



# Brunswick East Primary School

Information Handbook

# Welcome!

We warmly welcome you to the Brunswick East Primary School community and hope you find the following information in this booklet helpful as your family prepares for the changes ahead.

During 2018 we provide a Kindergarten to Prep Transition Program that will ease your child into their schooling and alleviate much of the stress the official first day can bring. Your child will spend time in their new learning community getting to know the teachers and other students they will be learning with the following year. As parents and carers, you too will have opportunities to meet and greet teachers and each other at information events as part of the Transition Program.

We look forward to getting to know all of you over the course of the next few months!

## **Contact Information**

Website.....[www.beps.vic.edu.au](http://www.beps.vic.edu.au)

Email.....[brunswick.east.ps@edumail.vic.gov.au](mailto:brunswick.east.ps@edumail.vic.gov.au)

Telephone.....93 873 361 or 93 875 707

# Preparing for School

Beginning school is an exciting time in your child's life, and your child will model themselves on the attitudes of the adults around them.

Demonstrate, with your words and actions, that you are confident about the school and your child's ability to cope with this new exciting time and be positive that it is a happy place where they will learn and develop friendships. If you convey a positive attitude this will be passed on and your child's learning benefits in the long run.

Children beginning school are at varying stages of development. However there are some skills that we expect children to manage independently. We have included a list of things you may like to practice at home so that your child is confident in these areas.

## Personal Skills:

- Use the toilet properly (wipe bottom, flush, use urinal).
- Wash their hands.
- Put on and take off clothing - including shoes.
- Use a tissue.
- Sit quietly for short periods of time.
- Follow simple instructions.
- Carry their own school bag.

## Social Skills:

- Be able to relate to adults outside the family group.
- To communicate their needs.
- To share and take turns.
- To respect the belongings of others.

## Emotional Skills:

- To confidently separate from Parents/Carers.
- To accept they may not always get their own way.
- To play independently.

# Establishing Routines

School is all about the independence of your child and we know this can be tricky for families. You can support your child's independence by encouraging them to walk inside by themselves, put their bag away and join the group.

Children need to arrive at school between 8:45am and 8:55am. This ensures an organised and happy start to the day.

Make sure your child is clear about after-school arrangements:

- Who is picking the child up?
- Where are you meeting them?
- Are they in After Care?

Pack your child's lunchbox with them present and talk about which items are for snack and which items are for lunch. Don't underestimate how much to pack – all the learning and play will increase their appetites!

Encourage children to be responsible for their own belongings. At the back of this booklet, you will find a child friendly checklist for your child to use at home.

A sense of security can be developed when parents set limits on a child's behaviour and make sure limits are kept for example:

- A set bedtime
- Eating all of their dinner
- Using manners

Please remember the importance of a good night's sleep and do try to keep your child to a regular early bedtime.

A nutritious and slow paced breakfast is a great start to the day.

# Your Responsibilities and Supportive Roles

The most successful education is one that is a partnership between the school and the child's family. Your support and enthusiasm as a parent or carer is vital. Schools of today are extremely different to the schools that you, as children knew. Brunswick East is a very open and community based environment. We encourage communication and dialogue between the learning community and home life, cultures and environments.

There are several things you can do at home to support your child as a learner.

- Find time to talk with your child about their interests and experiences.
- One word of praise and encouragement is far greater than ten of criticism.
- Read stories with your child and share the books they bring home.
- Develop responsibility and an awareness of the rights of other people.
- Develop a courteous manner towards other people.

# Your Child's First Year at Brunswick East Primary School

At BEPS, we believe children learn best through play, experience and investigation. Because of our pedagogy, all lessons stem from the individual interests and needs of the children. In this way, the students are engaged and enthusiastic about their own learning, challenging themselves and inspiring each other.

At BEPS, we teach in teams which ensures we are able to teach to your child's needs. This also means that your child's class and assigned teacher are for administration purposes only. In Prep, your child will be learning with and alongside members of their whole year level and with different teachers for the majority of their school day.

The school day generally consists of three sessions separated by recess and lunch breaks. Learning sessions take place inside and outside of the learning community and school and consist of a combination of focused instruction, explorative play and experiential learning. In Prep, students are given half an hour of dedicated eating time separate to their learning and recess/lunchtime. They are also able to eat fruit and vegetables, drink water and go to the toilet anytime during the day.

Of course, the best way to understand how the learning community works is to spend time helping out in your child's learning community! We welcome all family and friends and invite you to play a more significant role in your child's education. However, we do request that at the beginning of the year the helpers visit outside of learning times to enable all new students to settle in. Once we judge the children to be ready we will put out a call for helpers to assist us during learning time. This is usually about 5-6 weeks into the first term. During this time, you might want to join the Coffee Cake Connect sessions run by parents (details on page 9).

All students need to purchase stationery supplies (through the book list) which are delivered directly to the learning community (LC) and become communal LC resources. Students will also need a wide brim hat and a box of tissues for learning community use.

