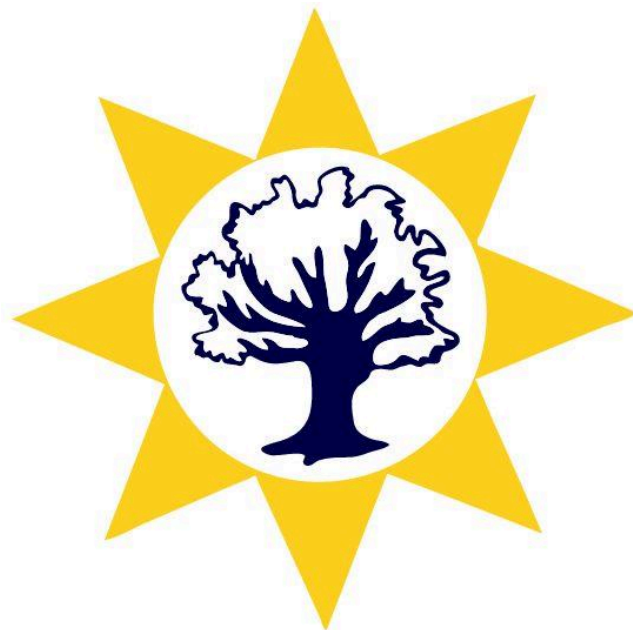


Glen Waverley South Primary School



R.E.S.P.E.C.T.

Parent Information Handbook 2023

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Glen Waverley South Primary School is **committed to lifelong learning** by providing an inclusive, supportive and nurturing community in which diversity is valued and celebrated.

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Welcome

Dear Parents and Guardians,

Welcome to Glen Waverley South Primary School. We hope this handbook will provide some useful information about our school and help to make your child's start at Glen Waverley South Primary School, an enjoyable experience. We recommend all parents read this handbook carefully to assist in your child's transition to Glen Waverley South Primary School.

Our school staff realise that we share with you a joint responsibility in helping your child develop his/her talents and abilities to the fullest possible extent.

It is our aim to develop a school where your child will feel welcome and happy, whilst also acquiring the skills and knowledge required to equip him/her for life. It is essential that there be open communication and cooperation between home and school so that our aim may be realised.

As a parent, you can share in your child's educational development by taking an interest in work brought home, encouraging reading - both to and with your child, showing an interest in books, and participating in classroom programs and special events, as well as attending meetings with teachers on both formal and informal occasions.

We look forward to a long and supportive relationship with your family.

Kind regards,

Con Vellios
Principal



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School Term Dates - 2023

Term 1	Friday 27 th January to Thursday 6 th April
Term 2	Monday 24 th April to Friday 23 rd June
Term 3	Monday 10 th July to Friday 15 th September
Term 4	Monday 2 nd October to Wednesday 20 th December

Curriculum (Pupil Free) Days - 2023

Friday 27th January
Tuesday 14th March
Friday 9th June
Monday 6th November

Public Holidays - 2023

New Year's Day*	Monday 2 nd January
Australia Day	Thursday 26 th January
Labour Day	Monday 13 th March
Good Friday	Friday 7 th April
Easter Monday	Monday 10 th April
Anzac Day	Tuesday 25 th April
Queen's Birthday	Monday 12 th June
Grand Final Friday*	Subject to AFL Schedule
Melbourne Cup Day	Tuesday 7 th November
Christmas Day*	Monday 25 th December
Boxing Day	Tuesday 26 th December

* As New Year's Day falls on a Sunday, the following Monday is an additional public holiday.

* Friday before AFL Grand Final typically falls on the last Friday in September.

Note: All public holiday dates are accurate at the time of publishing, but may be subject to change.

Contacting Glen Waverley South Primary School

Address:	Whites Lane, Glen Waverley, Vic, 3150
Telephone:	(03) 9560 6371
Fax:	(03) 9561 5448
Email:	glen.waverley.south.ps@education.vic.gov.au
Web:	www.gwsps.vic.edu.au
Facebook:	www.facebook.com/GWSPS/
Principal:	Mr Con Vellios
Assistant Principal:	Miss Clare Read



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School Strategic Plan

The school strategic plan outlines the goals and priorities of our school. A copy of our school's Strategic Plan can be downloaded from our school website at www.gwsps.vic.edu.au.

