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# Charnwood-Dunlop School

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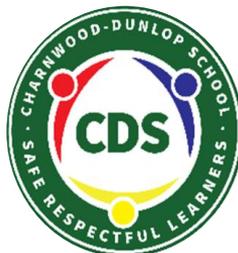


# Family Handbook

Belconnen Primary Introductory English Centre



**ACT**  
Government  
Education





## A MESSAGE FROM THE PRINCIPAL

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I am delighted and proud to be the Principal of Charnwood-Dunlop School.

Charnwood-Dunlop School is a professional learning community with a strong focus on teaching and learning the Early Years Learning Framework and the Australian Curriculum to our diverse range of students.

We have high expectations for all students and our professional staff dedicate themselves to providing every student with the opportunities they require to learn and succeed. We value the positive partnership between home and school, and we are committed to working together to ensure that all our students reach their full potential. Our dedicated and energetic P & C and School Board are pivotal in the positive success of our school.

Charnwood-Dunlop School is a Restorative Practices School. Restorative practices emphasises the value of restoring relationships. Students are accountable for their behaviour and work together to listen to each other's perspectives, build empathy, repair harm and find ways to move forward.

To further support our students, Charnwood-Dunlop School is a Positive Behaviour for Learning (PBL) school. PBL is a proactive, positive behaviour model that is based on the assumption that desirable behaviours need to be taught. This model can be used for developing positive behaviours in any school setting. Expectations and consequences are clearly defined and taught to students. Following these simple but effective frameworks has a positive influence on the way students, staff and our community build positive relationships each day.

The Belconnen Primary Introductory English Centre (BPIEC) opened at Charnwood-Dunlop School in 2011. This important addition to our school provides valuable learning in intensive English language for primary students from the Belconnen area with little or no English language for two to three terms before they transition to their local school. The inclusion of the BPIEC provides a unique opportunity for all of our students to develop intercultural understandings, create connections and develop an appreciation of diversity in our global society.

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

***Deb Lowrey***

# 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

### Administration

Somma Burge

### Teachers

Shadreck Nyamukuvhengu

April Tan

Rosemary Radford

### Learning Support Assistant

Khaing Htun

### School Leader

Marni Payne

School Phone number: 02 6142 2680

Email: [info.BPIEC@ed.act.edu.au](mailto:info.BPIEC@ed.act.edu.au)

[info@charnwoodps.act.edu.au](mailto:info@charnwoodps.act.edu.au)

## 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 are 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. A bi-lingual Learning Support Assistant works with students in class and supports the teachers with administrative tasks.

The staff work in partnership with parents, the school, the community and the ACT Education Directorate (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.

## Hours of Operation

Monday to Friday 9.00 am - 3.00pm

## Eligibility Criteria

The BPIEC program is open to students 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  
Ph: 6205 9178 Fax: 6205 9239 Web: [www.det.act.gov.au](http://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 International Education Unit.

## Enrolment Procedures

Parents of students enrolling at the BPIEC need to make an appointment for an interview and 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 forms and medical consent form
- Immunisation record if available
- Proof of residence (e.g. utility bill or driver's licence)

The online enrolment is available at: <https://form.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1087>

## Learning Program

The aim of the IEC is to prepare students of primary-school age for the English language demands of mainstream classes in Australian schools. The IEC provides students 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 includes:

- 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 students are assessed by their teachers in variety of ways including observation, checklists and work samples. Parents and carers receive either a written Progress Report at the end of the term 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.

## 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.

## Assemblies

Assemblies are held every fortnight to congratulate students on their academic and social achievements. At Charnwood –Dunlop School we follow a Positive Behaviour for Learning philosophy. Students are guided by expectations they have created in three areas of Safety, Respect and Learning.

## School Transition Visits

As students near completion of their studies at the IEC a transition program is organised between the IEC and the student's local school. The aim of the transition process is to support students, parents and school staff in the effective transfer of a student to a new educational setting at the new school.

## Voluntary Contributions

The IEC provides all the books and pencils your child will need. Parents are asked to pay a voluntary contribution to cover supplies and equipment (e.g. paper, pencil, paints, cooking ingredients, library books and exercise books)

## Length of Stay

The usual length of time for students in the BPIEC is two terms or 20 weeks. However, each student has different needs and abilities so extension may be considered. All extensions must be approved by the ACT Education Directorate.

## Supervision of Students

Classes begin at 9.00am. There is a teacher on duty in the playground and in the ABC Café from 8.30am to supervise students before school. Students should not arrive at school before 8.30am. Students should be picked up from the front of the school at 2.45pm.

## Absences and Leaving the School

Please call the school in the morning if your child is going to be away from school. If your child is not feeling well please keep them home and do not send them to school.

There is a sign out folder at the front office of the school. Please sign your child out if you need to take them out during the day and sign them in when they return to school.

## After and Before School Care

After and Before School Care is provided by Belconnen Community Services in the school hall. For information about this please call 6242 0200 or 0408 449 173.

## What to bring each day

- A school bag with your child's name, address and phone number clearly written inside the bag
- A lunch box with a piece of fruit, morning tea and lunch as well as a drink bottle for water
- A wide brimmed hat

**All items should have your child's name clearly marked on them.**

## School Uniform

Students attending the IEC are not expected to wear full school uniform, however we ask that students wear the Charnwood-Dunlop School short or long sleeve polo shirt as it helps the students to identify with our school.

Shirts with the school logo are available from The Uniform Shop, Luke Street Kippax, Phone: 6255 3876. 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 a gold coin donation.

## Bus 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 students who meet the eligibility criteria in IEC programs. If you need any information about these criteria, please contact Sommai Burge.

**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 the bus company on 6128 9313.**



**Charnwood-Dunlop School**  
Bettington Circuit, Charnwood ACT 2615  
Phone: 6142 2680  
Email: [info@charnwoodps.act.edu.au](mailto:info@charnwoodps.act.edu.au)

