

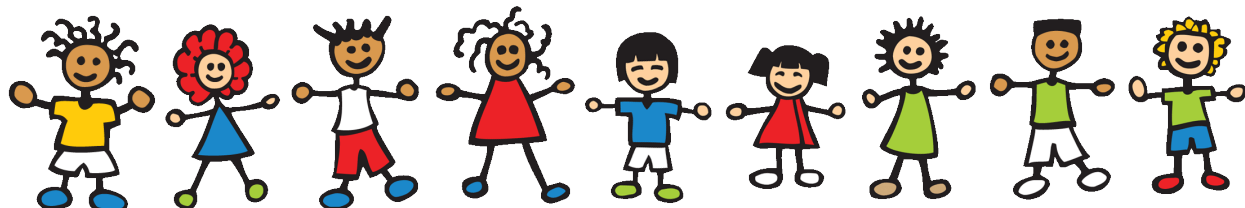


# Bolinda Primary School



2020

## Foundation Information Pack



## School Information

**Principal**  
**Business Manager**  
**Current Foundation Teacher**  
**Year 2-4 Teacher**  
**Year 4-6 Teacher**  
**French Teacher**  
**Learning Specialist**  
**ES Staff**  
**ES Staff**  
**ES Staff**  
**ES Staff**  
**School Council President**  
**Address**

Greg Clement  
Katie Duoba  
Anna Rapetti  
David Quarrell  
Meagan O'Sullivan  
Meghan Anders  
Nathalie Parry  
Alison Holborn  
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Bolinda 3432  
03 5428 5317

**Website**  
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[bolinda.ps@edumail.vic.gov.au](mailto:bolinda.ps@edumail.vic.gov.au)



## For the Love of Learning





## Welcome to Bolinda Primary School

The first year of schooling is the most important year for your child for obvious reasons. It can be just as daunting for the parents. We ensure your child has a smooth transition from Kindergarten to our classrooms by offering a 5 week 'Readiness for School' program in the year before your child starts with us.

Bolinda Primary School is highly regarded, offering students a safe, caring and nurturing learning environment, building a positive and supportive school culture. Our dedicated teachers and committed staff genuinely care about your child's social and emotional wellbeing and will work in close partnership with you to personalise your child's learning for success and to meet your child's educational and wellbeing needs.

### Enrolment Procedures

Once you have visited Bolinda Primary School, we guarantee your child's enrolment and placement at the school, upon receipt of the enrolment form. A copy of your child's birth certificate and immunisation status is also required to finalise enrolment procedures at the school.

Bolinda Primary School was established in 1870. The school has 3 classrooms, a well-resourced library, art room, chicken coop, and staff administration area, as well as a Stephanie Alexander Kitchen Garden.

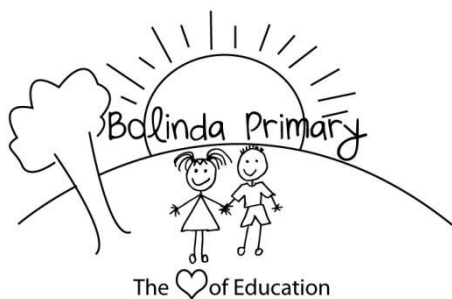
The foyer provides an attractive and spacious entrance where visitors can enjoy displays of student work. There are also two basketball/netball courts, extensive grassed areas, an adventure playground (specifically located near our Foundation rooms for our Foundation students to access easily), a sand pit, shaded areas and additional asphalt areas.

Before and after school care is provided by Schools Out!

### Greg Clement

Principal





## ABOUT THE SCHOOL

We offer a guaranteed and viable curriculum, following the Victorian Curriculum. Our staff all deliver consistent lessons following our school's agreed Instructional Model. We guarantee a minimum of 5 hours each of reading, writing and numeracy each week. We offer Phys Ed, Performing Arts, Visual Arts, French, a MARC Van (Mobile visiting learning centre), Digital Technology with a 1:1 Netbook program, a wellbeing program run by a qualified meditation coach, PMI Music program within school hours, a swimming program, Year 3-6 Camp, and the Stephanie Alexander Kitchen Garden Program as additional extras.

