



PARENT INFORMATION HANDBOOK 2022



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Upper Ferntree Gully 3156
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Website: www.uppergullyps.vic.edu.au

Welcome to Upper Ferntree Gully Primary School

Dear families,

It is with great pleasure that I welcome you to our community at Upper Ferntree Gully Primary School.

The beginning of your child's primary schooling is a wonderful time for parents, children and teachers. Your child's physical, academic, social and emotional growth will be tremendously exciting and rewarding to see.

I look forward to your new or ongoing association with our school. Upper Ferntree Gully Primary School is proud of its commitment to the development of our students' academic and physical skills, their social competencies and life skills, their emotional maturity, so that they grow as creative, resilient, socially adept and responsible young people.

The partnership between the home and school is crucial to achieving this for your child. We welcome your participation in the classroom, through School Council, in our Parents' and Friends' Association, or in a myriad of other ways.

Your input is valuable to us as we seek ways to continually improve our school to create the best possible educational environment for our children. Further information about any of the sections below can be found on our school website.

Please take the time to make yourself known to your child's teachers.

I look forward to meeting you. If you have any questions please do not hesitate to contact me.

Kind Regards,

Tabitha O'Brien
Principal



SCHOOL VISION

VISION: To be an engaging and inclusive learning community where students are confident, creative, curious and lifelong learners.

VALUES

Our school is built on:

Respect

We respect ourselves by valuing who we are and doing our personal best.

We respect others by treating them fairly and in the way we would like to be treated.

We respect our community by being inclusive/friendly to others and taking care of our environment.

Integrity

We are honest with each other.

We are accountable for the decisions we make.

We own up to our mistakes.

Resilience

We accept feedback and use it for improvement.

We bounce back when things just don't seem to be going right.

We make an effort to make things right again.

Teamwork

We make sure that we contribute.

We make sure that we encourage and give others the opportunity to contribute.

We work together to achieve the best we possibly can.

SCHOOL ADMINISTRATION AND PROCEDURES

School Office Hours:	8:30am to 4:00pm
School Phone No:	9758 1527
School Business Manager:	Ms Andrea Remington

LATE ARRIVALS

Students arriving late at school (after 9.00am) must be accompanied to the school office by their parent. The parent is required to fill in their details on the IPad at the school office the student will then give a yellow late arrival card to the classroom teacher.

EARLY LEAVERS

Parents collecting students during school hours must first sign the IPad at the school office the parent will then give a blue early leavers card to the classroom teacher before collecting their child.

SUPERVISION

Children are supervised **from 8.45am**, at recess and lunch times, and on leaving school at the end of each school day. Three teachers are on duty during recess and lunchtime, and children are encouraged to find the yard duty teacher if they are injured or upset.

- Please note 'before school' playground supervision does not commence until **8.45am**. We encourage children not to arrive at school prior to this.
- If you are going to be late picking your child up please contact the office if possible before 3.15pm allowing enough time to get the message to the student.

ABSENCES

School attendance is compulsory by law and the school is required to ensure that a note of explanation is received each time a child is absent. Absences can be marked by parents on Compass or contact the school office and leave a message. We are required to contact parents on the day if we have not received an explanation for their absence. We would appreciate you informing the office/teacher if your child is absent or going to be absent.

STUDENT INJURY/ILLNESS REPORT

School records are kept of student injuries/illness. The Student Injury Slip will be sent home via the student to parents notifying of the injury or illness. There are some illnesses that health regulations stipulate exclusion from school for a period of time, such as chicken pox. If in doubt please consult the office. If a child has a head injury the parent will be contacted by phone. In an emergency an ambulance will be called prior to the parent being called.

SCHOOL SECURITY

We are committed to maintaining the safety of our school community at all times. For this reason we request that parent helpers, tradespeople and all visitors must report to the office to sign in on the IPad. You will be issued with an appropriate visitor badge to be worn at all times when in the school grounds. On leaving the school grounds please sign out and return the badge.

