

Primary School Parent Information





Dear Parents

Welcome to a new year in the Primary School. This publication is intended as a guide for parents of all students in Years K – Stage 3. Keep this booklet handy and use it as a reference for day-to day matters throughout the year. I trust that you find it useful and informative.

To those families who are joining our College community for the first time, we give you a special welcome. We are glad to have you and your children as part of our community and trust that you will be blessed as you contribute to, and receive from, the life of the College.

We seek to work in partnership with parents, nurturing children to grow not only academically, socially, emotionally and physically but also in their knowledge of and relationship with God. Certainly, the Primary School curriculum seeks to bring out the best in the children, academically, but we also strive to develop our students as complete individuals, growing in their relationship with God. We want them to be the person God created them to be.

You, as a parent, are always welcome at the school and you are warmly invited to assemblies, prayer meetings and informal gatherings. Your involvement in your child's class, through voluntary assistance, is welcome and you are encouraged to speak with your child's teacher to find out how you can be of help.

The Primary School staff and I look forward to sharing the year ahead with you and your child as, together, we encourage your child to 'grow up into Christ'.

Leoni McNeill
Head of Primary School





PRIMARY SCHOOL

CONTACT DETAILS:

Postal Address: PO Box 492
Belmont NSW 2280

E-mail: college@bcc.nsw.edu.au

College Location: 65 John Fisher Road, Belmont North

Telephone: 4922 8300

OSHC (Camp Australia) 0450 776 803

Web Address: www.bcc.nsw.edu.au

Who Should I Contact?

- Primary Administration Assistant:
Debbie Paardekooper 4922 8300 Ext 511 - bus passes, school fees etc.
- Registrar: Teena Knott 4922 8300 Ext 512 – enrolment enquiries
- Stage Teachers: Appointments to speak to your child's class teacher can be made by contacting the College office.
- Head of Primary School: Leoni McNeill 4922 8300

SKOOLBAG

Skoolbag provides an easy way to tell parents/carers everything they need to know, and it provides parents with the most convenient way to receive school notifications. School newsletters, school notices and alerts are communicated directly to parent's smartphones through the Skoolbag Mobile App, that communicates directly with iPhone, iPad and Android devices. To download the App use your mobile device, open the App Store/Play Store and search for 'Skoolbag'. Create a log in. Open the app and add 'Belmont Christian College'. Add relevant group/s. E.g. Beginners, Primary School, Secondary School.

ABSENCES

If your child is absent from school, you are legally required to provide the College in writing stating the reason for the absence. This notification can be in the form of an email or paper note and should be sent to your child's class teacher and/or the Primary School Administration Assistant deb.paardekooper@bcc.nsw.edu.au as soon as possible after your child has returned to school. Or you can use the Skoolbag App to complete an eform.

Government Attendance Register requirements mean that the College must receive explanations of absences **within 7 days** of the absence for the absence to be included as an 'explained absence' on student attendance records. We would value your assistance in this matter in order to keep your child's record up to date by providing a *written* explanation within 7 days. Unfortunately, we are not able to make any changes to the record **after** the 7 days.

If you are planning an absence of **6** or more days with the intention of travelling you will need to apply to the Principal for 'Extended Leave – Travel'. Applications can be acquired from the College office or on the Skoolbag App.

ACCIDENTS (See, also, "First Aid and Sick Bay")

In case of sudden illness or accident the College will endeavour to contact parents at home or at work. In serious cases, if neither parent can be contacted, children will be taken to appropriate medical help. In the case of an emergency, an ambulance will be called. Minor first aid is dealt with by College staff with first aid qualifications. Medicines that need to be administered at school should be sent handed to the Office (see note under "Medications").

BEFORE AND AFTER SCHOOL CARE – OSHC (Camp Australia)

A fully accredited Outside School Hours Care (OSHC) service operates at the College, each school day, from 7-8.40am and 2.50-6pm. Approved as a childcare service for the Commonwealth Child-Care Benefit, the service is available for students up to Year 6. Located downstairs in K Block, the service provides active play and creative activities, as well as an afternoon tea snack. For enquiries regarding this service, please visit

<https://bcc.nsw.edu.au/oshc/> or contact the Co-ordinator on 0450 776 803.

