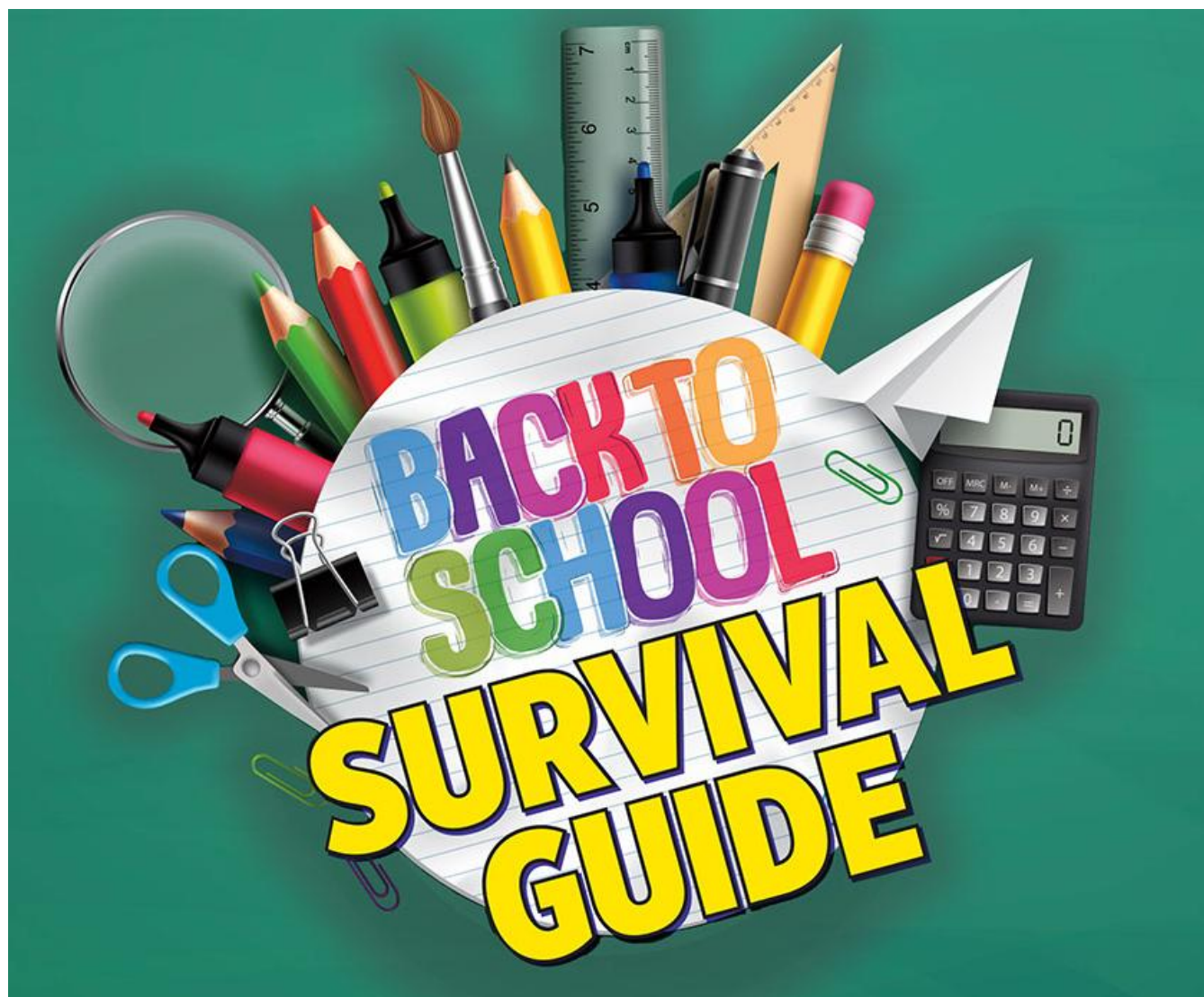


Bethlehem College Primary

Parents Handbook 2026



Bethlehem College Primary Parent Survival Guide

Kia ora koutou,

Welcome to Bethlehem College Primary! Some of you are returning for another year and others are brand new to the school. We hope and pray that you all have a happy and successful school year.