PHONE CALLS TO SCHOOL

For general enquiries or messages, the main office can be contacted on 9758-1527.

For enquiries or specific concerns regarding your child and their learning please contact your classroom teacher.

To discuss school issues, personal and confidential matters please see the Principal.

FIRE BAN DAYS

1. CHILDREN ABSENT FROM SCHOOL

If your child is absent on a day of Total Fire Ban it is essential that the school be notified prior to 9.00am.

2. CHILDREN AT SCHOOL

Additional, emergency class rolls are marked, in duplicate, at 9.05 am and 2.05 pm.

Our area is in the CENTRAL Total Fire Ban District

Upper Ferntree Gully Primary School is on the Bushfire at Risk Register. On Code Red fire danger days, our school if identified as being at high-risk of fire, will be notified to close. This notification will be a minimum of 24 hours. Parents will be informed via SMS and/or through Compass.



FINANCIAL ASPECTS

At Upper Ferntree Gully Primary School we are committed to providing a comprehensive education for our children within the resources available.

The Victorian Government provides some funding to schools in our Student Resource Package. The *Education and Training Reform Act 2006* empowers school councils to charge for goods and services used in the course of instruction and to raise funds. The school relies on the support of our local community through parent payments for *essential education items* (materials, excursions, uniform, etc.), for *optional extras* (extra-curricular programs such as instrumental music tuition). School councils may also invite *voluntary financial contributions*, (buildings & grounds trust fund, library trust fund, etc.)

PARENT PAYMENTS

School Council is able to request payments from parents for 'essential education items'. These items include:

- materials such as text books and stationery
- materials for learning and teaching, e.g. in the Visual Arts program
- school uniform (where applicable)

Parent Payments:

School Council has set the level of parent payment 2022 \$250 per child. These payments will assist in covering the cost of **stationery and materials**; – books and requisites for pupils' use which are bulk purchased in order to minimise costs and time. These measures ensure that costs are kept to a minimum and all children are supplied with the correct items. Student items are ordered in bulk and distributed to children in their classes.

Voluntary financial contributions:

Building fund:

A pleasant and safe working environment for children and teachers adds considerable impact to school spirit and therefore student achievement. This voluntary contribution supports grounds improvement and maintenance such as painting.

A voluntary family contribution of \$35 (a recommended amount) can be made to this fund.

Library fund: The money raised from contributions to this fund enables us to purchase books and equipment to operate a comprehensive library for student and staff use. A voluntary family contribution of \$35 (a recommended amount) can be made to this fund.

All voluntary contributions to our Building Trust Fund and our Library Fund are 100% tax deductible.

CAMPS, SPORTS AND EXCURSION FUNDS (CSEF)

Families who hold a Health Card or Pension Card are eligible for this allowance. Application forms can only be accepted until the end of term 2 each year.

TERM DATES AND SCHOOL HOURS

Term Dates 2022

Term 1

Friday 28 January	Teachers Return 2022
Monday 31 January	Term 1 Commences Students Gr 1-6
Monday 14 March	Labour Day
Friday 8 April	Term 1 Last Day 2:30pm finish
Friday 15 April	Good Friday
Monday 18 April	Easter Monday

Term 2

Monday 25 April	Anzac Day
Tuesday 26 April	Term 2 Commences
Monday 13 June	Queen's Birthday
Friday 24 June	Term 2 Last Day 2:30pm Finish

Term 3

Monday 11 July	Term 3 Commences
Friday 16 September	Term 3 Last Day 2:30pm Finish

Term 4

Monday 3 October	Term 4 Commences
Tuesday 2 November	Melbourne Cup Day
Tuesday 20 December	Term 4 Last Day 1:30pm Finish

SCHOOL HOURS

8:50am -9am	Students enter the classroom to prepare for the day
9:00am	School commences
10:00am	Brain Food (healthy snack without interrupting learning)
11:00am - 11:40am	Morning Recess
11:40am - 1:10pm	Class
1:10pm - 1:20 pm	Lunch is eaten in the classroom
1:40pm - 2:00 pm	Lunch Play
2:00pm - 3:30pm	Class
2:45pm	Assembly every Monday afternoon in the Multi-Purpose Room – parents and friends welcome
3:30 pm	School dismissed

There are 4 curriculum days each year. The first curriculum day is the day before students start school with three others to be decided in the year prior. Parents will be notified of Curriculum Days.



