Dear Parents,

This week we are sending home a ‘Back to School Kit’ instead of a newsletter. To make it as easy as possible for you, we have prepared this kit which contains the necessary forms and information you may require during the year.

ABSENT NOTES
Whenever your child is absent or late to school, the Victorian Department of Education and Training (DET) requires a note from the parents/guardians. Therefore, it would be appreciated if parents would supply a written explanation on the child’s return to school. The school records each school absence for the DET and the letter of approval from the parent/guardian is filed.

LATE ARRIVALS
The Department (DET) has regulations for recording late arrivals. Children who arrive at school after 9:00am must be signed in at the office by a parent/guardian. Please use the late arrivals/early leavers book and tear off the white slip and give to the teacher.

EARLY LEAVERS
The Department (DET) has specific guidelines and procedures for the collection of children during school hours. Students must only be collected by their parents (subject to any specific court orders) or by a person who has been authorised by the parents to pick up their child. An authorised person is anyone who has been identified by the parents on the enrolment form such as Adult A or Adult B or anyone listed as an Emergency Contact. If the authorised person signing the child out early is not known to the office staff, they can expect to be asked for photo identification. Children who leave the school before 3:30pm must be signed out at the office in the late arrivals/early leaver’s book and the white slip given to the teacher when the child is collected from class.

ASTHMA / ANAPHYLAXIS ACTION PLAN
If your child requires prescription medication for asthma attacks or has severe allergies that cause anaphylactic reactions requiring medication, we must have an Action Plan completed and returned to the school office. Medications must be supplied in original - packaging with the pharmacist’s label that names the child and the prescribing doctor. Asthma Action Plan pro-formas are included in this ‘Back to School Kit’. Anaphylaxis Action Plan pro-formas are available at the office. Please also speak to your child’s teacher so they are fully aware of any symptoms, allergens or other triggers to be aware of. Parents will be asked to replace out of date medication. Children’s health and wellbeing is of utmost importance to us.

PAYMENT ENVELOPES
Any payment for school events such as camps, excursions and in-school activities may be enclosed in a payment envelope. A spare envelope is included in this kit. Additional envelopes can be collected from the office.

UNIFORMS
School uniform is compulsory at BHPS. Please label all clothes, shoes and personal items with your child’s name. Our uniform shop is staffed by volunteers and is open every Friday from 9:00 – 9:30am. Included in this kit is a copy of our ‘Uniform Frequently Asked Questions’ for your information.

HATS – REQUIREMENTS
BHPS is an accredited SunSmart school and an approved hat from the uniform shop is compulsory in Terms 1 and 4. Children who do not wear an approved school hat (legionnaires or wide brimmed) during Terms 1 and 4 will be restricted to shaded areas during outdoor activities.
All eldest students will receive this “Back to School Kit”. This kit contains the following items:

- Reminders / General Information for 2017
- Back to School General Information
- Working with Children Check
- School Sub-Committees
- School Medication Permission Forms
- School Asthma Management Plan
- Music Group Enrolment Forms
- Class Representatives System Information
- Local Excursions - Student Image Consent - Internet User Agreement/Policy Information and permission forms
- Classroom Helpers Program Form
- Newsletter/Hardcopy Request & Tiqbiz
- Staff List/School Map
- Community Links / Fundraising
- Uniform Frequently Asked Questions
- Traffic Management Advice

Leigh Johansen
Principal

Bimbadeen Heights Primary School: Hayrick Lane Mooroolbark, 3138.
Phone: 9726-9989   Fax: 9726-5510
Email: bimbadeen.heights.ps@edumail.vic.gov.au
Web Site: www.bimbadeenheightsps.vic.edu.au

Bimbadeen Heights OSHClub
Mobile: 0417-522-578
Email: bimbadeenoshc@gmail.com
Head office contact number: 1800-460-870
Web Site: www.oshclub.com.au

Please keep this kit in a safe place at home for reference / use during the year.
REMINDERS FOR 2017

→ At the commencement of 2017 all children are required to be in school uniform. The school uniform shop is open **every Friday from 9:00 – 9:30am.** (See attached FAQ’s)

→ All children will need to bring a clearly named Bimbadeen library bag or drawstring bag for borrowing library books and a clearly named art smock.

→ **OUT OF SCHOOL HOURS CARE PROGRAM.** Bimbadeen Heights Primary School has Before School Care, After School Care and Vacation Care run by OSHClub. Please register children for 2017 to enable the co-ordinator to plan sessions. Enrolments and information is online at: [www.oshclub.com.au](http://www.oshclub.com.au) You have the option of booking either permanent or casual care.

    The Out of School Hours Care Program can be contacted from 7:00am – 9:00am and 3:00pm – 6:00pm direct on 0417-522-578.

DROP OFF / PICK UP ZONE

Please remember the drop off / pick up zone is designated by the yellow fence in Hayrick Lane.

Times that this applies to are: 8:00 - 9:00am and 3:00 - 4:00pm.

