



STARTING SCHOOL

INFORMATION BOOKLET

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At Kingsbury, we value...

LEARNING

FRIENDSHIP

TEAMWORK & COLLABORATION

SAFETY

RESPECT

Kingsbury Primary School is a *Child Safe School*

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KINGSBURY PRIMARY SCHOOL

WELCOME TO OUR SCHOOL!

The school motto “Aspire Aim Achieve” reflects a commitment to an education setting in which students are able to set high goals for themselves and with a supportive classroom environment, achieve maximum success.

Students are encouraged to become active, independent learners who are able to participate in a cooperative classroom environment and to take responsibility for their own learning.

Our school believes in real partnerships between parents, teachers and students. We provide many opportunities for parents to participate in their **child’s education and to become involved in daily school life. Parents can** offer support with reading programs, special classroom activities and on excursions; also with an active School Council, Parents & Friends and Canteen group. In some instances, participation in activities and on excursions will require a Working With Children card. For clarification on this requirement please contact the Principal.

Communication is maintained through newsletters, parent/teacher meetings, written reports, open days and many parent forums. We encourage parents and carers to also maintain informal contact with teachers on a regular basis.

We provide a wide range of enrichment and support programs including a special needs and assistance program, buddies, camping, excursions and incursions, interschool sport, swimming and multi-age activity days. We also provide optional enrichment programs such as keyboard, percussion, guitar, hip hop and religious education.

Kingsbury Primary School takes pride in its excellent reputation in the community. We will continue to pursue excellence in learning and teaching, providing a high quality educational program which reflects the needs of our students and prepare them for a happy and productive life. Our aim is to provide a great start for life-long learning.

PROTECT - CHILD SAFE STANDARDS

Kingsbury Primary School is committed to the safety and wellbeing of all children and young people. The child safe standards require our school to consider all aspects of child safety and put measures in place to protect children from all forms of abuse, including: sexual or grooming offences, physical violence, serious emotional or psychological harm, serious neglect.

We implement the seven standards in all our school wide practices, ensuring that all students are safe.

KINGSBURY PRIMARY SCHOOL PROFILE

At our school, we believe that everyone has the right to feel safe and to learn, and that we are all responsible for ensuring this happens.

Our Vision, Mission and Values reflect this belief.

VALUES

Our students, parents and staff have chosen the following values to underpin our learning, social and working relationships.

- SAFETY
- FRIENDSHIP
- RESPECT
- TEAMWORK & COLLABORATION
- LEARNING

VISION

Kingsbury Primary School's vision is to:

- Learn together
- Create a better future for our community
- Work in a clean, safe and happy environment
- Treat each other as friends
- Promote ongoing, open communication within our school community
- For each of us to achieve our personal best

MISSION

- We provide an inclusive, nurturing, and encouraging environment for students and staff.
- We offer high quality education programs to students across a wide spectrum of academic abilities.
- We engage students through the development of a strong sense of belonging, teamwork, resilience and motivation.
- We equip students with the skills to adapt and manage in an ever changing world.
- We strive to make them curious learners.

CURRICULUM OVERVIEW

VICTORIAN CURRICULUM

The Victorian Curriculum sets out a single, coherent and comprehensive set of content descriptions and associated achievement standards to enable teachers to plan, monitor, assess and report on the learning achievement of every student. This curriculum reflects much of the Australian Curriculum, but differs in some important respects, most notably the representation of the curriculum as a continuum of learning and the structural design.

ENGLISH

English incorporates Reading, Writing, Speaking and Listening. It is the key to all learning and to success in all areas of the curriculum. Language development is encouraged through the provision of a variety of opportunities and experiences for students to practise reading and writing, speaking and listening skills and by integrating English use across all areas of the curriculum.

MATHEMATICS

Mathematics is fundamental to participating effectively in our society. Our Mathematics Program is activity based, related to real life situations, and **seeks to develop children's abilities in problem solving, number skills, measurement, chance and data.** Children are encouraged to think mathematically to solve problems in the classroom. As such, we encourage parents to make their child aware of number and mathematical concepts in daily life, e.g.; asking your child to select 3 apples at the fruit shop and reading street signs with numbers.

SCIENCE & HUMANITIES

Units of work based on an engaging theme are planned by teaching teams each term for students to broaden their understanding of issues such as the environment, cultural diversity, history, geography, enterprise, social justice, and global issues.

Science and Technology aims to increase our knowledge of ourselves and our environment and how to manage our resources and environment for practical and responsible human purposes.

