

Wedge Park



Primary School

Parent Handbook

Table of Contents

Purpose Statement.....	3
Vision.....	3
Values	3
School Leadership Structure.....	3
Curriculum	4
Absences	4
Attendance	5
Assembly.....	5
Before and After School Care	5
Bikes and Scooters	5
Bullying.....	6
Camping Program.....	6
Canteen	6
Celebrations.....	6
Compass	6
Concerns.....	7
Contact Details.....	7
Curriculum Days	7
Excursions/Incursions	7
Facebook Page	7
First Aid	8
Medication.....	8
Asthma	8
Anaphylaxis	8
Head Lice.....	9
Fundraising.....	9
Gates	9
Homework.....	9
ICT.....	10
Lost Property.....	10
Mobile Phones.....	10
Office.....	10
Parent/Teacher Interviews	10
Parent Involvement.....	11
Pets.....	11
Policies.....	11
Reports	11
School Council.....	11
School Fees.....	11
School Photos	11
School Website	11
School Wide Positive Behaviour.....	12
Social and Emotional Learning Program.....	13
Smoking.....	14
2021 Term Dates	14
Timetable.....	14
Uniform	15
Working with Children's Check	15
Yard Duty	15

Purpose Statement

Every student matters, every moment counts

Vision

As a school community, we create an environment where every student matters and every moment counts.

We aim to:

- Ensure high quality teaching through professional learning, feedback, teamwork, collegiate support and communication.
- Respect and develop the unique and individual strengths, talents and needs of every child through fostering a positive growth mind set.
- Develop every students Literacy, Numeracy and 21st Century skills to enable students to be successful in a changing world.
- Promote a positive working and learning environment where contributions are recognised and celebrated.
- Welcome community involvement through an open, supportive and consultative environment where contributions are valued.
- Create an environment where everyone is encouraged to strive for excellence in an atmosphere of confidence, safety, enjoyment and active participation.
- Challenge students to grow academically, socially, emotionally, physically and creatively to their full potential whilst demonstrating the core values of the school: Responsible, Respectful, Learners

Values

We are Responsible

We are Respectful

We are Learners

School Leadership Structure

Principal Paul Schwartz Deputy Principal Sara McKee	Assistant Principal Prep-3 Melissa Lake	Prep and Intervention Teaching and Learning Coach Michelle Trimboli	Prep PLT Leader Amber Kirk-Jambor
		Year 1/2 Teaching and Learning Coach Kathy Jungfer	Year 1 PLT Leader Briegh Willcox Year 2 PLT Leader Sarah Lochhead
Deputy Principal Sara McKee	Assistant Principal 4-6 and Specialist Jennifer Stevenson	Year 3/4 Teaching and Learning Coach Belinda Vaughan	Year 3 PLT Leader Tim Hughes Year 4 PLT Leader Sarah Bogle
		Year 5 and Digital Technology Jodie Leetham	Year 5 PLT Leader Rachael Best
		Year 6 and Specialist Teaching and Learning Coach Carolyn Murray	Year 6 PLT Leader Rob Bess

Principal- Paul Schwartz

Paul leads and manages the planning, delivery, evaluation and improvement of the education of all students through the strategic deployment of resources provided by the department and school community.

Deputy Principal: Director of Learning and Teaching- Sara McKee

Sara leads and manages the teaching and learning programs at Wedge Park. She works closely with the sub-school assistant principals, school teaching and learning coaches and classroom teachers to support student learning.

Assistant Principal 4-6 and Specialist- Jennifer Stevenson

Jennifer oversees teaching, learning, student engagement and wellbeing for students in years 4-6. She works closely with the sub-school teaching and learning coaches and professional learning team leaders.

Assistant Principal Prep-3- Melissa Lake

Melissa oversees teaching, learning, student engagement and wellbeing for students in years Prep to 3. She works closely with the sub-school teaching and learning coaches and professional learning team leaders.

Teaching and Learning Coaches

At Wedge Park, we have 5 Teaching and Learning Coaches who oversee year levels to support students and teachers in teaching, learning, engagement and wellbeing.

Year Prep and Whole School Intervention: Michelle Trimboli

Year 1/2: Kathy Jungfer

Year 3/4: Belinda Vaughan

Year 5 and the Technologies: Jodie Leetham

Year 6 and the Arts Specialists: Carolyn Murray

PLT Leaders

Each year level in the school has a Professional Learning Team Leader, who ensures the smooth running of the year level team. They also support teachers in teaching, learning, engagement and wellbeing.

