BURNSIDE
Primary School

Parent Information Booklet

Inspired minds thrive

Contents

Welcome to Burnside Primary School 3

School Overview 4

School Operations & General Information 5

Uniform 11

Physical and Medical Issues 12



Welcome to Burnside Primary School

Burnside Primary School aims to build a school culture that demonstrates a strong belief in and a commitment to providing a rich and rigours curriculum with a safe, secure learning environment. We will have a clear focus on catering for the diverse range of students at their point of need, in a supportive, nurturing and challenging learning environment, with high expectations for student success.

At Burnside Primary School the student will be at the centre and purpose of all that we do. Our teachers and support staff will work hard to provide a teaching pedagogy reflective of

21st Century designs including ICT rich environments and Personalised Learning for all students. This innovative, rich and rigorous curriculum will be delivered in a positive, stimulating and challenging learning environment where every student experiences success and develops a love of life-long learning. Our students will be encouraged to explore their world through concepts and setting personal goals to become thinking, informed, resilient and self-directed learners who are able to be the best they can be and contribute actively to their community.

Vision

Burnside Primary School's vision is to graduate empowered students who are high achieving, socially and emotionally intelligent, globally aware and active citizens of the community.

Mission

It is the mission of Burnside Primary School to provide our students with a safe and supportive learning environment that motivates and challenges students, and that provides a comprehensive primary education for all students that empowers them to reach their full academic, social, and physical potential. Through community connectedness, students will develop a love of learning allowing them to become self-motivated, curious, resilient and social and emotional intelligent citizens.

Objective

Burnside Primary School's objective is to:

- Offer high quality education within a supportive and understanding environment.
- Develop critical and creative learners who actively engage in the learning process to acquire knowledge, skills, concepts and attitudes.
- Encourage cultural understanding and acceptance of diversity.
- Encourage communication in both social and academic environments between all members of the community.

Thank you for giving us the opportunity to be part of your children's education.



Katy Lawley

Principal, Burnside Primary School

School Overview

Unique in its status as a state-of-art Educational facility, Burnside Primary School seeks to be at the forefront of education for the Burnside Community. As a new Primary School, it offers outstanding facilities for the delivery of both its educational programs and community ventures. The school truly presents as an innovative, unique and contemporary school. The curriculum, approach to pedagogy and culture that BPS develops will work in harmony with the design of the school buildings.

At Burnside Primary School, architectural form and educational ethos align to emphasize creativity, collaboration, innovation, and wellbeing and community engagement. The Learning Communities have been carefully designed to allow for a flexible learning space incorporating a variety of different educational modes to take place in the one building. There are 2 Learning Community buildings which can each house up to 200 students. This P-6 Learning Community incorporates a rich array of educational activities including messy wet areas, quiet reflective areas, withdrawal spaces, some library spaces and small classroom spaces. The key focus will be on flexible and adaptive spaces.

The quality of classroom teaching at Burnside PS will be a significant indicator of the school's effectiveness. Effective teachers know how students learn and build on the knowledge their students bring with them. Purposeful teaching will ensure that all students have the opportunity to learn in a classroom environment that has clear learning objectives, challenging learning goals and ongoing and systemic monitoring and feedback.

High Expectations for All Learners

Burnside PS will have high expectations for all members of the school community. Teachers and students will be challenged to take advantage of all opportunities to learn and to persist when confronted with situations that require new learning. An explicit focus on effort rather than ability underpins learning interactions and the modelling of desired behaviours as there is a shared belief that all students can learn to high levels.

High expectations are also evident in the quality of the relationships between all members of the school community and their engagement and contribution to the wider community. A commitment to continuous improvement will be reflected in the way that the schools consistently communicate the importance of self-improvement and higher standards when initial targets and goals are met.

Accountability

The school will establish a rigorous and intelligent system of accountability through which school, teacher and student performance can be monitored and evaluated. The school will use performance data to identify, support and monitor all students and plan professional learning activities for staff. Valid and reliable accountability measures will also allow the school leadership team to provide parents with meaningful information about the progress of the school and their children.

