

# Belair Public School



Take Just Pride

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# School Information

## 2024 Handbook

### K-6



# BELAIR PUBLIC SCHOOL

## Take Just Pride

### School Vision Statement

Our school vision statement has been informed by an extensive situational analysis. The vision embraces the shared values and aspirations of the whole school community, including consultation with the AECG and Aboriginal Community in the pursuit of ongoing improvement.

**Our school vision statement is:** *Belair is renowned as a hub of Learning, Excellence and Opportunity for All.*

**Core Values:** Our vision statement is underpinned by the core values: Opportunity, Excellence, Inclusivity, Community, Equity, Collaboration, Quality Education, Innovation, High Expectations and Lifelong Learning.

**Beliefs:** Our vision statement is underpinned by the belief that our fundamental role is to engage and inspire our students to help them realise their own personal excellence.

### **Playground Values: Respect and Responsibility**

Our school encourages students to engage in play that promotes creativity, social development and ethical behaviour. Our playground values of respect and responsibility supports students to make appropriate choices and strives to create a safe and accepting playground for all.

### **Principal's Message**

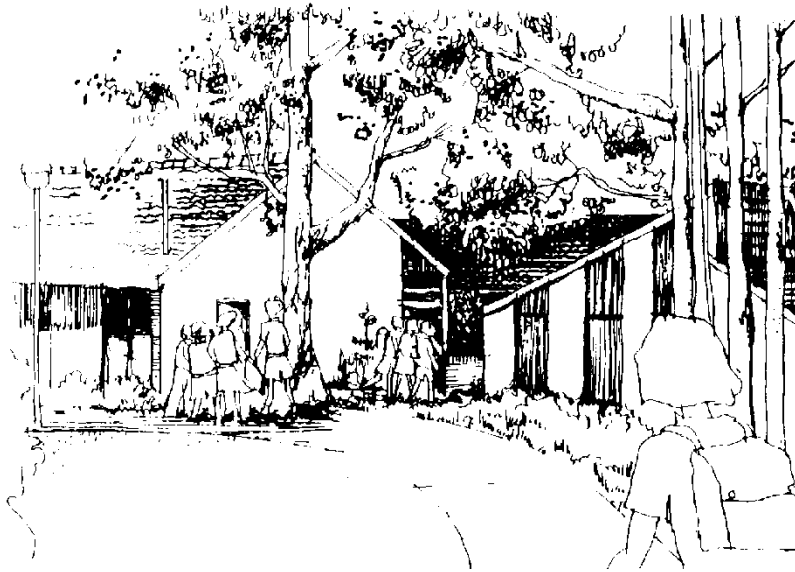
Welcome to Belair School. Congratulations on choosing our outstanding public school for your child's education. You will find our school to be a happy, busy place with lots happening. Belair students love to come to school. Classrooms are exciting places where learning is the key focus. Classroom teachers have high expectations of student behaviour and learning, and our students rise to meet these expectations.

Quality partnerships are the key to the success of education at Belair Public School. We strongly promote these partnerships in learning between teacher and student; student and student; and teacher and parent. Our aim is to work together to get the best possible outcome for all students.

I hope you find your time as a member of the Belair School Community to be enjoyable.

Kathie Colley

# Belair Public School



**BELAIR PUBLIC SCHOOL** is recognised for high academic and citizenship standards within a learning community that strives for continuous improvement. In order to enrich curriculum and wellbeing programs, staff work as a collaborative team implementing best practice.

The school consists of brick and tile buildings located on beautiful, landscaped grounds surrounded by native eucalyptus trees, large areas of grass, covered sections for outdoor learning and excellent play facilities. There are well-equipped classrooms with interactive technology and specialist areas such as the library. It is close to Westfield Kotara and near to public transport.

The students are motivated to learn, being supported by families who value education. Children's experiences are enriched by the range of multicultural backgrounds represented in our population of about 400 children.

On their path to resilience and self-discipline students are encouraged to accept responsibility for their own actions.



# Acknowledgement of Country

Wontakalowa (Greetings)

At Belair Public School we are honoured to gather on Awabakal land.

We pay our respect to the traditional custodians of this land and extend that respect to all other First Nations People.

We would also like to pay respect to elders past present and emerging of all First Nations.

And acknowledge people of all cultures who call this country home.

At Belair Public School we understand how important it is to acknowledge those who have taken care of the land for thousands of years and how important it is for us to continue this caretaking culture.

**From Blackbutt to Bar Beach: we learn, grow and play on Awabakal land.**

**Together we reach down and touch the ground in care of country, we reach up and touch the sky in care of country, we reach in and touch our hearts in care of country (actions)**

**We promise to care for country as  
country cares for us.**



# SCHOOL INFORMATION

## School Hours

8:30am – 9:00am	Teacher on duty
9:00am – 10:30am	Learning Session
10.30am – 11.00am	Break 1
11:00am – 12:00pm	Learning Session
12:00pm – 12:30pm	Break 2
12:30pm – 1:30pm	Learning Session
1:30pm – 2:00pm	Break 3
2.00pm – 3.00pm	Learning Session

### NOTE:

1. Students must arrive after 8.30am as no supervision is provided before this time unless there is a planned school activity.
2. Kindergarten is dismissed from the classrooms at 2.30pm for their first four weeks in Term 1.

