# BELLEVUE HILL PUBLIC SCHOOL



Empowering tomorrow's leaders

Parent Handbook

2025



## **WELCOME TO OUR SCHOOL**

Using innovation and excellence, we offer a school environment where challenge and choice create opportunities for all students to achieve.

#### **Contact us:**

Phone: 02 9389 3928

Address: 163A Victoria Road

Bellevue Hill NSW 2023

Email:

bellevuehi-p.admin@det.nsw.edu.au

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# Bellevue Hill Public School Principal's Welcome

# Centenary 1925 - 2025

Bellevue Hill Public School was built in 1924, but not opened until April 1925. Therefore, we are celebrating our hundred years of excellence in public education this year in 2025.

Bellevue Hill Public School is a place where opportunities are created for all students to strive for academic excellence, gain a love of learning and develop the fundamental skills and dispositions they will need for success beyond school.

We believe in educating the whole child, celebrating diversity, identity and responsibility in every student, every day, in a safe and supportive environment. As a public school, we aim to ignite the potential all students using inquiry-based learning which engages them in a rich and varied curriculum.

Individual thinking is valued, visible and actively promoted to challenge students to use their minds well by responding thoughtfully, ethically and with action to personal, community and global challenges.

# **Suzanne Bennett, Principal**



# **OUR STAFF 2024**

Principal: Ms Suzanne Bennett Deputy Principal: Ms Leonie Smith

Assistant Principals: Ms Lisa Walkersmith, Mr David Andrews, Ms Kay Keeble, Mrs Jennifer Walker

**School Administration Staff:** 

Business Manager: Ms Rochelle Wygoda

Administration Officers: Ms Margaret Warnecke, Ms Kim Sukas, Ms Lauren Sukas

Kindergarten: Mr David Andrews: Kindergarten Supervisor

KB Ms Caoimhe Byrne KG Ms Grace Giddey KM Ms Anna Mactier KS Ms Flona Sofer

KV Ms Polly Manasiev (M-T) Ms Victoria McAtamney (W-F)

Year 1: 1C Mr Federico Capelli: Year 1 Supervisor

1B Ms Chloe Bloch (M-W), Ms Lexi Jenna (Th-F)

**1M** Mr Jack McElroy **1S** Ms Louise Snelgrove

Year 2: 2L Ms Eliza Levy: Year 2 Supervisor

2C Mr Shehan Croner

2DL Mrs Tosca Dasent (M-W) & Ms Jodene Lewis (Th-Fri)

2W Ms Laura Whitelaw

Year 3: Ms Leonie Smith: Year 3 Supervisor

**3B** Ms Tara Bradley (M-Th) Ms Liora Sack (F)

**3F** Ms Michelle Ffrench **3H** Mr Dan Hoadley

Year 4: 4P Ms Anna Picone: Year 4 Supervisor

4G Ms Ariella Gabbay

4VR Ms Alice Vorias (M-W), Ms Kayleigh Ramsay (Th-F)

Year 5: 5A Ms Kay Keeble: Year 5 Supervisor

5K Ms Kerrie Kernan

Year 5/6 : 5/6B Ms Belinda Kinross: HPGE Coordinator
Year 6: 6W Ms Lisa Walkersmith: Year 6 Assistant Principal

**6H** Ms Emily Henderson

**Specialist Teachers:** 

Assistant Principal Curriculum & Instruction: Mrs Jennifer Walker Learning Support Team Assistant Principal: Mr David Andrews Learning Support teachers: Ms Vivienne Beck, Mr Alec Burman

**Sport:** Mr Darran Rawson **Dance**: Ms Rebecca Danilov

English as an Additional Language (EAL/D) K-2: Mrs Jacqui Edinburg (Coordinator, M-W), Ms Jenny Wiseman (M-W), Ms Kayleigh Ramsey (M-W)

International Student Coordinator: Ms Leonie Smith

Library: Ms Melanie Frederiksen (Tu, Wed, Th), Ms Teri Mortimer (M, Tu, Th)

Library Assistant: Ms Anna Young

Language Teachers:

Italian: Ms Sara Infante (M-Th) Russian: Dr Irina Petrova (M-Th) Hebrew: Ms Liora Sack (M-Th)

