



Information for Parents

Welcome to

Kororoit Creek Primary School

Kororoit Creek Primary School is an exemplary state of the art learning facility that brings together the best in contemporary educational design and promotes active student-centred learning through the creation of flexible, functional spaces. All teachers work in learning communities to create flexible teaching options in classrooms to better cater for the individual needs of all students.

The grounds are well developed with landscaped gardens along with an extensive range of play spaces including sporting fields, a range of courts and quality play equipment. The on-site aquatic centre, which is operated by Kings Swim, provides an outstanding facility for the students to participate in the year-long swimming program which is a compulsory part of the school curriculum for every student. The school upholds high expectations of students, staff and families and provides an exciting and inclusive experience for all members of its community.

The underpinning concept of our learning environment is the IB Learner Profile attributes. These attributes describe a broad range of human capacities and responsibilities that go beyond academic success. They imply a commitment to help all members of the school community learn to respect themselves, others and the world around them. We strive to develop and embed these attributes among all members of our community; students, teachers and parents alike.

Inquirers - Knowledgeable - Thinkers - Communicators - Principled - Open-minded - Caring - Risk-takers - Balanced - Reflective

At Kororoit Creek Primary School the child is at the centre and purpose of all that we do. Our teachers and support staff work hard to provide a teaching pedagogy reflective of 21st Century learners including ICT rich environments and personalised learning for every student. This innovative, rich and rigorous curriculum is built on the Victorian Curriculum and framed through the Primary Years Programme of the International Baccalaureate (PYP IB). The PYP is delivered in a positive, stimulating and challenging learning environment where every child experiences success and is supported to develop a love of life-long learning. Our students explore their world through inquiry based learning to become thinking, informed, resilient and self-directed learners who are able to be the best they can be and to contribute actively to their community. The effective teaching of literacy and numeracy is recognised as the foundation to successful learning and is a key aspect of explicit, and where authentic, transdisciplinary teaching throughout the day.

Our state of the art buildings consist of 56 general learning and teaching areas, 4 shared learning environments, art, music, a library, full size gymnasium and learning lab. Teams of teachers work together to plan and teach a comprehensive curriculum and to provide rich learning environments for all students. Our programs are supported by contemporary resources and the latest research on teaching and learning.

The school is committed to providing a range of learning experiences for your child. Structures allow teachers to cater for a range of students, learning styles and individual needs, whilst encouraging positive peer interaction.

A range of extra-curricular opportunities are offered to students including some which are open to all students and some on selection. These include; a wide variety of clubs and activities at recess and lunchtime each day, junior and senior choirs, recorder ensemble, French, swimming squad, athletics and sport training, RACV Challenge (Human Powered Vehicle), Tournament of Minds, State School Spectacular and private music tuition. The wellbeing of our students and staff is of the utmost importance to us and the school has access to a range of DET (Department of Education and Training) staff including speech therapists, occupational therapists, social

workers and counsellors who provide assessments for those students deemed to be in need. Please note these specialist staff are not based at the school and are accessed by all schools within the Melton/Brimbank Network. The school does however have a Student Wellbeing Officer and Assistant employed by the school.

The relationship between the staff, students and parents is a strength which is fundamental to student wellbeing and we work to ensure active, constructive and positive community involvement. This benefits our students by ensuring a consistent approach to learning both at school and home. Our successful implementation of the on-line fortnightly newsletter will focus on ensuring strong communication and seamless links between home and school as will 'Compass' which alerts our parents to a range of activities and events being held by the school. We strongly believe that working in partnership with the school community is essential to successful educational outcomes and adds value to the whole community.

The strong partnership with the YMCA, long day care and the community centre provides community and children's services in the one location where families need them most. Links with the Shire of Melton Maternal and Child Health Care network further strengthens our community involvement. We are also proud to work in partnership with the Shire of Melton in providing pre-school services through the Kororoit Creek Kindergarten which is managed, staffed and operated by the school. The play-based curriculum for both the 3 and 4 year old groups is framed within the Victorian Early Years Learning Developmental Framework and planned and delivered through the Primary Years Programme of the International Baccalaureate (PYP IB). The Kindergarten is a fully accredited IB (International Baccalaureate Organisation) provider.