## Settling In

Kinder parents are welcome to bring children into the school and wait for the start of the school day. It is helpful for a clean break and goodbye at the 9.00am bell so children understand that they are now in the care of their teacher.

Please advise the class teacher and your child of the afternoon arrangements for your child (e.g., bus travel, walking) and of any changes to your child's normal going home routine. If you have made prior arrangements with OOSH, their staff will collect Kindergarten children from the classrooms at 2.30pm during the first four weeks of Term 1.

## Best Start

At the commencement of each Kindergarten year, every student in NSW public schools is assessed with the Best Start Assessment Tool. This is a one-on-one assessment with most of the activities either verbal or observational. Best Start provides teachers with valuable information on literacy and numeracy skills and understandings and provides a starting point for classroom instruction. The Best Start Assessment is conducted during the first three days of the school year with the official class commencement day being the fourth day of Term 1.

## School Buses

Buses arrive and leave at the Terence Street entrance. Bus lines are supervised each afternoon by a teacher.

All K–2 students are entitled to free bus travel. Primary students who live more than 1.6km from the school are also entitled to free travel.

Students not entitled to free travel may be eligible to purchase a School Term Bus Pass, which offers travel on buses between home and school at a discounted rate for the whole school term. If your application is successful, travel for the number of terms purchased will be loaded onto a school Opal card. All applications for school travel passes should be made online at:

[www.transportnsw.info/school-students](http://www.transportnsw.info/school-students)

## Sport Houses

EMU: Green      PLATYPUS: Yellow      KOOKABURRA: Blue      KANGAROO: Red

When enrolled, children are placed randomly into one of the four houses. Siblings are placed in the same house.

## Student Assistance

Our school policy aims to always include all students, so costs are kept as low as possible. Should you need help, the school is able to provide some financial support enabling students to attend educational activities. Anyone experiencing financial difficulty should contact the Principal (all information is strictly confidential).

## Transporting Children on School Outings:

Departmental regulations require that any driver transporting children on school outings by private car needs to show their CURRENT driver's licence and current car registration for the car being used. Parent helpers also need to complete a Declaration for Child-Related Workers (available from the office) and provide one Government-issued photo ID showing full name, date of birth and current proof of address.

## Visits and Excursions

During each year various educational excursions are undertaken in conjunction with class studies. These may range from part-day visits to overnight excursions. They supplement the learning taking place in the classroom, by providing students with the opportunity to see and experience at first hand, places, events and objects which are being studied. They are not only social but valuable learning experiences.

When leaving our school grounds, for safety reasons, there are very high expectations of student behaviour. Belair students are often commended by members of the public for the outstanding way they present themselves.

During such times, all children remain the responsibility of the staff. We often depend on parents to help with driving and supervision and for this we are most grateful.

At times cultural experiences are arranged for the children. They are given the opportunity to visit or be visited by approved groups who perform in dance, music or drama. Details of these visits including costs and on-line permission notes are emailed to parents/carers.

## Homework

The purpose of homework is to reinforce learning and should be seen as a part of the home-school partnership which supports young people while they learn.

At this school, homework is developed in line with departmental policy that allows flexibility for individual teachers. Teachers provide information about class homework expectations each year.

## Weekly Assembly

Assemblies last between 30 and 40 minutes and are a significant part of our week. Weekly K-2 and 3-6 assemblies are timetabled. Prefects run the 3-6 and whole school assemblies.

Whole school assemblies are held in the school hall on a Friday twice a term. Parents are welcome to attend whole school assemblies. All parents / visitors must sign in at the school office. We will contact you via email if your child is going to be receiving a Gold Award.

## Reports and Interviews

Two written reports are issued each year. These reports focus mainly on English and maths skills but also provide information on the other Key Learning Areas of science, human society and its environment, PD health PE and creative arts.

Formal meetings between parents and teachers take place in Term 1 for all students, with an optional meeting later in the year. In addition, a warm invitation is extended to all parents to discuss their children's development at any time. All teachers have set aside times when they can talk with parents about a child's progress. Alternative times can be negotiated by mutual agreement. Teachers undertake to make these interviews worthwhile by assembling information in advance, so appointments are preferable and should be made with the teacher. Phone interviews are also an option for working parents.



## Extra-Curricular Opportunities

### **Band:**

Belair Concert Band was established in 2001. Our band has continued to develop over the years and is now a highly coveted extra-curricular program offered to students in Years 3–6.

The aims of the band program are to:

1. Foster a love of music.
2. Provide an introduction to band membership, encouraging organisational and team membership skills; and
3. Develop musical skills in conjunction with outside lessons.