Support Teacher (casual): Ms Sarah Collins

School Counsellor: Ms Del De Kantzow (Th), Ms Felicity Horstead (Tu-W)

**School Learning Support Officers:** 

Ms Tamara Cohen, Ms Leilani Knight, Ms Meg Williams, Ms Cleopatra Tucker, Ms Dearna Delaney, Ms Emma Turner

**General Assistants** 

Mr Alan Taylor (M—W), Mr Kevin Campbell (W—F)

Cleaner: Mr Zahed Ahmed

# **OUR SCHOOL DAY**

**School hours:** 

Students supervised: 8.45am — 9.15am. Bell at 9am to go to class for quiet reading and/or number

Classes: 9:15am – 3:15pm

Recess eating: 10:45am – 11:00am

Recess play: 11:00am – 11.30am

Lunch eating: 1:00pm – 1:15pm

Lunch play 1.15pm – 1.45pm

School ends 3.15pm

Weekly events

K-2 Assembly Friday

3-6 Assembly Friday

Wet weather: 8.45 am—9.00 am students in COLA outside hall

9.00 am—9.15 am students go straight to classrooms

School Sport Friday: Years 3-6 K-2: C&M sport lesson on Thursday or Friday

Scripture/Ethics Friday

Other events Please see school calendar on the <u>Sentral Parent Portal</u>

https://bellevuehillps.sentral.com.au/s-ln0qG6/webcal/calendar/2

# Weekly activities from external providers: before and after school

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Before school	BJE 8.15—9.00 Top floor– old building	Sydney Chess Academy	Senior Band Hall	Training Band A Block	BJE 8.15—9.00 Top floor Old building + Kindy	Russian School 9.30—3.00 pm
After school	Drama Glee Club	Dream Drama Code4Fun	Karate Dream Drama Art on Canvas	C&M Sport Dream Drama Portuguese		



#### **Our School Day**

#### **School Hours:**

Classes: 9:15am – 3:15pm

Students

supervised:8.45am - 9.15amRecess eating:10:45am - 11:00amRecess play:11:00am - 11.30amLunch eating:1:00pm - 1:15pmLunch play1.15pm - 1.45pm

School ends 3.15pm



If your child is late to school, you must accompany your child to the school office to obtain a 'Late Arrival' note from the school office prior to proceeding to the classroom.

You must also obtain an 'Early Departure' note from the school office prior to collecting your child from the classroom if they leave the school prior to 3:15pm.



#### Attendance:

Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students.

It is the duty of the parent of a child of compulsory school-age to enrol the child at a government school, a registered non-government school, or be registered for home schooling. Children who are enrolled at school attend every day the school is open. If a child is absent an explanation is to be provided to the school in two working days via Sentral Parent Portal, telephone or email.

More information on the Department of Education's Attendance Policy can be found at:

https://education.nsw.gov.au/policy-library/policies/school-attendance-policy

#### Absences:

All parents need to notify the school of the absence of the child asap via the Sentral Parent Portal: <a href="https://bellevuehillps.sentral.com.au/auth/">https://bellevuehillps.sentral.com.au/auth/</a> portal2 Or email: <a href="mailto:bellevuehi-p.admin@det.nsw.edu.au">bellevuehi-p.admin@det.nsw.edu.au</a>

#### Medication:

In line with the Department of Education policy, all medication is administered by the staff in the front office who have completed the required training. Parents need to deliver the medication and complete a medications form, providing permission to administer the medication, with instructions on the dosage and timing.

# Communication





Please download the applications;

- Sentral for Parents
- School Bytes

Or use the web browsers: https://

bellevuehillps.sentral.com.au/ portal2

https://
portal.schoolbytes.education/auth/
login





#### **Communication:**

**Teacher** - Your child's teacher is extremely busy from 8.15am — 4.00 pm each day ensuring the best possible education opportunities for your child. If you want to meet with the teacher please send them an email to arrange a suitable time.

**School Bytes** - Used for excursion and event information and permission, email and invoices. Please download the School Bytes app.

