Bethany Catholic Primary
GLENMORE PARK

P A R E N T    H A N D B O O K

34-38 William Howell Drive (PO Box 8134)
GLENMORE PARK   NSW  2745
Ph 024733 5299   Fax 024733 5079   Email  Bethany@parra.catholic.edu.au

www.bethanyglenmorepark.catholic.edu.au
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**Principals Welcome**

Welcome to Bethany Catholic Primary School.

On behalf of everyone at Bethany, I extend to you a warm welcome to our community! I hope that this handbook will be of assistance to you, the parents of our children.

Bethany is the parish school of Padre Pio Parish, Glenmore Park. We recognise each child as being unique and formed in the image of God. We are a school community which fosters a friendly, trusting collaboration between School, Parish and Parents for the ongoing development and benefit of each child.

Our school provides a wonderful learning environment based on diverse learning activities initiated and facilitated by a team of caring and dedicated education professionals, supported by parental involvement.

I invite you to continue your fundamental role as first educator of your children. The staff aim to work in partnership with you and encourage you to be an active participant in the school activities.

I pray that God will bless our time together at Bethany. I pray also that it will be a time full of happiness, caring and support for each other as we focus upon the learning and development of your child in a truly Catholic atmosphere of love and concern for each individual.

We aim to provide a quality education for the 21st Century. New approaches and skills are emerging for lifelong learning and we will ensure that the best possible emphasis is given to improving each child’s learning, so that they are successful learners ready to meet the challenges of the 21st Century.

I wish you and your family a very happy and rewarding association with our Bethany community of learners.

Best wishes for the year ahead.

Ted Langford
Principal

*Bethany is a dynamic Catholic school committed to living Gospel values, incorporating a spirit of community, acknowledging the uniqueness of each individual, encouraging optimal learning and with an ongoing appreciation of the environment.*
Our Story

Bethany Catholic Primary School opened in 1996 and is situated in Glenmore Park, in the Diocese of Parramatta.

As a Parish School, Bethany promotes the Christian values that prompted its establishment. The Enabling Committee, with representatives from the Catholic Education Office and St Nicholas of Myra Parish, Penrith was responsible for the early planning of the school. Sub Committees were responsible for the areas of promotion, motto, emblem and uniform. The school aims to provide a learning environment that is stimulating, catering for the needs of the children and in line with contemporary educational practices.

Bethany aims to be a vibrant Catholic School which provides for the diverse needs of many children who are living in the Glenmore Park and Regentville area and who are part of the Parish of Padre Pio.

In recent years, Bethany has enhanced the learning environment for our students with refurbished classrooms, the construction of a hall and wonderful canteen facilities. We now have an onsite Before & After School Care Centre which caters for our families.

We are a 3 stream school catering for about 600 boys and girls from Kinder to Year 6.

Our Bethany motto is: “In Christ We Love and Serve”

Spiritual Life of The School

An integrated Religious Education Program is implemented throughout the school. The support and involvement of parents is encouraged.

The school follows the Religious Education Program “Sharing Our Story” developed by the Catholic Education Diocese of Parramatta.

Meaningful lessons in Religious Education are part of the school day and Gospel values and attitudes permeate all aspects of school life.

Children have the opportunity to celebrate liturgies which reflect the liturgical seasons and the life of the school. They also participate in reconciliation and prayer times as part of the school day.

The Parish facilitates family centred First Reconciliation, First Eucharist and Confirmation Programs for the children and the school supports these initiatives within its Religious Education Program.
Mission Statement

The mission of our school continues to be developed in collaboration with parents, teachers, pastors and children. Our aim is to provide quality education in a caring and supportive catholic environment.

The motto of Bethany, ‘In Christ We Love and Serve’, reflects the principles and values of a Christian community.

We have a commitment to the promotion of educational and personal excellence. We believe that education enriches and empowers the individual.

The value and dignity of each individual will be reflected in the promotion of self esteem, self discipline and responsibility.

Our curriculum aims to be dynamic, intellectually challenging and diverse in order to respond to students’ needs in a rapidly changing world.

