

# Grovedale Primary School



**Parent  
Handbook**

*'A Path to Success'*





## **GROVEDALE PRIMARY SCHOOL**

Welcome to Grovedale Primary School and thank you for choosing our school for your child's education. We aim to provide a happy, safe, stimulating and challenging learning environment for your child, where your child's educational, social, physical and emotional development will be well catered for. We at Grovedale Primary School are committed to the achievement of excellence and educational opportunities for all children. The children's attainment of literacy, numeracy, social, physical, scientific and creative skills is the focus of our teaching and learning. Our school provides all children with a range of learning experiences which promotes excellence in learning, assists students to improve and value their own learning and develops self esteem, confidence, independence and citizenship through co-operative learning approaches.

### **SCHOOL VISION**

Our school vision is "To provide a dynamic learning environment. We are a community of learners who value each other and strive to be the best we can."

### **BRIEF HISTORY**

Grovedale Primary School, originally Germantown, was officially opened in 1855. The school was later moved and opened on its present site in 1869 and has been providing continuous service to the Marshall – Grovedale area ever since.

At Grovedale Primary School we take pride in providing:

- A well developed plan of curriculum policies and programs which provide a clear sense of direction.
- A highly skilled and professional staff, committed to improving the educational outcomes of the students.
- An effective Integration program operating within a safe and caring environment
- High parental involvement, ownership and expectations, leading to a school which is responsive to community and individual needs.

We offer a quality program in line with the Victorian Essential Learning Standards (AusVels) using an inquiry based learning approach in the areas of:

Physical, Personal & Health & Physical Education, Interpersonal Development, Personal Learning, Civics & Citizenship, The Arts, English, The Humanities, Languages other than English (LOTE) Italian, Mathematics, Science, Communication, Design, Creativity & Technology, Information & Communication Technology (ICT), Thinking Processes.

We have several theme days throughout the year where we celebrate special events and days. Regular assemblies are a feature of our school where we recognise and celebrate personal excellence and achievements. The recreational needs of the children are well catered for with spacious and attractive grounds, tennis courts, sporting fields, basketball courts and adventure playgrounds.

## ***TERM DATES***

### Year 2015

Term 1	28 January to 27 March
Term 2	13 April to 26 June
Term 3	13 July to 18 September
Term 4	5 October to 18 December

### Year 2016

Term 1	27 January to 24 March
Term 2	11 April to 24 June
Term 3	11 July to 16 September
Term 4	3 October to 20 December



## ***PREP ATTENDANCE DURING THE MONTH OF FEBRUARY***

Monday	9.00 – 3.20
Tuesday	9.00 – 3.20
Wednesday	No school
Thursday	9.00 – 3.20
Friday	9.00 – 3.20

## PERSONNEL

You may find the following personnel and contact numbers useful.

**Principal:** Mrs Kathy Wesolowski

**Assistant Principal:** Mrs Tracy Doherty

**Business Manager:** Mrs Kerry McCombe

**School Office:** Mrs Lesley Smith

Ph: (03) 5243 3902

Fax: (03) 5243 0823

Address: 143 Bailey Street, Grovedale 3216

Email: [grovedale.ps@edumail.vic.gov.au](mailto:grovedale.ps@edumail.vic.gov.au)

School website: [www.grovedaleps.vic.edu.au](http://www.grovedaleps.vic.edu.au)

### Teaching Staff 2014-

**Prep/1** Mrs Nicole Walker Miss Mikhala Vaudrey

**Grade 1/2** Mrs Sonya Brough Mrs Kerry Reid

**Grade 3/4** Mrs Katie Baltetsch Miss Deanne Lierich Miss Kate Wojcik

**Grade 5/6** Mr Daniel Lowther Mrs Vicki Sheridan Mr Paul Waldron

**Art / PE** Mr Arron Gardner

**Italian** Mr Carlo De Mori

**Integration** Mrs Kayleen Salmon  
Mrs Jackie French  
Ms Janet Patterson  
Mrs Wendy Marendaz

# SCHOOL HOURS AND PLAYGROUND SUPERVISION

School Hours:

School commences: 9:00am

Recess: 11:00am – 11:30am

Lunch: 1:30pm – 2:20pm

School finishes: 3:20pm



Outside school hours the playground is supervised from 8:45am to 9:00am and from 3:20pm to 3:45pm.

