Bannockburn Primary School has provided an outstanding education to primary aged students in the Bannockburn area since 1892.
Our school continues to grow as does the Bannockburn community. We remain committed to providing the best educational outcomes for all our students. Under our current 4 year Strategic Plan the school has committed to:
Improving student learning outcomes with a focus on Literacy and Numeracy.
Improving student safety, engagement and connectedness.
Improving transition for students entering the school.
Enhancing the use of digital technologies across the school.
We welcome parental involvement in all aspects of the school.

 Purpose:
To provide a caring, challenging and dynamic learning environment that engages students who work to achieve their personal best in an atmosphere of mutual respect and cooperation using our TRIBES® Agreements.

 Values:
The following values are seen as being central to the life of our school and how all members of the school community should conduct themselves:
 Care  Respect
 Commitment  Responsibility
 Teamwork  Learning and Achievement

These values are in turn supported by a statement of beliefs concerning our purpose as a school that “provides a caring, challenging and dynamic learning environment that engages students who work to achieve their personal best in an atmosphere of mutual respect and cooperation using our TRIBES® Agreements” and the conditions we believe are most critical to ensuring that this purpose is achieved include:
• Positive relationships (Mutual Respect)
• High expectation (Personal Best)
• Engaged and responsible students (Attentive listening)
• Genuine participation (Personal Best)
• A relevant and inclusive curriculum (Participation)
• A supportive and stimulating environment (Appreciations / No put downs)
• Quality facilities
Bannockburn Primary School services a growing community. An expected continued strong growth in student numbers as Bannockburn expands and the Geelong ring road brings the two major centres of Melbourne and Geelong closer to us we must look at building a sense of community for a large number of new families.

The school community is planning for a large enrolment on a small site and the resourcing, wellbeing and student safety issues that will arise. In the near future decisions will need to be made on future educational provision in Bannockburn and to begin to develop pathways for Kinder to post-compulsory education for all Bannockburn children.

The school boasts a talented and professional staff. An influx of graduate teachers over the term of this plan means that we must ensure strong Professional Learning Teams and to implement and extend our accredited Performance and Development culture.

Bannockburn Primary School is building a strong student-centred curriculum based on the Essential Learning Standards, with a major focus on Literacy and Numeracy. We also have a commitment to curriculum extension activities to extend, engage and challenge all children. We have been involved in a range of innovative programs under the HIHAHE (High Interest, High Achievement, High Expectations) program to develop a school wide approach to meeting the individual needs of all children.

We use the Effective Schools Model to guide our focus on school improvement. The development of clear teaching and learning guidelines, planning for a structured learning continuum that caters for all (with an emphasis on high and low achievers) and a differentiated curriculum underpin our current work. We have put in place steps (such as employing extra staff) to allow for small group instructions. Teachers in their teams plan for ‘point of need’ teaching for all children.

We have a commitment to student wellbeing based on a whole school community adoption of the TRIBES® process. We will also continue to develop resilient children and explore further programs to increase student wellbeing such as the Allanah & Madelin “Best Buddies” program.

The curriculum is supported by a commitment to embedding ICT meaningfully into all teaching and learning with a focus on students using ICT to communicate understanding and enjoyment of their learning. ICT is also used for planning and instruction by staff. We have begun the implementation of digital technologies such as Interactive Whiteboards to enhance teaching and learning across the school. We strive to off innovative learning opportunities for all students and have been recognised for such projects as our Solar Boats program, The use of Digital Microscopes across the curriculum and many more.

This is an area that we will focus on in the future.

We are involved in the Building Futures program (stage4),

With a P-9 educational facility planned on a new site in the near future. We are exploring choices for future educational provision in Bannockburn that encompass pathways for Kinder to post-compulsory education for all Bannockburn children.

Rob Nelson
Principal
Bannockburn Primary School
Welcome to Bannockburn Primary School. At Bannockburn P.S. we provide a caring, challenging and dynamic learning environment. At Bannockburn, learning occurs in an open and friendly environment where children, parents and teachers are encouraged to work together. We welcome all parents to be actively engaged in their child’s education. Please feel free to contact the school at any time to discuss your child’s education and progress. Parents are welcome to be classroom helpers, assist with excursions and camps, sports and activity days and through working bees, School Council and the PFA.

