



# Kings Park Primary School

**2021 Information Book**



128b Gillespie Road,  
St. Albans 3021  
Ph: (03) 9367 6555

# WELCOME TO KINGS PARK PRIMARY SCHOOL

Dear Parents/Guardians,

Welcome to our school. We are delighted that you have chosen Kings Park Primary School for your child's primary schooling. In partnership with you, we look forward to providing the very best educational program for your child.

The challenge we both share is to prepare the students for their future, equipping them with the skills required for successful participation in their future world. We are confident that with your support we can meet this challenge.

The school's teaching and learning program has been planned to develop the required skills to obtain a high standard in both literacy and numeracy. We are indeed fortunate to have a staff committed to implementing the very best educational practise.

Our school's most important goal is to achieve "improved" learning outcomes for our students and enhance their learning and development. What we know from recognised research is that the major contribution a school makes to student achievement is in the classroom. We are committed therefore to ensure that our teachers are highly skilled, professionally up to date and strongly supported in their work.

You will find that at Kings Park, we aim to provide for each of our students a: -

- Safe and happy environment
- Quality academic education in the core learning areas of Literacy, Numeracy, Science, Studies of Society and the Environment, Technology and Health
- Broad range of enrichment and extension programs, including Performing Arts, Art/Craft, Sport, Information Technology and Languages Other Than English (Japanese)
- Supportive, caring, friendly and approachable staff
- Consistent, fair and firm approach to discipline
- Range of quality educational programs that cater for individual needs, personal growth, and development.

It is our intention to ensure that your child's association with our school is an enjoyable and successful learning experience.

You are invited to contact the school to discuss any queries and/or concerns you have about the school's procedures, programs, and/or your child's progress.

**Jodi Park**  
**Principal**

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## 2021 SCHOOL CALENDAR/IMPORTANT DATES

**STARTING DATES:** Year 1 to Year 6 students on Thursday, 28th January  
Foundation students on Monday, 1st February

**TERM 1** Wednesday, 27th January – Thursday, 1<sup>st</sup> April (2.30pm)  
(Labour Day Monday 8th March, Good Friday 2<sup>nd</sup> April)

**TERM 2** Monday, 19th April - Friday, 25<sup>th</sup> June (2.30pm)  
(Anzac Day Monday, 26<sup>th</sup> April, Queen's Birthday Monday 14<sup>th</sup> June)

**TERM 3** Monday, 12<sup>th</sup> July – Friday, 17<sup>th</sup> September (2.30pm)

**TERM 4** Monday, 4th October – Friday, 17<sup>th</sup> December  
(Melbourne Cup Tuesday, 2<sup>nd</sup> November)

*The school will be open between 10:00am and 4.00pm on:  
**Thursday, 21st January 2021 for families A – M**  
AND Between 8:30 and 2:30pm  
**Friday, 22<sup>nd</sup> January 2021 for families N - Z**  
For parents to pay for student supplies, and purchase school uniforms.*



### SCHOOL TIMES:

8.57am -	First Bell	All students should be at school
9.00am -	11.00am	First and Second Session
11.00am -	11.20am	Recess
11.20am -	12.30pm	Third Session
12.30pm -	12.45pm	Lunch
12.45pm -	1.30pm	Recess
1.30pm -	3.20pm	Fourth and Fifth Session
3.20pm -	dismissal	

## **INCLEMENT WEATHER:**

If the weather is unsuitable (i.e. too wet, hot or windy) for the students to play outside at recess periods, the students will remain in their classrooms under staff supervision.

## **SCHOOL CONTACT INFORMATION**

**School Address:** Kings Park Primary School No. 5236  
128B Gillespie Road  
St Albans 3021

**Postal Address:** PO Box 251 St Albans 3021

**Phone Number:** 9367 6555

**Fax Number:** 9364 1099

**E-mail:** kings.park.ps@edumail.vic.gov.au

**Home Page:** [www.kpps.vic.edu.au](http://www.kpps.vic.edu.au)

**Principal:** Jodi Park

**Assistant Principal:** Jaye Giacomini

**Office Staff:** Linda White  
Rosa Ferraro  
Doris Bassi



## FOUNDATION CHILDREN STARTING SCHOOL

### FOUNDATION STARTING TIME

**In the Year 2021 the first school day of school for Foundation/Prep students will be, Monday 1st February, your child will come to school at 9:00 am.**



### FOUNDATION DISMISSAL TIME

As a rule, Foundation students will be dismissed at 3.20pm that is the same time as all the other students. *However, this arrangement may be varied in response to the individual needs of the students.* In the circumstances where the class teacher is of the opinion that your child is tired and not coping with a full day at school the teacher will contact you to discuss an alternative arrangement. Conversely, if you observe that your child is tired then you may wish to speak with your child's teacher to arrange for an earlier dismissal time.

### TOP TIPS FOR PARENTS

**Make time to talk to your child, giving them your full attention**

**Do learning activities at home; reading books together, counting and ensure homework is completed on time**

**Do not put a TV or computer in your child's bedroom.**

**School children need their sleep, so they are ready to learn.**

## STARTING SCHOOL ADVICE

Starting school is a big change and you can help your child by getting them used to unfamiliar situations before they begin school such as: -

- Eating and drinking without help
- Unwrapping food - glad wrap
- Unscrewing drink containers
- Drinking from different types of taps
- Using a handkerchief or tissue
- Recognising own clothing and name
- Putting on and taking off a jumper
- Show them how to put on and take off shoes and socks and do up buttons and zips
- Care of own belongings
- Saying his/her own name
- Going to different toilets and washing their hands when finished. **If you have a boy, be sure he knows how to use a boys' toilet - urinal**
- Talk about road rules and road safety. Show your child where the school crossings are situated
- Discuss the dangers of talking to and accepting rides from strangers
- Before the school year starts, show your child the way to school and where his/her classroom is located
- Teach your child his/her full name, address and telephone number