Prep: Amber Kirk-Jambor

Year 1: Briegh Willcox

Year 2: Sarah Lochhead

Year 3: Tim Hughes

Year 4: Sarah Bogle

Year 5: Rachael Best

Year 6: Rob Bess

Curriculum

At Wedge Park Primary School, we follow a Guaranteed and Viable Curriculum model aligned with the Victorian Curriculum. Each Curriculum area has Essential Learnings, which informs planning and teaching. We have a yearly scope and sequence which outlines the order in which topics are covered. The Essential Learnings and Scope and Sequence for each curriculum area is available on the school website.

Absences

Wedge Park Primary School follows the 'Here Every day Ready On time- (HERO)' strategy, and encourages optimum attendance for the best educational outcomes for your child. We also understand that your child must stay home if they are unwell, and return to school once they have made a full recovery.

If your child is absent, please phone the school prior to 8.45am on the day of the absence. The school's absence reporting number is 97437595. Calling this number enables you to leave a message without having to wait to speak to the office staff. Please include your child's name, grade and reason for the absence. Alternatively you can send in a note or record your child's absence on Compass. If the absence is to be of any length of time a note must be forwarded informing the school of the reason.

Students who are absent from school for more than 85% of the time (unless for medical related reasons) will not attend camps and excursions.

You will receive a text message in the morning if your child is an unexplained absence. Please ensure you follow the link on the text message to update the absence reason.

Attendance

At Wedge Park, we aim to cut back unnecessary days away from school. When students are ill they are expected to remain at home, however recent research indicates that many students are missing up to a year of school over their school career.

Number of days missed per semester (two terms):

0-6 days

This is within normal range. A child with this attendance rate is able to take full advantage of the teaching and learning opportunities available to them.

7-10 days

This attendance rate is below average. A child with this attendance rate could miss over one year of schooling between Prep and Year 10.

11-20 days

This is a poor attendance rate. A child with this attendance rate could miss out on up to two years of schooling between Prep and Year 10.

20+ days

This is a very poor attendance rate. A child with this attendance rate could miss over two and a half years of schooling between Prep and Year 10

Student absences are monitored and staff will contact Parents/ Guardians if absences are frequent.

Assembly

At Wedge Park, we have two assemblies: P-3 and 4-6. These occur monthly on a Wednesday afternoon at 2:15pm in the gym. Dates of these assemblies will be confirmed in the school newsletter and on Compass.

Before and After School Care

Our Before and After School care program is run by Big Childcare, they provide before and after school care as well as school holiday programs for all students. If you have any questions you can contact them directly on 86829400, or via their website <https://bigchildcare.com>

Bikes and Scooters

Students are encouraged to walk or ride to school due to the high traffic congestions around the school. To ensure that our students travel safely, bike helmets are compulsory. Students in years Prep-2 are able to ride or scoot to school as long as they have a parent/guardian supervising them. Students in years 3-6 are able to ride and scoot to school without a parent/guardian. Bikes and scooters are stored in the bike rack, located on the school grounds. Students are asked not to ride their bikes or scooters in the school grounds.

Bullying

Bullying is a pattern of behaviour by one or more persons toward another, which is designed to hurt, injure, embarrass, upset or discomfort that person. Wedge Park Primary School does not tolerate bullying or harassment. All teachers are committed to putting an end to acts of bullying. If you have any concerns about your child's wellbeing, your first point of contact is your child's classroom teacher.

Camping Program

We believe that students get great enjoyment and learning from camps. We look to the broader community as a valuable resource, providing experiences beyond those at our school. Our Year 3, 4, 5 and 6 students attend camp during the year. All information is provided to parents with plenty of notice. We attempt to keep the expenses to a minimum. Prices negotiated by the school are often related to the number of students attending, so we ask parents to make confirmation as soon as possible.

Year 3- Lady Northcote

Year 4- Phillip Island

Year 5- Mt Evelyn

Year 6- Anglesea

Canteen

Our Canteen provides a wide range of food options that meet all Healthy Food Guidelines.

Lunch orders should be ordered as follows:

- On a clean, plain paper bag - write your child's name, grade, room number and order.
- Enclose in the bag the correct money.
- Lunch orders are placed in tubs in each room. These are taken to the canteen at 9.00am.

