

Ballarat North Primary School



Information Booklet 2022

Care

Respect

Excellence

Community

Welcome

Ballarat North Primary School is situated in the northern part of Ballarat and has an enrolment of 380. The school is set on a substantial site with attractive grounds and excellent facilities including a Multipurpose Centre comprising a gymnasium and Visual Arts facility. Practices reflect the school's core values of care, respect, excellence and community.

The school is committed to providing high quality teaching and learning to maximise the learning growth for all students. A comprehensive curriculum is offered throughout the school with a strong focus on Literacy and Numeracy. Specialist lessons in Visual Arts, Japanese, Physical Education and Performing Arts are provided to complement class programs. The use of ICT is incorporated across the curriculum, all classrooms being resourced with interactive whiteboards, iPads and laptop computers. We also offer a school-based After School Care program.

Student engagement in learning is given high priority, with formative assessment used by teachers to inform their instruction and maintain a curriculum which caters to student needs.

A range of support and enrichment programs are offered to further enhance learning opportunities for students, including Reading Recovery, swimming, athletics, team sports, camps, CLUBS, excursions, multi-age TEAMS, Better Buddies, cultural performances, choir, a biennial school concert and private music lessons. A comprehensive special needs program provides intervention and additional assistance for identified students.

A culture of collaboration and reflective practice has been developed, supported by high expectations for all members of the school community. All staff demonstrate a strong commitment to professional learning which is an integral part of the school's ongoing focus on continuous improvement. Teachers work together in Professional Learning Teams (PLTs), meeting regularly to plan, reflect and engage in professional learning.

The school highly values the development of strong home-school partnerships and actively encourages family involvement. Priority is given to ensuring a supportive culture with open two-way communication promoted at all times. The recognition and celebration of effort and achievement within the school community, helps to foster a positive, engaging learning environment.

AIMS

Ballarat North Primary School promotes high achievement and success for all by working with students to:

Strive for personal excellence in all aspects of their education

Develop independence, persistence, self-motivation and the ability to work cooperatively with others

Become adaptable and creative thinkers who enjoy and are actively involved in their learning

Build resilience and develop highly effective social skills

Show care and respect for themselves, others and the environment

Develop a sense of belonging and pride in their school and an awareness of their place within a global community

MISSION

To achieve our aims for students the school will:

Provide a safe, caring and stimulating learning environment

Offer an engaging and challenging curriculum that caters for the diverse needs of all learners

Use a range of effective, evidence-based teaching approaches to maximise the learning growth of all students

Adopt practices that enhance student wellbeing and promote positive relationships

Establish cooperative learning partnerships with parents and the wider community

Have high expectations of all students

SCHOOL VALUES

Our core values are: care, respect, excellence and community. We demonstrate:

- **Care** by looking after ourselves, others and our environment
- **Respect** by using manners and being kind in words and actions
- **Excellence** by always giving our personal best
- **Community** by everyone working together

LEARNING BEHAVIOURS

At our school we have four learning behaviours that we focus on in our classrooms and specialist programs. These learning behaviours assist students to develop positive attitudes towards learning and strategies to enable them to achieve success.

Our four learning behaviours are: Be Organised, Be Persistent, Challenge Myself and Work Together.



GENERAL INFORMATION

OFFICE HOURS

8:15am - 4:15pm Monday to Friday

Telephone: 5333 3387

School email: ballaratnth.ps@education.vic.gov.au

Website: www.ballaratnthps.vic.edu.au

2022 TERM DATES

Term 1

First day of term: Tuesday 1st February.

Last day of term: Friday 8th April (2:30pm finish)

Prep students do not attend school on Wednesdays until Wednesday 16th March.