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Each student has the opportunity to learn computer skills through exploration of programs and internet applications. The importance of online safety is paramount and is reinforced in the classroom. They will learn that computers are a valuable learning tool that can be used across all areas of the curriculum.

From Grade 3, families have the option to lease a netbook computer for their child to use at school and at home.

HEALTH AND PHYSICAL EDUCATION

This incorporates physical education, sport, health, outdoor education, personal, traffic and annual term 4 swimming lessons. All of these programs assist students to develop appropriate values and attitudes; developing successful personal relationships, making practical decisions and taking actions that are personally and socially responsible in relation to their health, wellbeing and interpersonal relationships.

VISUAL AND PERFORMING ARTS

The arts provide a range of experiences for students essential to their overall development. Students are encouraged to develop skills and appreciation in art/craft, graphic communication, media education, music, dance and drama. These are supported by a wide range of excellent specialist teachers, resources and facilities. Our School Concert and Art Show are celebrations of student achievements.

ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

The EAL program is designed to support students with English as an additional language. EAL focuses on the development and improvement of oral language skills - speaking & listening and reading & writing skills; to assist students within the curriculum areas.

SCHOOL HOURS FOR PREPS

During February, Preps have different hours to the rest of Kingsbury Primary School. These dates were correct at the time of printing, however, may be subject to change.

New Prep students begin school on
2nd February 2017 from 9:30am—3:30pm.

Normal school hours: 9.00am—3.30pm, will apply from Monday 6th February.

Daily Breaks:

- Snack Time: 10:40am - 11:00am supervised in the classroom
- Recess Play: 11:00am - 11:30am supervised by yard duty teachers
- Eating Lunch: 1:30pm - 1:40pm supervised in the classroom
- Lunch Play: 1:40pm - 2:30pm supervised by yard duty teachers

Please note, Prep students do not attend school on Wednesdays during February as we try to ensure they are coping with the change from Kindergarten to Primary School. Should you have any concerns about your child and/or school, this a perfect opportunity to discuss your concerns once you have made an appointment with the Prep Teacher.

PUNCTUALITY IS IMPORTANT

To ensure your child starts on time in the morning, an arrival 10 minutes prior to 9.00am allows them to have time to go to the toilet, have a drink and say hello to friends before the bell is rung. This makes for a happy, orderly and settled start to each day.

Late arrival is unsettling for your child and also disruptive for the rest of the class and their learning. Late arrivals are directed to the office for a late pass and these are noted on the school roll.



ESTABLISHING GOOD SCHOOL ROUTINES

Teachers provide supervision in the yard from 8:45am—9:00am, during morning and lunch recess, then from 3:30pm—3:45pm. Please be prompt in picking your child up at 3:30pm as lateness can upset them.

PLEASE NOTE: CHILDREN MUST BE COLLECTED BY AN AUTHORISED ADULT.

If your child is to be collected by an adult other than yourself, you must let us know.

When collecting students at the end of the day parents are requested not to enter the classrooms or hallway and to kindly wait in the seating area outside the Admin/Prep building. Students will be brought outside by their teacher.

If you have any concerns you wish to address, your child's teacher will be happy to see you before 8:50am or preferably after 3:35pm.

WHAT TO BRING TO SCHOOL DAILY

- School bag: Large enough to hold a jumper, book and lunchbox that can slide in and out easily. Please ensure your child can open and close it without difficulty.
- Snack and lunch containing healthy choices, i.e. fruit, vegetables, sandwiches, wraps, limited pre-packaged sweet treats and a bottle of water.
- Sun smart hat either wide-brimmed or legionnaires style, compulsory during Terms 1 and 4.
- Art Smock to protect their clothing. An adults old shirt is adequate.
- Reading Satchels: Supplied by school to transport their home reading books to and from home and are required to be brought to school everyday. These also contain essential information for parents.
- Spare clothing, (clearly labelled) if you feel your child may require it.

PLEASE ENSURE ALL BELONGINGS ARE CLEARLY LABELLED.

PREPARING FOR SCHOOL

TRANSITION STATEMENTS

If your child attended a Victorian Kindergarten or Childcare Centre with a kindergarten program, you should have been provided with a Transition Statement.

This document is completed by the Kindergarten/Pre-school teacher and contains important information about your child. This information assists our **Prep teachers in understanding your child's particular needs.**

Please follow-up with your Kindergarten/Pre-school teacher that this documentation has been completed and has been signed by you before forwarding it to us.

It is our aim to make your child's transition to school from kindergarten smooth and happy.

WHAT PARENTS CAN DO

The following information is supplied as a guide as to how you can best prepare your child for school and build their self-esteem and confidence.

