



2025 PARENT INFORMATION BOOKLET



<http://www.glenps.vic.edu.au>

glen.waverley.ps@education.vic.gov.au



**Glen Waverley Primary School
774 High Street Road
PO Box 6
Glen Waverley 3150**

Phone: 9802 9938

Email: glen.waverley.ps@education.vic.gov.au

Website: www.glenps.vic.edu.au



Contents

Welcome Letter	Page 5
Acknowledgement of Country	Page 6
Our School Oath	Page 6
Australian National Anthem	Page 6
Guiding Statements	Page 7
Term Dates	Page 8
School Hours	Page 8
SCHOOL OPERATIONS	
Assemblies	Page 9
Book Club	Page 9
Buddies	Page 9
Camps	Page 9
Class Requisites	Page 9
Communication	Page 9
Compass	Page 9
Digital Learning	Page 10
eSmart & Digital Citizenship	Page 9
Excursions and Events	Page 10
House System	Page 10
Interviews and Reports	Page 10
Junior School Council	Page 11
Lost Property	Page 11
Languages other than English	Page 11
Lunch Orders	Page 11
Lunchtime Routines	Page 11
Money sent to school	Page 11
Newsletter	Page 12
Outside Hours School Care	Page 12-13
Pupil Free Days (Curriculum Days)	Page 13
School Concert	Page 13
Student Welfare and Discipline	Page 13
Allied Health	Page 13
The Resilience Project	Page 13-14
Swimming Instruction and Water Safety Education	Page 14-15
Traffic and Parking	Page 15-16
Uniform Shop	Page 17
Year 6 Leadership Teams	Page 18
STUDENT WELFARE	
Absences	Page 18
Bicycles	Page 18
Collecting Children during school times	Page 18
Safety of Children	Page 18-19

HEALTH AND WELFARE

Health Hub/ Nurse Page 19

Accident Procedure Page 19

Emergency Information Records Page 19

Head Lice Page 19

Immunisation Page 19

Infectious Diseases Page 19

Medical Services Page 20

Medication Page 20

PARENT INVOLVEMENT AND SCHOOL BODIES

School Activities Page 20

School Council Page 20-21

School Policies Page 21

PREPARING FOR SCHOOL

Preparing your child for school Page 21-22

Transition Sessions Page 22

Prep Hours Page 22

COMPASS Page 22-23

BALANCED LIVING CATERING Page 23



Dear New Parent and Learner(s),

Welcome to the Glen Waverley Primary School Family!

On behalf of the learners, parents, staff, and School Council, I would like to extend a warm welcome to all children, parents and extended family members who are joining the Glen Waverley Primary School family as we are incredibly extremely proud of our highly innovative, sought after and caring 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 which are rigorous, authentic, and deep.

As a school we acknowledge the importance of:

- Catering for individual differences in the children's ability
- The role technology plays in education
- Broad curriculum options and subject specialisation and
- A caring and disciplined family environment.

We are also a very proud Member of the Council of International Schools (CIS). The CIS is a world-renowned educational organisation which encompasses schools from over 100 countries. All CIS schools have a strong commitment to continuous improvement, global education, international understanding, and transnational awareness.

All Glen Waverley Primary School staff are enthusiastic highly professional educators that bring a wealth of knowledge and commitment to the crucial task of guiding students towards a fulfilling and productive seven years of primary education. The school has an excellent blend of staff who work cooperatively in a range of teams. Our staff also realise that the teacher is but one part of a team hence parents are encouraged to communicate with teachers and the school leadership on issues that are of interest or concern to them. We are also committed to encouraging teachers, parents, and students to be involved and contribute to all aspects of the child's learning and school life.

Included in this pack is just some of the crucial documentation a family requires when commencing at a new school. May I take this opportunity to suggest that you also access our school website (www.glenps.vic.edu.au) and subscribe to our school [iNewsletter](#) and also make the time to become familiar with the contents of our incredibly informative website.

In closing, once again welcome you to the Glen Waverley Primary School family and please do not hesitate to see or contact a member of staff or myself when the need arises.

Yours sincerely,

Frank Catalano, Principal

ACKNOWLEDGEMENT OF COUNTRY

We would like to acknowledge the Wurundjeri People who are the traditional custodians Of this land.