### Staff

The school has a staff of nine, comprising teachers, teacher aides, a Learning Specialist and administration staff. Our teaching staff profile has changed significantly over the last few years and we now have a core of experienced staff.

### Classes

Class groupings will be finalised prior to the commencement of the next school year.

Decreased enrolments in 2018 meant that we provided two classes. In 2019, a surge in enrolments meant we were able to have 3 classes, a Prep-1 class, a 2-4 class, and a 4-6 class, however this is always determined by enrolment numbers. We are in the fortunate position of being able to offer small class sizes to our community due to our enrolment numbers.

### School Times

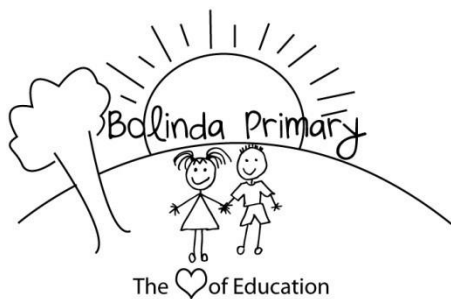
Start	Session 1	Recess	Session 2	Lunch	Third Session	Dismissal
9.00am	9.00 – 11.00	11.00 – 11.30	11.30 – 1.30pm	1.30 – 2.30pm	2.30 – 3.30pm	3.30pm

### Outside Play

Children are supervised in the yard before school from 8.45am and should not arrive before this time. After school the yard is supervised until 3.45pm.

### School's Out!

Our Before and After School Care Program is run by members of our school community and runs 5 days per week from 6:30am – 6:30pm.



## Absences

If your child is absent you must advise the school on the morning of the absence by calling 03 5428 5317. Alternatively, if you know in advance that your child is going to be absent, you can advise the school via the office or your child's teacher. We also have a new App which can be downloaded to your phone, where you can log in and mark your child as absent and it will automatically feed into the classroom teacher's role, as well as to admin.

Due to new Department of Education (DET) regulations and to ensure your child/ren's safety, if your child is absent and we haven't heard from you, we will SMS you asking you to confirm you are aware that your child is not in school. If we do not hear from you, the absence will be marked as unexplained. Please be mindful, should your child/ren have regular unexplained absences, this will flag with DET and may result in further investigation.

## Late Arrivals and Early Departures

The safety of all our students is a priority and this includes us accounting for every child, every minute of the day. Therefore, should your child arrive after 9am or need to leave before 3.30pm, you must sign them in / out at the office.

## Uniforms

The wearing of school uniform is compulsory during school hours, and when students are engaged in school activities out of school hours. Order forms are available in the school office and school uniforms are ordered through the school.

## Fees

Every school has annual fees that parents must pay. These fees cover your child's book pack, access to technology and support areas such as Art, Science and Physical Education. We try our hardest to keep our fees to a minimum and the estimated annual cost per child is \$140.

We believe that no child should miss out. Therefore we have a range of payment options to make it easier for families to pay for fees and excursions. Fees must be paid in full by the start of Term 1 or by the end of Term 3 2020 if on a payment plan.

- Payment in full at the school office (*Cash, BPay or Direct Deposit*)
- Regular Direct Deposit Payments in the school account.

## Camps, Sports And Excursions Fund (CSEF)

CSEF was introduced in 2015 to assist families with a current healthcare card with payments for school camps and excursions. \$125 per year is provided to the school for this purpose and remaining money is rolled over each year throughout your child's schooling. Please note that this must be applied for by completing a form at the school office at the beginning of 2020.