Teachers encourage parent assistance in the classroom and welcome your involvement wherever possible. Parent training programs are conducted each year. You may like to offer assistance with listening to children read, attending excursions or in other areas of interest. Please be advised that Departmental guidelines require all parent helpers to provide a current "Working with Children Check" (applications are now completed online at the following website address: <https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>). Please talk to your child's teacher if you are interested. Several opportunities for families to attend the school are offered throughout the year such as, Celebrations of Learning, which are held at the conclusion of units of inquiry, activity nights and other special events. These will be advertised via the school newsletter and on our website.

We trust you will find your experience at Kororoit Creek Primary School an enjoyable and rewarding one. Responses to any questions you may have about the School may be found in the following pages or alternatively, you are most welcome to contact the school.

Blayne Wallis

Acting Principal

VISION AND VALUES



Kororoit Creek Primary School is striving to:

Continuously improve student learning outcomes through a high quality, rigorous, goal based, inquiry curriculum.

Provide extra curricula programs which develop the 'whole' child, promote self-confidence and provide a conduit for strong student connectedness to school.

Provide the best possible social, emotional and educational outcomes for every student.

Increase the literacy and numeracy outcomes of every child.

Strategically build the capacity of all staff to ensure continuous improvement across the curriculum.

This handbook has been prepared to support your family's experience at our school. Most of the important information you will need can be found in this handbook. If you require further information please contact the school office between 8.30am – 4.00pm.

Office Hours

The School office hours are 8:30am-4.00pm. Payments of accounts (by, cash, EFTPOS, credit card) are accepted during these times. Full or part payment of children's materials and requisites should be paid prior to the commencement of school in Term 1.

SCHOOL TIMES

School times are as follows:

Students should be in attendance at school by 8.50am when they can enter the classrooms to put their belongings away, return home reading materials and ensure they are ready to start the day promptly at 9.00am.

It is essential that all students are respectful of their classmates and teachers and arrive on time every day.

This ensures that lessons are not disrupted for either the students or the teachers.

9:00 – 11.00	2 hour learning block
11.00 – 11.30	Recess
11.30 – 1.30	2 hour learning block
1:30 – 2.15	Recess (including 15 minute supervised break to eat lunch in classroom)
2.15 – 3.15	1 hour learning block
3.15	End of School Day

PLEASE NOTE

- Prep Students will not attend school on Wednesdays for the first four weeks of school. Teachers will make appointments for individual students on these days when they will undertake initial assessments to ensure you child's needs are catered for. These assessments take approximately one hour and focus on literacy and numeracy.
- All students will have continual access to water throughout the day and may also have a fruit break each day. Please make sure you pack a piece of fresh fruit or suitable vegetable each day.
- ***Please note that school finishes at the earlier time of 1.30pm on the last day of all school terms***

ADDITIONAL PROGRAMS

Attendance at organised camps, excursions, and involvement in inter-school sporting activities are not included in the Essential Education Items charge. The cost of these activities will vary, and parents will be notified of details via Compass or newsletter.

ACCESS TO THE SCHOOL/PARKING

When entering the grounds, it is important that children only enter via the pedestrian gates and not through either of the staff car parks. In the interests of children's safety, please observe parking restrictions in our boundary streets. The rules are for the children's safety so your observance of them is important. Only authorised staff cars are to use the school's car park. Please do not use the staff car parks for pick-up or drop off as children are not allowed in these areas as this is not a safe practice. Ample parking (including disabled parking) is available in the Council car park on the Burnside Heights Pavilion area directly opposite the school as well as around the school perimeter. A designated Drop 'n' Go zone is situated at the front of the school and allows parents to stop and drop off their children before school without leaving their car. In the same way, parents can pick up their children after school but CANNOT park in this area. If children are not in the Drop n Go zone, parents are asked to move out of the zone so that children within the zone can be collected. Using the zone appropriately allows children to be dropped off and collected in a safe and timely manner. Please note that there are strict parking restrictions in place and that parking officers regularly patrol and enforce restrictions around the school. The school is not responsible for any parking fines and will not support families who are challenging fines for parking illegally.

