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Bridgewater SA 5155
Ph (08) 8339 1600
Fax: (08) 8339 2167
Mobile: 0458 810 681

Email: dl.0636.info@schools.sa.edu.au
Web: www.bridgeps.sa.edu.au

Thank you for your enquiry - we hope this information will be useful as you make the decision about your child/ren's future education.

We look forward to working and learning together.

A great start to your future...



respect ♦ balance ♦ excellence ♦ resilience ♦ integrity ♦ commitment

WELCOME TO BRIDGEWATER PRIMARY SCHOOL

This information directory aims to familiarise you with day to day school matters.

It is important that the lines of communication between all parties involved in your child's education; parents, students and staff, are well-known and well used.

If you have concerns or are unclear on any aspect of the school, please contact the front office staff on (08) 8339 1600.

The Governing Council of Bridgewater Primary School and our staff, look forward to working together with the whole school community.



PHONE NUMBERS / EMAIL ADDRESSES

School: (08) 8339 1600
School Mobile: 0458 810 681
Fax: (08) 8339 2167
Email: dl.0636.info@schools.sa.edu.au
Website: www.bridgeps.sa.edu.au
OSHC Mobile: 0406 936 048
Camp Australia: 1300 105 343

SCHOOL HOURS

Monday to Friday **8:50am - 3:15pm**
Recess 11:00am - 11:20am
Lunch 12:50pm - 1:00pm
Play 1:00pm - 1:35pm

Children are supervised from 8:30am to 3:30pm. If they are at school before 8:30am or after 3:30pm, they will be sent to Out of School Hours Care (OSHC) and invoiced accordingly.



TERM DATES

| | | |
|-------------|--------|-------------------|
| 2016 | Term 1 | 1 Feb to 15 Apr |
| | Term 2 | 2 May to 8 July |
| | Term 3 | 25 July to 30 Sep |
| | Term 4 | 17 Oct to 16 Dec |
| 2017 | Term 1 | 30 Jan to 13 Apr |
| | Term 2 | 1 May to 7 July |
| | Term 3 | 24 July to 29 Sep |
| | Term 4 | 16 Oct to 15 Dec |

SCHOOL FEES - Material and Services Charges

Information is sent home at the beginning of each year about charges and payments. Families are encouraged to make payment as soon as it is convenient either for the whole year or in installments (please contact front office to make arrangements).

Families who may be eligible for **School Card** (Government financial support) should contact the front office for details.

Please check if you are unsure about eligibility as this is a great support with payment.

OUT OF SCHOOL HOURS CARE (OSHC)

OSHC is provided at BPS by **Camp Australia** and is available Monday to Friday during the school term.

- Before School Care 7:00am – 8:30am
- After School Care 3:15pm – 6:30pm

At OSHC, we provide a safe and stimulating environment, with various recreational activities for your child's enjoyment. Whether your child needs regular child-care or occasional respite, please don't hesitate to utilize this local facility.

Vacation Care is offered at nearby schools during the holiday breaks. See staff for options.

For more details regarding Bridgewater OSHC, please refer to our website for the link to Camp Australia www.bridgeps.sa.edu.au or contact OSHC on 0406 936 048.

Camp Australia www.campaustalia.com.au
Phone 1300 105 343.

SCHOOL GOVERNANCE STRUCTURES

The Governing Council consists of the Principal, Finance Officer, one staff member and elected parents. The BPS Governing Council has the responsibility for ensuring effective governance of Bridgewater Primary School.

ORGANISATION

The school has two distinct sections that we refer to as Heron and Heysen, in recognition of two founding families of the Bridgewater village.

Heron refers to our **Junior Primary** area which is at the eastern end of the school. The heritage listed reserve at the south-eastern end of the school is Heron Reserve.

Heysen is the area closest to the front office where the **Primary** students have their home base. The Heysen trail runs past the Heysen end of the school.

Studio 9 is near OSHC and this Studio often straddles Heron and Heysen, with Year 2 and 3 students, depending on how our student numbers fall each year.

ABSENCES

If your child or children will be absent from school, **you are required to notify the front office staff, who will record the reason.** The Department of Education and Child Development (DECD) requires that we record a reason (illness, family, etc.) for every absence if the child is six years old and over.

DECD requires parents to complete an Exemption Form if you intend taking your child/ren out of school for any length of time i.e. family holiday. Forms are available at the front office.

It is particularly important that you notify the school as soon as possible if either of the following occur:

- Where an infectious disease or head lice is the cause of the absence and/or
- Where there is a clash with an excursion or a special function.