Term 2

First day of term: Tuesday 26th April

Last day of term: Friday 24th June (2:30pm finish)

Term 3

First day of term: Monday 11th July

Last day of term: Friday 16th September (2:30pm finish)

Term 4

First day of term: Monday 3rd October

Last day of term: Friday 20th December (2:30pm finish)

PUBLIC HOLIDAYS - 2022

Saturday 1st January

Wednesday 26th January

Monday 14th March

Friday 15th April

Monday 18th April

Monday 25th April

Monday 13th June

Tuesday 1st November

Sunday 25th December

Monday 26th December

New Year's Day

Australia Day

Labour Day

Good Friday

Easter Monday

Anzac Day

Queens Birthday

Melbourne Cup (TBC)

Christmas Day

Boxing Day

SCHOOL TIMES

Students enter the classrooms at 8:50am after the first bell rings. Playground supervision occurs from 8:45am - 9:00am and 3:30pm - 3:45pm. Three teachers are on duty during all recess and lunch breaks.

School Start	9:00am
Learning Block	9:00 - 11.00
Recess	11:00 - 11.20
Learning Block	11:20 - 12.20
Recess	12:20 - 1:10
Learning Block	1:10 - 2:10
Recess	2:10 - 2:30
Learning Block	2:30 - 3:30
School Finishes	3:30pm



KEEPING IN TOUCH

SCHOOL APP

At Ballarat North Primary School, we have an App called Compass that we use to improve communication with the school community. The App is free and can be downloaded onto your computer, iPhone, iPad, or any Android mobile phone.

Compass allows easy access to often-sought information such as school newsletter and school contact information. It is a quick way to notify the school that your child is away from school. Just click on add an attendance note and follow the prompts.

It will allow us to post announcements to parents regarding times students will be going or returning from camp, excursions updates or cancellations of sporting events due to weather.



SCHOOL NEWSLETTER

To keep you informed of school activities, a newsletter is produced weekly on a Thursday and posted to Compass and placed on our web page. Our newsletter is our most vital form of communication to you of happenings and information regarding your child's school activities. There are copies of the school newsletter available from the school's office.

ABSENCES

It is important that parents notify the school of absences which occur. This can be done through the Compass App, the school website, email or by ringing the school office on 5333 3387. The Department of Education and Training required that all absences are explained, this is a legal requirement.

LATENESS

It is important that parents notify the school if they are going to be late. Students are encouraged to arrive at school after 8:45am, particularly in the colder months, and depart by 3:45pm.

If your child arrives after 9:00am they are to enter through the office to collect a late pass.

WET DAYS

On wet days students remain in the classroom. Staff supervise students inside during the recess and lunch breaks.

ACCIDENTS

At Ballarat North PS every effort is made to avoid accidents, however, in the event of an accident we provide necessary first aid for the child's welfare. If further medical assistance is required every endeavour will be made to contact you.

You can help in this regard by ensuring that we always have up to date telephone contact details for parents/guardians and an emergency contact person. Please inform the office when changes occur in employment and/or telephone numbers.

ILLNESS

Whenever children become ill at school, they will be cared for while a parent or emergency person is being contacted to take charge of them. Parents are asked to leave any medication to be taken during the day at the office and complete a medication plan. All medications will be placed in a sealed container in the first aid room with the child's name, date and dosage written on it.

It is expected that no child will be sent to school while suffering from contagious diseases, vomiting, diarrhoea, fever etc. Please keep children home until they are well enough to participate in learning programs.

INFECTIOUS DISEASES

Throughout your child's' primary school life they will probably come into contact with one or more of the common infectious diseases. The list below contains some of the more common infectious diseases and the exclusion requirements of the child concerned.