SAFETY, SELF CARE AND HYGIENE

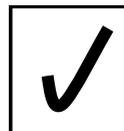
Please ensure your child is able to:

- Put things away after use. This should include their own school bag.
- Understand to speak to their teacher when they need to go to the toilet, as they are given a partner to accompany them.
- Take off and put on outer clothing without assistance; e.g. Jumpers, jackets, coats, socks and shoes. Preps are not expected to be able to **tie their own shoes, however are encouraged to 'have a go'.**
- Use a handkerchief/tissues properly.
- Use the toilet independently and correctly.
- Wash their hands.
- Understand what to do if you are late and are not there to pick them up at 3:30pm.



DAILY CHECKLIST

- **Has your child had a good night's sleep?**
- Is your child cleanly dressed in their uniform?
- Has your child eaten a balanced breakfast?
- A nourishing snack, lunch and water bottle are packed?
- Does your child have a Sun smart hat for the day?
- Is your child leaving home happy, ready and eager to participate in learning and school activities?



SUPPORTING YOUR CHILD IN A NEW ENVIRONMENT

When your child starts school at Kingsbury Primary School they will be seeing, hearing and experiencing many new things. We suggest the following to support your child during their first few weeks and beyond:

- Clothing is sized correctly, allowing your child to easily put on and remove.
- Snack and lunch is prepared to be easily unwrapped or packaging removed.
- Everything is named and labelled, including socks and shoes.
- Pack spare underwear, pants and socks in their bag - accidents do happen.
- Expect your child may be tired, so allow some quiet time when they get home.
- **Ensure your child has a good night's sleep they will need more rest and sleep after a busy and active school day.**
- Ask about their day, however, you may not get a detailed response.
- Learn to ask questions that give your child something specific to talk about; e.g. What was the best thing you did today? Tell me something about your drawing? Did you hear a story today - what was it about?
- Be on time to arrive at school. Arriving at 8:50am is the recommended time for a good start to the day.
- **Check your child's school bag** daily for notes, home reading or food-leftovers.
- Keep your child at home if they are sick - the best place is at home with you.

BEGINNING YEAR PREP ASSESSMENT

Initial Prep Entry Assessment will be held on each Wednesday of February or alternatively during class time in the same month .

We wish to utilise this initial assessment to inform our teaching and learning program. As prep students tend to adapt and learn new skills daily, this affects the quality of the information. To ensure authenticity and accuracy they will be assessed in a shorter time frame.

The Prep Entry Assessments follow the guidelines and assessment tasks as set by the Department of Education and Training (DET).

Your child's teacher will work with your child to complete the assessment tasks. This assessment is conducted one-to-one, so the teacher can make an accurate and independent assessment of your **child's capabilities.**



Parents may be required to attend the Prep Entry Assessment with their child. Information detailing the time of assessment will be sent home promptly, once the school year has commenced.

If you have any concerns regarding this process, we suggest you **contact the school or speak to your child's teacher.**



COMMUNICATION TO PARENTS

INTERVIEWS AND REPORTING TO PARENTS

The purpose of interviews and reporting is to keep you informed of **your child's progress at school. This includes not only their academic achievements, but also their social attitudes, interactions and wellbeing.** This process will address what is needed from teachers, students and parents to support and improve their learning outcomes.

Kingsbury Primary School values effective communication and its importance in keeping all parents fully informed and up-to-date with student progress, as well as learning programs. Parents are expected **to support their child's education by playing an active and interested** role in their learning and through attending interviews.

Meetings to discuss your child's progress can be arranged for a mutually agreed time with a class teacher or the Principal. To avoid interruption to class teaching sessions, this be done before/after school or by calling at the office and advising your request.

Standard reporting sessions are held twice yearly. The first, in late February, an initial three-way conference (Teacher/Parents/Student). The second three-way conference will be held towards the end of second term/early third term.

Grade 3 and 5 students will receive a NAPLAN report in September detailing their capabilities in Reading, Writing, Spelling, Punctuation and Grammar and Mathematics.

NEWSLETTERS - EACH TERM AND WEEKLY

At the beginning of term a Grade Level Term Newsletter will be sent home informing you of curriculum and specialist programs. Also each term a Kingsbury Primary School Community Calendar with important dates and scheduled events will be sent home to families. A weekly newsletter is distributed *each Thursday* to the youngest in the family or only child attending the school. Other notes may be included with the newsletter. The newsletter can also be found on our website. Check school bags and blue reader satchels.

