

Principal's Welcome

Welcome to Bethany Catholic Primary School, we hope that you find this booklet a great source of information and an ongoing way to engage in school life and learning at Bethany.

At Bethany Catholic Primary School, we work closely within the Parish and local community to provide a challenging and happy learning environment.

We currently have 585 students from Prep (the foundation year of school) to Year 6 and we offer a comprehensive curriculum in all learning areas based on the Victorian Curriculum.

The Bethany school motto, "Journey Together" reminds us that we are all committed to guiding the students successfully through their primary school years.

Primary school should be a wonderful and exciting journey. You, as parents, have held your child's hand tightly up until now and it's natural to feel anxious about what's ahead for you and your child.

At Bethany, we are not asking you to let go of your child's hand, we are just taking hold of the other hand.

At Bethany, we will 'Journey Together'.

We are very proud of our diverse and rich school community. We encourage respect, acceptance and inclusion of all. The many gifts and talents of each member of the school community are acknowledged as a part of our Catholic identity.

The students are encouraged to have a voice in the life of the school in learning, in playing and in building community and relationships.

We aspire to work closely with parents, carers and families to build the strongest possible community of learners.

The staff of Bethany bring expertise, experience and enthusiasm to learning and to the life of this school. Professional learning is a priority and the opportunities to learn with a whole school approach have been embraced by all staff.

We strive to communicate effectively with our community and always welcome your feedback and communication as we build relationships for learning at Bethany.

As Principal of Bethany Catholic Primary School, I endeavour to lead collaboratively and in consultation with students, families and staff as we build our learning community. We shape our vision and values together and we look forward together – always striving for improvement as learners and as servants of Jesus.

Mrs Joanne Webster, Principal

School Details

Name: Bethany Catholic Primary School
Address: 80 Thames Boulevard Werribee, VIC 3030
Telephone: 9742 9800
Email: principal@bswerribeenth.catholic.edu.au
Web: www.bswerribeenth.catholic.edu.au
Principal: Mrs Joanne Webster

St Andrews Parish Details

Parish Priest: Fr. Albert Yogarajah
105 Greaves Street Nth
P.O. Box 872
WERRIBEE VIC 3030
Parish Phone: 9741 4144
Fax: 9741 4433
Parish Email: werribee@cam.org.au
Parish Website: [St Andrews Parish](#)

School Overview

Bethany brings together a diverse range of students from many ethnic backgrounds. Such cultural diversity is highly valued within the school. Bethany places a strong emphasis on partnership. Authentic partnerships produce an environment whereby students, staff and parents can actively work together to provide high student outcomes within a vibrant and caring school community.

The School Vision forms the basis of all that we do. We believe it is through these authentic relationships that we can bring about success for all.

At Bethany, the learning environment promotes strong personal and social growth. The students' needs, backgrounds, perspective and interests are reflected in the learning and the teaching. Every endeavour is made to ensure the learning and teaching is sustained and opportunities are given to learners to make connections between knowledge, ideas and concepts.

Bethany has four Learning Centres:

- The Exploration Centre - Foundation (Prep)
- The Discovery Centre - Year 1 and Year 2
- The Bridging Centre - Year 3 and Year 4
- The Leadership Centre - Year 5 and Year 6

The learning spaces at Bethany have been designed to provide a rich environment, conducive to relevant and meaningful learning where students are supported to develop and maintain skills for successful living now and in the future.

VISION STATEMENT

'Creating authentic relationships for successful living within a Catholic tradition.'

Being part of a caring faith community instils our students with a sense of identity, a feeling of belonging and above all, a powerful sense of self worth.

At Bethany, we measure achievement by the emotional, social and spiritual wellbeing of our pupils.

We value excellence and expect our students to achieve their personal best in all.

4H CULTURE

The 4 H's - **Hope, Heart, Hospitality** and **Healing** are at the core of our work. To be part of such a culture is to be surrounded by a community of people who are inspiring, accepting and non-judgemental.

SIX SUCCESSFUL LIVING SKILLS



The Six Successful Living Skills that we have chosen to focus on are developmentally appropriate for primary age students and also act as concrete social, academic and spiritual markers. Each one of us has a deep desire to be our best and making a set of skills explicit for the learner on their journey through the primary years hopefully enables students to work, play and live with confidence, optimism and resilience. Our aim is that the school can partner with students and their families to build a stronger school, a stronger local community and a stronger City of Wyndham. We understand that these skills are lifelong and aspirational; the more we understand ourselves and the world around us, the more opportunities we

may find for personal and social growth. We live in communities. We understand that communities need rules, structures and supports that will assist all to be successful regardless of their background or set of personal circumstances.

