

Welcome to Scoresby Primary School



WELCOME!

We warmly welcome you to Scoresby Primary School, and our wonderful school community. We hope this booklet answers any queries you may have and gives you an understanding of how we run our school - "The Scoresby Way". At all times we aim to provide a safe and engaging school environment for all students.



Our Mission

Scoresby Primary School's mission is to provide an **inclusive** environment that empowers all students to become **confident, successful** and **independent** life-long learners.



Our Vision

Our teachers put students at the core of their teaching, working in **collaboration** to deliver **engaging** and **innovative** programs. Scoresby PS fosters strong **relationships** between staff, students and the broader community guided by our H.E.A.R.T. values.



Our Values

At Scoresby Primary School ... we have HEART!
We are **HONEST** when interacting with others.
We embrace **EXCELLENCE** in all that we do.
We demonstrate **ACCEPTANCE** and **RESPECT** to all people.
We **TRUST** others.
We have **H.E.A.R.T.**

Scoresby Staff

Principal	Sue Hartley	
Assistant Principal	Nicole Rheumer	
Office staff	Tina Clark (Business Manager) / Raelene Davis (Office Manager)	
Foundation	<u>Merran Maquire</u>	
Level 1 /2	<u>Kellie Symons</u> / Kate Fox Hannah Flintoff	
Level 3 /4	<u>Carolyn Sheaf</u> (Learning Specialist) Caroline Foenander / Sue Hartley Larissa Holdsworth	
Level 5 /6	<u>Jordyn Whittington</u> Tracy Spelman Sarah Harper	
Specialists	<u>Karen Coster</u> Jarren Boyd Kim Louwdyk Sally Hou	Visual Arts / 3 -6 Physical Education Performing Arts / F- 2 Physical Education Science Mandarin
ES Staff	Tracey Raymer, Alison Lancashire, Jenny Clarke, Donna O'Connor, Sam Edwards, Josh Arnold, Sharon Chen, Julie Harris, Tania Libro,	

Parent Communication



COMPASS School Management System (app for mobile phones)

COMPASS is our main communication platform for parents and staff. Notices, notifications, absences, payments, newsletters, reports and interview times are all posted on COMPASS.

- New Foundation families will receive a COMPASS password in term 4.
- Families transferring into the school throughout the year, will receive a COMPASS password upon enrolment.

We strongly advise you to check COMPASS regularly to keep up to date with all school information.

Staff can be contacted via email, found on COMPASS, or before and after school for informal chats. If there is a concern that needs attention, please book a time with your class teacher to discuss at length any issues.

Our friendly office staff are always happy to assist parents at any time, and can be contacted by phone, email or face-to-face at the school office.

Day-to-day information

School Information

School Name:	Scoresby Primary School
School No:	1028
School Address:	11 Ingrid St, Scoresby, Victoria 3179
Region	North Eastern Victorian Region (NEVR)
Phone	03 9763 7484
Email	scoresby.ps@education.vic.gov.au
Internet	www.scoresbyps.vic.edu.au

Absence and Attendance - Students

Absences for students are to be logged by parents via the Compass School Manager App by 9.30am explaining the child's absence. Office staff will call families if children are absent, and there is no explanation (following DET policy). Please see Raelene in the office if you need assistance with this.

The attendance roll is a legal document and must be accurately maintained. Student attendance is to be recorded on Compass School Manager, twice per day, morning and afternoon.

Roll marking is a legal requirement and is completed on the Compass School Manager system. The DET regulations require that the parent or guardian provide notice for the child's absence (Compass notification or emailed note) informing the school of the reason and date of the student's absence.

Parents/carers can collect their children during the school day to attend appointments. Prior to going to the classroom to collect their child, the parent/carer must first present to the office to sign the child out. Office staff then notify the class teacher that the child is being picked up. The child will be signed out by office staff.

If a student arrives to the classroom after the bell, a signed note from the Parent/Carer must be provided, in which case the absence can be marked 'Late Explained'. If the student does not possess a note, they must sign in at the office. This lateness should be marked as 'Unexplained'.

Assembly

A whole school assembly is held each Friday afternoon at 3:00pm in either the hall or the stage area depending on weather.

Assemblies are prepared and run by our school captains and vice captains.

