

Bethany
Catholic Primary

**2021
PARENT
HANDBOOK**





ACKNOWLEDGEMENT OF COUNTRY

WARAMI (Hello, welcome)

In the spirit of Reconciliation as we gather here today.

We would like to acknowledge the Traditional Caretakers of the land, the Darug people.

We would like to pay our respects to the Aboriginal elders, past, present and future for they hold the traditions, memories and wisdom of Mother Earth upon which we place our feet today.

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 Diocese of Parramatta 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 Saint Padre Pio.

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

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

Our Bethany motto is: ***"In Christ We Love and Serve"***

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PRINCIPAL'S WELCOME

Dear Parents & Carers,

Welcome to the **Bethany Catholic Primary School** community. Bethany is the parish school of **St Padre Pio Parish Glenmore Park**.

Our school name was inspired by the ancient biblical village located on the slopes of the Mount of Olives often visited by Jesus and associated with **hospitality, service, listening and learning**.

At Bethany, we believe that a comprehensive and balanced Catholic education should:

- encompass the **spiritual, academic, relational, creative** and **physical development** of each child;
- provide **quality learning** experiences that empowers students to be **critical thinkers** and develop a **life-long love of learning**;
- **nurture students'** holistic development within a **faith community** which models **respectful relationships** modelled on **the Gospel**.

We consider the **pastoral care** of students to be of primary importance and this is reflected in our school motto, **To Love and Serve**.

We consider it a privilege to work in partnership with you, building on the foundations you have already given your child as their first educators.

Sergio Rosato
Principal



SPIRITUAL LIFE OF THE SCHOOL

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

In line with other Diocesan schools, Bethany has followed the Religious Education Program “**Sharing Our Story**”, a curriculum developed by the Catholic Education Diocese of Parramatta. Since 2019, Bethany staff have been trialling a new draft Religious Education curriculum for the Parramatta Diocese. This trial is currently paused for further review. During this time, teaching programs will follow outcomes from the Sharing Our Story Curriculum.

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.

Whole school masses open and close each year, with significant events in the life of the school or parish also being celebrated in this way. At *Bethany*, First Reconciliation, Eucharist and Confirmation are parish-based Sacraments and these programs are supported by the teaching of Religious Education at school and through the Learning Cycles of the new RE Curriculum. Baptism for students can be arranged by contacting the church.

The whole school community says the Angelus every day at 12.00 pm. The Angelus is included in this booklet.

Bethany's school community supports a variety of social justice initiatives, supporting the missionary activity of the Catholic Church through raising awareness of the activities and fundraising to support organisations e.g. Caritas' Project Compassion, Catholic Mission and St Vincent De Paul.

Celebration of life experiences and special events are conducted through class liturgies and masses in the parish church, school hall and classrooms.



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.

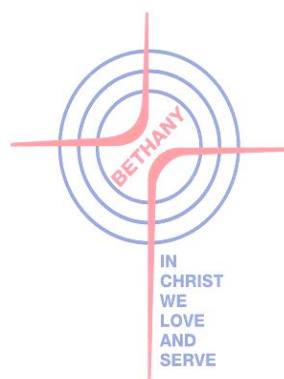
Each student is encouraged to aim for personal excellence and to develop skills of independent learning and critical thinking in a co-operative learning environment.

We see the close ties between the school and parish communities as the manifestation of the Kingdom of God in our midst. 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'



SCHOOL AND PARISH INFORMATION

BETHANY CATHOLIC PRIMARY SCHOOL

Address: 34-38 William Howell Drive
PO Box 8134
GLENMORE PARK NSW 2745
Telephone: (02) 4723 3700
Email: bethany@parra.catholic.edu.au
Website: www.bethanyglenmorepark.catholic.edu.au

CATHOLIC OUT OF SCHOOL HOURS CARE (COSHC)

Location: Bethany School Hall
Address: PO Box 8134
GLENMORE PARK NSW 2745
Telephone: 0409 133 213
0439 995 462
Email: bnyglenmorepark@cdpsl.org.au