Also please encourage your child to: -

- Play with groups of children
- Use playground equipment safely
- Stay at a friend's house for a few hours without you
- Care for and put away play things
- Take turns and co-operate with others
- Share belongings

Together we can provide the support and encouragement needed to make each child's schooling both enjoyable and successful. The transition from home to school for your child can be assisted if parents: -

- Are positive about school and the teacher
- Talk to their child about school
- Provide opportunities for your child to mix with others
- Show an interest in what their child is doing

**Getting the right amount of sleep helps your child to learn we recommend that: -**

- **3-5 year olds have 11-13 hours sleep each night**
- **5-13 year olds have 10-11 hours sleep each night**

**Children need regular patterns of sleep to be able to concentrate properly, especially during term time.**

## SCHOOL STRATEGIC PLAN

In 2021 the school will develop a new Strategic Plan for the period 2021-2024, this is a record of understanding between the School Council and the Department of Education and Training that has been developed by the School Council supported by the Principal and staff.

The plan describes how the school will deliver the educational programs using the resources provided by the Department of Education in the school's global budget. Through this plan, Kings Park is able to describe its distinctive ethos, educational values and the programs that have been developed to improve student learning.

At Kings Park **Literacy is our prime focus.** We continue to extend the successful teaching and learning strategies throughout the school, as well as intensifying our efforts to support those students who are experiencing difficulty acquiring basic literacy skills and those who require additional support with their learning. **Numeracy** has been identified as the school's second focus. In our Numeracy Program emphasis is placed on improving learning outcomes for all students through the identification and implementation of the successful teaching & learning strategies.



A key feature of our school's accountability program is the development and implementation of multi-media portfolios/achievement folders as a strategy for monitoring and tracking student achievement and reporting student achievement to parents.

An important component of our school's curriculum program is our school's commitment to an environmental program where our focus is to keep the school environment healthy and clean. The recycling program and our school vegetable garden "Kings Patch" are key components of this program.

The "GANAG Model" adopted by the school provides a framework for implementing a thinking curriculum that includes higher-level thinking, information acquisition skills, multiple intelligences, learning styles and multi-media portfolio assessment.

A continuing focus of our Student Services Program is to provide support for students and families through the student welfare and well-being program to ensure that all students can successfully participate in the school's teaching and learning program. At Kings Park we attach great importance to the implementation of our Values and Relationships program to assist students with the development of co-operative behaviour, social skills, managing emotions and resolving conflict.

## SCHOOL POLICY & PROGRAMS

At Kings Park we believe that the skills of learning should be developed in a safe, secure, supportive and happy school environment.

We have adopted the following guiding principles for the development and implementation of school policies and programs: -

- ❑ Prepare the students for their future;
- ❑ Encourage students to become independent learners, learning how to think and how to learn and to use information and learning technology as a tool to enhance learning;
- ❑ Be committed to students achieving high academic standards and taking pride in their achievements;
- ❑ Provide a learning environment that is safe, supportive and friendly;
- ❑ Encourage an awareness of individual rights including the rights of others;
- ❑ Encourage recognition and respect for individual and cultural differences;
- ❑ Encourage and provide open communication channels within the school organisation and the wider community;
- ❑ Practise consultative management;
- ❑ Encourage a vibrant culture of continuous development and growth.

In the implementation of these principles our school provides:

- ❑ Opportunities for the greatest possible development for each student;
- ❑ For different rates and styles which individuals develop in their learning;
- ❑ An ordered, structured yet stimulating environment that facilitates learning.



## **SCHOOL PROGRAMS**

The Principal and teaching staff are responsible for developing and implementing curriculum programs according to the School's Strategic Plan and Department of Education and Early Childhood Development guidelines. A balanced curriculum is planned so that all students experience a range of studies and activities during their primary years.

School curriculum programs are founded on the Victorian Curriculum that has been developed for use in all Victorian Government schools. At Kings Park, we use these guidelines to develop and implement teaching & learning programs that emphasise the relationship and interdependence between the key learning areas. The school offers a seven-year developmental program based on a framework comprising the following interrelated components: -

- Core knowledge, ideas and skills drawn from broad disciplines-such as language, mathematics, science, the arts and humanities
- Other essential skills that apply across the curriculum-such as communication and thinking skills
- Personal and social skills- such as organisational and citizenship skills and physical development

### **LITERACY (English)**

Our aim is to develop communication skills involving: -

- Listening
- Speaking
- Reading
- Writing

Key components of the school's Literacy Program include: -

### **HOME READING**

This program enables you and your child to share reading times. Your child selects a book that they are able to read without assistance and at other times, your child will bring home a book for you to share with them. As your child grows older, they will become more independent in reading ability. Developing reading skills and an interest in books is vital and assists each student's learning in all areas of the curriculum. Parents have an essential role to play in assisting students to developing reading skills. Activities are tailored to student needs ensuring graded success and the growth of self-esteem through mastery.

### **READING INTERVENTION**

For students who are experiencing difficulties in learning to read or who need extra help, Reading Intervention Program provides individual tutoring for students. Students participate in a daily ½ hour reading session for a period of between 15 to 20 weeks depending on the student's progress. The class teacher will inform parents if this program is thought to be appropriate for their child.



## **PARENT HELPERS**

Parents are vital contributors to the development and maintenance of an active school community. Parents who are willing to assist the school in any way are encouraged to contact their child's class teacher. Parents have the opportunity to participate in school excursions to assist staff in the supervision and care of students. Teachers will discuss the excursion details and expectations with parent helpers before the excursion.

## **EDUCATION SUPPORT STAFF**

Education Support Staff work cooperatively with class teachers to provide support for students to develop Literacy and Numeracy skills.