We would also like to pay respect to the Elders past and present of the Wurundjeri Nation and extend that respect to other aboriginal people present.



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 one and free;
We've 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, let every stage
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

Beneath our radiant Southern Cross
We'll toil with hearts and hands;
To make this Commonwealth of ours
Renowned of all the lands;
For those who've come across the seas
We've boundless plains to share;
With courage let us all combine
To Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.



GUIDING STATEMENTS

OUR MISSION

Glen Waverley Primary School develops lifelong global learners. We utilise research and a whole school approach, we pursue positivity, resilience, and academic excellence. Partnerships with students, parents and the community are nurtured and collaboration integral. We will provide students with knowledge, skills, and attitudes to become critical thinkers and productive citizens of the world.

OUR VISION

As global contributors, we are reflective, resourceful, and engaged in a fulfilling life of learning, laughter, and success.

OUR PHILOSOPHY

1. The Students are at the centre of everything we do.
2. Building Staff Capacity is paramount.
3. Everything we do is based on research and a Whole School Approach.

[Click Here to view our Guiding Statements](#)

OUR VALUES

INTEGRITY

Integrity – being consistently honest and trustworthy.

Having strong moral principles.

Truthful; honesty in one's actions and avoiding hypocrisy.

Intrinsic; internal standards and consistency.

Virtues; acting according to intrinsic values, beliefs, and morals.

RESPECT

Respect – appreciating diversity and the worth of others.

Courtesy; having regard and consideration for self and others.

Fairness, kindness and sensitivity to self and others.

Mutual respect; treating others the way you wish to be treated.

Appreciation; understanding the value of self and those around you. Embracing each individual's worth, dignity, and diversity.

Attentive; ready to learn and listen.

Encouraging; demonstrating support for the growth and development of others.

INITIATIVE

Initiative – accepting the challenge of new learning and pursuing excellence.

As a learning community we strive to be self-motivated and pursue personal excellence in everything we do.

Personal Best; striving to maximise potential.

Motivation; the intrinsic desire to act.

The ability to begin or follow through energetically with a plan or a task.

Being proactive; taking action before it is necessary.

GLOBAL EMPATHY

Empathy—The ability to understand the feelings of others and the consequences of our actions.

Connectedness; As the way people come together and interact irrespective of similarities and differences.

Engagement; with lifelong learning, the world's community, and the sustainability of our planet.

Embracing global citizenship and diversity.

The ability to view the world without boundaries.

Transnational citizenship; Connected to more than one country.

Inclusive; not excluding anyone on the basis of gender, race, class, culture, religion, disability, etc.

Valuing Interculturalism.

TERM DATES

2025

	Start Date	Finish Date
Term 1	28 January **	4 April
Term 2	22 April	4 July
Term 3	21 July	19 September
Term 4	6 October	19 December

2026

	Start Date	Finish Date
Term 1	27 January **	2 April
Term 2	20 April	26 June
Term 3	13 July	18 September
Term 4	5 October	18 December

2027

	Start Date	Finish Date
Term 1	27 January **	25 March
Term 2	12 April	25 June
Term 3	12 July	17 September
Term 4	4 October	17 December

**** The first day in Term 1 is always a student-free day in Government schools ****

For the full list, refer to [School term dates and holidays in Victoria.](#)

SCHOOL HOURS

The classrooms open at 8:50am, 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 Terms 1, 2 and 3, a School Assembly is held at 1:40pm followed by dismissal at 2.30pm. On the last day of the School Year (Term 4) children will be dismissed at 1.30pm following an assembly at 12.40pm.

SCHOOL OPERATIONS

ASSEMBLIES

Assemblies provide the opportunity for children to communicate and acknowledge each other's achievements. A school assembly is conducted each Monday morning at 9.10am in the school gymnasium and parents are extended a warm invitation to attend assemblies.

BOOK CLUB

Our School conducts a 'Book Club' through Scholastic Australia where quality books at reasonable prices can be purchased. An order form will be sent home with your child. Books are to be purchased online, they will be delivered to our school and then distributed at a later date through the school.



BUDDIES

Students are "buddied up" with peers in different year levels to foster connectivity and mentoring between students of different ages. Buddy classes meet approximately once per fortnight to work cooperatively on strategically planned learning tasks designed to build self-esteem and a sense of belonging.