ST PADRE PIO CHURCH

Telephone: (02) 4789 2232
Email: glenmorepark@parracatholic.org
Website: www.padrepioglenmorepark.org.au

ST PADRE PIO MASS TIMES

Monday	Parish Church and office closed
Tuesday	9:00 am Mass
Wednesday	9:00 am Mass
Thursday	9:00 am Mass
Friday	9:00 am Mass <i>All Night Adoration 8:00 pm - 9:00 am</i>
Saturday	9:00 am Mass & Novena to St Padre Pio 5:30 pm Vigil Mass
Sunday	8:00 am and 10:00 am Mass Children's Mass at 10:00am first Sunday of each month outside of school holidays



Reconciliation: Following Saturday morning 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 Commences	8:30am	SHARP	(supervision from
8:00am)			
Recess	10:30am - 11:00am		
Lunch Break	1:00pm - 1:45pm		
School Concludes	2:45pm	(supervision until 3:15pm)	



STAFF DEVELOPMENT DAYS (PUPIL FREE DAYS)

The Catholic Education Office allocates 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 on the School Calendar and in 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 dynamic learning spaces.

All learning spaces are air-conditioned and have access to computers, televisions and iPads which children are able to utilise in their daily lessons.

Bethany has many other wonderful facilities:

- Catholic out of school hours care (COSHC)
- Dedicated music room
- Library
- Hall - used for sports, discos, parish meetings, fundraising events, COSHC etc.
- Healthy canteen
- Basketball Court
- Large playing grounds
- Undercover shaded areas
- Ample seating
- Equipped infant playground

CATHOLIC OUT OF SCHOOL HOURS CARE (COSHC)

Bethany's Before and After School Care on site facility operates from within the school grounds in our beautiful 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 involve each child when at the centre.

Parents who must drop off their children prior to 8:00am are encouraged to use this service.

COSHC HOURS

Before School Care - 6:30am to 8:30am

Phone: 0409 133 213

After School Care - 2:30pm to 6:30pm

Email: COSHC.Bethany@parra.catholic.edu.au

SCHOOL ADMINISTRATION AND FINANCE

Phone 4723 3700

Email: Bethany@parra.catholic.edu.au

Bethany office hours: 8:00am – 3:15pm

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. An eForm is also available to complete on the Skoolbag App.

NOTES TO THE OFFICE

All notes are collected each morning in the classroom and sent to the office. Please ensure that you write the child's name and class or who it is for, clearly on the outside of an envelope.

ABSENCES - WHOLE DAY

If your child is absent from school for any reason, you are required to notify the school and provide a reason. An automated attendance SMS system is used at Bethany. This system is both user friendly and an efficient way for parents/carers to notify the school of their child's absence. If a student is absent, the school database will automatically send an SMS notification to the primary parent/carer. The SMS notification will contain a one-time-link that can be clicked on to enter the reason for your child's absence. It is vital therefore that the school has your up-to-date mobile phone details. Please note, the one-time link is to be used to enter WHOLE DAY absences only and should not be used to explain partial absences.

Automated SMS notifications are sent each day at 11am. If your child is arriving late to school please do not use the one-time link to explain the partial absence; we ask that you sign your child in accordingly at the school office.

If you have not notified the school of your child's absence via the SMS system, we ask that you provide a signed and dated note or send an email to bethany@parra.catholic.edu.au

ABSENCES - PARTIAL

Your child will be marked as partially absent if they arrive at school after 8:30am or leave prior to 2:45pm. Upon arriving/leaving the school, you are asked to sign your child in at the school office, providing a reason for their partial absence. Please do not enter your child's partial absence via the automated SMS link.

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 complete a **"late arrival/early departure slip"** in the office. The office staff will then call the child to the office. In this way we will ensure that only parents and those responsible for the child take the children to appointments. Please make arrangements, where possible, outside of school hours, as late arrivals and early departures disrupt the class and disadvantage the learning of your child particularly with afternoon subjects and assessments.

