



2017 Information Booklet



Co Principals: Cara Stevens & Meredith Krygger

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Bona Vista Primary School welcomes you....

On behalf of the staff, School Council and our current families we extend a very warm welcome to you and your child/ren as members of our school community.

At Bona Vista we:

-  maintain lower class sizes to cater for individual learning needs and abilities,
-  provide a safe, caring and stimulating learning environment,
-  celebrate student learning in a variety of ways,
-  provide a wide range of opportunities and resources that reflect the goals and priorities of our school,
-  ensure that our parents and volunteers feel welcome and contribute to the school in a meaningful and engaging way.

This information book has been prepared to help you become familiar with some of the activities and organisational matters that exist at Bona Vista Primary School.

If you would like more information, please do not hesitate to contact us.
We wish you and your child a very happy association with our school.



Welcome	Page 1
Index	Page 2
School Context	Page 3
Staff & Staff Information	Page 4
2017 Term Dates	Page 5
School Times	Page 5
Absences	Page 5
Accidents	Page 5
Asthma	Page 6
Car Park	Page 6
Communication	Page 6
Confidential Pupil Information	Page 7
Curriculum	Page 7-8
Excursions	Page 8
Fees	Page 9
Medication	Page 9
Parent Involvement	Page 9
Prep Enrolment	Page 9
Reporting to Parents	Page 9-10
Safety	Page 10
School Council	Page 10
School Uniforms	Page 10-11
Working Bees	Page 11



School Context

Bona Vista Primary School is a rural school with a proud history of educational excellence. It is a dynamic primary school situated in a picturesque setting, 5 kilometres south east of Warragul. Our school has been serving the needs of the local Bona Vista community since opening in 1909.

Bona Vista PS now educates students from a larger geographical area including Warragul. As of February 2016 we have 38 students enrolled from Prep to Grade 6. Increased enrolments are anticipated due to the growing residential development in our area.

At our school we promote family connectedness. Our students work in a learning environment that encourages opportunities for cross-age mentoring of learning buddies. Such a learning environment results in students helping their peers to succeed in all areas of their development. Parents and community members volunteer their expertise and knowledge to run programs extending the curriculum offered.

Our families contribute to every aspect of our school. They assist in the classroom with cooking, reading and small group work and help with termly working bees and garden maintenance. We also have 2 active committees- School Council and The Garden Committee. These committees give parents a voice and an opportunity to discuss and influence the direction of our school.

Student engagement is real at Bona Vista. Our students want to come to school. Students are involved in learning that is meaningful, exciting and innovative; from the pets program to the use of ICT to integrate the digital technologies into our classrooms. The teaching team works together to develop curriculum plans that cater for all students. Absenteeism is not an issue, neither is bullying. It is pleasing to note that students at Bona Vista PS are confident, resilient and cooperative learners, able to take initiative and respond positively within the communities they find themselves learning and working in.

Bona Vista Primary School has large, well maintained play areas including a tennis/ basketball court, adventure playground, oval, cubby and 2 sandpits. We have 2 open learning classrooms, a large sports shed with organised equipment, a woodwork area, spacious multipurpose room, library, new office/ administration, a sensory garden, a vegetable garden, chooks, guinea pigs and several dirt mounds that are used in our annual Bike Education program.





School & Staff Information

Address: 520 Bona Vista Road,
Bona Vista, 3820
Phone: 5627 8435 0467 578 435
Email: bona.vista.ps@edumail.vic.gov.au
Website: bonavistaprimary.vic.edu.au

2016 Co Principals:

Cara Stevens (Monday, Tuesday & every second Friday)
Meredith Krygger (Wednesday- Friday & every second Tuesday)

2016 Staff members:

Courtney Standfield Junior teacher & PE teacher
Rachael Geerts Senior teacher & Science teacher
Adie Perry Music teacher
Brad Child Librarian (Marc)
Linda Doyle Integration aide
Pam Wernert Integration aide
Doreen Simonic Integration aide
Sally Willig Business Manager (2 days a week)

Specialist staff: **Olwyn Currie** Religious Education instructor

2016 School Council members:

Darren Hill	President
Ashlee Spencer	Vice President
Kathryn Cooper	Secretary
Cara Stevens	Treasurer and DEECD representative
David Cann	Parent representative
Emma Williams	Parent representative
Barry Park	Parent representative
Meredith Krygger	DEECD representative



2017 Term Dates

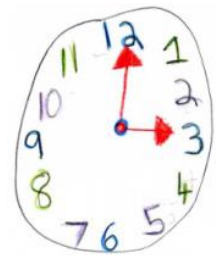
Term 1	2nd February to 31st March
Term 2	18th April to 30th June
Term 3	17th July to 22nd September
Term 4	9th October to 22nd December



School Times

School begins at 9am daily and concludes at 3:20pm.

9- 11	1st session
11- 11:30	Recess (supervised eating 11- 11:05am)
11:30- 1:30	2nd session
1:30- 2:20	Lunch (supervised eating 1:30- 1:40pm)
2:20- 3:20	3rd session



The school grounds are supervised from 8.45am to 3.35pm. School finishes at 2:30pm on the last day of term 1, 2 and 3. Prep students have every Wednesday off during February to allow them to adjust to school life.