Learning Communities

Burnside PS will aspire to become a learning community that shares a common vision and goals, where all members work collaboratively to enhance the teaching and learning environment. Learning communities comprised of individuals with diverse expertise and knowledge which is valued, and through collaboration, drawn out, shared and used to solve school based challenges. The learning community fosters openness, dialogue, inquiry, risk-taking and trust. In this environment, teachers feel they can make informed and responsibly decisions about innovative teaching strategies.

School Operations & General Information

School Details

Burnside Primary School

35 Lexington Drive, Burnside 3023

PH: 03 8578 6310 | **Email**: Burnside.ps@education.vic.gov.au

Enrolling your child/ren into Burnside Primary School: enrol@burnsideps.vic.edu.au

Website: https://burnsideps.vic.edu.au/

Office Hours: 8:15am– 4:15pm

Bell & Session Timetable

8:40am	There is no supervision prior to 8.40am. All students who arrive prior to 8:40am need to be supervised by a parent or carer. Parents will be contacted if a student has been left alone at school prior to 8:40am, otherwise students may be taken to Before School Care where charges will apply. Before school care is available from 7am. After school yard duty is from 3:10pm through to 3:25pm. If you are going to be late picking up your child (we know how bad traffic can be), please kindly notify the school.
8:55am	Music for students to start walking to class will commence. Students must be in class by 9am. Any students/families arriving at or after 9:00am, students must receive a late pass from the office.
9.00am	Session 1 begins
10.00am	Session 2 begins
11am-11:30am	Recess Play time
11:30am	Session 3 begins
12:30pm	Session 4 begins
1:30pm	10min of Lunch eating time in class
1:40-2:10pm	Lunch time Play
2:10pm	Session 5 begins
3:10pm	Students are dismissed for the day
3.30pm	Students, who have not been collected, proceed to the office where parents are contacted

* music will be played before the end of breaks, to enable children to go to toilet and get a drink, prior to lining up in the designated area.

Term Dates

The school operates a four term system with dates set by the Department of Education and Training. Future dates are available on the DET website (https://www.education.vic.gov.au/about/department/pages/datesterm.aspx)

2026 Term Dates

	Term Start Dates	Term Finish Dates
Term 1	28th January 2026	2nd April 2026
Term 2	20th April 2026	26th June 2026
Term 3	13th July 2026	18th September 2026
Term 4	5th October 2026	18th December 2026

2027 Term Dates

	Term Start Dates	Term Finish Dates
Term 1	TBA	25th March 2027
Term 2	12th April 2027	Friday 25th June 2027
Term 3	12th July 2027	17th September 2027
Term 4	4th October 2027	17th December 2027

Student Absences

Regular school attendance is vital to maintain a high level of student achievement and engagement, support peer interactions and develop independence. All absences must be reported to the office via the Sentral App, written explanation, email or telephone call to the office. Prolonged, unexplained student absences will be followed up by the Assistant Principal or Principal. At Burnside Primary School every day counts. Parents are encouraged to make family holiday bookings during the designated term breaks. **Excessive "unexplained" student absences** will be identified and a letter sent home at the end of each term for parents to explain their child's absences.

Punctuality

Students are requested to be punctual for all school activities. Students should arrive at school between 8.45am and 8.55am. If your child arrives after the 9.00am bell, the student will need to collect a Late Pass from the office, then handed to the teacher upon entry to the class. The Assistant Principal or Principal will contact parents of students who are consistently late. Late arrival to school is disruptive to class programs and adds undue stress to the student, the teacher and peers. Once a child arrives at school, they should not leave the school ground without a parent. Once a student leaves school at the end of the school day they should not return without a parent.

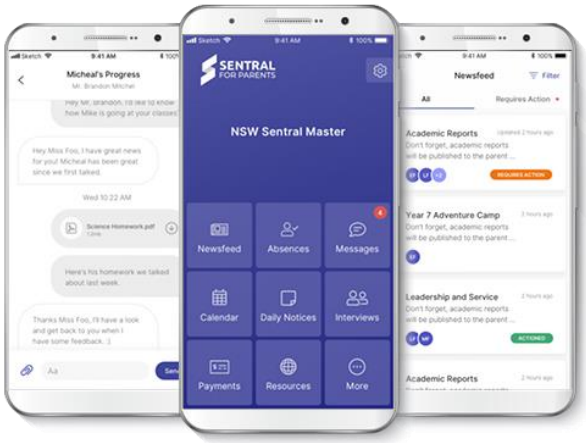
Early Release of a Child

The school is responsible for the safety of your child during school hours (8.45am-3.30pm). Any parent wishing to collect their child between these hours, must report to the school office and sign your child out, you will receive an early release slip which will need to be handed to the teacher. If you intend in having another person picking up your child, please notify the office first either via phone or message via Sentral. Please note that no child will be permitted to leave the school ground during school hours, under any circumstances, (8.45am-3.30pm) unless accompanied by an adult.

