

**OVERPORT PRIMARY SCHOOL**

**No. 4780**

Towerhill Rd Frankston 3199

**INFORMATION**

**FOR**

**FAMILIES**

**2017**



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**Our Vision:** *Success for All*

**Our Mission:**

*Overport is an inclusive school community committed to providing engaging and challenging opportunities that support individuals to achieve their full potential as lifelong learners.*

**We value:**

*Commitment Acceptance Respect Excellence Strength:*

**Overport CARES**

**SCHOOL PROFILE:**

Overport Primary School was established in 1957 to serve families on the southern side of Frankston. Situated adjacent to Frankston High School and Delacombe Park Preschool, the school has extensive grounds and access to public sports grounds and recreational facilities.

All involved with Overport Primary School strive to provide the best educational opportunities for the children in our care. Staff are committed to working with children as individuals, adapting programs to meet specific needs, and ensuring optimum learning outcomes for all.

Overport provides a comprehensive and balanced curriculum through the implementation of the Victorian Curriculum. Classroom programs are enhanced by our specialist and support programs. Strong emphasis is placed upon the development of literacy and numeracy skills. Staff receive ongoing training in all curriculum areas to ensure that the most recent and innovative teaching strategies are utilised.

Staff embrace Personalized Learning for students. This provides further opportunities to meet the individual needs of every child in the school through targeted goal setting and teaching. It is about knowing: who they are, where they are and what they need

Pride in Overport is epitomised in the school pledge that students recite, and the Overport School Song which is sung weekly at assembly.

We are a community school committed to continual improvement of educational outcomes for students. We nurture a close association with all members of the school community: parents, students and staff.

Welcome to our school! Please become involved in as many activities as possible. We look forward to a long association with you and your family.

## **OVERPORT PRIMARY SCHOOL SONG**

At Overport we are a team  
We keep our playground neat and clean  
The food is great at our canteen  
At Overport Primary School

### Chorus

Overport is really great  
Everybody is your mate  
It's the best school in the state  
Overport Primary School

Maths, computer, library too  
There's lots to do for me and you  
Our uniforms are navy blue  
At Overport Primary School

### Chorus

In sport we have a lot of fun  
We like to play, we like to run  
There's lots of trophies to be won  
At Overport Primary School

### Chorus

Assembly and Library once a week  
We think Art is really neat  
In Music we all keep the beat  
At Overport Primary School

### Chorus

### Final Chorus

Overport is the best  
Overport beats the rest  
Overport passes the test  
Overport Primary School

## **OVERPORT SCHOOL PLEDGE**

I promise to do my best  
For my country Australia  
For my school Overport  
And to help other people at all times

# GENERAL INFORMATION

## 2017 TERM DATES

<b>Term 1</b>	Monday 30 <sup>th</sup> January Tuesday 31 <sup>st</sup> January Wednesday 1 <sup>st</sup> February  Thurs 2 <sup>nd</sup> & Fri 3 <sup>rd</sup> Feb  Monday 6 <sup>th</sup> February  Friday 31 <sup>st</sup> March	Teachers resume Parent teacher meetings Yr 1-6 Students commence Prep meetings continue Preps commence 9.30am – 1.15pm  First full day for Preps  Last day of term 1
<b>Term 2</b>	Tuesday 18 <sup>th</sup> April – Friday 30 <sup>th</sup> June	
<b>Term 3</b>	Monday 17 <sup>th</sup> July – Friday 22 <sup>nd</sup> September	
<b>Term 4</b>	Monday 9 <sup>th</sup> October – Tuesday 22 <sup>nd</sup> December	

## SCHOOL TIMES

School starts each day at 9.00 a.m. and children are dismissed at the end of each day at 3.30 p.m. A bell rings at 8.55am to allow children to take bags inside and be settled before instruction commences at 9.00am. *Children are required to arrive at school by **8.45am**. In this way your child will be settled and ready to begin the school day.*

Morning recess: 10.40am – 11.10am – outside play

Lunch recess: 12.50pm – 1.00pm Children eat lunch inside

1.00 -1.50pm – outside play

Normal school dismissal time is 3.30pm. Variations to the 3.30pm dismissal are made:-

- i. For Preps, the children will attend school for four days each week until the end of February. The Prep children will not attend school on Wednesday 8<sup>th</sup>, 15<sup>th</sup> and 22<sup>nd</sup> February.
- ii. For the whole school on the day prior to Easter and/or Term vacations, when we dismiss at 2.30pm. There is a 1.30pm dismissal on the last day of Term 4.

