively and to apply these skills and knowledge across a broad range of disciplines.
- Practice reflective skills so that we can analyse our strengths and identify areas for improvement in a constructive manner.

COMMUNITY

We:

- Foster mutual understanding and empathy in developing a sense of personal and cultural identity and respect for ourselves and others.
- Provide opportunities to communicate and interact positively, responsibly and effectively with others; in our school, local and global communities. Develop global citizenship with a sense of individual and collective responsibility when considering local and global issues.
- Contribute to the school, local and global communities through our:
  - Core values which include respect, honesty, caring and compassion
  - Attitudes including persistence, enquiry and collaboration.

ENVIRONMENT

We:

- Think and act in globally responsible ways to care for our planet and its future.

These guiding principles are reflected in our policies, practices and programmes.
GENERAL INFORMATION

Absences
On days when your child is absent please phone the office or email absences.bhps@bellevueps.sa.edu.au to let us know why your child is not at school. If this is not possible, then a note from a parent is required when the student returns to school.

Admissions
Children may start school after they turn 5 and are under compulsion to attend school from the time they turn 6. Children enrolling in the school are invited to attend four transition visits before they officially start. Reception students can start at the beginning of each term providing they turn 5 by their first day of school. If they turn 5 by the second Monday of the term they can begin school on the second Monday of the term (but will need to be kept home during the first week of term). If they turn 5 after this day they will need to wait until the following term to begin school.

Assemblies – Monday
An assembly is held for 10-15 minutes most Monday mornings. This is a short assembly where we present awards, announce sports results and significant events for the week. Parents are most welcome if you happen to be in the school at the time.

Assemblies – Student run
On Fridays in weeks 3, 6 & 9 of each term classes take turns to host the assembly. The assembly provides students with the opportunity to display their work and talents. Parents are most welcome and after these assemblies a morning tea is held for all parents to mingle and meet school senior staff. Notice of assemblies is included in the newsletter – the date may vary due to other activities in the school, like camps, holidays, sports day and so on.

Assessment and reporting
There is an acquaintance night early in term one of each year. Towards the end of term one, parent/teacher interviews are conducted. Written reports are sent home at the end of term two and term four. Statewide LAN (Literacy & Numeracy) Tests are conducted about August each year for students in years 3, 5 & 7. As part of its reporting process the school conducts some standardised tests, currently in Maths and English, at the beginning and towards the end of each year. This allows us to track student progress in these areas from year to year. Teachers are constantly assessing students in terms of their work, study habits and social interactions.

Bank
Children may bank at the school through Bank SA school deposit service. Children need to bring their bank deposit book and money to school the school office on Tuesday mornings. Applications for school banking are available from the office.

Canteen
A small range of healthy snacks and ice blocks are sold at recess and lunch times. The canteen is run by volunteer parents. Only 15 minutes of your valuable time is required if you can assist. The school office staff will be pleased to help if you decide to volunteer. If no volunteer is available at any particular time the canteen will not open. Please do not rely on the canteen for your child to buy recess or lunch.

Competitions
Throughout the year a number of national competitions are available for our students to participate in. These include English, Maths, Science, Information Technology, Spelling and Writing. Participation is optional and there is a cost involved. Our students have gained some outstanding results in these competitions during recent years. Information about enrolling in these competitions will be sent home at the appropriate time.

Computers
The school has a computer suite in the resource centre. Students have access to this in lengthy blocks throughout the school week. In addition, each classroom has several computers linked to the school network. Most classes have an interactive whiteboard.
Coordination Programme
All reception students have two mornings per week in a coordination programme. This is a gross motor skill development programme, and occurs in the activity room for 30 minutes each session. Parent volunteers are always required to support the work, and if you are interested, please contact the principal or office staff for further information.

Dental Clinic
Bellevue Heights Primary School students are able to access the Dental Clinic which is situated on the Blackwood Primary School site. A small fee may apply to this service. The school office has information about the Blackwood Clinic and also addresses of other clinics.

Early Collection of Students
If students need to leave school early or be collected during the day for an appointment parents/caregivers must see the class teacher. If the class is not in their classroom please see the office staff. Students are not permitted to wait outside the school for parents/caregivers to collect them.

Emergency Contacts
All families are required to complete an enrolment form which includes emergency contact information when enrolling their child at Bellevue Heights Primary School. Every alternate year a record of the current information the school has for contacts is sent home for you to verify. If this or any other information changes throughout the year we ask that the school be informed as soon as possible so that the database can be updated accordingly. Should there by any legal information eg custody of the child, it is essential for the wellbeing of the child that this information is clear on these forms.

Emergency Drills
Emergency evacuation and invacuation drills are carried out at random times so that the students become familiar with what to do in the case of an emergency at the school. An emergency plan is prominently displayed in all classrooms and school buildings. Our Bushfire Action Policy is sent out to families on alternate years with copies available from the school office at all times.

Excursions
Classes go on excursions from time to time to support the learning programme or for an end of term fun activity. Notices go home giving parents advice as to costs and times, and money is paid to the school office. When parents are asked to transport, to save on costs, parent cars must be comprehensively insured if they are taking students other than their own.