→ **YOU CANNOT PARK IN THIS AREA OR LEAVE YOUR CAR.**

→ **IT IS ESSENTIAL TO KEEP THIS AREA MOVING**

→ **WE ASK ALL PARENTS TO SHOW CO-OPERATION, COURTESY AND PATIENCE TO MAKE IT WORK.**

Nearly every school has difficulties for the peak fifteen minutes before and after school and Bimbadeen is no different. We need to accept that at certain times there will be busy conditions.

Please remember our primary consideration – **children’s safety.**

ACTIVE TRAVEL

The answer to traffic congestion is active travel. We encourage parents to consider active travel options for their children where they walk or cycle to school on the footpaths. It keeps cars off the street and also creates a wonderful community feel with so many children and families walking together to and from school, to say nothing of the health benefits for the children. To encourage active travel we have worked with the Yarra Ranges Council to develop some safe walking routes to school as part of the ‘Free Range Kids’ project. These routes are signed and identified with yellow painted chicken feet on the footpaths. A map is included elsewhere in this Back to School kit.

2017 TERM DATES

<table>
<thead>
<tr>
<th>TERM</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERM 1</td>
<td>Tuesday 31st January (children in Year 1-6 start school) – Friday 31st March (Easter: Friday 14th April to Monday 17th April)</td>
</tr>
<tr>
<td>TERM 2</td>
<td>Tuesday 18th April – Friday 30th June</td>
</tr>
<tr>
<td>TERM 3</td>
<td>Monday 17th July – Friday 22nd September</td>
</tr>
<tr>
<td>TERM 4</td>
<td>Monday 9th October – Friday 22nd December</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

SWIMMING

All students from Foundation to Year 6 will be involved in the 2017 swimming program. Lessons will be conducted by council trained AustSwim Instructors at local pools, Kilsyth, Croydon or Kings.

<table>
<thead>
<tr>
<th>YEAR LEVEL</th>
<th>DATES</th>
<th>SESSIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years 5 &amp; 6</td>
<td>TERM 2: 29th May to 2nd June</td>
<td>5 x 1hr sessions</td>
</tr>
<tr>
<td>Years 3 &amp; 4</td>
<td>TERM 2: 5th June to 9th June</td>
<td>5 x 1hr sessions</td>
</tr>
<tr>
<td>Years 1 &amp; 2</td>
<td>TERM 4: 4th to 11th December</td>
<td>5 x 1hr sessions</td>
</tr>
<tr>
<td>Foundation</td>
<td>TERM 4: 4th to 11th December</td>
<td>5 x ½ hr sessions</td>
</tr>
</tbody>
</table>

THE COST OF THE PROGRAM IS APPROXIMATELY $80.00
AND IS NOT COVERED BY THE EXCURSION LEVY

DIARY DATES

Thursday 9th March ➔ Years 3 & 4 Athletics (Croydon athletics track)
Thursday 23rd March ➔ Years 5 & 6 Athletics (Croydon athletics track)
Thursday 18th May ➔ LDSSA Cross Country (Selected 3/4/5/6 students)

YEAR 3 CAMP

Camp Marysville ➔ Wednesday 6th - Friday 8th September
(Approximate cost - $220.00)

LIFE EDUCATION – 9th August to 18th August

Each year the Life Education Van visits our school and all students from Foundation to Year 6 participate in a lesson run by a trained educator. Each year level studies different aspects of Health. e.g. Healthy food, looking after our bodies and the effects of drugs. A parent information session that explains the details of the program is offered each year when the van is here. The cost of this program is $9 and is covered by the excursion levy.
Bimbadeen Heights Primary School has always been very fortunate that many if not the majority, of parents, are actively involved in the school community and regularly assist the school and students in a wide variety of activities. The activities include, but are not limited to, classroom support, school excursions, sporting activities, fund raisers and working bees.

To ensure children’s safety formalities need to be followed when volunteers work with children. The Working with Children Act 2005 is designed to ensure that school children are protected from sexual and physical harm. Among other things, the Act requires all school volunteers to undergo a Working with Children Check (‘WWCC’).

The process of applying for a ‘WWCC’ requires an online form to be completed by the prospective volunteers and will take approximately 3 weeks before approval and an identification card is provided. The School is keen to see that no parent misses the opportunity to be involved in any activities and that the close working relationship between teachers, parents and children is able to continue without interruption.

We therefore encourage all parents who are involved or, think that they might like to become actively involved in the School’s activities to apply for a ‘WWCC’. To have the check performed you are required to:

◆ Complete the online application form (which contains details of the types of checks to be undertaken)
◆ Provide the proof of identity documents required (as indicated on the form)
◆ Have a digital photo taken at Australia Post free of charge
◆ There is no fee involved and whilst we acknowledge that there is some effort required, we certainly hope that you will complete the WWCC.

Bimbadeen has always had a wonderful partnership of teachers, staff and parents working for the best outcomes for our children. By having a ‘WWCC’, we are further ensuring the safety of all students and parents can be assured that the volunteers that work at the school are appropriately checked and suitable to work with their children.

‘WWCC’ online applications are available on the ‘WWCC’ website (www.workingwithchildren.vic.gov.au) and can be lodged at Australia Post Outlets. We encourage all parents to complete the process.

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All helpers will be required to have a ‘Working with Children Check’ before helping with any school activity.

