



Welcome to Bendigo Primary School.



Bendigo Primary School
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Principal's welcome.

Welcome to all families joining us at Bendigo Violet Street Primary School! Some of you will already have an association with our school because you attended the school, or a relative did, or you currently have a child here – that is the sort of school we are, a school that people are passionate about and want to stay connected to.

Our school motto is 'My Best'. Students, parents, carers and staff work together in a partnership that aims to support our students, and all of us, to be our best and achieve our best. We encourage an open and respectful partnership between home and school with regular, clear communication – if you have a concern, please contact us in a timely manner, if we have a concern, we will do the same. We will also be in touch to share celebrations about your child's day – and we also appreciate hearing positive feedback from you!

As your child's first teacher, you know your child best and we look forward to learning about your child and how best to support them to transition to school.

This information booklet provides information about many aspects of school life. If you have any questions at any time, please get in touch, we are here to help.

Learning is exciting, challenging, puzzling and, sometimes, hard work! I am looking forward to working with your family to help your child achieve their best.

Warmest regards,

Carolyn Tavener.



Our Vision

At Bendigo Primary School, our vision is to empower socially and emotionally competent learners who are motivated, confident and mindful of self and others.

Our Mission

We believe that students should be successful learners and when required they may need personalised learning that aims to fulfil the diverse capabilities of each student.

To work in partnership with students, staff and families, to support students to be successful learners and to 'Be their Best'.

We 'walk the talk' in our behaviours, language we use and inclusive approach to all.

Our Values

Our core values are Respect, Responsibility and Kindness.

2024 Staff

Principal: Carolyn Tavener

Learning Specialist: Kim Kirkpatrick

Business Manager: Lou Bray

Teaching staff:

- Rachel Quarrier- F/1
- Nicole Lowe- F/1
- Soniajit Sokhal- 1/2
- Skye Schueller- 1/2
- Di Kennedy- 3/4
- David Morrison-Blunck- 3/4
- Jason Bentley- 3/4
- Jacinta Condon- 5/6
- Danielle Wadley/Cosima Perley- 5/6
- Sheridan Leversha- Art specialist and cooking program
- Laura Hicks- PE specialist
- Bridget Finch- Music specialist
- Minyu Xu- Chinese language specialist

Education Support Staff: Sara Hill- gardening program

- Julie Giudice
- Danni Ferrari
- Louise Rodriguez
- Samantha Humble
- Lauren Hussey-Makepeace
- Paw Lue Hai
- Peter Fountain- maintenance.

Absences and Attendance

Attendance at school is compulsory for all children aged between six and fifteen years of age. We expect that student attendance will be regular and punctual.

Daily attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. School participation maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values that set them up for further learning and participation in their community.

Both schools and parents have an important role to play in supporting students to attend school every day. Bendigo Primary School believes all students should attend school all day, every day when the school is open for instruction and is committed to working with its school community to encourage and support full school attendance.

Absences

If your child is absent from school, you must advise the school of the absence and reason for the absence. You can do this by-

- Notifying us using the Sentral app. This is our preferred method as it adds the absence directly to your child's attendance information on our school Sentral system.
- Calling our absence line and leaving a message.

Late arrivals.

Students arriving late to school are required to report to the office prior to go to class to obtain a 'late pass', which is handed to their teacher. Our Business Manager enters late arrivals into Sentral.

Early departures.

Students should remain at school for the full school day. Early departures should only be for important appointments, such as a medical appointment. Parents/carers wanting to collect a student early must come to the office to notify us they need to do an early pick up and to collect the child.

Annual Implementation Plan (AIP)

All Victorian government schools develop a detailed plan encompassing actions, roles, responsibilities, timelines and success criteria for the next 12 months, leading to the achievement of our School Strategic Plan goals and targets. Our 2024 AIP is available for viewing on our website.

Annual Report

Each year, the school is required to provide an Annual Report to our community that provides a summary of the financial position of the school, the programs that were implemented and the achievements of the school over the previous year. Annual Reports can be accessed via our school website, generally from May each year.

Anaphylaxis

Anaphylaxis is a severe and rapidly progressive allergic reaction that is potentially life threatening. Parents must inform the school of a diagnosis, causes/triggers and provide an action plan and in date EpiPen that will be kept in the school's First Aid room.

Assembly

Our whole school assembly is held every Friday afternoon from 2:55pm. Grades take it in turns to organise and host our assemblies. Parents, carers and family friends are encouraged to attend to celebrate our student's learning.

