



School Vision:
GROWING
BELIEVING
And
ACHIEVING

Welcome to Blyth Primary School

A Parent Information Handbook

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Telephone 88445195

WELCOME TO BLYTH PRIMARY SCHOOL

Purpose of This Handbook

This handbook is to provide you with information about Blyth Primary School. We welcome you to our school and look forward to developing a strong home-school partnership with you to enable your child/ren to enjoy all facets of school life wherever possible. The information contained within this handbook is to introduce you to the school and procedures. If you have any queries regarding your child at school please contact us.

Vision and Values

Blyth Primary School is a positive and inclusive learning community that aims to equip students to be successful, confident and creative global citizens.

OUR VISION- GROWING BELIEVING AND ACHIEVING

GROWING-

As children grow as individuals, they learn about their beliefs, values and personal identity.

BELIEVING-

As young people they can have many opportunities to experience and learn.

ACHIEVING-

Wellbeing and Academic goals for now at Primary School and for future success.

VALUES

Our purpose is to create a learning environment which reflects the core values of-

COLLABORATION, RESILIENCE, AND RESPECT.

At Blyth Primary School, we are working together to:

- Create an environment that celebrates effort and achievement so that we develop a sense of belonging and pride in ourselves and our school.
- Create a learning environment that encourages risk taking and the achievement of personal excellence.
- Develop positive links that strengthen the partnership between students, parents/caregivers and teachers.
- Empower children and adults to work effectively to make appropriate decisions.
- Ensure that children and adults experience a safe and secure learning environment.

In our school, we aim to see:

- Enthusiastic, happy and motivated students involved in a broad, balanced and meaningful curriculum.
- Staff modelling being continuous learners and working collaboratively to provide challenging, child-centred learning opportunities which cater for students to achieve the outcomes as stated in the Australian Curriculum.
- Parents/Caregivers actively involved in, and informed about, the learning of their children.

BLYTH PRIMARY SCHOOL LEARNING ENVIRONMENT

Students have the advantage of being able to access well-cared for learning and playing environments. Students enjoy a range of lessons with specialist teachers along with a whole school focus on Literacy- Reading and Writing, and Numeracy.

Currently there are 3 classes that have students usually within a Junior Primary, Middle Primary and Upper Primary setting with shared learning spaces. These classes meet in the morning and afternoon in Home Groups, but on some days have opportunities to work with other students in whole-school learning programs based upon Literacy needs. Our teachers work collaboratively with each other, planning holistically and work across classes together in order to share understanding and knowledge of each child's learning.

Outdoor Learning affectionately known as "Nature Play" is a feature of both our Academic and Social/Wellbeing learning also.

The Australian Curriculum comprises:

- **The Arts**
Students are involved in both the Performing Arts- Dance & Drama taught as a specialist area, with students having access to live performances and the Visual Arts taught throughout classes. A new Music Program will be commencing in 2021 and taught within each class.
- **English**
Our priority is the learning of Reading to enable our students to "Read to Learn".
Oral Language development features heavily to support students in the Junior Primary with their start in their learning journey
- **Health and Physical Education**
Currently taught as a specialist subject with students having access to Sports Day, Swimming Lessons, Swimming Carnival, visiting sports clinics and if appropriate SAPSASA competition for older students
- **Humanities & Social Sciences (HASS)**
Currently taught as a specialist subject giving students a Historical perspective of the world around them, and the interactions with Democracy and being an Australian Citizen within our environment and world.
- **Languages other than English**
Currently taught as a specialist subject- Japanese with weekly learning about language and culture.
- **Mathematics**
A whole school approach towards teaching our students not only the facts but how to apply logic and Mathematical Reasoning toward problem solving.
- **Science**
Currently taught as a Specialist subject with a hands-on approach toward learning. All students have the opportunity to attend Science excursions and workshops to enhance their thinking about their Scientific World.
- **Technologies**
Currently taught as a Specialist subject with students enjoying newly purchased equipment of Laptops, ITVs, 3D printers to grow their learning in Digital Technologies, along with an activity based approach toward Design and Technology problem solving. Students have access to laptops to use in classes for research and other programs as required.
- **STEAM- (Science, Technology, Engineering, Arts, Mathematics)**
A whole school program enabling students to focus on the STEAM subjects with creativity and a "Hands on Approach" will be trialled in 2021.