ASSEMBLY

Assemblies are held in the School Gymnasium fortnightly. Details of assembly times will be advised through the Compass calendar and school newsletter. Assemblies are an important feature of our school's life that creates nurtures and sustains a sense of community. Parents are most welcome to attend.

ASSESSMENT

In order to give parents accurate information about their child's performance at school, ongoing assessment will be carried out in a variety of ways. This information will be used to build a profile of the child's learning and achievements and is used as a basis for curriculum development, personalised learning plans, discussion at parent/teacher interviews and Student Led Conferences and written reports. Learning is a developmental process and each child is seen as an individual at a particular stage in their own development and not in comparison to others. We aim to have each child feel that they can be successful by concentrating on what they can do and what they can achieve whilst acknowledging that we are all lifelong learners and building capacity in areas which need to be strengthened.

ATTENDANCE /ABSENCE

Attendance at school in Victoria is compulsory from the ages of six to seventeen. Regular attendance is vital in helping the continuity of learning experiences, social adjustment and the development of independence, dependability and responsibility. However, home is the place for a sick child, as children who are ill cannot work well and run the risk of infecting others. Whenever your child is absent, please advise us through Compass or telephone the school to advise us of your child's absence. An explanation is required for any absence as this is a Departmental regulation. To support regular attendance, KCPS has an attendance officer who contacts parents each time their child is either late to school or absent without explanation. This ensures that parents are kept fully informed for their children's whereabouts and of their safe arrival at school. Parents are notified if their child

does not arrive at school by 10:00am. Continual late arrivals will result in contact from a senior member of staff who will work with the family to put any necessary supports in place to ensure timely arrival at school.

Arrangements should be made through the office when children are required to leave school early for appointments. As a matter of student safety and well-being all parents or guardians coming to pick up their children will need to show photo ID, e.g. Drivers Licence, Passport or Proof of Age Card.

Written or verbal permission from the parent is required informing us of any person other than the parent collecting the children during school hours. Children who leave school early must be fully supervised and signed out at the office by an authorised adult either directly before or after a school break. This is important as once students are out in the play areas it is extremely difficult to get them to the office.

Please note that NO child, at any year level, will be released early from the care of the school unless they are collected by an adult with photo id.

BEFORE/AFTER SCHOOL CARE

Our school works in conjunction with The YMCA to provide before and after school care. Parents wishing to use this service should make contact with the YMCA who are solely responsible for the program. You can contact the YMCA on 8358 0700. Children who attend the program are walked to the school each morning and collected from the school grounds after school each afternoon. Prep children are collected from their classrooms.

BICYCLES

Children in Grades 4, 5 and 6 are permitted to ride their bicycles to and from school with permission from both parents. All children are required to wear a helmet and comply with State laws for bicycle riding. Bicycles must be left at the school bike shed. No bicycles, skateboards, scooters or any other wheeled forms of transport are to be ridden in the school grounds. Younger children who are fully supervised by parents may also ride, and leave their bicycles, at school. Please note that whilst the bicycles can be left in the designated bicycle area no responsibility can be taken for their safekeeping. Please ensure that all items are securely locked before leaving them.

BIRTHDAYS

We are more than happy to help celebrate children's birthdays at school as this is often a special day for them. To ensure that this doesn't become a cumbersome process we ask that cupcakes **only** be provided rather than a traditional birthday cake which can be difficult to handle and share amongst a large number of children. Please ensure that there are enough cupcakes for each child in the grade and, of course, one for the teacher! As some children will not be able to participate for dietary, medical or personal reasons cupcakes must be given to the classroom teacher to distribute.

PLEASE ENSURE ALL FOOD BROUGHT TO SCHOOL IS NUT FREE AS WE HAVE SEVERAL CHILDREN WITH SEVERE ALLERGIES TO NUTS AND NUT PRODUCTS.