Assessment

Monitoring of student progress is ongoing through formal and informal assessments that determine student understanding prior to and during a concept or unit of work. Teachers work together as Professional Learning Communities (PLC) and year level planning teams, to regularly analyse collected data, and identify areas where students require explicit teaching to support and extend individuals.

Asthma

Students with asthma must have a current Asthma Action & Management Plan developed by the student's doctor in consultation with the parents/carers and reviewed regularly. Parents are responsible for ensuring their child's medical details are up to date and that their child has the appropriate prescribed medication at school.

Parents/carers are asked to provide spare asthma medication and a spacer for their child that can be kept at school in our First Aid room.

Before and After School Care (OSHC)

Our school offers Before and After School Care. Our OSHC program is run by the YMCA and operates from our multi-purpose room. Before school hours are 7:00am – 8:30am. After school hours are 3:10pm – 6pm.

E: bendigovioletstoshc@ymca.org.au

P: 0477 477 652

W: childrensprogram.ymca.org.au



Buddy Program

Our Foundation students have Year 5/6 buddies who help them to settle into school, who provide support for them in the yard and classroom. Our buddies regularly participate in joint activities at school.

Bullying Prevention Policy

Our school has policies and guidelines that support us to implement whole-school approaches that educate and actively teach our students about bullying behaviour, how to prevent it and how to manage it if it occurs. Bullying behaviour is not acceptable. Discovering that your child may be being bullied, or that your child might be bullying others can be stressful and upsetting. If you think this might be happening, contact your child's teacher as soon as possible so that we can work together to solve the problem and reduce the likelihood of it happening again.

Bushfire risk days

Our school is not a Bushfire at Risk school so we will be open regardless of the fire rating on any given day.

Families are encouraged to regularly review their own fire plans for high fire risk days and to enact them when needed.

Camps

Our camps program operates every second year. In 2025, our camps were-

Grade 3/4 Camp Kookaburra

Grade 5/6 Billabong camp

Grade 2 sleep over at school.

Grade F/1 'Stay and Play' after school.



Car parking and school crossing

The crossing on Webster St is no longer staffed by Bendigo City Council so please ensure you supervise your child/ren crossing the road safely.

Staff supervise the Nettle St entrance after school from 3:10pm to 3:25pm.

We encourage parents/carers to teach their children how to use a school crossing and how to cross a road safely.

All adults must follow the road rules and parking regulations when dropping off and picking up children. Only park in designated parking bays and have your children exit the car away from the roadside.

Child Safe Commitment

Bendigo Violet St Primary School is committed to the safety and wellbeing of all children and young people. We have zero tolerance for child abuse. We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Particular attention will be given to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in Bendigo PS has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

More information about our Child Safe policies and procedures are available on our website.

Class Structures

Each year our class structures are based on the number of students we have enrolled at our school in each year level and the best needs of our students.

Clothing

Students often remove items of clothing over the school day, especially during changeable weather. Please make sure all items of clothing are labelled clearly with your child's name. Lost property is kept in each classroom. Unclaimed items will go to the second-hand uniform shop.

Collection of Monies

Money is collected at different times of the year for various reasons. Payment can be made by cash, credit card or direct deposit. When forwarding cash to the office, please send it in an enclosed envelope with the child's name and purpose of payment clearly written on the envelope.

Communication

Our aim is always to work in a positive partnership with you to support your child to 'Be their best'. Having regular, respectful communication between home and school is important in building and sustaining that positive partnership.

Our school values are Respect, Responsibility and Kindness. We expect that all communication between staff, students and parents/carers will reflect and uphold our school values.

Addressing problems and concerns.

If there is a problem or we have a concern about your child, we will get in touch with you. We ask that you do the same, if you have a concern, please get in touch with us so we can work together to address it. Problems and worries that are not addressed early sometimes grow into even bigger, more complex problems that are harder to address and solve. You might also like to read our 'Feedback and Complaints' policy available on our website- <https://tinyurl.com/ycx3n3d3>

When approaching us about a concern you have, or to follow up something that your child has told you, please remember to always let your child know that you will be asking the school for more information about what happened. When we follow up at school after a problem between students, we always talk to the students involved to find out more. Your child is well placed to give their point of view, thank them for confiding in you and letting you know how their day was, and remind them that you will check in with the school, as we work together to sort out problems.

How long until a staff member replies?

When a staff member receives a message or email, they will respond acknowledging receipt of the message during their working hours, within 24 hours. The staff member will then organise to follow up, as appropriate, by the end of the next day.