## **ENGLISH AS AN ADDITIONAL LANGUAGE**

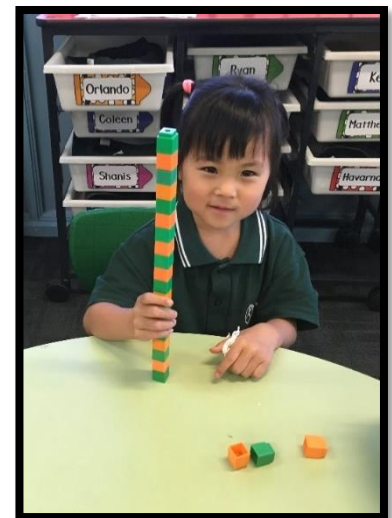
### **(EAL)**

The EAL Program at Kings Park Primary School aims to strengthen the student's knowledge and understanding of spoken and written English. Class teachers support non-English speaking students in their classrooms and specialist teachers taking small groups of students for language development. The program also recognises and respects the many languages that enrich and make up our society.

## **NUMERACY - MATHEMATICS**

Our aim is to develop facility with numbers –

- Basic number facts
- Measurement and Geometry
- Statistics and Probability



## INQUIRY LEARNING

The aim of the Teaching and Learning program is to develop independent and responsible learners through the teaching of higher order thinking skills. The program provides learners with an opportunity to become analytical thinkers and develop lifelong learning skills. Students are encouraged to be aware of who they are as learners allowing them to maximise their learning potential.

As a whole school we are implementing an inquiry learning model from Foundation to Year 6 that focuses on teaching students thinking and learning skills across the curriculum using an approach that integrates all aspects of information and communication technology as a learning tool.

Using the inquiry model of learning, teachers and students work collaboratively to set and achieve goals, allowing students to take ownership of their learning and become proactive citizens within the local community. This model creates an environment where students are encouraged to take risks with their learning and to think outside the square.

## EXTENSION AND ENRICHMENT

Teachers as part of their teaching and learning program provide extension and enrichment programs for gifted and high achieving students.

## THE ARTS

Our aim is to develop an awareness of and respect for our cultural world through: -

- \* Drama/dance
- \* Singing/choir
- \* Elements of art
- \* Exploration of media

The **Media Arts** program is an enriching opportunity for students. The program also includes a school choir, and a Media Arts program for each class.



The **Visual Arts** program at Kings Park Primary is an integrated skill based program providing sessions in the areas of drawing, construction, modelling, collage, puppets and painting.



## **JAPANESE (LOTE - LANGUAGE OTHER THAN ENGLISH)**

A Language Other Than English (Japanese) program, commencing with emphasis on cultural awareness in the Prep (Foundation/1) classes and extending to formal instructional classes in the senior school, is an integral component of the school's curriculum program.

The aim of our LOTE program is to:

- ❑ Develop an awareness and respect for the Japanese language
- ❑ Communicate effectively in language and speech
- ❑ Increase the student's understanding of the Japanese language, life and culture



A feature of the Japanese program is the reciprocal educational exchange program with our sister school, Tenma-Cho Elementary School situated in Shizuoka Japan. During 2021, a group of students and staff from Tenmacho Elementary School will visit Kings Park Primary School.

## **PROGRAMS FOR STUDENTS WITH DISABILITIES (PSD)**

The school's Student Service Coordinator is responsible for coordinating the program for students with disabilities and impairments and organising program support groups. These groups, comprising staff and parents of students involved in the PSD Program, monitor the student's progress, develop individual learning plans and identify the resources required to support the implementation of the learning plan.

## **PHYSICAL EDUCATION & SPORT**

A specialist Physical Education teacher takes each class once a week with Prep classes participating in combination PMP/ PE lessons. Year 2-6 classes cover ball handling, rhythm & dance, gymnastics, game skills, athletics and movement awareness in their lessons.

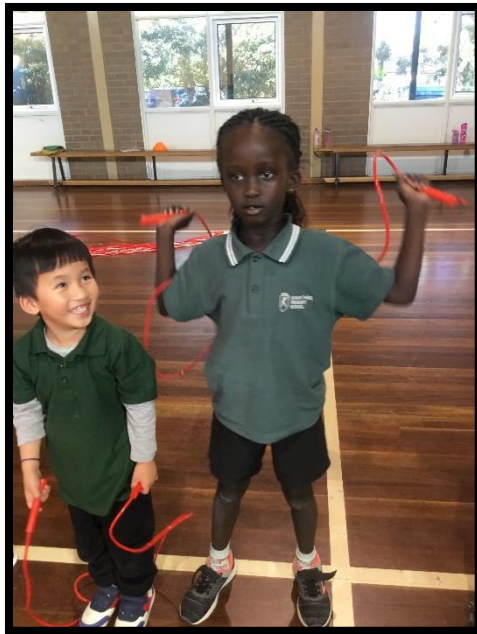
In addition to the above, Year 5 & 6 students, participate in summer and winter sports during terms 1 and 2. Year 3-6 students also participate in an athletics-training unit during term 3, which leads to the athletics carnival.

Additional PE activities include swimming carnival preparation, cross country squad training and competitions, and athletics training that leads to district, zone and state competitions.

A variety of sports clinics are also organised through external organisations and run by professional sports representatives.

## PERCEPTUAL MOTOR PROGRAM (PMP)

Movement experiences in early childhood years are of vital importance to the learning process and provided an essential basis for future development. The Perceptual Motor Program (PMP), which focuses on the perceptual process involved in performing movements, is provided for students in our Prep (Foundation and Year One) classes. Small groups perform a range of enjoyable movement activities developing spatial awareness, co-ordination, balance, and body awareness and language concepts. Students learn by doing and making discoveries about themselves and their world around them using specialised PMP equipment in the school gymnasium.