Each student is encouraged to aim for personal excellence and to develop skills of independent learning and critical thinking in a co-operative learning environment.

We have a close relationship between the school / parish communities. Within this context, individuals will be given the opportunity to share, celebrate and grow in their faith.

At every level: spiritual, academic, physical and social, parents are encouraged to participate in the life of the school. We welcome parental involvement in the children's formal education, in social activities and in sharing talents and skills within the school community.

As a Parish school community, we treasure our Catholic Faith and Tradition and draw on its strength so that we may live by our motto...

‘In Christ We Love and Serve’
Directory

BETHANY CATHOLIC PRIMARY SCHOOL
Address: 34-38 William Howell Drive
PO Box 8134
GLENMORE PARK NSW 2745

Telephone:  (02) 4733 5299
Fax:    (02) 4733 5079
Email    Bethany@parra.catholic.edu.au
Website  www.bethanyglenmorepark.catholic.edu.au

CATHOLIC BEFORE AND AFTER SCHOOL CARE (COSH&C)
Telephone:  0409 133 213
Address:  PO Box 8134, Glenmore Park NSW 2745
Location:  Bethany School Hall
Email:    COSHC.Bethany@parra.catholic.edu.au

PADRE PIO CHURCH
Telephone:  (02) 4737 9735
Email: parish@padrepioglenmorepark.org.au
Website:  http://www.padrepioglenmorepark.org.au/

PADRE PIO MASS TIMES
Tuesday   9:00am Mass
Wednesday 7pm Mass & Novena to Our Mother of Perpetual Help
Thursday  9:00am Mass
Friday    9:00am Mass
Saturday  7:30am Mass & Padre Pio Novena with Exposition and 5:30pm Vigil
Sunday   7:30am and 9:30am Mass

SACRAMENTAL PROGRAM
Preparation for the Sacraments of Reconciliation, Eucharist and Confirmation is conducted through a Parish Based Program. Refer to the local Parish Bulletin/Website for details or contact the Parish Office on the number above.
School Hours

SCHOOL HOURS
School Commences  8:30am SHARP
Recess  10:30am - 10:55am
Lunch Break  12:25pm - 1:15pm
School Concludes  2:45pm

STAFF DEVELOPMENT DAYS  (PUPIL FREE DAYS)
The Catholic Education Office allocated a number of Professional Learning days each year for staff. On these days the school staff work together on a selected focus related to Spiritual Enrichment, Curriculum and Professional Learning.

Children are not required to come to school on these days. Dates are advised well in advance in the School Calendar and Newsletters.

Facilities
At Bethany we take pride in our grounds and facilities and all students and staff have a responsibility to care for them. The school has a well equipped library and classrooms. All air-conditioned learning spaces have access to computers, interactive whiteboards, iPads, printers, cameras, DVD Players, scanners which children are able to utilise in their daily lessons.

Bethany has many other wonderful facilities;

- Catholic Before and After School Care (COSHC)
- Dedicated music room
- Library
- Hall - used for discos, parish meetings, fundraising events, COSHC etc.
- Healthy canteen
- Basketball Court
- Large playing grounds
- Undercover shaded areas
- Ample seating

CATHOLIC BEFORE AND AFTER SCHOOL CARE  (COSHC)
Bethany’s Before and After School Care on site facility operates from within the school grounds in our air conditioned hall. This is a welcome and innovative care service for our families. It is organised and supervised by the Catholic Education Office staff of Parramatta.

This is a wonderful facility where the children do not have to travel outside the school grounds for supervised care. They are offered assistance with their homework if required and have a variety of activities to occupy during care time.

COSHC HOURS  Phone: 0409 133 213  Fees available upon request.  Limited places.
Before School Care  6:30am to 8:30am  After School Care  2:30pm to 6:30pm
School Administration and Finance

Bethany office hours are between 8am – 3:30pm.