BEFORE AND AFTER SCHOOL SUPERVISION

Formal supervision of students does not begin until 8:10am and concludes at 3:10pm each day. Students should not arrive before 8:10am. Parents should note that students who arrive before 8:10am, or who remain at school after 3:10pm, may not be supervised. Students still at school after 3:10pm will generally be supervised at the Office. (See, also, After-School Care- above)

CANTEEN

A canteen service is available each day of the school week. A price list is available from the Canteen and the Office. When ordering lunch for your child, write their name and class clearly on a paper lunch bag. Write the order on the outside of the bag and provide credit card details. Lunch orders should be placed in the Lunch Order Box at the rear of the canteen, by 9am. Lunch orders can also be placed on-line, <https://www.munchmonitor.com/>. Register using code: belmontcc and password: munch2280.

Parent volunteers are essential for the functioning of the canteen. Please contact the canteen if you would like to help.

COMMUNICATION WITH MEMBERS OF STAFF

As the school is in partnership with parents, communication between parents and members of staff is vital. Parents, therefore, are welcome to make contact with members of staff if there are matters of concern that they wish to communicate.

To assist with the smooth functioning of the College, it is usually best to make an appointment to speak with a member of staff, and this can be arranged through the office. Unless on duty, teachers are generally available after school on most afternoons. Staff are generally not available before school, as they are involved in necessary preparations for the day.

CURRICULUM

Belmont Christian College is a Registered School, teaching a program based on the NSW Education Standards Authority (NESA) syllabus. Our Primary School students enjoy a wide variety of learning experiences that cover the Key Learning Areas that are taught in all NSW schools, including:

- Creative Arts (including Music, Visual Arts and Drama)
- English
- Mathematics

- Physical Education (including Dance)
- History
- Geography
- Science
- Personal Development and Health

In addition, Biblical Studies is taught as part of each class' regular Devotions lessons, which provide the children with an opportunity to share, worship, pray and learn from God's Word, together.

While the content of the Primary School syllabus is similar to that which is taught in most other schools, the foundation of what is taught is distinctively Christian. All aspects of the curriculum are taught from a Biblical perspective. Throughout the day, the children are encouraged to respond to all that they learn, and the world around them, from a Biblical perspective.

DISCIPLINE

The discipline policies and practices of the Primary School aim to train the whole child through instruction, example, correction and experience. Discipline is always carried out in the light of the teaching of God's Word and in the context of a loving community. A wide range of disciplinary measures may be used at the school. These include counsel, recognition, encouragement, correction and lunchtime detentions. Where serious offences occur, or there is a pattern of repeated behaviour that is causing concern, contact will always be made with parents, usually by letter. The support of parents, in such circumstances, can be of great assistance in resolving the issue. Please remember that an enrolment condition is that parents "uphold in every way possible the College's authority and right to administer appropriate discipline in accordance with the policies of the College". Due to the requirements of the Education Reform Act (1995), corporal punishment is not used at the College.

DRINKS AND CRUNCH AND SIP

Recent research has indicated that water plays a vital role in the efficient functioning of the brain and that the body needs a steady supply of water throughout the day in order for the brain to function at its best. For this reason, we encourage students to bring a water bottle to school so that they can drink during class lessons. The bottle will be kept on (or near) the child's desk, or on an accessible shelf in the classroom.

Please note, however, that:

- Your child must provide his/her own water bottle, which must have a spill-proof "pop-top" (e.g. sports bottle).
- The bottle should be taken home each day and cleaned.

- The children are permitted to drink **water only** in class (i.e. – no juices, cordials, sports-drinks, etc.).

Additionally, Primary School's **Crunch and Sip** program encourages children to bring whole, unprocessed fruits and/or vegetables for a daily snack, also to help efficient functioning of the brain. Time for children to consume their snacks is provided by the teacher during class time. Snacks should be brought to school in manageable portions in a small container. This is a highly effective and successful program designed to encourage and educate children about healthy eating on a daily basis.

EDUCATIONAL SUPPORT/STUDENT SERVICES

Students with particular needs are supported by the Primary School's Educational Support Staff. Support programs may include small-group withdrawal lessons and in-class one-to-one support. The Primary School Support Teacher can be contacted if you have particular concerns about your child's educational needs.