SCHOOL ASSEMBLY

Whole school assembly is on Monday afternoon at 2:45pm. Our student leaders run assemblies and student awards are given out at each assembly. The school song and National Anthem are performed at assemblies.

UPPER FERNTREE GULLY SCHOOL SONG

Chorus:

**We're Upper Gully,
We all stand up tall
We will show you all
We're Upper Gully
We're here to do our best
Make the world a better place
For one and all.**

**We are learning for the future
In everything our efforts show
Getting to know each other better
Day by day our minds will grow**

**We will show cooperation
Work together for the best
Like a team and as a family
Sharing, helping all the rest**

Chorus:

**We're Upper Gully,
We all stand up tall
We will show you all
We're Upper Gully
We're here to do our best
Make the world a better place
For one and all.**

RAP:

**Upper Gully is the place to be
A cool school for you and me
Cooperation and working our best
Striving together and all the rest**

Say

**U P P (U P P)
E R G (E R G)
U L L & Y (U L L & Y)**

Chorus:

ADVANCE AUSTRALIA FAIR

Australians all let us rejoice,
For we are young and free;
We've golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature's gifts
Of beauty rich and rare;
In history's page, let every stage
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

Beneath our radiant Southern Cross,
We'll toil with hearts and hands;
To make this Commonwealth of Ours
Renowned of all the lands;
For those who come across the sea
We've boundless plains to share;
With courage let us all combine
To Advance Australia Fair
In joyful strains then let us sing,
Advance Australia Fair

SCHOOL UNIFORM

The wearing of school uniform is compulsory at Upper Ferntree Gully Primary School.
The following items are available from Beleza Uniforms,
The combination of items depends upon personal preferences.

Short Sleeve Polo Shirt – navy and yellow with school logo (Beleza only)
Bomber Jackets - with logo (Beleza only)
Shorts - navy blue
Pants - navy blue
School Dress (Beleza only)
Skirt with attached bike pant – navy blue
Blue or white socks
Suitable well fitted footwear, no thongs, sandals or open toe footwear.
It is recommended children wear runners for P.E and for sport.
Navy blue tights

The school office sells:

School Hats with logo – reversible navy blue with house colours
School Bags

PERSONAL REQUISITES

- 1 Long Sleeved Smock (named)
- 1 Pair under-pants (with child's name) to be kept in front zip pocket of school bag
- 1 Roll-on sunscreen (named)
- 1 Pop-top style drink bottle (named)

ALL PERSONAL REQUISITES AND REMOVABLE CLOTHING SHOULD BE CLEARLY LABELLED WITH YOUR CHILD'S NAME.



OUT OF SCHOOL HOURS CARE

Before and After School Care operates at Upper Ferntree Gully Primary School and is held in the Senior School Building. The program is managed by the school.

Hours of Operation:

Before school care 6.45am - 8.45am

After School care 3.30pm – 6.15pm

For enquiries about the program please contact the school office for an information booklet.

BICYCLES, SCOOTERS, SKATEBOARDS ETC

The decision to allow students to ride bicycles and scooters to and from venues during school hours is a matter for determination by the principal. The responsibility for children riding bicycles/scooters to and from school lies with the parents/carers. Students are **not** to ride through school grounds. They must dismount and walk the bike/scooter to the bike shed.