Ph: 4733 5299
Fax: 4733 5079
Email: Bethany@parra.catholic.edu.au

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CHANGE OF ADDRESS / PHONE NUMBERS / PERSONAL INFORMATION

Please inform the school office if there is any change to your telephone number and or address details. This enables us to maintain accurate records so that parents can be contacted promptly, especially in the case of an emergency.

NOTES TO THE OFFICE

All notes are collected each morning in the classroom and sent to the office. Bus pass applications, confidential letters and fees can be sent this way. Please ensure that you write the child’s name and class or who it is for clearly on the outside of the envelope.

AN EARLY APPOINTMENT

If your child needs to be collected early from school for an appointment, a written note needs to be sent to the teacher prior to the appointment.

On these occasions when a child is to be collected early, the parent is required to first come to the office before collecting the child from the classroom and receive an early leave form signed by the parent and is to be given to the class teacher when collecting their child. In this way we will ensure that only parents and those responsible for the child take the children to appointments.

ABSENCES

If your child is away from school for any reason, a written note of explanation to your child’s teacher is necessary. If your child is to be absent from school for a week or longer, please notify the office and your child’s teacher. Notes are required for part absences, i.e., if they are absent for part of the day. These notes are kept as official records. Please note, it is not necessary to contact the school if your child is absent for only one day. On their return, please send along a note of explanation which is dated and signed.

COMMUNICATION

If you need to speak to your child’s teacher, it is important that you do not interrupt their learning time. Is is advised that you ring the office to make an appointment and the teacher will contact you to arrange for a suitable meeting time.

SCHOOL FEES

The school fee structures are approved by the Board of Directors of the Catholic Education Office, Parramatta.

No fees will be charged for a fourth or subsequent child, enrolled in a Catholic school in the given year. Please note this covers any child you may have enrolled in any Catholic Systemic School (High School or Primary School) in the Parramatta Diocese.

In cases of genuine hardship, please make an appointment to discuss your situation with the School Principal.
ADDITIONAL LEVIES
As well as school fees and the school building levy, an additional charge per child will appear on your invoice. This additional money is used to provide the children with extra materials and resources that will enhance their learning. A technology fee applies as we pursue a 21st century quality education for your child. These fees are also divided into three equal instalments and are payable when school fees are due.

COLLECTION OF MONIES
All monies are to be sent to school in the printed payment envelopes provided. The envelopes need to clearly state the student’s name, amount of money included and purpose of payment. Please do not include book club monies with school fees. All book club cheques are to be made payable to the individual Book Club provider and not the school.

Communication
Effective communication is essential to the proper functioning of all aspects of school life.

If there any concerns or issues, please contact your child’s teacher first then the Leader of Learning of the module. Assistant Principal and Principal can be contacted if needed after following the appropriate steps.

SCHOOL NEWSLETTER
This is sent home electronically each week and is a valuable source of information about events within our school community. It is important that parents read the newsletter carefully. It is a vital means of communication between school and home, so please check that your child brings one home each week. It is also found on our website.

www.bethanyglenmorepark.catholic.edu.au

Parents are invited to contribute to the newsletter. If you or someone you know has family, cultural, sporting or other news or achievements you would like us to share and/or celebrate, please forward the details in writing to the school office.

REPORTING TO PARENTS
We have many formal and informal processes to keep parents well informed on their child’s progress. Formal methods include Half Yearly and Yearly Learning Reports and family conferences. Informal communication can be through comments in books/diaries, parent/teacher meetings, a phone call, awards, and so on. Our teachers are very approachable and available, so please ring if you have a concern so that a mutually convenient time can be organised to meet.

DISCUSSIONS WITH YOUR CHILD’S TEACHER
You are most welcome in the school at any time. However, if you wish to speak at length with a teacher it is necessary to phone the school office to arrange an interview time, or send a note to your child’s teacher requesting a meeting. As you can appreciate, classroom teachers are unavailable for interviews during class time. During formal class time the teacher is responsible for his/her class and is committed to providing quality learning. Teachers regularly meet before and after school, so have numerous associated commitments out of their teaching times.
SCHOOL LEADERSHIP TEAM
The School Leadership Team is made up of the Principal, Assistant Principal, Religious Education Co-Ordinator and Leaders of Learning.