Please note, only parents are permitted to pick up their children early from school. If a parent arranges for their child to be picked up early by a relative or family friend, a written note or email to

the school is required, stating the name of the person picking up their child and the time of pickup. This person will be asked to provide proof of identification.

APPLICATION FOR EXTENDED LEAVE

If your child is going to be away for an extended period of leave, we ask that you complete the Extended Leave form which you can obtain from the school office. Once this form has been completed, the Principal will assess the application and you will then receive a certificate of approval. Please be mindful that extended leave will be recorded on your child's school reports.

SCHOOL FEES

The school fee structures are approved by the Board of Directors of the Catholic Education Diocese of Parramatta. No fees will be charged for a fourth or subsequent child who is 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. The Flexible Payment Plan options are sent in February each year to allow families to budget for the year ahead, however, in cases of genuine hardship, please contact the office.

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

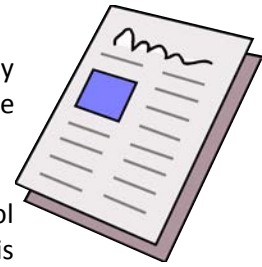
Payments can be made using EFTPOS, credit cards or the Qkr! payment app. Cash is no longer accepted.

Please do not include book club monies with school fees. All book club orders are placed online via the Scholastic website.

COMMUNICATION

SCHOOL NEWSLETTER AND SKOOLBAG APP

The school newsletter is sent electronically each fortnight via the Bethany Skoolbag App and displayed on the school's website www.bethanyglenmorepark.catholic.edu.au



This is a valuable source of information about events within our school community and a vital means of communication between school and home. It is important that parents read the newsletter carefully. Parents are asked to search and upload the 'Bethany Skoolbag' App to your smart phone or portable device free from the App store. We also request that you provide the school office a current email address for grade notifications and subscribe to E-News from our website to download our google calendar for upcoming events and alerts.

Bethany has an official Facebook page 'Bethany Catholic Primary School, Glenmore Park', where school events and official photos/ videos are posted, invitations sent out and celebrations of student learning are acknowledged. For correct information, please refer to this site or contact the school directly.

REPORTING TO PARENTS

We have many formal and informal processes to keep parents well informed about their child's progress. Formal methods include Semester 1 and Semester 2 Learning Reports. 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

If you wish to speak at length with a teacher it is necessary to phone the school office to arrange a meeting time, email the school or send a note to your child's teacher requesting a meeting. As you can appreciate, classroom teachers are not available for appointments/meetings during class time. During formal class time, the teacher is responsible for his/her class and is committed to providing quality learning. Teachers regularly have meetings before and after school, therefore have numerous associated commitments out of their teaching times.

If there are any concerns or issues, please contact your child's teacher **first** then the stage coordinator. The Assistant Principal and Principal can be contacted if needed after following the appropriate steps.

Teachers read their emails at various times throughout the school day. Other than in the case of a genuine emergency, they are generally not expected to respond to emails from parents and students outside of normal working hours. Please keep in mind that if you send an email to a member of our staff outside of normal working hours, a reply may not be received until the following working day.

SCHOOL LEADERSHIP TEAM

The School Leadership Team is made up of the Principal, Assistant Principal, Religious Education Coordinator and Leaders of Learning.

Members of the Leadership Team play an important part in the leadership of the school. There are times when members of the leadership team, who are also allocated a class, will be required to work in the office on administration tasks, lead professional learning within the school and undertake outsourced professional learning opportunities.

If you wish to speak to the School Principal, Assistant Principal or other Specialist teachers, please contact 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, counsellor
- 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 change (for example, family break-up, death in the family, moving house, etc)
- Is being collected by a parent or authorised friend/relative 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, Maths/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
- Book club.

CHILD PROTECTION

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 the module before you can assist in the school. All new employees and relevant volunteers complete the **Working With Children Check** online application process through N.S.W. Services prior to the commencement of work at the school.