School Timetable

A welcome bell will ring at **8.40am** and children are invited to enter their hubs at this time to prepare for their day. Learning commences at 8.50am.

8.50am - 10.00am	Morning learning time
10.00am - 10.05am	Brain break - a small snack
10.05am - 11.00am	Learning time
11.00am - 11.30am	Lunch play – 30 minutes
11.30am - 11.50am	Lunch
11.50am - 2.00pm	Learning time
1.30pm - 2.00pm	Recess play - 30 minutes
2.00pm - 2.05pm	Snack
2.05pm - 3.00pm	Learning time & Dismissal

Please do not collect your child during morning or lunch recess times unless it is an emergency.

Please note that there is no supervision of the children before 8.30am. No student may be at school before this time.

Before and After School Care can be accessed through Quantin Binnah Community Centre - 9742 5040

Dismissal is promptly at 3.00pm. Please notify the school office if you will be unable to collect your child/ren at 3.00pm.

Important Dates for 2022

Friday 28th January 2022 & Monday 31st January 2022

Professional Learning Days

Tuesday 1st February 2022

First day for Years 1 - 6

Years 1-6 students begin. Full school summer uniform to be worn.

Wednesday 2nd February 2022

- Foundation (Prep) children will start at 8.50am.
- Full school uniform to be worn
- Please walk your child to their Hub and leave when they are settled.
- School will finish at 3.00pm for all students.

NO SCHOOL FOR PREPS on the first 3 Wednesdays.

Wednesdays are rest days for the first 3 weeks:

Day	Start and Finish Time
Friday 28th January	School Closure
From Monday 31st January	School Closure
Tuesday 1st February	Years 1-6 students begin
Wednesday 2nd February	Prep-6 students
Thursday 3rd February	Prep-6 students
Friday 4th February	Prep-6 students
Wednesday 9th February	NO SCHOOL FOR PREPS
Wednesday 16th February	NO SCHOOL FOR PREPS
Wednesday 23rd February	NO SCHOOL FOR PREPS

- On the Wednesdays highlighted, Prep testing will be conducted - you will receive a 45 minute appointment time for your child to come to school to meet with their teacher.

From Monday 28th February, Prep students will attend school full time from 8.50am – 3.00pm

Bell Times

At the beginning of the day there are two bells that will ring. **The 8.40am bell is the welcome bell** and signals that students may enter their hub. Students and parents/carers are welcome to enter the hub at this time and speak with the teacher or simply drop off their child at the door of their hub and leave.

You are most welcome to bring your child into the hub. Please do not unpack your child's bag. We will establish an unpacking routine. **The school starting time bell is at 8.50 a.m.** At this time we would appreciate it if you could leave so that we can move into our morning routine. All parents/carers should make their way off the Bethany grounds by 9.00am.

Term Dates 2022

Term 1	Concludes on Friday 8 th April at 12.30pm
Term 2	Tuesday 26 th April – Friday 24 th June at 12.30pm
Term 3	Monday 11 th July – Friday 16 th September at 12.30 pm
Term 4	Monday 3 rd October – Tuesday 20 th December

Closure Days 2022

The following dates are school closure days for 2022.

PLEASE MARK THESE IN YOUR DIARIES

Monday 14 th March	Labour Day Public Holiday
Monday 25 th April	ANZAC Day Public Holiday
Tuesday 26 th April	Professional Learning Conference
Wednesday 27 th April	Professional Learning Conference
Monday 13 th June	Queen's Birthday Public Holiday
Thursday 23 rd June	Learning Conversations
Friday 24 th June	Professional Learning - Positive Behaviour for Learning
Monday 31 st October	Assessment and Report writing
Tuesday 1 st November	Melbourne Cup Public Holiday
Friday December 2 nd	Professional Learning - 2023 Planning
Monday 19 th December	Professional Learning
Tuesday 20 th December	Professional Learning

School Readiness

Getting ready for starting school tips:

- A consistent night-time sleep routine – well-rested children are more resilient
- Dressing for school - Can your child put on and remove their jumper independently? Zip up a jacket? Undo and do up buttons and catches on pants?
- Does your child know their full name, including surname?
- Can your child recognise and write their first name?
- Practise using the lunch box, drink bottle, zip lock bags, packing bag, unpacking bag
- How to avoid tears - Explain to your child that the 'school goodbye' will be quick (do all the big hugs at home before you hop in the car).
- Home time – Your child will be tired – expect and plan for it.
- Strong parent partnerships – Talk to us, drop in to see us, write to us, phone us... we want it to work for you!

Parent Partnerships

As a parent/carer in our Bethany School Community you have a very important role to play. We ask that you recognise the important contribution you have to make! We recognise that each child is an individual with unique strengths, needs and attitudes and that not all children are at the same stage of development at the same time.