Members of the Leadership Team play an important part in the leadership of the school. If you wish to speak to the School Principal, Assistant Principal or other Specialist teachers, please phone the school to make an appointment.

OTHER IMPORTANT INFORMATION FOR TEACHERS
The class teacher must be informed if a child:

- Has a medical appointment during school hours
- Is attending any medical specialists, eg. Speech or occupational therapy
- Has to wear glasses
- Has a hearing aid
- Is under medical treatment or has a health problem that may affect their learning
- Has any food allergies
- Is to be absent for an extended period of time
- Needs to leave school early
- Has recently experienced a major upset
  (eg. Family break-up, death in the family, moving house, etc.)
- Is being collected by a parent or authorised friend from within the school grounds

PARENTAL INVOLVEMENT
Parents are encouraged to play an active role in the life of our school. There are many opportunities for parents to assist and we hope you will be keen to offer your help in one or more of the following areas:

- Attending school prayer celebrations and liturgies
- Assisting with classroom activities (e.g. Sport, Math/Reading groups etc.) when requested by the teacher
- School library (e.g. covering books)
- Supporting school events such as Athletics and Swimming Carnivals
- School excursions when requested by the teacher
- Canteen
- Fun Fair – we would really appreciate your assistance

All volunteer workers in schools are required to undergo Child Protection Training. The NSW Child Protection (Prohibited Employment) Act 1998 requires schools to ask all volunteers to complete a module before you can assist in the school.

To enable you to assist at Bethany, the module can be accessed via:

CONFIDENTIALITY and PRIVACY are important issues for any volunteers working with our Bethany students.
PARENT AND FRIENDS ASSOCIATION
Bethany’s Parents and Friends Association operates to support the school. They are a dynamic group of parents focused on the learning, welfare and wellbeing of the Bethany students. Meetings are held twice a term.

The aim of the association is:

- Parent involvement and participation in the life of the school
- Active support for the Parish of Padre Pio and its ministries.
- Learning and child based agendas with business kept to a minimum
- Ongoing dialogue/ feedback/ shared decision making re learning agendas at Bethany
- Support student learning and welfare through fundraising
- Provide services to families (eg canteen)
- Develop a culture of welcome and invitation
- Promotion of the school in building community spirit.
- Support for the learning goals and expectations of the Bethany school community.

SCHOOL VISITORS
Due to child protection procedures, any adult remaining on the school site or working with the children on a voluntary basis will be required to sign in at the school office. They will also be required to wear the appropriate badge and sign out when leaving the school premises. Any queries regarding these procedures can be directed to the Principal or Assistant Principal.
YOU ARE YOUR CHILD’S FIRST TEACHER
The children are in your care for the first 5 years of their life. You then enter Bethany, in partnership to continue the child’s learning and growth.

Learning starts with you at home. Try to:

- Talk to your child about what you are both doing
- Listen to your child carefully
- Answer many of the endless questions
- Read a story every day, maybe at bedtime
- Borrow children’s books and toys from your local library
- Teach songs, rhymes, jingles, the names of colours and of parts of the body
- Count things. Does your child know what the number means? Try things like asking your child to set the table and count the plates, etc.
- Sort and match collections of things like fruit, clothing etc.
- Ask your child to follow simple instructions such as, "Take off your shoes and put them on the verandah"
- Take some time to play with your child; find out about their ideas and feelings
- The importance of listening to children and making them feel loved cannot be over emphasised
- Teach them good hygiene and sanitation
- Teach them “No means No!”
Curriculum

Curriculum development involves the initiation, implementation, consolidation and evaluation of all Key Learning Areas to contribute to quality teaching and learning. Therefore we aim to:

1. Maintain and promote dynamic and relevant learning
2. Ensure ownership in curriculum development
3. Develop a co-ordinated approach to curriculum development and implementation

Extra-Curricular – Italian Language (Years K-6)

HOMEWORK GUIDELINES
Homework is an extension and revision of what children are learning at school. Parents can provide additional work at home if they wish.

