Glen Waverley Primary School
Parent Information Booklet

Glen Waverley Primary School
774 High Street Road Glen Waverley
Tel: 9802 9938

Visit our website for a wealth of up-to-date information on our School
www.glenps.vic.edu.au
Email:glen.waverley.ps@edumail.vic.gov.au
OUR SCHOOL OATH

We the children of Glen Waverley Primary School
care for others and respect their views.

We make the most of every day
and work hard to ensure our future.

We are aware of our environment
and the need to protect it.

We take pride in our School, families and ourselves.

NATIONAL ANTHEM

Australians all let us rejoice,
for we are young and free
With golden soil
and wealth for toil,
Our home is girt by sea.

Our land abounds in Nature's gifts,
of beauty rich and rare,
In History's page,
et every stage,
ADVANCE AUSTRALIA FAIR

In joyful strains then let us sing,
ADVANCE AUSTRALIA FAIR
WELCOME TO
GLEN WAVERLEY PRIMARY SCHOOL

On behalf of the staff and school council, I would like to extend a warm welcome to all children and parents who are beginning an association with Glen Waverley Primary School. We are a medium size school with a current enrolment of around 320 – approx. 94 in junior school, 90 in middle and 130 in senior school.

We are a family orientated school where each child is valued and encouraged to reach their full potential. Just as each child is an individual with their own character and needs, so too their educational growth is unique. The teachers are committed to nurturing and developing the ability of each child through carefully planned and innovative teaching programs.

The School acknowledges the importance of:
- Catering for individual differences in children's ability.
- The role technology plays in the education of children.
- Broad curriculum options and subject specialisation.
- Languages other than English (Chinese Mandarin)
- Innovative and imaginative programmes.
- A caring and disciplined family environment.

All Glen Waverley Primary School staff are enthusiastic highly professional educators and bring a wealth of knowledge and commitment to their crucial task of guiding students towards a fulfilling and productive seven years of primary education. The school has an excellent blend of experienced and younger staff who work cooperatively in a range of teams together. They realise that the teacher is but one part of a team - parents are encouraged, at all times, to communicate with teachers and the school management on issues that are of interest or concern to them.

Glen Waverley Primary School is committed to encouraging teachers, parents and students to be involved and recognise and contribute to ensuring that our students complete their final year of primary school education fully equipped, both academically and socially, for the challenges of their future years of schooling. We have a strong relationship with our local secondary school, Glen Waverley Secondary College where approximately 90% of our graduating Year 6 students choose to transfer to.

Students at Glen Waverley Primary School achieve outstanding results and programs such as Reading Recovery and ESL are available for students achieving below the expected level or for whom English is not their first language. Programs such as Smart 8 and Tribes create a sense of belonging and provide opportunities for students to excel in their specific areas of interest. In addition to this it enables students to make a seamless transition from one year level to another.

We would like you to quickly feel a part of our school and I look forward to meeting you personally.

Frank Catalano - Principal
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<th>TERM DATES</th>
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**SCHOOL HOURS**

School commences at 9.00am and concludes at 3.30pm. Morning recess is from 11.00am to 11.30am and lunch is between the hours of 1.30pm and 2.30pm. Teachers are on duty in the school grounds from 8.45am and it is appreciated if children do not arrive at school before this time. It is advisable to have children at school no later than 8.50am to ensure they are adequately prepared for their day.

On the last day of each school term a School Assembly is held at 2.00pm followed by dismissal at 2.30pm. On the last day of the School Year children will be dismissed at 1.30pm following Assembly at 1.00pm.

**OUT OF SCHOOL HOURS CARE**

The school offers a professionally organised Child Care program run by Camp Australia. The program runs from 7.15am until 8.45am and from 3.30pm until 6.15pm daily during the school term.