Our school follows the TRIBES agreements of :-

- MUTUAL RESPECT
- PERSONAL BEST
- ATTENTIVE LISTENING
- APPRECIATION - NO PUT DOWNS
- PARTICIPATION / THE RIGHT TO PASS

Robert Nelson
Principal
Bannockburn Primary School

SCHOOL CONTACTS

PRINCIPAL                      Rob Nelson
ASSISTANT PRINCIPAL           Jan Squire
BUSINESS MANAGER              Carol Cations
SCHOOL COUNCIL PRESIDENT      Dean Bayden
PFA PRESIDENTS                Frances Dillon &
                               Mandie Jervies

SCHOOL PHONE NUMBER           5281 1755
SCHOOL FAX NUMBER             5281 1383
SCHOOL EMAIL                  bannockburn.ps@edumail.vic.gov.au
SCHOOL WEBSITE                www.bannockburnps.vic.edu.au
SCHOOL ADDRESS               High St Bannockburn 3331

AFTER SCHOOL CARE
PHONE NUMBER                  0433 721 264 (The school Coordinator only)
Bookings/Cancellations       1300 366 437
## TERM DATES

<table>
<thead>
<tr>
<th>TERM</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERM 1</td>
<td>29(^{th}) Jan – 3(^{rd}) April</td>
<td>28(^{th}) Jan – 26(^{th}) March</td>
<td>1(^{st}) Feb - 8(^{th}) April</td>
<td>1(^{st}) Feb – 30(^{th}) March</td>
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<tr>
<td>TERM 2</td>
<td>20(^{th}) April - 26(^{th}) June</td>
<td>12(^{th}) April - 25(^{th}) June</td>
<td>26(^{th}) April - 1(^{st}) July</td>
<td>16(^{th}) April – 29(^{th}) June</td>
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<tr>
<td>TERM 3</td>
<td>13(^{th}) July – 18(^{th}) Sep</td>
<td>12(^{th}) July – 17(^{th}) Sep</td>
<td>16(^{th}) July - 23(^{rd}) Sept</td>
<td>16(^{th}) July – 21(^{st}) Sept</td>
</tr>
<tr>
<td>TERM 4</td>
<td>5(^{th}) Oct - 18(^{th}) Dec</td>
<td>4(^{th}) Oct - 17(^{th}) Dec</td>
<td>10(^{th}) Oct - 22(^{nd}) Dec</td>
<td>8(^{th}) Oct – 21(^{st}) Dec</td>
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</tbody>
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(Please note that these start dates for Term 1 are subject to change)

## SCHOOL HOURS

- School Hours: 9.00am - 3.30pm
- Morning Recess: 11.00am-11.30am
- Lunchtime: 1.30pm - 2.30pm
- There is no Afternoon Recess.

All students will need to bring a substantial snack for morning recess due to the later time for our lunch break.

It is important to note that staff supervision of students in the playground is between 8.45am - 9.00am and 3.30 pm-3.45pm (along with all recesses).

There will be no supervision for students arriving prior to 8.45am and any students who remains in the school grounds after 3.45pm will be taken to the safety of the school office and wait for their parents to collect them.

- Office Hours: 8.00am - 5.00pm

A staff member will be in attendance in the office during the aforementioned times. Please feel free to contact the school during these hours if you require assistance or wish to leave messages.

## SCHOOL UNIFORMS

The full range of the school’s uniform is available from:-

- Geelong Uniforms
  164 Malop Street
  Geelong Vic 3220
  Phone 5224 2229

School hats, school bags, art smocks and library and reader bags are also available for purchase from the school’s office. There is also an
opportunity to order school kilts through our Uniform Coordinator, Mrs Sue Bath. Sue will take orders for kilts in March. Kilts are also available at Geelong Uniforms, but the price may vary from the kilts purchased through the school.