**Sentral For Parents** - Provides access to key information such as newsletters, student reports, calendar dates and parent/teacher interviews. Please download the Sentral for Parents app from the APP store or Google Play.

**Newsletter—BelleNews** - A weekly newsletter that is sent out via email and uploaded onto the website. The newsletter contains all the latest information on what is happening in the school.

**Termly Grade Newsletters** - At the beginning of each term, each year group team will provide an information summary of learning for the term. These will be sent to all parents via School Bytes. If you need any assistance, please contact the school office via email or phone.

# **Future-focused Learning**

Our flexible learning spaces provide a supportive and productive learning environment to cater for the learning needs of all students.

They allow teachers to implement the learning process by promoting high expectations for all students, which enhances student engagement and effort.

#### Strengths:

- student-centred learning
- higher order thinking
- critical thinking
- working collaboratively
- activity rich settings
- flexible learning

The different learning areas within each future focused classroom enhance learning, whilst targeting the learning needs of all students with mixed groupings throughout the day. These learning areas include places for:

- explicit teaching
- problem solving
- small group collaboration
- withdrawal areas for specialised learning
- presentation spaces for large group communication
- maker spaces for projects
- outdoor areas to extend learning



## **Learning at Bellevue Hill Public School:**

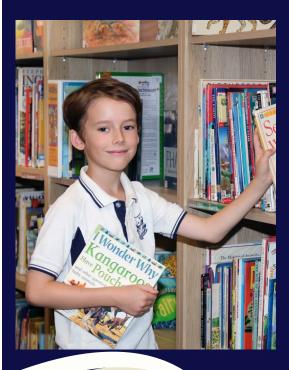
Bellevue Hill Public School is committed to preparing students to be citizens in a future world. To achieve this we offer innovative, research-based practice to equip and inspire our students to seek out problems and solve them as we deliver the Department of Education's NSW Curriculum.

Our aim is to ensure that we develop students' skills and dispositions using inquiry-based learning. The use of an over arching concept deepens students' learning as they are engaged in a rich learning environment. This allows students to solve real-world problems using inquiry as they develop their critical and creative thinking skills, ability to problem solve, research skills and ability to prioritise.

Our future-focused, innovative learning environments provide a variety of flexible learning spaces, each with a dedicated learning purpose which encourages students to maximise their potential. Using an 'inquiry' approach, teachers are able to use student-centred teaching and learning principles that move students forward on the learning continuum. Students gain the skills, attributes and knowledge of how to apply these to specific subjects to gain an understanding of the major concepts and big ideas.

# Academic opportunities

- Differentiation
- High potential students
- Robotics
- Community languages
- Creative Arts
- Music and Band
- Dance
- ICAS
- Da Vinci
- Bebras computational thinking
- Inclusive education
- High school transition program





#### **Curriculum:**

Bellevue Hill Public School is committed to excellence in education. As such, all our programs are differentiated to cater for all students' needs. Students are individuals who learn at different rates and in different ways. These individual differences may influence how students respond to instruction and how they demonstrate what they know, understand and can do. Our teachers take the time to get to know students so that they can plan, program, teach and assess students in a manner which is fair and flexible, provides an appropriate level of challenge, and engages students in learning in meaningful ways.

The mandatory NSW Curriculum from K-6 includes:

- English
- Mathematics
- Science and Technology
- Creative and Performing Arts
- History
- Geography
- Personal Development, Health and Physical Education

For more information please see:

https://educationstandards.nsw.edu.au/wps/portal/nesa/k-10/understanding-the-curriculum/k-6-curriculum-requirements











#### **Specialist programs:**

#### Languages

At Bellevue Hill Public School all students study a language.

Through learning languages students are able to reflect on their own heritage, culture and identity. We offer a choice of three community languages: Hebrew, Italian, Russian

Language study allows students to develop communication skills, learn about languages as systems and explore the relationship between language and culture. Students engage with the linguistic and cultural diversity of societies and reflect on their under-

#### **Creative and Performative Arts**

standing of social interactions.

At Bellevue Hill Public School all students participate in a whole

school musical and art show every alternate year. In addition to this we have a large school band, school choir and a junior and senior dance group.