CAMPS

As children learn through direct experiences, the school offers an extensive camping (outdoor education) program appropriate for each year level. Our Years 4-6 participate in a three-day camp. The Year 3's have a day experience at a camp site.

CLASS REQUISITES

The school provides a small stationery pack to each student at the commencement of each school year. It is essential all items are clearly labelled with the student's name. All other items of stationery will be provided by the classroom teacher. An art smock and reader bag (Prep-2 only) are also required and can be purchased from the Uniform Shop.

COMMUNICATION

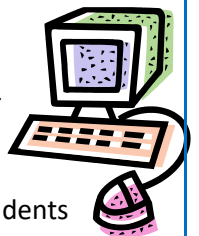
Communication with parents will be via the use of the Compass application on your phone or tablet. Please refer to the information provided at the back of this Information Booklet for further details.

COMPASS

Compass is an integrated online portal that allows you to access up-to-date and meaningful information about our school and your child's progress. Once again, for additional information please refer to the resources at the back of this booklet.

DIGITAL LEARNING

The Glen Waverley Primary school's computer network and ICT infrastructure is provided for staff and students as a resource to enhance teaching and learning opportunities. Each student has access to an individual '@schools.vic.edu.au' account which gives access to the Department of Education's Microsoft Office 365 and Google Suite for storage, email, and collaboration. Students are introduced to storing, managing, and sharing their learning from Year Prep and there is a strong emphasis on developing digital skills across their entire primary school journey.



We have a technology rich and strong learning environment with iPads and notebooks in classrooms from Prep to Year 3, and a one:2:one (1:1 BYOD – Bring Your Own Device) program in Years 4, 5 and 6. The students in this program all sign an Acceptable Use Agreement and participate in this program in line with this agreement and as a positive 21st Century and global citizen.

Esmart AND DIGITAL CITIZENSHIP

Glen Waverley Primary School aims to provide students with the skills they need for today and for a digital future. We are an accredited eSmart school and we expect students participate respectfully and responsibly when using digital technology. The eSmart framework is designed to help schools manage online safety - this is embedded across all year levels within our learning programs. Each year level develops expectations around safe technology use and continue to integrate learning about digital technologies across all curriculum areas.

In line with our School Values, we expect students to demonstrate initiative, show respect, have integrity when online, and participate with global empathy when using digital technology. We value the strong relationship that our school has with its students and families, and therefore we work together to create positive 21st century digital citizens.

EXCURSIONS AND EVENTS

Excursions, and other events within the school, occur throughout the year as they are an essential part of the curriculum in that they provide a valuable learning experience. Parents will be notified in advance regarding venues and costs and consent and payment is required for each excursion through our Compass system. 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.

HOUSE SYSTEM

At the end of each year two male and two 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
Our School has four Houses -

La Trobe - Yellow	Hume - Green
Mitchell - Blue	Fawkner - Red

INTERVIEWS AND REPORTS

“Getting to Know You” interviews are held in February which enables families to formally meet their child’s classroom teacher and share information pertaining to the child.

Student Reports are issued towards the end of Terms 2 and 4 through Compass. Mid-year, parents are invited to a student led conference with the class teacher and their child to celebrate progress and learning over the first semester. 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 one of the Assistant Principals.

JUNIOR SCHOOL COUNCIL

Three students from each class are elected to be a part of our Junior School Council and subsequently represent the students in respective classes.

The Junior School Council has three tiers each containing one of three representatives from the classes.

The tiers are:

- Service Learning – focus: Fundraising activities
- Sustainability - focus: Environmental activities
- Student voice - focus: Assisting in whole school decision making.

LOST PROPERTY

Lost clothing and other property are placed in the Lost Property area situated in the corridor to the left of the main door. **Please ensure that all clothing and personal belongings are clearly named.** Any unclaimed items remaining at the end of the term will be donated.

LANGUAGES OTHER THAN ENGLISH (LOTE)

Students in Years Prep to 6 are taught Chinese Mandarin as their Language Other Than English (LOTE) and lessons are held once a week. All students in Year 1 to 6 are also invited to participate in the Chinese Choir, practise is held during lunch times and the choir performs at every opportunity.

LUNCH ORDERS

Lunch orders are available four days a week (Tuesday to Friday) through an outside provider Balanced Living Catering. Please refer to the page at the back of this booklet.