We recommend that children do not arrive before 8:45am and make their way home quickly after dismissal, unless they are involved in after school activities.

The playground is also supervised during recess and lunch breaks. The first aid room is also staffed during these times.



## FEATURES OF GROVEDALE PRIMARY SCHOOL

### ART / CRAFT

We have a large, well stocked art / craft room. Students have regular art lessons and work is attractively displayed around the school.

### SWIMMING PROGRAM

Students receive two weeks of intensive swimming every second year.

### BUDDIES

At the beginning of the year Prep students are matched with a buddy from years 3 – 6 and we encourage our older children to work with and help the Prep children on a regular basis and for special occasions. This is a great support for our Prep children as they begin their school life.

### LIBRARY

Our school has a modern and well equipped library and each child receives specialist library sessions. Students are encouraged to borrow books on a regular basis. Book Fairs are held in order to provide students with an opportunity to purchase good quality literature at reasonable prices. We also hold special activities to celebrate Book Week.



### PHYSICAL EDUCATION AND SPORT

This is an area in which Grovedale children have many opportunities with a wide range of equipment provided. A feature of this program is the involvement in inter school activities and specialist clinics for a variety of sports. Involvement by students in after school sporting activities is encouraged.

### BIKE EDUCATION

Children in Grade 4 are given a Bike Education Course. School Council recommends that only after successful completion should your child ride to school by themselves.

### CAMPS AND EXCURSIONS

These activities form an important part of our school year. Excursions and camps play an important part in the students' educational programs by enhancing learning experiences outside the classroom. Excursions are planned in accordance with regulations and guidelines and provide excellent situations for classroom work and extension.



### DEBATING

This is a feature of Grovedale's literacy program and teams are entered in to the Barwon Junior Debating competition each year.

## TEAMS IN LOCAL COMPETITIONS

We have a growing number of school based teams competing in after school competitions in netball and basketball.

## A SUNSMART SCHOOL

We are very sun conscious and require children to wear hats and sunscreen at appropriate times with special emphasis on Terms 1 & 4.

## LOTE

Buongiorno a tutti!

### ***Why learn Italian?***

Italian is a relatively easy language to learn because of its similarity to English, with many Italian words having been adopted by the English language, from pasta, cappuccino and pizza to forte, piano, tempo and many more.

Italy has a rich cultural history and the influence of Italy is seen everywhere in Australia today, from food and fashion to industries, with Italian being one of the most widely studied and spoken languages in Australia. This provides students with numerous opportunities to use the language in everyday situations!

### ***Why learn additional languages?***

Most people in the world speak more than one language, and the importance of additional language acquisition is more evident than ever in today's growing global society.

Children who learn languages also often outperform those who don't: research has shown that language learning enhances a child's literacy, thanks to increased knowledge of word and sentence structure. Language learning also significantly increases students' awareness and understanding of other countries and cultures, hence increasing their ability to deal respectfully with others. Language acquisition is widely recognised as an important contributor to problem solving, and increases opportunities to work in exciting overseas jobs, or for international companies in Australia.

### ***Why a targeted immersion program?***

The main purpose of acquiring an additional language is communication. The latest research in additional language acquisition has highlighted the effectiveness of a targeted immersion program, which provides a native-like listening and speaking environment in the target language. The classroom is dynamic, as learning sessions include a variety of different activities which are conducive to speaking in the target language. Listening and speaking, with the aid of visual support, repetition and body language, are the first step towards acquiring a language. The prevalence of listening and speaking activities is particularly important given the limited time allocated to additional language instruction in primary schools in Australia.

Our students at Grovedale Primary School have shown much enthusiasm towards the exciting challenge of learning Italian and about Italy through a targeted immersion program, and have enjoyed being involved in educational games, songs, role-plays, stories and a whole range of different activities. We look forward to spending a great year together full of Italian fun! Arrivederci!