Assembly Agenda:

- Welcome to Country
- National Anthem
- Address from the Principal
- Class Presentations
- Students of The Week
- Special events/Speakers
- School Oath

Bell Times

8:45am	Staff members on before school yard duty Classroom teachers to be in their classrooms, ready to greet students and parents
8:55am	Bell for students to move to classrooms
8:57am	Music
9:00am	School Commences
11:30am	Lunch eating (in classrooms)
11:40am	Lunch Recess
12:17pm	Music
12:20am	Re-entry to class - Teachers to collect students from designated line up area
2:00pm	Afternoon Recess
2:37pm	Music
2:40pm	Re-entry to class - Teachers to collect students from designated line up area
3:30pm	Dismissal

Bikes, Scooters & Skateboards

Students may ride to school on their bikes, scooters or skateboards but must wear a helmet. Students must NOT ride their bikes, scooters or skateboards in the school grounds.

For everyone's safety, bikes, scooters and skateboards must be walked from the roadway/external footpath to the bike storage area. Students are NOT permitted in the bike storage area except to deposit or retrieve their bikes. Bike owners are responsible for locking their own bikes.

Book Club

Throughout the year, Scholastic Book Club sends order forms to be distributed to the children who would like to order books at a reduced rate. The school receives bonus books in exchange for distributing and processing order forms for Scholastic Australia. If you have any queries about Book Club please see Alison Lancashire.

Breakfast Club

Breakfast Club runs on a Friday morning from 8:15 until 8:45am. The breakfast club co-ordinator creates a schedule for parent helpers and the student leaders set up the tables and chairs from 8am. Breakfast club is held outside, undercover in the canteen area during fine weather, and in our assembly hall during the colder months. Foodbank proudly sponsor this program. All students are welcome to attend Breakfast Club.

Buddy Program

All Foundation and Year 6 students are paired into a Buddy System. The system is designed to provide opportunities for verbal interaction, self-esteem development, a feeling of safety and security in the playground for Foundation students and development of responsibility and consideration for others for our Year 6 students. The program is coordinated by classroom teachers.

Camps

Our current camping program is:

- Year 3/4 – 3 Day camp alternating years
- Year 5/6 –3 Day Camp each year

Classroom Helper Program

We acknowledge the vital importance of strong home/school links. Parent helpers are a vital part of this support, and their help is keenly sought. The emphasis of being a classroom helper is to be helping within the classroom or in small groups in sight of the teacher.

All helpers in the classroom, on any excursion, or in any capacity at school must have a valid Working with Children Check and be registered at the office.

Helpers should sign in at the office and wear a Visitor's Pass to ensure that they are covered by Insurance and for the safety in the event of an Emergency/DISPLAN situation. Please see your child's class teacher if you wish to be a parent helper.

Digital Technologies

Scoresby Primary School encourages responsible and safe use of digital technologies. All year levels have a bank of laptops or iPads for student use. These digital technologies are timetabled for use across the year level. We teach a coding and robotics program, Foundation to year 6, and all students engage with technology in their classrooms regularly.

Scoresby Primary School is an eSmart school and at the beginning of each year student's view, discuss, sign and have their parents sign the Acceptable Use Agreement. Students are expected to follow these guidelines:

- Communicate respectfully at all times
- Protect your personal information
- Respect yourself and others
- Respect school equipment

Excursions and Incursions

Excursions and incursions including guest speakers / performers are encouraged to enhance our educational programs. All classes undertake excursions during the course of the year. Thorough planning is essential. Payment for all incursions/ excursion can be made via COMPASS.

If a student has not paid for an Excursion/Incursion/Activity by the due date, they will be unable to attend, and arrangements will be made for their supervision during this time.

If extreme family hardship is a concern, this should be discussed with the Principal. We are able to make a wide range of referrals to external agencies and we also have internal procedures available to assist families experiencing hardship. Confidentiality with these matters is guaranteed.

Homework

Homework is planned by teachers and all students and are encouraged to complete their homework and home reading each week. Refer to our Homework Policy for guidance (website). It is important to note that homework is not punitive, and no student should be penalised for non-completion of homework.

House System

Four houses exist, Macarthur (red), Chisholm (yellow), Cook (green), and Flinders (blue), for the purpose of competition amongst the students. House Captains and Vice Captains are elected from the Year 6 students in each house. House points are awarded by the class teachers and specialists to students for good work and behaviour. Formal competitions also exist in Athletics and Cross-Country Running.

Library

Our Library contains a vast collection of picture story, fiction, non-fiction and reference material. The library is managed by Alison Lancashire and Jenny Clarke, who oversee the borrowing process and maintaining the collection. Each class is timetabled to use the Library. The class teacher is responsible for planning and implementing a program.

Books can be borrowed for a period of two weeks. Borrowing limits apply. Years Foundation-2 students are able to borrow one book, whilst Years 3-6 may borrow two.