## ENROLMENTS

Enrolments for Foundation are accepted throughout the year. There is no cut-off for enrolments, however, to enable us to plan and get an idea of enrolment numbers, we do ask that you enrol your child sooner rather than later.

We would also ask that should you enrol your child then change your mind or relocate, that you advise us so we can withdraw your child's application.

### Enrolment Forms

2020 enrolment forms are available from the school office. This form is quite detailed and it is important that you complete all sections. If you would like assistance with filling out the enrolment form please contact the office.

Our funding from the department is determined by using two measures;

- Parent occupation
- Parent level of education

If you need help understanding what this means for you, please don't hesitate to ask.

We understand that families have different living arrangements and we have systems in place to accommodate this on your child's account, this may include emergency contact at different addresses, correspondence being sent to additional adults and split billing.

To enable us to enroll your child, you must supply your child's birth certificate and immunisation certificate with the enrolment form.

### Questions

Please call or come into the school to ask any questions you may have about enrolling your child. Our staff are more than happy to assist with your enquiry.



## CURRICULUM

At Bolinda Primary School, classroom teachers plan with the leadership team. Weekly planning sessions involve analysing student data and the development of consistent, evidence based teaching strategies which are used in every classroom. We have high expectations of our students in all areas of the curriculum and classroom work is differentiated to cater for the needs of individual students. Our students create, with the help of the teachers, their own Individual Learning Plans and their goals are placed in the classroom so that they can be referred to during the reflection and goal review stage of the lesson.

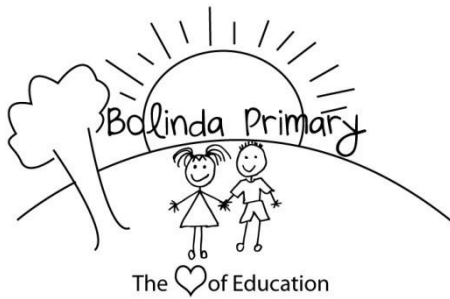
### Literacy

- The phonics program we use for the teaching of reading is 'Little Learners Love Literacy'.
- This is a Systematic Synthetic Phonics approach and in line with best practice.
- We have a Learning Specialist on staff who is able to sit with new students and assess their reading abilities and pick up any learning difficulties at a very early stage, and offer intervention. She also gives staff professional learning experiences both in and out of the classroom to enable us to stay up to date with our practices.

### Numeracy

- In Numeracy we offer a math program known as 'Footsteps' in which the Foundation to Year 3 Victorian Curriculum is broken down into smaller, achievable steps for the students to complete before moving onto the next phase of learning. The students are able to use the 'Footsteps Display' in their classroom to set themselves learning goals, and are very excited to progress from their current learning needs, and are aware of where they go next in their learning. The other students are also able to become 'mini-coaches' and assist their peers who have just moved onto a goal another student has already passed successfully, creating a positive, collaborative, engaging environment.





## SPECIALIST SUBJECTS

### Technology

Students have access to a range of technological equipment. This includes; netbook computers, iPads, Robotics and Interactive Whiteboards. With technology constantly changing and improving we believe that students need to use technology in meaningful ways. Teachers strategically select the most effective way for students to learn.

### Art

Our Art room is always a hive of activity with students producing fantastic pieces of art. Students are encouraged to express their creativity as they develop a range of skills.

Our Foundation students come to Art with great enthusiasm, making artwork based on songs, rhymes and numbers, which supports their learning in the classroom. As students progress through the school, they learn about famous artists, different styles of artwork and the elements of art. Our students continue to amaze us with the wonderful artwork they produce. Student work is proudly displayed around the school.

### Science/STEM

In Science, students are involved in team activities and investigations during which they predict, observe and explore scientific concepts through hands on activities.

Prep students typically explore topics such as; the push and pull forces which can be used to move objects in ways such as sliding, bouncing and spinning. Through investigations, students observe and gather evidence about rolling objects and explore the idea of fair testing.