Alternatively, lunch orders can also be ordered online at www.ultimateschools.com.au

Lunches are collected from the Canteen by the grade monitors and distributed by the teacher.

Emergency lunches can be provided when lunch has been forgotten. This is a cheese and vegemite sandwich.

Celebrations

We encourage Birthday celebrations, you are more than welcome to provide your child with small treats or cupcakes for the class to celebrate this special occasion. Please discuss this with your child's classroom teacher beforehand.

Compass

Our school communication portal is the program Compass. Compass is used for:

- Attendance
- Booking parent/teacher interviews
- Newsletter
- Reports
- Notifications regarding daily events, activities etc.
- Payment of school fees, excursions, camps and incursions

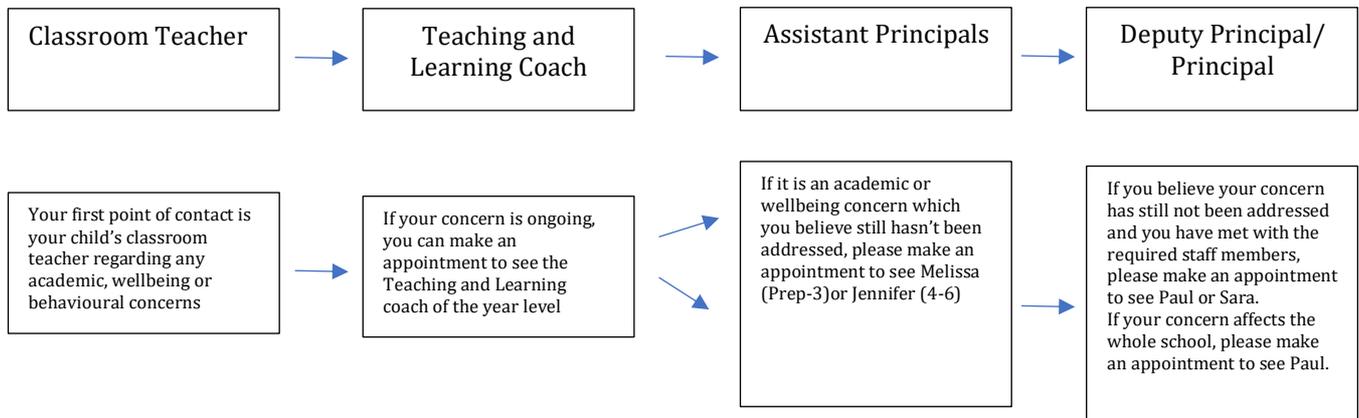


Compass can be accessed from a website or an App downloaded from the App Store- Compass School Manager

All families will be given a log in to Compass. If you have any issues with logging in, please see the office staff.

Concerns

We take all concerns seriously, and follow these up promptly. Below is a table of how you can express your concerns and who to see regarding your concerns.



Contact Details

Emergency contact details, family doctor, etc are kept on school records. This information enables quick action to be taken when parents are needed to be contacted. It is essential to keep these records accurate and up to date. Parents are asked to advise the school office as soon as possible.

Curriculum Days

Curriculum days provide opportunities for staff to further develop their skills and expertise. On these days student do not attend school. Parents will be given adequate notification of the curriculum days through the school newsletter and compass.

Excursions/Incursions

Excursions and incursions are organised to complement classroom programs, and it is desirable that all students attend. The cost of these excursions are kept as low as possible.

Facebook Page

The Wedge Park Primary School Official Facebook page will be set up as a business or organisation page with appropriate security settings selected from Facebook options. Members of the school community will be able to 'Like' and 'Follow' the page in order to see updates from the school.

Interacting

- Administrators will be the Principal and other staff members appointed by the Principal
- Community members will not be able to post directly to the page, but may be able to comment on posts by the Admin or Moderator of the page. Moderators will have the ability to block Facebook users based on conduct as outlined in this policy.
- Users will not be able to author a posting of their own or load media such as photos or videos unless they have administrative rights.
- Our page will serve as a platform for the exchange of information, its programs and activities.
- We reserve the right to remove comments that do not adhere to the rules of engagement of the page and Facebook's community standards including comments that:
 - Are deemed racist, sexist, abusive, profane, violent, obscene and/or spam
 - Advocate illegal activity

- Are wildly off-topic
- Libel, incite, threaten or make personal character attacks on Wedge Park Primary School students, employees, guests or other individuals.
- We reserve the right to remove any participant that does not adhere to the rules of engagement or Facebook's Community Standards.
- Messages selling products or promoting commercial, political or other ventures will not be permitted.
- In recognition of the important role that the eSafety Commissioner plays in keeping Australian children safe online, Wedge Park Primary School will comply with any direction from the eSafety Commissioner or Police to remove a post within 48 hours of receiving that direction.
- In some cases, social media interactions may be evidence for legal or investigative purposes. Wedge Park Primary School will implement a strategy for social media records that is in line with the Department of Education Record Management Procedures relevant to an event.