DISEASE	EXCLUSION REQUIREMENTS
Chicken Pox	For at least five days after the first spots appear, or when blisters have all crusted
Measles	For at least four days form the appearance of the rash or until recovery or a medical certificate is produced. Non immunised students in the class (this is currently under Human Services review and may extend to non-immunised students throughout school) to be excluded for thirteen days from the first appearance of rash in the last occurring case, unless immunised within 72 hours of first contact.
Mumps	Exclusion from school until nine days after onset of swelling.
Ringworm	Tinea Corporis (body) - excluded from school for 24 hours following the commencement of treatment Tinea Capitis (head) - until treatment has commenced.
Rubella (German Measles)	Until fully recovered or at least four days from the onset of the rash.
Impetigo (School sores)	Until treatment has commenced sores on exposed surfaces must be covered with water tight dressings.
Whooping Cough	Excluded from school until five days of antibiotics have been taken.

IMPORTANT: Please notify your child's teacher of ANY health problem which may affect the child's capacity to learn at school. Similarly, let your child's teacher know about things that may be affecting him/her emotionally e.g. parents' separation, deaths, incidents of bullying. Confidentiality will be maintained. It is also important to notify the school immediately if you are aware your child has contracted an infectious illness.

IMMUNISATION CERTIFICATE

Children who begin school require an Immunisation Certificate. Children who are not immunised should be excluded from school if there is an outbreak of measles, diphtheria, polio or whooping cough.

All personal records of immunisation are kept with the Australian Childhood Immunisation Register <http://www.humanservices.gov.au/customer/subjes/immunisin-your-children>.

FINANCE

The School Council, which is responsible for all income and expenditure by the school, asks each family to assist financially by contributing towards the very substantial costs involved in ensuring that their children receive the best education that can be offered.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students.

Within our school this support has allowed us to organise and coordinate programs outside of the traditional teaching and learning classroom structure. These financial contributions assist us with the purchasing of art, music and physical education equipment and resources and the establishment and implementation of our Playground Masterplan.

STATIONERY PACKS

Stationery packs are ordered and paid for online and delivered to school. Each pack will be individually named and delivered to your child's classroom before the start of the school year. All stationery items are carefully selected by the teachers for their suitability for your child's use during their year of studies. Each student is provided with the same stationery pack, making this method more equitable and easier for parents.

The school administration and School Council work very hard to provide parents with access to high quality, reasonably priced stationery. We aim for all families to purchase the stationery packs online with KaKa Kids School Supplies. Parents who do not wish to do so must consult the school about appropriate materials.


CSEF (CAMP, SPORTS & EXCURSION FUND)

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student. Primary school students receive \$125.00 each year. CSEF eligibility will be subject to the parent/legal guardian's concession card being validated with Centrelink on the first day of either Term 1 (30th January 2022) or Term 2 (26th April 2022)

PAYMENTS

The **Qkr! App** is available for families of students at Ballarat North Primary and is our preferred payment method. You can use Qkr! to pay for school excursions, camps and other school payments directly from your mobile device at a time convenient to you. Payment notification is received immediately; payments can be made using your MasterCard or Visa. Full instructions can be found on our website. All feedback to the school office is very welcome.

Alternatively, we also accept EFTPOS, Bpay or cash. When sending cash payments with your child, please enclose the correct money in a School Payment Envelope. This envelope needs to be clearly marked with the reason for payment and your child's name.




For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by MasterCard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr! you can:

- Pay for school fees, uniforms, excursions and more;
- See your receipts on the app and get them sent by email if required.



Getting started is easy - try it yourself today

HEALTHY EATING

We encourage parents to provide a healthy, balanced and nutritious lunch and play lunch for their child/ren. All students are also encouraged to bring a water bottle to school each day.

The school promotes 'nude food' and encourages students and staff to bring food without wrappers where possible.

*Any wrappers must be removed before students leave the classroom.

*We ask that lollies and chocolates are not brought to school except on special occasions.

SCHOOL LUNCH ORDERS

A lunch order service is available on Fridays each week with a variety of food choices. Orders are placed online via QuickCliq and are delivered to the school at lunchtime. The menu is available from the office and on the school website. Please see Katrina in the office if you would like more information.



