

# **PARENT HANDBOOK**

**BELMONT  
PRIMARY  
SCHOOL**

**2021**

## HISTORY OF BELMONT PRIMARY SCHOOL



In the year of 1896, several Belmont families applied to the Education Department for the establishment of a local government school. Children from the families of Towtons, Sugars, Stanley, Keen, Robinson, Le Page, Hawthorn, Jibbery, Risley, Osborne, Gibbs, Pridmore and Randell were to be the first beneficiaries of the new institute.

The first school was opened in an existing hall, which was controlled by the Wesleyan Trustees and its teacher, Mr W.R. Dalrymple, resided in the two rooms, which adjoined the school hall. Later on that year, the government bought an acre from the Saunders for 100 pounds, which is the nucleus of today's Belmont Primary School. It took a year to complete the construction of the new two-roomed school, but the teacher continued to reside at the old Wesleyan Hall for ten shillings a month until new quarters were also built.

Mr H.R. Havill replaced Dalrymple as head teacher in 1899 and extracts from the school journal give us an insight to school days around the turn of the century. Attendances varied dramatically and an epidemic of diphtheria was the main cause for keeping children away from school in mid-1908. The appointment of a school monitor later that year helped bring a more systematic approach to school work before another outbreak of diphtheria and influenza caused disruption to the classes again.

The new school year of 1909 opened with a roll of 76 pupils and it was noted that their attitude to classes was showing an improvement. A library was now in full swing, but again the attendances were disrupted with outbreaks of measles, flu, diphtheria and typhoid, and the appearance of the grounds was savaged by wandering cattle.

The Forestry Department gave a gift of trees to adorn the grounds, but another band of cattle came through and destroyed them.

Mr Andrewartha took over as head teacher in 1911 and noted that the children were generally well-behaved and teachable, but not keen on work. Illnesses struck again, the teachers were absent a lot and class attendances dropped from 103 to 32.

When World War One broke out the schools teacher's quarters had deteriorated and were abandoned. The children were collecting up to eight shillings a week to help wounded soldiers and a holiday was announced so they could watch a military parade through the streets of Perth.

By 1917 the school badly needed repairs, especially to the drainage which almost had the buildings sitting atop a swamp. But the children's spirits were high on their efforts to help during wartime. After the war, all the children received Peace Commemoration medals and were treated to a gala show put on by members of the Road Board.

## HISTORY OF BELMONT PRIMARY SCHOOL...cont

Whooping cough and diphtheria caused more illness in 1920 and the school organised fresh vegetables and eggs for donation to the children's hospital. Concerns were also raised by a compulsory officer who visited the school, wishing to discuss education and employment issues of children who worked in the racing stables.

During the years more land was added to the site, but it took the efforts of people like dancing and deportment teacher, Miss Doris Melville, and a local parent, Mr Joseph Ellard, to volunteer themselves in raising funds for the run-down school.

By 1928 a dedicated group of volunteers had formed and more than 500 pounds was raised for improvements. Senior pupils also gave their time to clear the grounds and plant the grass that has since been enjoyed by many generations of children.

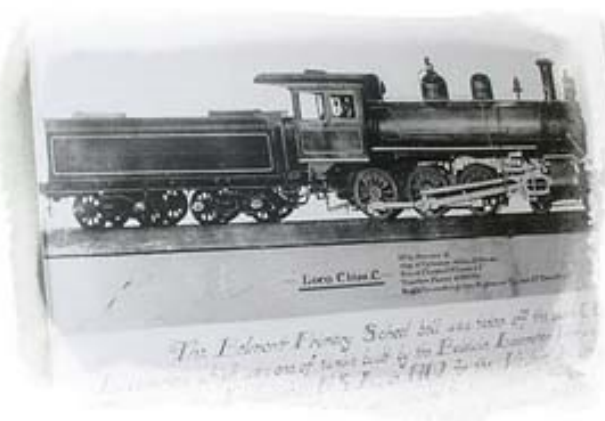
Visual education had gained popular support from parents and a hall was set aside specifically for this purpose.

The P&C Association raised funds to convert the old teacher's quarters to another classroom in 1932, and then years later a new room was added to the main school.

In 1949 Treasury approval was given for 10,500 pounds to be spent on further additions, which included the modern convenience of a septic tank system.

The Rivervale School was built in 1907 and Redcliffe in 1908, but the Belmont Primary School is the only survivor of that era - a thriving institution that is a far cry from its humble origins.

*(Excerpt from 'Belmont Heritage Series' article by Ann Spalding, Belmont Historical Society).*





## WELCOME TO BELMONT PRIMARY

### ***Mission Statement –***

To create a vibrant learning community to provide students with the skills, knowledge and attitudes that will enable them to become lifelong learners and contributing members of society.

*At Belmont Primary school we are focussed on educating, inspiring and nurturing your child.*

*We aim to provide students with a relevant and interesting educational program that caters for their individual needs.*

*Parental involvement is important to your child, so it is important to us. We will provide opportunities for you to participate and become involved in the life of the school.*

*This booklet will tell you everything you need to know about Belmont Primary School.*

*You are welcome to make an appointment with me or another staff member at any time.*

*Your comments, both positive and negative, will help shape our school as we move further into the future.*

*I look forward to working together with you.*

*Stephanne Dann*  
**Principal.**



## **NEED TO KNOW INFORMATION**

|                 |                                      |
|-----------------|--------------------------------------|
| Principal:      | Ms Stephanie Dann                    |
| Registrar:      | Mrs Pani Fitzpatrick—Monday-Thursday |
| School Officer: | Mrs Vicki Westcott—Thursday-Friday   |

## **START/FINISH TIMES**

Students can arrive from 8:30am to get organised for their day  
8:45am school starts  
3:00pm school ends

## **BELMONT'S TERM DATES 2021 (NOT INCLUDING SCHOOL DEVELOPMENT DAYS)**

Term 1: Monday 1st February—Thursday 1st April  
Term 2: Monday 19th April—Friday 2nd July  
Term 3: Monday 19th July—Friday 24th September  
Term 4: Monday 11th October—Thursday 16th December