In partnership with parents, we can identify each child's learning needs and plan programs to meet the children's wide range of abilities.

We wish to work with you for your child/ren by:

- being equal partners in the learning
- engaging together for your child's learning
- being a model for your child/ren on how to live and how to learn.

Practical ways we can work together to engage in your child's learning include:

- learning with your child at home
- encouraging your child's reading, join the local library with your child, visit our school library after school
- making time to talk to your child's teacher when you have a concern

- attending Learning Conversations
- helping with excursions and sport programs
- ensuring your child/ren's Operoo profile is up to date.

As a parent/carer you are welcome to be involved in the many activities that are part of the school including:

- Year One reading tutors program
- Joining our Sub Committee Group
- 2nd hand uniform sales
- Fundraising
- Icy pole days
- Mother's & Father's Day Stalls
- Supporting our Athletics Carnival
- Attending School Excursions/Incursions
- Providing your expertise to students in the learning spaces.

All parents who help in the school must have a current Working with Children Check that lists Bethany as an organisation where you volunteer.

Applications are available online:

www.workingwithchildren.vic.gov.au

You will also need to sign the school Code of Conduct annually.

Year One Reading Tutors

Each Wednesday and Friday morning from 8.50am until 9.20am, we hold our Year One Reading program. We invite our community to assist by volunteering to come and read with a student. You don't need to have a child in Year One. You will not need any qualifications other than a willingness to form a close bond with a child and work together over a number of weeks to practise beginning reading skills.

This is also a popular choice for extended family such as grandparents to participate in. We will provide you with all you need! If you are able to help Wednesday and Friday mornings that would be most appreciated, however if only one of those days works for you, we would still love to have you onboard. Given that you are working in the learning spaces with students, you will need to supply the school with a valid Working with Children Check.

Parent Sub Committee Group

Parent partnerships are highly valued at Bethany to ensure that our vision of 'creating authentic relationships for successful living within a Catholic tradition' is a lived vision.

One way that parents can partner with the team at Bethany is to join the Parent Sub Committee Group. Some activities of this group include offering hospitality at morning teas, fundraising through the Easter and Christmas raffles and offering services such as second hand uniform sales, Mother's Day and Fathers Day stalls.

This group meets twice a term and works closely with the School Principal to set events that best meet the needs of the community.

Curriculum

Religious Education

The Religious Education Program at Bethany complements the faith development that you have begun and are continuing with your child. Religious Education lessons are taught at every year level, with all children participating in the program. The curriculum is planned, taught and assessed in accordance with guidelines from the Melbourne Archdiocese of Catholic Schools (MACS). We endeavour to support your child on their faith journey by helping them make connections between what is relevant in their world and the Catholic Tradition. Students are encouraged to live out the messages, from bible stories they read and in their daily lives.

Learning and Teaching- Victorian Curriculum

At Bethany we use this curriculum to plan and assess student learning and progress and to report to parents. The curriculum is structured into Learning Areas, Capabilities and Cross-curriculum Priorities.

[Victorian Curriculum - click here](#)

The Learning Areas

English Reading & Viewing Writing Speaking & Listening	Mathematics Number & Algebra Measurement & Geometry Statistics & Probability	Health and Physical Education
The Arts Dance Drama Media Arts Music Visual Arts Visual Communication Design	Technologies Design and Technologies Digital Technologies	The Humanities Civics and Citizenship Economics and Business Geography History
Languages Italian	Science	

Capabilities

These capabilities with their own set of discrete knowledge and skills are taught explicitly in and through the learning across the curriculum.

*Critical and Creative Thinking

*Ethical Capability

*Intercultural Capability

*Personal and Social Capability

Cross-curriculum Priorities

Learning about the Cross-curriculum Priorities that are embedded in the Learning Areas.

*Aboriginal and Torres Strait Islander histories and cultures

*Asia and Australia's engagement with Asia

*Sustainability

Excursions

Excursions are an important part of the school program and each excursion is an educational experience designed to complement classroom learning. Attendance at excursions is compulsory.

Camp Program

Bethany Catholic Primary School students have the opportunity to experience camps and life away from home to assist with the development of independence and interpersonal skills.

Bethany Catholic Primary School has a whole school yearly camping program beginning with our Foundation students and concludes with our Year 6 students enjoying a three-day camp away alternating with either a beach or a bush setting.

At the end of the students first schooling year, Foundation students will experience the beginnings of the camping program. Their school day begins early where they arrive in their pyjamas and bags packed with school clothes and toothbrush. After being served a hearty breakfast prepared by our staff, the students will then get themselves ready for school. This includes getting themselves dressed, brushing their teeth and combing their hair all in time to commence their usual school day at 9.00am.