Kindergarten: Children receive weekly readers, sight words and letters. Parents are encouraged to read to children daily.

Years One & Two: Weekly homework sheet – recommended no more than 10 minutes per night. Reading recommended 10 minutes per night.

Year Three: Weekly homework sheet – recommended no more than 20 minutes per night. Reading recommended 15 minutes per night.

Year Four & Year Five Weekly homework sheet – recommended no more than 30 minutes per night. Reading recommended 20 minutes per night.

Year Six: Weekly homework sheet – recommended no more than 40 minutes per night. Reading recommended 20 minutes per night.

NB: Homework is the child’s responsibility. If children are unable to complete homework or finish in time, parents need only to sign the homework with an explanation and return it to the teacher.

RELIGIOUS EDUCATION
Classroom-based programs and scheduled grade masses provide a systematic and comprehensive religious education. It fosters an understanding of the teachings of the Gospel, the nature of Christianity and the way Catholics are called to live their lives within the Catholic tradition.

Bethany supports Padre Pio Parish in its sacramental programs for students preparing for and celebrating the sacraments of Reconciliation, Confirmation and Eucharist.
KINDERGARTEN REQUIREMENTS

• School bag, (label outside school bag with your child's name and a familiar sticker or picture embroidered on or even a key ring which will make recognition easier)
• Lunch box, drink bottle and raincoat
• All outer clothing which children may be required to remove must be clearly labelled with the child's name. This will ensure your child does not lose any part of his/her uniform or any costly personal property. Please check labels periodically to ensure the name has not washed off and that in fact it belongs to your child.
• A paint shirt
• A spare pair of undies and socks for girls and undies, spare shorts and socks for boys (to be kept in their bag in case of accidents)

Please make sure that all your child's clothing, shoes, socks and lunch box etc. are clearly and permanently labelled

WHEN SCHOOL HAS BEGUN

Please send your child on time each day and every day so he/she learns punctuality and consideration for others, since a regular attendance at school is essential for progress.

Let your child talk to you about his/her experiences. It is important that you share in his/her new life.

Be interested in things he/she brings home from school....talk about them, display them, treat them as something special for that is what they are to your child.

Always look in your child's bag for any newsletters or notes.

Your child's greatest asset is........

The development of independence
SCHOOL SPORT
For the purpose of school sports carnivals: Athletics, Swimming and Cross Country, the school is divided into four house teams. They are Blue, Gold, Green and Red. Students are encouraged to try out for Representative sport.

School based sport occurs weekly for each grade.

Bethany is also involved in a large range of external competitions including cricket, netball, basketball, touch football, soccer and rugby league. Our students are encouraged to do their very best to be wonderful ambassadors for the school. Sportsmanship and leadership are expected from all of our sporting representatives.
School Rules

Our Christian Values are embodied by our school rules. They promote responsibility, reflection and ownership of behaviour. They serve to make it safer for all who work and learn at Bethany.

We want students to:

- Think and act safely
- Stop, Think, Do
- Listen and Speak with Kindness
- Show respect for ourselves
- Show respect for others (hands off policy)
- Show respect for our environment (Keep Bethany Beautiful)
School Uniform And Appearance

UNIFORM
At Bethany we believe that:

Wearing the Bethany school uniform is an important part of instilling pride in the children and maintaining our school identity and spirit.

AIM
- To develop the consistent wearing of the Bethany school uniform
- To promote unity and develop a sense of belonging at Bethany
- To ensure that our school uniform is attractive, practical and accessible to all families
- To provide opportunities to review and evaluate our school uniform by the school community when necessary.

EXPECTATIONS
- Children are to wear the correct school uniform neatly and with pride.
- Parents are asked to ensure that their children wear the correct school uniform and follow the school's grooming policy at all times.
- Classroom teachers are responsible for maintaining and checking that the children are wearing the uniform correctly and adhering to the school’s grooming requirements.
- All uniform items should be in good condition.
- All items of clothing are to be clearly marked with the child's full name.

