



APPIN PARK

PARENT HANDBOOK



Appin Park Primary School
149 Appin Street, Wangaratta

5722 1326

appin.park.ps@edumail.vic.gov.au

www.appinparkps.vic.edu.au

LEARNING FOR LIVING
I SHOW RESPECT, I AM RESPONSIBLE, I CARE

WELCOME

The principal and staff, along with School Council welcome you to Appin Park Primary School. We are very proud of our school and its warm, friendly learning environment. We offer a comprehensive program designed to engage and motivate students so that they achieve their personal best; while also encouraging them to become confident learners who can work both independently and collaboratively.

The values of Respect, Responsibility and Caring guide our behaviours, decision-making processes and our interactions with one another.

We encourage you to take advantage of any opportunity to be actively involved in your child's education. As partners, we can work together to ensure your child gets the best out of their time at APPS. You may wish to become a member of our School Council and take responsibility for the management processes, or to join our Appin Park Parents' Association (APPA) to assist with fundraising and social support; to assist in classrooms, or to volunteer as a helper on excursions.

Appin Park follows the principles of the School Wide Positive Behaviour Program. All students take part in lessons developing emotional literacy and displaying our school values of Respect, Responsibility and Caring.

Within our whole school curriculum, teachers work together to offer stimulating and practical learning; using computers and other digital technologies in everyday classroom tasks. Growth of student learning is celebrated across all areas of the curriculum. The curriculum plan is aligned with Victorian Curriculum expectations. It ensures smooth transitions through the school and engaging learning opportunities at each level.

Please do not hesitate to contact the school office at any time to make an appointment with the appropriate teacher or the principal should you have any questions. We look forward to getting to know you and your children.

PRINCIPAL

Fiona Carson

BUSINESS MANAGER

Nicole Godde

SCHOOL COUNCIL PRESIDENT

Kevin Feldtmann

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*APPIN PARK
PRIMARY SCHOOL*

OUR VALUES

- Respect
- Responsibility
- Caring

OUR PURPOSE

To support all students at Appin Park PS to be happy, successful, confident and engaged learners who are motivated to be their best socially and academically.

TERM DATES for 2020

Term 1:
28 January (school teachers start) to 27 March

Term 2:
14 April to 26 June

Term 3:
13 July to 18 September

Term 4:

About our School

Appin Park Primary School is located in the north-west of the Rural City of Wangaratta. It is an attractive, inviting school featuring extensive grounds fronting a rural outlook toward the Three Mile Creek.

Appin Park belongs to the Wangaratta Learning Community which is made up of the four state primary schools along with Wangaratta District Specialist School and Wangaratta High School. As a cluster, these schools work together to promote high quality public education and to offer improved outcomes for children during their Prep-Year 12 journey.

The school's current Strategic Plan (2016-2019) has three main improvement goals around the areas of Student Learning, and Engagement and Wellbeing:

- **To maximise student performance in all areas of curriculum, with a particular focus on Literacy and Numeracy**
- **To ensure students feel safe, happy and motivated to learn; through enhanced resilience and well-being**
- **To ensure students make smooth transitions into, within and when exiting the school.**

A review in 2016 set the schools strategies direction for the next 4 years. A new strategic plan will be developed in term 4 2020 to guide the school.

The teaching team is organised into smaller sub-school units with teachers in Foundation-2, Grades 3/4 and Grades 5/6 working closely together to plan and develop curriculum programs in professional learning teams.

An emphasis on shared planning, resource provision and team skills/expertise sharing across and between units is strongly promoted. Appin Park Primary School maintains its strong emphasis on literacy and numeracy programs whilst providing Quest-based learning and an inclusive curriculum for all children.

The use of digital and communication technologies is a real focus for the school. Having the tools readily available and the learning programs designed to encourage authentic use of them is an area of which we are proud. All classrooms provide regular and natural use of computers and other technologies to support engagement and access to quality web-based learning programs.

The school's specialist programs operate in Visual Arts, Science, Italian and PE.

