Belconnen Primary
Introductory English Centre



Family Handbook

ACT Government Education

CHARNWOOD-DUNLOP SCHOOL · SAFE RESPECTFUL LEARNERS · CDS

Belconnen Primary Introductory English Centre

Welcome to Charnwood-Dunlop School

Together as a community of staff, children and families we create safe and empowering learning environments where wonder and curiosity are nurtured, and every child is supported to reach their full potential. We value diversity and build respectful relationships through effective communication.

Belconnen Primary Introductory English Centre

Contact Details

School Phone Number: 02 6142 2680
BPIEC Email: info.bpiec@ed.act.edu.au
School Website: www.charnwoodps.act.gov.au

A MESSAGE FROM THE PRINCIPAL



Welcome to Charnwood-Dunlop School. I hope you take some time to investigate our wonderful school. We opened as Charnwood Primary School in 1975 and renamed to Charnwood-Dunlop School in 2008 to reflect the inclusion of the then new suburb Dunlop into our priority enrolment area. Our school vision is:

'Together as a community of staff, students and families we create a safe and encouraging learning environment where wonder and curiosity are nurtured, and every child is empowered to reach their full potential. We value diversity and build positive respectful relationships through effective communication.'

Our work at school is guided by our vision and our professional and highly accomplished staff work collectively to achieve this. Our focused and skilled teachers act as facilitators for learning, design and implement learning programs at student point of need and progress student learning.

Our contemporary learning environments are largely open plan, and we have a strong culture of team teaching. Teachers work together to collaboratively plan learning experiences so that all students no matter which class they are in participate in well-designed learning opportunities enabling them to achieve the learning outcomes needed for each year of schooling.

Our Positive Behaviours for Learning (PBL) approach to student engagement and wellbeing is a well-researched approach grounded in the concept that positive behaviours can be explicitly taught and should be regularly practised. Tied with a supportive environment can create desired behaviours. Our school expectation is that all students are positively engaged in their learning, they are safe, and they are respectful.

We host the Belconnen Primary Introductory English Centre (BPIEC) where students who have newly arrived in Australia and speak a language other than English at home are welcomed for a semester of intensive English instruction before transitioning to their local primary school. The inclusion of the BPIEC provides a unique and valuable opportunity for all our students to develop intercultural understandings, create connections and develop an appreciation of diversity in our global society. The BPIEC is an important part of our school.

We build and maintain strong relationships with our community. We continually seek and respond to feedback to continue to improve. This occurs each year through formal means such as the school satisfaction survey and more informally through school requests for feedback and community generated commentary.

We have strong student leadership and voice with an active Student Representative Council and School and House Captains elected annually. These student leaders have an important role in the school gathering student opinions, advocating for change, and being community representatives for us.

Our senior students are supported to incorporate technology into their learning with the provision of enough Chromebooks for each student in years 3 to 6. Our junior classes use Chromebooks to enhance their learning experiences.

If you would like further information or wish to visit Charnwood-Dunlop School, please contact us on 6142 2680 and we will happily show you around and share more about our school.

Danielle Porter
Principal

WELCOME TO THE BELCONNEN PRIMARY INTRODUCTORY ENGLISH CENTRE

The Belconnen Primary Introductory English Centre (BPIEC) was opened in 2011 and is an integral part of Charnwood-Dunlop School.

The BPIEC was developed to provide intensive English language instruction to primary students living in the Belconnen area of Canberra who have newly arrived in Australia and speak a language other than English at home. The program is designed to enable students to develop enough English language skills, knowledge and confidence so they can successfully become part of their local primary school community.

The teaching staff at the BPIEC have EALD qualifications in addition to teaching and have taught in a variety of schools in Australia, and in some cases, overseas.

Aims of the BPIEC

Educators work in partnership with parents, the school, the community and the ACTED. The program provides newly arrived students with a foundation in the English language so they can participate with ***equal access*** in educational and social settings.

Students are provided with opportunities to develop their English language and social skills to a level that will enable them to successfully function in a primary school environment and to live in and contribute to Australia's multicultural society.

ELIGIBILITY CRITERIA

The BPIEC program is open to children who:

- are 5-13 years old and speak a language other than English and whose English is inadequate for study at an Australian primary school; and
- are a new arrival to Australia; or
- are an Australian citizen or permanent resident; or
- are a temporary visa holder who has been approved for enrolment by the International Education Unit (IEU).

The International Education Unit contact details are:

International Education Unit
GPO Box 158 Canberra ACT 2601
Phone: 6205 9178
www.det.act.gov.au

Private students who speak a language other than English and meet the above criteria are also eligible to attend the BPIEC after completing the necessary application and payment procedures with the IEU.

