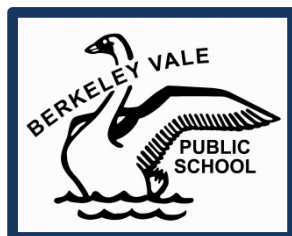


# Berkeley Vale Public School

Kindergarten 2023



**Be Kind – Be Respectful – Be Safe – Be a Learner**



Pindarri Avenue  
Berkeley Vale NSW 2261  
Phone: 4388 1796

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# 1. INTRODUCTION

Like all NSW public schools, we provide safe learning and teaching environments to encourage healthy, happy, successful and productive students.

The NSW Department of Education is committed to creating quality learning opportunities for children and young people. These opportunities support wellbeing through positive and respectful relationships and foster a sense of belonging to the school and community.

The **Wellbeing Framework for Schools** helps schools support the cognitive, physical, social, emotional and spiritual development of students and allows them to connect, succeed and thrive throughout their education.

At Berkeley Vale Public School, we incorporate an inclusive, high-quality student wellbeing program where students prosper in a safe and nurturing learning environment. Our school rules and values are based on being a **'Kind, Safe, Respectful Learner'**. Our student wellbeing programs focus on anti-bullying and resilience, helping our students become self-confident and build positive relationships with others.

We welcome you to our community and hope this information booklet provides you with an overview of the procedures that have been established at Berkeley Vale Public School.

Parents are encouraged to read this booklet as it will assist them in understanding how the school functions.

Welcome to our school family.

Ms Armour - Principal

## 2. ENROLMENT AND ATTENDANCE

### **Enrolment Procedures**

Enrolments are now available online and it would be appreciated if you could complete your child's enrolment via this link:

<https://enrol.education.nsw.gov.au/#/?schoolCode=1203>

All new students are required to complete enrolment procedures before starting school. For Kindergarten, the school requests that initial enrolment procedures (completion of enrolment form and providing of supporting documentation) be completed before the transition to school program, known as KNX, commences in Term 3. Parents of Kindergarten children are then notified of the planned orientation activities that will ensure a positive start to their child's formal education. These activities usually occur in Terms 3 and 4.

All other enrolments can be completed online and then an interview with the appropriate Deputy Principal will be arranged by phone.

### **Attendance Requirements**

Children are legally required to attend school during school times. This includes attending learning activities such as excursions organised by the school. Any absences must be explained in writing by a parent /carer.

You can read more about attendance requirements through the following link:

<https://education.nsw.gov.au/student-wellbeing/attendance-matters-resources-for-schools/compulsory-school-attendance>

# 3. SCHOOL TIMES/SCHOOL HOLIDAYS/SCHOOL DEVELOPMENT DAYS

## **School Times**

The school day commences at 8.55 a.m and concludes at 2.55 p.m.

## **School Holidays**

The NSW Department of Education and Communities operates on a four-term year. Parents will be notified of vacation dates each year.

These dates can be found via the following link:

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/calendars>

## **School Development Days**

Five School Development Days are held each year. Parents will be advised of these days in the school newsletter. These are teacher only days and support the professional development of our staff.

## 4. UNIFORMS

### School Uniform

- Blue polo shirt with choice of skirt or culottes  
For winter there is a choice of navy pants or navy stockings to be worn under skirt/culottes  
Sport uniform—gold polo shirt with royal blue shorts  
For winter royal blue track pants are permitted on sport days  
White socks with black school shoes or white joggers on sport days
- Blue polo shirt with grey shorts  
For winter long grey pants are available  
Sport uniform—gold polo shirt with royal blue shorts  
For winter royal blue track pants are permitted on sport days  
White socks with black school shoes or white joggers on sport days

Royal blue jumper and fleece-lined parka are also available for cold weather.

Broad-brimmed hats are compulsory for outside play. Children are expected to wear their blue school hat for all outside activities, as part of our Sun Smart Policy. Children not wearing a hat are directed to play in the “Cool Zone” where they have protection from the sun.

### Uniform Shop

Please contact our office for information on opening hours. The uniform shop is in the P&C office within “The Cottage” and uniforms can also be ordered using the Flexischools App. Price lists are available from the canteen, front office or The Cottage.

For more information, please follow our P&C on Facebook:

<https://www.facebook.com/bvpsspandc>

### BVPS School Uniform Policy

Our ‘BVPS School Uniform Policy’ will be located on our school website, which is currently being updated:

<https://berkeleyva-p.schools.nsw.gov.au/>

# 5. JEWELLERY POLICY/LOST PROPERTY

## Jewellery Policy

The following guidelines regarding jewellery have been decided upon by the School P&C. We would ask for your support in following these guidelines.