Students who are eligible for extra assistance through the Program for Students with a Disability are well-supported by a dedicated team of aides, through use of specialist services and through a strong focus on building the home-school partnership.

The Business Manager provides administrative support in the school's office. The School Chaplain provides counselling and pastoral care for students and their families where needed.

School Council and staff are committed to building positive community relations and fostering the partnership between school and parents. School Council works constructively to improve facilities and classroom resources, and to develop policies that enhance student learning and growth opportunities. Appin Park Parents' Association (APPA) contributes in a significant way to fundraising and as an important consultative forum.

Parent participation is welcome across the whole school program in areas such as gardening, classroom support, library, canteen, camps and excursions.

The student leadership program involving Student Representatives, School and House Captaincy and student office support program provides many opportunities for children to develop confidence and important life skills.

The Appin Park community is committed to providing students with the foundations to achieve their highest potential as valued and responsible citizens. Student wellbeing is a strong focus in the school with programs to build resilience, to strengthen social skills and to develop leadership skills integrated into the school's teaching and learning. As a school we are focussed on keeping the 'child at the centre'.

Address: 149 Appin St
Wangaratta 3677

Phone: (03) 5722 1326

Email: appin.park.ps@edumail.vic.gov.au

Webpage: www.appinparkps.vic.edu.au

Compass: <https://appinparkps-vic.compass.education/>



LEARNING FOR LIVING
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BEGINNING SCHOOL IN 2020

The Foundation year is an exciting one for you and your child – especially by about mid-year when the black marks on the page do mean something and some of the stories that are written can be read, even by Nana, without a translator!

Preparing Your Child for School

All parents are asked to send children to school in correct uniform every day. The uniform is designed to be comfortable and practical. Please name all items of clothing clearly, even underwear, as your child will be participating in the swimming program later in the year.

Other learning that you can focus on before the start of the school year:

- Awareness of road safety rules
- Awareness of the danger of speaking to strangers
- Being able to dress him/herself
- Able to put on and do up shoes. Velcro is great!
- Using a handkerchief or tissues hygienically
- Washing own hands and face
- Attending to own toilet needs
- Recognising his/her own named bag, lunchbox, clothing
- Using scissors safely
- Making him/herself understood outside the family
- Persisting with tasks even when not successful the first time

First Week:

Your Foundation child will begin school on Tuesday 30th January at 9am.

PLEASE NOTE: For the following few weeks all children in Foundation will attend school for four days a week: Monday, Tuesday, Thursday and Friday. Wednesday is a rest day for Preps until Wednesday, 14th March (children attend every school day from and including this day).

SCHOOL UNIFORM

All students are expected to wear full uniform. Items are available through the Uniform Zone (52 Norton Street, Wangaratta).

SUMMER

GIRLS : Navy blue shorts or skirt, school polo shirt or blue, green and white checked dress
Plain coloured socks, sturdy sandals or black shoes or runners
A navy broad brim or bucket style hat

BOYS : Navy blue shorts, school polo shirt
Plain coloured socks, sturdy sandals or black shoes or runners
A navy broad brim or bucket style hat

All students must wear hats outside during terms 1 and 4.

WINTER

GIRLS : Navy skirt or pants with school polo shirt
Navy polar fleece with school logo
Plain coloured socks or navy tights, black shoes or runners

BOYS : Navy blue trackpants or trousers
School polo shirt
Navy polar fleece with school logo
Plain coloured socks, black shoes or runners

PLEASE ENSURE ALL ARTICLES OF CLOTHING ARE NAMED

FOUNDATION ENTRY INFORMATION

ADMISSION OF PUPILS

Children must be at least five years old on, or before, 30th April of the year to be eligible for enrolment in school. Attendance is compulsory for children who are six years of age on or before this date. The parent or guardian is required to produce evidence of the child's date of birth. This is usually in the form of an official birth certificate, passport or an extract of birth entry.

IMMUNISATION STATUS

Certificates must be sighted for all new Foundation children. Certificates are available by using the MyGov website.