Communication - Ongoing/ Real Time Messaging

Burnside Primary School will provide timely real time messaging to our community via the Sentral platform.

The purpose of the communication is to advise parents of upcoming events and to keep the school community up to date with information pertaining to the school. You are urged to read these important notices on when you receive them.



The **Sentral** Student and Parent Portal, is to communicate and provide parents with information about general updates, reminders, events, payments and other information. Parents/Guardian are able to email relevant teachers via the SENTRAL platform. Your child's teacher will reply to the email within a 24/36 hour timeframe. If you require further assistance please contact the office staff.

Once you have enrolled your child into Burnside Primary School, in your child's first week of starting school, a letter will be handed to your child that will entail the 'Parent Unique Code' to implement your child's profile onto the app.

Notices

From time to time important notices are sent home for parent's information and response. Please take the time to check your child's bag for notices.

Whole School Assemblies

Whole school gatherings create a cohesive school community and foster school spirit. They provide an opportunity for sharing and celebrating student achievement and disseminating information about school programs and school events. Formal assemblies are held at school on Friday afternoon at 2.40pm in the gymnasium (every second week). Please refer to the school newsletter detailing the assembly dates.

The Friday afternoon assembly is a celebration and individual student achievement is acknowledged in the Burnside Learning and Achievement Awards (Parents are invited to attend all school assemblies). Parents are notified via Sentral when their child is to receive an award.

Student Communications

At Burnside Primary School we acknowledge the benefits of, and value a close working relationship between home and school. Teachers are more than happy to discuss aspects of your child's education or welfare issues as required. Parents are asked to arrange a mutually suitable appointment time either before class in the morning or at the end of the school day (after 3.30pm with the exception of Tuesday, which is whole staff dedicated meeting time) to meet with your child's class teacher. If after meeting with your child's class teacher and the discussion has not been satisfactorily resolved, please contact the school office to make an appointment with the Principal or the Assistant Principal.

Reporting to Parents

Throughout the year teachers will be reporting on student progress towards the Essential Learnings. Comprehensive reports are prepared by class teachers in June and December and will only be available to parents online via the SENTRAL portal. These reports indicate student achievement, outline areas for future improvement and make suggestions for support, at home. The reports form the basis for discussion at Parent-Teacher-Student Conferences and Interviews.

Excursion and Incursion

Day trips to educational venues that align with class curriculum are an important part of our school program. Excursions are conducted to provide children with common experiences around which future educational activities and learning are planned. It is therefore vital that Parents/Guardians read school notifications on Sentral so their child/ren attend excursions as planned. Information along with permission and payments are to be completed via Sentral before the due date, as buses would have already been booked.

Parents are often asked to accompany classes on excursions to help maintain the required adult/student ratio for supervision. If you are available to help on excursions please advise your child's class teacher.

Camping Programs

A sequential camping program has been organised across the school to provide a variety of stimulating and exciting experiences for the students.

Parent Contact Details

Parents are requested to immediately inform the school office if there is a change of contact telephone numbers, address or any other details on our Confidential Student Records at any stage throughout the year.

Accurate records and current mobile and emergency contact details are of utmost importance when urgent contact with parents is required.

Lost Property

Lost Property is located at the front office of the school and in the Gymnasium. Parents are most welcome to check the lost property for any items of lost clothing before and after school. **Please ensure all student items are clearly labelled**.

Before and After School Care

The Out of School hours Care Program is coordinated by Big Childcare that will be located on school site in our community hub via our gymnasium entrance. Families wishing to use the before and after school care need to contact Big Childcare on 03 8682 9400 or you can pick up an enrolment form from the front office of our school. **Please note that your child needs to be enrolled prior to attending the before and after school care program**.