**(ICT)**

Learning Technologies are integrated into all key learning areas and are used as a tool to enhance learning. In response to meeting the challenge of preparing students for their future in this technological era, all classes have access to a range of eLearning devices including Interactive White Boards, desktop computers, laptops, eTablets and iPads. Students are taught how best to apply learning technology skills in their teaching and learning programs.

**KEEPING YOUR CHILD SAFE USING THE INTERNET**

Schools use a variety of eLearning devices and the internet to help students learn. Many students also have access through computers, mobile phones and games /consoles to the internet at home. Parents are advised: -

- Limit student access to internet sites by setting parental control on your child's computer and mobile device.
- Check to see if web sites your child uses are age appropriate. Social networking sites, including Facebook and Instagram have a minimum age of 13 years for members.
- Monitor what your child is using the internet for. Ask your child to show you any websites they are using and become familiar with these sites.
- Encourage your child to use computers/iPads/laptops in the family room and **NOT** in their bedroom.
- Discourage the use of webcams in your child's bedroom (some mobiles have cameras that can be used online).
- Use a family email for your child to receive mail.
- Explain to your child that they should never give out personal details online: -
  - Any pictures of themselves
  - Home address
  - Email address
  - Mobile number or home telephone number
  - Messenger id
- If your child receives spam/junk email and texts, remind them never to believe them, reply to them or use them.
- Explain to your child that some people online may not be who they say they are and therefore it is better to keep online friends online. Children should never meet up with any strangers without an adult they trust.
- Reassure your child they can tell you if something makes them feel uncomfortable online.
- Establish a set of family guidelines for using computers, mobile devices and the internet. As a family agree on what will happen if your guidelines are not followed.

## **DIRECT EXPERIENCES & EXCURSIONS**

It is expected that **all students** will participate in every aspect of the school's education program. **All students are expected to attend school excursions and incursions.** An excursion permission notice signed by the parent/guardian is required for any excursion when the student leaves the school. The only exception is when the principal approves a local neighbourhood walk. For all other activities you will be requested to sign a permission note that will be either on the back of the official payment envelope or be attached to the activity notification letter.

The core curriculum is supported and enhanced by outdoor education activities, excursions, camps, life education, learning technologies and sport. Students participate in a variety of sports organised with other schools in the Deer Park area. Activities include cross country, athletic and swimming carnivals.



From time to time, the students will participate in direct experiences (excursions, outdoor activities, kitchen garden program, cooking etc.) related to their classroom studies. Parents are notified by special notice and/or by newsletter items of the activities that have been planned for students as part of the students' learning program. These activities are an integral part of your child's education.

### **CAMPS**

- ❑ Overnight school camps are planned each year for students in Grades 3-6 (2021- 3/4 Camp, 2022 – 5/6 Camp)
- ❑ A fun night is organised for students in Year 2



## 'KINGS PATCH' ORGANIC SCHOOL GARDEN



All students have the opportunity to participate in the school kitchen garden program. In 2003 the Kitchen Garden was named “Kings Patch” by the pupils of Kings Park Primary school and it is one of the school’s most successful and favorite programs. The students actively participate in and learn about gardening and cooking and have the opportunity to learn about growing healthy food, learning about nutrition and the benefits of the organic garden for their health and the environment. At end of each gardening session the students come together to enjoy the yummy food that has been prepared, each group (such as the planting group, mulch making group, watering and collecting rubbish group and cooking group) makes an oral presentation to share their groups activities with the class. Students learn that

food can be produced in a sustainable manner and that they can eat food free from herbicides, insecticides and fungicides while restoring soils and increasing biodiversity.

### STUDENT WELFARE & SUPPORT

At Kings Park Primary School we hold the care, safety and wellbeing of students as a central and fundamental responsibility of our school. Our commitment is based on the 3 C’s – Courtesy, Consideration and Cooperation. The school emphasis is on the rights of staff and students to feel safe, to be treated fairly, equitably and with respect, in a friendly, nurturing school environment. In this environment the school will develop social competencies, promote healthy relationships and appropriate responsible behaviour, enhance student learning and encourage participation in all aspects of school life. We place great emphasis on the teaching of values such as tolerance, respect, responsibility and friendliness. We believe that the teaching of values provides the foundation for building healthy relationships and establishing a safe and supportive learning environment.

Our school offers a range of student welfare services that provide support for students and their families including access to expertise in the areas of student counselling and well-being. The services of a Social Worker, Speech Therapist and an Educational Psychologist are available at our school. Access to these services is organised by our Assistant Principal responsible for Student Services. Parents are welcome to contact Ms Jodi Park for further information about the available services.

Kings Park is committed to providing a foundation for building healthy relationships involving equipping students with information and understanding about their bodies, growing up and how to form healthy relationships. Our students are exposed to a large amount of information on the internet, on TV and in magazines. Together parents and teachers can teach students about appropriate language, behaviour and establishing healthy relationships. At Kings Park we want students to not only be academically successful, but to also develop into confident and healthy community members, able to make positive life choices.

## PEER MEDIATION/SUPPORT

Senior students are trained to provide assistance to students to satisfactorily resolve conflict and work on specific issues such as taking responsibility for actions, making friends, joining in play activities, caring for and sharing with other students.

## CHILD SAFETY

All students enrolled at Kings Park Primary School have the right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we do not and will not tolerate child abuse. We aim to create a child-safe and child-friendly environment where children are free to enjoy life without any concern for their safety. There is particular attention paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.

## CHILD PROTECTION

We are committed to promoting the health and welfare of all students. If staff form a belief or see signs that a student may be harmed or suffering abuse then they are legally obliged to follow established procedures and notify the appropriate authority.

Information regarding the Child Safe policies, procedures and strategies we have developed to keep students safe from harm, including all forms of abuse in our school environment, on campus, online and other locations can be found on our school website <https://www.kpps.vic.edu.au/page/111/Policies-&-Documents> .

## VALUES

Our Values program is a whole school ‘community’ approach based around acknowledging student behaviour and the achievement the student’s learning goals.