To enable you to assist at Bethany, the modules can be accessed from the Catholic Education Diocese of Parramatta (CEDP) website or via <http://childprotection.parra.catholic.edu.au/home>

CONFIDENTIALITY and PRIVACY are important issues for any volunteers working with our Bethany students.

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.

All visitors 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 the module before you can assist in the school.

To enable you to assist at Bethany, the modules can be accessed from the Catholic Education Diocese of Parramatta (CEDP) website or via <http://childprotection.parra.catholic.edu.au/home>

If parents need to drop off anything for the child, please do so at the front office.



YOU ARE YOUR CHILD'S FIRST TEACHER

The children are in your care for the first 5 years of their life. 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 everyday, 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 overemphasised
- Teach them good hygiene and sanitation.

HOME-SCHOOL PARTNERSHIP

Parents/guardians and significant others within the wider community have great capacity to positively impact on student learning. It is important to acknowledge that parents/guardians know the student best.

They work in partnership with leaders and teachers to:

- Provide all the relevant information on enrolment to assist in planning for the student's commencement at the school
- Develop understanding about the students additional needs and the implications for learning
- Support the student's transition to school, through grade levels at school and beyond
- Respond to requests for support from the school to attend planning meetings
- Ensure the student's personal needs are met so that the teachers can focus on learning
- Communicate regularly with the school to ensure effective collaboration
- Attend meetings and learning sessions about the use of new technologies used by the student to access their learning
- Act as guarantors for assistive devices that go home
- Support and encourage home learning
- Achieve the best possible learning outcomes for the student.

(From *Diversity is the Norm: Guidelines*, April 2016 - Catholic Education Diocese of Parramatta)

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

The homework policy states the following:

Homework is given across Years K-6. The following are guidelines to what homework will entail across the school:

- Reading every day;
- All distributed homework will allow for at least one weekend before the due date;
- Feedback will be provided by 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 the outside of 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)
- School hat
- Library bag
- 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 underwear and socks to be kept in your child's bag in case of accidents
- Requirements as listed on the '2021 Kindergarten Requisites'

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 their experiences. It is important that you share in their new life.

Be interested in items your children bring 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 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 as part of "Rotations" while teachers are at RFF (Release from Face-to-Face teaching).

Bethany is also involved in a large range of external competitions including cricket, netball, basketball and soccer. 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.



PBS4L - SCHOOL EXPECTATIONS

Positive Behaviour Support for Learning School, also known as PBS4L, is a school wide approach that establishes clear behaviour expectations. The process involves explicitly teaching and reteaching students how to enact positive behaviours.

The Purpose Statement for PBS4L at Bethany is to create a safe, respectful learning environment for students who love and serve Christ. This statement follows our school motto 'In Christ we Love and Serve'. PBS4L encourages parent, student and teacher voice. It is a collaborative community effort aimed at encouraging more positive behaviours within our school community to maximise students' well-being and learning outcomes.



The basic principle behind PBS4L is that behaviour is learnt and therefore can be taught.

It is important to understand that PBS4L is for EVERYONE! It is not just for kids with challenging behaviours. Implementing PBS4L at the school means that the expectations of behaviour are made very clear to all in the community, these expectations are actively taught, positively reinforced by staff when these behaviours are observed, and corrected and re-taught by staff when problem behaviour arises.



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 check that the children are wearing the uniform correctly and adhere 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.

School uniform requirements (except school bags and hats) are available from Lowes at Westfield, Penrith.

SPORTS UNIFORM

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

SCHOOL HAT

The school hat is part of the uniform. Every child is to wear the school hat every day during Recess and Lunch, and when travelling to and from school. Our hat policy encourages children to wear a hat otherwise sit in the shade. Hats are available from the school office.

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.

LIBRARY BAG

Students are to bring their library bag to school on their library day. Library bags are available to purchase from the school office.

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, it is preferable for children not to bring umbrellas to school. A raincoat is the preferred option.**

JEWELLERY AND ACCESSORIES

- Earrings: only one pair of sleepers or plain studs.
- A plain wristwatch is permitted.
- A chain with cross or religious medallion may be worn under the shirt line.
- Fashion jewellery of any kind is not permitted.