# Getting Ready For School Parent/Carer Checklist

Before your child begins school you will need to have attended to the following:

- Give The School Email Addresses for all parents/carers (IMPORTANT!)
- Enrolment Form
- Birth Certificate
- Immunisation Record
- Anaphylaxis Management Plan\*
- Allergic Reaction Plan\*
- Asthma Plan\*
- Order Stationery Pack
- Organise Before/After School Hours Care
- Organise Care For The First Five Wednesdays of School
- Label ALL Clothing And Belongings (PLEASE)
- Organise Spare Clothes (underwear, socks, pants)

\* Or any other medical need plan where necessary.

# Keep up-to-date

Throughout the year there's a lot of information about learning activities and community events that take place at Brunswick East Primary School (BEPS). The school provides regular updates to parents and carers through a range of channels, but it's particularly important that you **prioritise reading the following:**

- **Emails from your child's teachers**
- **The weekly BEPS newsletter (released every Monday during school terms)**
- **Emails from the school office.**

**IMPORTANT:** It's a good idea for all parents/carers in a family to be on email lists held by the school, to make it less likely you'll miss important messages throughout the year. Please include all email addresses on the school enrolment form and give your email addresses to prep teachers.

Early in term 1, there is also an optional email list you can join which is shared between prep parents/carers to help connect people, catch up on important information and organise play dates. This list is coordinated by a current prep parent each year.

In February, if you don't start receiving an email every Monday alerting you that the BEPS newsletter is released, get in touch with office staff who will add you to the email distribution list: [brunswick.east.ps@edumail.vic.gov.au](mailto:brunswick.east.ps@edumail.vic.gov.au)

Other important ways to stay informed include the BEPS **calendar** (on the school's website) with key dates for excursions, student-free days, events and term dates.

A private **Facebook** group run by BEPS parents is a fantastic way to stay on top of school life. This is not an official school channel but is a good community-led forum for reminders, discussion and support. There are guidelines for use, and administrators will ask you to answer a simple verification question before you are added to the group. Search for Brunswick East Primary School Community on Facebook.

# Please get involved

The school highly values the involvement of families and the top priority of our biggest fundraiser – the **Twilight Market** – is to stage an event where the whole BEPS community has fun together. The Twilight Market is held on a Friday in November each year and is organised by around 40 volunteer parents/carers, with all families asked to cover at least a one-hour shift on a stall of your choice on the night of the market (between 3.30 and 8.30pm). There is a Trivia Night held mid-year, smaller weekly Friday Markets run by each class during terms, other events or stalls around Mother's and Father's Day, and the occasional disco – all to raise funds for the school.

There are regular working bees to help maintain and improve the school grounds, and several committees and groups always keen for more hands to help – the BEPS Makers and Bakers, Grounds Group, Community Building, as well as members elected to our governing body School Council.

At the start of each year, some parents run sessions called **Coffee Cake Connect** which is a chance to meet other parents/carers in a small group and help out with a task such as gardening, covering books in the library or preparing the reader folders for prep students. These sessions are mostly held in the staff room during the first six weeks of term 1. They will be promoted in the newsletter and on the Facebook group and via the prep parent email list in the weeks before.

We understand that all parents/carers are juggling work, study, life and caring responsibilities. When families are asked to help or donate goods, we are grateful for anything you can do. Whatever time you can give is always received with gratitude, and we hope that you get involved whenever and wherever you can. Most importantly, we hope your involvement helps you to feel connected with the school community.

# IT'S NADAY TO KNOW...

- Friday Markets are held almost every Friday during school terms. They start at 3.30pm and each Learning Community takes turns running them. When it is the turn of Triciclo (the name for the Prep Learning Community) families will be asked to share the tasks of donating snacks/baked goods, helping cook the BBQ and selling food to the hordes of children waiting to buy. Half the money raised goes to the host Learning Community and teachers will put it towards books or other learning equipment to benefit all of the students. The other half goes to general school fund-raising. Friday Markets usually start in week 2 of term 1, and it's a great chance to eat, chat and get together with the BEPS community. Each learning community usually runs at least two Friday Markets each year and teachers will send out more information before the market.
- On the last day of each term, school finishes early. For the last day of terms 1, 2 and 3, dismissal is at 2.30pm (instead of 3.30pm). On the last day of term 4, dismissal is at 1.30pm.
- Assembly is held in the school hall every Monday alternating between the upper and lower school students. Preps generally don't start attending assembly until they are well settled into their school routine.
- People often refer to the 'parent kitchen' as a place to drop off goods for Friday markets. This is the kitchen attached to the school art room, with a door that opens onto The Agora (covered courtyard) in the centre of the school.
- 'The Colourfuls' is the name for the large playground at school where preps tend to spend a lot of their play time.
- All the Learning Communities have Italian names, and the prep class is called Triciclo which means tricycle.
- Each year, some parents in the prep community will start a social list to exchange everyone's emails – this is to help organise play dates, birthday parties, picnics or exchange other important information between prep parents/carers.
- Preps tend to lose a lot of things. Labelling clothes and having spare wide-brimmed hats is always a good idea. There will be a lost property pile in the prep room, at the after care office and at other locations around the school – and it's a good idea to check regularly for lost items.

Prep is a great year to get involved with the school, meet other families and become part of the BEPS community.

# GETTING READY FOR SCHOOL Student Checklist



Labelled Lunchbox



Labelled Drink Bottle



Labelled Spare Clothes



Labelled Hat