The band operates on a user pays system. Rehearsals are held twice weekly. Band members are expected to participate in private tuition lessons. Additional information is available from the school office. Band members are expected to participate in private tuition lessons.

### **Dance:**

Students in Years 3–6 are able to audition for the Junior and Senior Dance groups in Term 1 of each year. Membership lasts for 12 months and includes opportunities to perform at the Hunter Dance Festival and in a variety of school-based events. Dance groups attend weekly rehearsals before school. Dance fees cover the cost of professional dance teachers.

### **Chess:**

Interested students are able to join chess teams and compete in inter-school competitions.

### **Public Speaking and Debating:**

All classes participate in public speaking opportunities as part of teaching and learning programs in English. A K-6 school public speaking competition identifies students to compete in the zone competition. Stage 2 and 3 students can also compete for a place in the Multicultural Perspectives Public Speaking Competition.

Debating is open to students in Years 5 and 6. Students participate in the Premier's Debating Challenge and compete against teams from other schools.

### **Sport:**

There are many opportunities for students to compete in sporting competitions beyond the classroom program. Students in Years 3–6 are able to try out for Knock Out teams in sports such as touch football, netball, soccer, basketball and cricket as part of the PSSA competition.

Each year we hold a swimming carnival (Years 2–6), a cross country carnival (Years 2–6) and an athletics carnival (Years K–6).

From here students, who are 8 years and over, can qualify to compete at zone, regional and state level.



### **Other Opportunities:**

Throughout the year, students at Belair PS are given the opportunity to participate in a range of extra-curricular activities such as:

- Premier's Reading Challenge
- Premier's Sporting Challenge
- Premier's Spelling Bee
- Choir
- Star Struck
- Lego Club
- Drama Group
- Environment Club

### **Library**

Our school library is a vibrant, lively place that welcomes all students. It plays a key role in the Belair School learning community as a 'hub' for teaching and learning. The library is focused on helping students to develop a love of reading and interest in literature that continues beyond their primary school education.

During library lessons, students are taught information literacy skills through guided inquiry tasks that embed technology. The Teacher Librarian collaborates with classroom teachers to develop learning experiences that directly link to classroom curriculum and develop students' knowledge and skills in online research, critical and analytical thinking and information presentation.

Each week all students have the opportunity to borrow from the library's selection of fiction and non-fiction books. Students are encouraged to borrow and return weekly or 'renew' books that they wish to continue reading. If books are kept for longer than a fortnight, they become overdue, and parents are reminded through an email reminder that their child has a book that is due for return. Parents are asked to contribute a donation to assist in the replacement of any lost or damaged books.

During third break, small groups of students can visit the library. They can use computers, play with board games and toys, draw and colour, read and socialise under the supervision of the librarian.

Please contact the librarian if you are interested in assisting with the library or have any questions or queries about the library.

## **School Leadership**

All our Year 5 students participate in a leadership training program giving them the opportunity to become school leaders the following year. Year 5 students present a leadership speech to their peer group during Term 4.

Those students wishing to stand for election as a prefect are identified through a nomination process involving their peers. Twenty students are nominated and prepare a speech to convince students to vote for them.

House Captains are elected in February each year and come from the Year 6 School Leader group. All Year 6 students and their parents are invited to a special assembly early in the year for leaders to be presented with their badges.

## **Non-Local Enrolment to Belair and Kotara High School**

Strict policy guidelines govern the enrolment of students based on their residential address.

Full details are available on the school website.

Students leaving Belair in Year 6 generally progress to Kotara High School, however students non- local for Kotara High are not guaranteed a place.

It is possible for students to be non-local to Belair Public School but to be local to Kotara High School as their feeder area is much bigger than ours and encompasses quite a few local primary schools. If you are in doubt, it would be worthwhile to check with Kotara High 4943 3044. School Finder link <https://schoolfinder.education.nsw.gov.au/>

## **Online Payment System for School related Fees**

Belair Public School will send student statements of account and payment reminders directly to parents/caregivers via email using a system called School Bytes. These statements include a link to make secure online payments through the School Bytes App.

# STUDENT WELLBEING

## Care and Supervision

Belair PS plans for the protection, welfare and safety of students in school grounds when the school is open which is from 8.30am. Classes finish at 3:00pm and unless involved in another activity, students are expected to vacate the school immediately. Students should not be in the school grounds outside these times unless for a specific purpose such as an early dance lesson and band practice.

During recess and lunch students are supervised in designated play areas by supervising teachers wearing fluoro vests for easy identification.

Teacher supervision is provided from 3:00pm at the Terence Street gate for bus lines and the pedestrian crossing, ending when the school bus leaves.

## Leaving the School

Children are not permitted to leave the school grounds during school hours unless the Principal gives permission to do so.

At times parents may need to collect their child before the end of the school day. In these cases, parents need to obtain a sign out slip from the office and then the student will be called to the office for collection. Students are not permitted to wait at the gate as no supervision is possible.

