



**BRUNSWICK  
NORTH WEST  
PRIMARY SCHOOL**

# ENROLLING AT OUR SCHOOL

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## THANK YOU FOR YOUR INTEREST IN BRUNSWICK NORTH WEST PRIMARY SCHOOL

### THE FOLLOWING IS A GUIDE TO HELP YOU WITH THE ENROLMENT PROCESS:

- If you choose to enrol your child at our school, we would appreciate having your completed enrolment form by Friday 19 August 2016. This enables us to start planning for 2017.
- Please complete the enrolment form carefully and with as much information as possible (eg: phone numbers, emergency contact names etc)
- Please bring your child's birth certificate and immunization certificate with you when you bring the completed enrolment form. It is mandatory that we have a copy of your child's birth certificate and immunization status. We are happy to copy these for you. Alternatively you may email these documents to: *henshall.linda.j@edumail.vic.gov.au*.
- Once your child's enrolment is entered, you will receive a letter from our Principal confirming your child's placement at Brunswick North West.
- We have a Foundation Information Evening on 25 May, which is in the form of a Teddy Bear's Picnic! You are welcome to attend and have your questions answered. The Transition to School Programme is explained and information given out. Even if you have not yet enrolled at BNWPS, you are welcome to attend.
- On October 12 and 14, you will have the opportunity to order uniform for your child. By ordering at this time, you should be able to collect your uniform items in the first week of December. Please note: Uniform is not compulsory at BNWPS.
- In November we run the Transition to School Program. This is each Wednesday morning for 4 weeks (starting 2 November) and is an important part of a smooth transition to school. At this time the class formation policy is provided for your information.
- You will be notified of your child's class and teacher for 2017 in the 2nd week of December 2016.

### IMPORTANT INFORMATION REGARDING STUDENTS WITH ANAPHYLAXIS

Please provide the school with an Anaphylaxis Plan by the end of November 2016.

This plan needs to be current and complete with a recent colour photo, accurate contact details and medication information.

We copy and laminate each plan so all Specialist teachers, canteen, OSHC, staffroom, sickbay and child's classroom has information about your child. We take numerous copies for CRT (Casual Relief Teacher) folders as well as our medical files.

We also have other folders and emergency cards that we use in cases of anaphylaxis. As we must be up to date and ready as at day 1 of the first term, this is the reason we require your child's plan by the end of November.

Please provide your child's EpiPen and any other medication such as Zyrtec on day 1 of the first term 2017.

### IMPORTANT INFORMATION REGARDING STUDENTS WITH ASTHMA

Please provide the school with an Asthma Plan by the end of November 2016.

This plan needs to be current and complete with accurate contact details and medication information. We take numerous copies for CRT (Casual Relief Teacher) folders as well as our medical files and sick bay.

Please provide your child's puffer and spacer on day 1 of the first term 2017.

### GENERAL INFORMATION

Providing the school with any other significant health or social/emotional information about your child assists us in providing long term care and support as they engage in the learning program. Please make a time to discuss any substantial concern or issues with the Principal before school commences in the New Year.

All parents and carers at our school, including those of new Foundation students, have the opportunity to give suggestions about classroom placement for the following year. Staff will take these suggestions, and if possible, include the ideas in the sorting of the new classroom groups. Whilst every effort is made to made to fulfil these request, other factors

## IMPORTANT DATES

<b>WED 25 MAY</b>	Foundation information evening – Teddy Bear's Picnic
<b>FRI 19 AUG</b>	Please have your enrolment to the school by this date
<b>12/14 OCT</b>	Order uniforms for your child at school office
<b>NOVEMBER</b>	Transition to school program each Wednesday morning for 4 weeks  Please supply any anaphylaxis and asthma information by now
<b>DECEMBER</b>	Children's classes and teacher information sent out



## @BNWPS

The school Twitter feeds provide insight as to what happens at school and can help prepare you and your child for the upcoming years at school.



including equal spread of student numbers, gender and personality will also influence the creation of classroom lists. According to our classroom placement policy, parents cannot request certain teacher for their child. Parents wanting to make suggestion regarding classroom placement will be given the opportunity in mid-November.