Access to the program is available by completing a registration form available at the school office or by contacting Camp Australia. It is recommended that all children, whether they intend to use the program or not, be registered at the beginning of the year so that in an emergency situation they can be placed in care. Fee relief is available and further enquiries should be directed to Camp Australia or the coordinator directly.
OUR SCHOOL

PURPOSE
To develop individuals who:-

➢ Learn about themselves and the world around them
➢ Grow to become effective members of the community now and in the future
➢ Achieve personal fulfilment and a love of lifelong learning

VALUES

CARING
We show active concern for the safety and wellbeing of the environment and those within it.

INCLUSION
We work with others to achieve and promote the involvement and contribution of all.

RESPECT
We appreciate diversity and the worth of others.

INTEGRITY
We aim to be consistently honest and trustworthy.

RESPONSIBILITY
We recognise we are accountable for our actions toward self, others and the environment.

INITIATIVE
We accept the challenge of new learning and pursue excellence.
SCHOOL OPERATION

ASSEMBLIES
Assemblies provide the opportunity for children to communicate and acknowledge each others’ achievements. A School Assembly is conducted each Monday morning at 9.10am in the General Purpose Hall. Dates for these school Assemblies are listed in the fortnightly newsletter and on the website. Parents are extended a warm invitation to attend assemblies.

BANK DAY
School Banking is conducted through the Commonwealth Bank every Tuesday. If you wish your child to participate, the relevant forms are available from the School Office. Our School receives a commission for each deposit made.

BOOK CLUB
Our School conducts a ‘Book Club’ through Scholastic Australia. Quality books at reasonable prices can be purchased. Your child will be given order forms to bring home. Our School receives school library books based on sales made.

CAMPS
As children learn through direct experiences, the School offers an extensive camping program appropriate for each year level. Historically, our Year 6 students attend a five day bike riding camp at Derby Hill Police Youth Camp in Maldon and the Year 5 students a four day camp. The Year 4 students participate in a three day camp.

CARE GROUPS
Care groups are based on the ‘Tribes’ student welfare support model. The program aims to build social and interpersonal skills in children. The groups are multi-age with a mix of students from all year levels and with a “teacher / leader”. Care Groups are conducted on alternate Friday afternoons with whole school Assemblies.

CLASS REQUISITES
Students are required to provide their own stationery (pencils, pens, textbooks, notebooks etc.) for the commencement of each school year. Book Packs are available in December. An art smock and reader bag are required and can be purchased from the Uniform Shop. Diaries are sold at the school office. It is essential that all items are clearly named.

COMPUTERS
The Glen Waverley Primary School computer network is provided for staff and students as a resource to enhance teaching and learning opportunities. Each student has an individual electronic account linked to storage, email and internet access. Students are introduced to storing, managing and sharing their work. Throughout all these activities there is a strong message of cyber safety, with students completing a number of activities from the CyberQuoll safety program.
All students who access the school’s computer network or Internet site are asked to sign a Computer Use Agreement. We have a computer lab for whole class computer lessons as well as at least two multi-media computers in every classroom and a computerised library. A large range of software programs is available for students’ use including word processing, encyclopaedias and educational games.

DIGITAL EXCELLENCE
The Digital Excellence program aims to provide our students with the skills they need today and for a digital future. The program is very extensive commencing in prep and progresses through to Year 6.

The program is designed to reward students for the work that they do in class. After a student has achieved a level of work they are rewarded with a Cloth Badge, which is presented at Assembly and stored in an individual student folder. The students also have the chance to earn certificates when they are performing above expectations. **All families are expected to support the Digital Excellence program which requires payment of a yearly fee.**

EXCURSIONS AND EVENTS
Excursions, and other events within the School, occur throughout the year. They are an essential part of the School curriculum in that they provide a valuable learning experience. Parents will be notified in advance regarding venues and costs. A separate consent form is also required for each excursion and it is essential that the form be completed and returned to the School or your child will not be permitted to attend. As all excursions and school based activities are planned well in advance, legal liability prevents children attending those events which are not paid for in advance.