Children arriving to school late (after 8.50am) and children departing early, need to register at the front office. If children are late, they must collect a 'late pass' from the front office staff to hand to their studio teacher. Children leaving the school at any time during normal school hours, must be signed out by their parent or carer prior to leaving and if they do return, be signed in again. If your child is to be collected by another adult, please advise the front office staff. This is an important safety issue.

NEW RECEPTION STUDENTS

All new reception students complete two transition visits (9.30am to 11.30am) at the end of the term prior to commencing school. Their final transition days (9.30am to 11.30am) usually commences on the first Wednesday of the new term (depending on Public Holidays) with their first full day being Monday of the second week.



STUDIOS

Teachers are in studios (classrooms) from 8:30am every day. This part of the day is important learning time and sets children up for success.

Parent participation in studios is very welcome. Please stay in the morning if you have time. If you are able to support at other times during the day, please discuss with the staff – they will be very pleased to have you involved.

AGREEMENT/CONSENT

Each year, a (pink) Agreement/ Consent form is required to be signed by parents for each student regarding permissions and non-permissions.

The Agreement/Consent form incorporates:

- Communication & organisation agreement
- Authorised persons to collect student in an emergency situation
- Permission to act in the event of a medical emergency
- Media
- Excursions
- Local walks
- Travel by private car
- Inspect for head lice



CONTACT NUMBERS

It is of vital importance that you advise us of any changes to your contact details, in particular, changes to phone or mobile phone numbers (home or work) that may occur during the year.

This is an extremely important safety issue.

FIRST AID EMERGENCY

First aid is administered when necessary. Parents are contacted by phone if their child has had a knock to the head or are too unwell to stay at school.



The school reserves the right to call an ambulance in an emergency, especially where parents cannot be contacted or the child is severely injured.

COMMUNICATION

Each student has a 'Communication Book'.
All relevant information is pasted into this book.

This 'Communication Book' goes home each evening with the child, and is to be brought back to school each day.

All reply slips and/or monies are to be left at the front office in an envelope with your child's name and payment details for processing.

In addition, we email all information to families (when possible).



STATIONERY / SUPPLIES

Stationery is supplied to all students at the beginning of each year.

Stationery items not cared for or lost, may be charged to students. Please support this initiative by placing the responsibility on your child to pay.

All items of stationery used at school are available for purchase if additional items are required.

Library Bags – Heron (Junior Primary) students require a fabric (preferably) or plastic bag to protect library books that are borrowed from the school library and taken home to read.

Link Bags – Heron (Junior Primary) students are also given a Link bag to transport their reading books (readers) and Communication Book to and from school. The Link bag should not be used for library books.

Replacement Link bags are available to purchase at the front office.

Pencil Cases - All students in Heysen (Upper Primary) are provided with a pencil case containing their stationery.

FOOD / DRINK

Food should not be shared or given away. This acts as a safeguard for children with allergies or prescribed diets and also respects family beliefs. Children are encouraged to take home food that has not been eaten, rather than throw it away.

BPS is a '**Nude Food**' school. This means we strongly encourage families to choose healthy, wrapper free food for their lunches and snacks.

Water bottles – Students are encouraged to have a bottle with **water** on their desk at all times. (If flavouring or sugar is added, the effect of having fluids during work time is lost, so please ensure drink bottles only contain water.) In the event of an emergency e.g. evacuation to the hall in a bushfire situation, students are encouraged to bring their water bottle with them if time permits.



SUN SMART POLICY AND PROCEDURES

It is the school's aim to consistently implement practices recommended by the Anti-Cancer Foundation. It is the policy of the School to ensure that all children and staff wear either broad brimmed, legionnaires or bucket hats that protect nose, ears, neck and eyes when they are outside. Appropriate hats are required in Term 1 and Term 4.

Children will be restricted to sitting under covered outdoors areas if they do not have a suitable hat. Therefore, each child **MUST have at least one named hat in their bag or studio drawer.**

BANKING

Through the school, children can bank with Bank SA. Application forms are available from the front office. Bank Books are to be left at the front office on Tuesday morning for processing. Please include a copy of Birth Certificate and Medicare Care with application.

MEDICAL

Each year forms are sent home to update your information. It is vital that they are completed and returned promptly so records can be kept up to date.

- Asthma** Need to have Asthma plan.
- Dietary restrictions** Record restrictions about any particular foods on the Medical Form. If the restriction is due to an anaphylaxis allergy please indicate this clearly and provide a Health Care Plan from your doctor.
- Head lice** Permission is sought for head lice checks to be conducted when necessary. Please keep up regular checks at home for head lice, and keep us informed of any outbreaks. Please read the current head lice information sheet included in this package. Our school has a special comb which can be borrowed by parents to help eradicate head lice.
- Medication at school** If a student requires medicine to be available at school because of allergy or illness, please ensure that the medication is current, a 'Medical' form has been completed (available at the front office), and that the medication is left with staff at the front office.
- Medical records** Please notify us of any changes during the year for the well-being of your child.