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. The luncheon recess break concludes at 2.30pm.

MONEY SENT TO SCHOOL



If it is necessary for your child to bring money to school please enclose the money, and any relevant forms, in a sealed envelope with your child's name, year level, amount of money and the reason for the cash, printed on the front. This should be brought directly to the school office at the start of the day. The school does not accept responsibility for any money being carried by students.

iNEWSLETTER

Our **School iNewsletter** is published every second Thursday. We encourage families to subscribe and receive future issues. The iNewsletter provides important information relating to school management, curriculum activities, class notices and School Council matters.

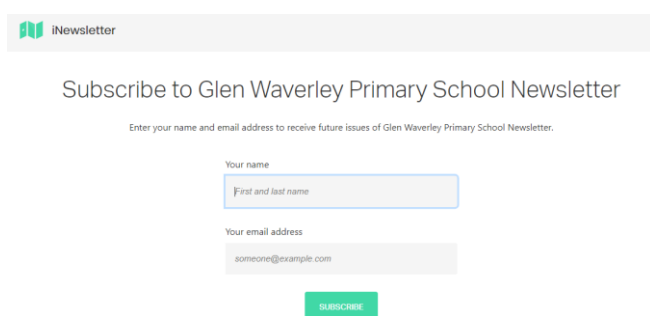
To receive an e-mail alert, and link to the newsletter, simply follow the following steps:

1. Access our website at: www.glenps.vic.edu.au
2. Click on the Newsletters Icon under 'Quick Links' on the homepage



Newsletters

3. Click on - To subscribe and receive future issues of our school iNewsletter please visit - <https://inewsletter.co/1ZwJ6x/subscribe/>
4. Add you details here



The screenshot shows a subscription form for the Glen Waverley Primary School Newsletter. At the top left is the 'iNewsletter' logo. The main heading is 'Subscribe to Glen Waverley Primary School Newsletter'. Below this is a small instruction: 'Enter your name and email address to receive future issues of Glen Waverley Primary School Newsletter.' There are two input fields: 'Your name' with a placeholder 'First and last name' and 'Your email address' with a placeholder 'someone@example.com'. A green 'SUBSCRIBE' button is located at the bottom of the form.

5. Alternatively, an alert on Compass is also sent advising when our iNewsletter has been published for the fortnight with a link to access.

OUT OF SCHOOL HOURS CARE



The school offers a professionally organised Childcare program run by Camp Australia. The program runs from 6.45am until 8.45am and from 3.30pm until 6.30pm daily during the school term. The program is run at our school in our purpose-built room.

NB. On the final day of each Term, After School Care will commence at the conclusion of the regular school day (2:30pm for Term 1, 2 and 3, and 1:30pm for Term 4).

Camp Australia also offers vacation or holiday care during school holidays and curriculum days.

For Prep students who finish at 1:00pm during February, care is available from 1:00pm to 6:30pm during that month.

Access to the program is available by completing an on-line registration form which is available at the following website:

<https://pp.campaustralia.com.au/account/register-contacts/>

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.

PUPIL FREE DAYS (CURRICULUM DAYS)

Each school in Victoria is allocated four Pupil Free Days by the Department of Education. The first day of Term 1 is the first one, and parents will be advised through the newsletter and via Compass of the dates of the remaining three days. Children do not attend school on these days and Camp Australia has a program available for families who require care.

ASSESSMENT AND REPORTING DAY

The Victorian Government Schools Agreement 2022 provides teachers with an assessment and reporting day where staff spend the day at school completing tasks associated with assessing the children's learning and then writing their reports. This Student Free Day is a new provision under the Department of Education's Enterprise Bargaining Agreement (EBA), allowing teachers to engage in assessment and reporting activities.

SCHOOL CONCERT

Every student participates in the School Concert which is held in Term 3 every second year (Odd Years). 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.

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 breaches, 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.

ALLIED HEALTH

We are committed to providing the most comprehensive educational program possible for every child to reach their full potential. As a means of further catering to the needs of all students, we offer a range of Allied Health services to support our school community. We have a Speech Pathologist, Counsellor and School Psychologist.

The Resilience Project

The Resilience Project (TRP) is the school's main social and emotional learning program. Its purpose is to support communities, schools, and homes in a collective effort to optimise the social, emotional and academic outcomes of all young people.