First Aid

Students requiring First Aid will be treated by our school nurse Rebecca Macmillan. Parents will be notified if there is a head injury, or an injury which requires further attention.

Medication

If your child requires medication to be administered during the school day, please come to the office and fill in a Medication Authority Form. Our school nurse will administer medication to students. It is important that students do not keep and administer their own medication.

Asthma

Students who are diagnosed with Asthma require an Asthma Management Plan, to be completed by their doctor. Asthma medication is stored in the first aid room, and students are monitored when they use their medication. Please ensure that you supply a spacer with your inhaler.

Anaphylaxis

Anaphylaxis is a severe, rapidly progressive allergic reaction that involves various areas of the body simultaneously and is potentially life threatening. The body releases chemicals in response to the allergen. These chemicals cause marked symptoms including breathing difficulty, swelling etc. which may be life threatening. At Wedge Park Primary School we will fully comply with Ministerial Order 706 and the associated Guidelines published and amended by DET from time to time.

Parents will be responsible for:

- Providing an Individual Anaphylaxis Action Plan (from Australasian Society of Clinical Immunology and Allergy - ASCIA) for their child. This plan must have been developed in consultation with a medical practitioner. The ASCIA Anaphylaxis Action Plan proforma can be downloaded from:
www.education.vic.gov.au/healthwellbeing/health/Anaphylaxis.htm
- It is the responsibility of the parent to provide the emergency procedures plan (ASCIA Action Plan).
- Providing information at the time of enrolment about their child's allergies and if needed, an Individual Anaphylaxis Action Plan for their child.
- Providing one Adrenaline auto injector for school use.
- Recording the expiry date of medications placed at school and ensuring the timely replacement of those medications/Adrenaline auto injector.
- Informing the school if their child's medical condition changes, and if relevant, providing an updated Individual Anaphylaxis Action Plan.

Head Lice

Head lice are a normal part of school life. Once treated students can return to school. A permission form for head lice checks is to be completed when enrolling.

Fundraising

The school has a small number of fundraising activities throughout the year organised by the Student Representative Council (SRC) and the school. Parents are asked to support these as the funds go directly into children's programs and charities.

Gates

Parents and students are to use the two entry gates located near the school crossings. The gates near the crossings will be open from 8:30am and locked at 9.15am and reopened at 2.45pm. Entry between 9.15am and 2.45pm will then be via the main front entrance of the school. Visitors and parents who intend to spend time at the school during the course of the school day are to report to the office and sign in, and collect a visitors or parent helper badge.

Homework

We expect students to further develop and consolidate their independent learning skills by completing homework tasks. Homework has a positive effect on learning and is an important part of reinforcing the concepts that are introduced in class. It also plays a significant role in building work ethic, self-discipline and responsibility. As a Professional Learning Team, the weekly homework sheet is created and sent home on Compass **every Friday**, to be returned the following Friday.

Guidelines

The following guidelines have been developed based on the Department of Education and Training guidelines.

Prep

- Reading every night by themselves or with an adult building up to 10 minutes per night.
- English and Mathematics tasks as specified on weekly homework sheet.
- Students may receive further homework that supports concepts already taught in class. It may relate to any area of the curriculum and is developed by the Professional Learning Team.
- Use of technology such as learning websites may be required to support home learning.
- Students are required to record all of their reading in their reading log.

Year 1 and 2

- Reading every night by themselves or with an adult building up to 15 minutes per night.
- English and Mathematics tasks as specified on weekly homework sheet.
- Students may receive further homework that supports concepts already taught in class. It may relate to any area of the curriculum and is developed by the Professional Learning Team.
- Use of technology such as learning websites may be required to support home learning.
- Students are required to record all of their reading in their reading log.