### Physical Education

Students have access to a high quality physical education program. We also access the 'Sports for Schools' grant and provide expert coaches, such as AFL footballers. We recently had a Melbourne Victory player taking our Phys Ed sessions teaching our students the skills involved in soccer.

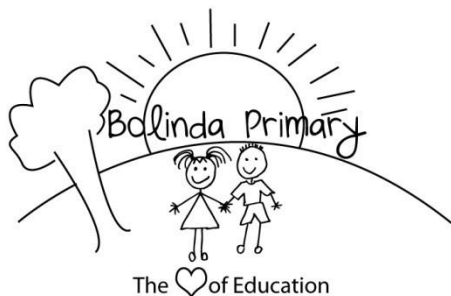
### Performing Arts

Teachers provide opportunities for students to explore music, drama, dance and percussion instruments. Weekly keyboard, guitar and drum lessons are also available at school, during school hours, from a private provider (Primary Music Industry).

### L.O.T.E.

At Bolinda Primary School, we offer a LOTE (language other than English) Program. In 2019 our Foundation students have enjoyed learning French. The LOTE Program is taught by Meghan Anders who is a qualified teacher of the language. At the Foundation level the focus is on oral language. In the first half of the year our students have learned the names for greetings, farm animals, colours, body parts and numbers. The students love the songs, games and ICT that is a part of each session.





## SCHOOL FACILITIES

### Outside School Hours Care Program

Bolinda PS hosts an Outside School Hours Care program, before and after school. The program is operated by School's Out! And you can contact them by phone on 0448 667 747 or email [schoolsout@mrshp.net](mailto:schoolsout@mrshp.net) to make a booking.

### School Banking

School banking through CBA takes place every Tuesday. Every child is welcome to open an account and add as little or often as they wish. Each child receives rewards for the deposits they make and there is no minimum or maximum deposit amounts required. Our school banking is managed by Katie Duoba in the office and she is happy to assist with opening accounts or answer any questions you may have.

### School Dental

Since 2016, we have had the opportunity to have school dental visit us at the school. School Dental run a student educational program as well as giving parents the opportunity to have their child's dental needs seen to at school.

### Glasses for Kids Program

Since 2018, we have been lucky enough to offer all families the opportunity to have their child's eyes test free of charge. If your child is deemed to be requiring glasses, these are also provided free for all students from Prep to Year 3.



## Transition Dates 2018/2019

Young people thrive in school when they are healthy and feel happy, confident and secure. At Bolinda Primary School we do our utmost to ensure this occurs by providing a well structured kinder to school transition program. Mid-way through Term 3, we begin our first of two, 5 week 'Readiness for School' program, which is run by both our Speech Pathologist, and the Principal. These sessions run for approximately one hour per week. There will be a second 5-week program in Term 4. During these sessions we are able to gather important data on your student, assess them for basic literacy and numeracy skills, teach basic literacy and numeracy skills, and offer feedback to parents. You do not need to be attending Bolinda Primary School in 2019 to attend, but priority is given to those who will be attending the school in 2019 as space is limited.

There will also be a separate transition program running closer to the end of the year and the State Wide Transition Day in early December.

## 2019/2020 Calendar Dates

### August 2019

- Kinder visits by Year 4/5 students

### September 2019

- Kinder visits by prep teacher and Principal
- Kinder visits by Year 4/5 students

### October 2019

- Welcome letters go home
- Kinder visits by Year 4/5 students

### November 2019

- 'Readiness for School' program commences
- Transition afternoons conducted by Prep teachers
- Distribution of comprehensive parent pack and school handbook
- Extended transition sessions for identified students

### December 2019

- Whole school transition day
- Year 4/5 students write welcome card to 2020 prep buddy
- Welcome talk