The program is committed to teaching positive mental health strategies to prevent mental ill-health and build young people's capacity to deal with adversity. We implement their evidence-based teaching and learning program throughout our classrooms, and school community. Teachers and students engage in weekly lessons and activities around the key principles of Gratitude, Empathy, Mindfulness (GEM) and Emotional Literacy to build resilience.

Gratitude

Working on gratitude helps us to be thankful and appreciate what we have in our lives, rather than focusing on what we don't have or what we want. When we practise being grateful, we start to scan the world to look for positives – this only takes 21 days! Practising gratitude every day increases our levels of energy, and helps us to feel happier and more focused, determined, and optimistic. It even helps us have better sleep, lowers levels of anxiety and depression and we are less likely to get sick. So many benefits – let's all try to be grateful for the things and people in our lives every day!

Empathy

Working on empathy helps us to identify, understand and feel what another person is feeling. When we show empathy, or we do something kind for someone else our brain releases oxytocin. This leads to increasing our self-esteem/confidence, energy levels, positivity, and overall happiness.

Mindfulness

Working on mindfulness gives us opportunities to develop our ability to pay attention to the present moment and our thoughts. Practising mindfulness daily can help us stay focused on set tasks and reduce stress and anxiety.

Emotional Literacy

Working on our emotional literacy gives us opportunities to develop our ability to understand and express different emotions. When we improve our emotional literacy, we can work towards recognising our own feelings and our ability to manage them. This allows us to cope with different life situations, such as managing conflict, making friends, coping in difficult situations, and being resilient when dealing with change.

Evidence based practice



The Resilience Project's School Partnership Program has been independently evaluated by both [The University of Adelaide](#) and [The University of Melbourne](#). Click the links or scan the QR code to find out more about the impact the program has on emotional wellbeing and behavioural changes.

What can be done at home?



To learn more about The Resilience Project and get involved from home, you can start exploring the ideas, activities and resources which bring Gratitude, Empathy and Mindfulness (GEM) to life on TRP@HOME.

SWIMMING INSTRUCTION AND WATER SAFETY EDUCATION

From 2017, the Victorian Curriculum F-10 has required swimming and water safety education to be taught as part of the Health and Physical Education learning area. By the end of Year 6, it is anticipated that students will demonstrate the knowledge and skills outlined in the Victorian Water Safety Certificate. This program runs for two weeks. Parents will be notified about the venue, dates, and costs, and it is expected that all students will participate, as water



safety is a vital and essential part of the PE program. Students who do not attend swimming lessons will complete water awareness and safety at school.

TRAFFIC AND PARKING

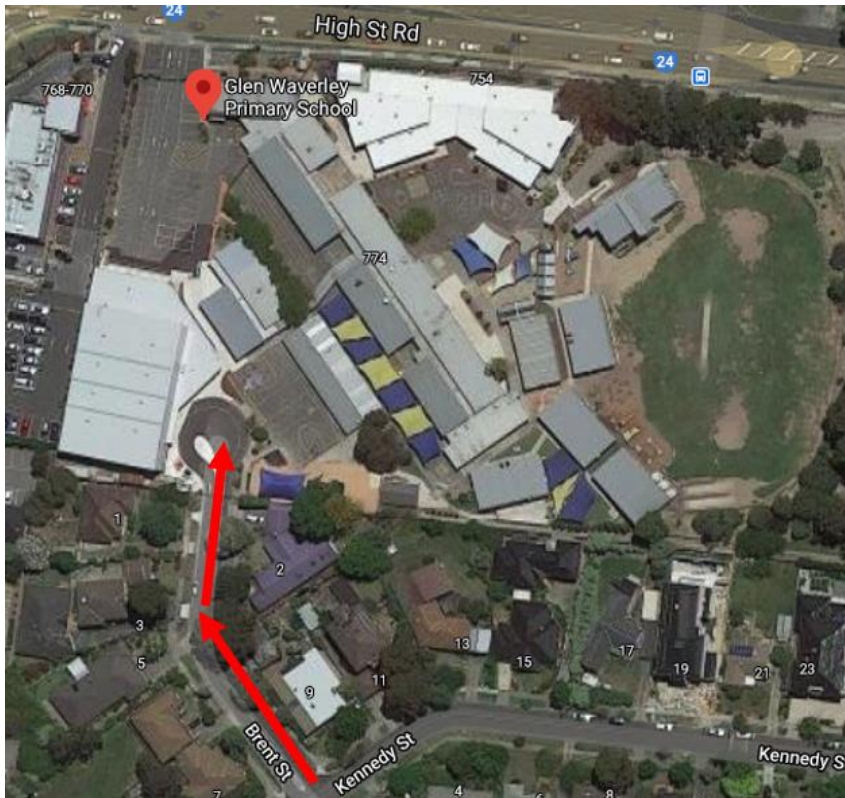
There is one entry into the school grounds which incorporates a turning circle. As this entrance can become very congested during the 'drop-off' and 'pick-up' times please take extreme care at these times as young children are unpredictable. **It is requested that you enter the carpark slowly and carefully.** The Brent Street 'turning circle' is used for drop-off and pick-up only, where children are ushered into cars by a supervising teacher on duty. There is no entry to the main carpark from Brent Street. It is a **No Standing Anytime** zone and we ask you to observe this rule to ensure that congestion is limited, and accidents avoided.