Part time staff members will respond and follow up, using the same time frame, on their next working day.

What do we use to communicate with our school community?

EMAILS.

How we use it.

Staff might email you individually about your child, or they might email the whole grade, or a particular group of families as their children are all involved in an event, such as an inter-school sports day.

How you will use it.

You can email staff at their @education email address to ask questions about your child or a classroom/whole school event and to request a time to meet.

FACE TO FACE.

How we use it.

It is always a pleasure to have your assistance in our classrooms and at school events so keep an eye out for requests for assistance. A reminder that anyone volunteering at our school must have a current Working with Children Check.

Each term we meet with caregivers and students for goal setting meetings. These meetings are an important way for us all to share information about how your child is going and what their next steps in learning are to keep making progress.

Staff might also request a face-to-face meeting to review a child's Individual Education Plan, to share concerns about a child's behaviour/progress, or to celebrate great learning.

How you will use it.

You can contact a staff member to request a face-to-face meeting for any of the above reasons too. These conversations are important and should not be made 'on the doorstep' when you are dropping off or collecting your child. Teachers are getting ready for the start of the day before school and don't have time for a 'quick chat' - as they very rarely are quick chats!

FACEBOOK and INSTAGRAM.

How we use it.

Our school Facebook and Instagram page/s are used to advertise school fundraising events, provide reminders about whole school events such as welcome BBQ, reminders about school camps/excursions, share photos of our students learning and to share information about community events that might be of interest. Student photos are posted with the permission of their parents/carers and are not to be copied and reposted from school posts.

How you will use it.

You can 'Like' and comment on posts and share posts to spread the word about fundraising events and our fabulous school. We expect that our school values will also be upheld in online spaces, Facebook and Instagram are not the places to raise your concerns or post negative comments. Please see our 'Feedback and Complaints' policy- <https://tinyurl.com/ycx3n3d3>

MESSAGING VIA THE SCHOOL MOBILE PHONE.

How we use it.

The school mobile phone is used to message parents/carers when-

- A student has received a time out and is bringing home a time out letter.
- A student's medication and/or medical management plan, is out of date, finished and needs replacing.
- A parent/carer has a meeting coming up at school and we text a reminder.

How you will use it.

To respond to a text sent by a staff member.

NEWSLETTER.

What is it?

Our newsletter is published online at the end of every week. You will receive an email with a link to the newsletter each week.

How we use it.

Our newsletter contains information about-

- important dates, including student free days.
- classroom events, photos, student work samples and information about learning.
- Parents & Friends updates.
- Policy updates and changes.
- Whole school information such as, why we are using a certain program.
- Community events.
- What's happening in our garden and working bee arrangements.

How you will use it.

It is important that you read the newsletter each week so you can keep up to date with whole school information. Each 'page' contains information you will find helpful and informative.

- 'Hello from Carolyn' is information from our principal, Carolyn Tavener. This might include updates about whole school events, programs, procedures and policies, our school improvement work and how you can be involved.
- The calendar page tells you what is happening and when, and also, which grades are hosting our Friday assemblies.
- The 'Hello from our teachers and students' section might include photos of students learning in their classrooms, photos of student work and information about the classroom learning.
- Specialist teachers might also add to the newsletter using the following pages- 'Hello from PE', 'Hello from the Music Room', 'In our Garden', 'Hello from Art' 'Hello from the Kitchen'.
- 'Parents & Friends' keeps you up to date with activities our P&F group are organising and also contains information and ideas for activities to do in Bendigo on weekends or holidays.
- 'Outside of School Hours care' contains updates from our YMCA OSGC service.
- 'Child Safe Standards' page provides important information about how we are meeting the Child Safe Standards at our school.

- 'In our Community' is a space where you can find out about events happening locally such as sports your child/ren could be involved, cultural events etc.
- 'Advertising' is exactly what it says!
- **PHONE CALLS.**
- **How we use it.**
- We will call you if your child has seriously hurt themselves and we always give you a call when they have hurt/bumped their head.
- We will call you to follow up re. a missing permission note or medical form, medication needing replacement or to make a time to meet.
- **How you will use it.**
- You can call and leave a message for a staff member or to pass a message on to the office, or to return a call from us.

SENTRAL.

What is it?

Sentral is our whole school management system.

You can visit <https://youtu.be/6rMj-GP8pto> to learn more about Sentral.

You will need to download the Sentral app and connect to our school. We will give you an access key that connects you to our Sentral system and your child's information.

How we use it.

Sentral is an important communication tool at our school.