Fees
The Governing Council sets the school fees each year. These together, with government grants and fundraising, cover the provision of quality education at Bellevue Heights Primary School. These fees cover consumable stationery, books, resources and equipment (including computers) used in the eight areas of the curriculum.

French
French is the Language other than English (LOTE) taught at the school. All schools offer a LOTE subject and it is designated on a statewide grid, largely based on the availability of the teacher and the languages offered at the feeder high school. Blackwood High School offers Japanese, German and French. All mainstream students receive weekly lessons in French, and the programme consists of both language and cultural studies.

Governing Council
This is the main decision making body of the school. Meetings are held twice per term on a Monday evening from 7:30 to 9:30 p.m. Governing Council deal with matters such as Finance, Grounds, Sports, Education, and generally oversee and advise on the smooth operation of the school. AGMs are held in March and parents are elected for two year terms. Only elected members hold voting rights however, parents are welcome to attend meetings as observers. We are always seeking parent volunteers to join sub-committees. Please contact the Principal or the office staff for further information.

Hats
All students and staff are expected to wear an appropriate hat when outside except in the winter months. The hat must protect the face, neck and ears, ie it must be broad brimmed or legionnaire style NOT a baseball cap. School hats are available from the office and each student is given a hat on enrolment. For more details about this policy please refer to our ‘Sun Smart Policy’ available from the school office.
Helping in the class
All staff look forward to having effective volunteer helpers. Simply talk to your class teacher indicating an interest and the area where you feel you could help, and we’re sure they will have you busy in no time!

Illness or Accident at School
The school First Aid Room is available for children who become unwell during the day. Please do not send sick children to school, as this spreads infection to other students and staff. Whenever children are unable to continue normal sessions during the day due to illness or injury, parents will be contacted and asked to collect them from school. Staff will only store and supervise medication that has been prescribed by a doctor and is clearly labelled. Analgesics and other medication (ie Panadol), which can be purchased over the counter without prescription, should also be prescribed by a medical practitioner if staff are asked to supervise their use. Staff are not required to measure doses of medication. A Medication Plan needs to be completed by the prescribing doctor and parent/guardian for students who require supervision of daily medication (eg ADHD medication) at school. All medication must be handed over from adult to adult. Children with asthma are encouraged to carry their medication with them where recommended by a doctor. In case of serious injury or illness, the school will take the necessary steps to gain immediate medical assistance. It is important that parents contact details are kept current/up to date.

International Baccalaureate
Bellevue Heights Primary School is an IB World School. During 2003, we received accreditation from the International Baccalaureate organisation in Geneva to offer the Middle Years Program to our Year 6 and 7 students. Our school belongs to the Mitcham Hills Cluster of Schools and together we facilitate a program, which is guided by three themes: Holistic Learning, Communication and Intercultural Understanding. The MYP curriculum is very similar to the South Australian Curriculum Standards and Accountability Framework (SACSA). However, there is a focus on: Approaches to Learning, Community and Service, Health and Social Education, Environments and Human Ingenuity. For more information about the Middle Years Program please ask for a brochure from the school office or refer to www.ibo.org

Late for school
We understand that this happens from time to time. Students who are continually late may suffer greatly in their academic development. Late entry often disrupts the learning of the other members of the class.

Learning Assistance Programme
We are regularly seeking parents to become volunteers. If you are interested, please contact either the Assistant Principal who is the LAP coordinator or the office staff.

Library
The library is open every day for borrowing and returning and each class visits the library on a weekly basis for borrowing and reading time. The computer will not allow borrowing if there are overdue books. Damaged or lost books need to be replaced. A library bag helps ensure this won’t happen. We welcome parental help in the Resource Centre.

Lost Property
The lost property box is situated in the school office. Please label all children’s property clearly (particularly hats and jumpers) so that items can be returned to their rightful owner. When there is a large accumulation of unclaimed, unmarked clothing it is used as school emergency clothing or donated to charity.

Mobile Phone / Electronic Device Policy
Although our school discourages the bringing of mobile phones to school by the students, we accept that there are times when it might be deemed important. Therefore, students are allowed to have mobile phones on school premises only within the parameters of the policy and only when it is deemed necessary by parents. Students are to return the mobile phone permission form (available at the school office) in order to have a mobile phone at school. Phones and other electronic devices that are brought to the school are at the family’s own risk and the school does not take responsibility for lost, stolen or damaged property.
Money and Valuables
Please do not allow your child to bring unnecessary amounts of money or valued/valuable items to school. Classroom teachers care for essential monies but cannot be held responsible for losses by children. If an item is brought to school, it is with the understanding that students and parents take responsibility for any loss or damage to that item.

Music
This is a vibrant part of the school and we encourage all students to be involved. Music lessons are held weekly for each class with a specialist music teacher for each class. A choir is available for Yrs 5-7 students and they perform each year in the Festival of Music at Festival Theatre. There is also a middle choir for junior students.
Tuition in stringed instruments is offered to students in primary classes through the DECS Instrumental Music Program. Information about this program is circulated to parents at the beginning of each school year. Preference is given to students who are continuing in the program, however, normally there are vacancies at the commencement of each year.
Private tutors are available, during lesson times, for students wanting to learn certain musical instruments. Please contact the school office for details.