SPORTS UNIFORM
Sports uniform will be worn twice a week according to the grade sport schedule. Children may be required to bring sports shoes at other times as indicated in the newsletter. Sports shoes should be mainly white in colour. Sports shoes are not part of the general school uniform.

SCHOOL BAG
All students are to use the Bethany school backpack. This is available from the school office. Sporting bags and other fashion bags are not permitted.

WET WEATHER
Protective wet weather clothing can be worn to and from school. It should not be worn during school. It is important that children have wet weather clothing in their bags at all times. For safety reasons children are not allowed to bring umbrellas to school.

JEWELLERY AND ACCESSORIES
Girls are permitted to wear one pair of sleepers or plain studs, a plain wristwatch. A chain with cross or religious medallion may be worn under the shirt line.
Girls are not permitted to wear fashion jewellery of any kind, make up or nail varnish - nails should be kept cleaned and neatly trimmed.

Boys are permitted to wear a plain wristwatch. A chain with cross or religious medallion may be worn under the shirt line.
Boys are not permitted to wear fashion jewellery of any kind.
HAIR AND GROOMING
Hair is to be kept neat, tidy and off the collar. It is to be of consistent natural colour. Bleaching, colouring, streaking or tinting of any nature is not permitted.

Hair styles are to be of a gradual even grade and all extremes of fashion are to be avoided.

Examples of some styles that are not permitted are ridges, lines, undercuts, steps, bowl cuts, excessive shaping with gel and any shaving cuts (specifically No 1 and No 2.)

Hair that is longer than shoulder length is to be tied back from the face for health reasons. All hair is to be off the face and out of the eyes.

LAPSES IN THE WEARING OF UNIFORM
Parents will be notified and their cooperation sought for any lapses in this area.

The wearing of the correct full school uniform is compulsory. It gives the students a sense of belonging and pride in their school. We ask parents to insist that their children wear the correct uniform at all times. If this is not possible, please address a note to the class teacher which will be passed on to the Principal. Children who do not wear the correct uniform will be asked to explain.

All school uniform requirements are available from Lowes at Westfield, Penrith.

The school hat is part of the uniform. Every child is to wear the school hat every day when outside. Our hat policy encourages children to wear a hat otherwise sit in the shade. Hats are available through the school office. The compulsory school bag with logo is also available from the school.

UNIFORM / CLOTHING POOL
With the assistance of parents, a second hand uniform stall operates on a regular basis, every Tuesday from 2:30pm – 2:45pm. This enables good second hand uniforms to be sold at very reasonable prices, starting as low as $5.

LOST PROPERTY
If clothing is lost, it will be placed in the lost property bin located outside the Assembly area. If a child has mislaid an item, please ask them to look in the bin promptly as all unnamed clothing that is not claimed will be given to the uniform/clothing shop.
**School Attendance & Travel**

**ARRIVAL AND DEPARTURE**
Teachers will be on playground duty in the school from 8:00am. Please make sure your child gets to school *before the school bell*.

Please work your child's schedule to fit in with the school hours. Children need plenty of time to eat breakfast and prepare for school.

Children arriving at school after 8:45am must first come to the office and receive a late note which must be signed by the parent, and then given to the class teacher.

In the event of wet weather children are to wait in the undercover area where they will be taken to their classroom by their teacher.

Please collect your child promptly after school at 2:45pm, otherwise they begin to worry and sometimes get anxious. If you are held up for any reason simply phone the school office.

Your child should attend school everyday, unless sick when they are better or at home. If a child becomes sick at school, parents will be notified to collect them.