BOOK CLUB/FAIR

Children have the opportunity to buy good quality books from Scholastic Book Club and Fair. A catalogue will be sent home when the school conducts Book Club. Book Fair is held at the school and parents and students can browse books to purchase. Books for the school library and classroom libraries are purchased from commissions received from the Book Club.

CANTEEN

Children can purchase food daily from the canteen which provides a healthy menu. Children write their order on a paper bag, enclose the correct amount of money and place their order in the classroom lunch order container. This is then taken to the canteen before school starts. The canteen is privately managed and offers a range of foods including Celiac, Halal, Vegetarian and others. The canteen does not offer any nut products for sale but some items are produced on machinery that may have contact with, and contain traces of, nuts. The canteen does not offer credit.

For your convenience families can set up an account for online ordering <http://ultimateschools.com.au/>. This minimises the risk of money being lost or misplaced and give parents certainty that orders are at the canteen and not left in children's bags.

COMPASS

Compass is a web based, online portal that allows parents to access 'up to date' school information, student reports, online payments, student attendance and Student Led Conference bookings. Every family receives a unique username and password. These details will be provided to you on enrolment. Parents are encouraged to login to compass on a regular basis to check your newsfeed. A link to the portal can be found on the school website.

CURRICULUM

Kororoit Creek Primary School is fully authorised by the International Baccalaureate to deliver the Primary Years Programme of the IB.

What is the Primary Years Programme (PYP)?

Kororoit Creek Primary School currently uses the PYP framework in conjunction with the Victorian Curriculum which is aimed at developing internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

IB Learners strive to be:

Inquirers: They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable: They explore concepts, ideas and issues that have local and global significance. In doing so, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers: They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

Communicators: They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled: They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Open-minded: They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring: They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk-takers: They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced: They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective: They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

In the context of the PYP, the school is considered to be a community of learners working through the essential elements- knowledge, concepts, skills, attitudes and action to experience authentic learning and make an impact on the world.

We are committed to our belief about how children learn encapsulated most clearly in the constructivist approach. It is acknowledged that learners have beliefs about the world works based on their experiences and prior learning. These beliefs, models or constructs are revisited and revised in the light of new experiences and further learning. The students strive to make meaning about their lives and the world around them by constructing, testing and confirming or revising their personal models of how the world works. Students are given the opportunity to explore fifty units of inquiry from 3 year old Kindergarten- Year 6 covering a variety of disciplines and a multitude of world issues. This is achieved through a process of inquiry which in its broadest sense, is the process initiated by the students or the teacher that moves the students from their current level of understanding to a new and deeper level of understanding. This can mean:

- Exploring, wondering and questioning
- Experimenting and playing with possibilities
- Making connections between previous learning and current learning
- Making predictions and acting purposefully to see what happens
- Collecting data and reporting findings
- Clarifying existing ideas and reappraising perceptions of events
- Deepening understanding through the application of a concept
- Making and testing theories
- Researching and seeking information
- Taking and defending a position
- Solving problems in a variety of ways

We encourage responsible action initiated by the students as a result of their learning. This action may extend the students' learning or it may have a wider social impact. Both inquiry and action will look different within each age range and from one age range to the next.

(adapted from Making the PYP Happen, 2009)

EMERGENCY INFORMATION / STUDENT RECORDS

On enrolment you will have completed a Student Enrolment form. It is important that we have up to date telephone numbers, private and business, where you can be contacted, and the names and phone numbers of two people who are able to look after, or collect your child in your absence should he/she become ill at school. Please advise us of any changes to your child's medical history such as anaphylaxis, asthma, diabetes, epilepsy, vision or hearing problems and learning difficulties. Also, advice of any temporary disability is also required.

THE SCHOOL SHOULD BE ADVISED IMMEDIATELY OF ANY CHANGES TO EMERGENCY INFORMATION.

EXTREME WEATHER CONDITIONS

During extreme weather conditions children are supervised indoors, and under permanent shaded structures between relocatables, during recess and lunch play. Extreme weather includes hot, wet and windy days.