Year 3 and 4

- Reading every night by themselves or with an adult building up to 15-20 minutes per night.
- English and Mathematics tasks as specified on weekly homework sheet.
- Students may receive further homework that supports concepts already taught in class. It may relate to any area of the curriculum and is developed by the Professional Learning Team.
- Use of technology such as learning websites may be required to support home learning.
- Students are required to record all homework in their school diary.

Year 5 and 6

- Reading every night by themselves or with an adult building up to at least 20 minutes per night.
- English and Mathematics tasks as specified on weekly homework sheet.
- Students will receive further homework that supports concepts already taught in class. It may relate to any area of the curriculum and is developed by the Professional Learning Team.
- Use of technology such as learning websites may be required to support home learning.
- Students are required to record all homework in their school diary.

Please refer to Homework Policy

ICT

Our classrooms are equipped with a variety of ICT resources to support student learning. These include:

- Large screen TVs
- Apple TVs
- iPads

At the start of each year, students will sign an agreement to acknowledge their behaviour and safe use of the technology throughout the year. Teachers will work with the students to develop these safe and responsible practices.

Lost Property

Lost property is located in the office area, we endeavour to return any uniform that is clearly labelled. Please ensure that your child's uniform is clearly labelled, this includes hats. At the end of each term, unclaimed lost property is forwarded to a charitable organisation or sold/given away as second-hand uniform.

Mobile Phones

Mobile phones may be used as a safety measure out of school hours for children who travel alone, on public transport or walk to school. Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly, and assisted in any appropriate way.

It is the responsibility of students who bring mobile phones onto school premises to adhere to the school policy, and ensure they are signed in to the Library as per the policy

Please refer to Mobile Phone Policy

Office

The office will be open from 8.00am to 4.00pm every day. Telephone hours from 8.00am to 4.00pm.

Office Staff

Lexie Rust – Business Manager
Lyndal Lewis- Executive Assistant
Rebecca Macmillan –First Aid
Kay Looby – Administration Officer
Brinley Keep – Administration Officer

Parent/Teacher Interviews

Parent/Teacher interviews are scheduled at the end of Term 2 and bookings for these interviews are booked through the school Compass portal. Parents are more than welcome to make an appointment with the classroom teacher to discuss your child's progress at any time during the year.

Parent Involvement

Parents are encouraged to be involved within our school, and we always welcome parent helpers into our classrooms. Parent helpers are required to hold a current Working with Children's check, and sign in at the office prior to going to the classroom. Other ways to be involved include:

- attending school events
- volunteering to attend excursions or camps
- asking the teacher if they need any help with laminating/cutting out resources
- being a member of School Council

Pets

Pets are not allowed on the school grounds. We understand that students may wish to bring their pets for show and tell, however this needs to be discussed with a member of the leadership team prior to any visit.

Policies

Policies can be found on our school website.

Reports

Student academic reports are completed by teachers at the end of Term 2 and Term 4 and will be available online from your Compass Portal. Paper copies can be made available when needed.

School Council

School Council is an important part of the school's management and decision making processes. It consists of parents who are elected for a two year term at the Annual General meeting in February. The School Council also includes staff representatives and the Principal team. All parents are welcome to nominate for School Council or to attend meetings as an observer. School Council meetings are held on the 3rd Wednesday each month (with the exception of school holidays). A list of the 2020 School Councillors are on the school website.

School Fees

Wedge Park Primary School makes every effort to keep the cost and number of items that needs to be purchased to a minimum. We also try to ensure that the costs are affordable for all parents. Should you have difficulty making payments please make an appointment to speak to the Principal to discuss possible support options and flexible payment arrangements. Any information about your financial circumstances, payment arrangements or status will be kept strictly confidential.

In recent years our school population has grown considerably and the supply and distribution of student's school packs has become a logistical problem, particularly with regard to storage of student materials awaiting collection by parents. For this reason, student materials will be forwarded directly to your child's classroom at the commencement of the school year.

Payments for school contributions can be accepted up until the last day of the school year and then again from the start of the school year in 2021. In 2021, the school contributions cost is **\$160**.

School Photos

School photos will be taken each year. This date will be advertised in the school newsletter and on Compass in advance. Students are required to wear full school uniform.

The 2021 dates are: Tuesday 18th May and Wednesday 19th of May

School Website

<https://wedgepark.vic.edu.au/>

School Wide Positive Behaviour

We are a School Wide Positive Behaviour Support school, with a focus on acknowledging positive behaviour both in the classroom and in the yard. We have developed a whole school approach to behaviours that we want our students to display. This is called the Student Matrix.