The following jewellery is allowed:

-watches, signet rings, ID or medical bracelets, sleepers or stud earrings, scrunchies—blue, white or yellow only, religious medals

The jewellery and other items listed below are NOT allowed for either safety or uniform reasons:

-necklaces, leather straps, hairpieces, rings other than signet rings, ankle bracelets, beaded plaits, glitter, nail polish or face makeup, visible temporary tattoos

## Lost Property

All belongings brought to school (lunch boxes, drink bottles, clothing, raincoats etc) must be **clearly labelled with your child's name**.

Lost property that is not labelled is placed into storage containers located on the CoolZone stage. You are welcome to check for lost property, and we strongly encourage your child to be responsible for what they bring to school.

# 6. SECURITY AND SAFETY PROCEDURES FOR CHILDREN

## Supervision of Students

Students should not arrive at school before 8.25 a.m. Supervision of students can only be assured between the hours of 8.25 a.m. and 2.55 p.m (except for school bus travellers who are supervised until the buses arrive after school). When special arrangements are made for activities beyond regular hours, such as excursions or sports coaching, supervision is assured. Children are to make their way to supervised areas upon arrival. Supervision is also provided during recess and lunchtimes.

## Playground Rules

Rules have been developed to ensure your child's safety and security on the school grounds.

Berkeley Vale Public School Rules are: **SAFE, RESPECTFUL, KIND, LEARNER** and these rules are consistent across the school, K-6, in all settings.

Each rule covers the following;

**SAFE:** hands and feet to yourself, use equipment appropriately, move around the school sensibly

**LEARNER:** come prepared, actively listen and engage, do your best

**KIND:** use kind words, include others

**RESPECTFUL:** be polite, be proud, care for others



# 7. CHILDREN LEAVING SCHOOL AND TRAVELLING TO AND FROM SCHOOL

## **Children Leaving School Grounds**

Children can only leave the school grounds with a parent/carer. If your child arrives late or needs to leave early you are required to obtain either a Late Arrival or Early Leaver Card from the office. Children will not be allowed to leave school without permission from the Principal or a delegated person.

## **Travelling to and from School**

### *Walking*

If your child walks to and from school please encourage them to walk in groups and to walk promptly to and from school. They need to observe the road rules. Children who cross Pindarri Avenue must do so at the marked crossing. Children are to enter the school through a gateway, not a driveway entrance.

### *Buses*

There are three buses to carry children to and from school. Children need to know which bus to catch in the afternoon and the correct place to line up. Children of Berkeley Vale Public School are expected to behave appropriately on the bus. The bus company may take action for children who do not act responsibly. Teachers supervise all children onto the buses in the afternoon.

### *Bus Passes*

Children in Kindergarten, Year 1 and Year 2 are eligible for free bus travel. Children in Years 3 - 6 who live more than a 1.6-kilometre radius or 2.3-kilometre walking route distance are also eligible for free bus travel. The Opal card must be carried at all times when travelling by bus. If the Opal card is lost, a replacement can be issued, by following this link:

<https://transportnsw.info/tickets-opal/opal/manage-your-opal-card/lost-stolen-opal-cards#/login>

## 8. CAR TRAVEL AND BICYCLE RIDERS

### **Car Travellers**

Parents who bring children to and from school are asked to follow the rules below to ensure maximum safety for your children:

- No cars (except staff) are permitted on the school grounds.
- Cars must park outside the school in the street, according to signs displayed.
- Cars must never stop to collect or discharge children in the designated "NO STOPPING (crossing area) and "NO PARKING" zones.

### **Bicycle/Scooter Riders**

Children riding a bicycle to school must:

- Know the road rules and ride safely
- Wear a helmet
- Park their bicycle in the correct area
- Walk bikes on the school grounds
- Check tyres and brakes weekly

# 9. THE SCHOOL AND COMMUNITY

## PARENT INVOLVEMENT

At Berkeley Vale Public School, parent participation is greatly encouraged. Please take advantage of all opportunities to be involved in the exceptional programs of this school. A positive and close partnership between the school and its community will enhance your child's learning.

### **Communication**

Effective communication is vital for the smooth running of the school and to assist in your child's learning. Parents are asked to get to know their child's teacher and communicate regularly. The Principal and Executive are also available to further discuss your child's development if necessary. You can request a call back by completing the form on the website or calling the school office.

Our SENTRAL App for parents is a main method of communication. Should you require an access key please call the front office.

