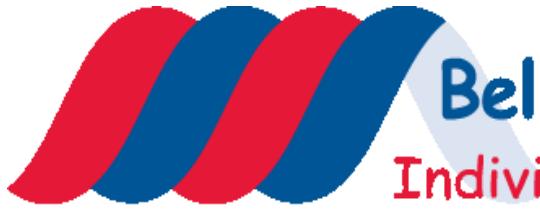


# BELLBRIDGE NEWS



**Bellbridge Primary School**  
**Individual Paths, United Journey**

**Bellbridge Primary School**

120 Bellbridge Drive, Hoppers Crossing, 3029

Email: [bellbridge.ps@edumail.vic.gov.au](mailto:bellbridge.ps@edumail.vic.gov.au)

Telephone 9749 6161

Web Page: [www.bellbridgeps.vic.edu.au](http://www.bellbridgeps.vic.edu.au)

**This is the first newsletter for the year and is being provided as a hard copy as well as online.**

**ALL future newsletters will be provided online via COMPASS, as well as on the school web page.**

## **CORONAVIRUS ADVICE FOR PARENTS, FAMILIES AND SCHOOL COMMUNITIES**

You may be aware of the outbreak of a novel coronavirus in Wuhan City, Hubei Province, China.

The Australian Government has advised that there is no cause for alarm with respect to the coronavirus and that the risk to the Australian public remains relatively low.

The Department of Education and Training has consulted with Victoria's Chief Health Officer and Department of Health and Human Services to provide the following advice to parents, families and school communities.

### **EXCLUSION OF WELL CHILDREN OR STAFF WHO HAVE TRAVELED TO AFFECTED AREAS**

In accordance with national public health guidelines and current information about the coronavirus from the Commonwealth Chief Medical Officer, it is not a requirement to exclude well children or staff from school if they have travelled to Wuhan, China, or any other areas where there have been reported cases, unless the following applies:

- the person is a confirmed case of novel coronavirus; or
- the person is a close contact with a confirmed case of novel coronavirus in the past 14 days.

If you think your child or a family member may meet one of the above criteria, please contact the dedicated hotline on 1800 675 398. Please keep Triple Zero (000) for emergencies only.

### **SEEKING MEDICAL ADVICE FOR YOUR CHILD**

Please seek medical advice for any child who is:

- experiencing fever and respiratory symptoms (including but not limited to cough, sore throat, shortness of breath, body aches or fatigue); AND
- has recently travelled to Wuhan, China, or any other areas where there have been reported cases in the 14 days before of the onset of illness.

As with the above advice, please call the dedicated hotline on 1800 675 398 to discuss further actions.

### **MORE INFORMATION**

For up-to-date information, please see the Department of Health and Human Services website:  
[Information for the public - novel coronavirus](#)

## **WELCOME BACK TO SCHOOL**

We hope all students and their families had an enjoyable holiday break. Our staff are refreshed and ready for another busy and productive year of teaching and learning, and we hope you are too.

If you have passed by the school over the holidays, you may have noticed a lot of activity around the school. Several major and minor projects have been undertaken to improve the facilities at our school. These have included:

- New flooring in the gym
- New sound system in the gym
- Painting in the administration/office area
- Extension and renovation of the staffroom to accommodate the increase in the number of staff
- Upgrade of our oval with the installation of instant turf - due to the time required for this process the oval will be out of use for Term 1

We wish to thank our families for making the effort to make appropriate preparations for students to start the school year on time, in uniform and with the necessary items for learning. Your support assists our staff to provide a comfortable transition for your children in their ‘new’ learning environment.

We also value our home school partnerships between staff, students and families and find that a ‘team approach’ that includes open and honest communication is a successful feature of our school community. If parents have any queries or concerns about anything related to the start of the school year, please contact the office so we can assist you in a timely and constructive manner. (PH: 9749 6161)

## **Bellbridge Primary School FACEBOOK Page**

There is only one Bellbridge Primary School Facebook Page.

Our school’s official Facebook Page is administrated by a member of the leadership team and provides up to date, relevant and reliable information about our school (e.g. events, processes, procedures).