## Safety

At arrival and departure times the Carolyn St entrance can become quite congested. The road is narrow and much care is needed when crossing. Younger students should not cross Carolyn St at this point without adult supervision.

Use of the Terence Street gate is recommended for pedestrians because that is where the special children's crossing is located. A teacher will be on duty until the buses depart in the afternoon. There is no morning supervision at this crossing.

The Cynthia Street gates are favoured for drop off and pick up. Parents of older students may encourage them to walk across Hudson Park. "Kiss and Drop" zones in Carolyn Street and Terence Street provide an effective option when all parents follow the protocols.

Parents are not to drive into the school grounds or car parks unless they are picking up a sick or injured child. Please observe the various parking restrictions around the school drop off zones. 'Kiss and Ride' zones and 'No Parking' zones operate under the same conditions – you may stop to drop off or pick up children for a maximum of two minutes and the driver must remain in or within three metres of the vehicle. These zones are regularly patrolled by Police and RTA rangers.

You should always follow speed directions and note that School Zones of 40kph operate from 8:00–9:30am and from 2:30–4:00pm. Speed limits are enforceable.

## Family Law

In order to avoid any confusion when dealing with families subject to court orders, we ask that, on enrolment, parent(s) provide us with a copy of any current orders made. Similarly, if after enrolment, orders are varied by a court, please supply us with copies of any new orders.

Our concern is always for the students and your attention to informing us of court determinations is vital. Please note that any parent with their name on a birth certificate has equal right of access to a child unless a court has deemed otherwise. The school, however, is not an appropriate place for non-custodial access visits.

## Attendance

Your child should attend school every day. This includes carnivals and excursions.

In the event of illness, students should be kept at home. Where possible, dental and doctor appointments should be made after school, as should private tuition lessons.

If your child happens to be absent from school, parents should contact the school to provide an explanation. This can be communicated to the school office via a telephone call, written note, the Sentral Parent Portal or an email within 7 days from the first day of any period of absence. Any whole day or partial absences that are not explained within 7 days will be recorded as unexplained and unjustified.

For children arriving at the school gate after 9.00am, parents are required to bring their child to the school office where they will be signed in and receive a notification slip for their teacher. Parents picking up children before the end of the school day are to go via the school office to obtain a notification slip. The student will be sent to the office for collection. Partial absences can be explained through the Sentral Parent Portal. School gates, except the main entrance at Carolyn Street, will be locked following the 9.00am bell.

Rolls are marked by 9.30am each day. If your child arrives after this time, parents will receive a text notification. Parents are able to reply via this text message explaining their child's absence.

While families are encouraged to organise family holidays during school holiday periods, when this cannot be avoided parents need to contact the school to access an application form for extended leave – travel.

## Personal Belongings

All personal articles should be clearly marked with the child's name. This particularly applies to removable clothing, lunch boxes, drink bottles and hats.

Kindergarten students do not need to bring their own personal stationery items, including pencil cases, pencils and textas.

## Lost Property

Lost property is sent to the office where children and parents are welcome to peruse it at any time. Anything not claimed is given to the clothing pool or sent to charity.

The amount of lost property can be significantly reduced by clearly labelling items.

Labelled clothes are sent back to your child's classroom.

## What Not To Bring To School

- pets – ensure your dog or cat does not follow children to school
- dangerous implements or any glass containers
- spray cans and spray gels
- liquid paper or thinners
- large amounts of money
- chewing or bubble gum
- jewellery, fancy earrings, painted fingernails, bright or multi-coloured clothing, thongs, sandals, etc.
- precious or valuable toys, unless specifically requested by the class teacher
- toy weapons or other items of a violent nature
- any electronic games and devices
- laser pointers
- skateboards / scooters
- medications / drugs, unless in consultation with the school office

## Mobile Phones

At primary school level there should generally be no need for children to have mobile phones at school. Important messages can be conveyed to students by calling the school number and leaving a message. If a parent wishes their child to have a mobile phone at school the phone should be switched off and placed in the bottom of the school bag whilst on school premises.

On major overnight excursions teachers will have a school mobile and parents are updated via the Sentral parent portal if changes occur. The school's policy is that no student mobiles should be taken on overnight excursions. This is to encourage independence and avoid any misuse of these devices.

## Bicycles

We do not encourage students to bring bikes to school. The surrounding streets are very dangerous, and we ask you to give careful consideration to whether or not your child can safely ride a bike to school.

Rules pertaining to bikes:

1. No K-2 child should bring a bike to school (Year 3 and up only) unless accompanied by an adult
2. Riders must not use the Carolyn Street gate
3. Bicycles must be walked inside the school grounds
4. Bicycles must be stored in the bike rack areas
5. All riders must wear a helmet



## Discipline

Within The School's Behaviour Management Policy, we aim to encourage self-discipline which is promoted by teachers and staff.