Parents who wish to take their children out of school early should send a note with the details in the morning AND call at the office before collecting their children at the required time to collect an Early Dismissal Notice.

## **ASSEMBLY**

Assemblies will be held in our school hall every Monday. Prep – Year 2 assemblies will commence by 9.10am, and run for approximately 20-30 minutes. Year 3-6 assemblies will commence each Monday at 2.45pm, and run for approximately 30 minutes. Parents are most welcome to attend these assemblies.

## **LATE PASSES**

School starts at 9.00am. Children should be at school up to 15 minutes prior to this time. **Children and parents** arriving after 9.00am, must go to the Office to collect a 'late pass'. The 'late pass' is then taken to the classroom.

## **EARLY PICK UP PROCEDURE**

Parents or family friends wishing to collect children during the day or before the usual dismissal time must first report to the general office for an Early Dismissal Notice. This notice is then handed to the class teacher as verification that a known person is collecting your child.

## **TRANSFERS**

Parents are requested to notify class teachers and/or the school office as early as possible if a child is leaving the school. Transfer details will then be prepared by the last day of the child's attendance. Students transferring between schools require a transfer note and immunisation certificate from their current school to gain entry into their new school. Transfer information should be obtained from the general office.

## **CURRICULUM DAYS/STUDENT FREE DAYS**

Schools are entitled to a number of pupil free days for professional development of teachers, school curriculum development and reporting. In 2017, Monday 30<sup>th</sup> January is a statewide pupil free day. Our second pupil free day is held on Tuesday 31<sup>st</sup> January, when Parent, Student & Teacher meetings will be held. Students are encouraged to attend this meeting with their parents. Please note that Prep students must attend with their parent, as some simple assessments will take place. A further 2 Professional Development days will be held during the year. Once dates have been confirmed, the school community will be given adequate notice. These professional development days will be PUPIL FREE DAYS.



## **BOOKPACKS and PAYMENTS**

The school purchases all student stationery requirements in bulk prior to the beginning of the school year. This means students receive these essential materials at a very competitive cost. Book pack invoices are sent out in November of the preceding year and need to be paid prior to the first day of school.

The school also charges a term by term incursion/excursion and sports levy. This levy covers all excursions and sporting events that all students are expected to participate in during that term. Camps are invoiced separately. It is important that these payments are received at the office prior to the beginning of each term, to ensure that your child is eligible to attend any planned excursions.

Camps, and special individual sporting events, are invoiced separately and need to be paid by the dates stated on the permission forms.

The voluntary contribution amount is set by School Council, and assists to finance improvements to our facilities and grounds. Our grounds would not look so wonderful without this much needed support.

## **SCHOOL BANK**

School Bank Day is Wednesday. Forms for new accounts are available from the school office.

## **LUNCHES**

Our canteen operates on the following days:

Tuesdays – counter sales only at recess and lunchtime

Wednesday – Fridays – lunch orders and counter sales.

The process for lunch orders is to write the child's name and class along with menu items required clearly on a clean paper bag. Money should be enclosed securely in this paper bag. These lunch orders are collected by class monitors in readiness for eating time. Children eat their lunch in the classroom from 12.50-1.00pm under teacher supervision. A lunch menu and price list is provided to parents on enrolment and prior to the start of each term.

## **ITEMS BROUGHT TO SCHOOL**

Private property brought to school by students is not insured nor is the DET responsible for any loss. Students are requested not to bring expensive personal items to school. Mobile phones and other electronic equipment such as cameras and ipods **must** be deposited at the front office at the beginning of the day and may be collected at 3.30pm. Students from Yr4-6 who bring their IPAD for the BYOD program are required to hand these to their teacher for safe storage from 8.45am each day.