ENROLMENT PROCEDURES

After being referred by their Priority Enrolment Area (Home) School, eligible families are contacted with an offer of an interview. Currently, families are asked to provide the following documents:

- Passport and visa verifying resident status if born overseas and a record of date of arrival in Australia **OR** an Australian birth certificate if born in Australia.
- Completed enrolment and medical consent forms.
- Immunisation record if available.
- Proof of residence (e.g. utility bill or driver's licence).

Online enrolment is available at: https://www.education.act.gov.au/public-school-life/enrolling-in-a-public-school

LENGTH OF STAY

The usual length of time for children in the IEC is two terms or 20 weeks. However, each child has different needs and abilities so extension may be considered. All extensions must be approved by the ACT Education Directorate. Guided by teacher judgement, your child may require less 20 weeks in the IEC if their language development is progressing steadily.

SCHOOL HOURS AND SUPERVISION OF CHILDREN

Classes begin at 9:00am. There is a teacher on duty in the playground and at the basketball court from 8:30am to supervise children before school. **Children should not arrive at school before 8:30am as there is no supervision**. IEC children should be picked up from the front of the school at 2:45pm.

The school's office is open from 8:30am – 3:30pm, Monday to Friday.

LEARNING PROGRAM

The aim of the IEC is to prepare children of primary school age for the English language demands of mainstream classes in Australian schools. The IEC provides children with intensive, specialised instruction in English in a supportive and safe environment.

The program is similar to that in a mainstream primary school but with a strong focus on language acquisition. It uses the Australian Curriculum which includes the learning areas of:

- English, including listening, speaking, reading and writing
- Mathematics
- History and Geography
- The Arts
- Science and Technology
- Physical Education and Health
- Social Skills

ASSESSMENT AND REPORTING

Each term children are assessed by their teachers in variety of ways including observation, checklists and work samples. Families receive either a written Progress Report at the end of the term (for children attending an additional term/s) or a written Graduation Report if it is their final term at the IEC. Teachers also conduct parent interviews during each term.

Parents should contact the school to arrange an appointment to talk to teachers about their child's progress if they have any questions or concerns.

SUPPORTING YOUR CHILD'S LEARNING AT HOME

Home Reading

In their first week of school, your child will receive a home reading bag and a book. This book is sent home with your child to be read to you at home. A thorough book orientation that familiarises the child with the book's content will occur at school to set your child up for success. Home reading books are changed daily.

Library

Each class has a library time once a week. During this time children borrow two library books to take home for a week. Library books need to be returned before new books may be borrowed. Your child will be provided with a library bag in their first week at school.

Speaking in English and your Home Language

It is important to continue to speak, write and read to your child in their home language. Research shows that continuing to use home languages alongside their new language acquisition will make the process of learning English faster and easier. Doing this will help them:

- learn at school
- build their identity and culture
- learn English.

It can take your child some time to learn English after their first language. Your child will not be disadvantaged if they don't speak English at home.

EXCURSIONS

Excursions are part of the educational program to enrich student learning at Charnwood-Dunlop School. If students use any form of transport, families will be advised in advance and asked to give permission, in writing, for the child to attend. Teachers also invite community experts, such as Kenny Koala, and performing artists to visit the school and share their knowledge.

Families will be notified of all excursions in writing and asked to give written permission for their child to participate. Please ensure that all excursion permission notes plus payment are given to your child's teacher. The cost of excursions is usually met by parents; however special arrangements for students in need may be made, upon request.

STUDENT ENGAGEMENT AND WELL BEING POLICY

Positive Behaviour for Learning (PBL)

Positive Behaviour for Learning (PBL) is a proactive, positive discipline model that assumes prosocial behaviours should be taught. This teaching-based model can be used for addressing behaviours in any school setting or for targeting specific behaviours with groups of students or with individual students. Consequences are clearly defined and taught to students.

When implemented, PBL ensures:

- students respond positively as they have been taught what is expected of them
- staff deliver consistent responses to student learning and behaviour
- students feel safe and cared for at school
- parents, family and community are more involved in school life; and
- unproductive and challenging behaviour can be significantly reduced for most students

The program at Charnwood-Dunlop School is based on the belief that all students are safe, respectful learners.

Students are supported with:

- explicit teaching of positive behaviours
- a behaviour expectation matrix and flowchart
- positive reward system, including points
- visual prompts for expected behaviours around the school
- defined responses for behaviour

ASSEMBLIES

Assemblies are held every fortnight to congratulate children on their academic and social achievements. You will be invited to attend the assembly if your child is receiving an award.

COMMUNICATION AVENUES WITH STAFF

Our school recognises the importance of positive family and staff relationships. We encourage:

- Sharing knowledge to enhance the growth and development of your child

- Developing positive relationships with families that are based on mutual trust and open communication
- Developing a sense of belonging to the Preschool and wider school, for the children, families and staff.