In Year 1, our students camping experience involves a day at school where they participate in a variety of camping style activities. This may include making afternoon tea, and participating in various craft tasks, concluding with an afterschool, afternoon tea at school and activity.

Our Year 2 students join our Year 1's however their camping experience concludes with dinner at school. This program prepares our students for future camps and allows each child to engage in lots of fun activities outside of normal school hours.

Our Year 3 students spend the day preparing for their overnight stay at school, by engaging in the making of supper for that evening, as well as orienteering activities, considering what they need to bring to school. Students go home after school and return, at 7:00pm after dinner at home, and participate in collaborative games, and a movie before sleeping the night at school. They then have breakfast at school, dress themselves and make their morning tea and lunch for the next day at school.

Year 4 students attend a 2 day/ 1 night camp.

Year 5 and 6 students attend a 3 day / 2night camp. Depending on the year, the camp will either be beach focused or bush focused.

Each camp experience focuses on adventure and initiative activities with the aim to improve the students' interpersonal skills and ability to build positive relationships with each other.

School & Student Levies

Student Levy

The Student levy for each student for 2022 is **\$365.00 per student**. This covers the costs of stationery, materials, ICT resources and equipment, subject levies and excursions. The \$365 per student is due by **Wednesday 2nd February**. Payment plans are not available for this fee. Payments can be made by

- EFTPOS - debit or credit either over the phone or at the office
- cheque
- cash at the Admin Centre Office.

Family School Fee

The School Fee for 2022 is **\$1650.00** per family per year. We invite each family to select from one of the following payment options by completing a Fee Payment Plan at the Admin Centre Office to suit your family needs.

Option 1: In Full	\$1650 paid in full by 19th May
Option 2: Three Installments	\$550 by 10th February \$550 by 28th April \$550 by 9th June
Option 3:	Monthly Direct Debit \$206.25 per month x 8 payments
Option 4:	Fortnightly Direct Debit \$100 per fortnight x 16 payments \$50.00 x 1 payment

For alternative arrangements such as Centrepay or individual invoicing for separated parents, please arrange a discussion with the Principal, Joanne.

Camp Fee

The camp fee for each student is dependent on the year level and camp experience for 2022

Prep	\$10.00 per student
Year 1	\$10.00 per student
Year 2	\$15.00 per student
Year 3	\$20.00 per student
Year 4	\$220.00 per student
Year 5	\$320.00 per student
Year 6	\$320.00 per student

HCCF (Health Care Card Factor)

To ensure we receive the correct Federal and State Government funding it is extremely important that you notify us if you hold a current Concession Card. Families with concession cards are eligible to apply for CSEF.

Camps, Sports & Excursions Fund (CSEF)

The Camps, Sports and Excursions Fund (CSEF) provides payments for eligible students to attend camps, sports and excursions.

Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. \$125 per year per student will be paid for eligible primary school students. This applies to all families with a Health Care Card.

Admin Centre Office Hours

The Admin Centre Office will be open from:

Monday, 31st January – 8am – 4.00pm for 2022

Generally throughout the term the office is open from 8am to 4.00pm, Monday - Friday.

We welcome payments during these times. Payments are invited in person or by phone. We accept payment by EFTPOS, cash or cheque at the office. You may also pay by direct transfer into the school bank account. Please check your fee statement for account details.

School Uniform

The official Bethany uniform can be purchased from Noone Rushford's Schoolwear (Shop 1/13 Barnes Place, Werribee Ph. 9741 3211).

A current price list is included in your welcome pack. It is an expectation that all our students wear the official uniform each day.

Sun Smart - Bethany School Hats

During Terms 1 and up to the end of May and beginning from 1st September until end of Term 4, it is **compulsory** for all students to wear a school hat when they are outside as we are a Sunsmart School. Those students who are not wearing a school hat will be unable to play in the sun and will be required to remain in the shaded areas of the yard. Please note that no other hats are allowed to be worn.

During the first and fourth term we ask that, when outside, all students wear a navy sunhat. The legionnaire style available from Noone's is considered ideal. **We suggest that students have two hats, one for travelling to and from school and another to keep in their tote box at school.** You will not have to worry about your child missing out on play.

Uniform Policy

Full uniform is to be worn at all times. This includes correct footwear. Runners are not acceptable other than with sports uniforms on designated sport day.