## **SCHOOL DEVELOPMENT (PUPIL FREE) DAYS 2021**

Term 1: Thursday 30<sup>th</sup> January and Friday 31<sup>st</sup> February  
Term 2: Monday 19<sup>th</sup> April  
Term 3: Monday 18<sup>th</sup> July  
Term 4: Monday 10<sup>th</sup> October

## **PUBLIC HOLIDAYS:**

Monday March 1st—Labour Day  
Friday April 2nd—Good Friday  
Monday April 5th—Easter Monday  
Monday April 26th—ANZAC Day  
Monday June 7th—Western Australia Day  
Monday September 27th—Queens Birthday

**School Address:** BELMONT PRIMARY SCHOOL  
213 Great Eastern Highway  
BELMONT WA 6104

**Phone Number:** (08) 6216 1800

**Email Address:** [belmont.ps@education.wa.edu.au](mailto:belmont.ps@education.wa.edu.au)

**Web:** [www.belmontps.wa.edu.au](http://www.belmontps.wa.edu.au)

## GENERAL INFORMATION

### **SCHOOL TIMES:**

All children are required to be in attendance by 8:45am. Children should not come to school before 8:15am; and are to report to the Undercover Area until they are dismissed at 8:30am. All children to go to class at 8:30am to prepare for the day.

8:45-10:45am — Learning Sessions  
10:45-11:05am — Morning Recess  
11:05-1:05pm — Learning Sessions  
1:05—1:15pm — 10 minute eating lunch in classes  
1:15-1:45pm — Break  
1:45-3:00pm — Learning Sessions

### **AFTER SCHOOL:**

Our final school bell is rung at 3:00pm and all students are to have left the school grounds by 3:15pm.

Students, with parent supervision, are to be able to play in the Senior playground near the Library until 3:15pm.

### **ABSENTEES:**

On the day following an absence from school, Department of Education regulations require a written explanation from the child's parent/carer. These notes are retained and must coincide with absences marked on the class roll. The teacher will follow up all unexplained absences. Any continual unexplained absences will be referred to the school administration for follow-up.

### **BOOK LIST / STUDENT REQUIREMENTS:**

The school will determine the items to be supplied for the following year. The Principal submits this to the School Council as part of the Fees and Charges schedule for discussion and approval. Parents may purchase these items through the supplier or from a supplier of their choice. Booklists for the following year are handed out in Term 4.

**Course Materials (\$20)** was set to cover Student Workbooks / Equipment in line with programs agreed upon by teachers to ensure consistency across the school. This levy must be paid before students are given the required workbooks.

### **EARLY DEPARTURE FROM SCHOOL:**

If you need to take your child from school during school hours, for reasons such as illness, appointments, family business, etc, parents/carers are requested to report to the school office and sign them out on the IPad. You will then get a sign out slip to hand to your child's teacher before picking them up. This system ensures the safety of all children and also assists in directing parents to the location of the class.

No child will be allowed to leave the school unaccompanied or with a person other than their parent/carer unless written permission has been provided to the school.

Please ensure that your phone numbers (including mobile phones) and the phone numbers of emergency contacts are kept up-to-date, as they will be used in the case of an emergency, accident or sickness at school

### **EMERGENCY DETAILS:**

In the case of any emergency, where you will be delayed in picking up your child, please notify the school on 6216 1800 so that suitable care arrangements can be made for your child.

## GENERAL INFORMATION

### **EXCURSIONS/INCURSIONS:**

Parents will be informed well in advance of all excursions/incursions. Permission slips should be signed and returned with the correct money in a sealed envelope with your child's name, year level, room number and what the payment is for.

This should be given to the ***classroom teacher at the beginning of the day.***

### **LENGTHY ABSENCES:**

If a lengthy absence is planned, eg family going on holidays, early notification to the Principal is required.

### **LEAVING SCHOOL GROUNDS:**

For safety reasons, children are not permitted to leave the school grounds during school time without permission. Should parents wish for their child to go home during school time, a note to the class teacher is necessary and a leave pass will then be issued.

### **LOST PROPERTY:**

Please ensure that all clothing is clearly marked with your child's name. The lost property box is situated in the front hallway. Lost property will be displayed at the end of each term, and unclaimed articles will be donated to the Uniform Shop.

### **MONEY COLLECTION:**

If money is sent to the school for contributions, incursions, excursions, etc, please put it in an envelope and hand to the school teacher. Money/envelopes will be collected by the class teacher first thing in the morning and recorded in the teacher's class money book.

Contributions and Levy fees are paid through the Front Office.

Eftpos facilities and Direct Deposit are available.

### **PARENT HELPERS:**

Teachers welcome parent help. Parents can be involved on a regular basis or on "once off" or short-term involvement, sharing their expertise and knowledge.

Regular help is beneficial for junior grades especially in story writing, reading and craft activities. Upper year levels often have children who, because of frequent moves or other reasons, can also benefit from some "one-on-one" support. Teachers seeking assistance will advise parents early in the year, but help during any time of the year is always welcome.

Many parents often have skills and knowledge that can complement or add to that of our staff. These might relate to computer skills, sport, one or all of the Art areas (dance, music, drama, visual arts, crafts). Sometimes parents can lead sessions with teachers providing "duty of care" supervision. If interested in supporting student development and learning, please approach teachers or the Principal.

### **PARENT INFORMATION MEETINGS:**

Within the first weeks of school resuming, all teachers will conduct a parent information meeting. The purpose of the meeting is for teachers to share classroom policies and procedures and to explain how parent/carers can best support their child's learning program. Parents/carers will be informed of the time for this meeting.

Please note: these meetings are not for individual interviews.

Individual parent/teacher interviews can be arranged via a note to the teacher or phone message via the school office.



## GENERAL INFORMATION

### **STATIONERY ITEMS FOR CLASSROOM USE:**

Stationery items for use in the educational program include such things as scrap books, pencils, crayons and glue. The items required will vary from class to class and are listed on the 2021 Student Requirements sheets. We have managed to get a competitive price for the materials on the list but you are not obliged to use our supplier.

### **VALUABLES:**

Bringing toys, games or valuable items (other than for special requests) is discouraged. Loss of damage to children's' possessions is usually followed by a great deal of upset.