The school responds to breaches of discipline initially at a school level. If initial attempts to improve behaviour are not successful, parents may be contacted to work with the school to address the issues of concern.

## Planning Room

Generally, students at Belair follow the school discipline code, responding appropriately and making wise choices. When a child makes choices that may cause injury or distress to others, a teacher will refer them to a school executive. Following investigation by the executive the child may spend time in the 'Planning Room'. This occurs at a break time and may be of one or more days' duration. A rostered executive staff member has responsibility for the Planning Room. The intent of the Planning Room is to help the child plan for improved behaviour through restorative discussion and determining better actions. If a visit to the Planning Room occurs, parents will be notified, and a copy of the plan will be sent home.

In most instances students do not return to the Planning Room. If, however, a child does return in a short time frame, additional measures may be put in place. Parents are notified if this occurs.

## Reward System

Another aspect of our Behaviour Management Policy is positive reinforcement. Class teachers have various ways of recognising behaviour / performance that meets expectations. Intrinsic rewards, which encourage positive self-assessment, are preferred over extrinsic rewards.

Merit Award cards are presented at weekly assemblies to those children whose behaviour sets a fine example for others or whose attitudes reflect positive values.

When students have received ten of these merit cards, they claim a Gold Award which is presented at whole school assemblies. Kids Care Awards, Upstander Awards and Principal's Awards are also given from time to time. A week before the assembly parents will be invited to view the presentation of Gold Awards.

At the end of each term, all Gold Award and Principal Award recipients will receive an invitation to a Gold Award lunch with the Principal.

Students may also be awarded an extra-curricular award for displaying a positive attitude or work-ethic when participating in extra-curricular activities.

Annual Awards Days are held in December. Tribute is paid to those students who have excelled in academic performance, academic growth, citizenship, social, sporting and cultural areas. It is cause for celebration and parents are invited to join in the occasion.

## Anti-Racism

The NSW Department of Education and Community rejects racism in all its forms. Our school promotes diversity, tolerance and acceptance of all. One of our staff members is trained as an Anti-Racism Contact Officer and is available if needed.

## Resolving Problems

From time-to-time parents and other school community members may wish to raise concerns. We value feedback and always take parent and community concerns seriously.

Most concerns can be dealt with at the school through a range of informal means with parent's first point of contact being the class teacher. There may, however, be times when a more formal resolution process is needed. If necessary, the matter can then be referred to the relevant Assistant Principal. If a matter requires further resolution the Principal or Deputy will then become involved. It is not appropriate for a parent to approach a child to address a concern in or around the school.

## Sickness and Injuries

All staff have completed basic training in emergency procedures; however no staff have medical training.

Sick children should be kept at home. The school office staff will monitor students presenting with sickness or minor injuries and call parents if a concern exists for the wellbeing of a student. First Aid is provided with minor injuries treated immediately. In an emergency an ambulance will be called.

## Anti-bullying Statement of Commitment

Belair Public School is committed to working with its community towards a goal of keeping all students safe in an environment free from bullying.

The school recognises the power of partnerships in developing a culture where:

- proactive anti-bullying strategies are visible across the school
- bullying is understood and recognised
- students are empowered to be proactive if they encounter bullying
- student voice is valued as a means to identify and monitor the effectiveness of anti-bullying strategies
- an open, problem-solving approach is undertaken when bullying is identified
- all members of the school community feel comfortable to raise concerns of suspected bullying in the knowledge that all concerns will be taken seriously
- a range of evidence-based responses are implemented where appropriate to address incidents of bullying.

Parents and community have a responsibility to:

- model and promote appropriate behaviour in all dealings with students, staff and community
- discuss with students anti-bullying messages shared by the school
- communicate early with the school of concerns about their child
- work in partnership with staff and other community members to resolve concerns.

Our anti-bullying policy is available on our website.

## Administration of Prescribed Medicines

The school will administer some medications based on the following conditions:

- when your child has been prescribed antibiotics to be administered three times per day, we request that you administer one dose in the morning before school, the second dose after school and the third at night-time. If your doctor has prescribed four doses per day, we are happy to assist.
- if your child requires medication at school parents must supply detailed written instructions to the office with medication clearly labelled before staff can accept responsibility.
- prescribed medicines should be delivered (preferably by a parent) to the school office, with a note from parents giving permission to administer medicine, as well as the dosage required. Medications are not to be kept in children's bags. For safety reasons, we only allow a limited supply of any drug to be on hand at any time. Analgesics (aspirin or medicine containing salicylates) must not be brought to school. Medications must be in their original packaging, or in a Webster pack, and be clearly labelled with the child's name and administration instructions from the doctor.

## Allergies and Anaphylaxis

If your child is allergic to any foods or insect stings, etc it is essential that you contact the school immediately so a health care plan can be created.

If your child is diagnosed with an anaphylactic condition requiring an EpiPen it is essential that you supply the school with a health care plan, action plan from your doctor (ASCIA) and a current EpiPen suitable for their weight, as per medical advice.