DAYS OF ATTENDANCE

Until the long weekend in March, Foundation children only attend school on Mondays, Tuesdays, Thursdays and Fridays. This allows children to have a break in the week. Very young students, with full day routines and typically hot summer weather, find it very difficult to cope with a full five day week. This process allows the children time to adjust to school routines. If your child has any special problem or disability please let the class teacher know. If your child is ill please keep him/her home until he/she is well enough to participate fully in classroom activities.

ART SMOCKS AND SACHELS

Art smocks and satchels are expected to be supplied by the parents. All children are asked to purchase a school satchel on their booklist which will be used for sending home notes etc. It is also used as a protective book bag for library and take-home readers.

FOOD AND DRINK.

With our timetable structure, it is important that your child brings water to sip during the day, as well as healthy snacks and lunch. Please supply your child with sufficient food in re-usable containers. Appin Park is a Waste-wise School and we encourage your child to eat "nude" food to minimize waste.

SCHOOL MANAGEMENT

State education in Victoria is managed and funded through the Department of Education & Early Childhood Development (DET). There is a hierarchy of management which begins with the Minister of Education, then moves through the Secretary for Education, the Regional Directors (our region is the North Eastern Region, and the Director is based in Glen Waverly. There is an office in Benalla), to the school's Principal. Principals are appointed by a panel comprising School Council representatives and DET representatives.

The Principal is the manager and educational leader of the school. She selects teaching and non-teaching staff, implements DET and School Council policies and programs and is responsible for providing a safe workplace and learning environment.

School Councils are formally constituted bodies with elected parent and staff representatives. The Principal is the executive officer of Council. The roles and responsibilities of Council are as follows:

- Representing the school and its community in reaching agreement with the Department on the school's Strategic Plan
- Determining the education policy, goals and priorities of the school within the framework of the school plan and state-wide guidelines
- Approving the school budget, which includes school-generated funds, consistent with the priorities identified in the school's Strategic Plan
- Entering into contracts for purposes consistent with DET policy and for the improvement of the school's facilities
- Maintaining and improving buildings and grounds
- Reporting annually to the school community and to Department of Education & Early Childhood Development (DET)
- Making a recommendation to the DET on appointment of a school principal when required
- Authorising the employment of non teaching staff
- Developing the school's student dress code
- Developing the school's student code of conduct within guidelines set by the DET

THE ROLE OF THE PARENTS IN THE SCHOOL

We encourage a positive partnership between all members of our school community.

There are many ways for parents to be involved through groups such as school council and parents' club, helping in classrooms, coming along to family evenings, Quest celebrations, sports days and excursions.

Information about upcoming events can be found in the school newsletter or on Compass.

All parents are encouraged to meet their child's classroom teacher to help develop a positive home/school relationship.

APPIN PARK PARENTS' ASSOCIATION (APPA)

If you are new to our school, and/or to the Appin Park community, joining APPA can be a great way to meet other parents and to become involved in the life of the school. Look out for the dates of meetings in the newsletter. You will be most welcome!

APPA organises most of the fundraising activities in the school. Money raised goes towards things such as

- iPads and TVs for classrooms
- Adventure playground equipment
- Sports uniforms and equipment
- Library books, classroom readers and library equipment
- Games and resources for Maths and Literacy

We have a great group of parents on the committee and are always happy to have new members. We are also happy to have support of families for fundraising events through the class parent representatives.

INFORMATION FOR PARENTS

COMPASS

We use the Compass School Management program for communicating with parents. Parents can use Compass to let us know about absences, give permission and pay for excursions, email teachers and download student reports. The school uses Compass to let parents know about events, send out the newsletters. Please contact the office for login codes and more information.

ABSENCES

Notification by a phone call, email or Compass must be provided for each absence. This is a rule of the Department of Education and we are expected to comply with these regulations. Department auditors check enrolments and absences on an annual basis. Written explanations from parents are often reviewed as part of the enrolment audit.

BIRTHDAYS

Children may bring cakes along on this special day for sharing with the class. This is entirely at each parent's discretion. Please be aware that there may be a child or children who has/have severe allergies to nuts. Please avoid recipes that contain nut products. Talk to your child's teacher if you need any further advice about this.