Mobile phones are not to be used during school time.

If students need to contact parents, this can be done through the front office.

Students who bring mobile phones to school will have them looked after by their class teacher until the end of the day.

### **VISITORS:**

We welcome you to Belmont Primary School, but to ensure the safety of all students in our care, we ask that you follow these procedures.

If you are volunteering within classes or around the school, you are required to sign in using the iPad in the office.

Before beginning work in the school, you are also required to fill out a confidential declaration form which is available from the Front Office.

If teachers require help for a specific project they will request it via a letter or notice in the newsletter.

## COMMUNICATION

### **ASSEMBLIES:**

Assemblies are held approximately every three weeks on Fridays beginning at 9:00am in the Undercover Area and presented by classes. Dates are set out on the Term Planner. Special Certificates are presented at the end of each term, along with Honour Certificates throughout the term.

Term 1—Citizenship Awards

Term 2—Academic Achievement and Work Effort

Term 3—Sports Awards

Term 4— Academic Achievement & Improvement

All parents and friends are encouraged to attend all class assemblies. Come along and enjoy your children's presentations.

### **CUSTODY & COURT ORDERS:**

If only one parent has custody of the child/ren, they must inform the Principal of access provisions for the other parent and forms must be sighted. Any relevant Court Orders should be provided to the school.

### **NEWSLETTERS:**

Newsletters are sent out via CONNECT fortnightly on Fridays as an important means of home communication. As Belmont Primary School is part of the Waste Wise Program we email as many copies to parents as possible.

For those who don't have an email address, hardcopies will be kept at the office or given to your child. Copies are also found on the school website.



# COMMUNICATIONS

## **PARENT TEACHER INTERVIEWS:**

Throughout the course of the year teachers will contact parents if any issues about learning or behaviour arise. It is also important for parents to maintain a level of communication with teachers and parents are encouraged to have an interview with their classroom teacher if they have any concerns—don't always wait to hear from the teacher.

Parents/carers are requested to make appointments for interviews with their child's teacher. This way a mutually suitable time can be arranged and allows time for the teacher to gather information relevant to the discussion.

The time before school is generally a very busy time for teachers and not appropriate for unannounced interviews. Teachers cannot conduct interviews or talk to parents during teaching time when they have responsibility for a class. Please liaise with your teacher for alternative meeting times.

It is, however, important for the teachers to be kept informed of circumstances that may have an impact on a child's learning on any given day (family event, death of a pet, etc). In this case, parents/carers are requested to provide the teacher with the necessary information.

## **REPORTING AND ASSESSMENT:**

It is the school's intention that parents are kept informed of their child's progress on a regular basis. The manner in which this occurs is varied.

A parent teacher information session will be held by week 4, term 1. During the term teachers will meet with parents if it is required to do additional planning to cater for the needs of your child, whether to extend them beyond the range already catered for within normal classroom planning, or to intervene to lift levels or fill gaps.

There are two formal reports at the end of each semester accompanied by a parent/teacher interview in semester one.

## **TERM PLANNERS:**

These are sent home at the beginning of each term to inform parents of planned activities. It is advisable to print this off and display it on the fridge to keep up-to-date with coming events, and to add any extra events as they occur.

## **TRANSFERRING TO ANOTHER SCHOOL:**

When a student transfers to a new school the transition can be supported if reports and other documents are passed on immediately. Giving notice of plans to move will assist us. Transfer notes are sent between Western Australian Government Schools but there is no interstate or inter system information transfer system, so it is particularly important you advise us of your intent to move to other states or system.

Please ensure, before leaving, that any books (library or class) or other school resources are returned to the class teacher or the Front Office.

# SCHOOL PROGRAMS

## **CRUNCH AND SIP:**

Belmont Primary is accredited as a “Crunch n Sip” school. The program supports students to eat healthy fruit and/or vegetable snacks and to drink water. Students are encouraged to bring to school a selection of chopped or sliced fruit/vegetables.

## **INSTRUMENTAL MUSIC:**

Department of Education visiting music teachers offer instruction to selected students in Brass Instruments. The point of entry for these instruments is currently Year 5.

Students in Years 4/5 are tested at the end of the year, and invitations are sent to parents of successful students.

## **LANGUAGES :**

Up until 2019, French instruction was accessed by all students from Years 1 – 6. The Language program changed in 2019 with all students learning AUSLAN. A number of cross cultural activities are organised at different year levels throughout the year.

## **PHYS ED AND SPORT:**

The school competes in interschool swimming, athletics and team games throughout the year.

Daily fitness, dance and weekly sport sessions also form part of the Physical Education program.

## **BELMONT PRIMARY KITCHEN GARDEN PROGRAM:**

A kitchen garden contributes to the school’s environmental program. This facility provides organically grown vegetables.

## **SUN SMART:**

Belmont Primary School is a Sun Smart School and takes this status very seriously, alerting children to the dangers of the sun. The school has a policy of “no hat - play in the shade” and, for the children’s protection, the school has installed covers over the play grounds

## **WASTE WISE:**

The school’s Waste Wise accredited program supports sustainability values. Staff and students are encouraged to take responsibility for the waste they produce and to find ways to minimise waste through recycling or reusing. A Recycling Centre has been established at the school.

## **WATER WISE:**

For the past 12 years Belmont Primary has been recognised as an accredited Water Wise School. This program educates the whole school community of the need to save water.

# STUDENT SERVICES:

## **AFTER SCHOOL CARE:**

Belmont Oasis Leisure Centre offers a before and after school care facility. They drop off and pick up students before and after school. Parents can contact them on 9277 1622 to make arrangements.

## **HEALTH NURSE:**

A school nurse is allocated to the school and conducts regular health checks of students in Kindergarten and Pre Primary.

The school nurse is available to support students with specific health issues or to advise parents with any concerns. Please contact the school to make an appointment.

## **PASTORAL CARE:**

At Belmont Primary School, we work together to provide quality teaching programs underpinned by the core values of Learn, Enjoy, Develop and a safe, supportive learning environment for every student.

In our planning we consider the development of the whole child and work side by side with parents and educational agencies to ensure best practice in our challenge to achieve excellence and equity.