Road safety authorities recommend that before the age of nine or ten years' children should not ride a bicycle in traffic without adult supervision. Depending on their cycling skills and experience, some children over this age may still require supervision.

Children must wear an approved bicycle helmet when riding bicycles or scooters. Approved helmets have the Australia Standards Mark TM (AS/NZS 2063) and will be marked as suitable for cycling.

LUNCHES

We encourage children to bring home any uneaten food so that you might adjust the amount given if necessary. We are keen to develop an attitude of using only what is needed.

All students eat 'brain food' at 10.00am each morning in class. Suitable items for 'brain food' are fresh fruit, vegetables or dried fruit.

We strongly support food being brought to school with no wrappers to reduce waste. Please emphasise to children the importance of placing all food wrappings, peels and scraps in rubbish bins. Students will be asked to take wrappers home in their lunch boxes.

MONEY AND VALUABLES

When children bring money to school, please enclose it securely in a sealed envelope on which is written the amount of money, the child's name, grade and what the money is for. Large amounts of money would be much safer paid by cheque or credit card facilities are available at the office.

Parents should exercise considerable discretion regarding the bringing to school of valuable or treasured items (e.g. for show and tell or for projects). ***While every care would be taken, the school will not accept responsibility for items lost or damaged.***

LOST PROPERTY

Please name clearly all articles that will be brought to school and likely to be taken off or put down such as school bag, lunch box, coat, jumpers, shoes, hats, library bag, sports equipment and apparel etc. Please check regularly, that your children have not brought home other people's property by mistake.



SCHOOL NOTICES

School Notices are made available on Compass the school management system. To help ensure your family copy arrives home, please discuss the importance of this communication between home and school with your child. The school newsletter 'Upper Gully Update' is published on a Tuesday, and families can access this via the school website www.uppergullyps.vic.edu.au or COMPASS.

We depend on all school families to help run the school effectively and efficiently. Keeping up with notices and newsletters, and returning responses, library books and payments promptly saves much time and stress.

TRANSFERS

A transfer note is to be issued if your child is moving to another school. We will need to know your new address and the school to which your child is transferring. This information would be appreciated as early as possible.

SMOKING AND ALCOHOL

A total ban applies to all Department of Education buildings and grounds, 24 hours a day, 7 days a week.

Child Safety Standards stipulate that no alcohol is allowed at any school events involving children.

CARS

Please do not drive into school driveways or grounds when dropping off or collecting children. Please park well clear of the bus bay and school crossing.

Whenever it is operating, the School Crossing must be used by all who wish to cross the road – including children dropped off by cars and all adults.

PROCEEDING TO AND FROM SCHOOL

Children should:

- Always use school crossing.
- Know to walk on footpaths, and to take care when crossing driveways.
- Know how to cross roads, with or without traffic lights, and the safest place to do this on their particular route to school.
- Know never to run out from behind cars, nor behave in such a manner as to distract drivers' attention from the road, or cause them to brake or swerve unnecessarily.
- Know to go home by the most direct and safest route, neither loitering, nor visiting friends without prior arrangements with you and the other family involved.

We encourage safe driving habits when driving in our school vicinity.

UNSAFE OBJECTS

No responsibility will be taken for valuable personal items brought to school by the children.

Children are not permitted to bring to school:

- Glass containers
- Water pistols or syringes
- Radios, mp3 players, electronic game players
- Toy guns

Mobile telephones - if a student requires a mobile telephone it must be handed into the office before school commences and collected at the end of the day.

STUDENT SAFETY, HEALTH AND WELLBEING

A CHILD SAFE SCHOOL

Victoria has introduced compulsory minimum standards that apply to organisations that provide services for children to help protect them from all forms of abuse. The child safe standards form part of the Victorian Government's response to the Betrayal of Trust Inquiry. All schools had to be compliant from August 1 2016.

In complying with the child safe standards, an entity to which the standards apply must include the following principles as part of each standard:

- promoting the cultural safety of Aboriginal children
- promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds
- promoting the safety of children with a disability.