Vision

Glen Waverley South Primary School is committed to lifelong learning by providing an inclusive, supportive and nurturing community in which diversity is valued and celebrated. Our innovative curriculum and culture of excellence creates a stimulating learning environment that engages and challenges students to achieve personal success and make positive contributions to society.

Values

Glen Waverley South Primary School's Vision Statement is underpinned by the value, RESPECT.

- Relationships
- Excellence
- Support
- Passion
- Engagement
- Choice
- Trust & Honesty

These values are further defined in the Staff, Community and Student Codes of Practice.

Our Learning Community

Glen Waverley South Primary School's Learning Community is committed to the improvement and enhancement of students' learning in order to equip them for the future. All members of the school community, students, staff and parents, are open and committed to the shared vision of ongoing learning and continuous development in the provision of best educational practice.

Our learning community model is characterised by:

- Life long and self-driven learning
- Commitment to personal growth, shared vision and team learning
- Assisting all students to embrace learning
- Excellence
- Connectedness through strong partnerships

We have an exemplary Learning and Teaching Program that facilitates:

- Achievement of academic, social, emotional and physical potential
- A learning environment where students are highly engaged and motivated
- An inclusive, innovative and challenging curriculum
- A curriculum design which caters for individual learning needs

We have a learning environment that:

- Equips students with skills and knowledge to cope successfully beyond primary school in an ever-changing world
- Provides equal opportunities and values diversity
- Develops knowledge and values
- Is positive, safe, supportive and cooperative



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R.E.S.P.E.C.T.

Our “Learning Community Model” is an evolving process that is continually maturing and increasing in its effectiveness. The school is committed to developing an understanding among school community members of their role and responsibility in nurturing the school as understanding a learning community to enhance student development.

The following characteristics underpin our school’s learning community:

- A clear sense of shared purpose
- Challenging, shared objectives
- Clearly understood decision making processes
- High value placed on each and every team member
- Risk tolerant and openness to change
- High levels of trust
- Shared leadership
- Commitment to collective responsibility for student learning

School Council

The School Council extends a warm welcome to all parents of Glen Waverley South Primary School. The School Council has an important role to play in the effective functioning of the school. Not only does it give parents an official voice on school matters, but it has joint responsibility with the school for administering Government grants, for maintaining the buildings and grounds, and for purchasing school equipment. Government legislation concerning School Councils has given increased responsibilities and powers to this school body. Members of the School Council are committed to maintaining and improving school facilities. This can only be achieved with the support and help of the wider school community. School Council meetings are held monthly in the staffroom, commencing at 7.00pm.

YOUR INPUT IS VITAL

There are a number of School Council Subcommittees as listed below which also require parent involvement.

- Finance
- Property
- Student Learning and Wellbeing
- Fundraising Community
- Out of School Hours Care
- Sustainability



Assessment and Reporting

Glen Waverley South Primary School follows the Assessment and Reporting directives from the Department of Education and Training. Individual student reports are written twice a year, at the end of Term 2 and Term 4. Student reports will include reporting in all domains according to the year level guidelines from the Department of Education and Training. Student reports aim to provide parents with clear, comprehensive and consistent information about their child's progress.

Parent/teacher meet and greets take place with all parents early in Term 1.

Late in Term 2 parent/teacher interviews are held. Parent/teacher interviews enable staff and parents to discuss student progress and set goals to be worked towards for the remainder of the year.

A parent may request a parent/teacher meeting to discuss their child's progress at any time throughout the year. Please contact the school office to coordinate a time for this meeting.

Assessment Tasks

Assessment of student learning across all domains occurs continuously throughout the school year. Teachers assess students using a variety of methods from standardised testing to anecdotal records. Most assessment tasks will be completed at school.

NAPLAN (National Assessments for Literacy and Numeracy)

NAPLAN testing is a nationwide required assessment for students in Levels 3 and 5 during Term 2.

The areas assessed for NAPLAN are:

- Mathematics
- Reading
- Spelling and grammar
- Writing

Information about NAPLAN assessments will be sent home to parents early in Term 2 and each student's individual report will be sent home in Term 3. Further information on NAPLAN tests will be provided to parents closer to the dates.