## **BEFORE AND AFTER SCHOOL CARE**

A Before and After School Care service operates on site, which is run externally by Extend. Extend is the leading quality provider of OSHC services, with carefully structured activities and services to meet the needs of working families and school communities.

Breakfast is provided at Before School Care, which runs 7.00am - 9.00am Monday to Friday on school days. Children participate in quiet free play and are prepared for the school day.

After School Care runs 3.30pm – 6.00pm Monday to Friday on school days. Each term a tailored and structured term plan is carefully prepared which is displayed in the OSHC area. Activities are based on the school site and include a wide range of activities incorporating arts and crafts, sport, science, cooking, dance and drama. Homework club is also available for children who need structured guidance and the opportunity to complete homework at the end of the day.

Healthy afternoon tea is provided at no extra cost, which typically includes fresh fruit, celery and carrot sticks, salada biscuits, basic sandwiches with spreads and water. Extend does not provide nuts or products containing nuts and is mindful of other high-allergenic foods.

Fee relief in the form of Child Care Benefits and the 50% Child Care Rebate apply to eligible families for both Before and After School Care. For a quote on your fees, information on how to register, or for general information contact Extend on 1300 366 437 or visit [extend.com.au](http://extend.com.au)

# ORGANISATIONAL STRUCTURE

## STAFFING

The school structure and allocation of staff to classes is reliant on accurate enrolment information and is not finalised until late in the year. Although changes may occur, parents and students are notified of the proposed organization of the school on the final whole school transition day in early December. DET provides funding for teaching staff based on the number of student enrolments. This number is determined on census day each year (normally the last day of February). Class sizes may be subject to change as new families move into the area.

## SCHOOL COUNCIL

The School Council meets monthly and is the governing body of the school. It is comprised of 13 members: 8 parents, 1 co-opted member, 3 staff members and the Principal.

The major role of the Council is to:

- a) Overview the well-being of the children and maintain the school as a happy, effective place of learning and growth.
- b) Advise on matters of concern, requests and ideas from the parents and pupils.
- c) Plan and assist in the appropriate disbursement of government and locally raised funds.
- d) Determine educational policy.
- e) Develop and maintain the buildings and grounds.
- f) Employ ancillary staff.

## SPECIAL EVENTS SUBCOMMITTEE

The Special Events subcommittee has a number of working parties which will operate throughout the year. These groups will work on the planning of a variety of events throughout the year. Events may be of a fundraising nature, or purely social activities. Fundraising events may include, Mother's Day stall, Fathers day stall, Easter raffle, walkathon, Christmas Market, parents are encouraged to be part of the planning and organisation of these events. Money raised from our fundraising activities directly benefits the students, and all families are strongly encouraged to support these activities. Meetings will be held throughout the year, with dates publicised in the newsletter and noticeboard.

# CURRICULUM

## SCHOOL STRATEGIC PLAN

The school's Strategic Plan gives the school direction for the coming 4 years. It focuses on improving the programs offered to your child and ensures a high level of open communication between home and the school. This is supported by an Annual Implementation Plan that sets the direction for the year. Copies of these documents are available from the school office or on our website: [www.overport-ps.vic.edu.au](http://www.overport-ps.vic.edu.au)

## CURRICULUM

Overport Primary School places a great emphasis on improving student learning outcomes. Our curriculum is based on the Victorian Curriculum. The curriculum delivered covers:

- English
- Mathematics
- Science
- Humanities
- Health and Personal Development
- Visual and Performing Arts
- Languages other than English: Japanese
- Capabilities: Critical & Creative thinking, Ethical, Intercultural, and Personal & Social capabilities.

We have a strong emphasis on Literacy, Numeracy and Technologies, as well as personalised learning.

## EDUCATIONAL PROGRAMS

Our programs are comprehensive, relevant and coherent, spanning the seven years a child spends in a primary school.

In providing a broad curriculum we are also conscious of the need for diversity, quality and excellence.

We aim to provide a well balanced program at all times. Our programs are regularly evaluated and reviewed.

Through the programs offered, the children are provided with skill development in all basic subject areas.