- Hair is to be neatly groomed and appropriate to the wearing of a uniform. If it is longer than shoulder length it should be fastened back and off the face at all times.
- Hair accessories are to be kept to the school colours – royal blue / gold.
- Unusual fashion modes that are not in keeping with the wearing of a school uniform are unacceptable e.g. unnatural hair colour.
- Fashion jewellery or accessories of any kind are not to be worn. One watch, and a pair of plain studs or small plain sleepers (gold or silver), one in each lower lobe of the ear is permissible.
- No makeup or nail polish is to be worn.
- Navy blue scarf, beanie and gloves are optional during winter
- **Students must have a navy blue raincoat in their bag every day.**
- **We expect all students to have a Bethany school bag.**
- **All students will require an art smock.**

Second Hand Uniform Sales

The Bethany Sub Committee regularly holds second hand uniform sales throughout the year. The dates for these will be in the school newsletter.

Uniform:

	Summer Uniform	Winter Uniform	Sports Uniform
	Short Sleeve Gold Polo Shirt Navy Shorts with Navy socks	Long / Short Sleeve Gold Polo Shirt with Navy Trousers	Long / Short Sleeve Gold Polo Shirt Navy Tracksuit Pants / Royal Blue Sports Shorts
	Dress with White socks	Tunic with Navy Tights	Royal Blue Netball Skirt
All students require:	Navy Legionnaire Hat Royal Blue Windcheater / Zip Jacket Black School Shoes / Black School Boots	Royal Blue Windcheater / Zip Jacket Black School Shoes / Black School Boots	Navy Windcheater White Socks Runners

Lost Property

At Bethany we do not have a lost property box so if articles of clothing are named we will get them back to your child. Please name all items your child brings to school. **Please don't forget to write names on second hand uniforms.**

Please teach your child to look after his/her own belongings.

A raincoat, also available from our supplier, is compulsory and needs to be kept in the school bag.

Sports Uniform

Students will always wear their sports uniform to school on their designated sports day every week. We will notify you of your child's sports day at a later date.

Child Safety

The safety of the children in our care is extremely important to the entire school community of Bethany.

School gates on Thames Blvd & Retford Cl are locked every day from 9.00am to 2.30pm. The only entry point between 9.00am and 2.30pm is via the Pedestrian Gate on Thames Blvd. Please press the buzzer to request access.

For Child Safety, during this time all parents and visitors must report directly to the Admin Centre Office.

Anyone who enters the school between 9.00am and 2.30pm must report immediately to the Admin Centre Office. If you need to collect your child/ren before the end of the school day e.g. for an appointment or an emergency, please contact the Admin Centre Office before you come to the school. All students must be signed out at the Admin Centre Office.

To ensure we comply with Child Safety all parents wishing to assist within the school or at excursions are required to hold a current Working with Children's Check and must sign the Code of Conduct. This minimizes the risk to all children and maximizes a child safe environment for your child.

The Child Safety Policy, Child Safety Code of Conduct, Student Code of Conduct and Reporting Obligations may be found on the school website:

www.bswerribeenth.catholic.edu.au

NB: Parents holding a Working with Children Check must list Bethany as a place where they volunteer.

Children Leaving Premises

No children are permitted to leave the school grounds at any time unless parents or an authorised person(s) are with them.

Absences From School

Student attendance at schools has become an area of focus and review for the Victorian Government. To ensure the safety and wellbeing of all students, **parents or carers are responsible for contacting the school on the day of an expected absence to inform or provide the school with an explanation for absence.**

This must be done prior to the commencement of the school day. Please call 9742 9800 (Option 2) as soon as you are aware that your child will be absent from school. Please leave your name, your child's name, your child's hub and reason for absence.

In the event that the parent/carer does not contact the school, the school will attempt to contact the parents/carers that morning. A phone call will be made to seek an explanation. In the event that contact cannot be made with the parents or carers the school will attempt to communicate with the emergency contact nominated on the student's file.

NB: Extended absences (longer than 1 week) need to be notified in writing.

Working With Children Check

Throughout the years ahead you will most certainly wish to work alongside your child. You may want to come on their excursions, you may want to support the Athletics Carnival, you may wish to sell icy poles, you may wish to work on the Mother's Day and Father's Day stalls. There are many opportunities for parents to assist the school.

We highly value the partnership with parents in our school, but in order to be able to do this, **you will need to have a Working with Children Check.**

The check is free for volunteers and can be obtained by going to www.workingwithchildren.vic.gov.au

Please note that the check can take several weeks to be processed. We encourage you to apply as soon as possible.

You must list Bethany as an organisation where you volunteer. This generates a letter from the Department of Justice that is sent directly to the school permitting you to volunteer on the premises or to attend excursions etc. Unfortunately, without this letter, you will not be able to volunteer at the school.

If you already have a WWCC (volunteer or employee), please log in and update your details by adding Bethany to your organisations.

If you need any assistance in obtaining this check, please do not hesitate to speak to the Admin Centre and we will assist you in any way possible.