Mathematics

We have a consistent whole school approach to the teaching of Mathematics. Mathematics sessions include explicit teaching, reflection time and differentiated tasks where support and extension prompts have been planned for. They include open ended problem solving or investigation tasks.

Our school promotes promote the use of:

- Mathematics for use at school and home to consolidate learning
- Maths Olympiad Years 4-6
- Essential Assessment for use at school and home for assessment and to consolidate learning

Teachers focus their planning and teaching on the Victorian Curriculum content of Number & Algebra, Measurement & Geometry and Statistics & Probability. The following proficiency strands will also be included in planning and teaching: Understanding, Fluency, Problem Solving and Reasoning.



English

The study of English is central to the development of all students. It contributes to the creation of confident communicators, imaginative thinkers and informed citizens. It is through the study of English that individuals learn to analyse, understand, communicate and interact with others and with the world around them.

In the Victorian Curriculum F-10, the English curriculum includes two learning areas: English, and English as an Additional Language (EAL). For students for whom English is not their first language, the VCAA has provided the EAL curriculum to support both their language needs and developing further their language proficiency. The curriculum sets out what students are expected to learn and is designed as a continuum of learning. The three areas of study are Reading and Viewing, Writing and Speaking and Listening.

Reading and Viewing

We have a consistent whole school approach to the teaching of Reading. Students will be explicitly taught reading strategies using the CAFÉ menu as a resource for instruction:

C - Comprehension,

A - Accuracy,

F - Fluency,

E - Expanding Vocabulary

Spelling and grammar are taught explicitly in modelled, shared, interactive and guided reading and writing sessions. Spelling and grammar are introduced according to the Victorian Curriculum guidelines for each level.

Writing

We have a consistent whole school approach to the teaching of Writing. This approach is based on Lisa Keskinen's model of the Writer's Workshop.

Explicit teaching focuses on a range of writing genres, including the structures and features of the English language. These genres incorporate narrative, imaginative, informative and persuasive writing styles.

Speaking and Listening

Speaking and Listening are the foundations for the development of all literacy skills. Students are encouraged to speak confidently, clearly and fluently and to listen attentively. They learn to listen to, read, view, speak, write, create and reflect on increasingly complex and sophisticated spoken, written and multimodal texts with accuracy, fluency and purpose.

The curriculum has a strong focus on the sounds and letter patterns used to create spoken language; expressing ideas and opinions; interacting with others and presenting formal oral presentations. A focus on oral activities helps students become articulate speakers and extends their individual understandings as they participate in discussions and hear the opinions and ideas of others.

Specialist Programs

At GWSPS our specialist teachers provide instruction and enrichment in the areas of Performing Arts, Languages and Physical Education.

Performing Arts

The focus of the Performing Arts is to develop and extend our students' skills, knowledge and enjoyment of music, dance and drama. The Performing Arts sessions encourage active participation, creativity and enjoyment in each of these three areas of study. There are opportunities for students in levels 3 to 6 to audition for the school rock band.



Languages - Japanese

The students have a 60 minute Japanese lesson each week. The program is based on the Victorian Curriculum and covers the strands of Communicating and Understanding. The students are introduced to *Katakana* script using their names and some *Kanji* script for basic numbers. The students practise modelled language through actions, songs, rhymes, games and are encouraged to use Japanese as much as possible during Japanese classes. Our whole school 'Word of the Week' program encourages students to use Japanese expressions in practical situations throughout the week. A highlight is our Japanese Day, which is held every second year. The students take part in a variety of cultural activities linked to other areas of the curriculum and celebrate our Japanese learning.

Physical Education

Physical Education is designed to help students develop and extend their basic motor skills, create positive attitudes, and develop competence in making appropriate choices in the pursuit of an active, healthy lifestyle. The program is an integral part of the school curriculum with students being given the opportunity to improve skills relative to their own level of development. Components of the program include: ball handling skills, striking skills, movement patterns, skipping, major and minor games, swimming and gymnastics.

In Levels 5 and 6 students are able to participate in Interschool Sports. Students in Levels 3, 4, 5 and 6 also participate in the House Athletics day.

STEAM & Inquiry Learning

Science, Technology, Engineering, The Arts and Mathematics (STEAM) is a major learning focus at Glen Waverley South Primary School. These learning areas are incorporated throughout the curriculum in all year levels. STEAM encourages students' problem solving, design, creativity and critical thinking skills. Communication and collaborative decision making are vital components in the STEAM curriculum.