HIGH EXPECTATIONS	LEARNING TIME	DIGITAL WORLD	SCHOOL GROUNDS	IN THE YARD	IN THE TOILETS
<p>RESPONSIBLE</p> <ul style="list-style-type: none"> ❖ Come to school every day on time ❖ Always listen and follow instructions ❖ Take responsibility for our own actions 	<p>We will:</p> <ul style="list-style-type: none"> ▪ complete all schoolwork and home reading ▪ take pride in our learning spaces, equipment and books ▪ be on time 	<p>We will:</p> <ul style="list-style-type: none"> ▪ keep personal information private ▪ only use our own login ▪ only look or share things online that we would be comfortable to show our teacher or family 	<p>We will:</p> <ul style="list-style-type: none"> ▪ be Sun Smart ▪ move around the school in a safe manner and walk on concrete areas ▪ use the school crossings 	<p>We will:</p> <ul style="list-style-type: none"> ▪ look after our school environment ▪ follow the playground rules ▪ play safely ▪ pick up rubbish ▪ walk and line up for class when the music 	<p>We will:</p> <ul style="list-style-type: none"> ▪ use toilets properly ▪ always wash our hands 
<p>RESPECTFUL</p> <ul style="list-style-type: none"> ❖ Make everyone feel welcome ❖ Look after people and property ❖ Allow for the different needs of others ❖ Be kind to others 	<p>We will:</p> <ul style="list-style-type: none"> ▪ ask for help by raising our hand ▪ share resources and take turns speaking and listening ▪ talk nicely to each other ▪ allow others to learn 	<p>We will:</p> <ul style="list-style-type: none"> ▪ return all devices correctly ▪ respect other people's privacy 	<p>We will:</p> <ul style="list-style-type: none"> ▪ walk nicely into the learning spaces ▪ say sorry when we make a mistake ▪ say 'please', 'thank you' and 'excuse me' ▪ be good listeners at assembly 	<p>We will:</p> <ul style="list-style-type: none"> ▪ play fair ▪ share the sports equipment with others ▪ keep our hands and feet to ourselves ▪ manage different opinions in a nice way 	<p>We will:</p> <ul style="list-style-type: none"> ▪ keep toilets clean and ready for others to use 
<p>LEARNERS</p> <ul style="list-style-type: none"> ❖ Respect the rights of others to learn ❖ Set learning goals and achieve targets ❖ Try our best at all times 	<p>We will:</p> <ul style="list-style-type: none"> ▪ keep trying even when it gets hard ▪ make good choices to sort out problems ▪ take on feedback to improve our learning 	<p>We will:</p> <ul style="list-style-type: none"> ▪ use technology to complete and enhance our learning ▪ understand that students access devices for different needs 	<p>We will:</p> <ul style="list-style-type: none"> ▪ share learning spaces with everyone ▪ encourage others to do the right thing 	<p>We will:</p> <ul style="list-style-type: none"> ▪ be good role models at all times 	<p>We will:</p> <ul style="list-style-type: none"> ▪ return to class quickly when we go to the toilet 

Student behaviour in the classroom is managed with our 'It's your Choice' ladder.

IT'S YOUR CHOICE

I HAVE ACHIEVED EXCELLENCE

- I demonstrate our school values and lead by example
- I have shown I am responsible by completing all tasks by trying my best
- I am respectful of everybody in my school community
- I value learning and the rights of other's to learn in my classroom/school



I AM A ROLE MODEL

I have shown I am responsible for myself and my community I encourage others to behave in a responsible manner by:

- Setting a good example in class and in the yard
- Reminding others to follow our school values
- Encouraging others to make good choices
- Consistently striving to achieve our best



I AM TRYING MY BEST

I am trying my best by:

- Having a go and trying hard in all tasks
- Whole body listening
- Following instructions
- Taking pride in my work



READY TO LEARN

I am ready to learn:

- I understand the school values responsible, respectful, learners
- This is where I start and am ready for learning
- I am ready to follow school and classroom expectations



REMINDER

I need a reminder:

- At the moment I am not displaying school values and expectations
- My teacher or classmates may remind me to make positive choices
- I am responsible for the choices I make
- I will change my behaviour so I am ready to learn



TIME TO THINK

I need time to think:

- If I choose to make inappropriate choices, I will be moved to a different section of the classroom to think about my behaviour
- My role is to reflect on my choices and be ready to learn when I return to the group



TIME TO LEAVE

It's time to leave because I have made inappropriate choices:

- I will follow instructions
 - I will talk to my teacher at a suitable time about my choices
 - I understand there are consequences for my actions
 - I understand my parents will be contacted
- When I am ready to learn I will return to my classroom



Students who are displaying our school values can earn Dojo points- which is managed on our class dojo app.