There is also a limited supply of second hand clothing available from our Secondhand Uniform shop. Sue opens the Rob Nelson Education Centre every Friday between 8.30am - 9.00am for anyone wishing to make a purchase.

Rugby tops are only worn by the Grade 6 students and are also available through Geelong Uniforms.
For further information on uniforms, please contact Sue Bath on 5281 1253 or phone the school on 5281 1755.

**SUNSMART POLICY**

Bannockburn Primary School is a Sunsmart School. All pupils are expected to wear broad-brimmed hats when outside in Terms 1 & 4. Students not wearing a hat will have to remain in the shade. Students are also permitted to bring their own sunscreen (SPF 30+) and sunglasses for extra protection.

**BOOK LISTS**

For convenience and fiscal reasons the school purchases all books and classroom equipment in bulk and then distributes student packages on the first day of the new school year. Payment for these books and equipment is covered in the Student Payment. (The Student Payment will be explained later in the book).

**REPORTS**

Bannockburn Primary School provides parents with 2 written reports (June/July & December). Our reporting format follows that set by the Departments of Education and Early Childhood Development, as well as having room for teachers to comment on social progress, attitude to learning etc.

Interviews are held three times a year:-
- Early in the year around Feb/March, where parents and teachers can share information on students that will assist learning.
- After the mid-year reports in June/July, to acknowledge learning and to set goals and plan for further learning.
- The third and final set of Interviews are held in December, after end of year reports, to celebrate success and to share information that may assist in the transition to the next class.
**HOMEWORK**

Bannockburn Primary School Council determines the homework policy for all students. Homework is designed to strengthen learning for students and to allow parents to share their child’s learning with the class teacher. For details on homework, please contact your child’s teacher or the Principal.

**VOLUNTARY CONTRIBUTIONS**

A fee of $65.00 is set for parents wishing to pay the Voluntary Contribution. Whilst curriculum programs are funded by Government grants, to give our students access to the very best resources and facilities available, the $65 payment is a vital part of our revenue budget.

**STUDENT PAYMENT SCHEDULE**

Every Student is required to pay the Student Payment Schedule. This payment covers:-

- Student Booklist
- Classroom Requisites
- Class Excursions
- Incursions
- Special Events
- Sports Days
- End of Term Events- Including Hot Lunch Days.

This method of payment has three major benefits for parents:-

- Parents no longer have to pay for each and every activity separately.
- Costs are reduced (especially booklists) because we can bulk purchase.
- No longer looking for change for each child and activity.

Under this payment schedule, once parents have made a full payment, the only other costs are other costs are optional ones:-

- Camps
- Swimming
- School Photos
- Activities for small groups-Zone Sports, Peak Fitness
- Voluntary Contributions

**PRE PRINTED SCHOOL ENVELOPES**

When collecting money for various events at the school, parents will receive a note detailing the activity, together with a collection envelope. These envelopes are also available for parents/guardians wishing to make payments at the office and via the Express Deposit Box.
**EXPRESS DEPOSIT BOX**

The school has installed a locked EXPRESS DEPOSIT BOX. The box is situated to the right of the reception desk in the office area and is designed for people who just want to, “pay and go”. If you need to return a note or make a payment and do not need to speak with a staff member, just deposit your note/envelope in the deposit box and go. We ask that you ensure that all relevant information is printed clearly on the envelope. (The envelopes will be explained later in the book). The box is checked and cleared a number of times during the day. When money has been deposited a receipt will be printed and sent home the following day.

**EDUCATION MAINTENANCE ALLOWANCE- EMA**

This is a government allowance for those parents holding a current Health Care Card at the start of Terms 1 and 3. The allowance is $105, per child per year, with the school receiving an equivalent amount. Parent receives $75.25 in the first Term and $32.25 in Term 3. A separate note is sent to EMA recipients regarding their preference for use of the school portion.