To create and maintain a child safe organisation, an entity to which the standards apply must have:

Standard 1

Strategies to embed an organisational culture of child safety, including through effective leadership arrangements

Standard 2

A child safe policy or statement of commitment to child safety

Standard 3

A code of conduct that establishes clear expectations for appropriate behaviour with children

Standard 4

Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel

Standard 5

Processes for responding to and reporting suspected child abuse

Standard 6

Strategies to identify and reduce or remove risks of child abuse

Standard 7

Strategies to promote the participation and empowerment of children. All staff, volunteers and contractors have to be made aware of these standards, to show they understand them, and to comply with them.

Further Child Safe Policies and Information are available on our school website. [_](#)

EMERGENCY PROCEDURES

In an emergency, the following procedure will apply:

1. Parents will be notified of emergencies via SMS as soon as it is safe and practical to do so
2. Children will be released to persons other than parents only on the written authority of the parent. This is to ensure that parent's rights and wishes are respected, and that the whereabouts of the children remain known or can be easily traced.
3. In the event of the buildings needing to be evacuated, the assembly area will be at the far end of the school oval or Talaskia Oval.
4. In some circumstances under the School's Emergency Management Plan all children will be assembled in the main building – the declared refuge area.
5. Where possible teachers will remain with their classes until:
 - the emergency is over; or
 - the children are formally evacuated to an evacuation centre by order of the appropriate authorities; or
 - Other supervision arrangements have been made in the event of a class teacher being required elsewhere.
6. Children will be discharged from the evacuation centre in the care of a parent or guardian but no general discharge will be made until such time as the officer in charge of the emergency declares the area to be safe.



SCHOOL CROSSINGS

Crossings are provided and staffed by supervisors from Knox City Council during the time children travel to and from school. One is situated in front of the school on Talaskia Road, and another at the traffic lights at Burwood Highway.

Parents are asked to use the crossing themselves to set an example for children who will be taught road safety procedures in class. Motorists are asked to exercise extreme caution before and after school.

NB:

- A School Crossing exists only when the flags are in position – no flags no crossing. Therefore, whenever the flags are not in place, anyone crossing the road cannot expect that vehicles will stop.
- Anyone crossing the road within 20 metres of a School Crossing must use the crossing.
- A Supervisor is appointed to be on duty at the crossing at appropriate times in the morning and afternoon of each school day. Children, users and motorists, must obey the instructions of the supervisor.

MEDICAL DETAILS AND EMERGENCY CONTACT INFORMATION

It is essential for the school to have accurate and up to date information on each student's medical details and telephone contact numbers. Please assist us in keeping records up to date. Details can be updated by you through Compass.

Essential Information

- All medical conditions your child has which the school needs to be informed about
- Home address and telephone number of each student
- Workplace telephone number for parent/guardian
- Mobile telephone numbers
- Doctor's name, address and telephone number
- Name and telephone number of other people who can be contacted in case of emergency

ACCIDENT OR SICKNESS AT SCHOOL

Home is the best place for a sick child. If in any doubt about your child's health it is wise to keep him or her at home. If your child has a medical condition you need to inform your child's teacher.

Reporting to Teachers:

Children must report to a teacher or the sick bay if they become ill or suffer an accident at school.

Contacting Parents:

The school will inform parents of any serious accident or illness affecting their child, especially where further care or attention appears to be needed.

MEDICATION

Medication must be given into the school office in its original container with dosage label attached. A Medication Authority Form (attached) must accompany all medication detailing dosage, child's name and parent's signature. All medication will be administered by approved staff in sick bay. **NO MEDICATION IS TO BE KEPT IN A CHILD'S SCHOOL BAG OR CLASSROOM** – the **ONLY** exception to this is that VENTOLIN asthma inhalers may be kept in a child's bag or class. Parents must collect any unused medication – it will not be sent home with students. Medicines must be in their original packaging or in a container with a signed doctor's note stating the dosage and medication.