FIRST AID

Minor ailments and injuries are treated sympathetically at school. We will notify parents to collect their child in the case of an accident or illness. If any emergency situation arises, we will take prompt action to ensure the best interests of your child are protected and your needs are met. ***It is therefore imperative that all Emergency Information recorded at school be up to date and accurate.***

Immunisation Certificates - All children starting school must have an Immunisation Certificate if they have been vaccinated. This certificate can be obtained from your local council's health department or Medicare. Children who do not have a certificate or have not been fully immunised will be excluded from school if there is an outbreak of measles, mumps, diphtheria, tetanus or polio.

Infectious Diseases - parents are requested to promptly pass on to the school any information related to infectious diseases as this allows us to take appropriate measures. If your child is to be absent for an extended period (for whatever reason), a phone call to the school is required.

Lice - Schools are subject to periodic outbreaks of head-lice which can be persistent if not treated properly. It is imperative that each parent undertakes regular checks and treats their child in an efficient manner. Please let us know if you have detected head-lice in your children as we can then take steps to make sure that the problem does not spread further. Any children who we feel are being treated inadequately will be excluded and not allowed to return until they have been treated and are clear of headlice.

Medication - School staff are not authorised to administer medication, however in certain circumstances, a **Medication Authority Form** can be completed and signed at the office providing permission to administer the medication (provided by the parent). This form is also available on our website and at our office. Students should not administer medication themselves except for asthmatics who would normally have control of their own ventilators. Any medication sent to school must be handed in at the office for correct storage.

Personal Hygiene - This is especially important when large numbers of children work and play together. Please talk to your child about the correct use of urinals and communal toilets stressing the need for frequent washing of hands and that toilets are not places in which to play etc. It is also important that children are supported with their personal hygiene and take care to bathe and shower regularly as this can impact on their interaction with other students.

Health Services - A School Nurse visits annually with our Prep children. Where there are concerns by teachers or a parent for possible visual/hearing difficulties, medical reasons or behavioural problems, children may be referred. Many other services, listed below are available to schools and referrals are made if required.

- Speech Therapy

- Psychologists
- Counselling, Guidance and Clinical Services

If you believe that your child has a particular need for any of these services, please discuss your requirements with your child's classroom teacher or the principal. It should be noted that these therapists provide advice to parents on whether further treatment or assessments may be required. They do not provide on-going support to individual children.

FORMAL COMMUNICATION / INTERVIEWS AND INFORMATION SESSIONS

Soon after the start of the school year there will be an information evening which will provide you with the opportunity of learning about the curriculum to be covered during the year. There will also be Student Led Conferences which are scheduled following the distribution of mid-year reports. Celebrations of Learning will also be held four times during the year when your children will present their learning to you.

If at other times there are issues of concern that you need to discuss with your child's teacher, please make an appointment either with the class teacher or at the office. (Classroom teachers are unable to discuss your child's need when they are preparing for the day or teaching). Often, what can be perceived as 'big' problems can be easily managed and rectified.

Most teaching staff are available from 8.40am and are more than happy to make a mutually convenient time to meet.

HOMEWORK

Homework benefits students by complementing learning, fostering good study habits and providing an opportunity for students to be responsible for their own learning. It also supports the partnership between teachers and parents.

Homework at Kororoit Creek Primary School is:

- Appropriate to the individual student's skill level
- Purposeful, meaningful and relevant to the curriculum
- Interesting, challenging and when appropriate, open-ended
- Assessed by teachers with feedback and support provided
- Balanced with a range of recreational, family and cultural activities

It is expected that all children will participate in reading activities each evening. These may be children reading with their parents, reading to their parents or parents reading to their children. Children should not 'struggle' through reading books as teachers will be working to ensure they have books which are 'just right'. That is, easy enough to be enjoyable and to be read without undue support whilst consolidating their skills in fluency, phrasing and comprehension

Students will also bring home activities which will support them in developing their literacy and numeracy skills as well as projects, activities and questions which will be focused on their developing a deeper understanding of units of inquiry. Every student should be clear about the expectations of work to be completed at home.