GENERAL PURPOSE HALL
The General Purpose Hall is used extensively by our students for sporting activities, large group exercises and for assemblies. It is also available for hire to interested parties from within and outside the School Community. Enquiries can be made through the School Office. Community organisations, as well as school groups regularly use our hall. **Our hall is not available for parties.**

HOUSE SYSTEM
At the end of each year one male and one female Captain are elected to lead each of the Houses. These students are chosen from the current year 5 students as Year 6 representatives for the following year. House points are given by Teachers to students for a variety of activities.

Our School has four Houses -

- **La Trobe** - Yellow
- **Mitchell** - Blue
- **Hume** - Green
- **Fawkner** - Red
**INSTRUMENTAL MUSIC**
As part of the music program all students in year levels 3 – 6, learn recorder and Prep to Yr. 2 learn the flutophone. Students in year levels 3 - 6 are also offered a range of musical instruments in our SMART8 program explained further in this document. Very reasonable fees apply and are payable to the Instrumental Music Teacher at the commencement of each semester.

**INTERVIEWS AND REPORTS**
Written Reports of your child’s progress are issued towards the end of Terms 2 and 4. Mid-year, parents are invited to an interview with the Class Teacher to discuss their child's progress. However, if you wish to discuss any issues at any other time we ask that you arrange an appointment that is convenient to yourself and the Class Teacher. In the case of more urgent matters, you should contact the Principal or Vice Principal.

**JUNIOR SCHOOL COUNCIL**
Two students from each grade are elected to be a part of our Junior School Council. They represent the students in respective grades and help various school social occasions and fundraising activities, as well as whole school fun days

**LOST PROPERTY**
Lost clothing and other property are placed in the Lost Property area situated in the corridor opposite the Staff room. **Please ensure that all clothing and personal belongings are clearly named.** Unlabelled uniforms that have not been claimed by the end of each term will be sold as second hand uniforms through the Uniform Shop.

**LANGUAGES OTHER THAN ENGLISH (LOTE)**
Year levels 3 to 6 are taught Chinese Mandarin as their Language Other Than English (LOTE). The Preps – 2 participate in a Cultural Awareness Program.

**LUNCHTIME ROUTINE**
Children eat lunch in their Classrooms between 1.30pm and 1.40pm. Please ensure that your child has a clearly labelled lunch box and drink container. Drink containers must be unbreakable. The lunch recess concludes at 2.30pm. Lunch orders are available five days a week through an outside provider Gourmet Delish. Menus are available from the office.

**MONEY SENT TO SCHOOL**
When it is necessary for your child to bring money to School for excursions and other activities please enclose the money, and any relevant forms, in a sealed envelope with your child's name, year level, amount of money and activity printed on the front. The School does not accept responsibility for any money being carried by students.
NEWSLETTER
Our School Newsletter is printed every second Thursday and distributed to the eldest child in each family. The Newsletter provides important information relating to School management, curriculum activities, class notices and School Council matters. Please look for the Newsletter in your child’s school bag.

NOTICES
Individual notices are regularly given to children regarding School and class activities. It is important to check you child’s bag on a daily basis for these notices. A term activity sheet will be sent home at the beginning of each term listing the activities to be attended by your child for that term. A separate permission sheet will be attached for each activity and payment may be made as a lump sum.

PUPIL FREE DAYS
Each school in Victoria is allocated four Pupil Free Days by the Department of Education and Early Childhood Development. The first day of Term 1 is used and parents will be advised through the newsletter of the dates of the remaining three days. Children do not attend School on these days.

RELIGIOUS EDUCATION
Optional Religious Education is offered by qualified Instructors for half an hour each week for the Years Prep to 2. Students in Years 3 – 6 are given the opportunity to choose Religious Education as a SMART8 activity. These sessions are set by ‘The Council for Christian Education in Victoria’ and are non-denominational.