Other information for Big Childcare

https://bigchildcare.com/

burnside@bigchildcare.com

Centre Mobile: 0403 388 421 or Ph: 03 8682 9400

Behavioural Expectations

Burnside Primary School acknowledges that the behaviour of staff, parents, carers and students has an impact on our school community and culture. We acknowledge a shared responsibility to create a positive learning environment for the children and young people at our school.

As principals and school leaders, we will:

- Model positive behaviour and effective leadership.
- Communicate politely and respectfully with all members of the school community.
- Work collaboratively to create a school environment where respectful and safe behaviour is expected of everyone.
- Behave in a manner consistent with the standards of our profession and meet core responsibilities to provide safe and inclusive environments.
- Plan, implement and review our work to ensure the care, safety, security and general wellbeing of all students at school.
- Identify and support students who are or may be at risk.
- Do our best to ensure every child achieves their personal and learning potential.
- Work with parents to understand their child's needs and, where necessary, adapt the learning environment accordingly.
- Respond appropriately when safe and inclusive behaviour is not demonstrated and implement appropriate interventions and sanctions when required.
- Inform parents of the school's communication and complaints procedures.
- Ask any person who is acting in an offensive, intimidating or otherwise inappropriate way to leave the school grounds.

As school staff, we will:

- Model positive behaviour to students consistent with the standards of our profession.
- Communicate politely and respectfully with all members of the school community.
- Proactively engage with parents about student outcomes.
- Work with parents to understand the needs of each student and, where necessary, adapt the learning environment accordingly.
- Work collaboratively with parents to improve learning and wellbeing outcomes for students with additional needs.
- Communicate with the principal and school leaders in the event we anticipate or face any tension or challenging behaviours from parents.
- Treat all members of the school community with respect.

As parents and carers, we will:

- Model positive behaviour to our child/ren.
- Communicate politely and respectfully with all members of the school community.
- Ensure our child/ren attends school on time, every day the school is open for instruction.
- Take an interest in our child/ren's school and learning.
- Work with the school to achieve the best outcomes for our child.
- Communicate constructively with the school and use expected processes and protocols when raising concerns.
- Support school staff to maintain a safe learning environment for all students.
- Follow the school's processes for communication with staff and making complaints.
- Treat all school leaders, staff, students, and other members of the school community with respect.

As students, we will:

- Model positive behaviour to other students.
- Communicate politely and respectfully with all members of the school community.
- Comply with and model school values.
- Behave in a safe and responsible manner.
- Respect ourselves, other members of the school community and the school environment.
- Actively participate in school.
- Not disrupt the learning of others and make the most of our educational opportunities.

As community members, we will:

- Model positive behaviours to the school community.
- Treat other members of the school community with respect.
- Support school staff to maintain a safe and inclusive learning environment for all students.
- Utilise the school's processes for communication with staff and submitting complaints.

Uniform

Our uniform supplier is Dobsons. All uniforms can only be purchased from this supplier.

Dobsons - Caroline Springs Store: 12 Panamax Road, Ravenhall 3023 Ph: (03) 8348 5477



Back Pack



Broad Brim Hat



Summer Dress



Fly Front Shorts



Jacket



Pullover



Long sleeve Shirt



Pull on elastic waist shorts



Short sleeve Shirt



Skivvy



Sport Shorts



Sports Polo



Track Pants



Trouser



Winter Tunic



Winter Fleecy Hoodie

Please note the following;

- Students are to wear solid black shoe/runner style with **no** writing/patterns/logos.
- Socks are to be of Grey or White in colour
- Stockings are to be of Grey or Navy in colour

Physical and Medical Issues

Physical Disabilities

The school needs to be notified of any physical disability, medical issue, hearing or vision deficit that your child may have so that adequate support may be provided whilst at school. Advice of temporary illnesses or disabilities would be appreciated also. All children are expected to participate in school programs unless specifically excused.

Program for Students with Disabilities

The Department of Education and Early Childhood administers the Program for Students with Disabilities to provide additional support to students who meet the requirements of this program. For further information contact the Assistant Principal-Student Well Being and Engagement.