Caring For Your Child-

A whole staff approach is given toward the Health & Wellbeing of your child/ren when they are at school. We understand that our students need to be healthy and have any matters they may be concerned about dealt with in a responsive and timely manner in order for them to feel that they can enjoy being in a safe learning environment. The diversity of student needs are catered for, there is an OSHC for after school care, and Playgroup to introduce babies, toddlers and families to our school.

Admission

Children may enrol in school to begin in Term 1 if they are 5 years old, or will turn 5 before May 1st of the year of enrolment. These children will spend all of their first year in Reception. The Junior Primary teacher will liaise with pre-schools and families. A transition program will be offered in term four.

Acquaintance Night

At the start of the year, (usually within the first four weeks of school), an Annual General Meeting for the Governing Council and an Acquaintance night is held. This is a great opportunity to catch up with the school community families informally with a BBQ supplied, and for parents/caregivers to visit students' classrooms where the teachers will discuss the class routines, expectations, and learning for the school year.

Annual General Meeting

The AGM is usually held on a Monday Evening at 7pm early in first term. (More information supplied further in this handbook under Governing Council)

Assemblies

Usually the third, sixth and ninth Friday of the term a student assembly is held at 2.45pm. Parents and family are encouraged to attend. An open invitation to attend is now extended to the local community and all school families for each assembly. (Covid-19 restrictions may however apply and any change to this information will be communicated with families as soon as practical.) Students are given the opportunity to share some of the work they have done during the term with each class taking the lead role and hosting one of the assemblies. The Principal provides awards to some students, acknowledging their learning achievements. There are other student reports presented from the student leadership representatives also.

Attendance

It is mandatory for Children over 6 years of age and under 16 years of age to attend school. Absences should be accompanied by a note of explanation supplied to the school through either Skoolbag App, email or in the student's communication book/diary. Known absences for holidays should only occur after exemption is sought from the Principal, or for extended absences please contact the school for details that apply.

Behaviour Code

Open, honest and respectful communication between the school and family supports student learning and development in the area of behaviour. We believe working together as a team is in the best interests of the child. While we have non-violent consequences that follow inappropriate behavioural choices, our clear emphasis is on teaching, supporting and encouraging children to Self-Regulate and manage their own behaviour.

Please refer to the BPS Behaviour Management Policy.

Behaviour Code- Digital Technologies

Please note also, that at the start of each school year, it is expected that students sign an agreement regarding acceptable use of school computers, other digital technology devices and the Internet as per The Department for Education's Policies, and that parents/caregivers also sign this agreement.

Bell Times

8.30am - Yard School Bell to indicate Yard duty teacher on duty

9.00am - Start of School

10.00-10.10 Fruit, water, run wellbeing break.

11.00am- Recess

11.20am- End of Recess

1.00pm- Lunch

1.40pm- End of Lunch

3.30pm- End of School

Teachers ring the small school bell in the yard a few minutes before the end of recess and lunch, and before the start of school. This is a signal to students to go to the toilet, get a drink or fill their water bottles, and pack up any equipment.

Bikes and Wheels

Bikes and scooters are to be stored in bike rack near the western school gate. Children are not to ride bikes within the school grounds. Children are not to play near bike racks. Children must wear helmets when travelling to and from school.

Bus

Two buses serve the school. Students must adhere to The Department for Education's Bus Eligibility Policy and permission sought before access is granted. If you wish for your child to use the bus service please contact the Front Administration Office for further information.

On Catastrophic Fire Days, buses will not run. Affected families will be notified via Skoolbag App and by phone contact

Bushfire Action Plan

The BPS Bushfire Action Plan is sent home to all families at the start of each school year and during Term 4 of each year, or given to new families on enrolment. There is a set procedure for students and staff to follow in the event of evacuation to a safe refuge. (The Stone Admin Hall building). This procedure follows Emergency Services and The Department for Education's instructions and policy at all times to ensure the safety of our students.

Communication with Families

The Newsletter is sent home Fridays three times per term to families in week 3, 6 & 9. The Weekly Bulletin is sent home with up to date information each week in between Newsletters to ensure that families are aware of any new events or topics that are happening. Teachers may be contacted in the first instance if you wish to discuss any matters about your child, but it is important to telephone for an appointment at a mutually agreeable time. Before and after school without notice may be unsuitable in some instances with staff having other commitments.