Our School Chaplain is available to support students who may need some counselling or just someone to talk to, on Mondays and Tuesdays.

## **SCHOLASTIC BOOK CLUB:**

The Scholastic Book club is run by our Librarian, Kasandra Tobias. Forms are handed to the classroom teachers to distribute to students. All orders are to be handed to their teachers, who pass them on to the coordinator. No late orders are accepted after the cut off date.

## **SCHOOL DENTAL SERVICE:**

A dental service is provided to all students from Kindergarten to Year 6. Parents will be contacted throughout the year to arrange check-ups.

The dental service is located at Cloverdale Primary School, 180 Fisher Street, Cloverdale (Telephone 9479 7222).

## **SCHOOL PSYCHOLOGY SERVICE:**

The school has access to a school psychologist (3 visits per term - Thursday) for support with student well-being, learning and behaviour.

Our current School Psychologist is Miss Lizet van den Ouweland.

Teachers will ask for parents' permission so they can refer a child to this service to gain further information and thus be able to cater for the child's individual needs.

Parents may also request a meeting with the School Psychologist to discuss their child's needs. Please liaise with the Deputy Principal. Mrs Reiger, if you would like to meet with Miss van den Ouweland

# HEALTH AND SAFETY

## **ACCIDENTS OR ILLNESS AT SCHOOL:**

Minor injuries during the day are normally attended to at school.

In more serious emergencies or illness, every endeavour is made to contact a parent to collect the child. Please ensure your address and phone numbers are correct on our records at all times and also notify us of any changes to emergency contact numbers.

In severe cases, an ambulance may be called if the school can not contact anyone, and if you have agreed to calling an ambulance.

## **BICYCLES / SCOOTERS:**

Whilst every precaution is taken, we cannot accept responsibility for the safety of bicycles / scooters at school. Those riding to school should ensure their bicycle / scooter and helmet are placed in the gardener's cage. Students must walk their bikes / scooters whilst on school grounds. The police bike safety officers recommend students below Year 4 should not ride to school.

**Note: wearing of bicycle helmets is compulsory!**

## **CROSSWALK ATTENDANT:**

There is a crosswalk attendant on duty before and after school to assist children in crossing Belgravia Street. For their safety and the safety of others, children **must** obey the crosswalk attendant's instructions.

## **DOGS ON THE SCHOOL GROUNDS:**

Dogs are not permitted on the school grounds (at any times) which includes the oval. This also applies to dogs on leashes. (Department of Education—Regulation 77)

Those families walking to school with their dog are requested to leave the dog at the school boundary.

## **DRINK BOTTLES:**

All children should have a drink bottle to use at physical education and sports' sessions. The brain needs to be properly hydrated in order to be alert. Children who do not get enough water may appear bored and drowsy. Researchers recommend that we drink plenty of water each day. Therefore, we ask parent to provide a water bottle for their child, clearly labelled with the child's name. The bottle must contain water only and may be kept in the classroom for easy access throughout the day.

## **HAT POLICY:**

All children are required to have a sun-safe hat (with a brim or bucket hat) for all outside activities.

These are part of the uniform and can be purchased through the Uniform committee.

If a child does not have a hat, he/she will be sent to an area in the shade to play – No hat, No play in the sun.

## **HEADLICE:**

Parents /carers will be advised if their child is found to have headlice. Children may return to school once treatment has occurred and there are no remaining live nits or lice. A note is sent out to notify parents/carers of a case of nits within their child's class.

Hair of shoulder length or longer must be tied back.

### **ILLNESS:**

Please be mindful that contagious diseases travel rapidly through a close group of children. We believe that the best place for an ill child is at home with his or her parents. Please consider others if your child is ill. If your child becomes ill at school, we will phone you to come and collect him/her.

Some infectious diseases have Health Department rules about the time a student should stay away from school.

|                    |                       |                    |                            |                       |
|--------------------|-----------------------|--------------------|----------------------------|-----------------------|
| <b>Chicken Pox</b> | <b>Conjunctivitis</b> | <b>Hepatitis A</b> | <b>Herpes (Cold Sores)</b> | <b>School Sores</b>   |
| <b>Ringworm</b>    | <b>Influenza</b>      | <b>Measles</b>     | <b>Mumps</b>               | <b>Whooping Cough</b> |
|                    |                       |                    |                            | <b>Rubella</b>        |

More information can be found on page 14.

### **JEWELLERY AND HAIR:**

For the sake of the children's safety, jewellery should not be worn to school except for watches, and ear studs / sleepers.

Hair, shoulder length or longer, should be tied back, particularly as a safety measure during all physical education activities. This applies to both boys and girls.

### **MEDICATION:**

In accordance with Department of Education policy, parents/carers requiring medication to be administered to their child at school need to complete the necessary forms, available from the office. These forms require the signature of the prescribing doctor.

Any medication (tablets, etc) must be placed in a special daily tablet container and clearly labelled with the child's name, the name of the medication and the current dosage.

Medicine must be handed in to the class teacher or front office and a record is maintained in the front office. We do not dispense "headache tablets" to any students.

### **PARKING:**

The staff car park is for staff use only. Children should not be dropped off or picked up from this area.

Please remind children to walk down the footpaths and observe caution at all times.

Drivers are reminded that it is 40km/h around the school during set times as listed on the signage. The parking bays on Lapage Street have specific signage and identifies when the bays are not to be used for long term parking.

There is a disabled Parking Bay available near the Library footpath entrance.

### **PLAYGROUND DUTY:**

Teachers and Education Assistants are rostered on duty for each break. Should children experience difficulties they are encouraged to communicate this to the duty teacher who will endeavour to solve the problem or resolve conflicts that may occur.

Informing teachers of inappropriate or undesirable behaviour is part of the responsibility all children need to accept if they wish such behaviour to stop.

All children have the right to a positive, friendly and effective time at school.

### **SMOKING:**

Smoking is not permitted anytime or anywhere on school grounds, inclusive of the oval and car parks on school property.