## Asthma

If your child is an asthmatic and may require treatment at school, we request you complete an Asthma Action Plan with a doctor and these need to be update annually.

K–2 students' asthma puffers are usually kept at the school office and administered by or under the supervision of a member of staff.

Older students can also be granted permission to carry a bronchodilator on their person if they are able to self-medicate.

## Emergency Contacts

Please ensure up to date contact details are made through the office. These include: address, telephone numbers: (home, mobile, work), email address, emergency contacts: names and phone numbers. Any updates to student wellbeing including serious illness, disabilities or allergies must be emailed to the school as soon as possible.

# COMMUNITY INVOLVEMENT

## Keeping You Informed

Throughout the year a weekly school newsletter is distributed electronically to all families. We encourage families to access the newsletter using either email, the school website or the Sentral Parent Portal/App. Where this is not possible the newsletter and other notes are available at the school office. The newsletter keeps parents up to date with all the activities of the school and advises them of coming events. The newsletter is our prime source of communication and includes upcoming events, canteen, Parents' and Citizens' Association (P&C) and committee news, along with award recipients and celebrations of student learning and success.

If your child is to be involved in excursions, activities, sporting events etc, an email via School Bytes will be sent to parents/carers providing information regarding the activity, costs and electronic consent for the student to attend the activity. Payments can be made through the secure Westpac Online Payment system or with EFTPOS / cash at the school office.

The Belair communication protocols document can be found on the school website:

[https://belair-p.schools.nsw.gov.au/content/dam/doe/sws/schools/b/belair-p/download-box/Belair\\_Community\\_Communication\\_Protocol\\_and\\_Procedures\\_14-2-2023.pdf](https://belair-p.schools.nsw.gov.au/content/dam/doe/sws/schools/b/belair-p/download-box/Belair_Community_Communication_Protocol_and_Procedures_14-2-2023.pdf)

## Website and School App and Facebook

Belair School has a comprehensive website: <http://www.belair-p.schools.nsw.edu.au/>

Weekly newsletters are added to the website for your convenience.

### Sentral Parent Portal and App

In the Apple AppStore or in the Play Store on an Android device, search for Sentral for Parents to find the app. Once the app is downloaded you will be able to connect to Belair. There is also a web-based version of the portal. A student key will be shared with parents so that you can connect your children to your app. Here you can access reminders and alerts, the school newsletter, student school reports and the school calendar. This app is also used for notifying the school of any absences, changes to phone numbers, address etc and daily communications.

### Belair PS Facebook page:

The Facebook page is used to celebrate events within the school as well as providing reminders of things that are happening. Rules of Engagement apply to all messages within the Facebook environment.

## Parent Participation

Parents are a welcome part of school life. They are kept informed about school policies and activities via regular newsletters, email, Schoolbytes and P&C meetings.

It is hoped that as many parents as possible, especially our new families, will come to meetings so that they can both give and gain information.

Support for P&C activities that are organised to benefit the children is often needed and greatly appreciated. This includes classroom activities, sport etc.

## P&C Association

The P&C meets on Wednesdays in weeks 3 and 8 of each term from 7.00pm – 8.00pm in the staffroom. Our fundraising committee meets from 6.00pm – 7.00pm on the same days. Parents are able to join meetings via zoom. The link is posted on the P&C Facebook page and the P&C website.

It is hoped that all parents will become members of our P&C. An annual membership fee of \$2.00 must be paid at a meeting, with voting rights commencing at the following meeting.

### **Belair P&C Facebook page and website:**

The Facebook page and website is used to celebrate events within the school as well as providing reminders of things that are happening.

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

## Special Days

During the year there are various special occasions to which parents are invited.

Events such as Swimming and Athletics Carnivals, Induction of School Leaders, Year 6 Farewell, End of Year Awards Day and Grandfriends' Day are held annually.

Occasions such as ANZAC Day, Book Week, Education Week and Cultural Festivals are celebrated in various ways from year to year, both inside and outside the school.

From time-to-time parents are welcomed to open sessions where the children share their school or class activities. All parents/carers/visitors must sign in via the school sign in QR code located at the office.

## School Canteen

The canteen is open Tuesday – Friday (subject to change).

The day-to-day organisation of our canteen is carried out by the Canteen Committee, assisted by a canteen co-ordinator, volunteer parents, grandparents and other generous helpers who are rostered on to prepare lunches and serve at the counter. Help is always required and greatly appreciated, especially at the beginning of each year when parents of students moving on to high school leave us.

A 'Healthy Food Canteen' operates at Belair. This is based on a colour code system for foods. Green foods are most healthy and are always available. Amber foods are sold in limited quantities. Red foods are not sold, except on our one "Red Day" per term which is used as a special fundraiser for the P&C.