**Website:** [www.berkeleyva-p.schools.nsw.edu.au](http://www.berkeleyva-p.schools.nsw.edu.au)

**App:** SENTRAL for Parents App



## 10. APPROACHING THE SCHOOL

From time to time parents or other members of the school community may need to approach the school to:

- Discuss the progress or welfare of your child
- Express concern about the actions of other students
- Enquire about school policy or practice
- Express concern about actions of staff

It is, therefore, necessary to have procedures that will help solve problems as soon as possible so that a safe and harmonious school environment is maintained. The best results usually flow from working together.

These guidelines aim to:

- provide a guide so that concerns are dealt with openly and fairly.
- ensure that the rights of students, staff and parents are respected and upheld.
- support sensitivity and confidentiality.
- help reach an agreed solution.

<b>CONCERN</b>	<b>APPROPRIATE ACTION</b>
The academic progress of your child	<ul style="list-style-type: none"><li>• Directly contact the child's teacher either by note, by phone or at an appropriate time to discuss any issues.</li></ul>
The welfare of your child	<ul style="list-style-type: none"><li>• For minor issues directly contact your child's teacher to clarify information.</li><li>• For more serious concerns, contact the office. State the nature of your concern and arrange a suitable time to talk with the class teacher or appropriate staff member.</li><li>• To convey information about a change of address, telephone number, emergency contact, custody details, health issues etc. Please contact the office.</li></ul>
Actions of other students	<ul style="list-style-type: none"><li>• Contact the class teacher for a classroom problem.</li><li>• Contact the stage supervisor or principal for playground problems.</li></ul>
School policy or practice	<ul style="list-style-type: none"><li>• Contact office. State nature of the concern and make an appointment to see the principal and/or appropriate member of staff.</li></ul>
Actions of a staff member	<ul style="list-style-type: none"><li>• Contact the teacher directly in the first instance.</li></ul>

On occasion, concerns may cause frustration and anxiety. At such times it is always important to organise a time to talk with school staff in an unhurried and confidential atmosphere.

Our 'BVPS Approaching the School Policy' will be located on our school website, which is currently being updated.

**Please Note. No parent should directly approach another person's child.**

The school will deal with issues between students as part of the school's Discipline and Welfare policy.

In very rare cases, where people wishing to express concerns, do so in an aggressive, threatening, or violent manner, the principal (or nominee) has the legal authority under the 'Inclosed Lands Act' to:

- direct the person to immediately leave the grounds.
- call the police to remove the person should he/she refuse.
- withdraw future permission (by letter) for the person to enter the grounds without permission of the principal.
- Seek further legal avenues.

**Code of Conduct for Parents / Visitors**

A code of conduct for parents and visitors ensures that everyone who visits the school site can do so safely and harmoniously and to ensure that students, staff, parents and other visitors are not subjected to aggressive, hostile or violent behaviours.

Parents and visitors are expected to:

- Treat all persons associated with the school with respect and courtesy
- Ensure their child/children are punctual to class
- Make appointments in advance of expecting to obtain an interview
- Allow staff to supervise, investigate and manage students without interference
- Discuss issues or concerns about the school, staff or students through the correct procedures
- Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed.

Any person contravening this Code of Conduct is advised that the provisions of the Inclosed Lands Protection Act (1901) and its Amendments will be followed if any of the following occur:

- Actual physical assaults or threatened physical assaults on students, staff, parents or community members at the school or during school activities;
- Behaviour in the presence of students, staff, parents or other visitors to the school that causes alarm or concern to the students, staff, parents or other visitors;
- Use of offensive language (ie swearing) in the presence of students, staff or other visitors to the school;
- Any interruption to the learning environment of the school such as entering classrooms without permission.

Our 'BVPS Parent/Carer Code of Conduct Policy' will be located on our school website, which is currently being updated.

**Visitor and Volunteer Helpers Policy**

Throughout the school year, teachers need volunteers to assist in classrooms, the canteen and around the school in many facets of education.

Parents and other volunteers assisting with activities do so on the understanding that:

- Teachers are responsible for the programs operating within the classroom and/or school.

- Teachers in charge have ultimate responsibility for the safety, welfare and care of the students.
- They accept joint responsibility for children under their care for the duration of their time at school.
- Their conduct and manners should at all times be acceptable and an appropriate model for students.
- They should refrain from smoking in the presence or sight of students – the school is a government non-smoking area.
- They should not consume or have consumed alcohol before working with children.
- They should cooperate with the teachers in charge to ensure the safety and welfare of students.
- They should sign themselves in and out in the attendance folder at the front office, or the appropriate class teacher's Visitors Book when participating in school activities.
- They wear volunteer badge as identification whilst assisting students.
- They should sign the Prohibited person Declaration (available from the front office).
- They require a valid, current Working With Children Check from SERVICE NSW.
- Under the Child Protection Act of 1997, it may be necessary for the school to have volunteers who assist students undergo a Criminal Record check.