Our homework policy can be accessed on our school website. This policy outlines the expectations and roles of teachers, parents and children when accessing and completing homework tasks. If your child is struggling with the tasks or time, please talk to the teacher.

FUNDRAISING

Money raised from fundraising activities is used to buy equipment and improve resources for our children. We strive to keep fundraising within affordable limits, so please support these when they are advertised in the school newsletter.

INSTRUMENTAL MUSIC LESSONS

Genesis Music School offers school based instrumental lessons to our students either through one-on-one tuition or group tuition. Further information on the services that Genesis Music School provide can be obtained directly from them on 0421 426 674. Please note that this service is provided for the convenience of our community and is not managed or operated by the school but by a private organisation.

LOCAL EXCURSION PERMISSION FORM

All children are required to have a local excursion permission form signed at the commencement of the year. This form covers all local excursions whereby a bus is not needed. Parents are also requested to sign a media release and internet access form. G-Suite, Seesaw, Office 365 & Photography, Filming and Recording Forms

LOST PROPERTY

Lost property is kept in a basket outside of sick bay. Parents are most welcome to check the lost property for any items of lost clothing. Clothing which is labelled makes returning it an easy task and limits stress for both children and parents. Please ensure that ALL items of clothing are clearly labelled using a permanent marker or, alternatively you can use sew on labels. At the end of each term all remaining unnamed lost property is either contributed to the second hand uniform collection or donated to a local charity if it does not have the school logo.

LUNCH/PLAY LUNCH

In the interests of supporting student health and wellbeing **Kororoit Creek Primary School is as far as possible a nut and nut product free School although we cannot guarantee that they are not brought onto the school site.** Some students have severe allergies and anaphylactic reactions to these products.

We thank you for ensuring that our students' health is supported.

Children have a supervised lunch break inside their classroom between 1.30 and 1.45pm every day. Children are to bring a water bottle and snack for morning play break and a piece of fruit for their fruit break. All children need a good breakfast for energy which also helps them focus on tasks. Label lunch and play lunch separately, and ensure your child knows which is which. Any food that your child does not eat is sent home to help you gauge how much food to send to school. Please encourage your child to eat a piece of fruit or to have a healthy snack for play lunch. Children are encouraged to drink water throughout the school day.

To support a clean and sustainable environment we encourage all students to bring 'nude food' to school and to unwrap and dispose of any wrappers prior to exiting the classroom.

MATERIALS, RESOURCES, REQUISITE AND PROGRAM CHARGES

Essential Education Items

These are items that the school considers essential for all students and which students take possession of. At KCPS we purchase student book packs and bulk supplies for student use to ensure equity and consistency across all year levels and between all classrooms. This provides considerable savings to parents, due to our bulk buying power as a large school as well as the savings on GST. Details of the levy is outlined in our Parent Payment letter.

The levy can be paid as a lump sum when the book pack is collected prior to the start of school. There are a number of payment options available at the school including full payment at the start of the school year, four equal payments over the first two terms of school or a special payment plan which can be negotiated with the business manager or principal.

Optional Extras

Optional Extras which are offered on a user-pays basis and which parents and guardians may **choose** whether their child accesses or participates in (e.g. extra-curricular programs or activities)

- Camps, Sports, Excursions & Incursions
- School Magazine
- School Photos
- HPV program (available to students years 4-6)
- State Schools Spectacular (available to students in years 4-6)
- Tournament of Minds
- iPad Program (available to students years 4-6)

Voluntary Contribution

The State Government provides a grant to schools for each child to assist with requisites. Unfortunately, the grant only goes part way to meeting total costs involved with running our programs. If we are to achieve quality learning it is necessary that all materials and requisites fees are paid. If you wish to support the school further through a Voluntary Contribution this would be greatly appreciated. Voluntary contributions can be from \$10 upwards and can be paid together with the levy at the start of the school year, or alternatively, directly to the school office at any time.