In addition, extension and enrichment programs are offered to students with particular abilities. We seek to develop the gifts of individual students through a variety of strategies that may also include acceleration. Enquiries regarding programs for gifted and talented students should be direct to Mrs McNeill.

ELECTRONIC EQUIPMENT & GAMES

Because of problems associated with theft and damage, electronic equipment such as games, radios, I-Pods, and MP-3 players should not be brought to school.

EQUIPMENT

The Primary School provides most of the equipment and materials that are needed for your child's lessons. However, we do ask that parents provide some materials that are of a personal nature:

Year	The College provides:	The student should provide:
K & Stage 1	All pencils, paper, books, scissors, glue	Tissues, painting smock, library bag, water bottle (spill-proof) if desired.

In addition to the above items, individual teachers may request that other, specialist items be provided for your child. These will be requested by way of a note that will be sent home.

EXCURSIONS & CAMPS

Various day excursions, overnight excursions and camps are arranged by the Primary School staff to provide a stimulus and practical experiences for themes and topics being taught in class. Parents are sometimes asked to help with transport and supervision of children. Whilst we consider camp compulsory, as part of the educational development of all students, if for any reason your child is unable to attend camp please be aware that a ten percent camp administration fee will be charged to parents.

FIRST AID AND SICK BAY

All Primary School staff have First Aid qualifications, including the Office staff who oversee the College Sick Bay. Children who become ill, or injured, at school can be referred to the Sick Bay by their teacher. The Sick Bay is a facility for short-term or minor incidents, only. If a child's illness or injury is other than minor, a parent will be contacted so that they can collect the child from the Sick Bay in order to seek medical advice.

FOOD ALLERGIES

The College has a comprehensive policy for the management and care of children with food allergies. If your child has severe, life-threatening allergies to certain foods, please contact the College office so that a management plan can be implemented for your child.

FUND-RAISING ACTIVITIES

There are a few occasions throughout the year when Primary School students are encouraged to participate in fund-raising activities. These can take many forms including 'mufti days' (non-uniform days), barbecues, stalls and special offerings at 'Rise Up'. Special activities may be arranged to support Compassion and other organisations. Details of fund-raising activities are provided in the College's weekly newsletter.

HEALTH

Good health is vital to school progress. You are required to provide the College with an Immunisation History Statement for your child, on enrolment. Children who are not immunised will be excluded from school in the event of outbreak of some infectious diseases.

In regard to some childhood diseases, the following advice is provided:

- **Measles** - Isolation and exclusion from school - at least five days from appearance of rash.
- **German Measles** - Isolation and exclusion from school until fully recovered. For at least five days after the rash appears.

- **Whooping Cough** - Isolate immediately. Exclude from school for at least three weeks from the onset of the whoop, until fully recovered or a medical certificate is obtained.
- **Mumps** - Isolation and exclusion from school until fully recovered. For at least ten days after the swelling occurs.
- **Chicken Pox** - Isolation and exclusion from school until fully recovered - for at least five days after the first spots appear.
- **Ringworm** - Isolation and exclusion from school until the day after appropriate treatment has begun.
- **Impetigo** - Isolation and exclusion from school - your family doctor should be consulted. If the sores are being treated and are properly covered by a clean dressing, children are allowed to attend school. If they are not covered and are on exposed parts of the body such as scalp, hands or legs, exclusion is necessary until sores have healed.
- **Acute Conjunctivitis** - Isolation and exclusion from school until all discharge has ceased.
- **Pediculosis** (head lice) - Isolation and exclusion from school until treatment has been undertaken. Hair should be free of lice. Information is available from the Office on how to treat head lice.
- **Scabies** - Isolation and exclusion from school until treatment has begun.

HOMEWORK/RAD (REVISION AND DEVELOPMENT)

Students will be given a weekly RAD sheet which is designed for revision purposes only. Formal homework is no longer a requirement for Primary students at Belmont Christian College. However, reading at home is a requirement (Home Readers are provided). Parents are asked to sign and date on the RAD sheet or similar, that their child has completed the set reading quota for the week. Otherwise, formal homework does not need to be submitted by the child. For extension or remedial work, parents are asked to consult the classroom teacher for advice on how to best support their child at home. Classroom teachers are willing and happy to assist in guiding parents towards relevant outside resources for their individual child.