Absences

If your child is absent from school you are required to give a reason for their absence. Please write a note, which can be brought to school upon your child's return. For absences longer than 2 days please make contact with the school.



Accidents at School

In case of accidents or sudden illnesses, the following procedures are used:

Serious cases: A teacher will give help and remain with your child until appropriate assistance arrives. You will be called immediately if possible. If the school is unable to contact you or an emergency contact person listed, medical treatment deemed necessary will be undertaken.

Minor Cases: When your child becomes mildly unwell or suffers a minor accident, appropriate first aid is given and they will be placed in a quiet place to recover. You may be called if your child continues to feel unwell. Details of each accident and the first aid administered are recorded in the accident book. A copy of the first aid report will be sent home with your child.



Asthma

At the beginning of each year you will be required to complete a current asthma information form. Student medical records list the medication required by children who suffer from asthma. Specific emergency contact numbers such as parent and doctor must be listed. You are asked to inform the school in writing immediately of any changes to any medication.

The following assistance, as recommended by the Asthma Foundation, will be provided to a child in the event of an asthma attack:

1. Sit the student down and remain calm to reassure the student.
2. Without delay give 4 puffs of a reliever inhaler [Ventolin, Respolin or Bricanyl], using a spacer [*spacer technique – 1 puff/take 4 breaths from spacer, repeat until 4 puffs have been given.*]
3. Wait 4 minutes. If there is no improvement, give another 4 puffs, as per step 2.
4. If no improvement, call an ambulance [dial 000] immediately and state that “*a student is having an asthma attack.*”



Car Park

Turning Circle and Car Park

All students are to be dropped off and picked up via the school turning circle. Cars are to remain in line and not pass one another as students may be entering either side of their car. If you are remaining at the school for a longer period of time you will be required to park your car in the turning circle car park.

Internal Driveway and Car Park

In the interests of student safety, you should not use the school's internal car park or driveway to deliver or collect your child/ren. You need to park in the car park, even if you are working at the school during the day. The internal car park area and driveway entrance should be free at all times for disabled student parking, emergencies and deliveries.



Communication between Home & School

Communication between home and school is a vital component of our school's operation. You will be regularly informed of class programs and current educational issues through the weekly newsletter. Community announcements in the newsletter are welcome and will be included provided they are received the week prior to printing. Special notes are also sent home detailing upcoming events and any urgent messages requiring your attention.

You are encouraged to be closely involved in your child/ren's education and are asked to assist in providing details to the school that may affect your child's schooling. You also have an obligation to inform the school of any updated information, such as changes in health or medication, or details of absences.



Confidential Pupil Information

You will be required to complete a Confidential Pupil Information Form that contains information required by the Department of Education and Training.

At our school we do our utmost to ensure that your child receives the best care and attention. However, accidents do sometimes happen and it is therefore important that the Information Forms are accurate. Please notify the office immediately of any changes to-

- Address
- Telephone
- Parent place of employment and contact phone number
- Emergency contact details including phone number
- Your child's medical history or medication requirements



Curriculum

The school's curriculum is provided through the implementation of the Australian Curriculum and Victorian Essential Learning Standards. This nationwide framework has eight learning areas, seven general capabilities and cross-curriculum priorities that are embedded in all learning areas.

ENGLISH/ LITERACY includes the study of texts and aspects of language – understanding, features and strategies in reading, writing, speaking and listening. The love of reading and appreciation of literature is encouraged and the skills of handwriting, spelling, grammar and punctuation are an integral part of our program.

MATHEMATICS/ NUMERACY is a core element of our school program and children are taught to understand maths through use of concrete materials, problem solving, real life situations and risk taking. Each child will develop skills in space, number, measurement, chance and data, working mathematically and structure.

HEALTH AND PHYSICAL EDUCATION is a broad curriculum and includes the topics of Movement and Physical Activity and Health Knowledge and Promotion.

Our program includes:

Swimming- all children have the opportunity to participate in a program during term 3 or 4. The program is conducted by qualified staff.

Winter Sport- this activity is for Grades 3- 6 children who combine with students from other rural schools. Activities may include: tennis, volleyball, ten-pin bowling, badminton, racquet ball and netball. There is a cost associated with some activities and for the bus into Warragul.

Bike Education- all students participate in Bike Education in term 3 each year. Our students leave their bikes at school in the shed and are able to ride them every day during break times.

A qualified staff member runs weekly Bike Education sessions and selects a team each year to participate in the local competition.

Athletic School Sports- our Rural Athletic School Sports day is held in term 1 between the local rural schools. All grades participate with an emphasis on involvement.

PMP (perceptual motor program) - this fitness program is used with the junior students to develop skills in body awareness, visual and spatial, communication, balance and gross and fine motor.

THE ARTS includes dance, drama, music and visual arts. Our students have weekly Music and Art lessons. They learn a range of instruments and showcase their skills at the end of each term, end of year concert, the Eisteddfod and at our assemblies.