SCHOOL CAPTAINS
At the end of each year students elect our School Captains and Vice Captains. Two girls and two boys are elected from the Year 5 students for leadership the following year as grade 6 students. They represent the student body on issues that may affect students, as well as providing support to staff, team leaders, the principal and parents.

SCHOOL CONCERT
Every student participates in the School Concert which is held in Term 3 or 4 each year. The Concert is a major event for our students and one that is enjoyed immensely by all. Family and friends are invited, and encouraged, to attend the performance.

SCHOOL UNIFORM
All children must wear the School uniform. Our Uniform Shop operates each Monday between the hours of 3.00pm – 4.30pm. The School gratefully accepts pre-loved uniforms donated for re-sale. A ‘Second Hand Uniform’ sale is run each term. Our School is a ‘Sun Smart' School and therefore school approved sunhats are to be worn at all times when outside during Terms 1 and 4. School approved sunhats can be purchased from the Uniform Shop – there is a choice of three styles – legionnaires, bucket or slouch. Other styles and colours of hats are not permitted.
STUDENT WELFARE AND DISCIPLINE

Our School aims to provide an environment in which the rights of all children are clearly understood and respected. The School assists children to become responsible members of society through the development of self esteem and self discipline.

In cases of severe disciplinary breeches, parents will be informed and required to attend a conference with the Principal.

Our School believes that the home and school can work effectively together to address any issue effecting students.

Our School Chaplain, Chris Littlechild, supports our school community through pastoral care of students, teachers, families and the wider local community. School chaplaincy has been recognised as one of the most significant youth-focused ministries for young people that is taking place in Australian schools. Chaplains fulfil a unique role in school communities, they:-

• are active in promoting student wellbeing, particularly through the provision of pastoral care;
• encourage reflection about the spiritual dimensions of life;
• have an educative role in the areas of beliefs, values, morals, ethics and religion;
• work to facilitate the connection of students into the school network and wider community.

Kids Hope is a mentoring program that helps Australian children and their families. Through a partnership between local churches and primary schools, KIDS HOPE AUS. works to improve opportunities for mentored children in the areas of education, self confidence and wellbeing. For one hour each week, a group of caring adults from our local Glen Hill Community Church mentor children at our school. This usually involves helping the child with homework, playing games, arts and crafts, or just spending time together. Kids Hope focuses on children at primary school because during this phase the children are most likely to benefit from a close relationship with an adult. This is when self-esteem and values are learned and critical academic skills are acquired. Positive human relationships are essential for children to grow up happy and healthy, yet many Australian children lack significant close relationships with a caring adult, other than their parents. Children who receive mentoring early on significantly improve their chances for a good education, health and wellbeing, and social competence.

SWIMMING

A swimming and water safety program is offered to all students in Years Prep to 6 as part of the School curriculum. The swimming program is an intensive program run over two weeks. Parents will be informed regarding venue, dates and cost and it is expected that all children will attend as water safety is a vital skill and an important component of the Physical and Sport Education program.
SAFETY

TRAFFIC AND PARKING
There are two entrances to the School Car park –
1. One entrance is off High Street Road
2. One entrance is off Brent Street and incorporates a turning circle.

Both entrances can become very congested during the 'drop-off' and 'pick-up' times. Please take extreme care at these times as young children are unpredictable. **It is requested that you enter the carpark slowly and carefully, park your car and then leave your vehicle to pick up your child/children to ensure that they reach you safely.** The Brent Street 'turning circle' is used for access to the car park or as a pick-up zone at 3.30 where children are ushered into cars by a supervising teacher on duty. It is a **No Standing Anytime** zone and we ask you to observe this rule to ensure that congestion is limited and accidents avoided.

ABSENCES
The health and welfare of your child is of vital concern to all staff members. It is therefore important for the School to know when your child will not be attending school for health or any other reasons. Depending on the situation it would be appreciated if you would respond in the following ways:-
1. When your child is absent could you please contact the office (tel. 9802 9938) to enable a message to be passed on to the Class Teacher. When your child resumes school a brief note of explanation is required. This is a Department of Education and Early Childhood Development (DEECD) regulation.
2. If your child is to be taken out of school for any length of time (e.g. holidays,) the Class Teacher must be notified, in writing, prior to your child leaving the school.