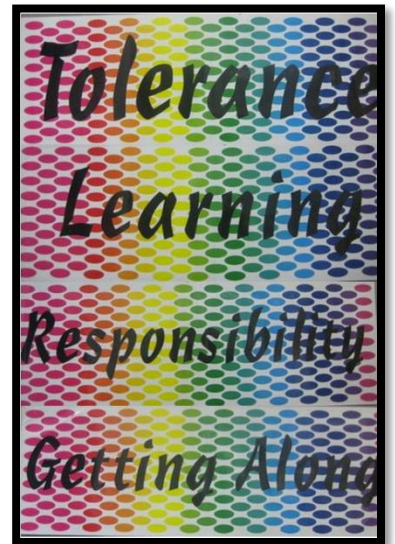
At the commencement of each school year, all classroom teachers allocate their students into four school ‘communities’ that relate specifically to Kings Park Primary School’s Four Core Values (Learning; Responsibility; Tolerance & Getting along), as well as the domains in the National Curriculum. Each school ‘community’ is led by a Year six Captain and Vice-Captain.

**The Four School ‘Communities’ are:**

**King Community:** (Colours – Green and White) **Value: Learning**

This school ‘community’ represents what we can learn from Mr King who was one of the founders of the Kings Park area. He exemplifies hard work and achieving one’s goals.

**Kurung-Jang-Balluk Community:** (Colours – Black, Red and Yellow) **Value: Getting Along.** This school ‘community’ represents the local Indigenous perspectives of the area and how we need to get along and learn from each other to move forward as one strong nation.



**Kororoit Community:** (Colours – Sky Blue and Navy Blue) **Value: Responsibility**  
This school ‘community’ represents our school’s most important natural local landmark of Kororoit Creek and how it is our responsibility to care for this landmark for future generations.

**Shizuoka Community:** (Colours – Red and White) **Value: Tolerance**  
This school ‘community’ acknowledges not only our strong sister school relationship with a school from this country, but also the important various Asian perspectives that we must embrace in order to succeed in our local/international geographical location.

Students are spread across the four school ‘communities’ based on their various SMARTS. When student improvement is noted for individual students, they in turn receive a point for their school ‘community’. These individual points are used to ascertain ‘Value Star’ awards each fortnight, along with the peer votes that take place in relation to ‘Value Star’ nominations. These points also go towards the school ‘community’ totals. The school ‘community’ that has the most points at the end of each term, receives whole school acknowledgment, as well as reward time in their various classes.



## **JUNIOR SCHOOL COUNCIL**

The eight leaders of each school ‘community’ share the leadership of the Junior School council rotating the leadership between them each term. Junior School Council was established to provide student voice and to facilitate the participation of students in the decision-making processes of the school. Staff members work with the Junior School Council leaders to provide support and guidance.



Junior School Council meets regularly to consider suggestions and make recommendations for student activities and school improvement. Junior school Councillors also take turns in conducting the weekly school assembly. The Junior School Council plays a key role in assisting to make the school a safe, happy, enjoyable and stimulating place for all students.

## STARTING SCHOOL 2021

“Starting School” program is part of our school transition program for all new 2021 enrolled Foundation students. This program commences in August and enables new students to attend their future school for 2 hours per week.

The **Starting School** program is conducted by Kings Park teachers and aims to provide a smooth transition from Kinder to school with the students becoming familiar with their future school environment.

Each week the students participate in a variety of early Literacy and Numeracy activities to prepare them for their transition to school. The program also incorporates visits to specialist areas such as Visual Arts and Performing Arts and also visits to the Foundation and Year One classrooms.



## LEARNING B4 SCHOOL

Our ‘Learning B4 School’ program is designed for children from birth to 4 years of age. For an hour each week, children with their parents, play and participate in a range of activities developing their thinking, communication and social skills, to prepare them for school and lifelong learning.

## **STUDENT CODE OF CONDUCT**

Kings Park Primary School community believes in the need for students, teachers and families to enjoy a caring, supportive and safe learning environment. An environment that promotes self-esteem facilitates positive independent behaviour and encourages participation in all aspects of school life. Such a healthy outlook and environment enhances student learning.

The Student Code of Conduct is based on the following principles: -

- All individuals are valued and treated with respect.
- Students have a right to work in a secure environment without intimidation, bullying or harassment where they can fully develop their talents, interests and ambitions.
- Parents have a right to expect that their children will be educated in a secure environment that encourages care, courtesy and respect for the rights of others.
- Teachers have a right to expect that they can teach in an orderly and co-operative environment.
- Parents have an obligation to support the school in its efforts to create and maintain a positive teaching and learning environment.
- Principals and staff have an obligation to parents and students to fairly; reasonably and consistently implement the Code of Conduct.
- The most positive results emerge when students, teachers and parents work as a team.

The school community is committed to using consistent, positive approaches to discipline by encouraging personal responsibility and self-discipline.

In order to maintain a consistent approach, at the beginning of each school year, teachers (in their team groups) discuss and agree on school rules and classroom behaviour plans. Teachers will discuss with students, their rights and responsibilities. Based on these discussions class and playground expectations, rules and consequences will be formulated.

To encourage the best possible behaviours, families will receive written information on rules and consequences and are requested to support the behaviour expectations established by the school by signing and returning the form. The Student Code of Conduct is approved by School Council. The implementation of the Code of Conduct is reviewed and monitored regularly by the Principal and staff.

## **SCHOOL STAFF**

### **TEACHING STAFF**

We are fortunate to have a staff of experienced, dedicated and passionate teachers participate in a quality educational program that aims to achieve the highest standard of excellence for each student. The number of teaching staff employed at the school is based on student enrolments, which is determined on census day in February each year. Curriculum programs are delivered through a combination of generalist and specialist teachers. In 2021, we plan to have 21 classes and 4 specialist teachers.