FAMILY INVOLVEMENT

At Ballarat North Primary School, we endeavour to develop strong relationships with our families. We know that strong home-school partnerships have a significant impact on the achievement of our students. Many community events are held throughout the year, including a welcome picnic for prep families, open days, our annual walkathon, Book Fair, Education Week activities, Grandparent Afternoon, as well as our biennial school concert.

Parents are encouraged and welcome to help in classrooms and on excursions, as well as with extra curricula activities such as our CLUBS program. There are also many occasions to assist with community and fundraising events throughout the year.



EXCURSIONS AND VISITING ARTISTS

At all grade levels, students participate in a range of incursions and excursions to support work completed in the classroom and to further extend their learning.

The school attempts to keep costs as low as possible. The spacing of activities is considered so that the demand on parents, financially, is spread across the year. High cost activities such as camps and day trips are flagged well in advance so parents can budget accordingly.

Parents are notified of impending excursions / visiting artists with date, venue, cost and means of transport (if applicable) noted. A **yellow** permission form is required to be signed and returned for children to participate.

Some excellent local facilities are used to support school programs including the Ballarat Swim & Survival Academy, Sovereign Hill, Donegan's Farm and the Earth Ed Centre.



CAMPS

The school's camping program begins in Grade 4, with students attending a three day bush camp at Cave Hill Creek. This camp features a variety of experiences including hut building, archery, ropes course and orienteering. In Grade 5, students are involved in a two day program at Sovereign Hill where they dress in period costume and experience life in the 1850s.

In Grade 6, students have the opportunity to attend a three day urban camp in Melbourne. During the camp, they visit many places of interest including Etihad Stadium, the Melbourne Star, Parliament House and the Victoria Market.

'OPEN DOOR' POLICY

Concerns arise from time to time and parents are encouraged to contact the class teacher 'sooner rather than later' to arrange an appointment at a mutually convenient time to discuss these matters. Most issues are resolved harmoniously and to the satisfaction of all parties. The Principal and the Assistant Principal are also available to discuss any issues or concerns.

FUNDRAISING

Finance raised through various fundraising makes a significant contribution to our annual school program budgets. As these activities arise, families are well informed of the details through our weekly school newsletter.

LOST PROPERTY

A 'Lost Property' basket is located near the Library and gym. Parents may examine this clothing at any time. Clothing unclaimed at the end of each term is given to a charitable institution.

PLAYGROUND SAFETY

High priority is given to playground safety. Comprehensive teacher supervision, the allocation of specific play space for different grade levels, and the provision of games equipment assist in keeping students happy and engaged during recess times. The playground equipment is regularly audited and checked by our Occupational Health and Safety representative.

Private property brought to school should be clearly marked with your child's name. This is not encouraged as the risk of damage and or loss is always present. Please note that items brought to school are not insured and not the responsibility of the staff, school or the DET.



UNIFORM

The wearing of school uniform at Ballarat North is compulsory. Our supplier is Crockers, situated at 4 Armstrong Street North, Ballarat (Telephone: 5331 3222).

They offer a reasonably priced, practical and attractive uniform range. Parents can also purchase the uniform from other sources. The 'Sunsmart' policy dictates that either a broad-brimmed or bucket-style hat is worn from mid-August to April. School hats are available at Crockers

Boys / Girls Winter Uniform:

Polar fleece top

Black vest

Rugby style top

Black pants

Red polo shirt (long or short sleeve)

Black skirt or shorts

Shoes: lace up or buckled, runners and or boots (preferably black)

Boys / Girls Summer Uniform:

Black shorts

Red polo shirt

Red and white check summer dress

Black skirt or skorts

Red slouch or bucket hat

Shoes: lace up or buckled, runners and / or boots (preferably black)

The staff and Junior School Council have recommended that make-up and nail polish are not permitted unless there is a dress-up occasion. It is requested that long hair be tied back and not artificially coloured.