EXCURSIONS

Excursions are arranged at reasonable intervals during the year to enable children to have first-hand contact with a range of educationally valuable experiences. Excursions are an integral part of the school curriculum. They have sound educational objectives and are supported by preparatory and follow-up lessons in the classroom.



When planning excursions consideration is given to the cost to parents. Any family whom may be suffering financial hardship is invited to discuss the matter confidentially with the Principal, so as arrangements can be made to ensure that no child misses out on a valuable experience.

Parents are notified in writing well in advance of any proposed excursion. It should be understood that no child can be taken on an excursion without a signed written permission and authority to take emergency action in case of illness or accident.

As well as taking part in excursions, students are also exposed to many interesting and varied experiences within the school. Incursions are held on the school site and may include; visiting musicians, guest speakers, puppet and theatre groups, films and video and other curriculum related activities.

Excursions and Incursions are of great educational value. It is important to allow your child to participate in these activities. Parents are encouraged to take part in excursions and assist, under direction from teaching staff, with supervision and planned activities.



HEALTHY KIDS = HEALTHY LEARNING

We encourage children to have a healthy lifestyle and a healthy diet. As such, our canteen provides a range of healthy eating options. We ask parents to support our views on healthy eating by ensuring that items such as cordial, fruit juice, chips, sweets and chocolates are kept to a minimum. Soft drink is not permitted at school.

The students eat their snack and lunch inside the classroom with their teacher.

Your child's lunchbox or bag should be clearly named. Morning snack should be wrapped separately from lunch. Water should be in plastic bottles as glass bottles or cans are not permitted. They will be able to refill their bottle with water at school.



Birthdays are a special time for your child. Should you wish **to bring something along to share with your child's** classmates we would appreciate individual items such as cupcakes or lolly bags. Large cakes are difficult for one teacher to cut and serve to 20 excited children!

SCHOOL CANTEEN AND LUNCH ORDERS

Lunch orders may be obtained from the school canteen on:

Wednesday, Thursday and Friday.

Lunch orders are placed in a basket in the classroom. Parents are asked not to take money straight to the canteen. Money **should be enclosed in a brown paper bag with the child's name, grade, room number, lunch order and the amount of money enclosed written on the bag.** If possible, correct money is appreciated by the canteen volunteers, and also helps ensure your child does not lose their change.



A canteen price list is available at the office.

The canteen is rostered and run by volunteers and there is a continuing need for people to assist. If you are available to assist, please contact the **office or the Canteen Manager. The Canteen also holds "Special Lunch Days" throughout the year.**

STUDENT UNIFORM

To foster pride and school spirit at Kingsbury Primary School, the School Council has designated that it is compulsory that all students follow the student dress code. For safety reasons, strict adherence to wearing of school uniform on excursions is required.

If a student is not in full school uniform a note, explaining why and when it is anticipated the student will return in full uniform, is requested from parents. This prevents students from possibly being embarrassed about not being in uniform.

Students are required at all times to wear closed-toe shoes for safety. Sandals, thongs or dress shoes are not permitted. Runners or sports shoes should be worn on Physical Education (PE) or Sports days.

A copy of the Student Dress Code Policy is available from the school office.

SUPPLY OF SCHOOL UNIFORM

New school uniform may be ordered and purchased from our on-site school uniform shop. Lay-by is offered to parents and a limited stock of second-hand uniform is also available to purchase.

The uniform shop is open on Friday mornings 9:00am - 10:00am.

STATE SCHOOLS RELIEF

For parents who are suffering financial hardship and are finding it difficult to purchase uniform items, individual arrangements for financial assistance can be made for supply of uniform items.

The State Schools Relief organisation provides new school uniform to children whose family is in need of financial assistance.

Please contact the Principal or the Community Welfare Officer for further information about this service.

Parents may be eligible for a Tax Rebate on purchase of school uniform. Please refer to the Australian Tax Office (ATO) Website.

SUN SMART

Our Sun Smart Policy has been developed to ensure that all students, staff and visitors attending the school are protected from skin damage caused by the harmful ultraviolet rays of the sun. It is implemented throughout the year with particular emphasis in Term 1 and Term 4.

During Term 1 and Term 4, we require students to wear sun hats whenever they are outside; i.e. during recess, lunch, sport and on excursions. Only broad brimmed, legionnaire and bucket style hats are approved and permitted. Students not wearing hats must remain under a designated shade area.

Students without hats will not be able to attend excursions and inter-school sports events in Term 1 and Term 4.

Alternatively, when the UV Index is over 3, all students are required to wear their Sunsmart hat. We advised that students bring their hats to school each day.