It is located at [www.facebook.com/BellbridgePrimary](https://www.facebook.com/BellbridgePrimary)

Any other Facebook pages are not endorsed or approved by our school and at times may provide misleading information. The most reliable and prompt information is provided by our staff who can be contacted between 8:00 – 4:00pm at 9749 6161.

## **STAFF at BELLBRIDGE PRIMARY SCHOOL**

We are pleased to welcome some new staff to our school community – Ebony Papageorge (1B), Tamara King (2B), Nicole Kidd (1C) Laura Hutchins (4B), Lauren Ewen (6D), Mim Stewart (Auslan).

## **CURRICULUM DAYS (January, 28<sup>th</sup> & 29<sup>th</sup>)**

Our staff have worked very hard over the past two days, engaging in professional learning (Asthma and Anaphylaxis training; Respectful Relationships training; Mandatory Reporting training; reviewing and developing consistent, school wide strategies in the implementation of effective teaching in Reading, Writing and Maths; reviewing and developing strategies for supporting students’ individual needs; as well as induction for new staff). This learning will support our staff in continuing to provide a safe and supportive learning environment for all students.

## **ASSEMBLY (P - 2 and Grades 3 - 6)**

**ASSEMBLY is each Friday afternoon at 1:50pm, unless otherwise advised via the newsletter or Compass.** Parents and families are invited to attend. There are awards, announcements, and at times, special presentations. This week (31/1/20) we have the Grades 3 – 6 Assembly where the Grade 6 students will be presented with their student leadership badges: School Captains and House Captains.

*Please note: the first P – 2 Assembly will be in the Gym on Friday, February 7th.*

## **ESSENTIAL EDUCATION ITEMS**

At the final School Council meeting last year the review of the collection rate of the annual Essential Education Items (\$200 per student) resulted in much celebration and gratitude for the significant increase in the number of families who paid for these items in 2019. The increased support of these payments ensured that budgets for extra curricula learning activities and online learning programs in 2019 were able to be maintained to support the learning of students across the school.

It was again noted that our school has one of the lowest payments for Essential Education Items and that it equates to \$50 a term per child, or \$5.00 a week per child, is far cheaper than kindergarten, and many parents experiencing challenges are provided with the opportunity to make a payment plan with the Business Manager.

It is also extremely encouraging to note that a significant number of families have already made payments for this year, which is greatly appreciated.

When payments have been made, (at the office or via Compass) students receive their book box of allocated materials required for the school year. Where payment has not yet been received, students are provided with a set of items necessary to support their work in the classroom so they can have a seamless start to the school year.

## **IMPORTANT – DO NOT BRING VALUABLE ITEMS TO SCHOOL**

We wish to remind parents/guardians that we strongly discourage students from bringing valuable items to school. The Department of Education and Training does not hold insurance nor does it accept responsibility for private property brought to school by students, staff and visitors. This can include mobile phones, iPods, calculators, toys, sporting equipment and cars parked on school premises. It is very sad and disappointing when valuable items are lost or damaged and we urge parents and children to make responsible choices when considering bringing any valuable items to school.

Students who bring mobile phones and/or electronic devices to school must:

- Have their parent's permission
- Leave them at the office when they arrive at school (for safe keeping)
- Pick them up from the office at the end of the school day

## **Shared Values at BELLBRIDGE**

We are very proud of our strong culture of good civics and citizenship at Bellbridge Primary School.

This is actively demonstrated by our commitment to living out a set of shared values which are:

- We are individuals
- We aim, we achieve
- We are responsible citizens, and
- We value teamwork

## **SCHOOL WIDE POSITIVE BEHAVIOUR SUPPORT Program (SWPBS)**

The SWPBS is a whole school approach designed to promote and maintain a safe and orderly learning environment for all students and staff.

It focuses on everyone and all settings within the school, and promotes a positive focus on academic and behavioural outcomes across the school.

It clearly defines our core expected behaviours (rules), which are:

- **Be Safe**
- **Be Respectful**
- **Be Responsible**
- **Be a Learner**

Expected behaviours are acknowledged and rewarded at both an individual and class level.

Students can earn 'bee tokens' as an individual and these can be traded for prizes at a Reward Shop.