### **NON-TEACHING STAFF**

The school has an excellent team of non-teaching staff that includes:- Office staff, Education Support Staff, Multi-cultural Program Aide, Canteen staff, ICT technician, Facilities Maintenance staff and Out of School Hours Child Care workers.

## **SCHOOL STRUCTURE**

### **ORGANISATIONAL STRUCTURE**

The school in 2021 will conduct straight grades F-4 and composite Grade 5/6. In 2021, we plan to have **Twenty-one Foundation to six grades**. Our teaching and learning program includes specialist teaching in Literacy (incorporating the Reading Intervention program), Languages Other Than English (LOTE), and English as a Second Language (ESL), Learning Technologies, Media Arts, Physical Education and Visual Arts. A school appointed Student Services Co-Coordinator assisted by a Guidance Officer, Student Counsellor, Speech Therapist, School Nurse, Education Support Staff and a Multi-Cultural Vietnamese Aide provide support for students.

### **SCHOOL COUNCIL**

An active representative nine member School Council comprising five parents (non DEECD employees), three DEECD employees (including the Principal), and one co-opted member is responsible for: -

- ❑ Developing a school strategy plan
- ❑ Determining the school's general educational policy
- ❑ Approving and monitoring the school's budget
- ❑ Supervising the management and maintenance of buildings and grounds
- ❑ Establishing an appropriate consultative decision-making structure
- ❑ Reporting annually to the Minister of Education and the school community
- ❑ Generally stimulating interest in the school

The Council usually meets on the second Monday of the month at 4.30pm in the school staffroom. Parents are welcome to attend school council meetings. Please ring the office so that we can arrange for a school representative to welcome you to the meeting.

## PARENT/TEACHER STUDENT LEARNING PROGRESS MEETINGS

Reports outlining how your child is achieving at school are provided to parents mid-year and at the end of the school year. Parent/Teacher interviews to discuss students' progress are formally organised by the school in March and June. In December parents are invited to an Open Learning Progress meeting to share the years learning journey with their child. Parents are encouraged to arrange to speak with their child's class teacher, particularly if you have a concern, at any time during the year. Please avoid speaking to the class teacher at the beginning of the day as this distracts the teacher and delays the start of the lesson. If you need to meet with your child's class teacher, the Principal or any other member of staff, you will need to make an appointment by asking the staff member in person or by telephoning the school office. Often questions relating to school processes and activities can be answered promptly by the office staff.

**If your child has an issue with another child, please speak to school staff about your concerns; do not approach the parent or carer of the other child. Please refer to our school website for our full complaint policy. ([www.kpps.vic.edu.au](http://www.kpps.vic.edu.au))**

## INFORMATION SESSIONS

Program Information Sessions are held at school each year. These sessions provide opportunities for aspects of the school curriculum program to be explained and discussed, enabling parents and teachers to share and exchange information about the school's programs.

## SCHOOL EVENTS


Parents are welcome to attend assembly in the school hall as well as special school events including visiting speakers or performers. Parents are also invited to participate in school excursions. Please let your child's teacher know if you are available to assist.



# COMPASS

Our main method of communication is 'Compass Education' which is an all-in-one school management system. You can mark your child absent, book parent-teacher interviews and receive important communication from the school and your child's teacher. Newsletters, photos and videos will also be published so parents and guardians can see what is happening with your child's learning.

Compass Education is available on any device and from Google Play  and the App

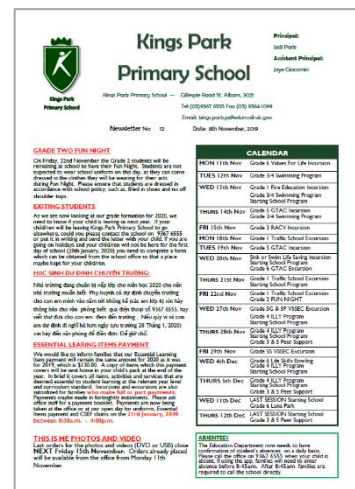
Store.  Information on how to access Kings Park Primary through compass is available at the office.

## SCHOOL NEWSLETTER/WEBSITE

On the first Friday of the month, the school newsletter is distributed. A copy can be found on our communication platform Compass for you to view and keep on any device. Paper copies are available for families upon request and are kept at the main office.

The newsletter contains school news, curriculum reports and details of special activities. Important dates and events are also notified through the newsletter. More detailed information regarding scheduled events and school information can be found on our website.

[www.kpps.vic.edu.au](http://www.kpps.vic.edu.au)



The students and teachers regularly add articles to the front page of our school website to keep you informed as to what is happening at Kings Park Primary School. The articles are similar to an 'Online Newsletter' letting you know what's coming up and what has already taken place. These articles often include published student work so remember to regularly check out our website to see if your child's work has been published.

## SCHOOL NOTICES

Notices on specific subjects such as excursions, medical examinations, fund raising activities etc. are sent home as necessary.

## GENERAL INFORMATION

### OUT OF SCHOOL HOURS CHILD CARE PROGRAM

An out of School Hours Child Care Program managed by **Camp Australia** operates each day from 3.20-5.45pm. Information is available from the office.

### SCHOOL ATTENDANCE AND SUPERVISION

School hours are between 8.55am and 3.20pm each day.

#### SCHOOL ATTENDANCE:

**"BE HERE ON TIME BE HERE BEFORE NINE"**

**10 minutes late every day**

**Your child misses: -**

**50 minutes of school every week**

**That is 8 hours 24 minutes every term**

**6.5 days every year**

**"YOUR CHILD'S LEARNING IS IMPORTANT**

**GET THEM TO SCHOOL ON TIME EVERY DAY"**

**Please ensure that your child arrives at school by 8.50am each morning.**

Parents should ensure that students are punctual, arriving before the bell at 8.55am. It is essential for you to encourage good habits to avoid embarrassing students who may disrupt learning sessions when they are late. Students arriving at school after 9.00am are required to attend the office to collect a late pass. **If a student is more than 5 minutes late a parent MUST accompany their child to the office.**

Teachers perform yard supervision before school from 8.45am until 9.00am and after school from 3.20pm until the students have dispersed. Students are discouraged from attending school before 8.45am in the morning and encouraged to leave the school grounds for home immediately after the 3.20pm bell. Exceptions are students attending activities, such as sports practice, for which parents will have given permission for the student to attend.