We use it to-

- Send notifications and information about camps and excursions.
- Send notifications about student absences.
- Send reminders about school events and permissions that are due.
- Set goal setting meetings with parents/carers.
- Send home student mid-year and end of year reports.
- Send a notification if your child has received first aid.

How you will use it.

You will use it to-

- Let us know why your child is absent on the day. You can also let us know of an absence in advance.
- Check your child's attendance percentage.
- Book goal setting meetings.
- Access your child's mid-year and end of year reports.
- Return permissions and information required for camps and excursions.
- Receive a notification that your child has received first aid.

Camps, Sports and Excursions Fund (CSEF)

The CSEF provides payments for eligible students to attend camps, sports and excursions. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. \$125 per year will be paid for eligible primary school students. Payments will go directly to the school and be tagged to the student. For more information go to- <https://www.vic.gov.au/camps-sports-and-excursions-fund>

Curriculum

All students participate in a comprehensive curriculum that promotes inquiry, deeper levels of thinking and is tailored to meet individual student needs.

The Victorian Curriculum F-10 is a continuum of learning and sets out what every student should learn during their first eleven years of schooling. The curriculum is a common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

For more information about the Victorian Curriculum you can visit- <https://victoriancurriculum.vcaa.vic.edu.au/>

Custody/Court Orders

It is important that the principal be advised of and provided with a copy of any current Custody and or Access orders that are in place. Copies of such documents will be kept within the school office. Families/Carers must ensure that if there are any changes to the Orders, that copies are provided to the school.

Disability Inclusion program

We have a Disability Inclusion coordinator who works with teachers, students and families to identify the strengths, needs and educational adjustments we can make at school and support the needs of our students. This might involve creating a Disability Profile that captures:

- A student's strengths and educational aspirations
- Their needs across a range of education related activities
- Adjustments required to enable participation and engagement at school.

When applying for Disability Inclusion funding, a meeting is held that involves all stakeholders. The meeting is run by a trained facilitator and focuses on the strengths of the student and the information collected in the profile.

Emergency Procedures

We have protocols and procedures in place for a number of emergency situations. Throughout the year, we regularly practise our emergency procedures.

Excursions and Incursions

Our students might be involved in excursions or incursions over the year. Parents/carers will receive notification of these and of any costs involved.

Fees and Charges (Parent Payment policy)

Each year our School Council revises and sets parent Payment charges. Parents will be notified in term 4 each year of the next year's Parent Payment policy. Our school website has the latest Parent Payment charges.

Financial Assistance

It is important that every student, regardless of their circumstances, have the best possible chance to reach their potential. To assist families/carers with Parent Payments, we have payment plans available which enable families to spread the costs over the school year. Please contact us if you require assistance in this area, we are here to help you.

Food

We encourage healthy eating habits at Bendigo Primary School, please keep lollies, chocolates and chips as occasional after school snacks, do not send them to school in your child's lunchbox.

Due to food allergies and students with anaphylaxis, our students are not allowed to share food.

We strongly recommend that you send food to school in reusable containers to reduce the amount of rubbish and litter in our school.

Gardening program

Our gardening program is much loved at our school. All grades participate in a weekly gardening session learning to care for different garden areas in the school grounds and to grow and harvest food.

Head Lice

Anyone can get headlice and parents/carers should check their child's hair regularly. All children with shoulder length hair or longer should have their hair tied back for school days. If you find head lice or nits in your child's hair, please let us know and treat your child's hair. Student's hair must be treated before they can return to school. If a student is identified as having nits or lice at school, parents will be notified and asked to collect their child to treat their hair.

Illness and Infectious Diseases

It is important that you keep your child/ren home when they are unwell. A child who has been ill during the night, or before school, should remain home on that day. A child who has been vomiting or had diarrhoea must stay home for at least 24 hours and until there has been no further incidents of vomiting/diarrhoea.

If your child becomes unwell at school and is required to go home, we will contact you.

It is a condition of enrolment that all parents/carers provide an 'Immunisation History Statement' from the Australian Childhood Immunisation register. A child who has not been fully immunised will be excluded from school if there is a case of certain infectious diseases.

You can check the Department of Health's 'Minimum period of exclusion from primary schools for infectious diseases' for more information about infectious diseases and exclusion from school requirements.

<https://www.health.vic.gov.au/infectious-diseases/school-exclusion-table>

Investigations

Investigations is an authentic, hands-on approach that engages and stimulates learning in children. It better meets the needs of individual children in the most natural way and provides opportunities for problem solving, creating and making, practising social skills and provides for a smooth transition from pre-school to school.