Anti-Bullying Policy

Bethany provides a positive culture where bullying is not accepted, and in so doing, all in the school community will have the right to be respected, the right to learn or to teach, and a right to feel safe and secure in their school environment.

The school's Anti-bullying Policy may be found on the school's website, under "**Policies**".

End of Day Pick Up

Please ensure that your child knows who will be collecting them from school as this will assist us in the event you are delayed. If these arrangements change please contact the Admin Centre Office to advise of the new details.

Students will line up at the end of the day outside their learning Centre. The teachers will wait with all children until they are collected.

Please don't approach the teacher / child until dismissal is completed.

After the bell, please stay and talk to the teachers, or go into the Centre and look around. This is a great time to ask questions and familiarise yourself with your child's Centre organisation.

Early Pickup

If you need to collect your child/ren before the official dismissal time at 3.00pm, we ask that you contact the Admin Centre office on 9742 9800 to advise the time your child/ren need to be collected.

At the advised time your child/ren will be waiting in the Admin Centre office. Please make your way to the office to sign out your child/ren.

Unless it is an emergency, no student can be collected at play times between 11.00am - 11.30am and 1.30pm - 2.00pm or between 2.45pm - 3.00pm

Wet Day Dismissal

If it is raining at dismissal time we really need the co-operation of everyone - students, teachers and parents. Help us to help you and your child by remaining calm and most of all, patient. On wet days please bring an umbrella and wait at the designated dismissal area. We will bring the

students to you. Please do not go and collect them from their hubs as crowding around doorways only causes chaos. ***If your child has a coat in their bag, we will ensure that they have it on.***

NB: All children must have a raincoat in their bag every day of the year.

Before and After School Care: Quantin Binnah

Quantin Binnah Community Centre operates our Out of School Hours Program. Before School Care operates from 6.30am until 8.30am and After School Care operates from 3.30pm until 6.00pm. Places are available on a permanent or casual basis.

Please contact them directly to register for and book before and after school care and holiday care on 9742 5040 or at [Quantin Binnah School Age Care](#)

Children who are booked in for Before and/or After School Care will be collected by personnel from Quantin Binnah and escorted to and from school.

Parking

Parents/Carers are asked to pay particular attention to the supervision of your child/children in the school car park and neighbouring streets. A drop off zone is located on Thames Blvd please do not park in this area.

Parking restrictions apply in the surrounding streets and Wyndham City Council parking officers attend the school regularly to issue fines to those who do not obey parking signs. Please do not stop your car on any of the school crossings unless directed to do so by the crossing supervisor.

Organisation

Books and Stationery

All students' exercise and work books will be provided for them.

Pencils, zooms, textas, grey leads will all be provided in a central pencil caddy. Therefore there is no need for any child to bring along their own pencil cases.

Secondary Schools

A child who attends a Catholic Primary School does not automatically obtain a place in a Catholic Secondary School. All Secondary Schools in Wyndham are zoned. It is the responsibility of each family to contact local Secondary Schools to check their zones and enrolment procedures.

The timing for the Year 7 enrolments is usually to be finalised by August of Year 5.

Athletics Carnival

All students from Foundation (Prep) to Grade Six will participate in an Athletics Sports Carnival scheduled for Term 1, 2022 at the Victoria University Athletics Track in Hoppers Lane, Hoppers Crossing.

In Term 1 you will receive an Operoo notice to give permission for your child/ren to attend. We need many parent volunteers to assist to make the day run smoothly. Please save the date and indicate on the Operoo notice if you are available to assist us for the Carnival.

We encourage all parents and carers to come along and cheer on the students.

In the weeks leading up to the Athletics Carnival students will be required to wear their sports team colour t-shirts on their sports days. The dates to wear the coloured t-shirts will be in the newsletter. Please ensure you have purchased a t-shirt in your child's team colour. A reminder that sports t-shirts are available from Noone Rushfords Schoolwear, our uniform supplier.

Students will be allocated a sports team colour.

Wattle – Yellow

Jacaranda – Blue

Conifer – Green

Waratah- Red

Contributing to Fundraising

At various times parents are invited to support the school through fundraising activities.

All fundraising activities are cash only.

Money (exact change if possible) should be placed in a sealed envelope clearly marked with the child's name, hub and the reason for the payment. Students may then place the envelope in their Hub bag which is sent to the Admin Centre Office each morning.

Communication

The School's Vision is:

'Creating authentic relationships for successful living within a Catholic Tradition'

Good relationships take time, good relationships take trust. Ongoing communication builds trust. Trusting communication is vital if parents and teachers are to work together to ensure that all children receive a quality education. Communication at our school will be ongoing and varied.