Class groups can earn 'bee hive tokens' for positive behaviour which they can trade for whole class rewards. Classes have an opportunity to earn 'bee hive tokens' in their classroom, at Specialist classes and in the yard. Expectations are clearly displayed in each classroom in the form of a Matrix.

## **HOME SCHOOL PARTNERSHIPS are IMPORTANT at BELLBRIDGE**

Our staff will be setting and revisiting clear and achievable expectations with all students so that we are all clear about our roles and responsibilities. In order for students to receive a clear and consistent message we feel it is also important for families to support these expectations through conversations and actions at home. Some ways you can support a strong home school partnership include:

- Reading the newsletter with your child every week
- Asking for, and checking your child's student diary or communication book every school day
- Talking about sensible and safe play at home and school
- Monitoring homework tasks on a regular basis
- Attending meetings with teachers, where necessary

A major success in our partnership so far this year has been the support demonstrated by our parents who have provided their children with the necessary resources and positive attitude to have an extremely organised and settled start to the school year. Well done!

## **PARENT TEACHER MEETINGS (Meet & Greet) – Monday, February 17th/Tuesday, February 18th**

We will be having Parent Teacher meetings on Monday, February 17th (2:50 – 6:30pm) and Tuesday, February 18th, (2:50 - 4:10pm). This is an opportunity to establish a shared relationship and build on the home school partnership with your child's teacher. It is also important for parents to share information that is specific to their child's needs.

We look forward to having conversations with all parents at these meetings so we can start the year with shared expectations.

Some information that can be shared at the interview may include:

- Your child's current health situation, e.g. allergies, asthma (which require a management plan)
- Changed family circumstances
- Dates for any extended absences that are being planned (e.g. holiday overseas)
- Issues that may impact on the completion of homework

When teachers are aware of special circumstances in a child's life they are able to understand and support students in a variety of ways and your timely communication allows us all to work as a team.

***Bookings for these meetings will be processed electronically via Compass – more information will be communicated very soon.***

## **LOG IN TO COMPASS TO BOOK YOUR PARENT-TEACHER MEETING (opening soon)**

COMPASS is our online portal used for parents to:

- \*Access your child's Semester Reports
- \*View up-to-date attendance information, and add approvals or explanations for absences (before or after the absence)
- \*Access information regarding upcoming events and news, including a school calendar
- \*Update your registered email and mobile number (used for SMS alerts) details
- \*Receive alerts via text message or email
- \*Provide information and online consent functionality for sports, camps and excursions
- \*Make most payments online
- \*Make bookings for Parent/Student/Teacher conferences

The bookings for Term 1 Parent-Teacher Meetings will open shortly, and a text message will be sent to advise parents of the date/time the system will be available to make bookings. Families with multiple children at our school are advised to book early to ensure the time slots can be made around the same time. We recommend that you do not book time slots immediately following each other - just to be sure you have time to move from one classroom to the next. Login to Compass using the mobile app or Compass web link on our school homepage. (<https://bellbridgeps-vic.compass.education/>)

If you can't remember your password for Compass, please go to the Compass Portal and select "Can't access your account?"

This link will take you to: <https://bellbridgeps-vic.compass.education/Portal/ForgotPassword.aspx> where you can take steps to change your password.

## **Does your child have ASTHMA? This is important information re SPACERS**

Schools/preschools in Victoria have been informed by the Asthma Foundation of Victoria about new guidelines regarding the use of spacers for children with asthma. Spacers are essential equipment when following Asthma First Aid best practice, however schools/preschools will no longer be able to wash, sterilise and re-use spacers from their asthma emergency kits when assisting students with asthma symptoms.

If your child has an Asthma Plan (which should be signed by a doctor and handed to the Office for filing with our First Aid Coordinator) you will need to supply a spacer to be stored at the office in case of emergency. If we do not have a spacer and need to use one for your child from the school supply we will need to charge parents for the replacement fee (\$10.00). Please help us to be prepared to look after your child's asthma needs if they arise.