For more information on band, please contact Jenn Brown at The Music Suite; 0450 168 064





# Bellevue Hill Public School

# **Cooperation Code**

Underpinned by the NSW Department of Education's Wellbeing
Framework and Behavior Code for students, Bellevue Hill Public
School's Cooperation Code expectations are:

- SAFETY
- RESPECT
- ENGAGEMENT









## **Student wellbeing**

At Bellevue Hill Public School we are committed to providing learning opportunities that promote positive wellbeing of children and young people. We offer several programs which support student wellbeing including Grow Your Mind,

#### **Grow Your Mind**

The 'Grow Your Mind' Program focuses on the four pillars to promote mental health & wellbeing:

- 1. **Positive Psychology** the study of character strengths and flourishing
- 2. **Social and Emotional Learning** the study of how individuals acquire the knowledge, attitudes, and behaviours needed to develop the skills for self-awareness, self-management, social awareness, relationship skills, and responsible decision-making
- 3. **Public Health** the study of the prevention of illness and promotion of health
- 4. **Neuroscience** the study of the function and structure of the brain and nervous system.



# Student Representative Council Projects

- Fundraising for Sydney
   Children's Hospital, RSPCA and other community groups
- Environmental initiatives and awareness
- Student news publications
- Friendship clubs
- Playground initiatives to promote inclusion





# **Student Leadership and Voice:**

At Bellevue Hill Public School, our students have multiple opportunities to develop their leadership skills.

#### **Leadership Opportunities**

Leadership is encouraged for all students; from classroom helpers and leading peers in learning to leadership teams. Our student leaders greet you at the gate each day, conduct assemblies, and represent the school on formal occasions such as Anzac Day ceremonies.

All students complete leadership and peer mediation training in Year 5. As part of these two courses students undertake a range of activities designed to enhance their leadership and mediation skills.

#### **Student Representative Council (SRC)**

The SRC is made up of a representative from each class across the school. This ensures that the voice of all students is heard as students work together to discuss and vote on student initiatives across the school.

#### **Green Team**

The Green Team is an environmentally forward student group whom pride themselves on looking after the physical wellbeing of the school. Their initiatives include the vegetable garden, composting, the native bee hive and waste reduction.

## **Homework Guidelines**



## Homework guidelines

Homework is a valuable part of schooling. It allows for the practising, extending and consolidating of work done in class. Homework provides training for students in planning and organising time and develops a range of skills in identifying and using information resources. Additionally, it establishes habits of study, concentration and self-discipline.

(Department of Education, Homework Policy)

At Bellevue Hill Public School all students are given homework that is appropriate for each student's age and ability.

There are three main types of homework:

- Practice exercises students apply knowledge or review, revise and reinforce newly acquired skills.
   Examples include memorizing mathematical tables, practicing spelling words, essay writing, or reading for pleasure.
- **Preparatory homework** students gather background information in preparation for a unit of study. Examples include collecting pictures of hot or cold things and collecting geometric shapes
- Extension assignments students are encouraged to pursue knowledge individually and imaginatively. Examples include writing a book review and retrieving information from newspapers and the internet.

#### Kindergarten - Year 2

In Kindergarten students have home reading and sight words as homework. All activities at home or in play can assist children to develop a wide range of knowledge and skills including literacy, numeracy and problem solving.

#### Year 1 and Year 2

Formal homework will be set to support students to develop positive learning and study habits. This will include reading, spelling and maths. The time spent on homework each night should be approximately 30 minutes.

#### **Years 3 – 4**

Students will be expected to work with greater independence on homework tasks. Homework tasks include: reading, spelling, maths, times tables, and some projects to assist with the development of study skills. The time spent on homework each night should be approximately 45 minutes.

#### **Year 5/6**

A homework outline is issued each week which includes tasks such as: reading, spelling, writing, research and mathematics. Incomplete work and project-based learning may also be included. The time spent on homework each night should be approximately 1 hour.





#### Assessment and reporting

At Bellevue Hill Public School, teachers use a variety of assessment strategies to assess students for, as and of learning throughout the year to inform teaching and learning activities. This includes: observing students' work, collecting work samples, using rubrics, and conducting summative tests. These are all used to analysing and record information about students' progress. Consistent teacher judgement is achieved by comparing work samples across the grade, stage and against the syllabus standards.