INTERNET

The Internet and the College Intranet are available for students to use within the College. These facilities are to be used for educational purposes, only. The College endeavours to provide a safe, ready access to meet all of our students' educational needs. In the Primary School, Internet access will usually take place in the course of lessons held under the supervision of a teacher or librarian.

LATE FOR SCHOOL

Children who arrive after 8:40am. must sign in at the College office. Parents are required to send the child with a note or accompany the student to the office to explain the reason for this partial absence from school.

LEM PHONICS

The Primary School utilises the phonics program produced by Light Education Ministries. LEM phonics provides the basis for instruction in Reading and Spelling, and has its foundation in the teaching of phonograms, or written symbols, for the 42 sounds that make up the English language, rather than teaching the names of letters of the alphabet. In the first few years of school, particularly, it can be helpful for parents to revise these phonograms at home, reinforcing what is taught at school. Parents of Kindergarten children, especially, may be interested to know that sets of phonogram flash cards and LEM instruction manuals can be purchased from the College office.

LIBRARY

The College Library, open from 8:15am to 3:30pm daily. Children are encouraged to borrow each week. They should bring their own library bag, which may be obtained from the Uniform Shop. Parents may also access the College Library where resources can be found that may be of particular interest to parents.

LOST PROPERTY

Please mark all clothing and private property to ensure quick return to owners. The lost property box is located in the office and Primary corridor.

MEDICATIONS

For the safety and well-being of the students, all medications should be kept in the College Office. If your child requires medication at school (either for a short period of time, or in the longer term), please complete a medical form at the Office, providing written instructions for the administration of the medication. The medication should be handed to the Office for safe-keeping. Your child will need to report to the office to receive the medication, at the appropriate time. If necessary, a reminder message is sent to the child's classroom.

It is equally important to ensure that parents provide written instructions to the office, if medication arrangements need to change (eg. dosage, times, etc).

MOBILE PHONES

Because of problems associated with misuse and theft, special conditions apply if students must bring mobile phones to school. While it is recognised that, on occasions and in certain situations, it may be desirable for a child to have a mobile at school, the general use and possession of mobiles at school is discouraged. If brought to school, mobiles must not be used and must be switched off during school hours. Mobiles should not be visible during the day. If a phone is "seen" it will be confiscated. Students who need to bring a mobile phone to school must, first, sign a mobile phone agreement, obtainable from the College office.

If your child needs to contact you during the day, your child should seek permission from their class teacher to use the office telephone. In some instances, your child may be required to pay for the call.

MORNING ASSEMBLIES

Morning assemblies are held each Monday, Wednesday and Friday between 8:40am and 8:50am. Parents are welcome to attend.

NEWSLETTER

The College produces a fortnightly newsletter. This is a vital communication between home and school and is emailed to each family, usually on Thursdays every fortnight. The newsletter contains important information about coming events and is designed to keep your family informed. Newsletters are also available on Skoolbag.

PARENT ASSISTANCE

Parents have many opportunities to assist the College in a variety of ways. Class teachers rely on parental assistance in such areas as reading groups, administrative tasks, excursion supervision, sports coaching and assistance for individual students in the classroom. Teachers will often let parents know of needs through letters and class bulletins. Beyond the classroom, opportunities for parent help include working bees, canteen and library. Notices requesting parental help regularly appear in the College Newsletter. Please note that all volunteers who assist at the College must undertake and provide evidence to the College Administration, a current 'Working With Children Check'.

PARENTS VISITING THE COLLEGE

As part of the College's child-protection policies, all visitors entering the College grounds and staying for any length of time, including parents and volunteers, should report to the Office to sign in and receive a visitor's sticker. At the conclusion of the visit, they must return to the office to sign out. We ask that parents adhere to Covid-19 requirements when applicable.