***Make sure you tell your child's teacher of any other medical conditions or special needs or requirements at the Parent Teacher meeting on Monday, February 17th and Tuesday, February 18th.***

## **RIDING BIKES to SCHOOL**

We support and encourage students to ride their bikes and scooters to school as it is a healthy and environmentally conscious choice, BUT:

- Bikes and scooters must be in a condition that complies with safety expectations (e.g. size, brakes, tyres)
- Students must have parent permission to ride to/from school
- Students must wear a helmet when riding a bike and are strongly encouraged to do the same when riding a scooter or skateboard
- Students are strongly encouraged to lock their bikes and scooters in the bike enclosure
- Bikes and scooters must be 'walked' within the school grounds when entering and exiting the school

*Please note: A 'Bike & Scooter Agreement' will be handed out by classroom teachers shortly and will need to be signed by students and their parents.*

## **ACTIVE TRAVEL PROGRAM**

We are very lucky to have three school crossings to assist with safe travel to and from our school – Matlock Street (x1) and Bellbridge Drive (x2). Families are encouraged to use these crossings and develop a relationship with the very kind and supportive crossing guards who assist our students in learning and following road safety rules.

We will also continue to have '**Wheel and Walk Wednesday**' every Wednesday this year, with trophies being handed out at our weekly assemblies. We hope to maintain a high level of participation in this program and encourage all children to walk or ride part/all of the way to and from school via our Active Travel Paths each day of the week.

## **STUDENT SAFETY around our SCHOOL**

The safety of students is very important to us. We've noticed a few parents have been using the Staff Car Parks as a drop off area for students. We understand that at times it may feel convenient for parents to use the car park but it does not comply with safety guidelines.

For safety reasons, **students are not to be in the Staff Car Park at any time**, unless under the supervision of a teacher.

Please help us to make sure your children are safe when arriving and leaving school by doing the following, where applicable:

- Drop them off using the footpath as an exit point at a parking bay on Bellbridge Drive or Matlock Street.
- **Make sure your children use the School Crossing** if/when they need to cross Bellbridge Drive or Matlock Street in order to enter or exit the school.
- Do not call students to cross the street when you are not parked on the school side of the road.

## **EXPECTATIONS about the use of the playground AFTER SCHOOL**

We are fortunate to have wonderful play equipment at Bellbridge and understand that the children really enjoy playing on it, but at the end of the school day it is essential that our staff can identify any child who has not been collected from school. This is impossible to do when we have lots of children on our playgrounds.

Therefore we have implemented the following expectations:

- NO pre-school children or toddlers are to play on the playground equipment at any time as it has not been designed for pre-school age children. *Parents or carers who choose to allow their pre-schoolers and toddlers to play on the school playgrounds, do so at their own risk and it is the responsibility of the parent/carer to provide supervision.*
- Students who walk or ride bikes/scooters home from school are NOT to play on the playground after school as all students are to make their way home or to their designated meeting place where they are picked up by a parent as soon as the bell goes at 2:40pm.
- Parents or carers are responsible for the supervision of their children if they choose to allow them to play on the playground after 2:40pm.

## **BULLYING – NO WAY! – but you have to TELL SOMEONE**

All schools have policies about Bullying and Student Welfare, and Bellbridge has them too, BUT they are of no value if students or families don't tell a teacher or the Principal when unacceptable, unsafe and/or threatening behaviour affects a child.

This year, as well as teaching students about positive behaviours, respectful relationships and how to manage themselves if they feel they are being bullied, our staff are also developing students' understandings and expectations of bystanders who witness unacceptable situations.

When you tell a teacher when you are feeling unsafe (in the classroom or playground), this is what happens: (*not necessarily in order, depending on the situation*)

- A teacher will respond to the incident, e.g. solve the problem; apply a consequence for the misbehaviour
- A teacher will record the incident (paper, online) and refer it to the welfare leader (P – 2; 3 – 6)
- The welfare leader will investigate the incident, then apply a consequence or constructive strategy

Strategies may include:

- meeting between students and teacher to understand and educate about expected behaviours
- apology to student/s or staff
- implement a playground reflection booklet to track and monitor a student's feelings of being safe and happy in the playground, and acknowledge/celebrate successes
- implement a classroom reflection booklet to track and monitor a student's behaviours in the classroom, and acknowledge/celebrate successes
- walk with a teacher in the yard and talk about choices and options ('walk & talk')
- limited playground use, e.g. restricted to one area – Matlock Street or courtyard
- reduced time in the yard (15 minutes time out and 15 minutes with teacher on duty)
- withdrawn from the yard for a period of time
- withdrawn from the classroom for a period of time (another classroom, at the office)
- suspension from the classroom (in school)
- suspension from school (at home)
- implementation of a behaviour management plan
- regular meetings with parents to monitor behaviour
- assistance provided by the regional education office to support the student and staff

## **HOMEWORK**

Bellbridge has a Homework Policy that supports students and their families by providing activities that support classroom learning, foster good study habits and provide an opportunity for students to be responsible for their own learning.

***Please note: Homework is not compulsory at Bellbridge Primary School – it is a parental choice.***

If parents do not wish to support homework activities or find that some homework tasks cannot be completed due to other family commitments, we request that parents write and sign a short note to the teacher (e.g. in the Student Diary).

## **HOW PARENTS can RAISE CONCERNS with the SCHOOL**

At times, parents may have queries or concerns related to their child, a situation, a teacher or the school environment. In order to maintain a respectful, responsible and supportive home school partnership, our leadership team and staff make themselves available for open communication about these issues.

- Parents are advised to make a time to meet with a TEACHER to discuss issues related to their child's learning and/or social, emotional or behaviour concerns.
- Parents are advised to make a time to meet with the PRINCIPAL (or an Assistant Principal) to discuss issues related to the governance of the school, the safety or welfare of the community, or if a meeting with a teacher is not deemed to have been resolved with an acceptable level of satisfaction.
- Our Principal and Assistant Principals are highly visible within and about the school grounds before and after school, and are very approachable when they are on supervision duty during these times.
- Parents can also contact the Office to make appointments with Teachers and the Principal Class.

We look forward to continuing our positive and productive partnerships with all families at Bellbridge.

*Debbie Clancy*

Principal

# BELLBRIDGE PRIMARY SCHOOL

## PRIVACY INFORMATION for parents and carers

During the ordinary course of your child's attendance at our school, school staff will collect your child's personal and health information when necessary to educate your child, or to support your child's social and emotional wellbeing or health in the school context. Such information will also be collected when required to fulfil a legal obligation, including duty of care, anti-discrimination law and occupational health and safety law. If that information is not collected, the school may be unable to provide optimal education or support to your child, or fulfil those legal obligations.

For example, health information may be collected through the school nurse, primary welfare officer (Assistant Principal – Welfare) or wellbeing staff member. If your child is referred to a specific health service at school, such as a Student Support Services officer, the required consent will be obtained. Our school also collects information provided by parents and carers through the School Entrance Health Questionnaire (SEHQ) and the Early Childhood Intervention Service (ECIS) Transition Form.

Our school may use online tools, such as apps and other software, to effectively collect and manage information about your child for teaching and learning purposes, parent communication and engagement; student administration; and school management purposes. When our school uses these online tools, we take steps to ensure that your child's information is secure. If you have any concerns about the use of these online tools, please contact us.

School staff will only share your child's personal or health information with other staff who need to know to enable the school to educate or support your child, or fulfil a legal obligation.

When our students transfer to another Victorian government school, personal and health information about that student will be transferred to that next school. Transferring this information is in the best interests of our students and assists that next school to provide optimal education and support to students.

In some limited circumstances, information may be disclosed outside of the school (and outside of the Department of Education and Training). The school will seek your consent for such disclosures unless the disclosure is allowed or mandated by law.

Our school values the privacy of every person. When collecting and managing personal and health information, all school staff must comply with Victorian privacy law. For more information about privacy including about how to access personal and health information held by the school about you or your child, see our school's privacy policy: <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

Throughout this notice, 'staff' includes principals, teachers, Student Support Service officers, youth workers, social workers, nurses and any other allied health practitioners and all other staff at our school. This includes employees, agents and service providers (contractors) of the Department, whether paid or unpaid.