Community Involvement

Our students are involved in certain community activities and whole school events which will be communicated to families prior to the event. If you would like to be involved in the school in any way, such as volunteering your time in classroom, the library, or in the garden, please contact the front office in the first instance so that all mandatory checks and volunteer agreements can be in place as per The Department for Education's Policies and Processes.

Contact Details

Each student brings home a Student Information form for completion at the beginning of each year. Please ensure this is returned to school promptly with all relevant contact details completed. It is extremely important that parents/caregivers inform the school of any changes during the year to the emergency contact information that is on the Student Information form.

Contagious Diseases

Sometimes children contract infectious diseases and a period of isolation may apply. Both your Medical Practitioner and The Department for Education's instructions as to the period of isolation will apply for each situation. If your child contracts a contagious illness, please notify the school as soon as possible so that the wider school community can be informed diplomatically of the illness that may be circulating through the school community.

Crisis Management

In the event of a crisis, such as bushfire or earthquake the school has a set procedure to follow. Evacuation from the classrooms to either the stone building or the small oval will occur in the first stage. If further evacuation to a community safe haven occurs, this will be at police or emergency services request. Children will be supervised until collected by parents. In these situations parents need to notify staff if students are collected from school.

Communication will be maintained where possible via Skoolbag App.

Evacuation and Invacuation drills are held at school so students are aware of the procedures.

On Catastrophic Fire Days, buses will not run. Affected families will be notified via Skoolbag App and by phone contact as soon as practical.

Decision Making

Different personnel have involvement in different decision making matters, including committees such as the Principal and Teachers at weekly staff meetings, Governing Council and sub-committees, OSHC and Student Leadership Teams. All decisions made will be in accordance with The Department for Education's policies and procedures.

Dental Treatment

Regular Dental Health checks occur at the School Dental Clinic in Clare. They may be contacted by telephoning 8842 2288.

Drugs, Alcohol and Smoking

Blyth Primary School is a Drug, Alcohol and Smoke Free environment and as such no staff, parent/caregivers, visitors or students are to be using these substances within the school grounds. Everyone has a responsibility to ensure this does not occur within the school grounds, including at school camps and excursions or on school buses. If students are found in possession of illegal drugs, cigarettes or alcohol, The Department for Education's Policy and Procedures will apply. Staff may be required by law to do a Mandatory Notification and to contact the relevant authorities in some instances.

End of Term

School finishes one hour earlier on the last day of each term. Buses and OSHC will commence an hour earlier.

Fees/Materials & Services Charge

A fees and materials charge is set by the Governing Council each year. Payment is due early in the year, but families are able to negotiate payment by instalments with the Principal or Finance Officer. School card is available on application if criteria are met. Please don't hesitate to contact if you require any support with this matter.

Formal Assessment of Learning

During mid-term one, a progress report will be sent to parents. A full written report will be sent home in the last week of Term 2 and Term 4. Parent interviews are offered at the start of Term 3, and further interviews can be requested by parents at any time.

Parents will also receive NAPLAN reports for children in Year Three, Five and Seven if they have undertaken the tests.

Grievance Procedure

Please see Blyth Primary School Grievance and Complaint Procedures for further details, a copy is given to each family on enrolment or updates of procedures.

Government Assistance

Government assistance is available to families who have difficulty in paying school fees. The criteria for those seeking assistance vary each year. There is a form for income assessment and another form for hardship. Please inquire at the Front Office or make an appointment to speak with the Finance Officer.

Governing Council and Other Committees

The Governing Council is the main parent body at the school and, follows the constitution as developed, under the Local Management scheme. The Governing Council comprises of up to 14 positions.

- A maximum of 12 Parent representatives
- 1 staff representative
- Principal

Election of representatives will occur in February at the Annual General Meeting, with the office bearers being Chairperson, Vice Chairperson, Secretary and Treasurer. Representatives are elected for two years.

Finance Committee

Usually consists of 4 members being the Principal, School Finance Officer, Governing Council Chairperson and the Governing Council Treasurer. Their role is to advise and make reports to the Governing Council about the financial management of the school.