Our inquiry units incorporate STEAM, the Humanities and elements of the Critical and Creative Thinking, Ethical, Intercultural, and Personal and Social Capabilities. This provides opportunities for students to develop and apply understandings about their world. Students follow an inquiry approach where they explore, gather, process, refine, present and reflect on information. This assists them to develop their ideas about the way the world works.

Our inquiry units provide opportunities for students to:

- Think critically
- Foster the desire to find out
- Be independent
- Develop cooperative work skills
- Relate knowledge to real life contexts
- Understand transferable concepts
- Problem solve
- Explore values and attitudes
- Research independently
- Self-assess their understandings and processes



Learning How to Learn

The major focus of Learning How to Learn is for students in all classes to establish a strong purpose for their learning and the commitment to work together to build a happy, safe, productive classroom and school. Through a variety of activities, students and teachers work together to build happy positive relationships, establish class and personal goals, build skills in thinking and learning, participate in group decision making and create the learning environment for their class.

The activities and learning experiences contribute to a class community through the use of ethics, principles, processes and practices developed during the first days of the school year. This helps improve and sustain the learning community throughout the year.

Homework

Homework helps students by complementing and reinforcing classroom learning, fostering good, lifelong learning and study habits, and providing an opportunity for students to be responsible for their own learning. Teachers, Leadership and the School Council are responsible for developing and publishing a homework policy.

Homework is another opportunity for parents to participate in their child's education. Parents, in partnership with the school, should encourage their children to establish good homework patterns. Students benefit from completing homework regularly.

Curriculum Support and Enrichment Programs

Social Service

Regular fundraising activities are organised by the Junior School Council with funds raised donated to designated causes, which may include The Cancer Foundation, Legacy and R.S.L.

Student Support Services

The Department of Education and Training employs a multi-disciplinary team of Psychologists, Speech Pathologists and Social Workers.

Student Support Services support schools and students by:

- providing advice and intervention relating to student learning, wellbeing and engagement
- providing diagnostic and/or assessment services
- building the capability of teachers, support staff, parents, guardians and carers
- providing therapy, counselling and/or intervention with students.

Parental consent is required prior to Student Support Services engaging with students. For information regarding accessing these services please see Clare Read, Assistant Principal.

EAL (English as an Additional Language)

The cultural capabilities of all students are valued and celebrated at Glen Waverley South Primary School. Catering for students with English as an Additional Language (EAL) is a long term, whole school commitment. As part of our Strategic Plan, we have developed a whole school approach to meet the educational needs of EAL students. Some EAL students require targeted teaching, extra time, support and exposure to English. These students will be working with an EAL specialist teacher in small groups to develop and extend their literacy skills. Classroom teachers are also aware of the diverse needs of EAL students and use teaching strategies aimed at further developing the level of competency and confidence in English for these students.



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Camps

- Foundation extended day breakfast
- Levels 1 and 2 sleepover - 1 night at school
- Levels 3 and 4 camp - 2 nights
- Levels 5 and 6 camp – 3 or 4 nights

Lunch Time Clubs

A variety of lunch time clubs are offered throughout the year including STEAM, sports, choir, coding, gardening, Japanese drumming, Japanese Chess and robotics.

Instrumental Music Lessons

At an additional cost, students have the opportunity to enrol with one of the outsourced expert tutors at our school and study violin, piano, keyboard or guitar.

School Production / Performances

We plan for a whole school production (musical/concert) every second year. Various other school performances are scheduled throughout the year.

International Competitions for Assessment for Schools (Levels 2 - 6)

Glen Waverley South Primary School participates in the International Competitions for Assessment for Schools (ICAS) organised by the University of N.S.W. The subject areas are Mathematics, English, Science, Spelling, Writing and Computer Studies. At an additional cost to the parents, students are welcome to participate in some or all of these tests. Level 2 students are able to participate in the Mathematics and English assessments only.

Child Safety

To create and maintain a child safe organisation, Glen Waverley South Primary School must comply with Ministerial Order No 870 – Child Safe Standards which came into effect on 1st August, 2016.