BCP is a special community, and like any other community we all (administrators, teachers, parents, and students) have a role to play. As a Christian school, we want to cooperate with each other in a loving and respectful way, like Jesus would want.

The following handbook has been designed to communicate areas that will help our school community work well together. We hope this handbook will be helpful to you and your family during the school year.

All the staff are looking forward to a rewarding and challenging year as we work with you and celebrate your child's academic, spiritual, physical, and social growth. We are here to help you reach your goals.

Ano, nau mai.

Nga mihi

Jo West

Bethlehem College

Vision: To be a Christian learning community of excellence where lives are transformed.

Mission: To provide biblically based, Christ-centered education equipping students for effective service and leadership.

BC Learner Profile



I take ownership of my learning. I am reflective and can talk about my next steps.



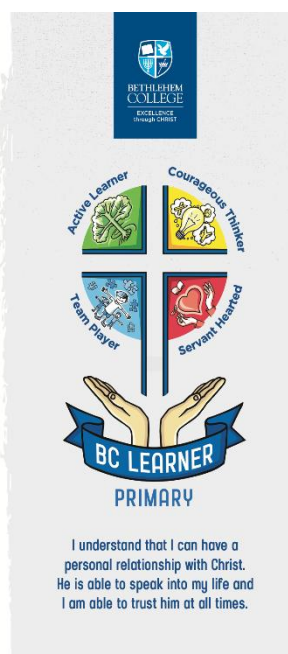
I dream, imagine, explore, design and build. I marvel at God's creation. I take risks in my learning and seek to discover God's truth in what I learn about.



I know where I fit in the world and understand that I have been uniquely and creatively designed to partner with others to serve God's purpose.



I develop and use my God given gifts to serve and grow others.



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ABSENCES/LATE ARRIVALS/EARLY DISMISSAL

If your child is not going to be at school, please either notify the school via the SchoolBridge App, or via our website www.beth.school.nz – by clicking on Sign in the top right-hand corner. If your child is sick for 5 or more days in a row, parents will need to provide a medical certificate from the doctor. A roll check is completed in classes before 9am. If your child is absent and we haven't heard from you, we will contact you to ensure your child is safe.

We recommend children be at school by 8:30 am. If children arrive after 8:45 AM they must check in at the Primary Office located on the 2nd floor of L block before proceeding to their classrooms. Devotions for staff are between 8:05 and 8:15am and so we kindly request that students not arrive at school before this time unless they are on a bus.

It is preferable that appointments are made outside of school hours, however in the event of needing to leave early please inform the office and your child's teacher. Children will come to the school office to meet parents/caregivers, in order to be signed out.

ASSEMBLIES

Join us to support your children in their primary school assembly. The whole primary school meets together every other Friday morning at 9am in the Primary Hall. Different classes share and celebrate their learning experiences at assemblies, and they'd love to welcome parents too.

BELL TIMES

8:30am signals there is 15 minutes left to be prepared then play before school starts.

8:45am school programmes begin.

10:30am interval

10:55am programmes

12:30pm lunch

1:25pm programmes

3:00pm end of school.

COMMUNICATION

Maintaining open communication is important to us as we work with you and your child(ren). If you have any questions about what is happening in your child's class please talk to, Seesaw message or email the teacher. If you need to speak with the teacher about your child's progress, please set up a time to meet with them, often before school and after school, teachers are busy with preparations, bus duty etc so establishing a meeting time allows for an uninterrupted conversation.

If you have any questions about what is happening in general, please call the Primary office at (07) 579-1824
BCP newsletters are posted fortnightly on a Friday on the BC website.

COMMUNITY BUILDERS

Each class will have one or two parents who are the class community builder(s). This role essentially is to help encourage a sense of community and support in each class. The community builders liaise with the teacher and support them as required. They are also encouraged to plan social activities outside of school hours once per term.