Parent Club

Membership is open to any parents/caregivers of students attending Blyth Primary School. Their role is to advise and make recommendations to the Governing Council about matters such as School uniform. The Parent Club assists in raising funds for the needs of the school and students, organises books for students who leave at the end of their schooling at BPS, and assists with fund raising activities.

Hats

Blyth Primary School expects students to wear school hats throughout the year during play times and any outdoor physical activity. The school has navy hats for sale. Please ensure your child's name is written clearly on their hat.

Homework

Homework is at the discretion of individual teachers and may be set accordingly. A diary or communication book is used to record homework.

Illness of Children

If a child is absent due to illness, please inform the school via Skoolbag, phone call or email. If the child becomes ill at school, then in the first instance we attempt to contact a parent. If parents/caregivers are unable to be contacted, then the school will attempt to ring the emergency contacts listed on the enrolment form. It is vital that contact details of parents/caregivers and emergency contacts are kept up to date. While waiting to be collected, the child will be placed in a suitable comfortable position.

Inclement Weather

The teacher on duty determines the suitability of the weather. If the rain is only light then children will be asked to shelter until the rain stops. If the weather is more extreme (heavy rain, thunder, strong winds, dust storms) the outside bell will sound, in which case the students will move to the larger classroom space or the Admin Hall. The "on duty" teacher will organise to ring the siren /bell again for the all clear.

Library

The School Library is available for student and staff use. Students are permitted to borrow two books for private reading. Your child/ren's class teacher will inform you when the Library Borrowing Day is for the class. Overdue notices are sent home twice a term. The Premier's Reading Challenge is actively encouraged each year for all students.

Lost Property

In the first instance please ask your child's teacher if the lost item has been found, or enquire at the Front office. To assist with the return of property, please label all your child's belongings, especially clothing.

Lunches

Hot lunch facilities are provided throughout the year for food wrapped in foil and named. Instant Noodles or food that requires microwave heating are not to be sent. Please remember to send eating utensils i.e. fork, spoon if required. The Blyth Café offers Lunch Orders on Fridays, with order bags and price lists in the Front Office.

Medication

If children are required to take medication while at school a Medical Consent Form authorised by a medical practitioner with correct dosage etc. must be provided first. The medication must be in the correct bottle or packaging with the dosage amount to be taken clearly labelled. A health Support Agreement must be completed with the Front Office staff before medication can be administered by a staff member.

Mobiles

Although the school does not encourage children bringing mobiles or other electronic devices to school, if you wish to send such items please remind your child that they are to be handed to the Front Office at the start of the school day and picked up at the end of the day.

Newsletters and Notes

Newsletters will be sent home three times per term, on Fridays of Weeks 3, 6 & 9. Any relevant information will be sent out as necessary or in The Weekly Bulletin in between Newsletter weeks. Please note, any letters sent home on yellow paper require an action such as a payment or the signing of a permission slip.

Out of School Hours Care

An Out of School Hours Care service is provided after school during term time. It commences at 3.30pm and finishes at 6.00pm. Enrolment packs for OSHC are available at the school. Bookings can be made by phoning the school for information. Students do not need to be enrolled at Blyth Primary to access OSHC. Children from the age of 4 are also able to use the service.

Out of Hours Use of Grounds

The School grounds are able to be hired outside of normal school hours with the Principal and Governing Council permission in accordance with The Department for Education Policy and Processes. Use of the tennis court is encouraged. After dark the school grounds are out of bounds. There is a designated community thoroughfare on the footpath in the road-closed area. Students using facilities need a parent to accompany them and should remain clear of the buildings.

Parent/Caregiver Involvement

Parent/Caregivers are encouraged to become involved with Parent Club or the Governing Council. Teachers also welcome help from volunteers in the classroom with prior arrangement. If you have particular skills and knowledge, please make yourself known! Please note there are necessary procedures, a mandatory Working with Children Criminal History Screening, and a Volunteers agreement that need to be attended to before assisting on a regular basis can occur.

Pastoral Care Worker

The school is currently funded for a Pastoral Care Worker. The PCW works with children and staff to promote wellbeing and may be contacted at the school. A form is sent home at the start of every year that must be signed and returned indicating whether you do or do not give your child permission to work with the PCW.