Parents working with children in the classroom will also be required to complete the ‘Classroom Helpers Program’.

(Wednesday March 1st 7:00 - 9:00pm)
Schools run most effectively when parents are actively involved. At Bimbadeen we have a number of School Council sub committees that any parent, whether a member of School Council or not, can become involved with:

**Student Learning** – developing and reviewing school policies and discussing educational matters relating to the school.

**Buildings and Grounds** – all matters relating to the buildings and grounds and working bees; including managing the hiring and maintenance of the school hall.

**Finance** – monitoring all aspects of school and departmental budgets.

**Community Links/Fundraising** – linking the community to the school via events and promotional materials including organising fundraising events.

**Chaplaincy** – supporting the work of our School chaplain, Mr Van.

Committee meetings will generally meet for up to an hour to an hour and a half, once or twice per term. We hope to welcome many new parents onto our committees giving you the opportunity to be actively involved in your children’s education at Bimbadeen.

---

**SCHOOL COUNCIL SUB COMMITTEES**

Please indicate below which committee you would like to be involved in and return to school by Friday 17th February.

Name: ________________________________

Student/s Name: ______________________ Grade: __________________

- [ ] **STUDENT LEARNING**
- [ ] **COMMUNITY LINKS/FUNDRAISING**
- [ ] **FINANCE**
- [ ] **BUILDINGS & GROUNDS**
- [ ] **CHAPLAINCY**
**Medication Authority Form**

**PARENT/GUARDIAN DETAILS**

Name: __________________________________________ Phone number: __________________

I hereby authorise the staff of Bimbadeen Heights Primary School to administer medication to my child as detailed below.

Signature: __________________________________________ Date: ______________

**CHILD’S DETAILS**

Name: __________________________________________ Grade: ______________

Name of Medication: __________________________________________

Reason for Medication: __________________________________________

Type of Medication: (please tick) □ Tablet □ Capsule □ Elixir □ Spray □ Drops

Puffer □ Cream □ Other: __________________________________________

Dosage: ______________________ Time/s of Day: ______________________

Medication Expiry Date: __________________________________________

Refrigeration Required: Yes/No (Please Circle)

Duration: □ This medication is for today only (date:_______________________)

□ This medication is ongoing from ___________ to ______________

*This information collected will only be used for the purpose of Administering Medication as requested.*
Asthma Action Plan

For use with a Bricanyl Turbuhaler

MILD TO MODERATE SIGNS

- Minor difficulty breathing
- May have a cough
- May have a wheeze

ACTION FOR MILD TO MODERATE ASTHMA FLARE UP

1. Sit the person upright.
   - Stay with person and be calm and reassuring
2. Give 2 separate doses of Bricanyl
   - Breath in through mouth strongly and deeply
   - Remove Turbuhaler from mouth before breathing gently away from the mouthpiece
3. Wait 4 minutes.
   - If there is no improvement, give 1 more dose of Bricanyl

If there is still no improvement:
4. Phone ambulance: Triple Zero (000)
5. Keep giving 1 dose every 4 minutes until emergency assistance arrives

Mild to moderate symptoms do not always present before severe or life-threatening symptoms

SEVERE SIGNS

- Cannot speak a full sentence
- Sitting hunched forward
- Tugging in of skin over chest or throat
- May have a cough or wheeze
- Obvious difficulty breathing
- Lethargic
- Sore tummy (young children)

LIFE-THREATENING SIGNS

- Unable to speak or 1-2 words
- Collapsed / Exhausted
- Gasping for breath
- May no longer have a cough or wheeze
- Drowsy/ Confused / Unconscious
- Skin discoloration (blue lips)

ACTION FOR SEVERE / LIFE-THREATENING ASTHMA ATTACK

1. Sit the person upright. Be calm and reassuring.
   Do not leave them alone.
2. Phone ambulance: Triple Zero (000).
3. Give 2 separate doses of Bricanyl.
   - Breath in through mouth strongly and deeply
   - Remove Turbuhaler from mouth before breathing out gently away from the mouthpiece
4. Wait 4 minutes.
5. Keep giving 1 dose every 4 minutes until emergency assistance arrives.

Commence CPR at any time if person is unresponsive and not breathing normally.
Blue reliever medication is unlikely to harm, even if the person does not have asthma.

IF UNCERTAIN WHETHER IT IS ANAPHYLAXIS OR ASTHMA

- Give adrenaline autoinjector FIRST, then asthma reliever.
- If someone with known food or insect allergy suddenly develops severe asthma like symptoms, give adrenaline autoinjector FIRST, then asthma reliever.

Anaphylaxis: Y □ N □ Type of autoinjector: □ □ □

© The Asthma Foundation of Victoria 2018. This plan was developed as a medical document that can only be completed and signed by the patient's treating medical doctor, nurse practitioner and cannot be altered without their permission.
Dear Parents,

An exciting, fresh year of musical opportunities awaits at Bimbadeen Heights Primary School. Students will be able to develop a variety of both musical and life skills through participation in class lessons, Instrumental Music Programs including drumkit, keyboard, guitar, brass, choir, recorder and percussion ensembles.