When students earn 25 tokens, they receive a leaf for our values tree.

When students earn 50 tokens, they receive a certificate and a wristband.

When students earn 100 tokens, they receive a certificate and a wristband.

When students earn 150 tokens, they receive a certificate and a wristband.

We have a Social & Emotional Learning program. Our SEL program incorporates a few frameworks, including:

- School Wide Positive Behaviours
- Our School Values
- Resilience, Rights and Respectful Relationships

As well as teaching academic skills, it is part of the core business of schools to promote student resilience, wellbeing and positive social attitudes. One way that schools can achieve this is through the teaching of evidence based programs that explicitly foster personal and social capabilities. Explicit efforts to provide Social and Emotional Learning (SEL) opportunities is recognised as a key part of this work. SEL is the process through which children and young people build and effectively apply the knowledge, attitudes and skills necessary to:

- Understand and manage emotions
- Set and achieve positive goals
- Feel and express empathy
- Establish and maintain positive relationships
- Make responsible decisions
- Develop resilience to deal with change
- Create positive gender norms
- Contribute to social cohesion.

Social and emotional skills help students develop the resilience to deal with change, challenge and unpredictability. Social and emotional learning is important in the context of data highlighting that Australian young people face a range of stressors and anxieties, and a high incidence of mental health problems. Social and emotional skills are also the foundation of positive relationships, including positive gender relationships, and contribute to social cohesion.

Smoking

Smoking is banned (as are cigarette lighters/matches) within four metres of an entrance to all primary and secondary schools in Victoria and within school grounds.

2021 Term Dates

	Start	Finish	Length
Term 1	28 th January	1 st April	10 weeks
School Holidays	2 nd April	18 th April	
Term 2	19 th April	25 th June	10 weeks
School Holidays	26 th June	11 th July	
Term 3	12 th July	17 th September	10 weeks
School Holidays	18 th September	3 rd October	
Term 4	4 th October	17 th December	11 weeks
Summer School Holidays	18 th December	31 st January 2022	

Timetable

Our whole school timetable indicates when each class has their specialist time during the week. Each class will communicate this with parents at the beginning of the year.

Uniform

A school uniform reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health and safety are also factors that contribute to the establishment of the school uniform policy.

- The school uniform applies during school hours, while travelling to and from school, and when students are on school excursions or representing the school. Our school uniform, are compulsory, and is required to be worn at all times.
- Clothing items such as stockings, socks and long sleeve under garments can be worn (navy blue, black or white only).
- Headbands, hair ties, bows and ribbons may be worn in school colours (navy blue, black or white only).
- The only headwear acceptable is headwear worn for cultural or religious reasons (navy blue or black only) and a Sun Smart hat, consistent with our Sun Smart policy. Hats must be worn outside in terms 1 and 4. Hats are not to be worn inside. Beanies can also be worn during winter months, but must be plain navy blue with no label or our school beanie, which can be purchased from the office.
- Stud earrings and sleepers worn in the ears, plus watches are the only acceptable jewellery. Cultural or religious jewellery can be worn under clothing.
- Extreme hair colours (e.g. green, pink or purple rinses) and/or extreme hairstyles (e.g. spikes) are not permitted.
- Other than clear nail polish, cosmetics may not be worn at school.
- The school uniform policy, details of uniform items and places of purchase, will be published in the school newsletter at the start of each year and in new student enrolment information packs.
- Arrangements can be made through our School Welfare team to subsidise uniforms via State Schools Relief and through school initiatives (e.g. second hand uniform) for families requiring support.
- Parents seeking exemptions to the school uniform due to religious beliefs, ethnic or cultural background, student disability, health condition or economic hardship must apply in writing to the Principal and School Council for consideration.
- School Council requires the Principal be responsible for implementation of the school uniform, in a manner consistent with the Student Code of Conduct.

Our uniform supplier is Lowes, who are located at Woodgrove Shopping Centre. Orders can also be placed online at www.lowes.com.au.

