

ASPIRATION

GROWTH

COURAGE

RESPECT

DEPARTMENT OF
EDUCATION
learners first

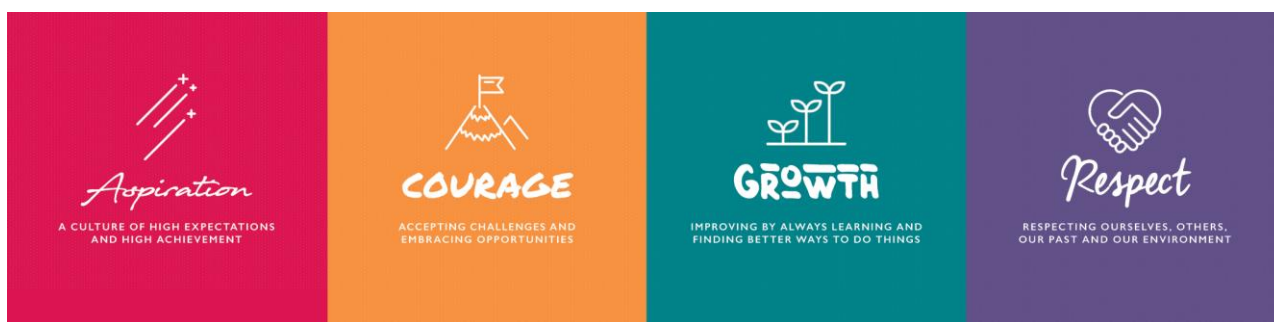
PARENT HANDBOOK

WELCOME TO BOAT HARBOUR PRIMARY SCHOOL

We believe that each child's education is a shared responsibility between the parents, the staff and the individual child. We look forward to working in partnership placing Learners First: Every Learner, Every Day.

Our Values represent what is at the heart of our Department and Boat Harbour Primary School. They reflect what we stand for, guide our decision making and underpin all aspects of our work.

- Aspiration – a culture of high expectations and high achievement
- Respect – respecting ourselves, others, our past and our environment
- Courage – accepting challenges and embracing opportunities
- Growth – improving by always learning and finding better ways to do things.



CONTACT DETAILS

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M: 0497 172 188

ABOUT US

Boat Harbour Primary School first opened in 1888 with an enrolment of 34 students. In 2022 we will have approximately 250 students (K-6) and 33 staff. Our students come from 165 families and are drawn from an area bounded by Detention and Rocky Cape in the west, Wynyard and Table Cape in the east and the rural areas south towards Preolenna.

At BHPS we offer a range of innovative curriculum programs both within and beyond the classroom. Classroom programs follow The Australian Curriculum and Early Years Learning Framework, with an emphasis on developing children's literacy and numeracy skills. In 2022 to support our classroom programs, we offer Flying Start and Mighty Maths (intensive literacy and numeracy programs for Early Childhood), Middle Maths and Literacy Support, Music, PE, Library, other languages (LOTE), Extended Learning Online (ELO) and Digital Technology Studies.

As part of the Learning Services Northern Region, Boat Harbour Primary School has access to the expertise of a School Psychologist, Speech and Language Pathologist and Social Worker to provide support to students, and parent/carers where needed.

Our facilities at BHPS are well organised with up-to-date resources. The magnificent grounds exceed 9 hectares and include playgrounds, tennis court, oval, basketball court, large asphalt areas, shade gazebos, gardens and a 5 hectare school farm that is currently leased for cropping.

As a family friendly school, we believe that parent involvement in students' education is paramount to their success. The partnerships between our school and children's homes are positive and are supported by enthusiastic and motivated parents through classroom programs, literacy support, canteen and many other school events. The School Association is our decision-making body made up of parents, staff and community representatives. It oversees management and financial affairs and is influential in determining the school policy and direction as well as organising fundraising and uniform sales.

The parents and friends with staff at Boat Harbour Primary School work together within our "community of learners" to provide learning programs and opportunities that will enable all students to achieve personal excellence and the highest learning outcomes possible. Our staff are dedicated and committed to ongoing professional learning. The school provides very high standards in education and our results, particularly in literacy and numeracy for most students are significantly above state and national averages. We maintain high expectations of student behaviour and have a strong focus on the teaching of values.

The focus for 2022 is to provide students with the best learning opportunities and programs that match their learning needs. We are committed to these eight important and inclusive goals:

GOALS FOR ALL MEMBERS OF THE BHPS LEARNING COMMUNITY

- To create an inclusive community of learners built upon the Values, effective leadership, professional staff and a commitment to lifelong learning.
- To create a positive school culture through a consistent whole school approach to student welfare and behaviour support based on our clearly stated Rights and Responsibilities.
- To teach skills, knowledge and understanding through a balanced, coherent, K-6 curriculum based on current educational guidelines.
- To provide learning programs that enable students to achieve personal excellence and the highest learning outcomes possible.
- To communicate student abilities and progress to parents in an effective and professional manner.
- To showcase and celebrate our successes and achievements in the wider community.
- To provide a clean, well-organised and resourced, aesthetic environment that is conducive to student learning.
- To assist and support the social, emotional, physical, intellectual and spiritual wellbeing of all individuals within our school.

SCHOOL TIMES

Kindergarten:	Monday, Tuesday and Thursday
Music Program:	Thursday and Friday
Physical Education:	Thursday and Friday
Little Learners:	Friday 9.00am – 10.00am
Monday Meeting:	Monday 9.00am – 9.15am
ECE Literacy	Monday to Thursday - 9.00am – 12.30pm
ECE Maths:	Monday to Thursday - 9.00am – 12.30pm
3-6 Literacy and Numeracy	Monday to Wednesday - 9.30am – 12.00pm
Newsletter Day:	Thursday - Fortnightly

CLASS-PLAY TIMES KINDER TO GRADE 6

9:00am – 10:30am	Teaching Block 1
10:30am – 10:40am	Supervised Eating Time
10:40am – 11:00am	Recess Time
11:00am – 12:30pm	Teaching Block 2
12:30pm – 12:40pm	Supervised Eating Time
12:40pm – 1:20pm	Lunch Time
1:20pm – 2:55pm	Teaching Block 3
3:05pm	Buses leave

Teachers are on duty in classes from 8.30am. Students are not to arrive at school prior to this time, nor remain at school after supervision ceases at 3.05pm.

