



## 2023 Parent/Carer Information

### Bike Shed

The bike shed is not in use until further notice. Bike/scooter racks are located next to the bike shed (south end) and next to room 13 (north end). Students are encouraged to store their bike/scooter securely with a bike lock. **In the interests of safety, bikes and scooters cannot be ridden in the school grounds between 8:45am and 3:45pm.**

### Communication

The school has three main methods of communicating relevant information with parents/carers. Please reference the table below to identify the relevant place to access information.

COMPASS	WEBSITE	EMAIL
<ul style="list-style-type: none"><li>• Access whole school newsfeed items sent from the school</li><li>• Access class/year level specific newsfeeds</li><li>• Record <b>full day</b> absence only</li><li>• Access current/past student reports</li><li>• Book parent/carers-teacher interviews</li><li>• Update mobile phone number and email contact details</li><li>• Make payments &amp; provide consent for events, etc</li></ul>	<p>Access:</p> <ul style="list-style-type: none"><li>• School policies</li><li>• External provider contact details</li><li>• OSH Club contact details</li><li>• Links to Classroom Cuisine &amp; PSW Uniform</li><li>• Newsletters</li><li>• Local Walking Excursion, Digital Technology Acceptable Use, and Publication of Student Work + Images information</li><li>• CSEF form</li><li>• Term dates &amp; school times</li><li>• School approaches to curriculum &amp; wellbeing</li><li>• Latest/recent news articles</li></ul>	<ul style="list-style-type: none"><li>• Individual contact between staff and parents/carers</li></ul>

### Compass School Manager

- Compass is our main platform for communication (Newsfeeds), so it is imperative you download the Compass App on an iPad/phone, etc, or use a browser on your computer, and set up your Compass Parent Portal.
- A link to support documents for Compass can be located on the school website under the Communication tab.
- The Username provided to each family remains the same for the duration of your child's education at Bell PS. The password can be changed by you, or a replacement password provided by the office if forgotten.
- Please ensure your details are always up to date as this is the information we use to contact you.
- The Compass Parent Portal is to be used by parents to enter a reason for your child being absent from school for a **full day** or more.

### Late Arrivals (**IMPORTANT: Do not enter these on your Compass Parent Portal**)

- *E.g.: doctor, dentist, traffic:* To be entered by parents at the **School Office ONLY** - before taking your child to their classroom. If you wish to advise the teacher in advance, please email.
- Collect an orange slip for the teacher; this makes them aware that you have signed your child in.

### Early Departures (**IMPORTANT: Do not enter these on your Compass Parent Portal**)

- *E.g.: doctor, dentist:* To be entered by parents at the **School Office ONLY** - before collecting your child from their classroom. If you wish to advise the teacher in advance, please email.
- Collect a green slip for the teacher; this makes them aware that you have signed your child out.

It is essential that the correct late arrival and early departure procedures are followed to ensure the school is covering duty of care/supervision and emergency management requirements.

### Full Day Absences

- *E.g.: sick, holiday, bereavement:* To be entered on YOUR Compass Parent Portal ONLY. This can be done in advance or after the date.

### External Providers

Extra-curricular opportunities in instrumental music (keyboard, guitar), sport, French and singing/dancing are facilitated by external providers, during class time or after school. A list of providers and their contact details can be found on our website under the Community tab. Please contact the provider directly if you are interested in enrolling your child into an extra-curricular lesson. All correspondence, payments, arrangements, etc are made *directly* with the company and not the school.

### Home School Partnerships

Please be aware staff have meeting commitments every Monday and Thursday straight after learning time finishes at 3.30pm. Staff will do their best to be available for short chats about straight forward matters in the 8.50-9.00am organisation time, as well as after school on nights when there are no meetings. However, more complex conversations must always be booked in advance at a negotiated time that suits both parties.

For parents/carers helping in classrooms or attending excursions, they must sign in at the office as a visitor and provide a copy of their Working with Children Check.

### Medication

Please take medicines such as EpiPens, eye drops, antibiotics, antihistamines and any other medications to the front office. You will be asked to fill out a form at the front office regarding dosage and times.

- Anaphylaxis: A current Anaphylaxis Action Plan, completed by a doctor, **must** be given to the school office. A school based Individual Anaphylaxis Management Plan is required to be reviewed and signed annually.
- Asthma: Medication, e.g.: Ventolin, stays with the child in their school bag. A current Asthma Plan **must** be lodged at the Front Office.
- Allergies: If your child has any known allergies, an Allergy Management Plan will need to be provided.

Anaphylaxis, Asthma and Allergy Management Plans must be reviewed every 12 months.

Administration Assistant, Jessie Storm, is the main contact person for all student medical needs.

### Sick Bay

If your child visits First Aid during the day, they will come home with a First Aid slip. For minor head bumps only and where a child is not displaying any other signs of injury, an SMS will be sent to parents/carers. Staff will make a phone call home for any child that comes in to First Aid with a head injury as well as any other injuries or illness that may need additional attention or further details need to be given.

### Supervision

The yard is supervised before school from 8:45am and afterschool until 3:45pm. **Please ensure that if your child needs to be at school prior to 8:45am or after 3:45pm they are enrolled in out of school hours care (OSH Club).** Children cannot be left in the school grounds outside of these times without the supervision of a parent/carer for safety reasons and supervision compliance. Any child who has not been collected by

3:45pm will be brought to the front office to wait for parents/carers. **Please ring the office if there is a situation where you are going to be late or a time critical message needs to be given to your child.**

### Payments

- Our preferred method of payment at Bell Primary School is via Compass.
- Payments for events are required PRIOR to the event, and by the due date, if you wish your child to participate.
- Please contact office staff, Luisa Paglia or Jo Taylor, if you need to discuss a payment plan or other arrangements if experiencing financial difficulties at any time. Discussions will be kept confidential and we always aim to support families who need it so that all students participate in extracurricular activities that incur a payment.
- Families who have a current Health Care/Pension Card are eligible to apply for CSEF – Camps Sport Excursion Fund. This provides \$125 per student per year to put towards camps, sport, excursions your child attends. Application forms can be found on our website or collected at the office.

### Compass Consent

- Details of events, excursions and activities are communicated on Compass, appearing in a green banner on your Compass dashboard. Parent/carer consent for their child's participation **must be provided here**.
- Annual consent for 'Local Walking Excursions' and 'Digital Technology Acceptable Use' is communicated on Compass, appearing in a green banner on your Compass dashboard. Parent/carer consent for their child/ren **must be provided here** annually.
- All **new** families to Bell can provide consent for 'Publication of Student Work + Images', which is also communicated on Compass, appearing in a green banner on your Compass dashboard. Parent/carer consent for their child/ren **must be provided here**. This consent will remain in place throughout your child's enrolment at Bell, unless consent is withdrawn in writing to the school.

### Uniforms

- All Bell Primary School uniform, including hats and bags, are available from PSW online at **psw.com.au** or from their store at 12 Strathalbyn Street, Kew East. PSW can be contacted on 9768 0381.
- The *Second-Hand Uniform Shop* is operated by parent volunteers and is currently open between 3:15pm-3:45pm on Wednesdays. It is STRICTLY CASH ONLY (gold coins + small notes).