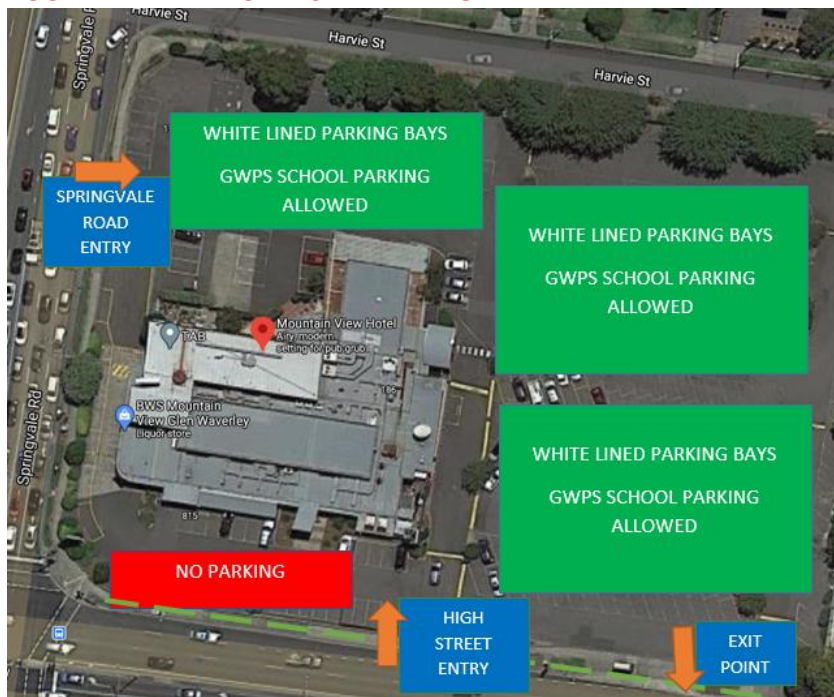
We are also extremely fortunate that the Mountain View Hotel allow us to access their carpark for those parents who wish to walk their children to school. ***If you are crossing High Street Road from the Mountain View carpark, Victorian road laws state that you must use the supervised crossings.*** Please do not “dart across” the six lanes of traffic- this does not save any time, and it also places your family and those around you in danger.

Please refer to the maps on the next page for further information.

BRENT STREET TURNING CIRCLE



MOUNTAIN VIEW HOTEL CAR PARKING




Only Park in the green areas.
 Always use the footpaths and supervised pedestrian crossing.
 Do not park in red areas. Do not “cut-through” carpark when walking.

UNIFORM SHOP



All children must wear school uniform. Our Uniform Shop operates each Monday morning between the hours of 8.30am–10.30am and Wednesday afternoons from 2.30pm-4.00pm. Our School is a 'Sun Smart' School and therefore school approved sunhats are always to be worn 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.

The school gratefully accepts pre-loved uniforms, these will be used in the sick bay or provided as an option to families experiencing financial hardship.