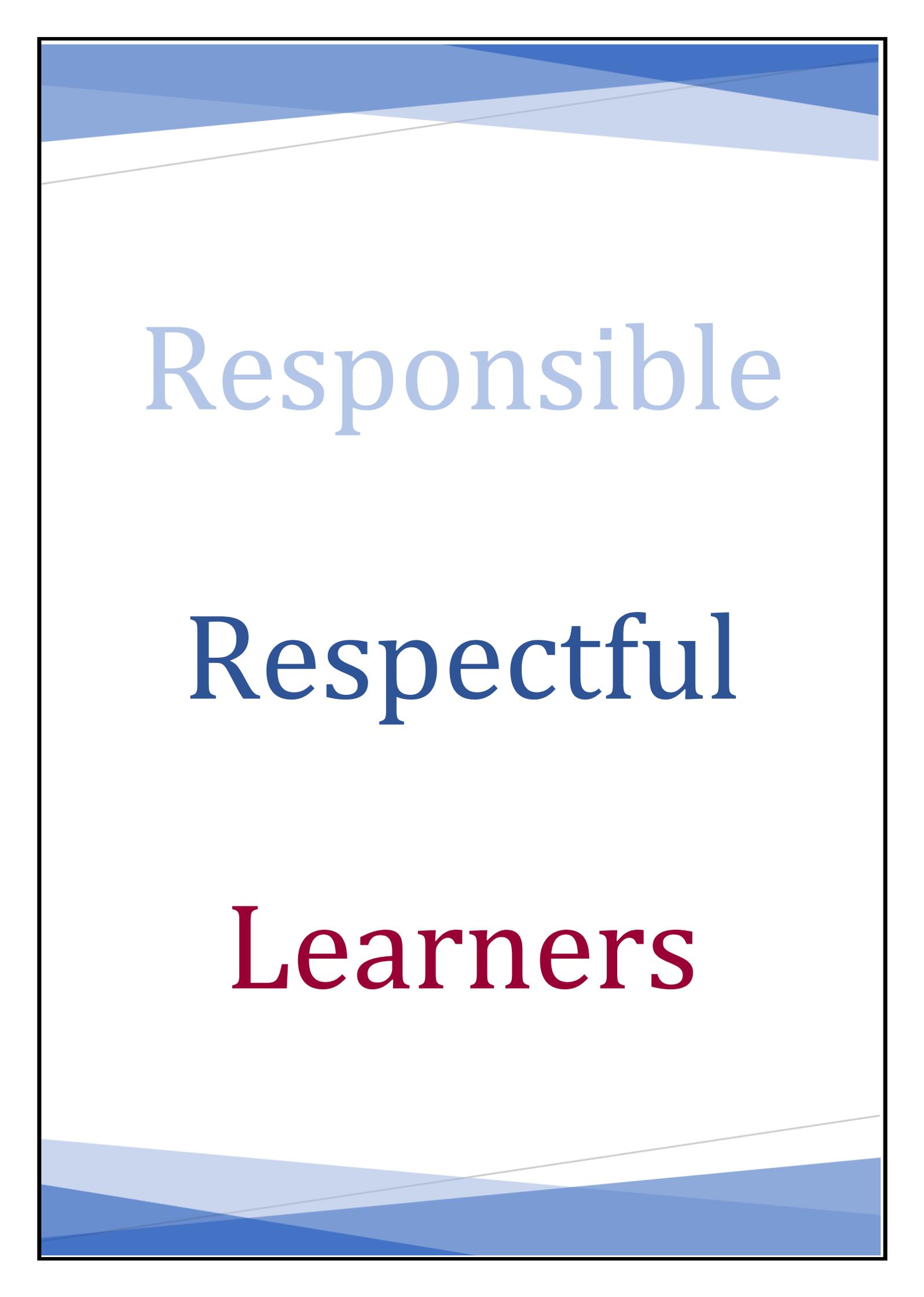
Working with Children's Check

Any adult who works with or volunteers with children requires a working with children's check. Information on obtaining a WWC can be located from

<http://www.workingwithchildren.vic.gov.au/>

Yard Duty

The yard is supervised from 8.40am - 3.20pm. 8 teachers supervise the yard at recess and lunchtime. Parents are requested not to leave their children at school too early in the morning (ie: before 8.40am) and to have children leave grounds immediately after dismissal at 3.05pm.

The background features a white central area with blue decorative bands at the top and bottom. A thin grey line curves across the white space. The text is centered and stacked vertically.

Responsible

Respectful

Learners