PARKING AND CHILD SAFETY

Arrival and dismissal times are very busy at the College. In the interest of safety, we ask parents and students to observe the following procedures:

- A 'kiss and drop' zone is available at the front of the administration building. To access, turn left after entering the College driveway. Parents should not leave their vehicles, nor leave vehicles parked in this area.
- Some parking spaces are available for parents in the car park.
- Some parking spaces have been reserved near the Beginners classroom, for the use of parents who are dropping off or collecting Beginners children.
- When entering or leaving the College grounds, please take extra care when in the vicinity of the pedestrian crossings that are located near the entrance gates.

PHOTOS

The College arranges for a commercial photographer to come to the College to take class and individual photographs, once each school year. Parents can order copies of these photographs. Details of 'Photo Day' are advised in the College Newsletter.

PLAYGROUND EQUIPMENT

The fixed playground equipment that is located on the Primary School playground should only be used under the supervision of a member of the Primary School staff. For safety reasons, parents are requested not to allow their children to play on this equipment at other times.

'RISE UP'

In addition to weekly assemblies, the Primary School students meet together every fortnight for 'Rise Up', a celebration of worship and Bible teaching. 'Rise Up' is held in the Multi-Purpose Building every second Thursday afternoon. Parents are welcome to attend, especially on those occasions when their child's class is presenting an item or is to be involved in a special way.

REPORTS

Parents of Primary School students will receive a comprehensive, written report on their child's progress at school towards the end of Terms Two and Four. Parents have the opportunity to discuss the report with their child's teacher at Parent/Teacher Meetings, which are held shortly after the issuing of the reports. Parents are also encouraged to meet with their child's teacher at other times throughout the year if they have any concerns about their child's progress. Appointments can be made through the Office.

SCHOOL HOURS

Students are asked to arrive between 8:20am and 8:35am

Students enter classrooms: 8:40am

Classes commence: 8:50am

Recess: 10:50am – 11:10am

Lunch: 1:00pm – 1:50pm

End of School: 2:50pm

Please keep updated with Covid-19 restrictions as required.

SCHOOL BANKING

A school banking service is offered by the Commonwealth Bank, for BCC students. Enquiries regarding this service should be made with the Primary School Administrator at the College office.

SPORTS

The Primary School offers a comprehensive sports program. Your child will have designated days during which they will be engaged in Sport and PE activities. On those days, your child should wear sports uniform. Your child's teacher will advise you of the Sports Days for your child's class.

Throughout the year, Primary School students have the opportunity to participate in a variety of special sports activities:

- Swimming Carnival (For students in Stages 1-3 – capable and identified Year 2 students only) - held in Term 1.
- Cross-Country Carnivals (For students in Stages 1-3) - held in Term 2
- Athletics Carnivals (For students in Years K – Stage 3) - held in Term 2
- Interschool Team Sports (For students in Stages 2 & 3) - Soccer, Netball, Cricket, Softball, Basketball

Details of these special activities appear in the College Newsletter, flyers or notes home. Parents are welcome to attend these events, to encourage the children as they participate. Successful students are selected to represent the College at Zone and State carnivals that are arranged by the Christian Schools Sports Association.

STUDENT BEHAVIOUR AND PROGRESS

Teachers will inform parents of any concerns in their child's behaviour or academic progress via email, or may arrange to have a meeting to keep them informed. Parents are also very welcome to initiate a meeting should there be a concern. It is important that parents remain aware of the importance of arranging formal meetings with class teachers and to avoid catching teachers 'on the hop'. Inevitably, teachers are busy organising their classes and lessons and will be unable to give the attention a formal meeting is able, so please be mindful of this.

PRIMARY STUDENT LEADERS

Four students from Year 6 are nominated and elected as Primary Student Leaders, each year. These Student Leaders exercise a number of functions within the Primary School, including positive role modelling to the younger students. The nomination and election process occurs during Term 4 of the previous year.

STUDENT REPRESENTATIVE COUNCIL (SRC)

Stage 1 to 3 students may be nominated as SRC members. These positions carry a level of responsibility throughout each term, and should support the role of the Primary Leaders in the overall operation and functioning of the Primary School.