School Immunisation Records

The Department of Education and Early Childhood advises that all children attending school in Victoria must be immunised against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella and HIB (Haemophilus influenza type B). Parents are asked to check their child's current immunisation status to ensure that it is complete for his/her age. Victorian Public Health regulations require that schools request proof of up to date immunisation when enrolling. Failure to provide this may result in your child being excluded from school should an outbreak of an infectious disease occur.

Head lice

As head lice outbreaks can occur throughout the year, parents are asked to regularly check their child's hair for eggs and/or lice. Notification of an outbreak of head lice in a particular class can be made to the class teacher or the office. A note will be sent home alerting parents to an outbreak in their child's class and asking that the child's hair be checked. In accordance with our school policy on head lice any student with live lice will be excluded from the classroom until written evidence of treatment is produced.

Illnesses and Accidents at School

It is important that sick children are kept at home for their own comfort as well as the safety and comfort of other children and staff. If a child becomes ill or is injured during the course of the day appropriate First Aid will be given and if necessary, parents will be notified and asked to attend school to collect their child.

If emergency treatment is required parents will be notified immediately and the child may be transferred by ambulance to hospital. In such cases the ambulance services and treatment costs will be at the parent's expense. All parents are advised to have up to date ambulance cover. All children who have an ongoing medical condition (e.g. asthma, diabetes, epilepsy, anaphylaxis etc.) must have a treatment current management/treatment plan completed by parents in conjunction with their GP, and lodged at the school.

Medication Required at School

If you have a child that takes regular medication throughout the day, please see the admin staff at the front office.

Any child who suffers from Allergies, Asthma or Anaphylaxis, please have your child's updated action plan along with their medication and handed to the office. Please ensure your child's medication is valid and not expired. Parents will need to fill out a Medical Authorisation form at the office when you hand in any medication.

If your child does not have an action plan for allergies or the use of Ventolin, please have a letter written, signed and dated from your GP. A Parent/Guardian will also need to fill out a Medical authorisation form.

Students are **not allowed** to hold or carry medications in their bag/pocket or lunchbox.

Please Note: wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

Asthma Management

If your child suffers from asthma and requires medication, a School Asthma Management Plan must be completed by a medical practitioner. This form will need to be provided to the school along with any prescribed medication. Please speak to the office staff to request a blank form to take to your GP.

Anaphylaxis Management

Anaphylaxis is a severe allergic reaction to certain food stuffs, pollens or insect stings and can be potentially life threatening. If your child requires an EpiPen for this condition, an Anaphylaxis Management Plan must be completed by a medical practitioner and sent along to school with the appropriate medication. Parents are asked to ensure that the EpiPens have a current usage date. Please speak to the office staff to request a blank form to take to your GP.

Personal Hygiene

Hygiene and safety are important when a large number of children work and play together. Please discuss with your child the correct use of communal toilets and urinals and the need to wash hands after attending the toilet and prior to eating.

Change of Clothing

Parents are asked to pack a spare change of clothing (underwear, shorts, socks) in their child's bag in case of toilet related accidents or the child becoming wet or muddy in the playground.

Infectious Diseases

The Department of Education and Training's regulation to major childhood Infectious Diseases are as follows and a patient shall be excluded from school:

- Chicken Pox: Until fully recovered
- Impetigo: Until the sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressings
- Measles: For at least five days from the appearance of the rash or a medical certificate of recovery is produced
- Mumps: Until fully recovered
- Rubella: Until fully recovered and at least five days from the start of the rash
- Scabies: Until appropriate treatment has commenced supported by a medical certificate
- Pediculosis: Until appropriate treatment has commenced supported by a medical certificate
- Whooping Cough: For two weeks or until a medical certificate of recovery is produced
- Ringworm: Until appropriate treatment has commenced supported by a medical certificate
- Slap Cheek: Not contagious after rash (extreme redness of cheeks) has appeared

If your child is diagnosed with one of the above infectious diseases please notify the school as soon as possible so that the school community may be informed and adequate precautions made for the safety of the students and the staff.

School Medical Service

A School Nurse visits the school annually to carry out vision, hearing and general health screenings for **Prep** students.

Monitoring effects of Medication

Please note: School staff do not monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication.

Privacy Statement

The school collects personal information so the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.