For safety reasons, jewelry, which includes rings, bracelets and necklaces, should not be worn to school. Children with pierced ears must wear small studs or sleepers only.

Parents are asked to provide labels for all articles of clothing and footwear as this assists in the recovery and return of lost or mislaid items.

CODE OF CONDUCT

Every member of the school community has a right to fully participate in an educational environment that is safe, supportive and inclusive. Everyone deserves to be treated with respect and dignity.

The effectiveness of the Student Code of Conduct will be enhanced if the expectations at home and school are compatible and if common goals are established. Teachers, parents, carers and students should work together to formulate and implement these goals. Parent, teacher, principal and student contact is to be encouraged to enable relationships to be established and support given.

AT BALLARAT NORTH P.S. EVERYONE HAS RIGHTS: STUDENTS

To work in a secure and safe environment where, without intimidation, bullying (including cyber bullying) or harassment, they are able to fully develop their talents, interests and ambition

To be able to learn and play without interruption or interference

To be treated with care, respect and fairness and to be valued as an individual

To have access to quality teaching and learning programs

To participate fully in the school's educational program

PARENTS/CARERS

To be treated with respect and fairness

To be informed about children's progress, behavioural concerns and general school events

To know that all children will be educated in a secure environment in which care, courtesy and respect for the rights of others are encouraged



TEACHERS

To be treated with courtesy and respect

To be able to work in an orderly, safe, supportive and cooperative environment without interference or interruption

To expect students to follow the Student Code of Conduct

To be informed, within privacy guidelines, about matters relating to students that will affect the teaching and learning program for that student

Along with our rights, we also have responsibilities:

STUDENTS HAVE A RESPONSIBILITY TO:

Participate fully in the school's educational program and to attend regularly

Display positive behaviours that demonstrate respect for themselves, their peers, their teachers and all other members of the school community

Demonstrate respect for the rights of others, including the right to learn and play without interference

As they move through the school, take greater responsibility for their own learning, motivation and participation

PARENTS/CARERS HAVE A RESPONSIBILITY TO:

Promote positive educational outcomes for their children by taking an active interest in their child's educational progress and by modelling positive behaviours

Ensure their child's regular attendance

Engage in regular and constructive communication with school staff regarding their child's learning

Support the school in maintaining a safe and respectful learning environment for all students



TEACHERS HAVE A RESPONSIBILITY TO:

Fairly, reasonably and consistently, implement the Student Engagement and Wellbeing Policy and Child Safe practices.

Know how students learn and how to teach them effectively

Know the content they teach

Plan and assess for effective learning

Create and maintain safe and supportive learning environments

Use a range of teaching strategies and resources to engage students in effective learning

Inform parents of students' progress

Maintain a high level of professionalism at all times

AT BALLARAT NORTH PRIMARY SCHOOL WE HAVE HIGH STANDARDS OF BEHAVIOUR AND EXPECT ALL STUDENTS TO:

Listen carefully

Follow directions

Work quietly - without disturbing others

Respect others - be kind in words and actions

Care for school and personal property

Work and play safely

Strive for personal excellence

At all times we promote care, respect and excellence amongst all members of our school community.



Child Safe Standards

All children have a right to feel safe and to be safe, including at school. Registered schools have an important responsibility for keeping children safe and protect them from abuse.

All registered schools are required to develop strategies to embed a culture of child safety at the school.

Ministerial Order 870 requires all schools to meet the minimum seven child safety standards:

Standard 1: Strategies to embed an organisational culture of child safety

Standard 2: A child safe policy or statement of commitment to child safety

Standard 3: A code of conduct that establishes clear expectations for appropriate behaviour with children

Standard 4: Screening, supervision, training and other human resources

practices that reduce the risk of child abuse by new and existing personnel

Standard 5: Processes for responding to and reporting suspected child abuse

Standard 6: Strategies to identify and reduce or remove risks of child abuse

Standard 7: Strategies to promote the participation and empowerment of children.