**GROUPS FOR 2017**

Children may apply to enrol in the following music groups:

- 🎵 Choir (Years 3 - 6)
- 🎵 Percussion Ensemble (Years 3 - 6)

**MUSIC GROUP PRACTISES**

Choir and Percussion Ensemble practises will be held at lunchtime.

If you wish to seek further information about Music groups or the Music Program, please contact me to make an appointment.

Please return the enrolment form by Friday 17th February

There is a great opportunity at Bimbadeen for children to develop as performers. Many studies show that children who learn Music become high achievers in many areas of life.

Together we can help them to achieve their goals………..

**Lynne Burt**
Specialist Music Teacher

**VISITING INSTRUMENTAL TEACHERS**
(PRIVATE TUITION)

These teachers offer private/group tuition in the following instruments at Bimbadeen Heights. If you would like your child to learn any of these instruments, please contact the appropriate teacher for further information.

- **PIANO/ELECTRIC KEYBOARD:** Lyn Bromage ph 0437 773 682
  Jan McLean ph 0417 057 368

- **BRASS**
  Colin Lord ph 9726 4058

- **GUITAR - Acoustic or Electric**
  John Thomson ph 0432 380 766

- **DRUMS**
  Scott Barton ph 0418 330 407
MUSIC GROUP ENROLMENT FORM 2017

Child’s Name: ___________________________________________ Year: ________________________________

Contact Phone Number: ________________________________________________________________

Percussion Ensemble: ___________________________ Choir: ___________________________

I give permission for my child to enrol in/apply to join the above group/s and agree to encourage him/her
to fulfil the responsibilities of music group membership.

Signature: __________________________________________________________________________ Date: ___ / ___ / 2017
(Parent/Guardian)

MUSIC GROUP AGREEMENT FORM 2017

I agree to:

- Attend all practices this year. (Unless there is a legitimate reason for absence)
- Practise at home.
- Concentrate well at practises.
- Be respectful, co-operative and self-disciplined.
- Attend music festivals and concerts as required.

Child’s Signature: ___________________________ Date: ___________________________

THE ABOVE SECTION IS TO BE READ CAREFULLY AND/OR BE EXPLAINED TO AND SIGNED BY YOUR CHILD
The roles of the Class Representatives are to act as a liaison between teacher and parents, between class groups and other bodies and to help organise parent assistance.

The Class Reps arrange the extra help, which is often needed inside and out of the classroom, by contacting parents in their grade who have expressed their availability. They also organise informal class social activities. This is particularly important in lower years to allow families to get to know one another.

Please consider nominating yourself as Class Rep. It is a valuable way in which you can assist the school and get to know other parents. If several parents nominate, preference will be given to those who have not been a Class Rep previously.

Please fill in the form below and return by Friday 17th February, 2017.

□ I would like to be a Class Rep for Class ____________________________
□ I would be willing to be a Class Rep for Class ____________________ if no one else is available
□ Have you volunteered to be Class Rep for other classes this year? Which classes? ____________
□ Have you been a Class Rep previously? Which class? _______ Which year? ____________
□ Day/s I am available to be contacted/attend a meeting. __________________________________________
□ I do not wish to be a Class rep this year.

PLEASE RETURN TO CHILD’S CLASSROOM BY FRIDAY 17th FEBRUARY
DIGITAL USERS POLICY AND STUDENT/PARENT DIGITAL USERS AGREEMENT 2017

PURPOSE

◆ To ensure the safety of students when using the Internet, email, iPads and mobile phones.
◆ To minimise the chance of students viewing, downloading or printing inappropriate material.
◆ To provide students with a framework for Internet, email, iPads and mobile phone use.

GUIDELINES

Students will:

◆ Complete a students and parents agreement before access to the Internet is permitted.
◆ Follow instructions regarding the use of the Internet, email, iPads and mobile phones.
◆ Hand in mobile phones to the General Office at the beginning of the school day.
◆ Put iPads inside classrooms on arrival at school and do not use during break times (recess and lunch.)
◆ Access the Internet and email with the teacher’s permission.
◆ Access appropriate and relevant information.
◆ Not publish, print or download any material on the Internet or email without the consent of the teacher in charge.
◆ Use first names and provide no private details on the Internet for themselves and others.
◆ Not use the internet, email, iPads or mobile phones to cyber bully other students at school or at home.
◆ Immediately report to the supervising teacher any inappropriate material.

Bimbadeen Heights Primary School provides its students and staff with the resources to access the World Wide Web and email.

We agree to the following guidelines:

1. To use the Internet, email, iPads and mobile phones appropriately at all times.
2. To access the Internet and email with the teacher’s permission.
3. To contact my supervising teacher immediately if I find any inappropriate material.
4. Not to cyber bully other students at school or at home using the Internet, email, iPads or mobile phones.
5. To lose computer and Internet privileges if I breach these rules.

Full Name: _________________________________________________ Year Level: ______________
Parent/Guardian Signature: __________________________________________ Date: ____/____/____
Parent Email: ________________________
_______________________________________________
Student Signature: _________________________________________________ Date: ____/____/____

LOCAL EXCURSION PERMISSION FORM 2017

Each year students participate in Excursions and In School Activities. Each visit must be approved by the Principal so that planning and safety measures can be checked.