### January 2020

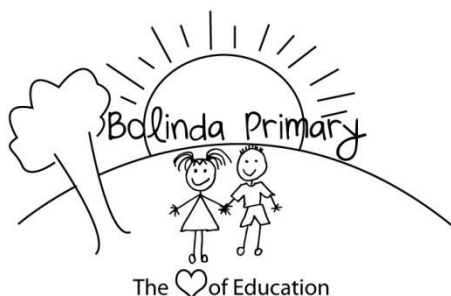
- Book 2020 interviews online
- Preps meet Year 6 Buddies

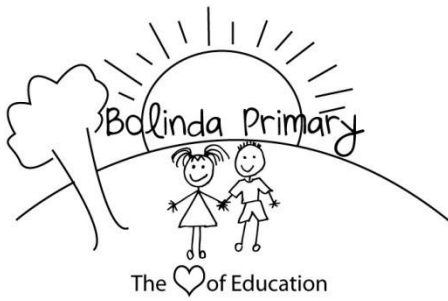
### February 2020

- Prep Assessments
- Parent Feedback
- Start full day school (following interviews)
- Parent Helper Training
- Buddy sessions introduced
- Open night

### March – June 2020

- Buddies once a week





## Primary School Nursing Program

Department of Education and Early Childhood Development offers a free health check to all students in their first year of school. This assessment addresses any concerns you may have regarding your child's health and wellbeing and offers advice, information and support as appropriate. You will receive a consent form and questionnaire prior to the confirmed date of the checks.

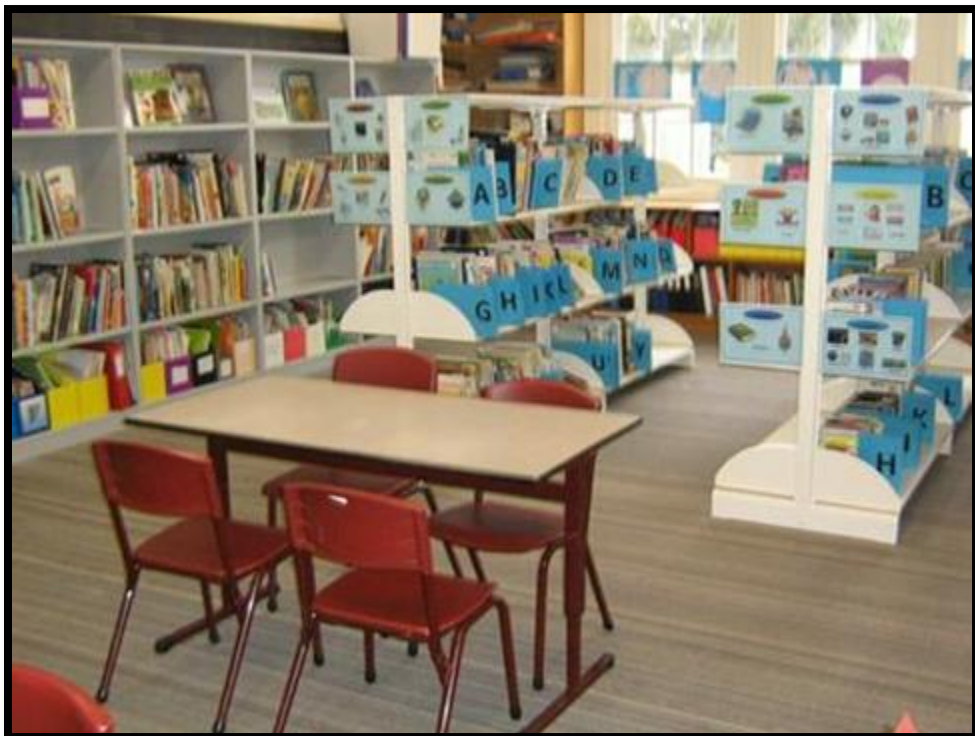
## The Buddy System

The 'buddy' system is set up with our Year 5 students to ensure a stimulating and welcoming experience for our new Foundation students. It encourages the older children to take on responsibility, while the younger children know that they have a 'buddy' they can turn to for support.