## STUDENT DRESS CODE

### PURPOSE

The purpose of the Student Dress Code is to outline Bellbridge Primary School's requirements for student dress and appearance and to provide information about uniform purchase and support, dress code implementation and exemption processes.

This dress code has been developed by Bellbridge Primary School's School Council in close consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community.

The Student Dress Code aims to:

- foster a sense of community and belonging and encourages students to develop pride in their appearance
- support Bellbridge Primary School's commitment to ensuring that our students feel equal and are dressed safely and appropriately for school activities.
- reduce student competition on the basis of clothing
- enhance the profile and identity of the school and its students within the wider community.

The School Council has developed a dress code that we believe provides a range of choices for students and is cost effective for families.

### SCOPE

Students are expected to comply with this Student Dress Code while traveling to and from school, during school hours and when attending school activities.

### UNIFORM AND APPEARANCE

The full list of Bellbridge Primary School's compulsory school uniform items are available at Appendix A to this policy.

#### General appearance

School colours are red, navy blue and pale blue. Use of the school logo is to be encouraged but is not mandatory.

While at school, travelling to or from school or participating in school activities, Bellbridge Primary School students must comply with the following:

- Uniforms must be clean and in good repair.
- Uniforms must be clearly marked with the owner's name.

#### Footwear

Socks and appropriate footwear is to be worn, including runners, school shoes, or summer sandals with covered toes. No thongs, platform or open-toed footwear is permitted.

### **Hair and Sun safety**

- Shoulder length or longer hair is to be tied back to help restrict the spread of nits and lice and for student safety.
- School uniform hats must be worn outside in Terms 1 and 4 in line with the SunSmart Policy. Children without hats will need to remain in the shade in the courtyard during recess and lunch times.
- Hats are not to be worn inside.
- Students are permitted to wear sunglasses during outdoor activities. Sunglasses should be close-fitting, wrap-around that meet the Australian Standards 1067 and cover as much of the eye area as possible

### **Jewellery and cosmetics**

- Any jewellery worn is to be appropriate (i.e. watch, stud/sleeper earrings) with student safety to be the main consideration. Please note: The school will accept no responsibility for any injuries caused as a result of children having body piercings.
- Face make-up may not be worn at school.

### **Outerwear**

Outerwear such as gloves, scarves, beanies and coats may be worn to keep warm outside, and may be any colour.

### **School bag**

Any suitable back-pack is acceptable. Navy bags with the school logo are available as an optional item.

## **PURCHASE OF UNIFORMS**

Uniform items can be purchased from:

- NOONE IMAGEWEAR, 54 Old Geelong Road, Hoppers Crossing Vic, 3029. An order form is available on the school website.
- The school-based outlet of Noone Imagewear (Bellbridge uniform shop) each Tuesday 8:15am-9:00am – located in the small building near the front of the school.

### **Support for families experiencing difficulty**

Please contact the Principal or Business Manager to discuss support that we may be able to provide to families experiencing difficulty meeting uniform costs.

Bellbridge Primary School also has uniforms available to families to borrow on request.

## **IMPLEMENTATION**

Bellbridge Primary School will ensure that this Student Dress Code is communicated to all families and students through our website and Compass News Feed. We will assist students who may be experiencing difficulties complying with this policy where possible.

Students wearing non-compliant uniform items may be asked to change into a compliant item of clothing provided by the school.

If a student is out of school uniform or otherwise breaches the Student Dress Code on a recurring basis, a note will be provided to the student and parents by the classroom teacher. If non-compliance with the dress code becomes a continued occurrence, the Principal or Assistant Principal will be informed and a phone call home may be required. In this event, the school will continue to work with the student and family to support compliance.

## **EXEMPTIONS TO STUDENT DRESS CODE**

We recognise that there may be situations where the application of this dress code may affect students unequally.

Students and their parents or carers may apply either in writing or in person to the Principal for an exemption to this Student Dress Code if:

- an aspect of this code prevents the student from complying with a requirement of their religious, ethnic or cultural beliefs or background
- the student has a particular disability or health condition that requires a departure from the dress code
- the student or their parents/carers can demonstrate particular economic hardship that prevents them from complying with the dress code.