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.

Hairstyles are to be of a gradual even grade and all extremes of fashion are not permitted.

Examples of some styles that are not permitted are ridges, lines, undercuts, steps etc.

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.

Hair accessories are to be in school colours only (red, navy and white) and of a reasonable size.

Please note that being in the correct uniform also means sensible haircuts for all students. Hair fringes should not restrict vision in any way or be a distraction.

Nails should be kept clean and neatly trimmed. Nail varnish and make-up are not permitted.

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.

UNIFORM / CLOTHING POOL

With the assistance of parents, a second hand uniform stall operates on a regular basis, every Tuesday from 2:15pm – 2:45pm. This enables good quality second hand uniforms to be sold at very reasonable prices.

LOST PROPERTY

If clothing is lost, it will be placed in the lost property bin located outside the sports shed in the undercover 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 donated to the uniform/clothing shop at the end of each term.

SCHOOL ATTENDANCE & TRAVEL

ARRIVAL

Students arrive via one of three access points:

- Gate 1: William Howell Dr (students who walk, are dropped by bus, are dropped by car on William Howell Dr);
- Gate 2: Beside the Canteen/Hall (Kiss & Drop or parents walking their children in);
- Gate 3: Caroline Chisholm (students with permit, and/or Bethany parent arrangement; see below Permit Access).

Gates 1 and 2 are opened at 8:00 am by the teacher on duty.

All gates are closed between the hours of 8:30am and 2:40 pm

All gates will be locked between the following hours: 3.15 pm - 8:00 am, 8:30 am - 2:40 pm

Please note, as student supervision commences at 8:00 am each day, students can not access the school premises prior to 8:00 am. We are fortunate to have COSHC (out of school hours care) operating from our school hall each day. Please refer to FACILITIES in this booklet for further information including operating hours.

MODES OF ARRIVAL:

- Bus Arrivals - all students enter via Gate 1
- William Howell Drive Walkers - all students enter via Gate 1
- Kiss and Drop - all students enter via Gate 2
- Walkers from Caroline Chisholm via Gate 3

1. All children are expected to arrive at school between 8:00 am to 8:25 am
2. Parents/carers and children to enter via gates 1, 2 or 3
3. Parents entering via Gate 1 proceed down the path and turn right at the Welcome Garden, through the infant's undercover area to the '**Parent Designated Area**' - See Map
4. Once on site all students are to independently place their bags on hooks outside their classroom and move to passive play areas. Parents and carers are to gather in the '**Parent Designated Area**' only. All other areas of the school grounds are 'Student Only Zones'.

Student only zones are:

- * Kinder bag area
- * Years 1 and 2 bag areas
- * Years 3 - 6 pavers
- * Basketball courts
- * Large astro turf area

5. Music will play at 8:28 am prior to the bell, indicating that learning is about to commence.
6. Students are expected to immediately proceed to their class lines.
7. Teachers are expected to be at lines well before the music stops playing.
8. Gate 2 adjacent to the canteen will be locked promptly at 8:30 am.

9. All parents and carers are to leave the '**Parent Designated Area**' and exit directly via Gate 1 near the office as soon as the music starts.

Late arrivals:

- Students who arrive after the gates are locked at 8:30am are to enter the school **with a parent** via the office. Parents are required to complete a "**late arrival/early departure slip**" and the student will proceed to their classroom.
- Late arrivals are recorded by the office staff.