They are also provided with growth opportunities in the areas of:

- communication skills
- social skills
- an appreciation and awareness of personal worth and the worth of others
- our multi-cultural society

## **SPECIALIST PROGRAMS**

Specialist programs offered at Overport Primary school are:

- **Visual Arts** – all children are required to wear an art smock
- **Performing Arts**
- **Physical education** – all children are advised to wear suitable footwear
- **Library** – all children are required to have a library bag in order to borrow books from the library.
- **LOTE** – Japanese

All specialist lessons are of 50 minutes duration.

## **EXTRA-CURRICULAR ACTIVITIES**

Students have the opportunity to participate in many extra-curricular activities. These include choirs, school concerts, water safety program, programs for students with special needs, sports and arts. We provide access to private instrumental music lessons. We also offer a huge range of camps, excursions and incursions and a multitude of extra-curricular activities to enrich the children's education, along with an opportunity for student voice through the SRC.

## **STUDENT REPRESENTATIVE COUNCIL FUNDRAISING**

At various times throughout the year, children are encouraged to participate in social service fund raising activities. The Overport school community supports organisations such as: the Royal Children's Hospital Good Friday Appeal, ANZAC Day appeal, Remembrance Day, Mekasari School in Bali. Activities are organised by our Student Representative Council and can include free dress days, footy days, discos, etc.

# STUDENT WELLBEING

At Overport Primary School we are committed to enabling all students to grow and learn in a safe and supportive environment. In achieving our goal, we acknowledge that our school community, students, staff and families (including carers), has a crucial role to play in our students' education.

At Overport Primary school we promote a happy and safe school in which everyone feels valued by:

- To be positive, fair and consistent
- To have clear guidelines and expectations for students, parents and staff to follow
- Encourage and support respectful, responsible and resilient relationships
- To maintain high expectations for behaviour and learning from students and staff
- To address bullying in a clear and explicit fashion
- To develop an understanding in our students that there are consequences for both positive and negative behaviours

## **SCHOOL VALUES**

The Overport Primary School values guide the way our school operates. The total whole school community plays a vital role in the establishment and maintenance of a positive school environment. The school values underpin our student wellbeing and our discipline procedures as well as how we communicate with parents and the community. They also guide the learning experiences that are provided for students and how they are provided.

At Overport Primary School we value:

### **Commitment**

- Ensuring students receive the best possible education and opportunities
- Focusing our work strategically to improve student outcomes
- Professional development to keep abreast of new initiatives and education trends
- Effectively planning, preparing and delivering high level educational programs
- Full support of all school based events by students and staff

### **Acceptance**

- Valuing, encouraging and promoting tolerance of individual differences and diversity including heritage, culture and religion

- Actively promoting the fair and inclusive treatment of others
- Making meaningful connections with students, colleagues and parents

### **Respect**

- Having regard for yourself and others
- Accepting the right of others to hold different or opposing views

### **Excellence**

- Striving for the highest personal achievement in all aspects of schooling
- Recognising and rewarding effort and achievement
- Encouraging and acknowledging individual improvement

### **Strength**

- Acting with integrity by being consistently honest and trustworthy
- Maintaining high standards
- Making consistent decisions and choices for the benefit of all
- Being firm but fair and demonstrating sound judgments based on tolerance and understanding

## **SCHOOL RULES AND EXPECTATIONS**

All areas of Overport Primary School are learning and teaching environments. Overport Primary School maintains a respectful and safe school by ensuring that rules and expectations are positive, clear and consistent. Our school rules and behaviour expectations support the students, teachers and school community in knowing what is expected of them at all times. Each classroom and area within the school has specific behaviour expectations.

Our School rules are:

Be safe  
 Be responsible  
 Be respectful  
 Be a learner

### **Our school expectations are:**

- Be courteous and polite
- Move around in a safe way
- Take turns to speak
- Do as the teacher asks the first time
- Take care of the your property and the property of others
- Work to the best of your ability
- Be in the right place at the right time
- Wear the school uniform at all times

In the playground it is expected that all students follow the school rules. There are some playground specific behaviour expectations that apply to our students.