### **Ordering Food:**

The preferred method for ordering lunch for your child is through our online order system, Flexischools; [www.flexischools.com.au](http://www.flexischools.com.au) (see the P&C / Canteen page of the school website for more information.) Please note that orders must be lodged before 9.00am. In circumstances where you are unable to use flexischools, you can use a clean paper bag with the child's name and class written on the outside and the correct money enclosed. Please hand to the canteen staff as soon as the students arrive at school, preferably by 9.00am.

Lunch orders are distributed by lunch monitors. Other purchases may be made at first and second break only.

If a student forgets lunch or lunch money, he / she should go to the class teacher for help.



## Assisting In School Activities

We love to have our parents involved at Belair. There are many occasions when the help of parents is greatly appreciated. Some of these are:

- assisting with class activities as a parent helper
- transporting children to and from school activities
- helping the librarian in the library
- acting as 'officials' at sports days
- contributing to the school planning process
- sharing your talents and interests
- taking part in 'Working Bees'
- attending fund-raising functions
- providing services e.g., Book Club, Canteen
- training as a reading tutor for helping individual students

As the need arises, appeals are made for parents to be involved. This support has always been forthcoming, and we look forward to you being able to assist in some way in the future. Please remember to sign in on the Visitors QR code located at the office and read our evacuation policy located in the office or canteen. A workplace orientation is also available at the office.

If working with students, a Declaration for Child-Related Workers form must be completed. Volunteers also need to provide photo identification when signing in at the school office.

## General School Contributions

With the agreement of our P&C Association a Voluntary Contribution is sought from parents and caregivers. Funds raised through this means will be used to supplement educational resources and programs in our school.

Details of the current contribution will be sent home at the beginning of each year and it would be appreciated if payment could be made early in Term 1.

Community views on expenditure are sought each year for the annual budget and regular information is made available about school finances to P&C meetings throughout the year.

## Use of School Grounds

School premises are not public places and can only be used out of school hours by authorised persons. Students do not have permission to play at school outside school hours: 8.30 am to 3pm.

Use of school grounds by unauthorised persons outside school hours is strictly prohibited.

Parents and members of our community are asked to report anything suspicious to Newcastle Police 4929 0999 or phone School Security 1300 880 021.

Belair participates in the 'Share Our Space' initiative on the weekends throughout the holidays. The school will communicate this prior to each holiday period, as it may change due to works being carried out at the school and the grounds being unavailable.

# SCHOOL UNIFORM

## Belair Public School Uniform

The wearing of school uniform promotes self-discipline and helps build school pride. The school community fully endorse the wearing of the school uniform. It includes a school hat for skin protection and some unisex items to promote equity between girls and boys.

After an extensive review of the school uniform, the new school uniform items will be available to wear in 2024. A three-year transition period means students can wear the 'old/existing' uniform until the end of 2026.

### Girls' Uniform

- Green polo shirt with crest (Monday – Thursday)
- Tartan skort (Monday – Thursday)
- Black shorts with crest (Monday – Friday)
- School hat with crest
- Black long pants with crest
- Black softshell jacket with crest
- Black stockings or tights (dance pants are not acceptable)
- Black leather school shoes or black sport shoes
- Black socks
- Bottle green/white/black or tartan hair restraints

### Boys' Uniform

- Green polo shirt with crest (Monday – Thursday)
- Black shorts with crest (Monday – Friday)
- School hat with crest
- Black long pants with crest
- Black softshell jacket with crest
- Black leather school shoes or black sport shoes
- Black socks

### Sport Uniform

- Indigenous designed polo (Friday and sport days)
- Black shorts with crest (Monday – Friday)
- Black softshell pants with crest
- Black softshell jacket with crest

### Note:

1. Children without school hats must play in designated shade areas.
2. Cold weather options are long black pants with the school crest. Dance pants are not acceptable.
3. A white skivvy under the school shirt may be worn in very cold weather.
4. No fashion jewellery to be worn. Plain sleepers or stud earrings are acceptable.
5. The combination shoe with leather upper and jogger sole offers an economical solution to parents as it is suitable for both every day and sports uniform.
6. Black school shoes to be worn every day, no coloured logos, stripes or laces.

## P&C Uniform School Shop (Our New-Look Uniform for Summer 2024)

Current opening hours – Monday 8.45am – 9.15am

Wednesdays 2.30pm – 3.15pm

Uniforms can be ordered and paid for through the flexischools website - <https://www.flexischools.com.au/>. All online orders will be processed on Monday and Wednesday during normal uniform shop hours and provided to your child's classroom teacher. All uniform items are only available from the P&C uniform school shop.



Monday to Thursday



Fridays & Sport Days



Monday to Friday



Monday to Thursday Skort  
optional to Black Shorts

For more information please email the P&C Uniform Committee: [belairuniform@gmail.com](mailto:belairuniform@gmail.com)

Chair Bag standard (Kinder- Y4 pink, purple, green, blue)

Library bag nylon (pink, purple, green, blue, orange, red)



### Clothing Pool

Our school also has a clothing pool of second-hand items of uniform, available at a very reasonable cost. Any uniform donations are always welcome.