**SAFETY ON THE STREET**
Be sure your child knows the safety rules for busy streets.
Show your child how:
- To look right, then left, then right again before attempting to cross the road
- To use a marked crossing
- To walk quickly across the road, but do not run and take special care when getting off the bus

**ROAD SAFETY**
We need to take special care when parking, dropping off or picking up children, this includes:
- Following all parking and road signs, especially near the crossings
- Being thoughtful and considerate towards neighbours by not parking across driveways
- Limit your time in the Drop Off Zone in consideration of others and the efficient flow of traffic
- Keep the bus bay clear as directed by the signage
- Obey all directions from the Crossing Supervisor
- **DROP OFF/PICK UP ZONE** is kept clear from 7:45am to 8:45am and from 2:15 to 3:00pm
BUS TRAVEL

Bus forms and bus routes are available from the school office. This form will be processed and a Bus Pass will be sent to the school and then forwarded to the student. Infants renew their pass in primary. Bus Passed will be issued at the beginning of each year.

- Infant pupils attending Kindergarten to Year 2 classes irrespective of distance from home to school are entitled to apply for a pass
- To be eligible, pupils (other than those in Kindergarten, Years 1 and 2) must reside more than 1.6 kilometres from the school "as the crow flies"
- Parents whose children will not be regular users of the bus service are advised not to apply for a bus pass as the bus company is paid for 5 return trips per week for each pass issued, regardless of use.
- If your child loses a bus pass, an application must be made directly to the appropriate bus company not the school office. A fee for replacement of a bus pass will be charged by the bus company and this is payable directly to them.

Please note the clarification of bus routes and times should be done directly with Westbus on 02 8889 7076 or check the website

BICYCLES

In keeping with R.T.A. and Department of Education guidelines only children in Years 5 and 6 are permitted to ride bikes to school, provided they:

- Are at least 10 years old
- Have applied for a bike licence from the school
- Have their parent’s permission
- Obey all road safety rules when travelling to and from school
- Walk their bike whilst in the school grounds
- Wear a helmet

For the protection of the children and other road and footpath users, you are urged to take some time to talk to your child about bike safety and the laws they are required to follow. It will be made clear to all children that the privilege of riding to school will, after consultation with parents, be withdrawn from any student known to be behaving in a dangerous or unsafe manner whilst riding to and from school.
Health and Safety

FOOD
- The children have morning recess for 25 minutes 10:30am – 10:55am
- Children will eat their lunch in the playground between 12:25pm – 12:35pm and go to play from 12:35pm to 1:15pm.
- If a child cannot eat all of his / her lunch for any reason, we encourage the child to take any remaining sandwiches, etc. home, so you know that it was not eaten.
- Teachers supervise lunch and recess breaks.
- Show your child which is play lunch and lunch, before they come to school.
- Make the food quick and easy to eat.
- No ring pull metal cans. (Too many sharp edges).

CANTEEN
The canteen is open everyday at lunchtime to provide ice blocks, fruit drinks and healthy snacks. All children can attend the canteen after eating their own lunch. **Wednesdays and Fridays** at present are the only day food can be ordered for lunch.

**No nut products are available in the canteen**

FOOD ALLERGIES
Sometimes severe or fatal reactions to nut, egg and other products by some children means that the canteen tries to provide healthy and safe products at all times. Also, please refrain from sending children to school with peanut butter sandwiches or nut based snacks so that it is safe for all and to minimise the dangers.

Encourage your child not to share food so as to protect those most in danger with these allergies.
**SCHOOL ACCIDENT / SICKNESS**

If your child is sick or has an accident at school, the first aid officer or class teacher makes the decision as to whether the parent needs to be contacted. This phone call is usually made by the office staff. In the event of a serious accident or sickness at school, the following procedure will be followed:

- The school will ring the parents
  
  *if the parents are unavailable*

- The school will ring the emergency contact person nominated by Parent / Guardian
  
  *if the contact person is unavailable*

- The school will contact the family doctor listed on the child’s personal file
  
  *if the doctor is unavailable*

- The school will always take the necessary steps to ensure the well being of the child.

For this reason, it is vital that you keep us up to date with home and work phone numbers. At times it is important that we inform you of an incident even if the child is not to go home. This is so that you are aware of what has happened and can observe the child at home, eg. the child has fallen and bumped his/her head.

*Please do not send sick children to school.*

*This can only serve to make classmates or teachers ill also.*

**ADMINISTERING MEDICATION AT SCHOOL**

**NON-PRESCRIBED MEDICATION** *(e.g. Panadol, cough medicine, nasal sprays, lotions etc.)* are not permitted to be administered by staff to children without *written advice* from a doctor.