New Arrivals Program
The New Arrivals Program is an intensive English language and literacy program for newly arrived children on permanent or temporary visas. It prepares the students to attend a mainstream class in their local school and for living in Australia.

Newsletter
These go home each fortnight with the oldest child. It includes important information regarding the school, plus community notices and a small, community notices section. Spare copies are available at the office.

Out of School Hours Care (OSHC)
This vital program offers before and after school care. The program is available to children aged 5 to 13 years, whose parents are both working, single parent families where the sole parent is working, families where parents are studying, families with special needs and to families who require occasional care. An enrolment/medical form must be completed and a one-off registration fee paid before a child can attend the program.
Before and After School Care operates from:
7:30 a.m. – 8:40 a.m.
3:30 p.m. – 6:00 p.m.
For further information contact the Director or obtain a brochure from the school office.

Parents & Friends
This extremely active support group meets each 3-5 weeks in the administration area. Its focus is to ascertain school/community needs and then assist in the provision of activities which are organised at the school for the benefit of all students. P&F has a vital role in welcoming new parents to our school community, providing a communication network for each class, promoting special lunch days, raffles, sausage sizzles and major events like games nights. Help is always needed. Meeting dates are published in the newsletter. If you would like to be involved, please contact the office staff for further information.

Pastoral Support Worker (CPSW)
Bellevue Heights Primary School is fortunate to have the services of a CPSW. This person’s role is to:
• Work in co-operation with the staff to support students.
• Be available to students as a listener, supporter and counsellor.
• Offer support, resources and referrals for families, teachers and other members of our school community.
The CPSW is here for the overall pastoral care of students, teachers and families. They will respect the secular character of Government Schools, as well as the culture and beliefs of the individuals within the school. For more information about this role, please see the office staff.
Parking & Road Safety
Below are council road regulations that apply to Vaucluse Crescent:

- Vaucluse Crescent is one way from the northern end between 8:15 – 9:15 a.m. & 2:45 – 4:00 p.m.
- Pick up and set down zones apply to the front of the school – please check signs for times & locations.
- No stopping on the western side of Vaucluse Crescent on school days. You must use the school side of Vaucluse Avenue for parking your vehicle.

Council inspectors monitor this regularly.
The car park has only a very limited number of spaces and these are only available for staff. DO NOT PARK across/in the ENTRANCE to the car park.
See office staff for more information.

Payment of Money
While the cash register is always available, it is most preferable if parents / students pay early in the day. The school keeps no money on the premises. Receipts are provided for all payments.
Credit card payments are accepted but EFTPOS is not available. Credit card payments can be made via the internet (BIZGATE) – go to our web page and follow the prompts www.bellevueps.sa.edu.au

Seeing your teacher
Teachers are happy to meet with parents at nearly all times, given some notice. It is usually not good practice to begin lengthy discussions with the teacher when dropping your child off in the morning as this is important preparation time for the class. If there is a concern, please make a mutually convenient time as soon as possible. The school prides itself on being efficient in dealing quickly with all student related matters and we rely on your assistance here in keeping us informed.

Sport
The school offers a wide range of out of school hours sport and where we can’t field a full team ourselves, we have reciprocal arrangements with neighbouring schools. A cost is involved for each sport to cover registration, uniforms equipment, coaching etc. Students are offered sports at the beginning of each year, and prior to the commencement of the change of seasons. Parents are vital in maintaining a healthy sports programme. Please contact the Principal to discuss how you might be involved.

Sport – SAPSASA (South Australian Primary Schools Amateur Sports Association)
Each year, children in years 6 and 7 are given the opportunity to try out for selection in district teams in a wide variety of sports. These teams travel to various locations for a week’s exchange playing against other teams. We also take part in a number of ‘knockout’ competitions against other schools in many sports. The winners of these knockout competitions take part in state championships at various times during the year. Children playing in district or knockout competitions may also have the opportunity to try out for state selection for interstate competitions or attend talent camps.

Sports Day
This happens once each year. Students are placed in 4 equally divided teams, and they engage in a range of activities throughout the day (ball sports, team games, fun activities, competitive racing in sprints and longer distances, relays). Parents and extended family are invited to attend. The Parents & Friends Committee usually operate food and drink stalls on the day. Helpers are also needed throughout the day with various events – a note goes home in the newsletter asking for help a few weeks before the day.

Swimming and Aquatics
These lessons occur for a week during term one. R-4 students attend the Marion pool for swimming lessons, while the 5-7 students go to Pt. Noarlunga for aquatics. There is a cost involved for transport and a fee for the activity – this information is sent home to parents in week one of the school year, with a swimming consent and medical note. This form is essential – students are not allowed in the water without having provided the form to the instructors.

Uniforms
The Bellevue Heights dress code is based on the school colours of maroon and sky blue with grey pants/shorts allowed. All students who attend this school are expected to wear the prescribed colour code. The school office has a selection of uniforms available.