# INFECTIOUS DISEASES

The following common ailments require a period of exclusion from school unless a doctor is prepared to issue a medical certificate to say the child is free from infection and well enough to return to normal school activities.

|                               |                                                                                                                                             |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Conjunctivitis                | - Exclusion from school until discharge from eyes has ceased.                                                                               |
| Chicken Pox                   | - Exclude for at least 5 days after rash appears and until vesicles have formed crusts.                                                     |
| Diphtherial/Viral Hepatitis   | - Medical Certificate only (notify Health Department).                                                                                      |
| Impetigo (School Sores)       | - Exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing. |
| Influenza                     | - Return when symptoms have subsided.                                                                                                       |
| Mumps                         | - Re-admit on medical certificate of recovery.                                                                                              |
| Pediculosis (Nits)            | - Must be treated before being allowed back to school.                                                                                      |
| Pertussis<br>(Whooping Cough) | - Exclude for 14 days from onset of cough OR 5 days after Starting antibiotic treatment. (Notify Health Department)                         |
| Ringworm                      | - Exclude until person has received antibiotic treatment for 24 hours.                                                                      |
| Rubella<br>(German Measles)   | - Medical certificate or symptoms subsided.                                                                                                 |
| Scabies                       | - Exclude until the day after treatment has commenced.                                                                                      |

## NB: Measles

Under new Health Department regulations, people having contact with infected persons, whether relatives or not, and who **have not been immunised** against measles are to be excluded from school for 14 days - unless parents of children concerned are prepared to indemnify the school and accept responsibility for any consequences that may emerge.

## **MEDICAL CONDITIONS: Allergies**

Families are asked to ensure all current information regarding allergies is provided to the Manager Corporate Services or School Officer for inclusion in the school's records.

# BEHAVIOUR MANAGEMENT

Positive behaviour management is based on a balance of roles, rights and responsibilities. Rules are made to protect everyone's rights

| ROLES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | RIGHTS                                                                                                                                                                                                                                                                                                                         | RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | RULES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>At Belmont Primary School our roles include:</p> <p>Treating all others with the same courtesy and respect with which I would like to be treated.</p> <p>Taking ownership of my learning and behaviour and endeavouring to do my best at all times.</p> <p>Being willing to have a go at activities and learn through my mistakes.</p> <p>Being self-confident but not aggressive when handling difficult situations.</p> <p>Informing a teacher if I or someone else is being bullied, and continuing to do so until the situation is solved.</p> <p>Expressing a pride in myself, my class and my school.</p> | <p>At Belmont Primary School, all students have the right:</p> <p>To learn in a purposeful and supportive environment.</p> <p>To work and play in a safe, secure, friendly and clean environment.</p> <p>To work and behave within clearly stated guidelines and expectations.</p> <p>To have ownership of their learning.</p> | <p>At Belmont Primary School my responsibilities are:</p> <p>To ensure my behaviour is not disruptive to the learning of others.</p> <p>Ensure that my class/school environment is kept neat and tidy.</p> <p>To contribute to the safety and well-being of myself and others.</p> <p>To acknowledge positives in others.</p> <p>To ensure I am punctual, polite and prepared.</p> <p>To follow class and school rules.</p> <p>To assume personal responsibility for my own learning, performance and behaviour.</p> <p>To always try to do my best.</p> <p>To show respect, courtesy, tolerance and honesty towards others.</p> | <p>At Belmont Primary School we abide by the following rules:</p> <p>We greet one another in a friendly manner.</p> <p>We use manners eg "please", "thank you", "excuse me" and raise our hand when wanting to ask a question.</p> <p>We avoid hurtful language.</p> <p>We listen to instructions carefully and follow them straight away.</p> <p>We stay on task and complete work on our own.</p> <p>We solve problems in a fair and friendly way.</p> <p>We respond to the bell immediately – walking quickly and quietly to class.</p> <p>We remain in specified areas when eating and playing.</p> <p>We walk safely and sensibly around all buildings.</p> <p>We do not leave the school grounds or classroom without permission from the teacher.</p> <p>We enter the classroom only when a teacher is present.</p> <p>We walk our bicycles/scooters in the school grounds.</p> <p>We leave valuables at home.</p> <p>We do not play with sticks or throw objects at others.</p> <p>We wear a hat when outside.</p> <p>We wear school uniform and appropriate footwear.</p> <p>We place our litter in appropriate bins.</p> <p>We do not write or draw on school, or other students' property.</p> |



## STUDENT DISCIPLINE OVERVIEW

- Students should be involved in the establishment and interpretation of values and rules.
- A caring and supportive environment is essential. Students respond best to positive reinforcement.
- Students need to be aware of what is expected of them and the consequences of not meeting those expectations.
- The learning of values and social skills should be seen as important and complementary to academic learning.
- There are school and classroom reward systems for reinforcing desirable behaviours (prevention is better than cure).
- Student behaviour is maximised when the school and parents work in partnership.
- It is always preferable (but not necessarily possible) to correct misbehaviour with minimal intervention; i.e. the student takes responsibility for their actions and corrects their own behaviour or to what extent they need help from adults.
- Below is a summary of the process to managing misbehaviour in the classroom and playground

### Playground

Misbehaviour in the playground is classified as “severe” or “not severe”

Students displaying severe behaviours will be sent to the office where administration will deal with them

Not severe behaviours are dealt with in other ways eg verbal warnings, walk with the teacher for 5 minutes; exclusion from games; sitting in a set area for a period of time

### Classroom

Step 1 – Verbal Warning  
Step 2 – Name on chart  
Step 3 – Moved within classroom—  
move a step on chart  
Step 4 – Time Out class - reflection—  
move a step on chart  
Step 5 – Lunch time detention – parent  
notification

If there is a severe incident, a red card will be sent to administration.

Letters / Detention notices will be sent home to parents

Severe behaviour breaches can cause the above steps to be shortened. Severe behaviours in the playground or classroom can result in a lunchtime detention, withdrawal from areas or suspension from school. Detentions are served at lunchtimes when necessary and require students to reflect on their behaviour.

Students who frequently misbehave or jeopardise the safety of others, may not be eligible for whole school rewards or class rewards. It is necessary that dealings with students who misbehave are recorded in SIS for follow –up purposes.