ASTHMA

Children subject to asthma should be encouraged to adopt positive coping strategies, including consistent fitness, healthy diet and sensible preventative measures. Parents whose child suffers from asthma, or is likely to have a one off episode must fill out an "Asthma Management Plan" each year. This plan enables staff to correctly assist your child in the event of an asthma attack.

SERIOUS ALLERGIC REACTIONS/ ANAPHYLAXIS

If your child could require quick emergency action in relation to an allergic reaction (e.g. bee stings, peanuts), please supply a recent photo and emergency information including an Epi Pen if needed. Please obtain an Anaphylaxis template or Allergy template to be filled in by your doctor. This information will be displayed in the classroom, staffroom, sick bay and the yard duty.

INFECTIOUS CONDITIONS

It is a legal requirement that students must be excluded for school if they have an infectious condition that is listed on the school exclusion table. This table can be found at <https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table>

TOILETING NEEDS

Should your child have a toileting accident at school, the following applies:

They will be assisted to clean themselves up or if they are able they will clean themselves up and be provided with a clean set of clothes. Dirty clothes will be sent home unwashed.

If your child has toileting concerns please ensure that you speak to the classroom teacher so that we can put a management strategy in place to assist your child.

HEAD LICE

Head lice can be managed with the cooperation of parents and the school. They are not a threat to health and they do not spread infections. As there is no guaranteed method of prevention, early detection is the best way to avoid an outbreak. It is recommended that parents check their child's hair regularly.

Please inform the school if your child is found to have head lice so we can make other families aware.

SUNSMART SCHOOL

'No hat, No play'

Our school is a SunSmart School and it has a 'No hat, No play' policy in place from 1st September to 30th April. If the children are not wearing a school approved hat, they are required to spend playing times in a designated shaded area. The use of sunscreen is promoted strongly. Please apply sunscreen EVERY morning, rain, hail or shine. The children will require a roll-on sunscreen, to be kept in their bags, for re-application at lunchtime and recess if necessary.



STUDENT WELLBEING

The Student Engagement, Wellbeing and Inclusion Policy and wellbeing programs of the school aim to foster respect and understanding and to develop a safe, supportive and happy environment for all members of the school community.

SCHOOL EXPECTATIONS AND RESPONSIBILITIES

	Teamwork	Resilience	Integrity	Respect
Staff	<ul style="list-style-type: none"> - Sharing ideas and resources - Members of teams contribute to planning and discussions - Stick to timelines - Communicate to all relevant staff - Be consistent in actions - Communicate with staff, students, parents and the community - Work together to achieve our best - Support each other - Clear roles and responsibilities 	<ul style="list-style-type: none"> - Provide feedback and take feedback in a professional manner - Work at improving ourselves - Ask for help if needed - Positive reinforcement of feedback - Use feedback for improvement - Use every resource to make a difference in student learning - Check in with each other (mental health) - Support students to develop resilience strategies 	<ul style="list-style-type: none"> - Honest in a respectful way - Commit to decisions made and follow through with your actions - Constructive feedback - Accountable to each other and the community - Listen actively - Be reliable 	<ul style="list-style-type: none"> - Care for surroundings - Modelling respectful behaviour and language - Treat everyone as equals while supporting differences - Use appropriate language - Be accepting of diversity and individuality - Be fair - Respect confidentiality - Value other opinions and ideas - Listen
Students	<ul style="list-style-type: none"> - Support each other - Co-operate with others - Listen to others point of view - Be inclusive of everyone - Compromise with each other to reach a solution 	<ul style="list-style-type: none"> - Work to improve as a result of feedback - Be a problem solver - Bounce back when things get tough - Have a go - It's ok to make mistakes - Work with others to solve problems - Keep trying - Use strategies that you are taught 	<ul style="list-style-type: none"> - Treat others the way you wish to be treated - Be honest - Accept it is ok to make mistakes - Take responsibility for your words and actions - Accept consequences - Follow through with what you say - Accept feedback 	<ul style="list-style-type: none"> - Listen to others - Accept others values, opinions and ideas - Use manners and appropriate language - Co-operate and take turns - Respect school property and the environment - Use appropriate behaviour in all areas of the school
Parents and Community	<ul style="list-style-type: none"> - Communicate, support and engage with teachers, parents and the community - Read all communication from the school - Work together to achieve our best - Work together with the community to support our students to achieve success 	<ul style="list-style-type: none"> - Provide and accept feedback in a positive and friendly way. - Be supportive of the school - Follow through in an effort to make things right. - Promote resilience within the community - Discuss issues with the appropriate person - Support your children to solve their own problems. 	<ul style="list-style-type: none"> - Be responsible for getting students to school on time and notifying school of absences - Follow through with expectations - Speak to the appropriate person, if there is an issue - Open and honest communication in regards to your child - Respect confidentiality 	<ul style="list-style-type: none"> - Use respectful language with all members of the community - Use social media appropriately and respectfully - Model and teach respectful behaviour - Respect values that are different to our own - Follow school procedures and policies