**CONVEYANCE ALLOWANCE**

The Conveyance Allowance is payable to families who live more than 4.8 kms by the most direct route from their nearest school, or 4.8 kms from the school bus stop. The allowance is also payable to families who choose to send their children to the next nearest school, providing that they live more than 4.8 kms from their nearest school. If you use the school bus, you are not eligible for this allowance unless you live more than 4.8 kms from the nearest bus stop. The allowance is paid twice yearly - at the end of Term 2 and Term 4.

**SIGN IN/SIGN OUT BOOK**

For Occupational, Health and Safety reasons and the safety of the students, we require all visitors to sign in/sign out during their visit to Bannockburn P.S. This includes all visitors and parents assisting at the school.

**ABSENT FROM SCHOOL**

If your child/children are absent from school for any reason, we ask parents/guardians to notify the school of their absence. This can be done by either telephoning the school, letting the office staff know in person or by a written note. As a safety precaution and in line with The Department of Education and Early Childhood Development regulations, it is required that a parent/guardian and not another student, explain a student’s absence.

If a student is away from school for a longer period than first indicated, it is necessary for the parent/guardian to re-contact the school to revise the student’s return date. Should parents/guardians need to take their child/children out of school for any reason, they must first call at the office to receive a notification slip to take to their child’s classroom, authorising the child to leave with the person specified.
**SICK BAY**

Students who become unwell or who are injured during school hours, will be cared for in Sick Bay where our First Aid trained staff will assess the severity of the illness/injury. If it is deemed necessary, the office staff will contact the child’s parents/guardian as soon as possible. Every effort will be made to contact parents/guardian but if the staff are unable to make contact, the student’s emergency contacts, as listed on their enrolment form, will be contacted. A note will be sent home to parents/guardians informing them of all Sick Bay attendances and treatments.

**HEAD LICE**

The School conducts regular head lice checks twice a year with a registered nurse. A copy of our Head Lice Statement/Permission Form is enclosed in our Enrolment Package. As this is a continuing problem in schools, we ask that all parents regularly check their children’s hair and treat where necessary. We also ask that the school be notified of any outbreaks.

**EXCURSIONS**

Each year teachers plan a major incursion/excursion for each class level and also a number of visiting programs. These activities are planned to enhance the classroom program and to challenge and stimulate children in their learning. Payment for these activities, which are an integral part of the classroom curriculum program, are included in the student payment.

**PERMISSION FORMS**

A General Permission Form for Activities Close to School, Permission to Photograph and display photographs of your child and a form to check Headlice are included in your child’s enrolment package. These forms indicate the wishes of the parent/guardian and are stored for the duration of the child’s time at Bannockburn P.S. If at any time parents/guardians wish to make changes the forms, this can be done by contacting the office. An Accident Declaration Form and a Local Excursion form are also included in your child’s enrolment package, and are updated annually. These forms eliminate the need for special permission forms for activities/walks, media/advertising etc. in and around the local community.

Any excursions outside the area will have a separate note including a permission section that **must be signed** to allow your child/children to participate. These forms need to be returned to the school prior to the day of departure. Students will be unable to attend the excursion if the permission note has not been returned to the school. Camps will have a specific Permission Form with more detailed information being required.
**STUDENT INFORMATION**

In accordance with the Privacy Act, all student information is kept confidential. Student details are updated at the start of each year, but as some details can change during the year, we ask all parents to keep the school informed of any change to this data.

**NEWSLETTER**

Our weekly newsletter is very important as this is our main and most regular form of communication to parents and the wider school community. Each week the newsletter includes the following articles:

- A Principal’s Report,
- Around the Classrooms
- PFA News
- Excursion/Activity Reports
- Students of the Week
- Community News
- Date to Remember

The newsletter is sent home with the eldest child every Wednesday. We ask that you take a few moments each week to read the newsletter so you and your family can keep up to date with the happenings of the school.

**ASSEMBLY**

Our school assembly is held fortnightly in the school stadium. This assembly is held to enable the school to celebrate the achievements of students. Such achievements include: academic success, use of the TRIBES agreements, music, art, sport etc. The date for the assembly is printed in the weekly newsletter.