## THEME DAYS

We celebrate some important days or weeks of the year. Days such as World Environment Day, Book Week, Purple Day etc. are celebrated with whole school activities. Each term there is at least one activity that involves the whole school.

## PROGRAM FOR STUDENTS WITH DISABILITIES

Grovedale Primary School has a highly successful and well recognised Program for Students with Disabilities and Impairments. Children with special needs are catered for within our school structures and are assisted by Integration Aides and special programs.

## PARENT PARTICIPATION AND INVOLVEMENT

At Grovedale Primary School we invite you to become involved with the school. A child's education involves an active partnership between home and school; a partnership that we encourage and foster. There are many ways in which you can become actively involved in the school community.



### - SCHOOL COUNCIL

School Council is the elected group of parents and teachers charged with developing policies and programs and managing the school. It is the governing body of the school and operates within the Education Act and Regulations. The Council holds a public meeting each year to report to the local community through the Annual Report. School Council meets at least eight times each year. Meetings are announced in the newsletter. Half of the Council is elected annually. The operation of the School Council is set out in the School Charter and School Council Standing Orders. School Council is an important component of our school. Parents are invited to find out about the School Council and nominate if they wish to become involved.



### - PARENTS AND FRIENDS ASSOCIATION



The Parents and Friends is an active and important part of the school. Meetings are held regularly and all parents are made to feel welcome. Meeting times and dates are published in the newsletter. The P & F assists with raising money, catering, assisting at special functions, providing a forum for debate, discussion and consultation and for just having fun. Meetings are open to everyone and new parents in particular are encouraged to join in and make new friends.

### - PARENT PARTICIPATION IS ENCOURAGED IN:

- Classroom programs
- Gardening
- Working Bees
- Special days
- Swimming program
- Library activities

## LUNCH ORDERS

Our lunch ordering system aims to supply the children with nutritious and interesting food. Lunch orders are available through the school on Tuesdays and Thursdays. Lunches can be ordered by writing the child's name, room number and order on a brown paper bag and enclosing the correct money.

## ENROLMENTS

This procedure is completed through the office. Please see the office staff for the appropriate forms and bring with you a completed Certificate of Immunisation Status and Birth Certificate.

## STRATEGIC PLAN

Every school has a Strategic Plan which is a record of understanding between the school and the Department of Education. The Plan outlines our school's specific educational philosophy, core purpose, educational goals and future directions. A copy is also available at the office for reading.

## RELIGIOUS EDUCATION

Christian Religious Education in State Schools is authorised by the Education Act of 1958 and is administered by the Council for Christian Education in Schools (CCES) made up of all the major denominations. R.E. teachers are provided by the CCES and teach a syllabus provided by the CCES. The current syllabus being used is the "Religion in Life" program. It provides fair minded, open-ended teaching that encourages children to explore issues for themselves. It is based on the life and experience of the children and takes into account their particular stage of development.



## UNIFORM

The school has an attractive uniform and it is recommended that all children wear the uniform where and whenever possible. School uniforms can be ordered through the office or directly with Coastal Uniforms.

Before sending your child to school please name all of your child's belongings. In particular **all** children's clothing should be named.

All children need an art smock and a library bag. Prep students will be issued with a library bag.

To avoid lost clothing please ensure that all items of clothing are clearly labelled.

## REPORTING TO PARENTS

At Grovedale Primary School we keep parents informed about their child's progress. Twice yearly we have written reports with a half-yearly parent / teacher / student interview. Teachers are also willing to meet with parents at other, mutually agreeable times to discuss various issues or concerns. Parents

are requested to make an appointment to see individual teachers. Preference is for out of school hours but alternative arrangements may be negotiated to meet during school time. School diaries also provide parents with a daily source of communication between themselves and teachers.

## COMMUNICATION DIARY

Each student is provided with a school diary. This is an important aspect of communication between school and home and we urge all parents to use this means of sharing information.