MONEY COLLECTION

We strongly advise that all payments, regardless of the purpose, are made directly through Compass. This minimises the risk of money being lost or misplaced and give parents certainty that monies owed have been paid. This also supports our office staff in ensuring the timely deposit of all funds. We sincerely appreciate your support in using Compass as much as possible.

If however your child needs to bring money to school, please put the money in a securely sealed envelope which details the child's name, class teacher, amount of money and what the money is for. The envelope should be given to the class teacher.

NAPLAN

National assessment of children's skills (NAPLAN) will take place twice during their Primary years: once in Year 3 and once in Year 5. Results are sent home to parents/ guardians. Students are supported in readiness for this testing and also in 'unpacking' results to ensure they see the process as a positive one. We are aware however that the testing process does place some children under stressful conditions which may impact on their results.

NEWSLETTERS

Newsletters and notices are an important means of communicating with parents. A newsletter will be uploaded to the web site each fortnight. Parents who do not have access to the internet can request a hard copy. Parents will be notified each time a newsletter is uploaded through 'Compass'.

PARENT INVOLVEMENT AND PARTICIPATION

There are many ways you can become an active participant in the education of your children:

- Helping with classroom programs- reading, preparing materials, typing children's writing, actively supervising children on the computers
- Assisting with excursions- sometimes extra adults are required to meet the minimum adult/ child ratio in supervising groups,
- Assisting with sports. Games - umpiring, coaching, time keeper or cheer squad!

Note: Parents and family members who help in the school are required to have a current **Working with Children check** and have completed a **Classroom Helpers** session which is held during term one and will be advertised through the newsletter and Compass. You can find out more information from the school office.

Parents are encouraged to participate in a variety of school activities. Parent involvement is a significant feature of our school life and is actively encouraged and greatly valued. There is a common community interest in working towards the provision of quality education for students at Kororoit Creek Primary School. We strongly believe that working in partnership with the school community is essential for successful educational outcomes.

At the end of four units of inquiry, students celebrate their learning through an exhibition event. This happens in our classrooms, learning neighbourhoods and central collaborative learning spaces. The celebrations involve visual and oral presentations as well as the use of e-learning tools such as iMacs, iPads, netbooks and notebook computers. This process enables students to develop their viewing and presenting skills, and is an opportunity for them to share and be proud of their hard work. Parents and friends are invited to view student work and presentations.

PICK UP / DROP OFF

When arriving at school and leaving the classroom at the end of the day, children should be encouraged to be independent by allowing them to be responsible for their own belongings and actions. In the afternoon, please wait at a pre-arranged 'pick-up' spot away from the classroom entrance (No parents/ guardians are to be in the corridors at any time as this is a Health and Safety issue due to the nature of the buildings). Please note that Prep children are to be collected from their classrooms. Please be punctual when collecting your children as they can become upset and anxious if you are late. If you are going to be late due to unforeseen circumstances e.g. car breakdown, please call and let us know so we can inform your children.

SCHOOL BANKING PROGRAM

This program is run by parent volunteers at the school on Wednesday mornings. Parents can open a Youth Saver account in person at any Commonwealth Bank branch or online via NetBank.

SCHOOL COUNCIL

School Council elections are held each year at the start of Term 1. Please keep an eye out in the school newsletter if you are interested in becoming part of the School Council. An Annual General Meeting is held every year when parents are invited to attend via the school's newsletter. Information is made available for interested parents and community members prior to a formal election process in the school newsletter.

SMOKE FREE ENVIRONMENT

Kororoit Creek Primary School is a Smoke Free Zone. All Department of Education & Early Childhood Development properties are Smoke Free. There are NO exceptions to this policy at any time.

STUDENT-FREE DAYS

The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The remaining three student-free days are determined by the school and approved by School Council. These dates will be communicated to our community once approved by School Council and the dates will be made available on our school website.