Music plays at 8.55am, 10.55am and 1.15pm to indicate time for toilet, drink and return to classrooms.

Teaching commences at the end of the music. Bells ring at 9.00am, 10.40am, 12.40pm and 2.55pm.

Staff are available for meetings or discussions with parents at varying times throughout the week. Please contact the school if you have any questions or concerns.

REGISTRATION TO WORK WITH VULNERABLE PEOPLE (RWVP)

The Department of Education requires all employees, volunteers, contractors and external providers, or persons otherwise engaged in or associated with a child regulated activity, to maintain a current Tasmanian RWVP.

This requirement does not apply to parents/guardians/relatives, external providers, contractors and government officials in the following situations:

- Dropping off or collecting children, including short periods of settling children in class where the teacher is present.
- Attending school community events (assemblies, school sports carnivals, plays and concerts) where they are not direct participants and/or do not assist in the organisation or execution of these events.
- Attending school public events (fair, sporting match open to the public, opening of a new building, new program/initiative launch) where on occasion a person may be a participant (e.g. media accompanying a politician launching a new school program).
- Attending school for a parent information evening, parent/teacher interviews or to hear a guest speaker.

All volunteers, external providers, contractors and visitors must sign in on the visitor register at the school office. Administration staff will request to see the RWVP card and perform a status check via the DoJ website each time a person attends the site.

How to apply for Registration

There are two steps to applying. The first step is an online application form; the second step is to be completed at a Service Tasmania shop.

STEP 1 – Fill in online application form

Log on to Consumer, Building and Occupational Services site, as below, and fill in the online application form:

<https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people/applications/apply>

If you don't have access to the internet, please call 1300 13 55 13 for assistance.

Please ensure that the details you provide to us are *exactly the same* as the details on your identity documents. If you make a mistake, please re-do the form to avoid problems at the next step – establishing your proof of identity.

Once you have submitted the form, you will receive an application receipt. This receipt is important for the next step. If you cannot print the receipt for any reason, write down the application 'reference number'. Payment can be made online by credit card or at Service Tasmania (see step 2 below).

STEP 2 – Present your Proof of Identity at Service Tasmania

Go to a Service Tasmania shop with your:

- application receipt or reference number
- proof of identity
- payment if you haven't already paid online

PLEASE NOTE: To prove your identity, you must appear **in person** at Service Tasmania with all three of these items for your application to proceed.

More information available from the school office.

BOAT HARBOUR PRIMARY SCHOOL STAFF – TERM 2

Principal	Mr Peter Brown
Advanced Skills Teachers	Miss Sam Hayes Mrs Rachelle Wilkinson
School Business Manager	Miss Monique Gardner
School Administration Clerk	Mrs Anita Groenewege
Kindergarten	Mrs Laura Wilson
Prep	Mrs Michelle Coward Mrs Kearah Baker Miss Leah Skellington Mrs Sharni Evetts Mrs Wendy Matthews Mrs Trine Lazenby
Grade 1-2	Miss Cassidy Wescombe Ms Merian Ellis Mrs Kearah Baker Mrs Karen McDonald
Grade 2-3	Mrs Mandy Barlow
Grade 3-4	Miss Jessica Nicholls Mr David Groenewege
Grade 4-5	
Grade 5-6	
Physical Education	Ms Lorraine Evans Mr Peter Brown
Music	Mrs Janet Matic
Teacher Assistants	Miss Kiara Allen Mrs Glennie Little Mrs Naomi Hyland Mrs Ashlee Hill Mrs Andrea Beswick Mrs Alicia Alford Mrs Jules Wilson Ms Jess Adams
Education Facility Attendants	Mrs Belinda Allen Mrs Lois Hutchison Mrs Joanne McDougall Mr Peter Debono Ms Dimity Smith
Canteen Supervisor	Mrs Jackie Dallas

Term Dates 2022:

Term 1

Wednesday 9th February – Wednesday 13th April

EASTER

Friday 15th April – Tuesday 19th April

Term 2

Wednesday 2nd May – Friday 8th July

Term 3

Tuesday 26th July – Friday 30th September

Term 4

Monday 17th October – Wednesday 21st December

Professional Learning-Student Free Days:

Tuesday 8th February

Thursday 14th April – Moderation Day

Monday 25th July

Friday 4th November

BOOKS AND LEVIES:

A composite levy is charged for each child attending the school, and covers items such as student book packs, textbooks and stationery, cultural performances, excursions, art and craft supplies, printing and photocopying, play-based learning resources and other learning materials. The compulsory Grade 3-5 Swimming and Water Safety Program is also covered in the levy. Parents of students receiving STAS do not pay levies.

The 2022 levy charges per child are:

Kindergarten \$140.00

Prep to Grade 6 \$175.00

Families who are not eligible for STAS under the new eligibility criteria will be invoiced for levies early in Term 1. These fees may be paid in instalments using a payment plan tailored to suit your family.

Children transferring between Tasmanian government schools during the year are not required to pay levies again (on the assumption that levies were paid at the previous school).

New enrolment's part way through the year from outside Tasmania or from the private school system will be required to pay a pro-rata amount.

If needed, parents can negotiate a suitable payment plan with the Principal or School Business Manager.

There are optional activities throughout the year that will require payment. These include school band, Grade 6 camp, K-2 Water Skills and Awareness Program, Grade 6 leavers' apparel and dinner, Schools Triathlon Challenge. Please contact the office for a copy of the School Levies and Charges 2022 document distributed on 25th November 2021 for more information.

Office Hours:

8.30am-3.30pm daily

Please note that the school office is not open during the school holidays except for book collection days at the start of each school year, or by appointment.