**STUDENT ABSENCE:**

**"IT'S NOT OK TO BE AWAY FROM SCHOOL"**

**We know that when children come to school every day on time they are more likely to be more successful in their learning.**

The Department of Education & Training has adopted the slogan

**"IT'S NOT OK TO BE AWAY"**

as the focus of a campaign to improve student attendance at school. Research has found that the rate of absenteeism has a significant impact on student learning.

Days Absent per year	0-12 Days absent	11-20 Days absent	20+ Days absent
Impact	This is the acceptable range of absence. A student in this category is able to fully participate in the available teaching & learning program	This is an unacceptable attendance rate. A student in this category repeated every year could miss out on up to two years of schooling between Foundation & Year 10	This is also an unacceptable attendance rate. A student in this category repeated every year could miss out on over two and half years of schooling between Foundation & Year 10

Your support and co-operation is required to ensure that your child regularly attends school as **"It's NOT OK to be AWAY"**

Student attendance is monitored on a daily basis. We will follow up student attendance to ensure that all students have an acceptable attendance rate.

**STUDENT ABSENCES**

The school requires parents/guardians to inform the school each time a child does not attend school. You may do this in person, by writing a note or entering the details onto our school website ([www.kpps.vic.edu.au](http://www.kpps.vic.edu.au)), on Compass or contact school on 9367 6555.

## **PARENTS CAN HELP BY:**

- ❑ Keeping your child/children at home only because of illness;
- ❑ Notifying the school if your child cannot attend school;
- ❑ Being on time-Students who regularly arrive late find it hard to start learning and will miss a lot of school;
- ❑ Not taking your child on holiday during the school term;
- ❑ Making sure you know the school's term dates so as you're your child does not the start of term;
- ❑ Making arrangements for your children to attend school as usual if you are unwell;
- ❑ Speaking with a staff member if you are experiencing any difficulties getting your child to come to school.

## **COLLECTING STUDENTS DURING SCHOOL LEARNING TIME**

**(9.00-3.20pm)**

Students can only be released from school during school hours for medical and dental appointments or in special circumstances and only if a parent/guardian or a person authorised by a parent/guardian has first visited the school office. The office staff will issue an authorisation confirming that the student is to be released from school. Teachers will not release a student unless they have received the correct authorisation from the office.

**Parents/guardians should note that students are not released during school time after 3.00pm. If you have a medical and dental appointment or require early dismissal in special circumstances then you are advised to arrange to pick up your children before 3.00pm.**

This procedure is necessary for the welfare and safety of the students in our care. Your cooperation with these procedures is essential. Please contact the school if you have any queries regarding these matters.

## **FAMILY LAW ISSUES – COURT ORDERS**

Parents are requested to provide to the school a current copy of any court order that affects the parents' responsibilities and rights in relation to their children.

## SCHOOL DRESS CODE

The Kings Park Primary School Council has determined that all students attending Kings Park Primary School must wear the official school uniform. Uniforms are available from the school office and a price list is distributed at the beginning of the year and is available during school office hours 8.25am to 4.00pm.

### UNIFORM (School Council Approved)

- Black pleated dress skirt (length must be just above the knee)
- Black tracksuit pants or straight leg girls pants
- Green and white (small check) gingham dress
- Green school windcheater (Grade 6 children - Sport Jacket)
- Green school polar fleece zip jacket
- White or green Polo Shirt **with school logo**
- Plain black shorts. Shorts must be knee length. (no short shorts allowed)
- Skorts (combo skirt & shorts) black or green
- School logo wide brimmed hat
- Long hair should be tied back
- Appropriate footwear (filled in shoes, no thongs or sandals with exposed toes)



#### Please note: -

- Shorts and pants are to be plain without stripes and/or logos.
- Shorts or bicycle shorts can be worn under skirt or dress but must not be visible
- Stockings/tights or leggings can be worn under dress or skirt but must be green, black or white
- Leggings cannot be worn with just a polo shirt or jumper**

### HATS/HAIR

Students are required to wear wide brimmed school hats for protection against the sun. Hats in the school colours are available for purchase at the school. Long hair must be tied back at all times. It is an expectation for primary school aged children that **hair colour look natural. Bright colours are not permitted.**

**It is a legal requirement that all children must wear school hats between the dates of the 1<sup>st</sup> September to the 30<sup>th</sup> April. This is our commitment to being a Sunsmart School. Please remember 'NO HAT NO PLAY'**

### FOOTWEAR

It is essential in the interest of Student Health, Welfare and Safety that students wear appropriate footwear. Inappropriate footwear (built-up shoes, clogs, thongs, etc.) that restricts participation in school activities is not permitted.

## **JEWELLERY**

In the interest of student health and safety, the only jewellery to be worn at school is a watch, and studs or sleeper earrings.

**PLEASE NAME ALL OF YOUR CHILD'S BELONGINGS CLEARLY AND PERMANENTLY** (including all clothes and lunch boxes). It is recommended that names be printed on the inside band or hem of all clothing items.

## **LOST PROPERTY**

Lost property is kept outside the music room in the main building, near the office. Clothing that is clearly named is redistributed at the end of each week. Other items are kept until the end of term. If unclaimed, they are then sent to a local charity or recycled for emergency clothing.