### **Playground expectations:**

Students should:

- Stay in the school grounds at all times, stay out of trees and away from fence lines
- Students stay outside of the buildings unless accompanied by a teacher
- Use their designated adventure playground area
- Wear a hat outside from 30<sup>th</sup> September to 30<sup>th</sup> April inclusive.
- Eat food inside or only in the eating area at the back of the TLC

### **MANAGING INAPPROPRIATE BEHAVIOUR**

Overport Primary School staff work with students to help them manage their own behaviour. We encourage students to reflect on their own behaviour, evaluate it against the expected behaviour and plan how they can modify it in line with the expectations of the school. Restorative practices underpin student engagement and wellbeing policy and procedures. Discipline. The Restorative conversations range in their level of formality from a passing question to more formal conferencing but all seek to restore the harm to the relationship between student and school, student and student or student and teacher.

#### **Minor problem behaviour**

A minor behaviour breach in the classroom or playground is dealt with at the time the behaviour or incident occurs.

They are behaviours that:

- Do not seriously harm others
- Do not put the student at risk
- Do not put other students at risk
- Are not part of a pattern of problem behaviours
- Do not violate the rights of others

The consequence of a student exhibiting a minor misbehaviour will be something that is logically connected to the problem behaviour. This may include but is not limited to:

- A restorative conference
- Time out from classroom, activity or game
- Time in the play away area
- A restitution task or an apology to the affected person or persons

#### **Major problem behaviour**

Major problem behaviours are referred directly to the Principal, Assistant Principal or Wellbeing Coordinator from either the learning space or playground. These behaviours are of a serious nature.

They are behaviours that:

- Significantly violate the rights of others
- Put others at risk of harm



- Put the student at risk of harm

The consequence of a student exhibiting a major misbehaviour will be at the discretion of the principal, assistant principal or wellbeing coordinator. This may include but is not limited to:

- Lunchtime indoor supervision
- Suspension or Expulsion in line with DET guidelines (only at the discretion of the Principal).
- Development of an individual behaviour plan
- Parent contact
- After school detention

## **BULLYING**

Bullying is evident in many social groups and settings. Unfortunately schools are not exempt from this. All members in the school community have a right to feel happy and safe from bullying in any form including in the online learning environment.

The bullying policy incorporated in the Student Wellbeing and Engagement Policy aims to:

- Equip students with knowledge and skills to help them to recognise bullying in its many forms
- Help students avoid assuming the role of bully, passive bystander or victim
- Help foster a supportive culture, united in its conviction that bullying is not acceptable

Please see the Student Wellbeing and Engagement Policy for further detail regarding wellbeing, welfare, discipline or bullying procedures and practices. This is available on our website: [www.overport-ps.vic.edu.au](http://www.overport-ps.vic.edu.au)

## **ATTENDANCE**

DET regulations require parents to notify the school through letter, phone or in person of the reason for student absence or lateness. Students who arrive late to school must collect a Late Pass from the School Office before going to class. Student absence is accepted only where a sufficient reason, such as genuine illness exists.

# SCHOOL UNIFORM

## All children are expected to wear school uniform at all times

Overport Primary School has determined that the wearing of school uniform will be compulsory for the following reasons:

### **A school uniform:**

- Develops a sense of unity
- Fosters a sense of belonging to the school
- Establishes the identity of the school within the wider community
- Creates a positive image for the child and the school
- Provides practical clothing for school activities
- Eliminates peer pressure caused by competition with dress
- Provides a range of choices for all seasons

The uniform colours are navy blue and sky blue. The school logo/emblem is a feature of the uniform. Most pieces of the uniform are designed to be worn by both girls and boys. It incorporates design suggestions from the students. While there is no specific summer or winter uniform cut off dates, students are to be encouraged to wear uniform items in which they feel most comfortable. However if a child chooses to wear summer items in winter (eg: dress) **the wearing of long pants underneath is not acceptable**. The wearing of a skivvy for extra warmth is acceptable, providing it is either navy or sky blue or white. All tights must be navy. Shoes should be predominately black or white.

### **Dress Code and Grooming Expectations**

All students are expected to wear the school uniform at all times.