Book Collection and Information Days 2022

Student book packs can be collected from the school between 10.00am and 2.00pm on:

Tuesday 1st February 2022

Wednesday 2nd February 2022

Uniforms will be available to try on and purchase during book collection days. These may also be pre-ordered on Qkr! and will be ready for collection.

There is also an opportunity for parents to make a voluntary donation to the School Association to assist them to provide the whole school with additional resources.

The Department of Education requires parents to update their information on their child/ren's Information Validation and Student Data Collection forms annually. We request that parents allow enough time on the day they come to collect book packs to complete these forms while at school. Please have available all emergency contact details required with you to add to the forms.

A – Z INFORMATION

ADMISSION POLICY

The Tasmanian Department of Education sets the following ages for starting school:

- Kindergarten children must be four years of age on or by 1st January of the year of entry.
- Preparatory children must be five years of age on or by 1st January of the year of entry.
- Grade 1 students must be six years of age on or by 1st January of the year of entry.
- Students transferring from interstate will be placed in the grade appropriate to their age as per Department of Education policy.

Please discuss with office staff enrolment procedure and requirements.

ASSEMBLIES

Assemblies are a time for sharing work, celebrating successes and passing on information. We use assemblies to showcase special programs, activities and class work and to develop a shared culture. They are held in the school hall with the day and time being advertised in the school newsletter. Parents are welcome to attend, but potential COVID-19 restrictions in 2022 could necessitate reduced numbers and requirement to book a seat. Please keep up to date with current requirements in 2022 via the school newsletter and notifications on SZapp.

Routine and information meetings are held for students each Monday morning.

ATTENDANCE - EDUCATION ACT

Attendance at school for children five years and over is compulsory by law. Missing school can disadvantage children's learning and make it difficult for them to perform at their best. The Department of Education monitors all students' attendance and parents must account for every absence.

When your child is ill or if there is another important reason why he or she should miss school, please advise us about the reason for absence via a phone call, email or text 0497 172 188 to the office on or before the day of absence, or a note on the day of return. Children missing five days or more from school are required to have a medical certificate.

Students' attendance is recorded by the class teacher and forwarded to the office at 9.05am each day. Students who arrive after 9.00am must sign the Late Arrival/Early Departure register at the front office, otherwise they will be considered absent for the day. Likewise, students leaving early must record this in the register at the office. Parents of students who are frequently absent or have unexplained/unauthorised absences will be contacted by the Department of Education.

When can a student be authorised to be absent from school?

- Sickness/incapacity
- Medical, legal or related appointments
- Natural disaster or extreme weather that prevents the student from safely attending their enrolled school
- Terminal illness of an immediate family member
- Bereavement of a person who the student had a close, significant or family relationship with
- Having witnessed or been subjected to family violence
- Being a participant or official at a recognised National or International sporting, academic or cultural event
- Participation in a recognised learning experience initiated by an independent student or parent, where the Principal is of the opinion that the experience or activity has educational value to the student
- Objection, as a matter of conscience, to participation in a particular school activity as specified in the *Education Regulations 2017*
- An application for home education being received by the education registrar and provisional registration being granted

BIRTHDAY CAKES & TREATS

Celebrating children's birthdays at school is always special. If you intend to bring cakes or treats for the class, please check with teachers before the day regarding student food allergies. Due to COVID-19, we request that only packaged cakes/treats are brought into the school until further notice.

BREAKFAST CLUB

Our School Association Parents & Friends group operate a breakfast club several mornings each week before school, days dependent on the number of volunteers available. This is a free service for all students to access. This program is supported by donations of bread from Wynyard IGA and Woolworths, as well through the generous donations of local service clubs. There is an opportunity for parents to also contribute to this program if they wish through a donation via our Qkr! app. Please contact the school office if you have some time to spare between

8.15am – 9.15am and would like to assist with making toast and serving students before school. Current Registration to Work with Vulnerable People (RWVP) is required – please see information elsewhere in this handbook for how to apply. It is also a DoE requirement from 9th February 2022 that evidence of full COVID-19 vaccination status be provided by all volunteers.

BUS TRANSPORT

Our five school buses are run by local contractors and are funded by the Government Department of Infrastructure, Energy and Resources. A state-wide Code of Conduct for students and drivers operates and your child's bus driver can provide you with details when travel commences.

Please contact the bus contractor, **Wells Waggon**s on 6452 2900 if you have any matters to discuss relating to bus travel on the following bus routes:

- Preolenna
- York Street
- Myalla/Lapoinya
- Rocky Cape

Please contact John Sherman at **Wynyard Bus Lines** on 6442 2891 regarding bus travel on the following bus route:

- Sisters Beach/Boat Harbour Beach

Bus lists are compiled at the beginning of the year based on the advice provided by parents on their child/ren's enrolment/validation form/s. To ensure the safe delivery of your child/ren, when alterations are made to travel arrangements, parents are required to provide an explanatory note or message to be passed to the bus teacher and driver concerned. Parents are not to assume that students can travel on any bus other than their regular one unless prior arrangements have been made. Please either ring the school on 6445 1187 or SMS 0497 172 188 before 2.30pm each day to make alternate arrangements for your child.

If there is any confusion about altered transport arrangements and the school has not been notified, students will be kept at school at the end of the day for parents to collect.

For the safety of your child, we cannot allow him/her on a different bus unless we have direct permission from parent/carer.

Please note that students who are not travelling on the bus and are being picked up parents/carers are required to meet their child/ren at the Japanese garden out the front of Minimbah. This area is supervised by staff.

BUS TRANSPORT - FARES

The Boat Harbour Primary School to Wynyard (York Street service) is a fare charging service. Students travelling on this bus will be required to pay the student fare unless a valid free travel pass, issued by State Growth, is shown to the driver.

School bus services are fare charging when they carry students to another school that is not in their home school area. The Wynyard to BHPS bus service is fare charging to reflect the fact that it carries students to a school which is not the home area school.

The cost of the cash student fare is \$1.90. However, a discount on the fare is available when a ten-ride ticket is purchased from the bus operator. A ten-ride ticket will cost \$15.20 and enables students to travel for ten trips on the bus.