PARENT ENTRY INTO PRIMARY SCHOOL CORRIDOORS

In Term 1, parents are welcome to deliver and pick children up via the Primary School corridors as they see fit for their child. From Term 2 onwards, parents are encouraged to allow their child to be more independent in assisting their find their way to class. Further, if parents are spending an extended period of time in the College, for example, for Reading Groups, changing of the Home Readers or teacher help of any sort, they must each sign in at the front desk, and sign out when leaving. This does not apply to Rise Up or Thursday afternoon assemblies.

TERM DATES FOR 2021 - for Primary School Students

Term 1 commences	27/1 Yrs 1 - 7 & 11& 12 28/1 K & Yrs 8 - 10
Last day of Term 1	1/4/21 = 10 week term
Good Friday	2/4/21
Easter Monday	5/4/21
Term 2 commences	19/4/21
Queen's Birthday Public Holiday	14/6/21
Last day of Term 2	25/6/21 = 10 week term
Term 3 commences	19/7/21
Last day of Term 3	17/9/21 = 9 week term
Term 4 commences	5/10/21
Last day of Term 4 for students	2/12/21 = 9 week term
Term concludes for staff	3/12/21

In addition to the above term dates, College staff participate in Staff Development and Training weeks.

TRANSPORT

A number of bus routes service the College. Children coming by bus may be eligible for free travel. Children who travel to the College by bus are supervised by staff when boarding buses. Further information can be found here: <https://bcc.nsw.edu.au/transport/>

UNIFORM SHOP

The Uniform Shop is run by Alinta Apparel and is located within the College grounds. Opening hours are Tuesday: 1-3.30pm and Thursday: 8-11am. Further information can be found here: <https://bcc.nsw.edu.au/uniform/>

UNIFORM AND DRESS STANDARDS

School uniform plays an important part in maintaining the tone of the College. Dress standards are in place to encourage positive attitudes in the students and to ensure that they are a credit to their families and the College. It is only when parents and teachers are working together in full co-operation that consistent standards can be maintained. We would ask for your support in helping to ensure that appropriate standards of dress are maintained at all times.

The following notes regarding uniform and dress standards are provided for your information and reference throughout the year:

Dress Standards

- All items of school uniform, including shoes, should be neat and in good condition.
- Hats should be worn outdoors at all times. The school has a 'no hat, no play' policy.
- Jewellery must not be worn with uniform. Girls with pierced ears may wear a single surgical steel stud or sleeper in each ear. 'Dress' earrings must not be worn. A plain ring and a watch (not a phone/internet watch unless contract is signed and agreed to) may also be worn.
- Hair accessories for girls should be navy blue or as close as possible to the child's natural hair colour.
- Hairstyles – Should be of a conservative style. Girls' hair should be tidy, with long hair tied back. Boys' hair should be neat and above the collar in length.
- Makeup or coloured nail polish is not permitted.
- All clothing should be labelled with the owner's name.

- Swimming Costumes - Girls must wear a modest, one-piece costume. Boys' costumes should, likewise, be modest.
- Wet weather protection - All students must have suitable protection and use it when appropriate. Umbrellas are not recommended with younger students due to the potential danger.
- Bags - Must be the official College backpack, which are available from the Uniform Shop.