**Confidentiality is of prime concern. Parents and volunteers are not to discuss any information they obtain at school with anybody, other than the classroom teacher or the Principal.**

Any parent or volunteer helper not fulfilling these requirements may be excluded from the volunteer program. Your co-operation is sought and appreciated in maintaining a safe and happy school. Together, we all make a great school even better.

# 11. HEALTH AND SCHOOL COUNSELLOR

Good health is vital to an enjoyable school life. A balanced diet, regular rest and play are essential. All children need to be immunised against normal childhood diseases. At some time during your child's time at our school, they may contract one or more of the common childhood diseases. In the list below we identify the procedures that must be followed.

<b>DISEASE</b>	<b>EXCLUSION FROM SCHOOL</b>	<b>CONTACTS</b>
Measles	5 days from the appearance of a rash	Not excluded
German Measles (Rubella)	7 days from appearance of the rash	Not excluded
Mumps	14 days from onset of swelling	Not excluded
Chicken Pox	7 days after the first spots	Not excluded
Head Lice (Pediculosis)	Must have received treatment	
Conjunctivitis	Until discharge from eyes ceases	
Scabies	Until all evidence of disease disappears or a Medical Certificate is produced	
Infectious Hepatitis	On the subsidence of symptoms or Medical Certificate of recovery	
Scarlet Fever	7 days after symptoms subside	Not excluded
Ringworm	When all evidence of disease disappears or with Medical Certificate stating that lesions are inactive	
Impetigo	All sores must be covered	

## **Immunisation**

All children need to be immunised against normal childhood diseases. In the event of an outbreak of a vaccine-preventable disease, the un-immunised child will be excluded from attending school for the duration of the outbreak.

## **Sickness/Accidents**

If at any time your child becomes sick at school or has an accident, parents are contacted immediately. The emergency contact person is phoned if parents are not available. In the case of serious emergencies, an ambulance may be called. The school has Ambulance Fund Membership. Parents are assured that every precaution and care is taken in helping your child in these situations.

## **Medication**

Children requiring medication at school are asked to bring the medication in original packaging with written instructions from the doctor, detailing administrative procedures for the distribution of the medication. All medication needs to be handed into the front office for safekeeping and a consent form must be filled out by the parent/carer before staff can legally administer medication. Children are not permitted to keep any medication in their pockets or bags except for high-risk students provided they have their current Anaphylaxis and/or Asthma action plans on hand.

## **School Counsellor**

The counsellor is available to work with children, teachers and parents- usually when the child may be experiencing some problems in learning or social adjustment. This service is available to teachers and parents through referrals via the Learning Support Team.



## 12. ASSEMBLIES/ EXCURSIONS

### Assemblies

Assemblies are an important part of school celebration and communication and allow students and teachers to share information and present awards. Assemblies are timetabled and shared with the community via the SENTRAL Parent APP and Facebook:

<https://www.facebook.com/BerkeleyValePublicSchool>

### Excursions

These are planned as an integral part of the curriculum. It is usual for parents to receive notice well in advance of upcoming excursions. As teachers structure a great deal of the classwork around these experiences it is expected that all children will participate in them. A permission note, which requires **written consent** from parents will be sent home and is essential for all excursions outside the school grounds. **Full school uniform including a school hat** is required when children attend excursions. Any variation to this policy would be stated on the permission note. Notes can also be found on the school website.

Our 'BVPS Excursion Policy' will be located on our school website, which is currently being updated:

### Did you know that you can make payments online?

We have an online payment portal linked to our school's website to make it easier for you to pay all school-related payments, including book packs, excursions and sports. This is a secure payment page hosted by Westpac.

Log onto the school's website at **<http://www.berkeleyva-p.schools.nsw.edu.au>**. Click on "Make a payment" and follow the prompts to make a payment via Visa or Mastercard. Payments by EFTPOS can also be made at the school office.

# 13. LIBRARY/COMPUTERS/SPORT

## **Library**

The Library is an integral part of the school's learning program. Children develop library skills, covering a variety of areas including literature appreciation, how to use a library, computer skills and project work. The library fosters a love of books and reading and provides lunchtime activities for children including games, listening to stories, puzzles and the opportunity to borrow and return items every day of the week. The library has a fully computerised circulation system allowing every child K-6 to borrow from the collection. A cloth library bag is required to protect books whilst on loan.