Teachers are responsible for keeping records of student behaviour, and for notifying parents of repeated incidents. Incidences of exemplary behaviour can also be recorded.

Parents will receive letters home informing them of inappropriate or severe behaviours.

Students who display high frequency misbehaviours are placed on an individual behaviour management plan (IBMP)

## BEHAVIOUR CHART

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b><u>WITHIN CLASSES:</u></b><br/> <b>Green</b> – Positive Behaviour – all children start on this level.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p><b><u>Rewards - Positives</u></b></p> <ul style="list-style-type: none"> <li>• As determined by class teacher</li> <li>• Principal Passport visits</li> <li>• Gold Cards</li> <li>• Honour Certificates</li> <li>• Whole school fun days</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>Orange</b> – There are 4 steps in this level – giving all children the opportunity to “fix” their behaviour</p> <p><b><u>Inappropriate Behaviours – Level 1</u></b></p> <ul style="list-style-type: none"> <li>• Late to class after recess / lunch</li> <li>• Unprepared for lessons</li> <li>• Out of seat without permission</li> <li>• Not following instructions</li> <li>• Not listening – inattentive</li> <li>• Rocking on chair</li> <li>• Making inappropriate verbal/physical noises</li> <li>• Teasing</li> </ul>                                                    | <p><b><u>Step 1:</u></b></p> <ul style="list-style-type: none"> <li>• Student places name on Step 1 on chart</li> <li>• Teacher proximity – private discussion</li> </ul> <p><b><u>Step 2:</u></b></p> <ul style="list-style-type: none"> <li>• Verbal warning or visual clue</li> <li>• Student moves name to Step 2</li> <li>• Reinforce expectations and consequences</li> </ul> <p><b><u>Step 3:</u></b></p> <ul style="list-style-type: none"> <li>• Student moves name down to Step 3</li> <li>• Move student within the class</li> </ul> <p><b><u>Step 4:</u></b></p> <ul style="list-style-type: none"> <li>• Student moves name down to Step 4</li> <li>• Student sent to Time Out class with reflection sheet (to be signed by Parents)</li> <li>• Student and teacher discussion</li> </ul> |
| <p><b>Red – Severe Behaviours</b></p> <p><b><u>Inappropriate Behaviours – Level 2</u></b></p> <ul style="list-style-type: none"> <li>• Swearing</li> <li>• Physical violence towards students or staff (hitting, kicking, throwing objects, threats)</li> <li>• Defiance – arguing with / backchatting a staff member</li> <li>• Bullying</li> <li>• Vandalism</li> <li>• Leaving classroom or school grounds without permission</li> <li>• Stealing / invasion of personal property</li> <li>• Repeating Level 1 offences after being reminded of choices and consequences</li> </ul> | <p><b><u>Consequences for Level 2 Behaviours:</u></b></p> <ul style="list-style-type: none"> <li>• Immediate detention or in/out of school suspension as determined by Administration staff in consultation with class teacher</li> <li>• Parent contacted by Principal</li> <li>• Student to complete behaviour reflection sheet</li> <li>• In consultation with student, admin staff and parents, class teacher to draw up Behaviour Management Plan for students who repeatedly break school rules.</li> <li>• Behaviour and consequences recorded on Department's electronic records.</li> <li>• Student sent to Office</li> </ul>                                                                                                                                                                 |
| <p><b><u>Playground:</u></b></p> <p><b><u>Inappropriate Behaviour Level 1:</u></b></p> <ul style="list-style-type: none"> <li>• No hat</li> <li>• Littering</li> <li>• Running in the hallways</li> <li>• In classroom without a teacher</li> <li>• Playing in out of bounds areas</li> </ul>                                                                                                                                                                                                                                                                                          | <p><b><u>Consequences:</u></b></p> <ul style="list-style-type: none"> <li>• Teacher reminders / proximity</li> <li>• Verbal warning – discussion</li> <li>• Sit in isolation – u/cover area</li> <li>• Walk with duty teacher</li> <li>• 10 minute detention</li> <li>• Sent to office (parents notified)</li> <li>• Individual plan drawn up by class teacher for repeatedly breaking school rules.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b><u>Level 2:</u></b><br/> As for Level 2 classroom behaviours</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p><b><u>Consequences:</u></b><br/> As for level 2 consequences.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

## UNIFORM POLICY

In line with the Education Department's "Dress Code for Students in State Schools" Policy and Guidelines, September, 1994, we have introduced a uniform policy for Belmont Primary School. The Policy has been endorsed by the School Council and P&C Association.

### **Merits & Aims of Policy**

- *It represents to the community a **unified and disciplined image**.*
- *It promotes a **sense of team** in the students and **order** in the school.*
- *It enables all students to appear equal as members of the school, regardless of parental economic circumstances.*
- *It prevents the undesirable practice of **competitive dress-up** between students.*
- *It fosters school spirit and pride.*
- *It lessens clothing expenses for parents.*
- *It makes recognition of our students easier and hence improves safety should one of our students go missing during school hours, or on the way to or from school.*

### **Uniform Policy Procedures**

Students are requested to wear school uniform at all times, unless a special program or event is taking place at school (in this event prior notice will be given to students and parents). If for any reason a student does not wear school uniform, a note will be necessary from parents. Should a student continually appear at school out of uniform, the school will contact the parents and ask for their support in this matter.

If for any reason a school uniform cannot be obtained, parents are asked to contact the school before the commencement of the school year.

### **Parent Support**

Our school uniform policy can only work with your continued support. We firmly believe that our policy will be of benefit to your children and their education. Please feel more than welcome to contact the school administration at any time to discuss your school's policy.

### **The Uniform**

The uniform is as follows:

- Royal Blue Polo Shirt with school logo, or any royal blue Polo shirt without any logos.
- Royal Blue zip windcheater with school logo, or Royal Blue windcheater without any logos.
- Royal Blue shorts or blue skirt.
- Royal Blue sports skirts
- Royal Blue tracksuit pants.
- Year 6 students will have a Leavers' Polo Shirt and Jacket with Leaving Year screen-printed
- Adequate footwear, preferably closed sneakers for safety. **No thongs or crocs.**
- School hats are available, or any suitable royal blue full-brimmed or bucket hat is more than welcome.
- Students must wear hats at all times all year outside of the classroom. During these times a '**No hat - No play**' policy is in operation.