Students listed on a Health or Concession Card, along with those living within the home area boundary of BHPS who catch the Wynyard bus, are entitled to make an application to State Growth for free travel. Students residing within the home area boundary of BHPS who catch the Wynyard bus are also entitled to make an application for a pass for free travel.

To find out if you reside within the home area boundary, please go to the Department of Education website (www.education.tas.gov.au) and search for School Intake Area Maps.

To apply for a free travel pass, please copy the link below into your web browser:

www.transport.tas.gov.au/student

Please select the link to 'Apply for a new or renew a student bus pass for free travel online' and complete the application form. Application forms can also be downloaded from the Transport website or obtained through any Service Tasmania Shop.

More information on free travel eligibility can be found on the Transport website as above, or phone 6166 3343.

BUS TRANSPORT - SAFETY

Exemplary behaviour on the buses is very important as any misbehaviour could cause the driver to become distracted and result in an accident. Drivers appreciate positive support from parents in reinforcing bus rules, safety procedures and discipline with their children. The school supports the bus company's Behaviour Management Procedure in their quest for safe and comfortable travel for all.

At the beginning of each year, children and parents/carers sign an *Agreement in Support of Safer Transport* to ensure their support for students' safety and commitment to safe and appropriate behaviour on the bus.

In the interest of safety, the school will assist the bus companies with a three-stage procedure when dealing with inappropriate student behaviour:

1. Warning – student is reminded of appropriate behaviour
2. Yellow card – for ongoing inappropriate behaviour, parents will be contacted
3. Red card – for continuing inappropriate behaviour, student will be exempt from travelling on the bus for one week.

At the beginning of 2022 parents will sign a Bus Agreement to ensure their support for safe and appropriate behaviour by students on the bus.

CANTEEN LUNCH ORDERS

Children are not permitted to leave the school grounds to visit the shop.

The school operates a canteen for children and staff at breakfast, recess and lunch each Wednesday, Thursday and Friday. In line with our Health and Wellbeing policy, lollies are not sold at the canteen, rather an extensive menu of healthy snacks, food and drinks is available. A copy of the menu and pricelist is available from the school office or can be viewed through SZapp. Orders need to be placed using the Qkr! app before 9.00am each canteen day. Alternatively, children can place their orders with payment in the classroom baskets at the start of day. Lunches will be delivered to class. Children may also make cash purchases of snacks from the canteen counter at recess and lunch.

Parent help is always appreciated in the canteen, so if you are available on any canteen day for approximately two hours, please respond to the invitation when it is advertised in the school newsletter or contact the office.

It is an essential requirement that all canteen volunteers have current Registration to Work with Vulnerable People (RWVP) – more information about how to apply elsewhere in this handbook. It is also now a DoE requirement that proof of full COVID-19 vaccination status be provided by all volunteers.

COMPUTER ASSISTED LEARNING/ICT

All classes have access to computers which are used extensively as teaching and learning aids. Children access different programs designed to increase their learning outcomes and to give them experience in the use of modern technology. The school has Internet access in all classrooms, the Library and the Computer Labs. The Department of Education provides a filter on the Internet which protects children from being exposed to unsuitable sites. This system also highlights individual children's attempts to misuse e-mail or Internet.

Children are required each year to sign an ICT Acceptable Use Agreement, which binds them to the appropriate use of school ICT equipment. Children may lose their right of access should inappropriate use be brought to the attention of staff. Parents are informed when this occurs.

CONVEYANCE ALLOWANCE

Conveyance Allowance is paid to isolated parents or carers to help with the cost of transporting students by private car between home and school, where a bus service is not available. The Conveyance Allowance is not income tested. If you need to travel at least five kilometres (that is, ten kilometres return) by private car between your home and the closest educationally appropriate school or available bus stop, you can qualify for the allowance. The journey must be for the sole purpose of taking the student to school or to the bus. The Department of Transport and Works will make the payment into the bank account that you nominate on your application form up to a month after each school term. Application forms are available from the school office.

CURRICULUM

At Boat Harbour Primary School we aim to provide balanced teaching and learning programs for our children. In 2022 the Kinder Curriculum is set by the Early Years Learning Framework (EYLF). Prep-6 teachers will be implementing areas of the Australian Curriculum (AC):

English, Mathematics, Science, HASS (History, Geography and Social Sciences), Health and PE, and the Arts.

BHPS focuses on the development of Thinking and Digital Technologies skills across all curriculum areas. The emphasis in Kindergarten to Grade 2 is largely one of whole child development with a particular focus developing essential literacy and numeracy skills.

As the range of these skills increases in Grades 3 to 6, recognition is given to the growing independence of students in taking more responsibility for their own learning.

All student progress is closely monitored and assessed. Regular standardised testing in literacy and numeracy is carried out with all children, Prep to Grade 6, as well as state and national testing.

For children with additional needs, specialist tuition and support are provided in literacy and numeracy to supplement classroom programs. Programs such as Middle Maths, Middle English, Primary Literacy and Numeracy Support, Writer's Workshop and Bridges support children in their development.

At all age levels students are taught how to work independently and be an effective member of a team. Emphasis is placed on high academic achievement, excellence and the development of respectful relationships.

DENTAL TREATMENT

The State Government provides a school dental service at the James Muir Community Health Centre situated at 39 Hogg Street, Wynyard (phone 6443 8623 for appointments). It is the responsibility of parents to take children to Wynyard for their appointments when the dental therapist issues them. Check-ups are free, but further treatment incurs payment.

EMERGENCY CONTACTS AND STUDENT ILLNESS

Children who are unwell should be at home with someone who can care for them. Sometimes it may be necessary for children to be collected from school if they become sick or injured. For this reason, it is important that the office has up-to-date details of where to contact parents or designated emergency contacts if parents are not available. You will be asked to update the emergency contact details every year. Should there be changes through the year, however, it is important that you let us know.

EXCURSIONS

Excursions are a carefully planned and important part of the student learning programs which complement the classroom educational program. Some excursions take the form of short walks in and around the school environment, while others involve brief or longer bus journeys. Local excursion costs are covered in school levies paid at the beginning of the year. Full risk management plans are in place for all excursions.