Lost Property

It is important that students take responsibility for their own belongings. Please label all property clearly including clothing and food containers. Lost property is stored near the office.

Valuable items such as expensive toys, clothing and electronic devices are not to be brought to school. Private property brought to school by students is not insured nor is the school responsible for any loss.

Lunch orders

We don't currently have a regular supplier of lunch orders. Keep an eye out for special lunch orders organised by our Parents & Friends group.

Medical details

Please ensure we are informed about your child's medical details and that we are updated if anything changes.

Medication

When necessary, we can administer medication to your child at school. All medication including prescription, 'over the counter' and homeopathic tablets, liquids and inhalers are to be delivered to the office in their original packaging. The medication must be clearly labelled with the student's name. A Medication Authority form will need to be completed at the office, advising us of the medication, dosage and timing. The medication will be kept in a locked cupboard in our First Aid room.

Mobile Phones

If a student brings a mobile phone to school, it is to be handed in to the office at the start of the day and collected at the end of the day. Our mobile phone policy is on our school website.

Pupil Free Days

The Department of Education provides schools with several student free days to be used for professional development and reporting. Parents will be notified of these days via our newsletter. Students do not attend school on these days, usually our OSHC is available on student free days.

School Council

Our School Council consists of seven parent members, four DET members and one community member, who may be co-opted for a short period of time. Two meetings are held at school each term. School Council plays a vital role in school governance with the support of the teachers and Principal.

2025 School dates

Term 1 January 28 (Staff on site), January 29– April 4. All our students start on Wednesday 29 January.

Term 2 April 22 – July 4

Term 3 July 21 – September 19

Term 4 October 6 – December 19

School bell times

8:43-8:45am Music plays, students head to their classrooms.

8:45am First bell

8:45-9:45am Learning session 1

9:45-10:45am Learning session 2

10:45am-10:55am Students eating recess snack outside.

10:55am Start of recess play bell

11:08am Music plays, students head to their classrooms.

11:10am End of Recess bell

11:10am-12:10pm Learning session 3

12:10pm-1:10pm Learning session 4

1:10pm-1:25pm Students eating lunch outside.

1:25pm Start of lunch play bell

2:08pm Music plays, students head to their classrooms.

2:10pm End of Lunch bell

3:10pm End of the school day.

School Uniform

We are proud of our uniform and the wearing of school uniform is actively encouraged. Students should take pride in wearing our uniform and keeping it neat and tidy. It is compulsory for SunSmart hats to be worn by all students from mid-August to the end of April.

Student Accident Insurance

DoE does not provide personal accident insurance or ambulance cover for students. Parents are responsible for paying the cost of ambulance transport.

School Strategic Plan (SSP)

Our SSP details our goals and targets for a four-year period. Our SSP is available from our website.

Swimming

All grades participate in our swimming program that is usually held in term 4 at the Peter Krenz YMCA Leisure Centre.

Transition: Kinder to Foundation

We offer a comprehensive transition program to support our Foundation students to feel comfortable in our learning spaces and playground. Parents/Carers have the opportunity to book a school tour, attend information evenings and spend time in our Foundation learning spaces.

Our transition program for our 2025 Foundation students is:

15 May 9am Foundation school tours

5 June 6-7pm Prospective Foundation families information evening

28 Aug 6-7pm Confirmed Foundation family's information evening

5 Nov 3:15pm-3:45pm 2024 Foundation students play at school with parents/carers and teachers

12 Nov 3:15pm-3:45pm 2024 Foundation students play at school with parents/carers and teachers

19 Nov 9am-10am Transition visit. Parents/Carers stay.

26 Nov 9am-10:30am Transition visit. Parents/Carers morning tea with principal.

3 Dec 9am-10:30am Transition visit.

10 Dec 8:45am – 11:10am Transition visit. (Statewide transition Day)

Transition: Year 6 to Year 7

We work with our local secondary school transition coordinators to ensure our students are well prepared and that individual needs are considered for class placements. Additional transition days/programs can be developed for students with additional learning/social needs. A state-wide transition day is held in early December where all year 6 students attend their chosen secondary school.

Visitors, Parent helpers and Working with Children Checks

We welcome helpers in our classrooms and gardening program and for special events and activities. **Anyone** volunteering at our school, on site or on an excursion or camp, must hold a current Working with Children Check (WWCC) and have completed an OHS induction. Please contact the office to show your WWCC and to complete an induction. Applications for a WWCC can be made online-

<https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply-1>