Glen Waverley South Primary School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. GWSPS has a commitment to zero tolerance of child abuse. We support and respect all children as well as our staff and volunteers. GWSPS is committed to providing a child safe environment where children and young people feel safe, and their voices are heard when decisions are made that affect their lives. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability. We want all children at this school to be safe, happy and empowered. Every person involved in GWSPS has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make. We have legal and moral obligations, which we follow rigorously, to contact authorities when we are worried about a child's safety.



Student Wellbeing

Glen Waverley South Primary School provides an environment that encourages students to learn, and equips them with skills and knowledge to cope successfully beyond primary school. Students learn best when they feel safe, connected and happy. Our approaches are proactive and preventative with a sense of belonging and pride being fostered in many ways. The approaches include:

- The 'Resilience Project'
- Personal and Social Capability in the Victorian Curriculum
- GWSPS values of RESPECT - Relationships, Excellence, Support, Passion, Engagement, Choice, Trust and Honesty
- The House System
- The Buddy System
- The Student Leadership Program

'The Resilience Project'

GWSPS is a partnership school with 'The Resilience Project'. At GWSPS we incorporate aspects of The Resilience Project into classrooms, where students practise and develop the skills and strategies of mindfulness, gratitude and empathy. Developing positive wellbeing directly impacts learning outcomes for students. 'The Resilience Project' is an Australia wide initiative which aims to develop students' resilience and improve their mental health.

Please see the link to the program: <https://theresilienceproject.com.au/>

House System

At GWSPS, each student is placed in a house. The students then compete for their house at events such as Twilight Sports, House Cross Country and House Athletics. These events, together with the weekly house points system, help foster a sense of belonging and connectedness. The houses at GWSPS are named after famous Australian sports people – Bradman (Blue), Cuthbert (Red), Goolagong (Yellow) and Landy (Green).

Buddy System

This is a peer support program which involves Level 5 and 6 students being "linked" to Foundation, Level 1 and Level 2 students. This link provides opportunities for the Level 5 and 6 students to develop responsibility and helps instill a sense of belonging and connectedness for the younger students.

Student Leadership Program

Students have responsibility for many aspects of school life and the opportunity to contribute to school events through a variety of leadership groups. All captains also attend a leadership training seminar/conference each year.

- Junior School Council - Foundation - Level 6
- School Captains - Level 6
- Sports House Captains - Level 6
- Creative Arts Captains - Level 6
- LOTE Captains - Level 6
- ICT Captains - Level 6
- Library Captains - Level 6
- Enviro Captains - Level 6
- Enviro Club - Foundation - Level 6
- STEAM Captains - Level 6



Public Speaking

Public speaking opportunities exist for students in the classroom, at the weekly whole school assembly and at special school events. Students holding leadership positions have additional public speaking opportunities and responsibilities as part of their leadership roles.

Wellbeing and Behaviour Management

Glen Waverley South Primary School follows the Assertive Discipline approach. This approach emphasises positive behavior and the rights and responsibilities of students, teachers and parents. It encourages the use of positive reinforcement and places importance on self-discipline, self-responsibility and self-esteem. It reinforces the school rules and the appropriate consequences if rules are not followed.

Summary of Wellbeing and Behaviour Management Strategies

Primary Prevention

- A differentiated educational program that caters for students at risk, and students that require extension
- Building positive relationships between staff, students and parents
- The Resilience Project
- Health Education Program
- Multicultural celebrations
- Student Code of Conduct
- Parent Information sessions
- Parent/Teacher Interviews
- Protective behaviours
- Cyber safety sessions
- Student Leadership

Early Intervention

- Identifying students at risk
- Counselling sessions (DET - School Psychologist/Social Worker)
- Parent/Teacher interviews
- Program support group meetings

Intervention

- Assertive Discipline Policy
- Individual Student Behaviour Modification Plans
- Counselling sessions (DET - School Psychologist/Social Worker)
- Parent Teacher Interviews
- Program Support Group Meetings
- Links with outside agencies



School Routine

School Bell Times – Normal Day

8.55am	First bell - students collect bags and enter classrooms
8.59am	Music
9.00am	Second bell - rolls marked and students begin their class work
9.00am - 10.55am	Class time (morning block)
10.55am - 11.00am	Morning snack (students eat in their classrooms)
11.00am - 11.30am	Recess
11.30am - 1.30pm	Class time (middle block)
1.30pm - 1.40pm	Lunch eating time (students eat in their classrooms)
1.40pm - 2.30	Lunch play time (bell rings for yard duty swap at 2.05pm)
2.30pm - 3.30pm	Class time (afternoon block)