When the Principal receives a request for an exemption, they will:

- consider the grounds for the exemption request
- explain the process to the student and/or their parents/carers
- encourage the student and/or their parents/carers to support their application with evidence.

The Principal or delegate will then try to negotiate a resolution that is acceptable to all parties. If an exemption is not allowed, then written reasons will be provided to the student and/or their parents or carers.

## **CONCERNS ABOUT THIS STUDENT DRESS CODE**

Bellbridge Primary School welcomes feedback from the school community in relation to this Student Dress Code. If you have a concern or complaint about the Student Dress Code, further information about raising a concern or complaint is available in our school's *Parent Complaint Policy*, available from the school.

## **REVIEW CYCLE**

This Student Dress Code was last approved by School Council on December 2019 and is scheduled for review in November 2020.

## SCHOOL UNIFORM ITEMS

The following items may be worn all year round:

### Jumper

Red jumper/windcheater – either plain or with school logo (plain navy jumper is not acceptable)

Red bomber jacket – either plain or with logo and navy blue sleeves

### Polo

Pale blue short-sleeve polo – either plain or with school logo

Pale blue long-sleeve polo – either plain or with school logo

*\*Pale blue skivvy may be worn under polo.*

### Dress

School dress in approved Bellbridge pattern – either summer dress or winter tunic

*\*Pale blue skivvy may be worn under school dress.*

*\*Navy bike shorts or stockings/tights may be worn under school dresses*

### Pants/skirt options

#### Navy shorts

Navy pants – either track pants, leggings or bootleg pants

Navy skirt – plain navy skirt or netball skirt

*\*Navy bike shorts or stockings/tights may be worn under skirts*

### Hat

Navy sun-smart hat - plain navy hat protecting face, ears and neck to be worn outside during Term 1 and Term 4.

### Grade 6 items

The school will provide the option of “Class of 2\_\_\_” hoodies and/or polos for Grade 6 students. Hoods on ‘hoodies’ are to be worn off the head whilst at school.

# MOBILE PHONES – STUDENT USE

## PURPOSE

To explain to our school community the Department's and Bellbridge Primary School's policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

## SCOPE

This policy applies to:

1. All students at Bellbridge Primary School and,
2. Students' personal mobile phones and other personal mobile devices

## DEFINITIONS

A **mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. [For the purpose of this policy, “mobile phone” refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches.]

## POLICY

Bellbridge Primary School understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Bellbridge Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or carers should reach their child by calling the school's office.

### Personal mobile phone use

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Bellbridge Primary School during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

### Secure storage

Mobile phones owned by students at Bellbridge Primary School are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Bellbridge Primary School does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items. Refer to the [Personal Goods policy](#).

Where students bring a mobile phone to school, the school will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Bellbridge Primary School students are required to hand their phones into the school administration office to be placed in a lockable cupboard.

### Enforcement

Students who use their personal mobile phones inappropriately at Bellbridge Primary School may be issued with consequences consistent with our school's existing student engagement policies (see Student Engagement and Wellbeing Policy)

At Bellbridge Primary School inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly use of a mobile phone:

- in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying

- to capture video or images of people, including students, teachers and members of the school community without their permission
- to capture video or images in the school toilets, changing rooms, swimming pools and gyms
- during exams and assessments

## **Exceptions**

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
  - Health and wellbeing-related exceptions; and
  - Exceptions related to managing risk when students are offsite.
- can be granted by the principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones Policy](#).

The categories of exceptions allowed under the Department's [Mobile Phones Policy](#) include:

### ***1. Learning-related exceptions***

<b>Specific exception</b>	<b>Documentation</b>
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan, Individual Education Plan

### ***2. Health and wellbeing-related exceptions***

<b>Specific exception</b>	<b>Documentation</b>
Students with a health condition	Student Health Support Plan

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

## **Camps, excursions and extracurricular activities**

Bellbridge Primary School will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones.

## **Exclusions**

This policy does not apply to

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school

## **RELATED POLICIES AND RESOURCES**

- [Mobile Phones – Department Policy](#)
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

## **REVIEW PERIOD**

This policy was last updated and ratified in November 2019 and is scheduled for review in 2022.