Hats are to be worn in accordance with the school's Sunsmart policy.

Parents of students who are not wearing correct school uniform will be issued with notification requesting an explanation and that the student be in full uniform the following day.

Students will **not** be permitted to represent the school, leave the school on excursions, and participate in inter-school sports or other special activities unless wearing the correct school uniform.

Children will **not** be withdrawn from classroom instruction because of any infringement of the dress code.

Parents seeking exemptions to the Dress Code due to religious beliefs, ethnic or cultural background, student disability, health condition or economic hardship must apply in writing to the Principal.

### **Health and Safety Aspects of School Uniform**

The uniform is designed with due regard to the health and safety of the students.

Watches may be worn and students with pierced ears may wear simple studs or sleepers.

Jewellery of any other description is not permitted.

Long hair should be tied back.

### **Lost Items**

The school makes provision for the return of lost property and uniform items that are labelled with the child's name. **IT IS THE RESPONSIBILITY OF PARENTS TO CLEARLY LABEL THE PROPERTY OF THEIR CHILD.** The school will not accept responsibility for lost or damaged personal items of students.

### **Where to Obtain the School Uniform**

All school uniform items can be purchased from the Primary School Wear store, Playne St. Frankston.

## **COMPONENTS OF THE SCHOOL UNIFORM**

### **Standard Uniform**

Shirts	Sky or navy blue polo knit tops, short and long sleeved featuring the school emblem
Windcheater	Navy blue with school emblem
Dress	Summer dress, Overport check
Pants	Navy blue tracksuit pants, single and double knee Navy blue long pant
Shorts	Navy blue unisex
Tunic/Skirt	Navy, sky and grey plaid
Hats	Navy with embroidered logo - wide brimmed or legionnaire style (plain navy blue hats are acceptable).

### **Sports/Phys Ed Uniform**

Shirts	Sky or navy blue polo shirt
Shorts	Navy blue Football shorts navy blue
Footwear	Appropriate sports shoes

### **Interschool Sports Uniform**

As designated by the coordinator of the Phys Ed department for each respective sport, and is provided on loan from the school.

### **Free Dress Days**

On occasions Free Dress is permitted to be worn for fundraising purposes. On these days suitable clothing and shoes must be worn, which includes enclosed shoes and covered shoulders.

### **Art Smocks**

These save your child's clothes from paint etc. and can be one of Dad's or Mum's old shirts with sleeves shortened.

### **SUNSMART POLICY**

All students are expected to wear Overport Primary School Sunsmart hats (broad brim or legionnaires) at all times when outside from the beginning of September until the end of April. The use of sunscreen brought from home, to be applied prior to each recess break is strongly encouraged. Please note that teachers are not permitted to apply sunscreen. Students without a hat will spend their recess breaks in the specified shade area.

# HEALTH & SAFETY

## SECURITY

### HELPERS AND OTHER VISITORS TO THE SCHOOL

All visitors to the school – relief teachers, support staff, maintenance people, parents and others are required to sign the “Visitors Book” in the main foyer. Upon signing in, we also ask visitors to collect the appropriate badge to wear while within the school. This badge identifies the wearer as a teacher, helper or visitor. Children seeing people wearing this badge can be confident that this person is a friend of the school. Upon departure, the badge is returned when signing out.

This routine has been established so that children feel safe within the school environment. Anyone seen in the school buildings or grounds without a badge will be reported by students to teachers.

### YARD SUPERVISION

During all recess periods and between the hours of 8:45 a.m. and 3:45 p.m. teachers are on rostered playground duty. Children who have concerns are able to seek help from these teachers. Staff wear a high visibility vest while on yard duty. Students are not expected to be in the school grounds outside these hours unless involved in a specific program.

### PICK UP AFTER SCHOOL

Make sure your children are aware of your arrangements regarding where to meet and which way to walk home. Supervision of children in the schoolground ceases at 3.45 p.m. Children are not supervised prior to or beyond these times, therefore are not expected to be in the school grounds.