**PRESCRIBED MEDICATION** will be administered but must be supplied by parents in the original container, clearly marked with

- the student’s name
- the name of the drug
- dosage
- frequency of administration
- prescribing doctor’s name.

If this is the case, relevant documentation must be obtained from the school office for completion by the prescribing doctor.
CHILDREN SUFFERING FROM ASTHMA

All students with asthma should have a standard emergency action plan filled out by their parent/carer, in consultation with the student’s doctor to submit to the school upon enrolment. Although confidentiality is important, it is equally important that teachers and staff are aware of those students in their care with asthma (or severe allergies). Bethany is a registered Asthma Friendly School.

All students who have asthma should be encouraged to carry medication on their person for self administration to relieve asthma symptoms.

Students should be encouraged to take their blue reliever puffer (Airomir, Asmol, Bricanyl or Ventolin) immediately should asthma symptoms develop.

Children requiring a nebuliser must bring their own mask, tubing and medication with a note. It is advisable for parents to come to school to administer this. Children may need to be kept home if they are ill enough to require frequent medication.

ANAPHYLAXIS

All students with anaphylaxis should have a standard emergency action plan filled out by their parent/carer, in consultation with the student’s doctor to submit to the school upon enrolment. Children with high risk of anaphylaxis are enrolled at Bethany. Every reasonable effort needs to be made to minimise the exposure of students at risk of an allergic reaction to known allergens within the school environment. To support these children we need a whole school approach. As some children eat on the playground prior to school and all children eat on the playground at recess and lunch, everyone has possible contact with the students and therefore has a responsibility to minimise health risks.

We therefore expect that no nut products will be sent to school. Regular personal hygiene of washing hands after eating will be expected from students, staff and parents working in the school. No nut products are available in the canteen.

ANIMAL WELFARE

Whilst children bringing animals to school is not encouraged, there are procedures that must be adhered to if children bring pets to show their class.

- You are required to speak to the Principal to seek permission.
- Then make arrangements with the child’s class teacher in advance. If there is a casual teacher in the class, please do not bring the animal to school.
- The animal must be taken off school premises after the class has seen it. It may be advisable to bring the animal at the end of the day if you are unable to take it home in the morning.

These guidelines are for the safety and well-being of students, teachers and the animals.

We also ask families not to walk dogs to and from school. Arrival and dismissal times are very busy times. There are also babies and toddlers around.
What You Can Do To Help?

It is a big change for a five year old to pass from the intimacy of the family circle to school life. Here are some practical ways in which you can help the transition.

Over the months before starting school, try to let your child get used to:

- Putting on and taking off clothes eg. tucking in shirts, doing up buttons and putting on jumpers
- Putting on and doing up shoes, particularly laces
- Eating and drinking without help
- Using a handkerchief or tissue

It is important that your child knows how to:

- Open and close lunch boxes and drink bottles
- Use and flush the toilet and wash their hands unassisted
- Ask clearly for things. Could a teacher understand your child?
- Say his / her name and address
- Recognise name / property
- Write his / her own name.
- Recognise their name among others.

Also try to let your child get used to:

- Playing with groups of children of the same age.
- Encourage your child to share toys and take turns
- Staying at friends’ or relatives’ houses for a few hours without you around
- Caring for and putting away playthings
- Helping with small jobs around the house. Most children enjoy doing responsible things to please the family
- Re-telling the highs and lows of the school day
- Knowing what to do if parents are late
- Following simple instructions

Some weeks in advance rehearse with your child, in a spirit of play, the different situations to be met within school life:

- Opening and closing the school bag
- Unpacking and eating the school lunch (a sensible amount of food please)
- Dressing for school and making the journey to and from school
- Listening to stories, looking at pictures and talking about them
- Greeting companions by name.
We look forward to an exciting and rewarding time together while your child is a student at Bethany.

It is a wonderful school community and thank you for choosing to join us.