Only one permission form is necessary for the year for such excursions not involving public or private transport. There will be notification given to parents prior to any local excursion.

Child’s Name: _____________________________________________ Class: ______________
I give permission for my child to attend local excursions as approved by the Principal for the school year 2017. I understand the Principal has checked all planning and safety measures. I understand the local excursions do NOT involve public or private transport.

I authorise the teacher in charge of the excursion to consent, where it is impracticable to communicate with me, to my child receiving such medical or surgical treatment as may be deemed necessary and ambulance transport if necessary.

Signed: _____________________________________________________________ (Parent/Guardian)
Date: ____/____/____                        Emergency Phone Number: ______________________________

Please return this form back to school by Friday 17th February
STUDENT IMAGE CONSENT FORM

As part of promoting the school’s programs and student achievements, a number of publications are used. These publications include images of students without full names being attached.

During your child’s time at Bimbadeen Heights Primary, we would like to take a number of photographs using both digital and video cameras to showcase various events at the school. These images may then be used in publicity brochures, internet pages, local newspapers, weekly newsletters and various local community publications. Before using these images the school requires parental/guardian permission.

I give permission for images (without full names attached) of my child, to be used in/on Publicity Brochures, Local Newspapers, School Newsletters, Local Community Publications and the Internet as produced by Bimbadeen Heights Primary School for the duration of my child’s schooling at Bimbadeen Heights PS (From Foundation to Year 6)

Child’s Name: _____________________________________________ Class: ____________________________
Signed: ___________________________________________________________________________ (Parent/Guardian)
Date: ____/____/____
Please return this form back to school by Friday 17th February

CLASSROOMS HELPERS PROGRAM TERM 1 2017

Would you like to help in the classroom?
The Classroom Helpers Program provides an opportunity for parents or grandparents to share in the educational development of students with the support and direction of teachers. We are offering the Classroom Helpers Program this term.

The program will be held on Wednesday evening, the 1st of March from 7:00 – 9:00pm.
The efforts of classroom helpers are a highly valued resource for students, as opportunities for learning are nurtured by the participation of understanding adults. The program consists of an interactive session and is linked to the classroom literacy/numeracy program.
The course will-

➢ develop an increased understanding of the development of literacy/numeracy skills
➢ demonstrate various learning situations to helpers so they can act as role models for students in the classroom
➢ train helpers in how to give support for small groups of students
➢ emphasize the importance of confidentiality as a classroom helper

We would like to thank all participants who have previously completed the session and would appreciate their input to new parents/grandparents who are thinking of doing the program.

We must remind parents who want to help in the classroom, that all helpers must have completed the Classroom Helpers Program and also have a Working with Children Check.

If you are interested in participating in the program please fill in and return the form below by Wednesday 22nd February.

Liz Nicholson, Michelle Franks and Annie Rountree (Classroom Helper Co-Ordinators)

________________________________________________________________________________________

CLASSROOM HELPERS SESSION

I would like to attend the Classroom Helpers Program on Wednesday 1st March from 7:00 – 9:00pm

Name: _____________________________________________ Contact Phone No: ____________________________

Child’s name: _____________________________________________ Child’s grade: ____________________________
BIMBADEEN HEIGHTS PRIMARY SCHOOL IS DIGITAL

To help with school communication we use an app called tiqbiz. This application will send instant messages directly to your phone or other mobile devices, alerting you to school notices, arrival times for buses returning from camps/excursions etc, and copies of school newsletters.

Enclosed in this ‘Back to School Kit’ is a tiqbiz brochure. This outlines the uses and instructions for how to download tiqbiz to either your PC, iPad/iPhone, Android phone or tablet. When installing and selecting your child/rens year level, please remember to select ‘ALL STUDENTS’ as well as the appropriate year level/s so that you can receive school newsletters etc.

Tiqbiz also offers tech support for all parent/guardians. Contact details are listed on the brochure. Please keep this brochure somewhere handy for easy reference (e.g. fridge).

NEWSLETTER/ HARDCOPY REQUEST

As part of our commitment to sustainability and reducing the amount of paper we use, our policy is to put our newsletter on our website and tiqbiz and encourage parents to read it online each week. We do however offer a service of printing a limited number of hard copies for those parents who prefer to receive their newsletter in this format.

If you wish to receive a hardcopy newsletter, please fill in the form below.

PLEASE NOTE: You will ONLY receive a hardcopy, if the form is returned.

NEWSLETTER HARD COPY REQUEST

I would like to request that a hard-copy newsletter is sent home with my eldest child.