Lost Property

All lost property is stored on the shelves in the corridor outside the staffroom in the main building. We encourage ALL students to clearly label clothing and personal items, so if found it can be returned.

Newsletters

- Whole School

Every second Thursday the school publishes a fortnightly newsletter to parents/carers via COMPASS and the Scoresby Primary School website.

- Year Level

Each year level publishes a fortnightly newsletter via COMPASS. The newsletter usually consists of a commentary about classroom activities, reminders of up-coming events and issues of general interest to parents/carers of students at this specific year level.

Office Hours

The school office is the hub of the school.

Office hours are:

Monday -Thursday 8:15am – 4:30pm

Friday 8:15am – 4:00pm

On the last day of a school term, the office will close early to allow the office staff to complete the system back-up by normal close of business.

Office Staff

The office has two permanent employees:

- Tina Clark – Business Manager
- Raelene Davis – Reception and First Aid

Should you have any queries regarding any matters outside of classroom operations, the office staff are always willing to help.

Out of School Hours Care (OSHC)

Based in the OHS room attached to the school hall, Camp Australia runs an excellent out of school hours care program both before and after school.

The operating hours are:

Before School 7:00am – 8:30am

After School 3:30pm – 6:00pm

Students make their own way to and from the facility. For Foundation students, the Coordinator arranges for monitors to take students to their classrooms at the beginning of the school day and collect students from their classrooms at the end of the day in order to take them to the program safely.

Parent and Friend Association - PFA

At Scoresby Primary School we have a very active and involved community of volunteer parents who work together on the Parents and Friends Association.

The PFA sees itself contributing to the wellbeing of the school community as a whole and encourages parents to participate in the life of the school and the education of their children. Being on the Scoresby PFA gives parents the opportunity to get involved, get to know other parents and work closely with staff at the school.

Our PFA commit financially to the school budget, which assists in supporting the running of some programs within the school. They consult with School Council, the Principal and teachers on what the yearly goals should be. PFA organise many functions throughout the year aimed at both children and parents. Our purpose is not always to run each activity to fund raise, but to provide an enjoyable experience for the whole school community.

Reporting to Parents

Interviews

Two formal sessions of Parent-Teacher interviews are offered during the year.

Term 1 – Getting to Know You interview

At this meeting parents/carers are invited to share with their child's teacher, information regarding any special needs, their child's strengths and weaknesses, any personal issues that may need to be addressed and their aspirations for their child for the year. Teachers will be expected to discuss students' academic progress at this time.

Term 3 – Progress interview

At this second interview, parents/carers discuss with the teacher, their child's progress and set in place actions and goals for future learning for the remainder of the year.

Ongoing Reporting - Learning Tasks

Throughout the year teachers formulate assessments at the end of learning units. They complete assessment tasks for each child, and these are shared with parents on COMPASS to keep parents informed of their child's progress.

Phones and devices

Students are encouraged not to bring mobile phones to school. If they do, all phones and smart watches must be signed in at the front office before school begins. The device will be locked in the school office until 3:30pm when students are able to collect their phone and sign it out. Scoresby PS follows the DET Mobile Phone Policy enacted in all government schools as of 2020.

Policies

All policies are reviewed at least once every four years and mandatory policies on a yearly basis. Parents may find our policies on our school website. Department of Education policies can also be found on the DE website – PAL page. <https://www2.education.vic.gov.au/pal>

Program for Students with Disabilities (PSD)

DET provides additional funding to students with significant disabilities and impairments in order to allow them to maximise their educational opportunities. The funding is used to employ teacher aides and for the employment of support services such as occupational therapy and speech pathology.

At Scoresby PS, the Program for Students with Disabilities is managed by the Principal - Sue Hartley who initiates the process by arranging assessments and convening the meetings required to produce and submit any applications. Program Support Groups are organised for each child on the program and regular meetings are held to monitor student progress and assess their current needs.

Pupil Free Days

Four Pupil Free days are scheduled for each school year and are approved by School Council. The first day is traditionally held at the beginning of the school year where staff planning, organisation and the establishment of school structures and goals are discussed for the coming year.

The following three days are used to support professional learning of staff in line with the school's Strategic Plan and Annual Implementation Plan.

Reporting to Parents

Reports to parents are written in June and December. We use the COMPASS system to provide students and parents with regular feedback on performance through mid-year and end-of-year reports.

School Uniform

All students are encouraged to wear our official school uniform at all times and to follow our Student Dress Code. School uniform can be ordered through Primary School Wear (PSW) online or in the store in Croydon.

Special Events

Each year the school usually holds 'sports' days, Footy Day, free dress days and holds a school concert. In addition, the PFA run several fundraising events such as chocolate drives, sausage sizzles, discos and Mothers' and Fathers' Day stalls.