Contacting the Class Teacher

Please contact the class teacher if you wish to discuss concerns, seek feedback or provide information about your child's academic or social progress. Please make an appointment in advance – before or after school on Mondays/Thursdays/Fridays as that is usually the best time. Alternatively, you can email or call the class teacher regarding your child.

Contacting the Executive Teacher

Please contact an executive teacher after the class teacher if:

- You wish to explore further support or intervention for your child.
- You feel a matter raised has not been adequately resolved or addressed.
- You require further communication and clarification about a matter and require input or advice.

Contacting the Deputy Principal or Principal

Please contact the Deputy or Principal if you have communicated with your child's teacher and an executive teacher and feel you need further support. Please contact the Front Office on 6142 2680 to make an appointment.

Newsletter

The school newsletter is published every Thursday fortnight. The contents of the newsletter include a focus on learning and PBL, school/area events, meetings, community news and feature articles. If you would like to contribute to the newsletter, please contact the Front Office on 6142 2680.

Generally, school notices and newsletters will be emailed to you. If you do not have access to email, please inform the Front Office staff and they will provide the youngest sibling with a paper copy.

Using the Translating and Interpreting Service (TIS)

The Translating and Interpreting Service provides phone interpreting in over 150 languages for people who have difficulty speaking English. For more information see www.tisnational.gov.au

HOME SCHOOL TRANSITION VISITS

As children near completion of their studies at the IEC, a transition program is organised by the school between the IEC and the child's referring/ enrolment area school. Families are responsible for transporting their child to and from the visit. The aim of the transition process is to support children, parents, and school staff in the effective transfer of a child to a new educational setting.

BREAKFAST CLUB

We offer all children free breakfast each morning from 8:30 – 8:55am, at the Canteen. Children are welcome to have toast, fruit, milk and water.

Please notify the school of any dietary requirements and we will endeavour to accommodate your child's needs.

ABSENCES AND LEAVING THE SCHOOL

Please call the school in the morning if your child is going to be absent that day. If your child is not feeling well, please keep them home and do not send them to school sick.

If you need to collect your child during the day, or bring them to school late, please do so via the Front Office, so our staff can amend the Attendance Register accordingly.

For longer absences and family trips of a week or more, please email the school.

If your child accesses transport services, please call Special Needs Transport on 6205 3555 to cancel services whilst your child is unwell.

BEFORE AND AFTER SCHOOL CARE

Before and After School Care is provided by Belconnen Community Services in the school hall. For information about this please call 6264 0268 or 62640276, alternatively you can email csat@crcs.com.au

WHAT TO BRING EACH DAY

A school bag with your child's name, their lunch box with a piece of fruit, morning tea and lunch (which cannot be heated) as well as a drink bottle for water. *All items should have your child's name clearly marked on them.*

FOOD ALLERGIES AND ANAPHYLAXIS

Charnwood-Dunlop School is committed to providing an Anaphylaxis Friendly environment, minimising exposure to foods such as peanuts and tree nuts, eggs, dairy, gluten and particular fruits. Anaphylaxis is a severe allergic reaction which is potentially life threatening. Most cases occur after a person with a severe allergy is exposed to the allergen to which they are allergic, usually a food, insect sting or medication. It is common for a child with a SEVERE anaphylaxis reaction caused by peanuts and tree nuts (including but not limited to almonds, cashews, macadamia nuts and pistachios) to be part of our school community.

To assist us in providing a safe environment for everyone, we ask that you avoid including foods that may contain nuts in your child's lunch box. These may include:

- peanut butter, Nutella or similar
- baked goods/biscuits containing nuts/muesli bars
- foods containing peanut oil
- pesto

If your child has special food requirements, please see your child's class teacher.

SCHOOL UNIFORM

Children attending the IEC are not expected to wear full school uniform, however we offer the option of children wearing the Charnwood-Dunlop School short or long sleeve polo shirt as it helps the children to identify with our school.

Shirts with the school logo are available for purchase at the front office of our school. You may alternatively buy a plain polo shirt (bottle green colour) from shops such as Target, Best & Less, Kmart or Big W. If you are happy to purchase a second-hand shirt, we have many in our clothing pool that may be purchased for $5 each.

TRANSPORT

Families are responsible for transporting their children to school. However, we do have a short term, temporary transport assistant program to support the families and children who meet eligibility criteria set by the Education Directorate. If you need any information about these criteria, please discuss this in your Enrolment Interview, or contact Annabelle Di Stefano.

If your child is usually on the bus but is not coming to school on a particular day, it is your responsibility to ring and notify Transport Canberra on 6128 9313 and notify the school on 6142 2695.

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Bettington Circuit, Charnwood ACT 2615
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Email: info.BPIEC@ed.act.edu.au