The clothing pool is situated in the uniform shop and operates on the same day and time. The members of the uniform committee provide a much-needed service to our families. If you have time available, please consider volunteering.

# SCHOOL SERVICES

## School Counsellor

Our School Counsellor visits Belair School twice a week to provide an ongoing counselling service for students.

The School Counsellor works with the Learning Support Team, conducting assessments for targeted students and providing ongoing counselling support where required. Parents are involved in a decision for students to be provided with counselling services, however, older students may self-refer.

## Learning Support Team

Our school closely monitors the learning of all students. A Learning Support Team (LST) consisting of the Principal, School Counsellor, Assistant Principals, Learning and Support Teacher and class teacher where appropriate, meets regularly to discuss the learning and support needs for identified children.

Teachers make referrals to the Learning Support Team, usually in consultation with parents. The LST develops a plan around assisting the child. Parents are involved in this process.

## Book Club

Belair PS participates in the Scholastic Book Club Scheme. Children are able to purchase quality books at very reasonable prices through the LOOP.

What is LOOP?

LOOP is Scholastic Book Club's 'Linked Online Ordering & Payment' platform. This system allows parents to place and pay for their order without the need to return the paper form to school. With LOOP you can pay using credit card and you can use any Scholastic vouchers. LOOP includes a gift option so you can still request that your order is left at the office to be collected. You can access LOOP either at [www.scholastic.com.au/LOOP](http://www.scholastic.com.au/LOOP) or via the app (download from the App Store or Google play).

If you have any problems using LOOP, Scholastic are more than happy to help parents directly – call them on 1800 021 233

This service is made possible thanks to the hard work of volunteer parents. The school library receives complementary books as a result of our community supporting this program.

## Special Religious Education (SRE) – Scripture

The Education Reform Act 1990 requires government schools to make allowance for two types of religious education:

- General Religious Education, which is part of the curriculum; and
- Special Religious Education (SRE, which is provided by authorised religious persuasions during part of the school week set aside specifically for that purpose (30 minutes).

In line with Department of Education (DoE) guidelines our school sets aside a prescribed period for Special Religious Education (SRE or "scripture"). At Belair SRE is conducted each week on a class basis, with each class following a set course of instruction. The content of these lessons is authorised by a meeting of interdenominational representatives. Special Religious Instruction teachers deliver these 30 minute lessons.

## Special Ethics Education (SEE) – Ethics

Ethics is a branch of philosophy, that examines ethical concepts and issues, asking what is right or wrong in particular circumstances.

The Ethics curriculum covers classes Kindergarten to Year 6. However, these classes can only be provided if trained volunteers are available from either the school community or the wider community.

## Alternatives Meaningful Activities (AMA)

Students not attending special religious education or special education in ethics will participate in alternative meaningful activities supervised by school staff.

On enrolment parents/carers will be required to nominate the SRE, SEE or AMA participation. After the initial enrolment, notification of changes to a child's enrolment in SRE/SEE/AMA should be given to the principal, in writing.

## After School Care

### Belair OOSH Centre

The Belair Out of School Hours Centre is based at our school. It offers before and after school care at the following times.

7.00	–	9.00am	Morning Session
2.30	–	3.00pm	Kindy Club (Term 1 Weeks 1-4 only)
3.00	–	6.00pm	Afternoon Session

Places are keenly sought, you should approach OOSH immediately if you require their services, if you wish to enrol your child/children please contact the OOSH Centre via email or a phone call 0459 414 086. OOSH staff members are in attendance from 2 pm each afternoon, so any enquiries can be made from that time.

The Belair Out of School Hours Centre is run by a not-for-profit community committee entirely independent of this school.



## **Advance Australia Fair**

Australians all let us rejoice,  
For we are one and free;  
We've golden soil and wealth for  
toil;  
Our home is girt by sea;  
Our land abounds in nature's gifts  
Of beauty rich and rare;  
In history's page, let every stage  
Advance Australia Fair.  
In joyful strains then let us sing  
Advance Australia Fair.

Beneath our radiant Southern Cross  
We'll toil with hearts and hands;  
To make this Commonwealth of ours  
Renowned of all the lands;  
For those who've come across the  
seas  
We've boundless plains to share;  
With courage let us all combine  
To Advance Australia Fair  
In joyful strains then let us sing  
Advance Australia Fair.

## **School Song**

In classroom and on sports field we  
will do our very best,  
And we'll face up to our problems  
with ability and zest,  
And as citizens and scholars be  
examples to the rest,  
For Belair Public School

Chorus:

Take just pride in all endeavours,  
Take just pride in all you do,  
Do your best and try your hardest,  
For Belair Public School

Though we like to win we know that  
the important thing's the game,  
And in Sportsmanship we hope to  
win ourselves a lasting name,  
As we go through life together we  
will surely spread the fame,  
Of Belair Public School

Chorus:

## Map of the School