Family name: ________________________________________________________________

Child’s name: ________________________________________________________________

Child’s grade: __________________________________________________________________

Parent signature: __________________________________________________________________

PLEASE RETURN TO CHILD’S CLASSROOM BY FRIDAY 17TH FEBRUARY
# Staff List 2017

**Principal:** Leigh Johansen  
**Assistant Principal:** Garry Fowler

## Classes

<table>
<thead>
<tr>
<th>CLASS</th>
<th>ROOM NO</th>
<th>TEACHER</th>
<th>SUBJECT</th>
<th>TEACHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>0BD</td>
<td>1</td>
<td>Beth Dean</td>
<td>ART (room 8)</td>
<td>Ray Legione</td>
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<tr>
<td>0ER</td>
<td>3</td>
<td>Emily Russell</td>
<td>LIBRARY (room 27)</td>
<td>Karin Sansom (Technician)</td>
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<tr>
<td>0MR</td>
<td>2</td>
<td>Malcolm Rosendale</td>
<td>LOTE (room 20)</td>
<td>Becky Liu</td>
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<tr>
<td>1AS</td>
<td>22</td>
<td>Annikka Smith</td>
<td>PHYSICAL EDUCATION</td>
<td>Kate Schie</td>
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<td>1GB</td>
<td>26</td>
<td>Virginia Gardner / Katie Borczuch</td>
<td>STUDENT WELLBEING</td>
<td>Cath Buckland</td>
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<td>1LN</td>
<td>21</td>
<td>Liz Nicholson</td>
<td>LITERACY INTERVENTION</td>
<td>Cath Buckland</td>
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<td>2AR</td>
<td>25</td>
<td>Annie Rountree</td>
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<td>2JD</td>
<td>23</td>
<td>Jacqui Duncan</td>
<td>BUSINESS MANAGER</td>
<td>Bren Michael</td>
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<td>2TJ</td>
<td>24</td>
<td>Tracey Johansen</td>
<td>ADMIN ASSISTANT</td>
<td>Gretchen Mohan</td>
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<td></td>
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<td>ADMIN ASSISTANT</td>
<td>Adele Gates</td>
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<td>15</td>
<td>Kelly Barnett</td>
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<td>34C</td>
<td>5</td>
<td>Hayley Cook</td>
<td>INTEGRATION TEACHER AIDES</td>
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<td>34E</td>
<td>7</td>
<td>Sharon Egan</td>
<td>Vicki Cuskelly</td>
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<td>34G</td>
<td>16</td>
<td>Jemima Gange</td>
<td>Judy Todd</td>
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<tr>
<td>34K</td>
<td>12</td>
<td>Bree King / Thelma Bomford</td>
<td>Mandy Riley</td>
<td></td>
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<tr>
<td>34R</td>
<td>10</td>
<td>Haley Rusch</td>
<td>Louise de Grauw</td>
<td>Tracey Price O’Reilly</td>
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<tr>
<td>5KA</td>
<td>33</td>
<td>Kiah Allen</td>
<td>Helen Thomson</td>
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<tr>
<td>5MF</td>
<td>31</td>
<td>Michelle Franks</td>
<td>Liz Downs</td>
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<tr>
<td>5MS</td>
<td>34</td>
<td>Melissa Simpson</td>
<td>TRADING OPERATIONS</td>
<td></td>
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<tr>
<td>5SB</td>
<td>30</td>
<td>Laura Simkin / Stacy Brookes</td>
<td>CANTEEN MANAGER</td>
<td>Vicki Taylor</td>
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<td>UNIFORMS MANAGER</td>
<td>Emma Chandler</td>
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## School Support Staff

<table>
<thead>
<tr>
<th>CLASS</th>
<th>ROOM NO</th>
<th>TEACHER</th>
<th>ROLE</th>
<th>SUPPORT STAFF</th>
</tr>
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<tbody>
<tr>
<td>6GM</td>
<td>29</td>
<td>Michaela Gray / Tania Maniscalchi</td>
<td>CHAPLAIN</td>
<td>John Vander-Velde</td>
</tr>
<tr>
<td>6ML</td>
<td>17</td>
<td>Matt Laws</td>
<td>SCHOOL COUNSELLOR</td>
<td>Brian Dalton</td>
</tr>
<tr>
<td>6MR</td>
<td>32</td>
<td>Melinda Ruscitti</td>
<td>ICT SUPPORT</td>
<td>Ken Worth</td>
</tr>
</tbody>
</table>

## Language Support

- Mandy Riley
COMMUNITY LINKS / FUNDRAISING

Dear Parents,

Throughout the school year the Community Links / Fundraising Committee plans and organises activities to link the school with the community and to raise money for our school. We use our school raised funds to supplement Government funds for the benefit of the children at Bimbadeen. Over the past few years we have put our fundraising money towards new Playground Equipment, Airconditioners and ICT equipment. The school community and the staff all have input into how these funds are used each year with the School Council making the final decision as to where the money is spent.

**FUNDRAISING FUNDS**
We welcome your input into how the school raised funds are spent in 2017. Please list your ideas, in order of importance below.

1. 
2. 
3. 
4. 

We will keep you informed via the Bimbadeen Blaze as to where the money from events will be spent. School Council is putting aside a proportion of the locally raised funds to supplement the new school building project.

**FUNDRAISING VOLUNTEER LIST**
For the school to be successful in our fundraising activities we require help from parents and families. This year we will have a fundraising volunteer list where you can help as much or as little as you like.

Those on the volunteer list will be emailed to inform them of upcoming events and can email the co-ordinator back to say whether they are able to help or not.

Please think seriously about helping to link our school with the wider community and fundraising. It is a great way to support your children’s school as well as meet some of the other parents, staff and community members.