BICYCLES

If riding a cycle or a scooter, please ensure children wear helmets. It is strongly recommended that children under the age of 8 do not ride their bike to school unsupervised. Research has shown that young children do not have adequate peripheral vision to cope with traffic conditions.

Please also be aware that the school is not able to provide supervision and security for bicycles parked in the bike racks. We recommend bike locks. A clearly-labelled spare key can be left at the office if required.

BOOKS AND REQUISITES

Student stationery - pens, pencils, exercise books etc. - are essential educational items that parents are expected to provide and pay for. They are part of the student booklist.

A booklist will be issued for all children before the end of the current year, for the following year. Student stationery supplies will be individually packaged and available for collection from school on receipt of payment on a day before school resumes. Some grade levels do not collect all their materials. They are provided to teachers to be distributed through the year.

The school negotiates with stationery suppliers to achieve best quality items at the best price.

Parents are asked to buy calculators through the school for Prep children. These calculators remain with the child throughout his/her primary schooling.

BUS TRAVELLERS

All prospective bus travellers to this school must first seek permission to use the free service provided for those residing more than 4.8km from their closest Government school by contacting the Bus Co-ordinator at Wangaratta High School, 5723 0500. There is also a town bus service (user-pays).

CHILD AND FAMILY HEALTH PROGRAM

The Child and Family Health Program offers all Victorian children a health assessment in their first year at school. The program is delivered by school nurses. It gives parents/guardians, teachers and nurses an opportunity to work together for the well-being and educational progress of children.

Before the nurse's visit, parents will receive a School Entrant Health Questionnaire which will assist you to provide important information on your child. Parents are encouraged to consult the school nurse at the time of her visit to discuss any concerns they may have. All information is confidential. The Health Assessment is not intended to replace your normal source of health care.

School nurses may also be available to see children from other grades on referral from parents or teachers. For further information please contact the Principal or your child's teacher.

COLLECTION OF MONEY

Money brought to school should be in an envelope which shows the **child's name, grade, the amount enclosed and the purpose for which the money is sent**. Please make any cheques payable to "Appin Park Primary School." Money should be given to the class teacher, who will send it to the office. The school has EFTPOS/credit card facilities, and you can also use your electronic banking service to make payments – contact the office for help with this.

CONCERNS/QUESTIONS

Concerns with regard to your child's progress or learning program in the first instance should be directed to the classroom teacher. **An appointment must be made to allow time and privacy to adequately discuss concerns**. Just before or after the bell are not the best times as teachers need to be able to supervise children. If concerns about your child's progress require further consideration please make an appointment to see the Principal. Policy or procedural concerns should be raised directly with the Principal.

EARLY COLLECTION OF CHILDREN FROM SCHOOL

Parents wishing to collect their children from school before the normal dismissal time of 3.30pm must first report to the Office.

CAMPS, SPORTS, EXCURSIONS FUND - CSEF

To be eligible, a parent must hold a current Commonwealth Health Care or Pension Card. Payment is made during first term - Claim forms are available from the office. Notification about CSEF applications are made through the newsletter. Nicole Godde (Business Manager) can provide more information about this.

EXCURSIONS

Educational excursions will be scheduled for each year level during the year. Visiting artists and performers will be chosen on the quality of performers and to present a balanced introduction to a variety of entertainment. Performances and entertainments are also selected for their support of regular class programs and may be at an additional cost. If so, parents will be notified well in advance.

HEAD LICE

Head lice are an unfortunate fact of life in all schools. Vigilant, regular inspection and treatment of children's hair by parents is the main way in which head lice can be kept to an absolute minimum. Head lice know no boundaries and are as happy to be on one child's hair as another.

If live lice are found, you will be asked to collect your child and treat them before they return to school. It is vital that all eggs are removed after treatment as it is extremely difficult to determine if the eggs are live or dead and/or reinfestation has occurred. A follow up treatment 7 days later is necessary to prevent reinfestation.