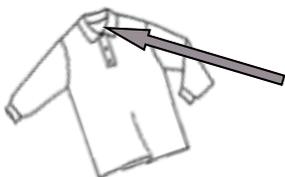


LOST PROPERTY

If your child has lost any belongings, check the pigeon holes or pegs in the classroom area. There is a lost property box near the reception area in the main building. The office staff will direct you to the lost property box.

To avoid loss of property, please **label all your child's clothing** (including hats), school bags, lunchboxes and water bottles.

This minimises extra expense to families for replacements.



Label everything with your child's name.

STAYING SAFE

SCHOOL CROSSINGS AND PARKING

Prep—Grade 2 students will participate in Traffic Safety Instruction conducted by one of our Traffic Safety Officers.

The school crossings in Dunne Street, Green Avenue and Maryborough Avenue are attended by Crossing Supervisors from 8:00am - 9:00am and 3:00pm - 4:00pm on school days.



Careful use of these crossings is vital and your co-operation in explaining this to your child would be appreciated. We urge parents to adhere to safe and sensible walking, driving and parking at all times.

Please observe the parking restrictions which apply on streets adjacent to the school. There is a 40 kph speed limit operating in streets surrounding our school. Parking within the school grounds is strictly for staff and the delivery of goods and services.

Parents are not permitted to use the car park. The only exception being parents who use the Out of School Hours Care Program when dropping off or picking up children from the program.

The car park is out of bounds to all students.

RIDING BIKES, SCOOTERS TO SCHOOL

Students may ride bikes and scooters to school provided:



- An approved safety helmet is worn.
- Bikes and scooters must enter and leave the school yard by the correct gates, and not through the staff car park.
- All must be locked in the bike shed by 8:55am and collected by 3:45pm. The yard duty teacher will supervise this.
- Bikes and scooters are not to be ridden in the school yard.

SCHOOL SERVICES

SCHOOL LIBRARY

At Kingsbury Primary School all children are given time, and are encouraged to borrow books from the school library. Each child is supplied with a library bag.

We understand that accidents do happen to books both at home and school, however, any books that are damaged in any way should be returned to school for repairs. We have access to special mending materials. Please note; due to excessive cost of books, those damaged beyond repair or lost are required to be replaced with a new book or payment.

Also check the Grade Level Term Newsletter for Library session times.

SCHOOL NURSING SERVICE

This service provides health and medical screening. Prep children receive a general examination, however, referrals from grade levels other than Prep and follow-up visits for prior medical conditions are also conducted. Medical **information is treated as confidential. Parents' permission is obtained prior to visits** by the School Nurse.

SCHOOL SUPPORT SERVICES

A range of student services are available. These include:

- Education Psychologists
- Speech Pathologists
- Social Workers
- Visiting Teachers; supporting students with special/additional needs.
- English Language Support from Collingwood English Language School.

Requests for assistance are normally made through the school. Please contact the Principal or Community Welfare Officer regarding enquiries for these services.

DEPARTMENT OF HEALTH & HUMAN SERVICES VICTORIA (DHHS)

Human Services protects the child in need of care and attention. Contact the Principal or Community Welfare Officer regarding further information about this department.

SCHOOL SERVICES

OUT OF SCHOOL HOURS CARE PROGRAM

Before and After School Care, Curriculum Day and Holiday Programs are offered to students attending Kingsbury Primary School.

In providing quality child care, the program aims to offer a safe, caring, enjoyable and stimulating environment for the children. There is a wide range of challenging activities to cater for individual needs. These include cooking, painting, art/craft, reading, indoor and outdoor games, music/dancing, home learning/study, tv/dvd, computers and more. Breakfast is provided in the morning and a snack in the afternoon.

Facilities include a Multi-Purpose Room equipped with kitchen/cooking facilities, First Aid, outdoor sports oval, courts, large playground and outside undercover areas.

Hours of Operation

- Before School Care 7:00am - 8:45am
- After School Care 3:30pm - 6:00pm
- Both programs operate every school day
- Child care is also available on Curriculum Days
- A holiday Program operates during the term holidays

To book your child into the Before or After School Care program, please call their direct telephone line on 9462 2354.

An answering machine will take your message if staff are not immediately available.

All students attending the Out of School Hours Care Program must be registered on the appropriate form. These are available from the School office.

Families are able to seek financial support from the Family Assistance Office at Centrelink. You may be entitled to a Child Care Benefit (CCB) Number.