Specialist Programs

Specialist programs are offered in:

Mandarin

The LOTE program at Scoresby Primary School is Chinese (Mandarin). Each class from Foundation to Year 6 receive a 30-minute session each with Mr Han Hung. The program focuses on not only the language but also the culture and geography of this nation.

Performing Arts

Students have a one-hour lesson each week in the Music Room with Mr Jarren Boyd. Music awards are given at Assembly each week to showcase a student and their musical talents. Students are able to join the school choir and participate in private instrumental lessons which occur during school hours.

Physical Education (PE) and Sport

DET policy requires that students in:

- Grades Foundation-3 perform 20-30 minutes physical activity every day.
- Grades 4-6 perform 3 hours of physical activity per week, at least 50% of this activity should be for PE and the remainder for sport.

Science

Students have a 50 minute lesson each week in the Science Room with Ms Kim Louwdyk. The four areas of science are covered over the 2-year curriculum. Chemical, biological, physical, earth space sciences are the core elements of the program, and each week a scientist of the week award is given out at assembly.

Visual Arts

Students have a 50 minute lesson each week in the Art Room with Mrs Karen Coster. Art awards are given at Assembly each week to showcase a student and their art work.

Student Leadership

Many opportunities exist for student leaders. At Scoresby Primary School we have two School Captains and two Vice Captains to represent our school and be a positive role model to others through their contributions to our school and wider community. The successful candidates will be Year 6 students.

House captains are chosen from the next year's year 6 students in each of the sporting houses. Students who are applying for a leadership role will prepare a short speech and present this to the next year's 5/6 cohort and teaching staff. Students vote on those who nominate for the position, with a value of one point per student vote. Teachers also have a vote, with a value of two points per teacher vote. The recommendations and results are provided to the Principal and Assistant Principal to confirm or suggest changes.

ICT, Sustainability and SRC leaders are voted on by their class peers at the beginning of each year, with two representatives from each of the Year 3–6 classes.

Student of the Week Awards

Student of the week awards are given out each week at assembly. It is expected that there is one award per class and for specialist classes. The awards reflect our Scoresby H.E.A.R.T. values.

Parents of children receiving an award are contacted by the teacher with enough time for the parent to be able to organise to attend if possible.

The student and teacher walk up together to receive the award and the teacher shakes the students hand. In Foundation students will also be presented with the class mascot for them to take home for the week.

Student Support Group Meetings (SSG)

All students who are part of the PSD program are the subject of a regular SSG meeting, termly. These meetings are convened by Sue Hartley and involve the class teacher, teacher aide, parent and any advocates or specialist service provider deemed essential to the child's learning progress. Each student has a specific plan that contains several goals in relevant curriculum areas.

At the SSG meeting, the progress towards attaining these specific goals is discussed. Where necessary, the goals are modified, and new goals are set. After the meeting the modified plan is documented and circulated to all stakeholders.

Student Supplies

A book pack is purchased by parents/carers for each student. These are distributed to the students from the office as parents/carers make contribution payments. Other supplies are purchased by Learning Leaders and are distributed to the classes throughout the year.

Transition

The transition program for Kindergarten to Foundation is managed by the Foundation teachers in consultation with the Principal. This program runs for five one-hour sessions on Fridays in Term 4. Prospective students are invited into the school to participate in these sessions that begin with lessons in specialist venues and end with sessions with their intended teacher.

Transition from Year 6 to Year 7 is managed by Jordyn Whittington, in consultation with the Year 6 teachers and the Office staff. Applications for government secondary schools close in May and the result of the process is known in mid-August. The culmination of the process for Year 6 students is Orientation which is normally held on the second Tuesday of December.

Health of SPS Students

We take great care to provide a safe environment for students, this includes looking after their health. All health concerns are our concerns, and we want to work with families to provide the best of care for our students.

Allergies & Anaphylaxis Management

There are several students in the school who suffer allergic and anaphylactic reactions to a variety of allergens. All staff will be notified of these students at the beginning of the school year and information is to be kept in teacher's offices and in the yard duty bag. If you have a student who is anaphylactic, please discuss the action plan with the school First Aid Officer– Raelene Davis.

Any students with allergies requiring medication to be administered must provide a relevant, up to date action plan completed by a medical practitioner. Medication is stored in the locked cupboard in the first aid room and is only to be administered by a first aid trained staff member. EpiPens are stored at the front office in the labelled with the student's name and photograph on the front and contain the student's antihistamine and a copy of their action plan. These bags **must** be taken on any off-campus activity i.e. excursions, evacuations.