**SCHOOL COUNCIL & JUNIOR SCHOOL COUNCIL**

Our School Council consists of the Principal, 2 staff members and 7 Parent Representatives and they meet on a monthly basis (3rd Monday of the month). Elections for council members are held in March each year and parents of children at the school are eligible to nominate.

We also have a Junior School Council active in the school and they meet regularly and put forward suggestions and ideas from students.
PARENT HELPERS

An important part of the classroom is parental assistance and we strongly encourage parents helping in classrooms. The school provides training for parents to assist with Literacy and Numeracy. The training program is run once a year, generally in Term 1. Parents who wish to be involved should contact the office. Classroom Helpers must also obtain a, “Working with Children Check”
A “CLASSROOM HELPER” badge must be collected prior to going to the classroom.

STUDENT SUPPORT SERVICES

There are a number of support services for students: Speech Therapy, Educational Psychology, Social Worker, Counsellor, School Nurse etc. Parents/guardians wishing to access a student support service, should contact the Principal. There is no cost for these services.

CHAPLAINCY & WELLBEING PROGRAM

Bannockburn Primary School is fortunate to be able to offer this Federally funded program. Since the introduction of the program in July 2007, our Chaplain, Mrs Frith De Vries, has become an integral member of our school community.
Frith not only works closely with students, families and staff during the time she spends assisting staff and participating as classroom support, but her role extends to assisting the school community in a number of varied areas such as:-

- Loss or grief
- Marital and family difficulties
- Loss of employment
- Chronic illness
- Self esteem
- Interpersonal and social skills

If you would like to take advantage of our Chaplaincy Program or would like further information please don’t hesitate in contacting the school office.

RELIGIOUS EDUCATION

Our school uses the agreed syllabus “Religion in Life” Program for all grades. A consent form for your child’s participation in this program is included in our enrolment package and is updated yearly. Children not taking part in Religious Education are given alternative programs under supervision in the classroom. All the staff teaching this syllabus have been trained and hold a Working with Children Check.
TRIBES

TRIBES is a process that creates an environment that maximizes the learning and personal development of students. Bannockburn is committed to the TRIBES program and aims to have all teaching staff trained in the TRIBES program. Children and staff are expected to honour the TRIBES agreements, which are: Attentive Listening, Mutual Respect, Appreciation-No Put-Downs, Participation and Personal Best. The Buddy Program will focus on TRIBES activities. Feathers are awarded to children following the TRIBES agreements.

BUDDY PROGRAM

The Buddy Program is designed to provide support for students across the whole school. At the commencement of the school year all students are paired up with a “Buddy”. Every Monday morning students meet up with their buddy and participate in an activity. During the year there are also a number of special events such as Footy Day, Easter and Christmas activities in which the Buddies work closely together. The Buddy Program has proven to be a great help for the Preps during their transition period at the beginning of the school year. The Preps and their Grade 6 Buddies are involved in a number of one on one activities which help form a bond.

KIDS FUNDRAISING ASSOCIATION

Our Grade 5 and 6 children are involved in raising funds for community based programs such as; SIDS, Jump Rope for Heart, Winter Sleep Out etc. The students are responsible for the organisation and running of all KFA fundraisers in which all money donated goes directly to the nominated charity.

SCHOOL CONCERT

The school concert is a bi annual event held at the end of Term 3, at Costa Hall. All students are expected to participate in the concert as each class performs an item on the night.

SCHOOL BANKING

The school offers Student Banking every Friday. The students send their money and deposit books to the office via their classroom teacher. The office will then process the deposit and return the books to the classroom by the end of the day. Application Forms are available from the school office.
**BICYCLES & BIKE ED PROGRAM**

Bannockburn Primary School implements the Bike Ed program for students in Grade 5 to teach students bicycle and road safety. Only students in Grades 5 & 6 are encouraged to ride their bike to school. Bicycles must be placed in the bike racks near the garden shed. Bicycles must be walked in the school grounds.

**LOST PROPERTY**

Where there a children there is inevitably Lost Property. To help control this endless problem, we ask that all items, either worn or brought to the school, be clearly marked with your child’s name. At the end of each term any Lost Property remaining is put on display for collection. Any unclaimed items will be washed and donated to charity. Please feel free to check our Lost Property at anytime. All Lost Property is stored in Sick Bay. We would suggest that any valuable or treasured items not be brought to school incase of damage or loss, which can cause distress for children.