BUDDY PROGRAM



A successful buddy program between Grade 6 children and Foundation/Preps operates where the Grade 5 students are paired up with the children in pre-school during a transition session.

During their first year at school, opportunities are provided for the children to develop friendships, networks and learning enabling the transition to school to be a smooth process

STUDENT LEADERSHIP

The School Captains & Vice Captains are an important face of the school. They represent the whole school and its values and act as role models for the students.

Children from each house are elected to be House Captains House Meetings. House captains are expected to display a responsible and caring attitude and are expected to lead their houses in a variety of school activities.

School Captains and Vice Captains, both male & female will be elected through a nomination and voting process and then selected by the Principal and Staff through an interview process.

Student Representative Council represents the student body of the school. Representatives are elected from all grades. The school supports charities through the SRC fundraiser days.

SCHOOL HOUSES

The House System aims to foster and develop citizenship, organisational and sporting attitudes. All students are placed into houses when enrolled. Four Houses have been given local historical names:

Rollings

Ferndale

Talaskia

Alexandra

STUDENT LEARNING

CURRICULUM AND LEARNING AT UPPER FERNTREE GULLY

Our curriculum is developed with a strong focus on student ownership. We pride ourselves on getting to know each and every one of our students as an individual learner with their own needs and goals. We know that students have different interests and endeavour to provide learning that caters to developing the whole child. The Victorian Curriculum outlines what is important for all students to learn at different stages. We understand that every student is at their own individual stage of learning. Our goal is help every child achieve 12 months growth every year. The curriculum outlines a common set of knowledge and skills required by students to be active, informed citizens with social skills and confidence to be a life long learner.

VICTORIAN CURRICULUM

SCHOOL ENTRY ASSESSMENT

On one Wednesday in Term 1 each Prep child will be given a specific time to come to school for their assessment/interview which is carried out by their Prep teacher. Parents will be requested to complete a short questionnaire prior to this assessment taking place. After your child's School Entry Assessments have been completed parents will be invited to attend individual interviews to discuss the learning plans for their children. You will be notified if this arrangement changes.

The School Entry Assessment (SEA) is given to all Foundation/Prep children as they enter their school years. The tasks are performance based and centred on focused observation by the classroom teacher as she/he works one to one with the child. Literacy, numeracy, the use of oral language and a child's ability to process auditory (or heard) information are all assessed. These tasks enable your child's teacher to form accurate, reliable views about your child's skills and understandings when he/she begins school. This allows us to make planning decisions about programs and resources to suit all children accordingly. Early recognition of competencies enables teachers to place each child in the appropriate level within classroom programs. This reinforces emerging skills, stimulates the child to maintain motivation and interest, and promotes purposeful expectations for the child, teacher and parents.