## NEWSLETTER

A weekly newsletter is available each Wednesday via email. The newsletter is the main form of communication between home and school and contains information for you to keep you up to date with events and occasions at school. The newsletter can also be accessed via the school's website each Wednesday.

Please provide an email address to our office staff to allow us to email the newsletter to you.



## FUNDRAISING

The operation of schools is funded through a combination of Government provided funds and locally raised funds. At the beginning of each year School Council, through the annual budget, sets a fund raising target, based on projected income and expenditure. This, along with a Materials Charge from parents constitutes the sum of locally raised funds for the year.

Our school is proud of the range and quality of education programs, learning experiences, materials, facilities, equipment and resources that are provided for the children. This is only possible with the continued support of all families in prompt payment of the Materials Charge.

## EDUCATION MAINTENANCE ALLOWANCE (EMA)

Commonwealth assistance for school materials etc. is provided for families who hold a current Commonwealth Health Care Card. Payments are made half yearly by application through the school. Please see the newsletter for further information and reminders.

## RETURNING NOTICES

When your child brings home a note about an upcoming event, please return it filled out with correct payment where applicable by the due return date on the form. Place form and any payment in an envelope with the child's name, grade and activity clearly written on the envelope and place the envelope in your child's diary. It is important to note that your child will only be able to participate in an excursion if the school receives a signed permission form by the due date. Phone permission is not acceptable.

## HOUSE SYSTEM

On enrolment students are grouped into one of four 'houses' for the purposes of athletic carnivals, special days etc. Our houses are **Rossack- Red**, **Barwon- Blue**, **Griffith- Green** and **Fraser-**



**Yellow.** Students who have family members currently attending the school will be grouped into the same house as their relatives. House Captains are elected at the beginning of each year.

## LEADERSHIP

Opportunities are provided for leadership positions for senior students such as School Captains, House Captains etc.



## SCHOOL BANKING

The school provides a student banking service through the Commonwealth Bank. Parents may obtain application forms through the school office. Passbooks are sent to school each Tuesday for processing.

## TRANSITION PROGRAMS

Grovedale Primary School works co-operatively with the local kindergartens and secondary schools to ensure that transitional periods are smooth and non-threatening for students. During the last term the enrolled students visit their new school.

### - PREP STUDENTS

Prep enrolled students will participate in an intensive transition program. They complete several school based activities and parents are welcome to attend these sessions. However if your child is secure and comfortable it is a good time to let them become a little more independent by leaving them in the care of the teacher. Be sure to tell your child where to find you after the session.

### - GRADE SIX

Neighbouring secondary schools hold Parent Information sessions during Term 2 to assist in the selection of an appropriate secondary school. Parents are invited to attend these visits. In term 4, after making their choice, students have an intensive Orientation Program at their chosen school during the first week of December.

## HEALTH AND SAFETY

By law your child must attend school every day. However, sick children should be kept at home or be placed with a caregiver **until fully recovered**. If you are unsure of your child's health please consult a doctor.

A written note is required for explanation of each absence, even when verbal explanation is given. Inform your teacher of any health conditions, such as asthma, poor eyesight, defective hearing or some aftermath from rheumatic fever, infantile paralysis etc.

## PERSONAL HYGIENE

Please ensure that your child displays an acceptable standard of personal hygiene. Children must be able to toilet themselves; must know to wash hands after visiting the toilet; be able to use a handkerchief / tissue correctly; be appropriately groomed and presentable.

## INFECTIOUS DISEASES

The Principal is required to exclude children according to the following table, under Health (Infectious Diseases Regulations 1990). Regulations require the parent or guardian to inform the Principal if the child is infected with any of the diseases listed below, or has been in contact with an infected person.

Chicken Pox

Diphtheria

Diarrhoea

Hepatitis (Infectious hepatitis)

Impetigo (School sores)

Measles

Mumps

Pediculosis (Head Lice)

Pertussis (Whooping Cough)

Rubella

Scabies

Streptococcal infection (including Scarlet Fever)

Medical diagnosis, treatment and written clearance are required for any of the above diseases. Contact the school for further information.