The Kororoit Creek YMCA can provide an alternative program on these days for families needing care. However, there is a charge for this service. Details of any programs offered will be advertised through the school newsletter or by contacting the YMCA on 8358 0700

STUDENT LEADERSHIP

The School's Student Leadership system at Kororoit Creek Primary School provides students from all year levels with leadership training and skill development, and there are many opportunities to experience positions of responsibility. Our students relish the opportunity to make decisions, take on responsibility and have an input into the direction of the school. Leadership opportunities include class captains at all year levels, student representative council (years 3-6) and house, area and school captains (year 6).

STUDENT WELLBEING

The wellbeing of our students and staff is of the utmost importance to us. The school has high expectations for the achievement of all students who are encouraged to become engaged learners able to participate effectively in a cooperative classroom environment. Students are encouraged to strive to reach their potential through goal based learning. Children will be encouraged to develop academically, socially, emotionally, physically and artistically so that they can take their place in society as leading citizens of the future.

All students and staff at Kororoit Creek Primary School have the right to work in a safe, secure and supportive learning environment. The school believes in a positive approach to student management, focusing on personal responsibility, self-discipline and a constructive contribution to our school of learners.

SUN PROTECTION

Kororoit Creek Primary School promotes active protection from the sun. All children and staff are required to wear hats when outside from September to April. Children without a hat are required to stay under cover so that they have protection from ultra-violet rays.

SWIMMING

At Kororoit Creek Primary School we have a swimming program which is part of the physical education and sports curriculum for every child (it is **not** an optional program). This program provides 30 swimming lessons each year (up to 8 per term) on a ratio of four to seven students (depending on their level) for each qualified instructor and is reported on to parents twice each year. One piece navy bathers are required for the program and may be purchased through any local suppliers. Bathers may also be purchased at Kings Swim during school hours.

Parent helpers are needed for our Prep students. It is a requirement for all parent helpers to have a valid Working with Children Check. Parent helpers are rostered by the classroom teacher. We also provide a termly 'Swimming Showcase' whereby parents of all year levels can visit the pool during their child's session and observe their skills and practice.

UNIFORM

Kororoit Creek Primary School has a uniform policy, stating that the wearing of school uniform is compulsory. The uniform must be worn correctly without fashion accessories or enhancements (including leggings under dresses) every day. Please make sure that **every** item of clothing is named. Uniforms can be purchased directly from the supplier – Primary School Wear Deer Park, 51-53 Westwood Drive. Please note that plain black school shoes should be worn with the uniform. Summer uniform terms 1 and 4 and winter uniform terms 2 and 3. (Exception will be made for extreme weather conditions). Summer dresses are not suitable for winter and should not be worn with skivvies or tights underneath as winter uniform.

Grooming and Appearance

Hair should be natural colours and must be neat (no extreme hairstyles). If longer than shoulder length it must be tied back as a health and safety precaution.

Hair accessories must be in school colours (Sky blue, navy or ochre).

Jewellery can be an occupational health and safety issue and should be limited to a watch, one set of studs or sleepers and, if required, a medical alert bracelet. Nail polish should **not** be worn.

For individual cases relating to cultural or medical issues please see the Principal or Assistant Principal.

VICTORIAN STUDENT NUMBER- (VSN)

The VSN is a unique student identifier known as the Victorian Student Number (VSN). A central system, the Victorian Student Register (VSR), maintains student identifying details, associated VSNs, and records of enrolments and exits with all education providers. The VSN has the potential to provide accurate information on a student's movement through the educational system. The VSN covers students from Prep to the age of 24. A VSN will be allocated to each student enrolled within Victoria's school sector.

YARD SUPERVISION

The yard is supervised by staff from 8.50am to 9.00 am each morning, during morning recess, lunch and from 3.15 until 3.30pm each afternoon.

Your child's safety is of paramount importance, please:

Do not allow your children to come early or stay late at school as the yard is unsupervised before 8.50am and after 3.30pm. If you require supervision outside of school hours please contact the YMCA for details of their out of hours school program.

We look forward to working with your child and to you becoming a part of the broader Kororoit Creek Primary School Community.

***Welcome to
Kororoit Creek Primary School***