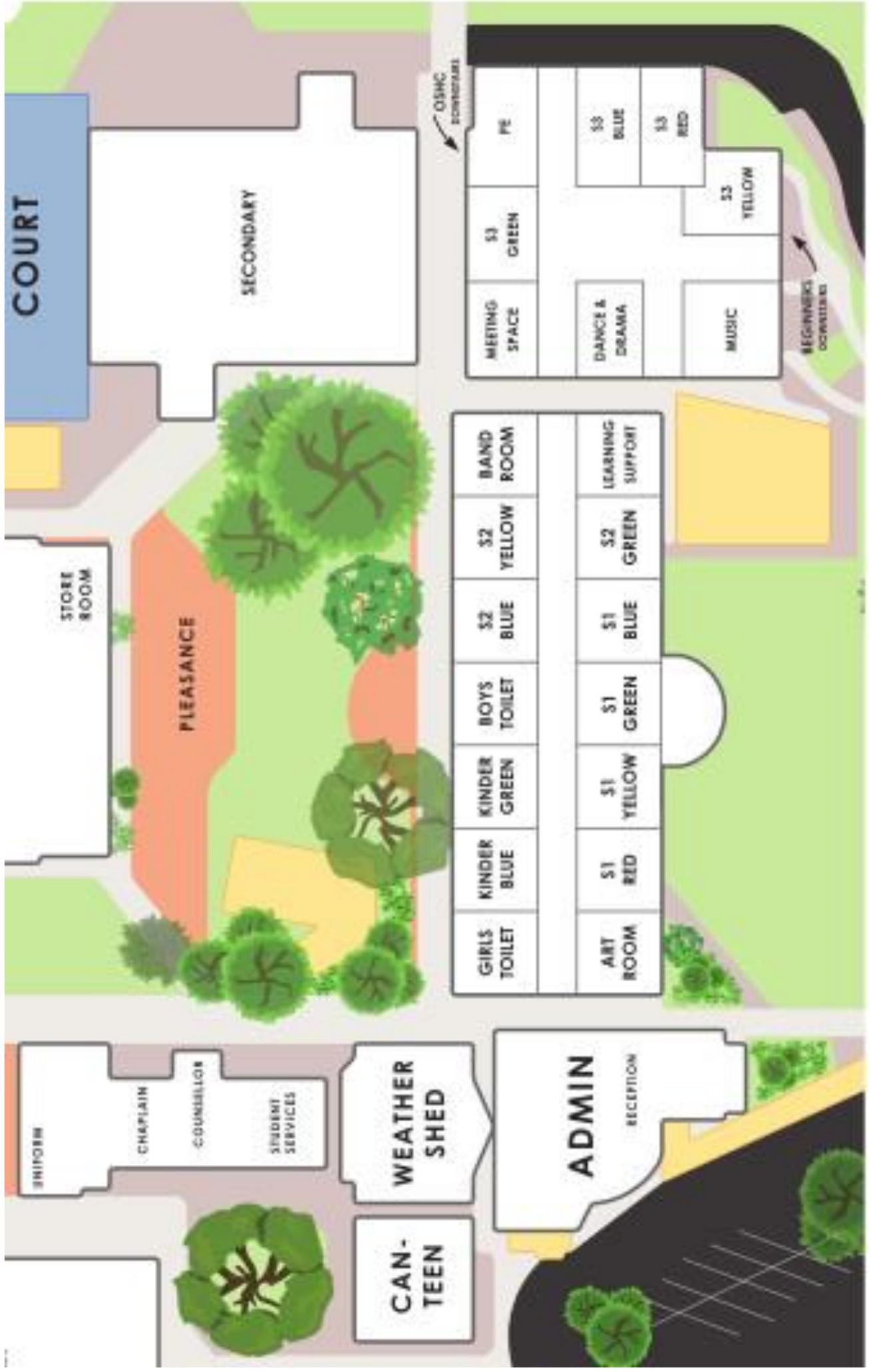
Note - all uniform items are obtainable from the Uniform Shop except shoes.

For details on girls' and boys' uniforms items, please refer to our website www.bcc.nsw.edu.au/uniform/ and register with Alinta Apparel to view price lists etc.

Seasonal 'Change-Over' Period

Summer to Winter - A two week 'change-over' period will take effect for the first two weeks of Term 2. During this period, students may wear EITHER Summer Uniform OR Winter Uniform. At the end of this period, students are required to wear Winter Uniform only.

Winter to Summer - A two week 'change-over' period will take effect for the last two weeks of Term 3. During this period, students may wear EITHER Summer Uniform OR Winter Uniform, not a mixture of both.



COURT

STORE ROOM

PLEASANCE

SECONDARY

OSHC playground

GIRLS TOILET	KINDER BLUE	KINDER GREEN	BOYS TOILET	S2 BLUE	S2 YELLOW	BAND ROOM
ART ROOM	S1 RED	S1 YELLOW	S1 GREEN	S1 BLUE	S2 GREEN	LEARNING SUPPORT

MEETING SPACE	S3 GREEN	FE	S3 BLUE	S3 RED	S3 YELLOW
DANCE & DRAMA					MUSIC

BEGINNERS COURTYARD

UNIFORM
CHAPLAIN
COUNSELLOR
STUDENT SERVICES

WEATHER SHED

CAN-TEEN

ADMIN
RECEPTION