In line with the Department of Education Policy, reporting is a planned process.

**Term 1:** Parent/teacher interviews are conducted at the end of term

**Term 2:** Semester 1: a formal written report is completed and sent to parents in Week 10

Term 4: Semester 2: a formal written report is completed and sent to parents in Week 10

All formal reports aim to provide a plain English summation of the student's academic, creative, physical, personal and social growth over a semester. Years 1-6 use the A-E common grade scale to meet the Department of Education's assessment and reporting guidelines. In addition, we report on your child's effort and encourage students to take ownership of their learning by setting personal goals and reflecting on them throughout the year.

In addition, there are also state and national education tests including:

Best Start: school entry test in Kindergarten

Phonics Screening Check: Year 1

Check In Assessment: Year 3-6

NAPLAN: Years 3 and 5

Selective high school and opportunity classes: optional

**ICAS:** International Competitions and Assessments for Schools (optional)



#### Out of School Hours Care (OoSH)

Hours: 7.00am — 9.00am

3.15pm— 6.00pm

Holiday care – 7:30am to 6pm.

Centre Owner: Primary OshCare

Contact:

0477 000 980

BellevueHill@primaryoshcare.com.au

# Our fun and enriching before and after school programs are all about:

## Making new friends

When a little human meets another little human, new bonds are formed that make their transition to big school so much easier - it's all about familiar faces and a sense of belonging.

#### **Building lifelong skills**

New experiences and shared challenges build confidence and resilience - fundamental to how little humans look at the world, socialise and learn.

#### **Caring Educators**

Having caring and nurturing grownups around you means all the difference - our educators make sure our little humans are encouraged to flourish and have fun, every step of the way.

#### **Having fun**

We know fun plays a huge factor in positive learning and development. Our programs are designed with the child's needs and voice at the forefront

#### Turning a big step into a little one

Starting school with familiar faces, comfortable environments and positive anticipation helps make that big step a much smaller one!





#### **Other Services**

#### **Uniforms:**

Open: Tuesday 3.00pm—3.30pm

Online ordering:

https://bhpsus.myshopify.com/

Volunteering:

bhpsuniforms@gmail.com



Monday and Thursday Botany Bites



#### **Uniforms**

Our uniform shop is located in the school hall. It is open during school terms on **Tuesdays from 3pm to 3:30pm**.

You can now place your order ONLINE, at any time! https://bhpsus.myshopify.com/



Order collection: from the uniform shop on Tuesday afternoon or from the office on Wednesday morning.

Payment can be made with cash (in person at the uniform shop only) or credit card (Amex and Diners not accepted).

Second-hand uniform items are available from \$5 per item, but can only be purchased in person, on Tuesday afternoons.

Volunteers needed: 30 minutes, 3 times a term! Please contact the uniform shop manager via <a href="mailto:bhpsuniforms@gmail.com">bhpsuniforms@gmail.com</a>

#### **Food service**

At Bellevue Hill Public School we do not have a school canteen but we do offer a food service twice a week: Monday to Thursday. This service is provided by Botany Bites.

#### Menu:

App for orders and payment: <a href="https://www.flexischools.com.au/">https://www.flexischools.com.au/</a>

**Go with the flow:** a P& C initiative

This drop off and pick service allows for children to be arrive and leave school in a safe manner without parents having to park the car. If you want to be register for your child/children or volunteer please email: bellevuehillGWTF@gmail.com

# Kindergarten

Ms David Andrews

Coordinator of Kindergarten



#### Kindergarten enrolment

Bellevue Hill Public School looks forward to warmly welcoming Kindergarten students starting school.

We have a range of school tours and parent information sessions on offer as well as Kindergarten orientation sessions planned for your smooth transition into our wonderful school community.

Your child can start Kindergarten at the beginning of the school year if they turn five on or before 31 July in that year. By law, all children must be enrolled in school by their sixth birthday. It is important that you let us know if your child has any special circumstances, allergies, health or medical conditions before your child starts school.