Parents are often invited to attend but they must have a current RWVP card. In 2021, the school will be guided by current Department COVID-19 requirements/restrictions/regulations regarding parent help on excursions.

Parents give permission for their children to be involved in excursions, whether or not it requires bus transport, at the beginning of each year on the validation form. Parents will be informed of upcoming excursions through the school newsletter or a notice. Parents have the right to withdraw students from these activities but must do so in writing to the school office to avoid any confusion. The school has an Excursion and Camps Policy recommending that during Grade 6 students are offered an extended excursion.

FACEBOOK

For an update of the latest events and information, please see our Facebook Page:

www.facebook.com/BoatHarbourPrimarySchool

FIRST AID

Teachers on duty attend to children's minor cuts and abrasions which occur in the playground. Due to increased awareness of the need to be careful in handling blood, teachers will often encourage children to wash and disinfect their own wounds if this is appropriate. The school also has qualified members of staff who accept initial responsibility for more serious problems. All head injuries and injuries of a more serious nature are reported to parents by telephone or a purple form, with parents being asked to collect their child from school if necessary - please ensure that the office has up to date emergency contact numbers.

HATS AND SUN PROTECTION

The school has qualified to be a Sun Safe School. This means that for most of Terms 1 and 4 (during daylight savings) we have a No Hat – No Play in the Sun policy where students are required to wear wide-brimmed slouch or bucket style hats in school colours whilst outside during recess and lunch breaks. To assist with the development of good protective habits, School Association provides, free of charge, a school hat for each child starting at our school. The hat will remain at school for the child's use and will continue with the child as they progress through the grades. The school hat is now included as part of the uniform and it is expected that all students will wear one of the options in school colours.

The School Association also provides class pump-packs of Ego SunSense Sport sunscreen lotion, SPF 50+ for children to apply before going out to play. Any parents who do not wish their children to use this lotion are asked to advise the class teacher in writing and provide their own preferred brand.

HEAD LICE

From time to time the problem of head lice appears in the school. Anyone can “catch” them and because children work and play closely together, they can be easily spread.

Parents are advised to check children's hair for head lice and eggs (nits) at least once a week. If the problem is detected, please inform the school and keep your children away until the whole family has been treated with a recommended lotion, which is available from your local chemist. The matter will be treated confidentially, but other parents of children in the class will be advised (by a school notice) to check their children's hair to stop the problem developing.

Staff are not required to check children's hair but will contact parents if head lice are suspected.

HOMEWORK

As a school policy, set homework is not mandatory at Boat Harbour Primary School. Students at all levels, however, are encouraged to take part in home reading, spelling and mathematical activities and to do self-initiated homework which is relevant to their personal interests. Parents are encouraged to discuss learning activities with their children, listen to them read or read to them, share games or talk about how things work. From time to time parents may be informed, through the newsletter, about how they can help their children with their schoolwork. If you have any concerns or requests about homework, please contact your child's class teacher.

HOUSE GROUPS

There are three house groups at Boat Harbour Primary School which are promoted through sports days, playground and social activities.

Imbru	(Overlooking the sea)	Yellow
Coolangatta	(Beautiful view)	Blue
Illawarra	(High place by the sea)	Red

Children are allocated to the same house group as their siblings already at the school. Others are allocated evenly to balance up year groups.

KINDERGARTEN

Our Kindergarten in 2022 will run over three school days, Monday, Tuesday and Thursday each week. Each Kinder child will attend school for the three full days. To be eligible for Kindergarten, the Department of Education stipulates that children must have turned four years of age on or before 1st January of the year of entry. Evidence of identity (usually Birth Certificate), proof of residence and an up-to-date immunisation schedule must be sighted on enrolment, along with parental evidence of identity (usually Driver's Licence) and residence (e.g. utility bill, bank statement, lease agreement). Prospective Kinder students and their parents are invited to attend our Little Learners, Pre-Kinder and Kinder Orientation the year before children formally commence Kindergarten.

LATE ARRIVAL

Students arriving at school after 9.00am MUST be signed in on the Late Arrival/Early Departure register at the school office. Students arriving late to class may have already been marked as an unauthorised absence, and if signed in at the office, administration staff can adjust the record from the register. If not signed in, you will be contacted to explain your child's absence.

LEARN TO SWIM

For two weeks in Term 4 children in Kinder-Grade 2 will be offered daily Water Skills & Awareness sessions at school in our portable pool with a qualified Austswim teacher. Lessons are optional and will cost between \$16 - \$55 for the appropriate program.

Children in Grades 3-5 also have swimming lessons for two weeks each year at the Burnie Aquatic Centre. The cost of Grade 3-5 lessons is included in levies, as it is a compulsory program.

Both programs are viewed as an important part of the Health and Wellbeing curriculum.

The Department of Education requires parent/guardians to sign a Consent for Aquatic (water-based) Activity permission form before students can be allowed to participate in water-based activities.

LIBRARY

Our school has a well-resourced Library which is used by all classes, Kindergarten to Grade 6. Children are provided with opportunities to borrow books regularly. For preservation of our books it is essential for children to have a library bag. Our School Association provides all new students, free of charge, with a smart library bag with the school emblem. Students are encouraged to use this bag each year.

Should your child lose or damage a library book, parents/carers will be issued with a Tax Invoice for replacement cost.

The library also runs a reading incentive program, Reading Rules OK! to encourage students to gain points and prizes by reading to set targets.

Book Club operates each term, offering parents the opportunity to purchase books for their children during the year.

The School Association also makes a significant financial contribution to the Library each year.

LITTLE LEARNERS

The Little Learners program is aimed at children from birth – 4 years old and will be held on Friday mornings in 2022. It is essential that children are accompanied by an adult.

LOST PROPERTY

Please clearly label your child's school clothing and other items, particularly jumpers, bags, lunch boxes and drink flasks.