DROP OFF AND PICK UP

We encourage you to use the drop off zone at the front gate however if you are entering the school before or after school, please use the BTI car park, please note the Kindergarten car park is not for Primary. The road into the campus is closed between 8:00 - 8:30am and 3:00 - 3:30 pm to allow students to access the school buses safely. The carpark next to A5/A6 and the Primary art room is for staff parking only. There are limited parks for the uniform shop, this is not a drop off or pick up zone.

ELECTRONIC DEVICES

The Bethlehem College rules state that all devices, including cell phones, tablets and smart watches are not permitted to be used between the hours of 8:15 am - 3:00 pm.

Aside from our Year 6 children having an iPad or Chromebook, our Primary children do not need any devices at school. However, if they do wear a smart watch or Fitbit these must be disabled during the above times.

If at any time parents need to communicate with their child during the school day you can do this through the school office, please refrain from communicating through any other means.

EVENTS

Throughout the year we have various events that where we can we welcome and encourage parents/caregivers to participate in. For example, Easter service, sports events, assemblies, talent quests, oral presentations, and class events. Information about these events will be communicated through newsletters. These events do not require sign in at the office.

FOOD

We encourage healthy food options to support your child's learning, including a variety of fruit and vegetables. To maintain an eco-friendly environment, we encourage the use of reusable wrappers and containers. Sharing of food is limited to special class events only, for example as part of a unit of learning or for the monthly/term class celebration of children's birthdays (individual children's birthday parties are held out of school time).

HOMEWORK

Classroom teachers will communicate homework expectations.

Homework is assigned out-of-class tasks that may focus on one of the following:

- Practice/review of skills or knowledge introduced in class.
- Preparation of new material to be introduced in class.
- Extension of skills into new areas of study
- Completing unfinished work/project.

ITINERANT LESSONS

We are fortunate to have a number of itinerant teachers who teach music and speech and drama. Generally, we ask where possible that these lessons are after midday or during lunchtime to minimize disruption to core subject learning. If your child is going to be engaged in one of these activities, we would ask please that you speak to your child's itinerant teacher about the possible time to minimize the disruption to your child's learning. Information regarding itinerant lessons can be found on our website:

<https://www.beth.school.nz/studentlife/arts-culture/music>

LOST PROPERTY

Parents are asked to name all children's clothing and property and to encourage children to be accountable for their belongings. Lost property is in the lost property box at the end of C1. At the end of each term unclaimed clothing is donated or recycled.

LUNCH ORDERS

Parents of primary children can order lunch for students using the online ordering system <https://www.beth.school.nz/studentlife/canteen> directly from the online canteen by 9.30am please note, orders are unable to be placed at the Primary office.

PARENT VOLUNTEERS/VISITORS

We value and welcome parent participation in our learning programmes. We provide training as necessary for specific roles. When coming in to assist we ask that you please sign in at the office before going to the classroom, this is a safety procedure as we need to know who is on campus. The sign in procedure applies for all visitations during school hours, including dropping off a forgotten item.

PRIVACY AND SOCIAL MEDIA

In recognition of the growth of "social media" and the privacy issues it creates, the school recognizes the need to have some community norms for social media use that will promote safety, respect, and harmony among its members. Therefore, the school asks individuals, not employed by the school, to not take photos of students, their families, or school employees without their permission. In addition, we would ask that no one distribute or post another's personal information or photo in any digital, non-digital, or social media platform (e.g. Facebook, Instagram, WhatsApp etc.) without expressed permission.

Class group chats need to be used wisely as a means of only sharing information that is accurate and helpful for all concerned. WhatsApp is commonly used – please click on this link: [WhatsApp communication](#)

In the case of PUBLIC events such as assemblies, field trips, class parties, etc. it is understood that there will be photo taking and sharing.