SCHOOL ORGANISATION & ADMINISTRATION

NORMAL SCHOOL HOURS

School Commences	9:00am
Morning Recess— Eating in classroom	10:50am - 11:00am
Morning Recess Bell Times	11:00am - 11:30am
Lunch— Eating in classroom	1:30pm - 1:40pm
Lunch Bell Times	1:30pm - 2:30pm
School Dismissed	3:30pm
Before School Care	7:00am - 8:45am
After School Care	3:30pm - 6:00pm

PLEASE NOTE:

- The above school hours apply to Prep students after their first week, yet eating times may vary depending on student needs.

TERM DATES FOR 2017

Term 1	2nd February—31st March
Term 2	18th April—30th June
Term 3	17th July—22nd September
Term 4	9th October—22nd December

REMINDERS

- No school for Preps on Wednesdays during the month of February except for Prep Assessment Interviews. The date and time of the assessment will be advised to you at the start of the school year.
- Prep classes start at 9:30am on Thursday, 2nd February.

SCHOOL ORGANISATION & ADMINISTRATION

SCHOOL ATTENDANCE

Regular attendance is essential for the education of your child. It is also a requirement by law. A written note of explanation is required each time your child is absent. If possible, a telephone call in the morning to inform your **child's teacher of the absence would be welcomed.**



If you arrive at school late, you will need to complete a red **'late pass' note at the office before sending your child to class.** Late arrival to class interrupts the learning of, not only your child, but also the rest of the class. As such we ask you make every effort to be at school before 9:00am.

A school assembly is held at approximately 3:10pm on Monday afternoon. Parents are encouraged to attend these assemblies.

CHILDREN LEAVING SCHOOL EARLY

If your child needs to leave school early for a dental, medical or other appointment, please notify the teacher.

To ensure the safety of children, parents will need to call at the office before **taking their child from school. Parents will be issued with yellow 'leaving school early' note which must be completed and presented to the class teacher** before leaving the school.

No child will be permitted to go home alone during school hours. Please arrange to collect your child in person or nominate another authorised adult to do so.

PUPIL FREE DAYS

The Department of Education and Training (DET) allows schools to be closed on nominated days in order for the school staff to take part in professional development activities, which improve on school curriculum and policy. You will be notified of the dates well in advance.

On Curriculum days children do not attend school. The school provides Child Care on these days through our Out of School Hours program. If you require care for your child on a Curriculum day, please contact the Out of School Hours Care Co-ordinator—telephone 9462 2354.

PARENT FUNDED MATERIALS AND SERVICES

Each year the School Council determines the amount to be requested from parents to help cover the cost of purchasing books, student requisites and essential classroom supplies. The government provides funds towards providing a basic education, however this is not sufficient to meet current community expectations of a high quality education. You will be expected to pay a School Contribution (Subject Levy) early in the school year. You are not required to buy other items for use at school. The class teacher manages the distribution of learning and writing materials.

CAMPS, SPORTS AND EXCURSIONS FUND (CSEF)

The Camps, Sports and Excursions Fund (CSEF) commenced in 2015 and provides payments for eligible students to attend camps, sports and excursions.

CSEF applications for 2017 open from term one 2017. Parents or legal guardians are required to submit a CSEF application form to their child's school.

Victorian Government Year 7 and Prep students (in 2017) who are CSEF recipients are also automatically eligible for a uniform support. For more information regarding this initiative please see [State Schools' Relief](#).

Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. \$125 per year is paid for eligible primary school students, with \$225 per year paid for eligible secondary school students. A special consideration eligibility category also exists. Payments are made directly to the school and are tied to the student.

For more information visit;

<http://www.education.vic.gov.au/about/programs/health/Pages/csef.aspx>

CASH AND MONEY HANDLING (INCL. EFTPOS)

Whenever it is necessary to send money to school; for an event, excursion or incursion, please enclose the right amount of money in a sealed envelope with **the child's name, grade, room number and amount enclosed written in print on the outside**.

Specially printed envelopes are provided by the school to save parents time and allow parents to fill in Eftpos or Credit card details instead of making a cash payment. Parents can also pay by Eftpos/credit using our facilities at our main office. Please collect a few of these envelopes from the office and use these for payment of school expenses. All payments made will be issued with a receipt.

MEDICAL INFORMATION & ILLNESS

EMERGENCY INFORMATION

Confidential emergency information is kept on file for each child in the school. This enables contact to be made with parents in case of accident or illness.

Parents are asked to advise the school without delay of changes in their address or telephone numbers.

Please inform the school if your child develops any medical conditions (e.g. allergies, asthma, travel sickness, diabetes, epilepsy) which may impact on their wellbeing or learning.