BICYCLES
Children from Year 3 to 6 are encouraged to ride bicycles, provided:
- Parents have given permission.
- Children ride in a safe manner, wearing an approved helmet.
- Children observe all rules relating to bikes at school.
- Children generally take the same route.

N.B. The school reserves the right to intervene if it becomes aware that a child is riding their bike in an unsafe manner.

COLLECTING CHILDREN DURING SCHOOL HOURS
When it is necessary for you to collect your child during school hours, for any reason, a **PINK SLIP ABSENCE FORM**, available from the School Office, is required. Once this 'Pink Slip' is filled in, it must be passed on to the Class Teacher before your child may leave. This allows us to account for every student as required by the Department of Education and Early Childhood Development. (DEECD)
SAFETY OF CHILDREN

Our School takes great care ensuring your child's safety whilst at School. Whenever children are in the playground, during school hours, there is a minimum of two Teachers on duty. **Teachers are also on duty from 8.45am to 9.00am and 3.30pm to 3.45pm. We would therefore encourage your child to arrive at School no earlier than 8.45am and be collected no later than 3.45pm.**

Outside these hours the School grounds are not supervised. If your child arrives at school outside of supervised hours they will be placed in the Out of School Hours Care Program at your cost.

Parents can assist our efforts to maintain maximum safety by:-

- Training your child to know their name, address and telephone number, this could save time in an emergency situation.
- **Ensuring emergency contact names and telephone numbers on record at the school office are updated, particularly if any details change.**
- Teaching your child how to use the school crossing and the skills required to cross at traffic lights and streets when travelling to and from school.
- **Not parking in the turning circle.**
- Giving clear instructions to your child regarding how they will travel to and from School and who will pick them up.
- Notifying the Class Teacher in writing, or by a phone call to the School Office, if anyone other than yourself is picking up your child.
HEALTH AND WELFARE

ACCIDENT PROCEDURE
If your child is injured or becomes ill at School, staff members will take the following action:-
1. Administer First Aid where necessary.
2. Allow your child to rest in the sick room (under supervision).
3. Contact you, or your nominated emergency contact, if the illness/accident is regarded as serious or warrants the child being sent home.
4. Arrange further treatment if you cannot be contacted in an emergency situation.

EMERGENCY INFORMATION RECORDS
The School maintains emergency and information records that contain confidential medical information and emergency contact numbers. Emergency Information Records must be kept up to date. Please advise the School immediately of any changes to the recorded information.

HEAD LICE
Head lice are a common occurrence in schools and are not a sign of uncleanliness or neglect. If you find head lice please seek immediate treatment. Information, advice and treatment are obtainable from the Monash City Council Health Department as well as through brochures held at the school

IMMUNISATION
Provision of an Immunisation Certificate is mandatory for enrolment. If your child received vaccinations in Australia the Certificate is issued by the ‘Australian Childhood Immunisation Register’ upon completion of their 5 year old immunisations. If vaccinations were administered overseas a Certificate can obtained from the Health Department at your local Council upon presentation of proof of vaccination.

INFECTIOUS DISEASES
When your child has an infectious disease they are to be excluded from School. Information is available from School in regards to the length of time associated with each infectious disease.

MEDICAL SERVICES
Each year the School Medical Service visits the School to check on the vision and hearing of children at Prep level, children new to the country and to review ongoing concerns of children from previous visits. Parents of the children to be examined will be advised and permission sought before any examination takes place. Examination can also be requested by you for your child. Enquire at the School Office for further information.