**SCHOOL PHOTOS**

School photos are taken each year—usually 1st term. Parents may choose to use this opportunity to purchase class, individual and family photos. All children are photographed for I.D. purposes.

**LUNCH ORDERS**

Our school does not operate a school canteen. However, lunches may be ordered from the Bannockburn Café (situated in the shopping complex), Terri’s Takeaway, JJ Pizzas (both diagonally opposite the school), Cool Café (Burn Fitness and Lifestyle Centre) and Grippa’s Bakery (Burns St). Lunches are paid for by parents when ordering. These outlets deliver the lunches to the school prior to the lunch break and monitors distribute the orders to the grades. If for any reason your child/children does not have lunch and we are unable to make contact with the parents, a lunch will be provided and a note informing parents of the cost will be sent home. It would be greatly appreciated if payment for the lunch could be sent to the school as soon as possible.

**MUSIC PROGRAM**

Bannockburn P.S. provides a facility for students to learn a number of musical instruments. The keyboard/piano and guitar are taught by Monea Music Centre and the violin is taught by Ms Alison Rose. These lessons are at an extra cost to the parents. Lessons are conducted during class time and children are taken out of class on a rotational basis, thus not missing out on the same subject each week. If you would like your child/children to participate in these lessons, please contact the office for further details.
**SCHOOL BUS**

Bannockburn Primary School has a school bus service. The route includes: Midland Hwy, Bakers Bridge Rd, Steiglitz Rd and Russell’s Bridge Road. Children are picked up and dropped off at the designated bus stops each school day. Parents are responsible for the supervision of children from their homes and at the bus stop. This bus service is available as a free bus service for students traveling to and from their nearest school. Students who live closer to another Government school, but are attending Bannockburn P.S. may access the bus service as a “fare paying” student. Applications for the bus are available from the office. Families using this service may also be eligible for the

**MOBILE LIBRARY**

As a support to our school library, students have fortnightly access to a Mobile Library Service. (This service is open to all Bannockburn residents). Prior to accessing this facility, students are required to a member of The Greater City of Geelong Regional Library. Students wishing to become a member must first complete an application form, which can be collected at any of the Regional Libraries or through the Mobile Bus service. It is important to note that students must have parental/guardian consent to access this service.

**OUT OF SCHOOL HOURS CARE PROGRAM**

The school has contracted EXTEND, a private company, to provide an Out Of School Hours Care program for students at Bannockburn Primary. The staff delivering these sessions are both highly experienced and have the appropriate paper work and training for working with children. The Before School Care Program runs between :-

**7.30 am - 8.45 am**

The After School Care Program runs between:-

**3.30 pm - 6.00 pm**

Vacation Care Programs are delivered during school holidays and run from **7.30 pm - 6.00 pm**. The cost of these sessions will vary depending on parent’s eligibility for Child Care Tax Rebate and the Child Care Benefit. All students attending any of the session must be register with EXTEND. For bookings/cancellations or if you would like further information please contact Extend directly on 1300 366 437.

**WORKING BEES**

Working Bees generally occur once a term and are an important aspect of our school community. Working bees provide a chance for maintenance work to be undertaken around the school and to ensure the grounds remain a safe and attractive place. Most working bees are held in the morning and then followed with a BBQ lunch.
SCHOOL GARDENING ROSTER

This roster is a voluntary system in which families give up a morning a term in order to assist in the general upkeep of the school grounds. Families are given the job of mowing and edging a designated area as well as sweeping or blowing stones etc. from paths. The roster generally involves a commitment of one morning three, or four times a year.

PARKING

Parents are asked to park ONLY in the designated parking bays in High Street, Milton Street and Burn Street. PLEASE DO NOT PARK IN DRIVEWAYS. Children should only cross the road using the school crossing (High St) or accompanied by a parent. We ask all drivers to drive slowly around the school and to obey the speed limits in the school’s vicinity. Please be aware of children leaving and entering the school.