DISMISSAL

1. The following gates open at 2:40 pm. Students exit via one of three access points:
Gate 1: William Howell Dr (Students who catch a bus)
Gate 2: **Not opened in the afternoon.**
Gate 3: Caroline Chisholm (students with permit, and/or Bethany parent arrangement see below Permit Access)
Gate 4: Opens at 2:50pm for student dismissal for Park & Collect.
Gate 5: Access and exit point for parents walking with their children to the car park or walking home. Students can only access this gate if accompanied by a supervising adult.
2. Parents/carers to enter via Gates 3 or 5 and wait in '**Parent Designated Area**'.
3. All students are escorted by their teacher at 2:40 pm from their classroom to their dismissal areas:
 - Kindergarten (Term One only) will be dismissed from their classrooms. From Term 2, Kindergarten will be dismissed from near the canteen.
 - Stage 1 (Years 1 and 2) will be dismissed from the Basketball courts (facing the astro turf).
 - Stage 2 (Years 3 and 4) will be dismissed from the pavers area in front of year 3.
 - Stage 3 (Years 5 and 6) will be dismissed from the basketball courts (facing the Year 6 classrooms).
4. All students must be wearing their hats.
5. When all students have arrived at their dismissal areas the classroom teacher directs students to designated modes of dismissal e.g. Bus, Walkers & Car Pickup, Park & Collect, After School Care (COSHC, outside agencies) Remaining students whose parents are in the Parent Designated Area exchange a '**High 5**' with their teacher upon dismissal.
6. Remaining students are walked to Park and Collect area by the teacher on duty. (Teacher to open Gate 4 at 2:50pm)
7. Parents who arrive after the 2:45 pm dismissal need to use the Park and Collect facility.

Disclaimer

Due to COVID 19 restrictions arrival and dismissal times and procedures may be adjusted, these changes will be communicated through Skoolbag.

MODES OF DISMISSAL:

- Walkers & Car Pick Up (Joint Teacher Duty):
 - Walkers - students who walk home independently from William Howell Drive
 - Car Pickup - Students who cross William Howell Drive to be supervised by a teacher for Car Pickup
- Bus - Students who catch a bus home (Bus No: 4563, 4573, 4549, 4514, 4541, 797, 8521, 4595) and students who go home with Kids Academy.
- Park & Collect - Commences at 2:50pm. Students whose parents park and collect their children from Gate 4.
- After School Care (COSH) - COSHC personnel to collect students from the Basketball Court

Teachers will be on playground duty in the school from 8:00am. Please make sure your child arrives at school **before the school bell** at 8:25am. **School starts at 8:30am SHARP.**

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 8:35am must first come to the office and complete the early/late leavers form. This will be recorded as a partial absence on the class roll.

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

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

Please note that in cases of extreme or wet weather, the procedures for dismissal may change. Procedures will be notified via the Skoolbag App.



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 – SCHOOL OPAL CARD

The School Opal Travel card gives eligible students free or discounted travel between home and school, using the train, bus and ferry services you nominate in your application.

An application renewal is needed if the student is moving from Year 2 to Year 3, changing schools or changing address.

To be eligible for a School Opal Card, students may need to live a minimum distance from their school;

- Years K-2 (Infants) There is no minimum
- Year 3 – 6 (Primary) 1.6km straight line distance or 2.3km walking.

HOW TO APPLY

STEP 1

Complete the application at www.transportnsw.info/school-students

STEP 2

The school endorses the application online. Once approved, the School Opal card will be sent to the address provided on the application.

Please note the clarification of bus routes and times should be made directly with Busways on 02 4721 8871 or check the website www.busways.com.au



BICYCLES

In keeping with Roads and Maritime Services 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 written 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

- During class time children have a piece of fruit or vegetable and water known as “Crunch and Sip”
- The children have morning recess for 30 minutes 10:30am – 11:00am
- Children will eat their lunch in the classroom between 1:00pm – 1:15pm and go to play from 1:15pm to 1:45pm.
- If a child cannot eat all of their lunch for any reason, we encourage the child to take any remaining food home, so you know that it was not eaten.
- Teachers supervise lunch and recess breaks.
- Show your child which are ‘Crunch and Sip’, recess and lunch foods, 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 every day. All children can attend the canteen after assigned eating times. Lunch orders are made daily online. Updated links will be provided and accessible via the school website by the end of 2020.

No nut products are available from the canteen.