REPORTING LEARNING

Teachers use a variety of formal and informal assessment methods that provide evidence of student learning. Evidence of learning is shared via Seesaw and or sent directly home on completion. Halfway through term 1 parent/teacher /child conferences are held to establish goals. Throughout the year your child's Seesaw journal will provide insight into their learning. Parent/teacher /child conferences and next learning goals are established at the end of term 2. At this time students, who have been at school for 12 months and longer, will also receive a progress report. At the end of the school year a written report is provided for all students, except term 4 new entrants.

RULES

The BC may be found on our website:

<https://www.beth.school.nz/about/welcome/documents>

BETHLEHEM COLLEGE PRIMARY SCHOOL EXPECTED BEHAVIOUR PRINCIPLES

Eph 5:1 Therefore be imitators of God.

These principles are meant to help you learn to live like Jesus and to be the person he has made you to be. The principles give you an example of what right behaviour looks like, and they help keep you and other people safe while you're a Bethlehem College student.

1. Be Respectful

Matt 7:12 So in everything, do to others what you would have them do to you.

- Treat other people with love, respect, kindness, and patience.
- Think before you speak and choose words that are true, helpful, inspiring, necessary, and kind.
- Listen to and follow teachers' instructions.
- Follow rules in sports, games and activities.
- Take care of school property.
- Leave other people's things alone.

2. Be Helpful

Gal 5:13b ...serve one another humbly in love.

- Seek ways to help others in need making sure no one is left out.
- Act in ways that set a good example to others.
- Put your rubbish in the bin.
- Keep our school grounds and classroom areas clean by picking up rubbish and left behind belongings.

3. Be Responsible

1 Cor 10:31 So ... whatever you do, do it all for the glory of God.

- Always do the best you can even when no one is watching you.
- Be on time to class and work hard.
- Be reliable and dependable.
- Only use electronic devices (like iPads and phones) as directed by a teacher.
- Wear your uniform correctly.
- Look after all your personal things.
- Leave dangerous things (like matches, lighters and sharp things) and expensive or precious things at home.
- Return sports equipment at playtimes to the correct place.

4. Be Safe

Prov 22:3a The wise see danger ahead and avoid it.

- Play inside the school boundaries and set play areas.
- Keep off the road and always use the crossing to cross the road.
- Play safely with each other, no tag games on equipment, don't climb trees.
- Bus riders stay seated on their bus once boarded in the morning & afternoon.

A fuller more detailed version can be found for the whole school on the school website.

SEESAW

BCP's main communication platform apart from your school email is Seesaw. All students and families have accounts established at the start of the year. Throughout the year the children will develop a learning journal which you have access to. Seesaw is also used to share between home and school - teachers and parents' messages, school announcements and newsletters. If there are formal communications e.g. reporting to parents, this will be done via the school email.

SPORTS

We have a number of opportunities for children to be involved in sport. All information (including cancellations) regarding Primary sport is on our website <https://www.beth.school.nz/studentlife/sports> The sports office communicates directly with parents and may be contacted at sportsadmin@beth.school.nz or by phoning 07 579 1819.

STATIONERY

For all stationery requirements please follow this BC website link: www.myschool.co.nz/bethcollege

UNIFORMS

Please note below as per the website information <https://www.beth.school.nz/studentlife/uniforms> . Please keep sports socks plain white, navy or black. ALL items must be named clearly.

BOYS' SUMMER UNIFORM

Shirt: BC pale blue polo shirt. Can be worn untucked. Any undershirts, if worn, must be plain white, with no identifying marks on them.

Shorts: junior royal blue drill.

BC Jersey and/or Jacket: may be worn with summer and winter uniforms. No BC sport or cultural jackets, hoodies or non-BC outerwear are to be worn at school.

Hair: collar length hair must be tied back. Hair must be off the face. Natural hair colours only. No extreme styles.

Jewellery: students may wear: • a small cross or a taonga on a chain. • one round 3mm stud in each ear. Earrings must be gold, silver, blue or white. • a watch.

Footwear: black sandals with heel strap and a strap over the foot OR black leather Velcro (Yr 0-4) or lace-up (Yr 4-6) black leather, polishable school shoes with black ankle socks. No sports, boots/fashion or canvas styles will be accepted. No visible branding or writing.