### **Purchasing of Uniforms**

Uniform order forms are available from the office and can be left in the P&C letterbox located outside the office.

Uniforms are dispensed from the Uniform room near Room 8 and it is advisable to check for updated notices on the door regarding information on opening times and dates.

Uniform purchases and sales are controlled by your P&C Association and, to assist parents, prices are kept to a minimum - **this is not a fund raising venture**.

### **Identification**

It is **essential** that all articles of clothing are **clearly labelled** with a laundry-type marker pen.

## **P & C ASSOCIATION**

The school has a very active Parents & Citizens' Association which works hard to provide material improvements for our students.

Executive positions (President, Vice President, Secretary, Treasurer) are vacated at the beginning of each year, and nominations called for at the AGM. You don't have to take on one of these positions to attend P&C meetings which are usually held twice a term.

All parents, especially those new to the school, are welcome to all P & C Meetings.

Other citizens of our community are also welcome to attend meetings.

The P&C encourages parents to participate actively in a wide range of events throughout the school year, all designed to raise funds and provide widespread opportunities for parental involvement in the operation of the school.

It is also a chance to meet other parents in the school and contribute to the education of your child and to the school. The more parents can contribute, the more we can work together.

Meeting dates will appear regularly in the school newsletter.

The P&C request a payment of \$20 per family to help pay for student resources.

## **SCHOOL COUNCIL**

The Council currently consists of nine members: four staff members, four parents and a community member.

The objectives of the School Council are to take part in:

- Establishing and reviewing the school's objectives, priorities and general policy directions;
- Financial planning to support the above;
- Evaluating the school's performance in achieving these; and
- Formulating codes of conduct for students.

Elections for membership are held yearly and there is generally one meeting per term.

We hope that you have an enjoyable time at Belmont Primary School, and if you have any feedback, we would like to hear from you.

## SUMMARY—CONTRIBUTIONS & CHARGES

Contributions and Charges for 2021 were endorsed by the School Council (2020) and forwarded to all parents / caregivers in November 2020.

To assist you in budgeting for school costs this year, below is a table showing all **set costs** for this year.

Although some activities are not until the end of the year, we are happy for you to start make payments towards these costs to help spread the total amount over the year.

| Set Costs                                                                                                                                                                                                        | Term | Kindy        | PP – Yr 5    | Year 6       | Paid / Date |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------|--------------|--------------|-------------|
| Contributions (K-Year 6)                                                                                                                                                                                         | 1    | \$60         | \$60         | \$60         |             |
| Book Levy – Literacy & Numeracy – (K-Year 6)                                                                                                                                                                     | 1    | \$20         | \$20         | \$20         |             |
| Dance Program – (K-Year 6)                                                                                                                                                                                       | 4    | \$50         | \$50         | \$50         |             |
| Swimming – (PP-Year 6)                                                                                                                                                                                           | 4    |              | \$50         | \$50         |             |
| Year 6 Leavers Activities– (costs based on 2015/2016 activities)                                                                                                                                                 | 4    |              |              | \$200***     |             |
| <b>Totals</b>                                                                                                                                                                                                    |      | <b>\$105</b> | <b>\$180</b> | <b>\$380</b> |             |
| Other—P&C                                                                                                                                                                                                        |      | \$20 family  |              |              |             |
| <b>Payments can be made using Cash, Credit Card, Cheque, Eftpos or bank deposit using the School Bank Account details – BSB 066040 Account # 19901797 (please include child's surname if using bank deposit)</b> |      |              |              |              |             |

**Year 6** \*\*\* can charge up to \$500 depending on activities selected. Amount can be sponsored depending upon Fundraising done by Year 6 students / parents.

Throughout the year there will Incursion / Excursion costs, along with Sport representation costs, which will depend upon the activity and transport costs. You will be notified of these events through an Excursion/Incursion Permission note when they occur.

**Maximum** amounts that can be charged over the year are:

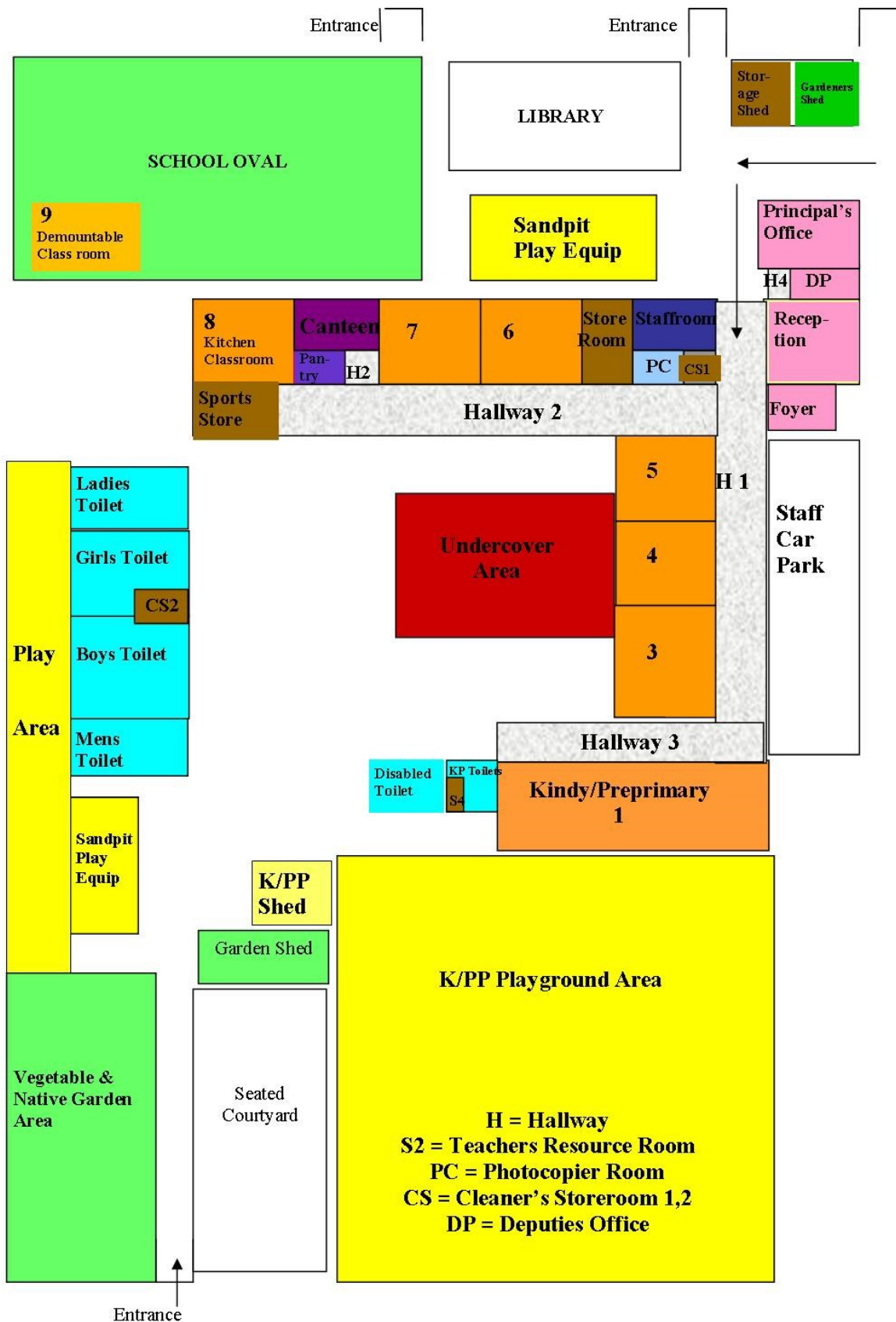
Incursions (based on 2 per year) - \$40  
 Excursions (based on 2 per year) - \$60  
 Sporting Events (transport costs) - \$30