In order to carry out the SEA, which takes about one hour per child, Wednesdays have been set aside as SEA days. Only children with appointments will attend school on Wednesdays during February. (See also information about hours of school and school attendance.) Your child will be given an appointment time to attend his/her SEA. An adult will have to bring the child to school at the appointed time and are welcome to wait for the duration of the assessment. At the beginning of the assessment there will be time for parents to discuss their child with the teacher and to exchange any information they feel the teacher may need to know about the child. This discussion time is extremely important and beneficial for the child, parents and teacher.

The assessment does not determine a child's potential or intelligence; it provides a snapshot of their competence at a certain point.



PARENT AND COMMUNITY

SCHOOL COUNCIL

The School Council has major responsibilities and powers including:

- To decide school policy, within central guidelines;
- To approve organisational and operational arrangements;
- To coordinate and approve planning;
- To approve an annual budget and monitor school finances;
- To maintain and improve the building, grounds and facilities for learning and teaching;
- To promote the welfare of all groups within the school community;
- To encourage the interest and involvement of parents (and other people and agencies) in school development and activities.

The council consists of:

- Parents and teachers are elected by the school community;
- One representative of the Parents and Friends Association (PFA).
- One person co-opted for their special interest or expertise;
- The Principal, as a member ex-officio.

Elections for school council members are held in March. Ordinary meetings are held twice a term, usually weeks 3 and 8. Parent attendance is welcome.

Council appoints a number of Committees, which prepare recommendations and reports for the consideration of Council. Committees are Finance, Education, Buildings and grounds, and Community. Special purpose committees may be appointed from time to time.

The role of the School Council is vital to the constructive and effective management of the school.

PARENTS AND FRIENDS ASSOCIATION (PFA)

The Parents and Friends Association encourages the involvement of both parents and members of the wider community.

The purpose of the PFA is to maximise community involvement within the school, by holding meetings, social functions, community based fund raising activities, and by arranging or assisting with evenings for parents or families on topics related to the school curriculum.

Our meetings are usually held once or twice per term in the evening. These are cordial occasions where we discuss the organisation of fundraising and hear reports from the Principal and/or staff representatives, with sometimes a guest speaker on a topic of educational or general interest.

Funds raised are expended on school equipment and facilities.

PARENT/TEACHER COMMUNICATION

Information Night - Term 4

Parents will be invited to attend a meeting early in the school year, to become familiar with school expectations and the programs in which the children will be involved. Notification of the date will be forwarded to you early in the school year.

Interviews - During the Year

Parents are very welcome to make an appointment to discuss any concerns with their child's teacher. A Meet n Greet session is held early in term 1 offering parents an opportunity to discuss their child and his/her needs with the class teacher. Formal parent-teacher interviews may be requested by the parents or the teacher at any time. Three way conferences occur after mid-year reports are distributed.

We discourage interruptions during class time. The teacher's first responsibility is to the children. If you wish to see a teacher, please make an appointment. If a teacher has any concerns they will not hesitate to contact you.

At Upper Ferntree Gully Primary School, we believe that whilst attending our school, it is important that parents and teachers form a strong partnership regarding their child's wellbeing. We value communication between classroom teachers, parents and administrators.

Teachers are able to communicate through See Saw and Compass. These can be installed on a Smart phone or accessed via a computer.

PARENT/TEACHER ASSISTANCE

Parents are encouraged to help in the grade. This is an important part of your child's schooling. Parents are encouraged to become involved as much as possible with our school.

All parents working with our students are required to possess a current Working with Children Check (WWCC). The WWCC must be sighted by our school administration and a copy kept at school. Parents must sign in and out at our office if they are volunteering within the school. A WWCC is also a requirement for parents wishing to assist on school excursion and camps. You can apply online at <http://www.workingwithchildren.vic.gov.au/home/applications>.