There are many treatments available from chemists and supermarkets for the treatment of head lice. Treatment advice may be sought from the school, chemists and the internet. Your co-operation and vigilance will assist keeping head lice to a minimum.

A regular comb through of white conditioner (dry hair) with a nit comb can help you spot lice before a major infestation occurs. The conditioner not only stuns the lice, but also helps with removal of the eggs

INFORMATION RESOURCE CENTRE (LIBRARY)

All children are encouraged to borrow books from the library. All grades visit the library each week to borrow and return books.

PARENT/TEACHER MEETINGS

Parent/Student/Teacher Conferences are held in terms 1 and 3. At these interviews, teachers will work with you to develop learning goals for your child to work towards during the semester. Please speak to your child's teacher to arrange a meeting at any time if you have questions/concerns about your child's learning.

LEAVING THE SCHOOL GROUNDS

Under no circumstances are children to leave the grounds without permission. Requests for permission must be made in writing by parents. If you pick your child up from school before the end of the school day, you must do so direct from the classroom after signing them out at the office.

LOST PROPERTY

Please name all articles sent to school, particularly clothing. Lost property will be returned to the owner (if named). Un-named lost property is placed in a hamper in the corridor outside Room 6. Unclaimed/un-named lost property will be washed and may be offered for sale. Second hand items should have the old name removed and your child's name clearly written.

MEDICATION

Many children attending school need medication to control conditions such as asthma. Prescribed medication (other than Ventolin for older students) is kept, and administered at the office. A medication form needs to be filled out prior to students being given medication. An Asthma Management Plan is required for all students with asthma.

Medication must be clearly labelled with the child's name.

NEWSLETTER

The newsletter is published each Thursday and is distributed to families via Compass. Archived newsletters can be viewed on the school's website: www.appinparkps.vic.edu.au.

PARKING

There is no parking in Appin Street between the signs while the flags are displayed on the school crossing. Council Traffic Officers and Police make regular patrols to ensure that this law is not broken. The eastern side of Appin Street is a clearway during school times. There is a carpark at the creek end of the school.

When dropping off children you may use the bus drive-through road. However, it is important that you do not obstruct the school bus traffic. You are asked to drop your children at the marked yellow line at the end of the bus drive-through so as to prevent bank up of traffic. If children are dropped off or are to be collected opposite the school, **please ensure that the school crossing is always used.**

Please do not walk through the drive through.

The school car park is reserved for school staff.

PRIVATE PROPERTY

Personal property brought to school by children is not insured nor is DET responsible for any loss or damage that may occur. Items that should not be brought to school include iPods, mobile phones, electronic games and other expensive equipment. See our Digital Citizen Policy for further information.

PUNCTUALITY

Students are expected to arrive on time each day but parents are asked to see that their child does not arrive at school **too** early. Children should arrive at school between 8.45 - 8.55am. If arriving after the bell, students must sign in at the office.

SAFETY AND HEALTH

1. If your child has any condition that you feel the school should know it is wise to notify the school as soon as possible. Early notification of deafness, poor eyesight, nervous disorders, bladder or bowel weaknesses etc. is of great help to teachers and may save your child being embarrassed.
2. Some diseases require your children to be excluded from school for a designated period. Please contact the office if you need information about this.
3. If your child becomes ill at school, the school will notify you and request that you collect your child as soon as possible.
4. Parents are directly contacted in the event of serious injuries with children monitored by first aid trained staff until arrival of ambulance/parents. We always ring you if the injury is to the head area.

SCHOOL EXCURSIONS

DET requires parents' formal approval before students are allowed to take part in excursions and activities, including those:

- (a) outside normal school hours;
- (b) outside the normal radius of school activities;
- (c) camps.;

SCHOOL TIMES

9.00am - 3.15pm each day

Morning recess: 11.00 - 11.30am
Lunch recess: 1.45 - 2.15pm
Dismissal: 3.15pm

School Assembly: Mondays 9.00am. Parents are VERY welcome to attend this assembly.

Children are dismissed at 2.30pm on the last day of each term.
On the final day in December, school ends at 1.30pm.