Anaphylaxis training forms part of the staff Professional Learning Program and as such, all staff are aware of the appropriate steps to take to manage an anaphylactic incident.

Asthma

Any students with asthma, must have an up-to-date action plan completed by a medical practitioner, this plan is required to be reviewed annually.

Asthma medication is stored in the office and should only be administered by a first aid trained staff member. Asthma medication must be taken on any off-campus activity.

Hats

Scoresby Primary school is a Sun Smart school and as result students and teachers are expected to wear hats from the end of August until the end of April (exact date to be determined each year). Students who are not wearing a hat must remain in the undercover area near the stage.

Head Lice

Unfortunately, students contract head lice. If head lice are reported or detected amongst your class, please report it to the office. The office will send a blanket notification to parents/carers via Compass. The current DET policy regarding students and head lice is that the infected student can return to school once treatment has commenced.

Injuries

All head injuries, no matter how minor they may seem, are reported to parents/carers. Any injuries that require more significant first aid or are required to be treated by a doctor will be recorded on a 'CASES21 Incident Notification Form' which will then be submitted to DET. All ES staff attend first aid training annually.

Medication

If your child needs medication during school hours, this needs to be brought to the school office and parent/carers will be required to complete a 'Medication Request' form.

Under no circumstances are students to have medication in their possession. All medications for students should be stored in the office and, if needed, should be administered by the office staff who will then record doses of medicine administered

Safety

We aim to provide a safe and secure environment for all students at Scoresby PS. The following information is how we work towards supporting all students.

Bullying

Scoresby Primary School has a number of programs and strategies in place to build a positive and inclusive school culture. We strive to foster a school culture that prevents bullying behaviour by modelling and encouraging behaviour that demonstrates acceptance, kindness and respect.

Bullying prevention at Scoresby Primary School is proactive and is supported by research that indicates that a whole school, multifaceted approach is the most effective way to prevent and address bullying. Please speak with your class teacher if you are concerned about any bullying behaviours, and also you may find our Bullying Prevention policy on our website.

Children's Personal Belongings at School

Parents/carers will be advised via the school newsletter that the school will not take responsibility for expensive toys brought to school. Other toys brought from home to be used in the playground (e.g. basketballs, cricket bats etc.) must be clearly labelled with the student's name.

Child Safe Standards

Scoresby Primary School adheres the Child Safe Standards. The Child Safe Standards (the Standards) are the compulsory minimum standards for all organisations that provide services to children including Victorian schools. The aim of the Standards is to ensure organisations are well prepared to protect children from abuse and neglect.

Mandatory Reporting of Child Abuse

All school staff in Victoria are legally mandated to report child abuse if they form a belief that a child is in danger. Literature and access to online Mandatory Reporting Training is available from the Department of Education and Training website.

Smoking

Scoresby Primary School, including all rooms and grounds, is a smoke free environment. Staff or visitors are not permitted to smoke within the school grounds or within 4 meters of the school boundary. These regulations will be strictly enforced.

Student Wellbeing and Discipline

Student behaviour expectations are set for all students. Any swearing, abusive language, refusal, fighting or other unruly behaviour is not tolerated and will be dealt with as outlined in the school's Behaviour Procedures. Incidents of unruly behaviour is dealt with by the class teacher; in severe circumstances it can be referred to the to the Principal or Assistant Principal.

Restorative Practice This is the basis of the welfare and discipline initiatives undertaken at school. The strategy aims to make students aware of the impact their behaviour has on others and how they can best atone for their indiscretions.

Toileting

Students are allowed to go to the toilet during class time, when requested. They should always be accompanied by another student.

Wet Weather / Hot Weather

When it is raining, students are kept inside at recesses and lunchtimes. The role of supervision is shared by teachers in adjoining rooms. Should the weather improve, the students may be dismissed to the yard. Sometimes the grassed areas are too wet for play, but no rain is falling. On these occasions students will be dismissed to the yard but they will be restricted to playing on all weather surfaces.

On days of extreme heat, a 'Hot Weather' Timetable may be enacted. (similar to wet weather conditions)

Yard Supervision

Before and after school the Principal Class patrol the yard from 8:45am-9:00am. Students are discouraged to arrive at school earlier than 8:45am as the yard is not supervised. For recess and lunch, the yard is divided into two areas with a teacher and an ES staff member assigned to each area.

Yard Supervision times are:

Before School	8:45am – 9:00am
Lunch	11:40am – 12:20am
Recess	2:00pm – 2:40pm
After School	3:30pm – 3:45pm