Link to Uniform Shop Online: [A Plus Schoolwear](#)



AGS PRINTS PTY LTD
PROUDLY AUSTRALIAN OWNED

[HOME](#) [COLLEGE WEAR](#) [SCHOOL WEAR](#) [MADE TO ORDER](#) [SHOP](#)  

Welcome GUEST

Delivery Information:

- Uniforms are stocked on campus only.
- Orders can be collected from the campus shop during opening hours or from the classroom.
- If you have queries, please contact the shop directly on the email to the right of the screen.
- Please note: There is no phone number to contact for the campus shop.

Shop Information

Contact:
jennyagsprints@outlook.com

Trading Hours:
Monday: 8.30am - 10.30pm
Wednesday: 2.00am - 4.00pm
During Term Only

Results (36 Products)



YEAR SIX LEADERSHIP TEAMS

In readiness for the following year, at the end of each year our Year 6 Leaders are selected from the current Year 5 students. The children are elected by staff and their peers to take on individual roles within the Leadership Team. They represent the student body on issues that may affect students, as well as providing support to staff, team leaders, the principal, and parents.

The structure is as follows:

- Four School Captains – 2 male and 2 female
- Eight House Captains- 1 male and 1 female for the four House colours
- Twenty Students to captain the following categories: Performing Arts, Environment, Digital Learning, Art, Music, Science, Languages, Library, Council of International Schools (CIS) and Peer Mediation. (Two per category)

Please visit our school website for more information on [Student Leadership](#).

STUDENT WELFARE

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 approve this absence in Compass on the day of the absence. This is a Department of Education and Training (DET) regulation, and the school office staff are bound to follow up the absence until it has been approved.
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 and the leave entered in Compass.

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, you will need to come to the office. The office staff will mark the early departure in Compass and provide you with a pink card to pass to the class teacher. This allows us to account for every student as required by the Department of Education (DE).

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 three 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.
- **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.
- **No parking in the turning circle & or staff car park.**
- 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 phone call to the school office, if anyone other than yourself is picking up your child.

HEALTH AND WELFARE

HEALTH HUB/NURSE

Glen Waverley Primary School is fortunate to have a qualified nurse, Nurse Emma, employed on-site to manage student health and wellbeing. From time to time, you may receive a call from our Health Hub regarding your child's health. Rest assured; we are equipped to handle medical concerns competently. For parents of children with medical conditions such as anaphylaxis, allergies, asthma, diabetes, or epilepsy, please ensure you provide an updated medical action plan annually, as per Department guidelines. For more information, please visit our [Health Hub page](#) or contact Nurse Emma directly on 9802 9938.

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 First Aid 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 immunisation's. If vaccinations were administered overseas a visit to the Health Department at your local Council will allow for the information to be recorded on the Childhood Immunisation Register. Once you receive a certificate from this register you can provide it to the school,

INFECTIOUS DISEASES

When your child has an infectious disease, they are to be excluded from school. Information is available from our school regarding the length of time associated with each infectious disease.

MEDICAL SERVICES

Each year at 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. There are two visits per year: one at the beginning of the year (end of Term 1, beginning of Term 2) for those students who the Prep teacher has identified as a priority and then again at the end of the year (end of Term 3, beginning of Term 4), to check remaining students who the parents may have highlighted as having a need. Please enquire at the school office for further information.

MEDICATION

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 a Medication Authority Form (available at the school office).

Exception to the above rule is children with asthma who are required to always carry a “puffer” in their bags.

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 curriculum you will find that your child looks forward to your participation. If you would like to volunteer in activities at the school, you must be the holder of a current volunteer Working with Children Check issued by the Department of Justice. These can be organised through the following website: <https://www.workingwithchildren.vic.gov.au/>.

Some of the activities that you may enjoy becoming involved in are: -

1. Shared reading.
2. Assisting with small learning groups.
3. Accompanying School excursions.
4. Assisting with sports activities.
5. Assisting with Perceptual Motor Program (PMP).
6. Volunteering as part of the Community Fundraising Committee.



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.
2. Maintaining buildings and grounds.
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. Education Committee (School Policies)
2. Finance and Facilities
3. Community Relations

To view School Council meeting dates and important information including annual reports please visit the [School Council](#) section of our school website.

SCHOOL POLICIES

As well as being required to follow Department policies, Victorian government schools are also required to have a number of local school policies in place. For a full list of Glen Waverley Primary School policies visit our [website](#).