## IMPORTANT FOR CHILDREN TO KNOW

Before children come to school, parents are asked to ensure that they know:

- Their full name, address and phone number.
- The way from home to school and back
- Basic road rules.
- Not to accept rides from strangers.

## FIRST AID

The school has First Aid trained staff members available at all times. A First Aid kit is kept on hand at all outdoor functions and in the First Aid Room during normal school hours. The School Council maintains an adequate First Aid Kit for the school in consultation with the ambulance service.

Parents of children attending the First Aid Room receive a note detailing the reason for the visit and follow up treatment. Parents are notified where serious accidents or illnesses occur or where the child displays other symptoms, is distressed etc. **(It is very important that parents or emergency contacts are able to be contacted by the school at any time)**. Please ensure that telephone numbers, addresses, recommended doctors, etc. are kept up to date.

**Medication:** If it is necessary for you child to receive medication during school hours, please inform First Aid staff or classroom teacher who will then supervise administration. A medical permission form will need to be filled out and signed prior to staff administering medications. Regulations prohibit school staff administering medications, analgesics, pain relievers, etc. except on the written advice of parents.

## TOYS

Toys brought to school should be appropriate for schoolyard play. Toy weapons are not permitted. Toys and other articles brought to school for 'Show & Tell' should be left with the teacher until 3.20pm to minimise the chance of loss or damage.



## ROAD SAFETY

With consideration in three main areas;

### **Road Safety for Pedestrians**

The children will be instructed in the fundamental road rules for pedestrian safety in each year of school. As the strongest teaching method is by example, parents can assist by demonstration of safe practices themselves when they are pedestrians. This is particularly important at the crossing in front of the school where large numbers of students will be crossing the road to waiting cars, or walking home along the roadside.

### **Bicycle Safety**

School Council, on the advice of the Victorian Police and Vicroads, permit children who have completed the Bike Education course in Grade 4 to ride bicycles to school. By law, cyclists must wear approved safety helmets. **It is very unwise and dangerous to allow younger children to ride bicycles to school.** (For further information, please contact the school)

### **Road Safety of Parents**

Parents driving in the vicinity of the school during times when there are children walking and riding bicycles to and from school are encouraged to demonstrate the level of safety that they would show to their own children. This of course means more than just adhering to the road rules, it means being prepared for the sometimes unpredictable and erratic behaviour of the children. The areas between the signs of the pedestrian crossing must be kept clear when the flags are displayed. Parking in the Disabled Parking Bay is not permitted, except for authorised vehicles. (Please note that the crossings are regularly supervised by local By-Laws officers).

The school car park is small and is reserved for staff. We ask that parents do not use the car park when bringing children to school and collecting them at the end of the day.

## SAFETY OF THE SCHOOL BUILDINGS AND GROUNDS EQUIPMENT

Everyone has a responsibility to report any potential safety hazard around the school and its environs. This applies to parents as well as teachers and students. The School Council ensures that a safe and healthy physical environment exists at the school for students, teachers, parents and visitors.

## EMERGENCY PROCEDURES AND EVACUATION FIRE DRILL

The school administration develops and maintains procedures for foreseeable emergencies such as bomb threats or fires. Evacuation drills are practised during the year.

## PARENTAL RESPONSIBILITIES

The Strategic Plan sets out codes of practice for the School Council, Principal, School Staff and School Community which may be viewed upon request. Aspects of the Community Code of Practice that reflect parental responsibilities are reprinted here:

### ***Parents have a responsibility to;***

- Promptly and regularly report on children's medical conditions.
- Ensure that children are appropriately dressed and groomed.
- Provide children with adequate and appropriate nutrition.
- Follow appropriate protocols in dealings with the school and in making contact with staff.
- Support teaching and learning contexts.
- Show respect for individuality and difference.
- Work co-operatively to achieve school goals.
- Be professionally supportive of staff.
- Ensure children arrive at school on time.



*This handbook has been created and printed at Grovedale Primary School. We have purposefully opted not to have our booklets provided by a third party print company. In doing so we are able to save school resources which can now be used towards our school and students.*