Items found in the school and which are not immediately identifiable are sent to the Lost Property Shelf in the corridor near the student toilets. Parents are invited to check here for lost articles. It is also advisable to check with your child's class teacher if some items are missing.

MEDICAL CONDITIONS

Asthma - Students who require asthma puffers at school must have a current Asthma Action Plan. Asthma Action Plan forms (available from the office) must be completed by your doctor.

Medical Plans - A Medical Plan will be written for all children with medical conditions or ongoing medical issues. Parents/carers will be consulted to ensure that each year we have up to date information about medication, procedures and response.

Medication at School - If your child is sick, we ask that you keep him/her at home. Should your child have a non-contagious ailment and be well enough to attend school but still needs to take medication through the day, the Department of Education has specified the procedures that must be followed for school staff to administer on your behalf (more information under Medication – Administration to Students). If you are not able to provide the required forms, you may visit school to administer your child's medication.

Nut Allergies – We have several students with severe, life threatening allergies to nuts. BHPS is a "Nut Allergy Friendly School" and we ask that parents are mindful of this when packing their child's lunch box.

MEDICATION - ADMINISTRATION TO STUDENTS

There have been some changes to the DoE's administration of student medication procedures and forms.

Should your child have a medical condition that requires **prescription** medication to be administered at school, it is a requirement that the prescribing doctor, pharmacist or practice nurse complete ***Authorisation for Administration of Student Medication Form B***, and that it is also signed by parent/guardian to give the authority for the school to administer the medication.

Should your child require **non-prescription** medication to be administered at school, parents must complete the ***Authorisation for Administration of Student Medication Form A***.

Both forms are available on the DoE website, from the school office, and on the SZapp under Forms and Documents.

Parents/guardians must supply the school with medication that is in date, in the original packaging, and, in the case of prescribed medication, in the labelled container dispensed by the pharmacy, along with the relevant completed Authorisation for Administration of Student Medication form for the medication supplied. **The school is not permitted to administer medication if these conditions are not met.**

If your child requires an asthma puffer, which is either kept at the office or carried with him/her, a completed Authorisation for Administration of Student Medication Form B must be completed and returned to the school, along with a copy of a current medical action plan. This may be either an Asthma Care Plan as approved by Asthma Australia, or Asthma Action Plan generated by your child's doctor. Please contact the office to check that your child's plan and medication authorisation form is still current.

An Anaphylaxis Action plan must also be provided for any student who has suffered an anaphylactic reaction and has been supplied with an EpiPen.

All medication must be supplied in the original container or packaging with the instructions provided by the pharmacist and must be delivered to the school office. For the safety of all, under no circumstances are medications to be given to the class teacher or stored in the classroom.

MOBILE PHONES & IT DEVICES

Students are not permitted to have these in classrooms or in the playground. In line with our policy, students who need to have a phone at school must hand them in at the office and collect them at the end of the day. Students can be contacted via the school office phone at any time of the day.

MONEY AT SCHOOL

For accountability purposes, parents are asked to ensure that money being sent to school is secured in an envelope with student's name, amount, purpose and parent signature on the front. Students should give this envelope to their teacher, who will collect, mark off on a class list and forward to the office.

NEWSLETTER

The school newsletter is available through the Schoolzine (SZ) app. This is sent out fortnightly on a Thursday. This is the major form of communication from the school to the wider community. It contains information of interest about the school and the community, as well as a calendar of events, reports, canteen specials and educational material. Parents wishing to include items or advertisements in the Newsletter are asked to do so before 12.00pm Wednesday.

OUT OF SCHOOL HOURS CARE

Our school has an Out of School Hours Care (OHSC) program, run by the Waratah-Wynyard Council. This service is available every day after school until 6.30pm and is held in the front room in Minimbah. Parents book their children's placement through the Waratah-Wynyard Council, phone 6443 8380. Payments are subsidised by the government. Enrolment packs are available at the office.

NUT ALLERGIES

Some students at our school are allergic to peanuts. We ask that parents are mindful of this when packing their child's lunch box and try to avoid peanuts or products containing peanuts, e.g. peanut butter.

PARENT/CARER INVOLVEMENT

Parents and carers have an extremely important role to play in children's education. Research shows that the closer the parent is to the classroom education program, the greater the positive impact on their child's academic success.

The school actively encourages parents to become involved in helping children learn, both in the classroom and at home. Invitations are extended regularly by classroom teachers. From Kindergarten to Grade 6, parents can become directly involved to assist in the classroom with activities such as literacy and numeracy support, art and craft, cooking, carpentry, storytelling, outdoor activities, literacy and numeracy support, educational games and daily routines. Your child will greatly benefit from your involvement.

All parents/carers and family members working within the school are required by law to have registration to work with vulnerable people (RWVP), and sign in and out at the office. Please refer to the information on page 6 of this handbook for further information about how to register.

There is now also a requirement by the Department of Education that all volunteers provide evidence of full COVID-19 vaccination status.

The partnership between the school and the child's home is supported and strongly encouraged by the various parent groups in the school. All meetings are open to the school community. Your attendance is most welcome.

- Little Learners - Parent-Child Sessions are aimed at children Birth-4 years and Pre-Kinder and are held once a week.
- School Association meetings are held in the staffroom at least 6 times a year.
- Parents & Friends Fundraising Group meets at different times to cater for the varying commitments of members. The Parents & Friends group is always seeking new people to be involved, please ask at the School front office for more information, or join the **BHPS Parents and Friends info page** on Facebook

PARENT/TEACHER CONTACT

Parents/carers are always welcome to share any information or concerns about their children's well-being with classroom teachers. If you require time for a lengthy discussion, please arrange an appointment for after school. Set parent - teacher conversations are organised in Terms 1 and 2. Members of the senior staff, Principal and support teachers are also available to assist parents with any questions or concerns.

PARKING

A limited number of parking spaces are currently available in our car park for parents and visitors to our school to access. Please be mindful of where you park when visiting or collecting children - parking in the marked spaces on the southern end of the car park nearest the road is encouraged.