If you would like to receive a copy of our newsletter via email in preparation to joining our school community, please contact the office and share your contact details with us. You may like to regularly check our school website for further information.  
<http://www.brunswicknwps.vic.edu.au>

## PREPARING FOR SCHOOL

Preparing your child for the start of primary school will help them feel more confident about the big changes that are about to happen and what to expect at their new school.

In preparation for this important chapter, you can help your child to develop a love for learning so the move is a happy and positive one.

From the year before until the day they start school, there are a range of ways you can prepare your child for their new environment.

### THE YEAR BEFORE SCHOOL

In the year before your child starts primary school, you can begin to focus on different aspects of school life. Having discussions about school and encouraging your child to become more independent can help them better adjust to the new learning environment.

Things that you can do to help your child prepare include:

- asking your child what they think about school
- encouraging your child to ask questions about going to school
- encouraging your child to do things on their own, such as dressing, washing their hands, going to the toilet, unwrapping their food, and opening their drink bottle
- talking to friends and other families about what school is like
- attending transition-to-school programs at your child's new school
- talking to the school about how you can be involved in your child's life at school
- talking to your child's early childhood professional about other things you can do at home to help your child's learning and development.

### OVER THE SUMMER HOLIDAYS

With school just around the corner, the summer holidays are a good time to reinforce what your child should expect on their first day at school.

Some things you can do for your child to help them prepare include:

- showing your child where the school is and talking about how they will get there
- come and explore the school grounds
- arranging playtimes with other families whose children will be going to the same school as your child – it helps if your child

knows another child at their school before they start

- practising the things your child will need to do to get ready for school (such as putting things in their bag and remembering to take a hat)
- confirming your before and/or after-school care arrangements, showing your child where the Outside School Hours Care facilities are and talking about how they will get there
- being positive about starting school and enjoying your child's excitement
- asking the school what time school starts on the first day and where to take your child.

### THE FIRST DAY OF SCHOOL

There are a range of things you can do to help your child have a successful and stress free first day at school including:

- helping your child to pack their school bag with a snack, drink, lunch and a hat. Include a change of clothes and a spare pair of underpants in a plastic bag and let your child know these clothes are there in case of any accidents
- when dressing for school look for easy fasteners and encourage your child to dress themselves, so they can manage things like taking jumpers on and off. Label all belongings and find out where lost property is held at school
- put sunscreen on your child in the morning if it is needed
- leave home on time allowing time to say goodbye. At first, you may stay a while to ensure your child feels secure, but once they have settled in, a short and reassuring goodbye encourages independence
- show your child where you will meet them at the end of the school day
- check what time school finishes and arrive in plenty of time to collect your child
- at the end of the day talk to your child about what happened at school.

### THE FIRST WEEKS OF SCHOOL

When children start school they bring all the things they learnt at home with them.

- Keep up the things you did with your child before they started school, like bedtime reading.
- Talk to your child's teacher if you have concerns about your child's learning.
- Getting your child to school on time helps avoid anxiety.
- The best thing you can do to support your child's academic accomplishments is to take it a step at a time by focusing on the day-to-day aspects of their learning.

### WHAT YOU CAN DO

How your child reacts to starting school will depend on their personality, their background and how prepared they are for this next big step in their lives.

By now they'll probably be responding to school in a variety of ways and most children will be experiencing some change – after all they'll be learning, playing and interacting with new people and getting used to a whole new environment – and it will take them some time to settle in.

Some things you can do to help your child adjust to school include:

making sure your child knows who will take them to school and pick them up on the first day

- laying out your child's clothes, hat, shoes and socks the night before
- helping your child to pack their school bag with a snack, drink, lunch and a hat
- placing a spare pair of underpants and a change of clothes in a plastic bag and letting your child know these clothes are in their bag in case of any accidents at school
- putting sunscreen on your child in the morning if it is needed
- showing your child where you will meet them at the end of the school day
- ensuring they have a healthy breakfast – this is important for energy to get through the day
- making time to chat to your child about what they did at school that day
- developing a bedtime routine so your child can wind down at the end of the day and get a good night's sleep – children aged five need around 10 to 11 hours sleep a night
- Try not to put too many expectations on yourself or your child; if they are happy and enjoying school, that's a real achievement.

You know your child best. If you have any questions about how they are settling in at school, contact your child's teacher so you can talk things through together. You can contact your child's teacher in person, over the telephone or via email, whichever suits you and your situation best.