CRUNCH & SIP PROGRAM

Bethany's Crunch & Sip Program is an easy way to help kids stay healthy and happy! Crunch & Sip is a set break to eat fruit or salad vegetables and drink water in the classroom. Students refuel with fruit or vegetables during the morning, assisting physical and mental performance and concentration in the classroom. This gives students a chance to refuel, much like putting petrol in a car. Each child has a small clear bottle of water in the classroom to drink throughout the day to prevent dehydration.

Through Crunch & Sip, Bethany demonstrates a commitment to nutrition education in the classroom, by making links with the curriculum and creating a supportive school environment. The Crunch & Sip

**HEALTHY EATING
ACTIVE LIVING**



break gives children the opportunity to eat the piece of fruit that might otherwise be left in their lunchbox or not be eaten at all.

FOOD ALLERGIES

Sometimes severe or fatal reactions to nuts, 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 in most 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 the Parent /Guardian
- 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 the school 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 required to go home. This is so that you are aware of what has happened and can observe the child at home, e.g. the child has fallen and bumped his/her head.

Please do not send sick children to school. This may only serve to make classmates or teachers ill as well.

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 medication
- dosage
- frequency of administration
- prescribing doctor's name.

Relevant documentation must be obtained from the school office for parents to complete. A letter from the doctor is required for the office staff to administer medication to students on an ongoing basis (for example, Ritalin).

CHILDREN SUFFERING FROM ASTHMA

All students with asthma should have a **medical action plan** filled out by their parent/carer, in consultation with the student's doctor to submit to the school upon enrolment. These forms should be updated at the beginning of each year. 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 recommended that parents attend the school to administer this for their child.

Children may need to be kept home if they are ill enough to require frequent medication.

ANAPHYLAXIS

All students with anaphylaxis should have a **medical action plan** filled out by their parent/carer, in consultation with the student's doctor to submit to the school upon enrolment. These forms should be updated at the beginning of each year. **CHILDREN WITH ANAPHYLAXIS SHOULD HAVE AN EPIPEN WITH THEM AT ALL TIMES.** 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. You are required to speak to the Principal to seek permission.

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 as there are no dogs allowed on school grounds (with the exception of service dogs). Arrival and dismissal times are very busy times. There are also babies and toddlers around.

KINDERGARTEN

The First Years At School - For Parents of Beginners

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, chip packets, juice boxes and drink bottles
- Use and flush the toilet and wash their hands unassisted
- Ask clearly for things. Would a teacher be able to 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

OUR BETHANY PRAYER

**Loving God,
Jesus went to Bethany to rest and pray;
He was welcomed by His friends
And comforted by You.**

**May we follow Jesus
And the people who walked here before us,
To create a loving community.**

**We pray that our Bethany
Is an oasis of learning, where we become
The people we were born to be.**

**In our actions and words to each other,
Let us remember that
In Christ We Love and Serve.**

Amen

THE ANGELUS

Leader: The Angel of the Lord declared unto Mary,

Response: And she conceived of the Holy Spirit.

L: Hail Mary, full of Grace the Lord is with you, Blessed are you among women and blessed is the fruit of your womb Jesus.

R: Holy Mary, Mother of God, pray for us sinners
Now and at the hour of our death. Amen.

L: Behold the handmaid of the Lord.

R: Be it done unto me according to Your Word.

Hail Mary.....

L: And the Word was made flesh,

R: And dwelt among us.

Hail Mary.....

L: Pray for us, O Holy Mother of God.

R: That we may be made worthy of the promises of Christ.



Let us pray:

All: Pour forth, we beseech Thee, O Lord, Thy grace into our hearts; that we, to whom the incarnation of Christ Thy Son was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection, through the same Christ Our Lord.

Amen.

Leader: May the Divine assistance always be with us.

Response: May the souls of the faithful departed through the Mercy of God rest in peace. Amen.

L: Saint Padre Pio

R: Pray for us.

L: Saint Mary of the Cross MacKillop

R: Pray for us.

L: In the name of the Father, and of the Son, and of the Holy Spirit.

R: Amen.

We look forward to an exciting and rewarding time together whilst your child is a student at Bethany.

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