ALL INFORMATION IS TREATED AS CONFIDENTIAL.

MEDICINE AT SCHOOL

It is school policy that when it is necessary for children to take medicine the following guidelines apply:

- No medicine will be dispensed unless the parent has contacted the classroom teacher or Principal with written instructions.
- No medicine will be dispensed unless it is clearly labelled with the **child's name, dosage, and the time that dose is due and whether it is to be given with or without food**.
- Medicine to be dispensed must be handed to the classroom teacher or office.
- All medicines will be dispensed at the office and recorded by staff.
- Medicines can be refrigerated, if necessary.

IMMUNISATION CERTIFICATES

All children are required by the Health Act to have an Immunisation Certificate. This is obtained from the Health Department at your local Council and needs to be presented when you enrol your child at school.

Children who have not been immunised against Diphtheria, Polio, Tetanus, Measles or Mumps will be excluded from school if there is an outbreak of one of these serious diseases.

ASTHMA

Parents must supply the school with an **ASTHMA ACTION PLAN** if your child **suffers from Asthma**. **Your child's doctor will help you complete the Asthma Action Plan** and will need to sign the document.

It is the parents' responsibility to ensure that the school is informed promptly when the Asthma Action Plan has been updated or your child's medical circumstances change.

Asthma medication, pumps, and spacers should be clearly named and labelled. The school is able to keep items in the sickbay, in the classroom, and **in your child's school bag, depending on the requirements of the Asthma Action Plan.**

Blank Asthma Action Plans are available from the school office or via the Asthma Foundation website.

www.asthmafoundation.org.au

ANAPHYLAXIS - (SEVERE ALLERGIC REACTION)

Parents must supply the school with an **ANAPHYLAXIS PLAN** if your child **suffers from Anaphylaxis**. **Your child's doctor will help you complete the Anaphylaxis Plan** and will need to sign the document.

It is the parents' responsibility to ensure that the school is informed promptly when the Anaphylaxis Plan has been updated or your child's medical circumstances change.

Epi-pens (or similar) should be clearly named and labelled. The school is able **to keep items in the sickbay, in the classroom, and in your child's school bag,** depending on the requirements of the Anaphylaxis Plan.

All staff are trained in both Asthma and Anaphylaxis as a requirement of our school policy and government regulations. Retraining occurs on a regular basis.

MEDICAL INFORMATION & ILLNESS

ILLNESS

Home is the best place for a sick child. If your child becomes sick or is injured at school, it is our policy to attend to any minor problems and to place and observe your child in the sick bay for an appropriate period of time or, if required, seek emergency medical assistance. If warranted, we will contact you or a person nominated by you as an emergency contact. We will request you to collect your child if their condition has not improved after monitoring.

INFECTIOUS DISEASES

(STUDENTS MUST BE EXCLUDED FROM SCHOOL IF THEY HAVE ANY OF THE FOLLOWING ILLNESSES)

CHICKEN POX: Until fully recovered. NB. Some remaining scabs are not an indication for continued exclusion.

DIPHTHERIA: Until a medical certificate of recovery is produced.

VIRAL HEPATITIS: Until a medical certificate of recovery is produced.

IMPETIGO (SCHOOL SORES): Until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and sores on exposed surfaces such as face, arms and legs are properly covered.

MEASLES: For at least 4 days from the appearance of the rash or until a medical certificate of recovery is produced.

MENINGITIS: Until a medical certificate of recovery is produced.

MUMPS: Exclusion for 9 days or until the swelling goes down.

HEAD LICE: Please notify the office as soon as you are aware your child has Head Lice. There is no need to purchase expensive special substances to treat Head Lice. Please visit the school office for advice or instructions on treatment.

WHOOPING COUGH: Exclusion for 5 days after starting antibiotic treatment.

RINGWORM: Until appropriate treatment has commenced.

RUBELLA: Until fully recovered and at least 4 days from the onset of the rash.

POLIOMYELITIS: Until a medical certificate of recovery is produced.

INFECTIOUS DISEASES

(STUDENTS MUST BE EXCLUDED FROM SCHOOL IF THEY HAVE ANY OF THE FOLLOWING ILLNESSES)

SCABIES: Until appropriate treatment has commenced, supported when requested by a medical certificate.

“SLAPPED CHEEK”: Until a medical certificate of recovery is produced. Please let the office know immediately if your child is diagnosed with this condition.

STREPTOCOCCAL INFECTIONS, INCLUDING SCARLET FEVER: Until antibiotic treatment has been received for at least 24 hours.

TUBERCULOSIS: Until appropriate treatment has commenced.