### BICYCLES/SCOOTERS

With parental permission, children from Year 4 may ride bicycles or scooters to school but **must** wear a helmet. **Parents are advised that the children in Prep to Year 3 are not permitted to ride bicycles to school unless accompanied by an adult.** It is the responsibility of parents to see that all bikes ridden to school are roadworthy and that children are capable of riding safely and according to the law. All cyclists by law must wear helmets. Students riding scooters must also wear a helmet. Bikes and scooters must not be ridden in the schoolground.

### ILLNESSES

If your child becomes ill at school you will be notified. Unless absolutely necessary, we will not keep a sick child at school because we do not have the staff, the expertise or the facilities to look after them. Parents are always notified of any head injuries.

Staff trained in basic First Aid attend children who go to the "Sick Bay". Children are treated for minor cuts and abrasions. If further attention is required every effort is made to contact parents or the emergency number. In an emergency an ambulance will be called without any hesitation. The school is not responsible for costs incurred by this service.

A child treated in "Sick Bay" will be given a note for parents, detailing the action taken.

A written explanation of children's absences must be sent to the class teacher when the child returns to school.

## **EMERGENCY CONTACT NUMBERS**

Emergency contact information is held in the school. This enables us to contact parents or a nominated friend in case of accident or illness. Parents are asked to complete these details when enrolling.

**Please ensure the office has your current address and contact numbers.**

It is distressing for children and staff if the parents of an injured or ill child can not be contacted.

## **EMERGENCY CLOTHING**

The school has a very limited supply of emergency clothing to cope with illness or accidents. Should your child require a change of clothes you will be contacted. Emergency clothing supplied should be washed and returned to school as soon as possible – preferably the next day.

## **ADMINISTRATION OF MEDICINE AT SCHOOL**

Staff are understanding of students with medical conditions requiring medication whilst at school. Every care will be taken but staff will not be held responsible for the administration of medicine to students whilst at school.

- Asthmatic sprays i.e. Ventolin, Respolin may be kept by children trained in their use. This practice must have the parent's written authority.
- For prescriptive medicines, only the amount of medicine required to be dispensed on that school day should be sent to the school.
- Analgesics/cough mixtures are to be treated at school in the same manner as prescription medicines.

For all medications administered at school, parents must fill in and sign the medication form at the school office. Parents must also ensure that arrangements relating to the administration of medicines are in written form and clearly understood.

## **INFECTIOUS DISEASES EXCLUSION TABLE**

(please keep for reference)

The Department's Exclusion Table defines certain compulsory absences in case of infectious illness, the most common of which are listed below.

These exemption times are quite definite and must be adhered to without variation.

<u>CHICKEN POX</u>	Until fully recovered or at least 5 days after the eruption first appears.
<u>MEASLES</u>	At least four days from the appearance of the rash.
<u>MUMPS</u>	For 9 days or until swelling goes down.
<u>HEAD LICE</u>	Until appropriate treatment has commenced.
<u>RUBELLA</u>	(German Measles) Until fully recovered or for at least four days from the onset of the rash.
<u>SCABIES</u>	Until appropriate treatment has commenced supported when requested by a medical certificate.
<u>IMPETIGO</u>	Until sores have fully healed.
<u>RINGWORM</u>	Re-admit the day after appropriate treatment has commenced.
<u>WHOOPING COUGH</u>	Exclude for 5 days after starting antibiotic treatment.

All incoming Prep children must provide an immunisation certificate. If children are not immunised against measles, poliomyelitis, diphtheria and whooping cough and an outbreak of one of these occurs at school, these children will be excluded. In cases of other illnesses, parents are asked to contact the school for advice on exclusion of children.

**Good health is vital to maximum school progress. All parents can help by isolating their child as soon as possible when an infectious disease occurs.**

Teachers care sympathetically for your child but our facilities are inadequate to cater for medical emergencies or sick children. Therefore, parents will be notified and sick children will be sent home.

**THE BEST PLACE FOR A SICK CHILD IS AT HOME.**

## **SCHOOL HEALTH CHECKS**

The school Medical Service visits the school on an annual basis to conduct health assessments on prep students and other students referred by parents or staff. Parents are given advance notice prior to the commencement of this service.