Photographs

Permission is sought each year for photographs to be taken of your child/ren at school. These are printed with permission granted in Newsletters, Newspapers, and Magazines and on the Website. Parents/caregivers are permitted to take photos of their own children however The Department for Education Policy requires that parents are not permitted to take images of other children.

Each year class and individual photographs will be taken and available for sale to parents as required. Order forms will be sent home 3 – 4 weeks prior, and the time and date of photographs will be noted in the Diary Dates section of the newsletter. The return of the photos will be notified through Skoolbag or newsletter.

Policies and Processes

At all times Blyth Primary School adheres to The Department for Education Policy and Processes. All families new to the school will receive copies of relevant policies. If you would like another copy, please speak to Julia in the Front Office. For further information or clarification about any school policies please speak to the class teacher or make an appointment to speak with the Principal.

Pupil Free Days

The Governing Council grants one school closure and four pupil free days each year to enable staff to undertake professional development. On occasion, The Department for Education grants extra pupil free days, and the dates need to be endorsed by Governing Council. The school will give families as much notice of the dates of Pupil Free Days as possible.

Skoolbag App

The school uses the Skoolbag App to disseminate important information through the school community. This could be information regarding emergencies, reminders of special events, changes to the bus, important dates etc. Parents can use the Skoolbag App to report student absence. Skoolbag is available for free on the App Stores, and only requires an email address. Please contact the front office for further details if needed.

Question I have?

At Blyth Primary School we are only too pleased to assist with any matters you may have, so please always feel that you can contact us by telephone- 88445195, or come to our front office and a staff member will assist you.

Special Events

- A Combined Sports Day is held each year with two other schools within the Mid North- Watervale Primary School and Auburn Primary School usually in Term Three. A committee of staff including Governing Council Reps discuss the overarching organisation of the day with one school hosting and organizing the actual event. Each school hosts for two years consecutively.
- In Term 4 each year, the whole school participates in a week of swimming lessons at The Valleys Lifestyle and Leisure Centre in Clare. This is part of the Health and Physical Education Curriculum and is usually followed by a Whole School Swimming Carnival.
- Blyth Primary School has currently in Term 4, a school concert or similar to celebrate the end of the year and the learning that has happened throughout the year. During this event the Year 7 & 6 students leaving the school for Middle School are acknowledged.
- School Camps are at the principal and teachers' decision and discretion, but recently have been held as a whole school event biannually.
- Book Week, excursions and other events also occur throughout the year with notice and are usually to enhance student wellbeing and learning experiences.

School Captains/Sports Captains/ Student Action Teams

An opportunity is given for the older year levels (usually Year 6 & 7), to apply through an application, interview and referee process for the positions of two School Captains and two Sports Captains. The applicants for School Captain and Sports Captains also must read a speech to the whole school and from 2020 as a part of the process, school classes are involved in a voting also. Students from other year levels can apply to be on Student Leadership Teams through a short nomination process. Leadership, student voice and decision making from students is highly encouraged and supported at Blyth Primary School.

Transportation of Students

If students are to be taken by car for an excursion, the parents of the child must have given their written consent, and all children must be seated according to Australian Road Safety Standards (including use of car seats), and must wear a seat belt. The car must be registered, and it must be comprehensively insured. The appropriate templates must be signed.

Uniforms - All students have the following options;

- Red and Navy Blyth Primary School polo shirt (previous plain red shirts to be phased out with Red and Navy polo shirts to be worn for whole school/class events i.e. excursions, school photos)
- Red Blyth Primary School Polo fleece jumper or Rugby Jumper
- Blyth Primary School wide brimmed or bucket hat to be worn throughout year
- Blue check school dress (available from the front office)
- Navy shorts/long pants (no trim or contrast)
- Navy skirt
- Navy blue, white or red long sleeve top may be worn under school polo tops.
- Year 7 students may wear specially designed graduation tops to recognise their final year at Blyth Primary School

Blyth Primary School polo shirts, windcheaters, dresses and hats are available from the Blyth Primary School office.

Sports Uniform:

- Red or Navy Blyth Primary School sports top (provided by the school to borrow)
- Hat, jumper and shorts/skirts as per standard school uniform policy above

Please ensure that your child has appropriate footwear, as they participate in some degree of fitness/physical activity each day.

Some second hand uniforms are available at the school.