Each Year five 'buddy' will write to their new Foundation 'buddy' at the end of 2019. In the first few weeks of Foundation, the now-Year 6 'buddy' supports their Foundation 'buddy' both in school and at recess breaks. During Term 1 and 2 the students will meet once a week with their buddies for joint activities.

## School BBQ

A School BBQ for parents and family members will be held early in Term 1. This will give all members of the family an opportunity to meet with your child's teacher in an informal way and will enable you to visit the classroom and discover a little more about the teaching and learning processes in the first year of school, and how you can support the learning partnership. The date and time for the evening will be confirmed in the first few weeks of school. It is also a great opportunity for you to make some links with the families of students who will become your child's friend/s.



## Be Prepared For Foundation at Bolinda Primary School

Its important children start Foundation with a "Can-Do "attitude.

Parents can help their child prepare for Foundation by teaching them independence, responsibility and self-control.

### THINGS YOU CAN DO:

#### \*Teach your child to:

##### **LEAVE**

you for a few hours without being upset;

##### **KNOW**

their name and address;

##### **TAKE**

off and put on their shoes and socks;

##### **TAKE**

off and put on a jumper or windcheater;

##### **WRITE**

their name.

#### \*Encourage them to:

##### **RUN**

hop, jump, skip, walk, catch a ball

and use the toilet on their own;

##### **COLOUR**

in with chalk, crayons, and oil pastels;

##### **DRAW**

and scribble on large sheets of paper;

##### **CUT**

out and paste pictures on paper.

#### \*Teach them independence, responsibility and self-control through:

##### **DOING**

small jobs at home for which they are praised;

##### **NOT**

giving them everything they want;

##### **NOT GIVING IN**

to tantrums or letting them have their own way;

##### **GETTING**

them to wait while you finish  
what you are doing.

#### \*Prepare them for mathematics by letting them:

##### **HELP**

you with the shopping, handle money

and watch you pay for the goods;

##### **HELP**

you with the cooking and

measuring ingredients;

##### **USE**

maths in everyday activities,  
such as telling the time, estimating distances,  
and counting a building's windows.

#### \*Prepare them for reading and writing by:

##### **SHOWING**

you value reading and writing;

##### **TAKING**

them to the library;

##### **SOMETIMES**

running your finger under the text;

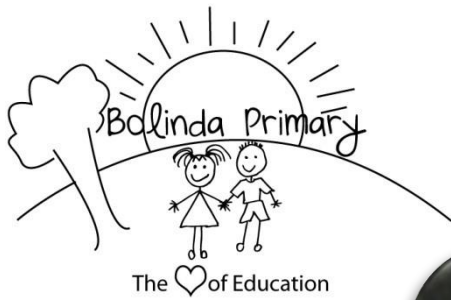
##### **READING**

labels on packets at shops and road signs;

##### **WRITING**

messages for children to read, such as:  
"Please feed the cat".





## 2020 DATES FOR YOUR DIARY

### 2020 Term Dates

Term 1:	Wednesday 29 January to 27 March
Term 2:	14 April to 26 June
Term 3:	13 July to 18 September
Term 4:	5 October to 18 December

### Public Holidays

New Years Day	Wed 1 Jan
Australia Day	Sun 26 Jan
Labour Day	Thu 12 Mar
Good Friday	Fri 10 Apr
Easter Saturday	Sat 11 Apr
Easter Sunday	Sun 12 Apr
Easter Monday	Mon 13 Apr
Anzac Day	Sat 25 Apr
Queen's Birthday	Mon 8 Jun
Friday before AFL Grand Final	Date TBC
Melbourne Cup	Tue 3 Nov
Christmas Day	Fri 25 Dec
Boxing Day	Sat 26 Dec



Mindfulness  
classes