For example:

- Please feel free to make a time to speak to your child's teacher before or after school each day
- Call us or write us a note
- Come to assembly (dates will be on the newsletter)
- Informal chats before or after school
- Parent/teacher meetings
- Fortnightly newsletter
- Parent Information sessions / Parent Tours of the school in action
- Written reports mid-year and end of year

Seesaw

Exploration and Discovery Centre students at Bethany use a digital learning environment called Seesaw. Seesaw is an app that empowers students to independently document their learning using built-in tools, and it provides an authentic audience for their work. Seesaw gives students a place to communicate an understanding of their learning, be creative and learn how to use technology in a safe online environment.

How does Seesaw work?

Each student will have their own journal set up in their Hub and they will be able to add things to it, like photos, videos, drawings, or notes. Students can import directly from popular apps, like Google apps and Pic Collage, into Seesaw.

Students in Prep and Year 1/2 will bring home iPads from time to time to share their learning with you.

Google Classroom

Students in Years 3-6 use Google Classroom on Chromebooks while at school as a digital learning platform across learning areas.

Students will bring home their Chromebooks from time to time to share their learning with you.

Operoo

Our digital forms and school operations platform provider is 'Operoo': School processes, without the paperwork.

It is vital for your child's safety and wellbeing that the school has the most up to date information relevant to your family and child/ren.

It is vital that you regularly review the profiles for each of your children and update any information. Should you need assistance please call the Admin Centre office on 9742 9800. Emergency phone numbers must be accurate in case of emergencies.

School Newsletter and Monthly Calendar

The school newsletter is emailed fortnightly on Wednesdays. Parents are asked to ensure they receive and read their copy. Newsletters may also be found on the school website. Many of the day-to-day events are listed on the calendar so this is an important way of ensuring you know about happenings in and around the school. The newsletter will also advise parents about important news and updates.

Level Newsletters also come home throughout the year: - at the beginning of each term.

Level Newsletter

Level Newsletters give families an outline of the learning and teaching for the term. Each level distributes a newsletter in the first weeks of each term. This also includes: teacher emails, special dates and Specialised Teaching days.

Reports and Learning Conversations

Written Reports are a formal document informing parents and carers of their child's progress and are distributed twice yearly in June and in December. School Assemblies, learning on Seesaw and Google Classroom compliments these reports.

Learning conversations are scheduled throughout the year. Generally these times are at the beginning of the year at Open Nights for informal "Meet and Greet". In June, after reports have been distributed and again in October when parents and/or teachers may request a further learning conversation.

If at any point you require additional feedback about your child's learning be it academic, social, emotional or behavioural you can request an appointment with the class teacher or a leader in the school.

Learning at Home/Homework Policy

This policy was developed to acknowledge that successful learning occurs best when students are engaged, have their individual differences recognised and are involved in dialogue that supports their learning. At Bethany we can create this success through the change from a traditional model of homework (one size fits all), to a model of 'Learning at Home', where the materials and tasks sent home are based around the recognition of the individual learning needs and interests of the students.

Hub Assemblies

Hub Assemblies are a valuable way to view the learning across the school. Generally, two Hubs will present their current learning focus to the whole school and parent community. These will be advertised in the School Newsletter.

Health and Wellbeing

Healthy Eating and Brain Food Snacks

At Bethany we aim to support the health and wellbeing of all members of the school community, by promoting healthy eating and physical activity as a regular part of the school day. If we all work together, we can create a wonderful healthy school community! **To support this, all children are required to bring a small amount of fruit for their 10am and 2pm recess break.**

Please be conscious of food allergies; as with Kinder, be careful with the types of food you send along to school.

We ask that children only bring **water** in their drink bottle.

PLEASE HELP US OUT - limit hard to open and messy foods!

Some suggestions for lunch boxes include: sandwiches, fresh fruit, carrot sticks, celery sticks, cheese sticks, sultanas, muesli bars, muffins, rice crackers.

Please ensure your child's lunch box and drink bottle are clearly named and easy for your child to open.

Lunch Orders



Lunch orders are available on Mondays and Fridays. Bethany is proud to partner with the Werribee Village Bakery to fill lunch orders. Students are to place lunch orders in their Hub bag before 9.00am on Mondays and Fridays. Please note - late orders cannot be accepted. Each order must be on a paper bag with the student's name, hub, order details and money (correct money is appreciated).

Birthdays

Your child's birthday is a very important event which we enjoy celebrating.

At Bethany, we know how important it is to celebrate this special day. When it's your child's birthday, the class will sing "Happy Birthday" and the teacher will give them special stickers. If you would like to send home a 'party favour' for your child's classmates, you may do so. Please **do not** provide food unless these are individually wrapped/sealed and ingredients are clearly labelled. Other options include stickers, bubbles, or trinkets. Please **do not** send party poppers to school.