We ask that parents and community members avoid:

- parking behind cars parked outside the hall as they may need to leave before you do

- parking in front of the local shop – this hinders their right to trade
- parking in school bus bays, as indicated by black and white stripes on kerbing
- parking over the pedestrian crossing which is used by students

Parking on Dobson's Lane is strongly discouraged as this blocks access for local residents to their homes, and firefighters to the fire station in the event of an emergency. This may also endanger students should they be walking on the road.

When there are large crowds expected, additional parking spaces will be provided on the school playground/oval.

There is a marked disability parking space out the front of the school office. Please ensure this area is not blocked and can always be easily accessed.

PHOTOGRAPHS

Photographs of students involved in activities are often published to enable the students to share their experiences and enable parents/guardians and others to be informed about the school's work. Since photographs on websites and social media are available to the general public, Department of education guidelines aim to ensure students' safety by requiring staff not to link students' names to their photographs in DoE publications.

Parents will be asked each year to update an Information Validation form for each of their children, which includes a permissions section for parents to consent to the use of photos, to be used with or without names. Please read the wording in each section carefully and tick the boxes appropriate to your wishes. If you later wish to withdraw consent, please inform the school in writing.

PHYSICAL EDUCATION

The school has generous outdoor playing fields. As part of the Move Well, Eat Well program, students have at least 2 hours of physical activity each week. A specialist teacher provides weekly class lessons for classes from Prep to Grade 6, and all students participate in a daily physical education program with our Daily PE Leaders and class teachers. Children are encouraged to wear appropriate sports clothing and footwear for formal physical education lessons. Several whole school sports events are held throughout the year: Athletics Carnival, Cross Country, House Points Blitz Day, Footy Colours Day.

Grades 3-6 students are also offered additional sporting activities such as NWPSSA grade specific mini carnivals, plus Athletics and Cross-Country events for selected students. Parents wishing to have their children participate in team sports will be advised by sports associations in the Wynyard and Burnie communities through our newsletter. We have been fortunate in recent years to have parents who have been willing to accept responsibility for the organisation of some out-of-hours team sports (e.g. netball, basketball, cricket and soccer). If you are interested in assisting with sports teams, please contact the school.

POSITIVE BEHAVIOUR SUPPORT

Positive Behaviour Support is given a high priority at Boat Harbour Primary School. Behavioural expectations are high, and parents are expected to take a supportive role. Teachers keep in close contact and parents will be informed about any issues of concern. Our policy focuses on supporting the Rights of all members of the Boat Harbour Primary School community:

- Everyone has the right to be accepted and supported as members of the whole school community.
- Everyone has the right to feel safe.
- Everyone has the right to participate in teaching and learning and achieve their best.
- Everyone has the right to have their own and school property treated with respect.

Each class has a clearly established set of Rights and Responsibilities to which they then construct their own rules. To uphold the Rights of all concerned, where necessary, parents, staff and support personnel will develop an Individual Behaviour Support Plan to suit the needs of individual students and the school.

QKR!

Qkr! is an app that allows parents to order recess and lunch, purchase uniforms and make other payments, eg, levies, School Association contribution, camps and fundraising to the school, directly from their smartphone.

To do so, download the Qkr! app to your iOS or Android device, and enter your payment card details – more information available from the office.

REPORTING TO PARENTS

The School Association sets the Communicating with Parents Agreement. In 2022 teachers at BHPS will continue ongoing assessment of student progress and provide written reports to parents.

Teachers will continue to provide many formal and informal opportunities to inform parents throughout the year of student progress and achievements. Parent-Teacher discussions will be offered in Term 1 and again in Term 2, at which time parents can view work samples and discuss their children's goals for future learning and ongoing progress. Parents will receive written reports in Terms 2 and Term 4.

Please contact your child's class teacher or senior staff if you wish to arrange other times for discussion.

SAFETY PROCEDURES

To ensure the safety of all students, staff, parents and community we have mandated departmental procedures. Parents volunteering in the school or working in the classrooms must sign in at the office and provide their current RWVP card for verification, along with evidence of COVID-19 vaccination status.

Posters showing important information regarding safety procedures for emergency evacuation or lockdown are on display in corridors and classrooms.

Emergency evacuation begins with a continual fire alarm and the designated assembly point is the top basketball court.

In the event of a lockdown, the school song will be played over the PA. Please follow the direction of the staff member you are working with.

Advice will be sent out via SZapp to keep school parents and community updated.

SCHOOL ASSOCIATION

The new Education Act deems that all parent/carers are now considered members of the School Association. The Boat Harbour Primary School Association is the consultative and decision-making body comprising of elected parent/community and staff representatives. The School Association committee meets twice each term to discuss matters pertaining to school policy. The purpose of a School Association is to participate in the formulation and development of:

- A set of school beliefs, values and priorities;
- The school policies and code of conduct;
- To provide advice and recommendations to the principal in relation to the general operations and management of the school;
- To participate on the selection panel in respect of any advertised permanent vacancy for the position of principal;
- To foster cooperation among teachers, students, members of the school association, parents and the community;
- To provide advice and recommendations to the Secretary on any matter relating to policy;
- To approve the school budget;
- Any other function the Minister determines.

Details of meetings are advertised in the newsletter and on our Facebook page.

Parents and Friends group support the School Association through undertaking fund-raising activities and selling school uniforms.

School community members are welcome to attend these meetings and listen to the discussion.

SCHOOL PHOTOGRAPHS

It has become the custom for the school to invite a professional photographer to take individual, class and family photographs each year. Parents are under no obligation to purchase these. The school receives an electronic version of each student's photo to be used within the school, e.g. newsletters, displays. The date for school photos in 2022 will be **Thursday, 9th June**.

SCHOOL UNIFORMS

The Boat Harbour Primary School uniform is based on maroon and pale blue, with a range of options available to suit boys and girls in both summer and winter. The Uniform Co-ordinator organises the sale of both new and second-hand items at the school.

Students are expected to wear the school uniform. The wearing of bucket or broad brim hats in school colours during daylight savings is now school policy. Uniforms are an economical way to clothe children for school. They provide children and the school with a sense of common identity.