When to start your child at school is an individual decision. You may want to discuss this with us or with your child's preschool teacher, carer or doctor. Please see our enrolment page on the school website for detailed information about enrolling your child at Bellevue Hill Public School. To find out whether you live within the Bellevue Hill Public School catchment area please search for your address using the School Finder website.

School tours are currently being held. Please see our school tours page on the website for more information.

Kindergarten is an important year of schooling as children formally begin to develop their literacy and numeracy skills. Our whole school community will help your child adjust to school and help them to feel comfortable.

#### **Preparing for Kindergarten**

You can help your child prepare for Kindergarten and be organised for the first day. Watch what happens on a typical day in Kindergarten classrooms. Visit our school to help your child feel more comfortable and to start getting to know people there.



#### International students

Please email the school:

bellevuehi-p.admin@det.nsw.edu.au

Ph: 02 9389 3928

Department of Education International:

www.internationalschool.edu.au





#### **International students:**

We warmly welcome our international students and their families to our school and appreciate and value their contribution to our community.

At Bellevue Hill Public School a range of programs for international students is offered for both long term, temporary residents. These programs provide international students and their families with an opportunity to experience our inclusive school culture, innovative teaching and learning in enriching learning environments, whilst gaining strong English language skills.

Bellevue Hill Public School also hosts international study tours from schools and teaching staff who seek a unique educational experience that includes participating in classes, school activities and special events conducted at school and within our local community.

The inclusion of international students helps all students develop their intercultural understanding. Students learn to value their own culture, language and beliefs, and those of others as they engage with diverse cultures in ways that recognise commonalities and differences, create connections with others and cultivate mutual respect. In addition, students develop skills in empathy and can reflect on international experiences which lead to becoming responsible global citizens.

#### **Parents and Community: P&C**

## **Meetings:**

7.00pm: First Monday of month

Online

#### Committee:

President: Michelle Tsitalovsky Vice President: Debbie Fooks, Lisa

Peles

Secretary: Ms Rochelle Guttman

Treasurer: Ms Caryn Joffe

**Contact:** bellevuehill-pandc@gmail.com

Parent reading tutors needed
Coordinator: Mrs. Vivienne Beck
Email:

Vivienne.beck@det.nsw.edu.au



## **School Community**

At Bellevue Hill Public School we value our strong community partnerships and promote parent connections as they are a key element for student success.

#### P & C: Parents and Community

Our Parents and Citizens' Association (P&C) is made up of parents and carers, teachers and community members. The P&C meets regularly to contribute to decision making, developing policies and management plans as well as fundraising.

# **Class parents**

Each year has a class parent coordinator to manage all year based communication for all parents. Please see the website for contact details.

## **Reading tutors**

Our volunteer parent reading program has been established for over ten years. This program promotes one-to-one reading for students to strengthen students reading.

#### **School Houses**

Bradman: Red Hewitt: Blue

Thorpe: Green

Freeman: Yellow

## **Important Dates:**

Swimming Carnival
Years 3-6, 11 February 2025

Cross Country Carnival Years 3–6, 8 May 2025

Athletics Carnival
Years 3—6, 5 August 2025

Infants Athletics Carnival
Years K—2, 11 September 2025





#### Sport

All students at Bellevue Hill Public School enjoy the opportunity to participate in a broad range of sports. When students enrol into Bellevue Hill Public School they are allocated a sport house. Each house is a different colour and the students will need to wear their coloured shirt when they participate in sporting activities at school (K-2) and at the swimming (3-6 only) and athletics carnivals. Students are required to wear a house coloured shirt for some sports.

## Kindergarten—Year 2

Students K-6 participate in a physical education lesson with our dedicated teacher Mr. Darran Rawson. These skills are essential for students to participate successfully in lifelong physical activity and sport.

# Friday Sport Years 3—6

Students in Years 3-6 have the opportunity to participate in sport on Fridays. Some students will represent the school as they participate in PSSA sport, competing against other schools in the Sydney Coastal region. Students who do not participate in these sports will have the choice to participate in a select number of other sports or in School Sport. The School Sport program follows the PSSA sports, teaching the skills required for the given sport. For example: cricket and basketball in summer and netball and football in winter.







Truth
and
Honour