Medication

If your child needs to take medication at school, a Medication Authority Form is available from the Admin Centre Office and must be completed detailing the dosage as well as times to administer. This form must be signed by the parent/carer and the pharmacy label on the medication must clearly show the child's name and dosage. Please bring all medications directly to the Admin Centre Office - do not leave medications in your child's school bag.

Good health is vital to school progress. Please do not send your child to school if he/she is unwell. If a child is unwell they should not attend school. However there are students who have medical conditions e.g. asthma or allergies that require medication to be administered during school hours. Should you need your child to have medication at school please note that all medication must:

- be in original packaging
- be accompanied by a medication authorisation form
- and be listed on their Operoo profile

Accidents/Illness

If students are unwell or seriously injured at school, parents are immediately contacted. If the injury is minor, the children are given first aid, if necessary and then monitored. For the more serious mishaps where a child needs to go to Sick Bay, a note will be sent home to inform you of first aid treatment. We also have spare items of clothing at school if a child needs to be changed due to mud, water etc. In this case we will also send a note home with the details.

If your child is unwell and we are not able to contact you, we will call the emergency contacts.

When a child is sick or injured in an accident, the parents (or carer nominated by the parent) will be contacted so the child can be taken home; therefore it is most important that all details on the child's emergency file on Operoo are kept up to date. It is imperative that you notify the Admin Centre Office promptly of any change of address, phone numbers, name of contact person etc.

Accurate information is vital in case of an emergency.

PLEASE ensure you update all relevant contact details on Operoo including work phone numbers if they change.

Immunisation Requirements

By law, you must provide an Immunisation History Status certificate to the school when enrolling your child. You can obtain your child's certificate by downloading it from your MyGov account or phoning 1800 653 809 or emailing acir@medicareaustralia.gov.au

Infectious Illnesses

When children contract an infectious illness such as German Measles, Chicken Pox, etc, please ring the school and let us know immediately to ensure the safety of the other children and staff at the school.

Asthma

If your child has asthma please ensure they have a current Asthma Action Plan that is signed by their doctor and provided to the school with their current medication. A copy of the 2022 Action Plan is included in your pack and also available from the office. All staff must undertake asthma training which is renewed annually. The school has a policy, action plan and procedure for each child, including first aid response and medication storage, to ensure the wellbeing of all students. **All students with asthma are required to bring their own inhaler and spacer to school to be kept in a clearly labelled bag in their learning space.**

Anaphylaxis

There are children at school who are diagnosed with severe allergic reactions when exposed to various forms of food, plants, bites and stings. **The Australian Society of Clinical Immunology and Allergy (ASCIA) does not recommend a total ban of certain food items which is based on the premise that for school age children, an essential step is to develop strategies for avoidance in the wider community as well as at school.** All staff undertake allergy & anaphylaxis training. The school has a policy, action plan and procedure for each child, including first aid response and medication storage, to ensure the wellbeing of all students. Please visit www.allergy.org.au for more information.

There are a number of children in our school at risk of anaphylaxis. Anaphylaxis is a severe allergic reaction which is caused by certain foods. Peanuts and other nuts are the most likely foods to cause anaphylaxis.

All of our staff have been trained and have been instructed in the correct procedures in recognising and responding to anaphylaxis.

An important understanding in the prevention of food anaphylactic reactions in school children at risk is the essential step for the children to

develop strategies for avoidance of particular foods at school and in the wider community. This occurs at the appropriate age for each child.

However, as an additional support please **DO NOT** send foods to school that contain peanuts or nut products. This is helpful as in a school setting; cross-contamination is the greatest risk for this type of allergy. It would therefore assist the children at risk if you do not send these foods.

Prized Possessions/Mobile Phones

It would be appreciated if expensive or 'treasured' possessions - toys, computer games, expensive watches, etc - are not brought to school. Mobile phones are to be switched off and handed to the office each morning and collected each afternoon. We cannot take responsibility for items that are lost or stolen.

Student Behaviour

Students achieve greater outcomes in their learning when they are in a safe and supportive learning environment. Behaviour management is approached through Social and Emotional Learning (SEL), guidelines for behaviour that are developed in each learning area at the beginning of the year, and restorative practices that focus on repairing relationships when things go wrong.

The Student Behaviour Policy may also be found on the school website under "**Policies**"

Personal Information

We trust that families will provide us with relevant information that will enable us to understand each child in our care. In particular, we ask that where applicable, families provide us with current court orders or information regarding change in family circumstances that you believe would influence the wellbeing of your child.

School Map