I would like to be on the fundraising volunteer list  

Name: ____________________________________________

Email: ____________________________________________

Child’s Name: _______________________________________

Child’s Grade: _______________________________________

Yes / No

Please return this form by Friday 17th February.

Thank you
Community Links / Fundraising Team
School Uniform: Frequently Asked Questions

It is hoped that these FAQ's will help parents to understand what is acceptable and what is not acceptable in terms of our compulsory school uniform.

We expect that parents will exercise common sense when it comes to dressing their children in our school uniform in the same way that we use common sense and consideration of extenuating circumstances when enforcing the policy. If you are unsure please speak to the Principal or Assistant Principal.

1. Are children allowed to wear bike pants?
   Children may wear navy coloured bike pants under a dress for modesty reasons or on their own as part of the sports uniform worn only on days they have sporting activities or Phys. Ed. classes. Bike pants must be a suitable length and not too short, i.e. close to the knee or long enough to be visible below the child's top when it is not tucked in.

2. Are children allowed to wear earrings?
   Plain studs or sleepers are acceptable. Earrings that hang down can become a safety issue when playing and may need to be removed.

3. Are children allowed to wear bracelets or necklaces?
   Yes, provided they are not a distraction to learning or create a safety issue during some activities or when playing.

4. Can children wear a hat that they bring from home?
   Children must wear an approved hat that is navy blue or gold in a wide brim or legionnaire style cap, free of brand names or logos that provides adequate protection from the sun. In line with our SunSmart policy, hats are compulsory during terms 1 & 4 and children without hats will be restricted to a shaded area at recess and lunch times.

5. Can girls wear leggings or tights?
   Yes, provided they are navy blue and are worn under a dress.

6. Do children with long hair have to have it plaited or tied back?
   We encourage this as advice of best practice to reduce the spread of head lice is that it helps to have long hair in plaits or tied back. However, it is not compulsory provided that the long hair is not a distraction to learning or is unsafe for participation in some activities such as craft, cooking or sport.

7. Is my child allowed to have an extreme hair style such as shaved motifs or bright colours?
   We discourage this as it often impacts on the child’s experience at school due to the reactions or responses of others.

8. Am I able to purchase uniform items from stores other than the school uniform shop?
   Yes, navy blue cargo pants, tracksuit pants, skorts, shorts or culottes. Any uniform items that include our logo must be purchased from our uniform shop.

9. What sort of footwear must children wear?
   They must be a suitable fit so that they do not come off easily and must cover the toes. They can have shoelaces, Velcro, or be ‘slip-ons’. Laces or Velcro must be done up to ensure the shoe stays on the foot. Safety and protecting the child’s feet is the most important thing. On days that children have Phys. Ed. classes sport runners should be worn.

10. Are children allowed to wear long sleeved tops under short-sleeved polo tops?
    Yes, provided they are in the school uniform colours of navy or yellow.
11. Are children allowed to bunch up their tops at their side?
No. The uniform is expected to be worn as intended.

12. When can my child wear a sports top?
Only children from Years 5 & 6 can wear the approved sports tops on the days they are participating in organized school sport activities, Phys. Ed. Lessons or special events.

13. Can a child in a year level below Year 6 wear an older brother or sister’s current Year 6 commemorative jacket?
As this is a distinctive part of the Year 6 uniform we prefer younger students to wear the standard school tops.

14. When can my child wear a summer dress?
Summer uniform is intended for the warmer months of Term 1 and 4 as the lighter material is suited to this. Parents can exercise their discretion on children wearing summer dresses on unseasonably warm days outside of Terms 1 & 4.

15. Can my child wear Ugg boots or slippers to school?
Ugg boots or slippers may be worn inside the classroom but for safety reasons should not be worn outside for general use.

16. Are children allowed to have long finger nails, fake nails or wear nail polish?
Finger nails need to be kept short for safety reasons. Fake nails are not to be worn also for safety reasons. Nail polish is not to be worn at school, however if your child has nail polish on as part of a special event please remove it as soon as possible.

17. Can my child wear black pants?
No. The uniform colours are navy and gold. There are a wide variety of navy pants that your child can wear. Black is not one of the school uniform colours.

18. Are children allowed to wear beanies, scarves or coats?
If your child is cold they may wear beanies, scarves and/or coats outside. When the child is in the classroom they need to remove them.

19. What do I do if my child needs to come to school out of uniform?
If a child needs to be out of school uniform for a day, a note needs to be written and signed by a parent/guardian to explain the reason for their child needing to be out of uniform for that day. This note needs to be given to the child’s classroom teacher on the day of the child being out of uniform. If a note is not provided the classroom teacher may send an ‘Out of Uniform’ note home. Free dress days will be organized throughout the year.

20. Is my child allowed to wear make-up including lip stick?
No. We see this as unnecessary for children to have on at Primary School. This has potential to create unnecessary competitiveness and peer pressure amongst students.

21. Is my child allowed to have fake tattoos?
No. We see this as unnecessary for children to have on during school hours, especially on areas of skin that are not covered by clothing. This has potential to create unnecessary competitiveness and peer pressure amongst students.