I hope that this helps you plan for the activities and requirements for your child/ren over this school year. Please remember that we are happy to set up a payment plan to further assist you in meeting these costs.

Kind regards

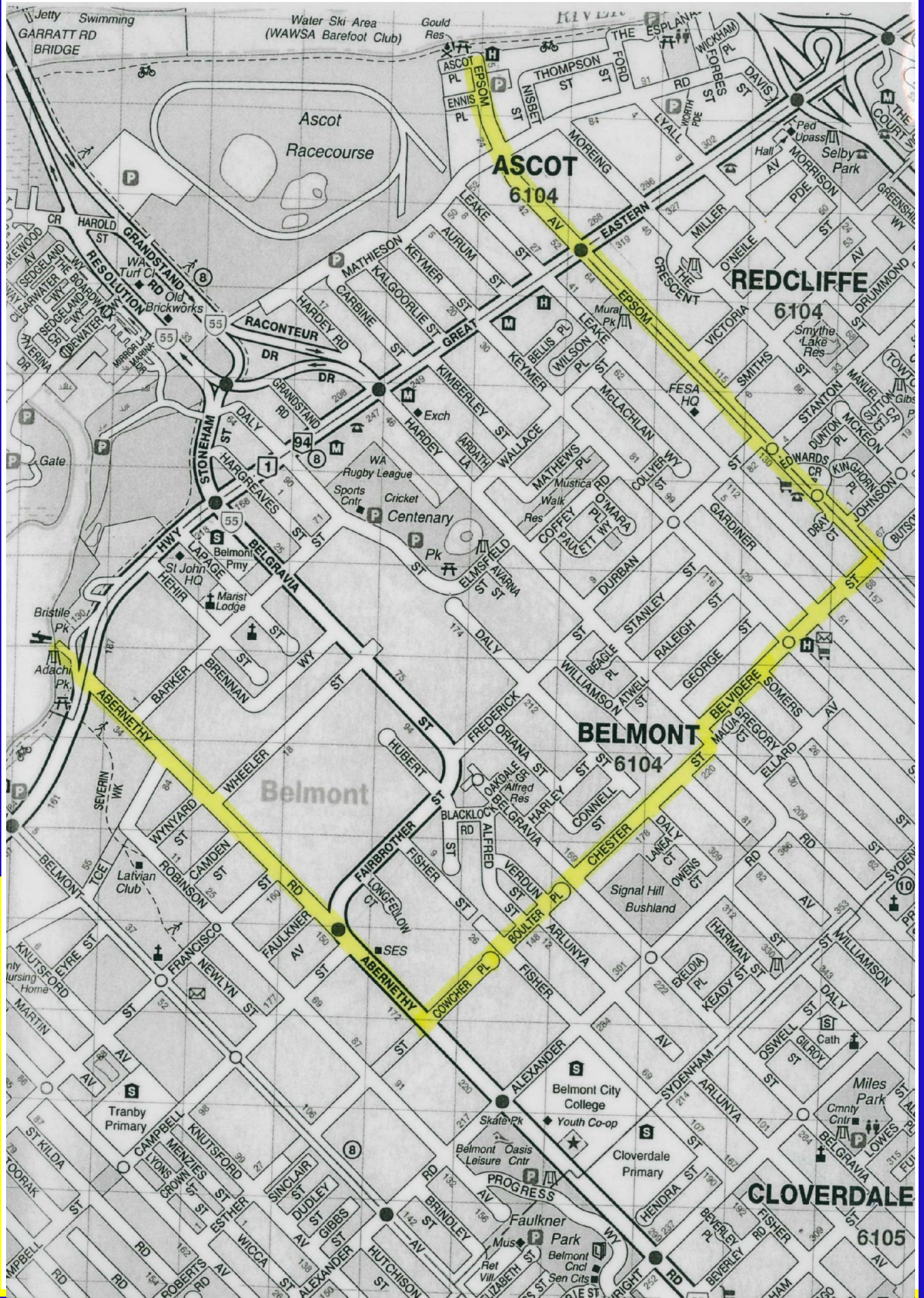
Stephanne Dann  
 Principal

La Page Street





## BOUNDARY MAP





## CONTACT DETAILS

Some handy phone numbers, and you may want to list contact details of people you meet through the school here.

[illegible]