DENTAL CLINIC

Students are entitled to dental treatment. The enrolment form is available from:

School Dental Clinic
Mt. Barker
Ph: (08) 8391 9858
www.sadental.sa.gov.au

UNIFORMS

A range of school clothing bearing BPS logos is available from the school Uniform Shop.

We encourage families to dress children in these school uniform items but it is not compulsory. However, school-wear consistent with the BPS colour code of navy blue, pale blue and white is compulsory.

Clothing with prominent logos or patterns and any other clothing deemed inappropriate for school wear, must not be worn.

Clothing items should permit children to comfortably engage in physical activity and be sun smart. Children are permitted to wear blue denim.

The following uniform items are available through the uniform shop during school hours. Sizes not stocked are available by order.

| ITEM |
|---|
| Hat – Legionnaire / Bucket / Broad Brimmed |
| Jumper – Rugby / Polar Fleece (½ zip) / Hoodie |
| Jacket – Polar Fleece (full zip) |
| Polo Top – Short Sleeve (navy or pale blue) |
| Shorts – Rugby Knit / Cargo |
| Pants – Cargo / Trackpants (fleecy or micro-fibre) |
| Girls Pants – Bootlegs |
| Girls Shorts – Pleated shorts / Skorts (skirt/shorts) |
| Girls Checked Dress – Summer |
| Girls Pinafore - Winter |
| Scarf and Beanie – Polar Fleece |
| 2 nd Hand Clothing |

Naming clothing

We recommend that ALL clothing students may possibly remove at school, be CLEARLY NAMED.

It is essential that all HATS be NAMED.

LOST PROPERTY

Lost/misplaced articles of clothing are placed in boxes near both library areas.

Time and money can be saved if clothing is clearly named. Please check regularly in both boxes for any missing items. Other lost property is taken to the front office when found and can be claimed from there.

Unnamed and unclaimed items at the end of each term are washed and sold as second-hand clothing.

VALUABLES

We realize that children love to bring 'special' personal items to school to show and share with their friends. Please discuss this with your children and their teachers, and make arrangements depending on the individual item. The front office staff are always willing to supervise 'precious things' during the day.

RECYCLING



The school actively encourages recycling. Recycled items useful for art, technology and science i.e. jars, tins, foil, foam, cork, wool, cardboard, paper, boxes, lids, ice-cream/butter containers etc. In fact, almost anything you can think of can be re-used here at school. Please leave any items in the collection box near the Heron Art Room or in the Heysen Tech Room.

STUDENT PARLIAMENT

Students from Heysen are actively involved in the school and broader community.

Heysen students have the opportunity to be involved in Student Parliament and join a Ministry. Ministries include Environment, Sports, Aid, Special Events and Tourism. The work of each Ministry is responsive to interests, needs and opportunities. Meetings are held once a week with a teacher's support but are organised and lead by students modelled on the Westminster system of Parliament.

ASSEMBLIES



Whole school assemblies are held periodically. The dates and times are planned depending on the school timetable. Families are invited to attend.

HOMEWORK

At the end of the day many adults feel very tired and many children feel the same way. At Bridgewater Primary School we believe that if we ask for work to be done at home it should be meaningful and relevant.

Younger students are encouraged to share books at home, use pencils, textas, crayons and scissors to support their growth in understanding how reading and writing 'work'.

Older students may sometimes have either small contracts to be completed during the week, relevant research, presentation, preparation for

Personal Learning, or completion of work. Reading for all ages is important and sixty to eighty minutes a week for senior students is reasonable.

Some of the most useful homework has little to do with written work but it can be guaranteed to help students become better learners and happier human beings.

This is 'homework' that makes a difference:

- Lots of family conversation
- Shared reading
- Family games, activities, hobbies
- Regular visits to the library
- Outings to a variety of places
- Imaginative play that comes naturally to children of all ages.

ISSUES / DISCUSSIONS

If there is anything that is of concern to you, please do not hesitate to discuss this with us.

With regard to student matters, the first person to approach is their teacher, who will, if necessary, invite other persons to be involved in the discussion. However, it is extremely important that you do not disturb a teacher who is actively teaching class to discuss any issue, but rather make contact to arrange a mutually convenient time. This may be achieved through a note in your child's Communication Book, via email, or direct with the teacher if they are available to chat. Contact the front office staff if you are unable to contact the teacher and we will endeavor to arrange a convenient time.

Bridgewater Primary School has a Parent Issue Decision Chart that can help you make determinations about who can help you if you have problems or concerns.