Our aim is to ensure that the Ballarat North Primary School community including; school employees, contractors and volunteers, parents and families, visitors and children has a commitment to keeping all children safe from harm in all physical and online school environments including excursions and camps.

Statement of Commitment to Child Safety

Ballarat North Primary School is committed to providing a safe environment for all children.

- We believe all children have a right to feel safe and to be safe.
- We have zero tolerance for child abuse.
- We actively work to listen to and empower children.
- We have systems to protect children from abuse.
- We are committed to promoting safety for all children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

PROTECT

Everyone has the right to be safe and be protected from abuse.

No one should behave in a way that makes you feel unsafe or afraid, including anyone in your family, anyone at school or anywhere else in the community.

Tell a teacher or any adult at your school if you feel unsafe.



It's everyone's responsibility. Adults at school must listen and respond to concerns about child abuse.

If you suspect abuse of any child or young person, you have a responsibility to report it, even if you are not sure.

Further information & resources
www.education.vic.gov.au/protect



AFTER SCHOOL CARE

An Afterschool care program is provided to students by the OSHC (Outside School Hours Care) team from the Y Ballarat. This service offers families a leisure based program for children to attend after school hours. Children engage in a variety of activities, based on children's interests accessing both indoor and outdoor spaces.

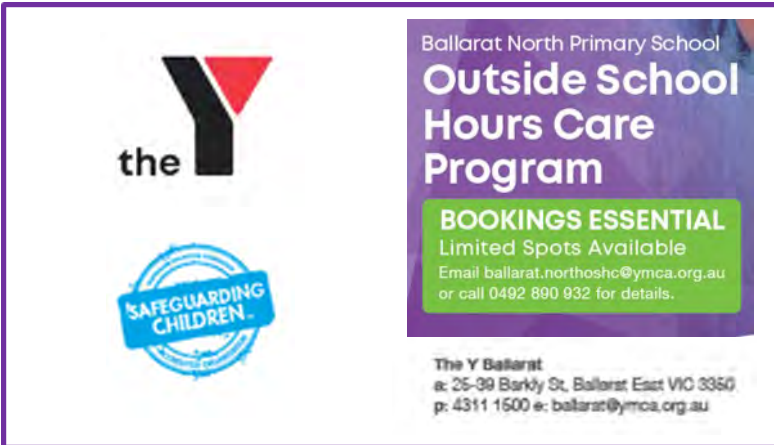
The OSHC program is licensed by the Department of Education and Training and Commonwealth funding has been approved to provide families the option of applying to receive a government rebate on all attendances. All educators have current working with children checks, police checks and current first aid qualifications.

How to enroll your child:

Families have the option of permanent and casual bookings, but please note the places are limited to 30 and are filling up fast. Enrolment can only be completed online through accessing the Y website on www.yballarat.com.au. Select 'what we do' tab then the 'children's services' tab, on the left hand side select 'Ballarat venues- Enrolments & Bookings' then simply select Ballarat North and commence your enrolment. A Family handbook is available and outlines in detail the steps and provides more information regarding the operations of the service. This can be emailed to you from the school office or directly from the service. The service coordinator Danni is onsite from 1.30pm each day to answer calls until 6pm.

Outside these hours please email the service at

BallaratNorth.OSHC@yballarat.org.au or leave a message on the phone 0492 890 932 to receive a return call after 1.30pm.



the Y

Safeguarding Children

Ballarat North Primary School
Outside School Hours Care Program

BOOKINGS ESSENTIAL
Limited Spots Available
Email ballarat.northoshc@ymca.org.au
or call 0492 890 932 for details.

The Y Ballarat
e: 25-99 Barkly St, Ballarat East VIC 3350
p: 4311 1500 e: ballarat@ymca.org.au

Thank you for taking the time to read over this information. Please feel free to contact the school if there is anything you are unsure about or feel is not covered in this document.