MEDICATION
It is dangerous to pass the responsibility of dosage and care of medicines to a child. It is recommended that no child carry medicines in lunch boxes, school bags or clothing pockets. If medication (e.g. antibiotics) is to be administered to children during school hours, the medication MUST be in the prescription packaging and be accompanied by very detailed information regarding time and dosage required.
Exception to the above rules is children suffering from asthma who are required to carry a "puffer" in their bags at all times.
PARENT INVOLVEMENT AND SCHOOL BODIES

SCHOOL ACTIVITIES
The School welcomes interested parents to become involved in School activities. As well as helping to support the School Curriculum you will find that your child looks forward to your participation. Some of the activities that you may enjoy becoming involved in are :-

1. Shared reading.
2. Assisting with computer education.
3. Accompanying School excursions.
4. Assisting with sports activities.
5. Assisting with Perceptual Motor Program (PMP), Studies of Society and Environment (SOSE), Health, Technology and Science.
6. Helping in our school canteen.

SCHOOL COUNCIL
The School Council consists of elected members of staff and parents who work together in the best interests of the School. Nominations are sought, and elections are held, near the commencement of each school year. School Council meets a minimum of eight times a year. Responsibilities of School Council include:-

1. Shaping the educational policy of the School.
3. Overseeing the financial management of School accounts.
4. Promoting the School.
5. Overseeing the employment of ancillary staff.
6. Reporting annually to the School community.
7. Carrying out any other prescribed duties.

The working sub-committees of School Council are as follows:-

1. Resources
2. Education
3. Finance & Administration
4. Community Development & Fundraising
PREPARING FOR SCHOOL

Most primary schools start taking enrolments in May each year, for the following year. Children must be five years of age or older by 30 April of the year they start school.

To enrol your child, we need:

- Evidence of your child’s date of birth - Birth Certificate or Visa for children born overseas
- Names and addresses of the child and parents, guardians and carers
- Parents’ phone numbers (home, work, mobile) and email addresses
- Names and contact details of emergency contacts
- Doctor’s and dentist’s names and phone numbers
- Immunisation Status Certificate
- Health and welfare information (for example, does your child have asthma, diabetes, allergies, poor eyesight or hearing, specific custody arrangements)
- Information about the language/s your child speaks and hears (to help the school build on your child’s knowledge).

School staff will provide you with the appropriate enrolment forms and will organise an interpreter if required.

PREPARING YOUR CHILD FOR SCHOOL

Parents often ask the question: “What can we do to prepare our child for school?”

1. Dress himself/herself
2. Do up zippers and buttons
3. Put on shoes and socks
4. Go to the toilet and wash his/her hands
5. Knows name, address and phone number
6. Knows his/her own school bag (add a personal tag)
7. Knows where his/her play lunch is in the school bag.
8. Knows his/her own clothes which are clearly labelled.
9. Be able to open lunch box and drink bottle.
10. Be able to write his/her name.
11. Be able to use a pair of scissors.
12. Looks after belongings.
13. Know how to bounce a ball and catch it.
14. Be able to run, jump and hop.
15. Be able to count to 10.
16. Be able to tidy up.

It is also important to spend time speaking to your child about what school will be like. Talk to your child about hearing the school bell and knowing where to line up.
**TRANSITION SESSIONS**
Transition sessions are scheduled for pre schoolers for Terms 3 and 4. Early Years staff have designed sessions of an hour duration to provide pre schoolers with a glimpse of the school environment. Pre schoolers become acquainted with peers and students who already attend Glen Waverley Primary. Pre schoolers’ confidence increases as they begin to make connections with the school they will attend.

**PREP. HOURS**
Prep. children finish School at 1.00pm until the 1st Monday of March. After this date, they are dismissed with the rest of the School at 3.30pm. Early dismissal in the first months of the year assists the children in the transition from Kindergarten hours to the longer School day.

**SCHOOL REQUIREMENTS**
When your Prep. child starts school they require an art smock (e.g. an old shirt) and a library bag. Class requisites (pencils, felt tip pens etc.) are available for parents to purchase early in December.