VEHICLES IN SCHOOL GROUNDS

If there is a need for you to drive onto the school grounds during school hours, we ask that you obtain permission prior to arriving at the school. On your arrival it is then necessary for you to attend the office and speak with a staff member.

PARENTS AND FRIENDS ASSOCIATION-PFA

We have a very hard working and effective PFA who raise a considerable amount of money for our school each year. The highlight of their fundraising year is our Annual Twilight Fair in November. You will be asked to participate and assist in the school’s fundraising where possible as ultimately, your child benefits from the money raised.

TWILIGHT FAIR

Each year the school holds a Twilight Fair on the evening of the 2nd Friday in November. This is a whole school event with all classes organising a stall. The Twilight Fair is a major fundraiser for the school and funds raised are used to allow the school to purchase extra equipments and resources for student use (computers, books, sports gear, music equipment etc).

WALKATHON

Our Walkathon is conducted in Term 1 or Term 2 of the school year. The Prep-2 children walk 3km and Grades 3-6 walk 5km. Children seek sponsorship for their walk and the PFA provide drink stations along the route with a BBQ at the conclusion of the walk.
**HOT LUNCH DAYS**

PFA conducts a Hot Lunch Day each Term. Students are issued an order form to take home and complete and then to be returned by a given date. (Please Note: Some of the senior students complete their orders at school.) Costs for these special days are incorporated in your Student Payment Schedule.

**BOOK CLUB ORDERS**

Order forms are sent home with each grade at regular intervals throughout the year and parents may choose to order books for their children. Money and completed order forms should then be returned to the classroom teacher for collection by the Book Club Coordinator.

**BOOK FAIR**

The Book Fair is held once a year in the school Library, for a week. A wide range of books are on display for purchase between 8.30 am -9.00am and 3.30pm -4.00pm. This is a great opportunity for parents and friends to purchase reasonably priced books as well as assisting the school. The school receives a commission from the sales which is spent on purchasing more books for the Library.

**FAMILY PICNIC**

A picnic is held early in Term 1 as a social get together for parents and staff. Families may bring a picnic tea and enjoy the chance to meet staff and the parents. The festivities commence about 6.00pm and concludes when dark. Details are provided in the newsletter.

We hope this information is of assistance to you. Please contact the office if you have any further queries.

Rob Nelson
Principal
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<thead>
<tr>
<th>TIMETABLE</th>
<th>FREQUENCY</th>
<th>ACTIVITY</th>
<th>TIME</th>
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<tbody>
<tr>
<td>Monday</td>
<td>Weekly</td>
<td>Buddies</td>
<td>10.30-11.00am</td>
<td>Whole school</td>
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<td>Monday</td>
<td>3rd Week of Month</td>
<td>School Council Meeting</td>
<td>7.00 pm</td>
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<td>PFA Meeting</td>
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<td>Newsletter Day</td>
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<td>Friday</td>
<td>Fortnightly</td>
<td>Assembly</td>
<td>2.45 pm</td>
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<td>Friday</td>
<td>Weekly</td>
<td>Uniform Shop</td>
<td>8.30-9.00 am</td>
<td>PFA Room</td>
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SCHOOL CONTACT INFORMATION

Phone :- 5281 1755
Fax:- 5281 1383
Email:- bannockburn.ps@edumail.vic.gov.au
Website:- www.bannockburnps.vic.edu.au
School Registered Number:- 0932

AFTER SCHOOL CARE INFORMATION

Out of School Hours Care –
Phone Extend For Bookings and Cancellations - 1300 366 437
The School’s coordinator………………………….. 0433 721 264
Times 7.00am -8.45am & 3.30pm- 6.00pm

LUNCH ORDER OUTLETS PHONE NUMBERS

Phone numbers for Lunch Orders
Terri’s Takeaway …………………..5281 1358
Café Bannockburn…………………5281 1633
Cool Café………………………5281 2348
Grippa’s Bakery …………………. 5281 2475
JJ’s Pizza………………………5281 1223