LANGUAGES OTHER THAN ENGLISH Japanese is taught to all children from Prep to Grade 6. Students are exposed to the language (reading, writing, speaking and listening) and customs/traditions of a culture very different from our own.

SCIENCE includes developing observation and recording skills through investigations of Biological Science, Chemical Science, Earth and Space Sciences and Physical Science.

HUMANITIES develops an appreciation of local and broader environments by studying History, Geography and Economics.

INFORMATION COMMUNICATION TECHNOLOGY We aim for all children to leave Bona Vista with sound computer skills and the ability to use ICT to create presentations, animations and to represent and organise their thinking. The provision of appropriate resources in our classrooms is a priority at our school.

MARC VAN Is a mobile library from our area which visits the school each week. Children borrow 2 books to take home and read. Mr Child conducts literature based lessons which develop library skills and the appreciation of books.

RELIGIOUS EDUCATION This program draws on the Christian Education Council's approved course and is conducted by a qualified instructor after school hours.



Excursions & Cluster Days

Excursions, Grade Days and Group Days are an important part of the school curriculum and they usually relate to a whole school or grade theme. Bona Vista PS clusters with Nilma, Ellinbank and Darnum (known as the Mt Worth Cluster). Grade Days are organised so that children work with same-grade peers from across the cluster for the day. On these days there is a different grade at each school. Group Days involve all 4 schools visiting one school for the whole day where children are grouped and participate in a range of activities based around a common theme.



Fees

School funding provided by the Government is based primarily on school enrolments. Unfortunately this amount is not enough to pay for the total requisites for a year's education. Families are asked to pay for their child's education by the way of a levy. At Bona Vista we pride ourselves on offering a low fee structure that contains essential educational items only including only library and classroom stationery requisites.



Medication

Medication of any kind cannot be administered to any child at school by staff without written or verbal consent from the child's parent. If your child has medication that needs to be taken at school it must be clearly labelled with the child's name, dosage required and time of administration and given to your child's teacher.



Parent Involvement

Our families contribute to every aspect of our school. They assist in the classroom with cooking, reading and small group work, help with termly working bees and garden maintenance. We also have 2 active committees- School Council and The Garden Committee. These committees give every parent a voice and an opportunity to discuss and influence the direction of our school.



Prep Enrolment

The earliest age of a child entering school at prep is: for February entry your child must have had their 5th birthday by 30th April of that year. Evidence of your child's immunisation status and a birth certificate must be produced for admission to school.



Reporting to Parents

A parent/teacher meeting program informs you of the progress of your child/ren. We provide two structured meetings each year. The first one is in term 1 and is very important in establishing how your child has settled into school. The second meeting is either late in term 2 or early in term 3 to discuss your child's report and establish student goals for terms 3 and 4.

You are encouraged to contact the school at any time to discuss your child's progress and/or behaviour with the class teacher or Principals. A suitable time will be made available. Teachers may also wish to make similar arrangements.



Safety

School ground supervision is provided by staff from 8.45am to 3.35pm and throughout the day during recess and lunch.

School Council have requested that the school turning circle and car park is used to drop off and pick up your child/ren. If arrangements for collection of your child/ren varies from the normal routine please contact the school.



School Council

School Council meets at times convenient to the members 8 times per year. Annual School Council elections are held in March of each year. All families are eligible and encouraged to stand for School Council. Bona Vista School Council consists of 6 parent representatives and 2 Department of Education and Training representatives, including the Principal.

School Council makes decisions affecting your child and you. The committee contributes to establishing policies and programs and provides vision and leadership for Bona Vista PS. Your participation and support is invited and indeed, necessary, if our School Council is to successfully fulfil its role and responsibilities.



School Uniforms

All students must wear the preferred uniform, in line with the Sun Smart policy. The predominant colour is navy blue with light blue.

- Navy blue shorts/ tracksuit pants/ skorts
- Light or navy blue polo top with logo
- Light or navy blue skivvy
- Navy blue stockings can be worn under skorts or school dresses
- Navy blue school windcheater/ bomber jacket/ hooded jumper with logo
- Navy blue hat (broad brimmed or legionnaires)
- Closed toe shoes with suitable socks (gumboots can be worn but shoes for PE must be brought to school on the required days)
- Blue and white check dress

1. All children are expected to wear our school uniform.
2. Thongs and sleeveless shirts or tops are not to be worn.
3. Jewellery can be dangerous at school and the wearing of jewellery or makeup is discouraged. Only stud earrings and sleepers are to be worn.
4. It is compulsory for all children to wear hats during term 1 and 4. Broad brimmed hats give your child maximum protection.
5. Extreme hair colours (eg: green, pink or purple rinses) and/or extreme hairstyles (eg: spikes or mohawks) are not permitted.

Generally uniform orders are taken in March, July and November each year. Additional orders are also placed when required. Please see the Principals if you need to place a uniform order.



Working Bees

Working bees are held on a regular basis and are organised by School Council. We all benefit from family participation in the upkeep of our grounds and the pride that results as we seek to continually improve our environment. General maintenance working bees are usually held early each term.