## **Computers**

Children have the opportunity to learn with computers in the classroom and the library. Parents are encouraged to assist their children to be confident and skilled in using the computer. All classrooms are networked and connected to the Internet and are fitted with Interactive Whiteboards.

## **STEM Room**

Our school has a wonderfully resourced STEM room (Science, Technology, Engineering and Maths) Room. We are excited to have this future-focused resource for our students.

## **Sport**

The school offers a comprehensive sports program for all students K-6. Children are involved in competitive and non-competitive activities ranging from gross motor through to the major games including netball, rugby league, cricket etc. The school has an outstanding record of achievement in statewide sporting events. The children wear sports uniforms on the nominated day. Attendance at carnivals is compulsory and it is essential to promote a healthy school spirit through participation and support. In the 3-6 years children may participate in sporting activities outside of school each week. There is a cost involved in some of these activities.

# 14. PERFORMING ARTS

## **Performances**

School performances are an important component of the school's Performing Arts curriculum. Every child is encouraged, at some stage in their schooling, to participate either in the dramatic, musical or technical field. Parents are invited to support their children by becoming involved in the child's performance. Parents can become involved by making costumes, painting backdrops or by assisting in any area where they feel comfortable. Your assistance will be greatly appreciated.

## **Dance**

Dance programs operate in the school throughout the year. Girls and boys are encouraged to participate in the program. Our dance groups are of a high standard and have an outstanding reputation in the school community. The dance groups perform in a wide range of areas including district and local area festivals.

## **Choir**

The school has several choirs which perform at school, district festivals and community events throughout the year. These consist of a junior, senior and Koori choir.

## 15. RELIGIOUS INSTRUCTION/ CHARITIES

### **Scripture**

Interdenominational and Catholic Scripture classes are held by visiting Scripture teachers. Class lessons last for approximately 30 minutes. Children are placed in Scripture groups according to information on the enrolment form.

### **Charities**

Our school supports Stewart House as its major charity and other charities at times throughout the year. Stewart House does great work and supports students from NSW Public Schools and is funded solely by donations from children and teachers in public schools. Everyone is encouraged to support these fundraising activities as part of our community and spirit.

## 16. BEFORE AND AFTER SCHOOL CARE SERVICE

### ***(Children aged 5 - 12 years)***

To meet the needs of parents who either work, study or have other commitments an Out of School Hours (OOSH) Service operates in the 'Cottage'. The OOSH operates Mondays to Fridays.

This service is staffed by qualified childcare workers who provide a high-quality service to families at this school. We provide a variety of indoor and outdoor experiences, which work on and develop the children's interests. OOSH provides a nutritious breakfast and afternoon tea menu to cater for all individual children.

For more information:

Phone: 4389 8734 or

Email: [bvps.oosh@outlook.com](mailto:bvps.oosh@outlook.com)

# 17. KINDERGARTEN

## **Best Start Assessments**

As children come to school with different levels of literacy and numeracy, it is important and a requirement that all children in NSW starting Kindergarten are assessed in these skills. The Best Start Kindergarten Assessment tool is not a test. Its purpose is to help the teacher gather information to guide the teaching of your child.

Specific days are set aside at the beginning of each year as part of the Best Start Assessment process at Berkeley Vale Public School. The assessment will take approximately 60 minutes for each child. The teacher will look at your child's early reading and writing, their ability to communicate with others and how they recognise and work with numbers and groups. This information will then be used as a basis for their learning and a report will be sent to parents outlining your child's strengths.

## **First Day of School**

All children starting Kindergarten are provided with the same commencement day at the beginning of Term 1 each year. Each Kindergarten student starts at different times, staggered throughout the day. You are invited to follow your child into the classroom where you can take photos and say goodbye.

## **Zones of Regulation**

All Kindergarten students at Berkeley Vale Public School participate in The Zones of Regulation® curriculum (or "The Zones" for short), which are lessons and activities designed by Leah Kuypers, licensed occupational therapist, to help students gain skills in the area of self-regulation. The lessons and learning activities are designed to help the students recognise when they are in the different zones as well as learn how to use strategies to change or stay in the zone they are in. Our school has implemented the program since 2018 and the results have been extremely beneficial for the students.

## **KNX Program**

Our main transition program for Kindergarten is referred to as 'KNX'. Our supportive transition plan will provide both you and your child with a strong start to Kindergarten in 2023. Over the orientation period, children attend one allocated day (Monday- Friday) per week, face to face. During this time children will participate in a variety of engaging lessons and learn their way around our school environment. To participate in this cost-free transition program, we ask parents/carers to complete the 'KNX Program- Application for Participation' form.