## **SAFETY WITH YOUR CHILD**

It is essential that your child is able to:

- Care for personal property
- Wash themselves
- Perform simple tasks
- Have acceptable eating habits
- Manage the toilet
- Obey school and road rules
- Dress and undress themselves
- Care for school and other property
- Put things away
- Listen to and follow instructions
- Speak politely

## **SCHOOL WIDE EMERGENCIES**

The school has an emergency evacuation plan established in conjunction with fire and other emergency authorities. Mock evacuations are practised to ensure that should an emergency arise, both staff and students are familiar with the required procedure. Should an emergency arise parents, teachers and students will come under the direction of the Principal or the authority in charge.



# COMMUNICATION

Communication between students, parents and teachers and school is vital to ensure that the best educational outcomes can be gained by children at our school. To assist this, many methods of communication are used to provide information to parents on student and school related matters. Some of these are briefly described below.

## REPORTING TO PARENTS

Student performance is reported to parents as follows:

TERM 1	Individual Parent Teacher Familiarisation Meetings
TERM 2	Written reports are sent home Family Forums, which involves students, parents and teachers.
TERM 4	Written reports are sent home

The Parent Teacher Familiarisation Meetings provide an opportunity for parents to share information about their child to assist the teacher in developing a positive relationship with the child.

Written reports contain graded curriculum progression points, as well as descriptive information about your child's achievements and how both you and the school can work towards future improvement. These reports provide the basis for discussion during the formal parent teacher meeting.

## MEETINGS WITH TEACHERS

If at any stage you or your child has a problem relating to any aspect of the school, please contact the Principal and/or request an interview time with the particular classroom teacher. Please remember - school problems can only be solved by open communication between the school and parents.

**To avoid undue interruption to school programs, interviews with a class teacher or senior staff member should be arranged through the general office.**

The school telephone number is 9783 8777. The best times to contact the school are between 8:30a.m. and 4:00p.m. Parents should feel free to contact or visit the school at anytime and make arrangements to discuss any problems that may arise, alternatively parents can email teachers through the school email address: [overport.ps@edumail.vic.gov.au](mailto:overport.ps@edumail.vic.gov.au)

## SCHOOL NEWSLETTER

To keep parents informed on what is happening, the school Newsletter is made available on the Tiqbiz app every Thursday. The newsletter is also available on our website and Facebook page. The school also endeavours to send all

notices home on **THURSDAY** via the youngest child. Please check your child's bag.

The newsletter provides regular contact between the school and home. It contains a school program calendar, notice of meetings, general school information, student, staff and community contributions and informs parents of coming events. Please download the newsletter each Thursday. The newsletter is available by downloading the Tiqbiz application at [www.tiqbiz.com](http://www.tiqbiz.com) and is also placed on the school website each week and Facebook page, search for Overport Primary School official page. However, if you do not have access to a computer, iphone or android phone, you can pick one up from the office.

### **PARENT OPINION SURVEY**

Each year a number of our school families are randomly selected to participate in a Parent Opinion Survey. This survey provides the School Council with data for our annual reports and valuable feedback from parents to ensure the continued improvement of our school.

### **PARENT INFORMATION SESSIONS**

These may be held at various times throughout the school year, to give parents up to date information relating to current school initiatives. Sessions may include things such as curriculum programs being delivered at the school, school-based programs, and other topics which may be of interest and benefit to our school community.

### **SCHOOL WEBSITE - [www.overport-ps.vic.edu.au](http://www.overport-ps.vic.edu.au)**

Families with access to the internet can access our website. The content of the site will change regularly and we welcome your suggestions for improvements. Parents are able to access the school newsletter, other information and view the work of students. The home page also offers visitors the opportunity to provide feedback to the school. Your views are most welcome.

Please do not hesitate to contact one of the following personnel to clarify any matters of concern.

PRINCIPAL	Julie Gleeson
ASSISTANT PRINCIPAL	Deborah Madder Tess Higgins
BUSINESS MANAGER	Vivienne Robinson
OFFICE PERSONNEL	Melissa Sinclair Linda Bradbury-Flint Joy Allan