22. Does my child have to wear socks when wearing shoes to school?
Yes, for health and safety reasons socks are required to be worn.

23. Is my Year 5 or 6 child allowed to wear the commemorative school production T-Shirt as school uniform?
Yes but only up until the day of the production.
Bimbadeen Heights Primary School

FACT SHEET February 2013

The School Pick up and Drop off Zone

Council officers have been working with representatives from Bimbadeen Heights Primary School to improve access to the school Pick Up and Drop Off zone. This continues to be a work in progress.

Bimbadeen Heights Primary School has parking available within a short walking distance and not all of it involves a steep climb. To improve access further, the school have implemented a Pick Up and Drop Off zone close to the school.

Unfortunately, the location of the supervised school crossing and the roundabout mean there is no queue area along Hayrick Lane. This means that if no spaces are available, you have to drive past and continue around the block.

Fortunately the school is ideally located to allow parents to leave the area and come back past the Pick Up and Drop Off zone.

Current parking restrictions apply and must be observed. The signs associated with the Pick Up and Drop Off zone and the approach to the zone are shown on this page. Parking restrictions will be enforced.

On the next page is information about how you can help.

Bimbadeen Heights Primary School is to be commended on its promotion of Active Travel, a program to encourage safe walking and cycling to school.

Thank you to those parents and children who walk or cycle to school. It all helps.
If you arrive and there are no Five Minute parking spaces available
1. you must drive past.
2. you must not queue along Hayrick Lane due to the No Stepping signs which protect the school crossing and the roundabout.
3. you must not double park to collect or drop off your children.
4. you can go around the block to try again.
5. you can find another parking space and walk back.

The most efficient use of the Five Minute parking spaces
Once you are in the 5 minute parking area, it will help if you keep moving to the front of the zone. The current parking restrictions do not stop you from leaving your vehicle but leaving your vehicle will reduce the efficiency of the Pick Up and Drop Off zone and increase the time it takes for other students to be collected or dropped off.

It is recommended that parents wanting to enter the school yard park a little further from the school gate and leave the five minute spaces available as a Pick Up and Drop Off zone.

You Can Help in the Afternoons
When the school bell sounds at 3:30pm each day it takes the children about 4 minutes to collect their belongings and be ready at the school pick up zone. As the time restriction is for five minutes there is no point in arriving in these parking spaces prior to 3:30pm as you can and will be booked if you stay too long.
- Do not arrive early unless your children will be ready.
- Please stagger your arrival times.
- Do not arrive before 3:30pm unless you have arranged to collect students prior to 3:30pm.

If you do not arrive in time to get into one of the five minute parking spaces at 3:30pm, there is no point in returning before 3:34pm which is when the first spaces will start to become available.

Reduce Parking Congestion - Bimbadeen Heights Promotes Active Travel
If you live within walking distance of the school your children can benefit from walking or cycling to school. (Children up to the age of 12 and parents accompanying these children are legally able to ride on the footpaths.) If you live further away then park away from the school and encourage your children to walk or walk with them.

There are good footpaths and supervised school crossings to help your child get safely to school in just a few minutes. Avoid parking fines, enjoy improved health and fitness, reduce congestion and help make our community safer. Please always ensure that your child walks with at least one other person.

Road Rules that Limit Parking
1. Parking clear of driveways
The road rules require parked vehicles to leave adequate space for other vehicles to use driveways. On narrow roads you may need to park well clear of driveways to allow space for turning vehicles to access the properties.
2. Parking clear of footpaths
It is not allowable or safe to park a car or truck on or blocking a footpath. Footpaths cater for adult and child pedestrians, prams and wheelchairs.
3. Parking 3 metres clear of:
   continuous centre lines, vehicles on the other side of the road, the far side of the road
   The road rules require you to leave three metres of roadway clear to allow through traffic and emergency vehicles to travel along the road. Trucks can measure 2.5 metres in width and with their side mirrors they may use the full three metres. Where a continuous centre line restricts vehicles to one lane you must allow three metres between your parked vehicle and the centre line.
4. Park 10 metres clear of Intersections
Measurement of distance—T-intersection without traffic lights

For further information please contact Yarra Ranges Council on 1300 368 333 or www.yarraranges.vic.gov.au

Council will continue to work with the school to seek solutions to improve access to the school.
The council parkland that backs onto the school oval would have similar problems to the current Pick Up and Drop Off zone. A Pick Up and Drop Off zone in Bimbadeen Drive would be too difficult to supervise.

It would require significant goodwill from parents and residents to allow drivers to queue in Parry Drive for the existing Pick Up and Drop Off zone. The cars would be queuing on a steep, uphill gradient which would be difficult to drive at low speeds.
Back to School Kit 2017

FOLLOW THE CHICKEN FEET

FREE-RANGE KIDS
What's your adventure?

BIMBADEEN HEIGHTS PRIMARY SCHOOL

LEGEND

• Drop off/pick up point

• Adventure routes

• Signals and Supervised crossing

Chicken Run 13 min

Bok Bok Way 10 min

Big Red Walk 16 min

Big Red Walk 7 min

Henny penny 9 min

Quack Quack 8 min

Lucy Goosey 15 min