A school hoodie was added to the uniform range in 2022.

Make-up, fingernail polish and jewellery are not part of the school uniform.

Girls Summer and Winter

- Summer dress

- Maroon and blue polo shirt
- Black trousers, grey or black stockings
- Black leather shoes/boots
- School hoodie
- Soft shell jacket, navy
- School skirt (with or without bib)
- Maroon bucket hat

Boys Summer and Winter

- Maroon and blue polo shirt
- Grey shorts or grey/black trousers
- Black leather shoes/boots
- School hoodie
- Soft shell jacket, navy
- Maroon bucket hat

Please name all clothing and shoes.

SCHOOLZINE

All-important communication and documents are accessible through the Schoolzine SZapp. Our fortnightly newsletter is available through this platform. Our school calendar, notifications, canteen news, medication forms and school procedures are all easily accessed using this app. Further information regarding Schoolzine can be found at <http://www.schoolzineplus.com/app-faq>

SEESAW

Seesaw is a digital portfolio that provides an immediate and personalised window into your child's school day and assists you in staying connected with your child's learning. Parents can communicate with class teachers about their child's learning. At the beginning of each school year, the school will send home information on how you can connect to your child's portfolio. Seesaw can be accessed online, or the app can be downloaded.

SMOKING

In line with Government policy SMOKING IS NOT PERMITTED ON SCHOOL PROPERTY.

STUDENT ASSISTANCE SCHEME (STAS)

Parents who have a current concession card as listed below can apply for dependent students for assistance under the STAS:

- Services Australia – Centrelink Health Care Card
- Service Australia – Centrelink Low Income Health Care Card

- Services Australia – Pensioner Concession Card or
- Department of Veteran Affairs – Pensioner Concession Card.

Please note that if you are already receiving student assistance you do not need to complete a form.

A new on-line form has been developed to assist with processing applications for new applicants, and can be completed here:

<https://stasonlinesubmission.education.tas.gov.au/>

More information is available at:

<https://www.education.tas.gov.au/parents-carers/parent-fact-sheets/fees-levies/>

Once a validated form is completed the Department of Education will confirm the outcome of your application in writing, this process takes approximately 14 days.

We understand this online option may not be possible for all families, so if you require a hard copy form please collect one from the school office. Alternatively, contact the Department of Education, Finance and Budget Services on 1800 827 055 or email stas@education.tas.gov.au

STUDENT REPRESENTATIVE COUNCIL

Students at Boat Harbour Primary School are encouraged to participate in school decision-making and leadership activities. The major avenue for this is through the Student Representative Council (SRC). Each term one representative from each Grade 3 to 6 class is elected by their peers to be a Student Councillor. A Grade 6 Executive is elected for the year. These students work with a staff member to initiate and lead student activities such as in-school socials, Buy, Sell and Swap and fundraising activities for nominated local, national and international charities.

SRC representatives also act as class leaders for gathering ideas from their peers about ways in which the school might be improved. Elected representatives are expected to be exemplary role models of school spirit - upholding high standards of behaviour, having an excellent work ethic and setting the example by wearing school uniform. They often require parental support to manage the extra tasks that are required of them.

SUPPORT SERVICES

Our school receives Department of Education support from a Social Worker, a School Psychologist, and a Speech and Language Pathologist. Please contact class teachers or the Principal if you wish your child to access these personnel.

USE OF SCHOOL BUILDINGS OUT OF HOURS

Community groups are invited to make application for the use or hire of the hall, library or classrooms. A reasonable charge is made to cover the associated costs. Enquiries are welcome at the school office.

VALUABLES AT SCHOOL

The school places great importance on honesty and respect for the property of others. Children are discouraged from bringing toys, games and valuables to school. Any child bringing items to school take responsibility for loss, damage theft etc.

VISITORS AND VOLUNTEERS

Parents helping in children's classrooms are required to sign in and out on the Volunteer sheets available at the main office. Registration to Work with Vulnerable People (RWVP) is also required for all adults working in classrooms and around the school. Please see page 6 for information about how to register.

It is also a Department of Education requirement from the start of Term 1, 2022 that all volunteers and contractors provide evidence at all DoE sites of full vaccination status. This evidence can be one of the following:

- COVID-19 digital certificate (either from myGov or the Check in Tas App)
- Immunisation history statement (from the Australian Immunisation Register or an equivalent document from another country)
- Proof of relevant medical exemption

We hope that your family's association with the school will be enjoyable and rewarding. If you need further assistance, please contact me or any members of staff. Once again, welcome to Boat Harbour Primary School!

Mr Peter Brown, Principal

SCHOOL TERMS AND PROFESSIONAL LEARNING DAYS

IN TASMANIAN GOVERNMENT SCHOOLS

DEPARTMENT OF
EDUCATION
learners first



Did you know?

The Tasmanian Government school year is divided into four terms.

Professional learning days

- During the school year, schools have professional learning days and on these days your child will not attend school.
- Professional learning days enable teachers to participate in important learning that improves their teaching.

Moderation days

There is also a moderation day for student assessments. This ensures all students across Tasmania are being assessed against the same benchmarks, and that student assessments are comparable across schools.

Where can I get more information?

- Schools will advise parents and child care providers of these days in Term 4 every year.
- From your child's teacher or school.
- Visit the Department of Education website: www.education.tas.gov.au





2022 Term Dates

January

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

* Please note these dates are statewide for Kindergarten to Year 10 in Tasmanian Government Schools. Years 11 and 12 dates may differ so please check the Department of Education website: www.education.tas.gov.au

* For full listings of local area public holidays please visit www.worksafe.tas.gov.au

Published: September 2021



State of Tasmania (Department of Education)

- School Holidays
- School Terms
- Public Holiday
- Professional Learning Days (K–10) Statewide
- Professional Learning Days South Only
- Professional Learning Days North only
- Teachers Start/Finish (K–10)
- College Teachers Start/Finish (11–12)
- Moderation Day (K–10)
- Cross-sectoral Moderation Days (11–12)