## **PLAY LUNCH**

Parents are advised to provide each child with a healthy 'PLAY LUNCH' that is something suitable to eat and/or drink at the first recess break, e.g. Fruit.

## **LUNCH**

Students should be provided with a healthy lunch that could include a drink (**no glass containers are permitted**). Play lunch should be wrapped separately. Lunch boxes and drink containers should be clearly labelled with the student's name. Staff supervise students eating lunch indoors.

## **CANTEEN**

Lunches can be purchased from the canteen. Price lists are sent home at the beginning of the year. Extra lists are available from the office.

The school canteen is outsourced to a private contractor and is a service to our school community and offers a variety of lunches at reasonable prices. Over the counter snack, sales are made at morning recess and during the lunch recess.

Lunch orders are to be placed in the lunch box located in the student's classroom. **There are no over the counter lunch sales, all lunches must be by order.**

Lunch orders are sent to the Canteen from the classroom before 9.15am each day.

## **ORDERING PROCEDURE**

*(The following information should be written on a plain brown paper bag with correct money enclosed NAME: CLASS: ORDER:*

If a student forgets their lunch or loses the money, the lunch will be organised by the office staff on the understanding that any cost incurred will be reimbursed the following day.

## **VALUABLES**

Students are not to bring valuables such as jewellery, radios, electronic toys, etc. to school. A student bringing mobile phone to school will require a letter from their parent explaining the reason that the student requires a phone. There is no need for a student to have a phone during the school learning day 9.00am -3.20pm as all communication will be via the school office. The phone must be given to the class teacher at the start of the day and the student can collect the phone at dismissal time.

## **MONEY SENT TO THE SCHOOL**

As any money to be banked must be in the Office before 9.30am, please make sure that, your child knows it is in his/her bag. All money sealed in the envelope provided by the school should go to the classroom initially, not to the Office.

## **ESSENTIAL ITEMS 2021**

The essential items are a list of all books, pencils papers etc. that students will need for the whole year. Also included are costs for Kings Patch Kitchen Garden supplies, Learning Technology portfolios & software as well as resources for Literacy. The school purchases these items in bulk each year.

A student essential items list for each year level is issued in December and parents are able to pay the school for the items on **Thursday, 21<sup>st</sup> January A-M and Friday, 22<sup>nd</sup> January N-Z** before school resumes for students. **The total cost for 2021 is \$150.00.**

The Government is providing parents who are current holders of Pension/Health Care Cards with a grant (CSEF) of \$125 per child to provide assistance with school excursions, camps and activities.

In response to the changes the School Council have decided to implement the following policy for 2021: -

1. Families of students who have a valid Health Care Card (Wednesday, 27th January 2021) will be required to present their Health Care Card to the school on **Thursday, 21st January or Friday, 22<sup>nd</sup> January 2021.**
2. All school incursions, excursions, sports and special activities will be subsidised by the school. All families will be required to pay the balance that is their share of the activity cost as will the families that receive the CSEF grant when their entitlement is fully expended.

Information about other sources of support for families in need of assistance is available from the school office.

## **SCHOOL CROSSING**

Students must use the crossings provided. These are supervised from 8.20am to 9.05am and 3.00pm to 3.45pm each school day. Please insist that your child use these crossings and set a good example yourself by also using them when you cross the roads near the school.

Parents are advised that all road rules need to be observed when dropping off and/or picking up students. Authorities regularly monitor schools and issue fines to those vehicles not complying with the road rules.

## **SCHOOL CAR PARK**

The car park is for staff cars only during the school hours (8.00am - 4.00pm). Please park outside the school in either Gillespie Road or Kurung Drive.

***Students are not permitted in the school car park area.***

Remember the car park is for staff and delivery vehicles **only** so please keep yourself and your child safe by using the pedestrian pathways and gates.

## **CHANGES TO FAMILY DETAILS**

If any information provided to the school changes at any time (e.g. telephone/address/work details) please inform the school immediately so that the computer file on each family can be up to date. This enables contact both with parents or a nominated friend in the case of student illness or accidents.

## **ACCIDENTS AND ILLNESS**

**Please do not send your child to school if they are unwell, as we do not have the facilities or personnel to cope with sick students.**

In the first instance school staff attend to emergencies and administer simple first aid. School policy requires that if further treatment is required a parent or an emergency contact be notified. The school is only equipped to apply first aid for superficial injuries.

## **INFECTIOUS DISEASES (REGULATIONS FOR EXCLUSION FROM SCHOOL)**

*A child must be excluded from school if suffering from any of the following infectious diseases:*

<b>MEASLES</b>	Until at least 5 days from the appearance of rash or until receipt of a medical certificate of recovery from infection.
<b>RUBELLA</b>	Until fully recovered or at least 5 days after the onset of the rash.
<b>CONJUNCTIVITIS</b>	Until discharge from eyes has ceased.
<b>DIARRHOEA</b>	Until diarrhoea ceases.
<b>MUMPS</b>	Until fully recovered.
<b>CHICKEN POX</b>	Until fully recovered, or at least 7 days after the eruption first appears.
<b>WHOOPING COUGH</b>	Until 2 weeks after the onset of illness and until receipt of a medical certificate of recovery from infection.
<b>RINGWORM</b>	Until appropriate treatment has commenced, supported when requested by a medical certificate.
<b>HEAD LICE</b>	Same as for Ringworm. (Please tie long hair back in a ponytail or plaits).
<b>SCHOOL SORES</b>	Until sores have fully healed or are, being treated and kept covered.

## **MEDICATION**

Some students attending school need medication to control illnesses such as asthma. All medication must be supplied in a container that clearly identifies the medicine, shows the name of the chemist, the name of the child, the dose to be taken and the time the medication is to be given. Before medication can be given, parents need to consult with the office staff and complete a school medication proforma.

**The school medication proforma must be completed before staff can be authorised to administer any medication. Parents should note that their written approval is also required for the staff to administer medication.**