OUR SCHOOL COUNCIL

The School Council is an elected and legally constituted body that has 15 members; including eight elected parents, four elected staff members, and two co-opted community members. Our School Council is the focal point for decision making on overall school policies within state wide government guidelines. It has responsibility for financial policy and planning, the development and maintenance of school buildings and grounds, the promotion of the school community and building partnerships. Also, the operation of the School Canteen and Out of School hours Care program, employment of school ancillary staff such as Education Support Officers, clerical staff, childcare workers and cleaners.

The work of School Council reflects the important relationship between student, teacher and home. You can find out about the work of School Council by attending monthly meetings, joining one of the sub-committees or short term working parties. Also by reading the newsletters and/or attending other school functions such as working bees.

The Kingsbury Primary School Council has several sub-committees and **working parties which help and advise it in carrying out it's duties and functions.**

These are:

- Teaching and Learning
- Finance
- Out of School Hours Care
- Facilities and Grounds
- Canteen
- Community Relations
- Fundraising



Parents who are not members of the School Council are welcome and cordially invited to join and contribute to sub-committees at any time. The School Council meets on the 3rd Thursday of each month at 7.30pm in the staffroom and any parent is welcome to attend.

PARENTS & FRIENDS AND COMMUNITY

The Parents & Friends group plays an active and vital role in the rich educational and social life of Kingsbury Primary School.



The group aims to:

- Raise fund for the purpose of providing extra materials and resources for the use of students, school staff and parents.
- Stimulate interest in the school and education in general.
- Promote the welfare of the school.
- Work in conjunction with the School Council and staff to provide the best possible education for children.
- Assist with the parent participation program and foster co-operation among all community groups.
- Provide resources and support for important school activities sport days, excursions, reading and Grade 6 Graduation.
- Assist in the operation of the Canteen and Uniform Shop.
- Create opportunities for families to make social connections within the school community.

Membership is open to all parents and friends that are interested in the wellbeing and educational advancement of children at Kingsbury Primary School. For further information, please contact the school, or a member of the Parents & Friends group.

As well as knowing you are making a valuable contribution to the school for the benefit of your child, you will also derive a great deal of enjoyment and friendship from participating in the group.

QUICK REFERENCE - CONTACT INFORMATION

School Office Tel. 9462 2711

Fax. 9469 4054

Email. kingsbury.ps@edumail.vic.gov.au

Website: www.kingsburyps.vic.edu.au

Principal Ms Christine Campbell
Business Administrator: Mrs Toula Athanasopoulos
Student Administrator: Ms Silvia Murray

Out of School Hours Care Tel. 9462 2354.

Hours of Operation

Before School Care 7:00am - 8:45am

After School Care 3:30pm - 6:00pm

NORMAL SCHOOL HOURS

School Commences	9:00am
Morning Recess - Eating in classroom	10:50am - 11:00am
Morning Recess	11:00am - 11:30am
Lunch - Eating in classroom	1:30pm - 1:40pm
Lunch Recess	1:30pm - 2:30pm
School Dismissed	3:30pm
Before School Care	7:00am - 8:45am
After School Care	3:30pm - 6:00pm

Note: Music plays 3 minutes prior to bell times at 9am, 11:30am and 2:30pm.

HELPFUL HINTS

The first day of school

- **Lay out your child's clothes, shoes** and socks the night before.
- Help your child to pack her/his school bag with a snack, drink, lunch and a hat. Place a spare pair of underpants and a change of clothes in a plastic bag. Let your child know these clothes are in the bag in case of any accidents at school.
- Put sunscreen on your child in the morning if it is needed.
- Show your child where you will meet her/him at the end of the school day.
- At the end of the day talk to your child about what happened at school.



The first year of school

- Keep in regular contact with your **child's teacher. In this way, you can find things to do at home to support your child's learning and to find out how your child is adjusting to school.**
- If your child is having difficulty at **school, talk to your child's teacher.** Your child can also say what they think might help them.
- Keep talking to your child about school – ask them about their new experiences, what they like, and what they find hard.
- If your child attends an Outside School Hours Care service, find a **way of sharing your child's school progress** with the staff.
- Share feedback about your experiences in starting school with the school and early childhood service.
- Organise time for your child and their new friends to play together outside of school.



Are you not sure about the date of an upcoming event? Maybe the newsletter was lost or it never made it home... Are you wanting to know more about our school policies?

Then visit our website as it contains key information relating to the procedures of the school and updates our community of what is happening.

www.kingsburyps.vic.edu.au

Aspire ★ Aim ★ Achieve