Sunhat: BC sunhat to be worn when outdoors Terms 1 & 4.

BC PE Uniform: may be worn only for PE and consists of navy house t-shirt, royal blue shorts and royal blue sweatshirt. Sports shoes may be worn for PE.

BOYS' WINTER UNIFORM

Shirt: blue skivvy for Yr 0-2 only. Pale blue, long sleeved polo shirt with BC crest for Yr 3-6. Can be worn untucked. Any undershirts, if worn, must be plain white, with no identifying marks on them.

Shorts: grey serge.

BC Jersey and/or Jacket: may be worn with summer and winter uniforms. No BC sport or cultural jackets, hoodies or non-BC outerwear are to be worn at school.

Hair: collar length hair must be tied back. Hair must be off the face. No extreme styles. Natural hair colours only.

Jewelry: students may wear: • a small cross or a taonga on a chain. • one round 3mm stud in each ear. Earrings must be gold, silver, blue or white. • a watch.

Footwear: black leather, polishable shoes, velcro (Y0-4) or lace up school shoes (Y4- 6). (No sports, boots/fashion or canvas styles will be accepted. No visible branding or writing.) BC grey knee-high socks with royal blue stripe.

BC PE Uniform: may be worn only for PE and consists of navy house t-shirt, royal blue shorts and royal blue sweatshirt. Sports shoes may be worn for PE.

GIRLS' SUMMER UNIFORM

Shirt: BC white polo shirt. Can be worn untucked. Any undershirts, if worn, must be plain white, with no identifying marks on them.

Dress or Skort: hem below knee for dress, to the knee for skort.

BC Jersey and/or Jacket: may be worn with summer and winter uniforms. No BC sport or cultural jackets, hoodies or non-BC outerwear are to be worn at school.

Hair: shoulder length hair must be tied back. Hair must be off the face. Natural hair colours only. No extreme styles. No decorative hair ties – elastic bands only.

Makeup: no make-up or nail polish to be worn.

Jewellery: students may wear: • a small cross or a taonga on a chain. • one round 3mm stud in each ear. Earrings must be gold, silver, blue or white. • a watch.

Footwear: black sandals with heel strap and a strap over the foot OR black leather velcro (Yr 0-4) or lace-up (Yr 4-6) black leather, polishable school shoes worn with BC white with blue stripe ankle socks. No sports, boots/fashion or canvas styles will be accepted. No visible branding or writing.

Sunhat: BC sunhat to be worn when outdoors Terms 1 & 4.

BC PE Uniform: may be worn only for PE and consists of navy house t-shirt, royal blue shorts and royal blue sweatshirt. Sports shoes may be worn for PE.

GIRLS' WINTER UNIFORM

Shirt: white skivvy for Yr 0-2 only. White long sleeve polo shirt with BC crest for Yr 3-6. Can be worn untucked. Any undershirts, if worn, must be plain white, with no identifying marks on them.

Dress Tunic or Skort: hem below the knee for dress, to the knee for skort.

BC Jersey and/or Jacket: may be worn with summer and winter uniforms. No BC sport or cultural jackets, hoodies or non-BC outerwear are to be worn at school.

Hair: shoulder length hair must be tied back. Hair must be off the face. Natural hair colours only. No extreme styles. No decorative hair ties – elastic bands only.

Jewelry: students may wear: • a small cross or a taonga on a chain. • one round 3mm stud in each ear. Earrings must be gold, silver, blue or white. • a watch.

Footwear: black leather, polishable shoes, Velcro (Y0-4) or lace up school shoes (Y4- 6). (No sports, boots/fashion or canvas styles will be accepted. No visible branding or writing.) Navy blue tights or BC white ankle sock with blue stripe. (No knee-high socks or stockings are acceptable.)

Makeup: no make-up or nail polish to be worn.

BC PE Uniform: may be worn only for PE and consists of navy house t-shirt, royal blue shorts and royal blue sweatshirt. Sports shoes may be worn for PE.