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 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.

Enrolment Forms and important information can be viewed on the [Prospective Families](#) section on the school's website.

PREPARING YOUR CHILD FOR SCHOOL

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

1. Regularly read to your child
2. Involve your child in Maths tasks, e.g. "Can you please get 2 onions for me?"
3. Involve your child in shopping trips, "Can you place 4 oranges in the bag?"
4. Go to the toilet and wash his/her hands.
5. Cooking together is a fun way of combining reading with Maths
6. Begin recognizing familiar signs and numbers



It is also important to ensure your child attend the Prep Transition Program as this will be ensure a smooth transition to school.

TRANSITION SESSIONS

Transition sessions are scheduled for preschool children in Terms 3 and 4. Various staff have designed sessions to provide preschooler children with a glimpse of the school environment whilst their parents are encouraged to remain and partake in information sessions. Please visit our school website for all [Transition Session Dates and Information](#).

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 and facilitates a testing program run by the Prep teachers.

Camp Australia provide care from 1:00pm to 6:30pm (or part thereof) on these days to support families who are unable to collect their child at regular dismissal times.

COMPASS

At Glen Waverley Primary School, we have adopted a communication and payment system called 'Compass' to enable us to disseminate information to our school community in a timely and efficient manner.

The **Compass Parent Portal** is an integrated, online portal that allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers
- Update your family phone numbers and email addresses
- View the school calendar
- Download and view your child's Reports
- Book Student Led Conferences
- Pay and provide consent for events (excursions, incursions, swimming, camp) and school fees
- ***Please note – at this point in time we use a different online system for ordering Uniform – please see details attached.***

Accessing Compass

Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps. Search for 'Compass School Manager' in the store. To access the parent portal, go to our school website and click the Compass link on the homepage. Alternatively, if you are having trouble finding the Compass link you can go to <http://schools.compass.edu.au> where you can search for, and find, our school's direct URL.

Logging in to Compass

Each family is given a unique login to Compass that is used to access the family account, this will be given to you by the school office once it has been generated. To log in, you will use your unique family username and password provided. Upon first login, you will be required to change your password and confirm your email address and mobile phone number. These details may be used by the school for SMS, password recovery and email communication throughout the year. If you have lost your details,

forgotten your password, or are having trouble accessing your Compass account please contact the school office for assistance.

Privacy and Security

When you use Compass, you will notice a padlock appears in your browser. This is because Compass uses a technology called SSL (Secure Sockets Layer). This means that your Compass session is encrypted and secure. Further, Compass adheres to PCI DSS compliance obligations to ensure any credit card details are managed safely, consistent with industry credit card regulations. Please note: Any payments made online using Compass will appear on your credit card statement as COMPASSPAY.COM



Balanced Living Catering - Online Lunch Ordering

Balanced Living Catering provides school lunches 4 days a week Tuesday to Friday.

Balanced Living is dedicated to producing fresh, wholesome, healthy food. They offer a healthy alternative for time-poor parents, or to the traditional 'tuck shop' style food. Their philosophy is to provide nutritional food, which is convenient and cost effective, helping our children by providing them with energy and stamina to perform their best throughout the school day.

Our lunch order provider is an online only lunch ordering system. The online system allows parents and/or students to place orders from home, or work, at any time. This method also makes it more efficient for the school as well as being convenient for parents - the online orders are much faster and easier.

Payment is made online; you do not need to send cash or a paper order to school. There are a variety of payment options supported, including Visa, Mastercard (credit and debit) and Bank Transfer. The system operates via a pre-paid account, so you do not need to scrounge for coins in the morning and can easily budget for your canteen spending throughout the term.

Registering online is done in a couple of simple steps. Log into the Balanced Living Catering Website: - <http://www.balancedlivingcatering.com.au/>

Click on the SCHOOL LUNCH ORDERING [CLICK HERE](#) link. This takes you to the online service provider [FlexiSchools](#). Click on the 'Register' option if you have not already registered. Complete your email address in the boxes and click 'Register'. You will be sent an email with a link to set up your account. Follow this link and complete the registration details requested.

Once registered, you are able to place orders by either visiting; <http://www.balancedlivingcatering.com.au/> or you can use the shortcut button on the front page of the Glen Waverley Primary School website. Login and work your way through the ordering process.