School Bell Times – Hot Day (when forecast of 32°C or above):

8.55am	First bell - students collect bags and enter classrooms
8.59am	Music
9.00am	Second bell - rolls marked and students begin their class work
9.00am - 10.55am	Class time (morning block)
10.55am - 11.00am	Morning snack (children eat in their classrooms).
11.00am - 11.50am	“Lunch” play
11.50am - 1.50pm	Class time (students eat lunch in class at 1.50pm)
2.00pm - 2.30pm	Afternoon play time
2.30pm - 3.30pm	Class time

School Bell Times – Wet Day

When it is too wet to go outside, all students remain in their classrooms during recess and/or lunch and are supervised by teachers in their classrooms.

Supervision of Students in the Playground Before and After School

To ensure that students are appropriately supervised, we ask that students arrive at school after 8.45am each morning. Yard duty teachers begin their assigned duty from 8.45am. Any student in the yard without parent supervision earlier than 8.45am will be sent to our Before School Program. Similarly, at the end of the school day, the school will ensure the appropriate supervision of all students until 3.45pm and after this time it is the responsibility of parents to collect/supervise their children. Again, any children not collected after this time will be sent to our After School Program. **Please be aware that sending children to Before or After School Care, will incur a fee.**

Brain Food

All students from Foundation to Level 6 can bring ‘brain food’ which is a small amount of bite sized pieces of fruit and/or vegetables, e.g. an apple, a banana, carrot sticks, celery sticks, etc. This will be consumed at 10.00am for Foundation - Level 2 students, and throughout the day for Levels 3-6 students.



Recess and Morning Snack

Recess refers to the morning break of 30 minutes from 11.00am - 11.30am on a normal day. Students should bring a healthy snack to eat in class from 10.55am - 11.00am prior to recess. A piece of fruit or similar snack is suitable.

Lunch

Lunch is eaten in the classroom from 1.30pm - 1.40pm under the supervision of the class teacher, before students are released for play time from 1.40pm - 2.30pm.

Nuts and Nut Products at School

To help ensure the safety of all children, we request that students do not bring peanuts, tree nuts (such as walnuts, almonds, pecans, pistachios, pine nuts and cashews) or any foods that contain nuts as an ingredient, to school. Students are allowed to bring foods that state 'may contain traces of nuts'. As part of the school's guidelines students are not allowed to share their food with other children.

Birthday Food Items

We have a number of students at our school who are anaphylactic. Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. Certain foods and insect stings are the most common causes of anaphylaxis. Please refer to the school website to view the school's Anaphylaxis Policy www.gwsps.vic.edu.au.

It is very difficult to monitor the ingredients in foods that are brought to school to share for birthdays. It is for this reason that we ask families to please follow the below guidelines when bringing food to the school for a birthday.

- **Item must contain No Nuts**
- No homemade food
- All students to receive the same items, no variations
- Only one item per child
- Food **MUST** be individually wrapped
- A list of ingredients **MUST** be supplied in English

If birthday treats do not meet the guidelines above, the treats will be returned home.

On the day agreed to by the teacher, the food items need to be delivered by the parent to the school office. They will remain at the office until the end of the day when they will be distributed to the students by the classroom teacher at 3.30pm.

Punctuality

Regular and punctual attendance is a strong expectation at GWSPS. Students should be at school no later than 8.50am each morning.

Student Absences (away for the entire school day)

When a student will be absent, or has been absent for one or more entire days, the parent/guardian should record this on Compass. Specific information about Compass and parent login details for Compass will be provided to each family. If the parent/guardian is having any difficulties using Compass, they can:

1. Send a note from home – signed and dated by the parent/guardian OR
2. Telephone the school office 03 9560 6371, OR
3. Email the school office glen.waverley.south.ps@education.vic.gov.au.



Late Arrivals

When a student arrives after the 9.00am bell, they need to be accompanied by a parent/guardian (16 years or older) to the office first, where the student is signed in on Compass and issued with a late arrival slip (blue). The student then gives this slip to the class teacher and their attendance will then be changed from “absent” to “late arrival”. If a student arrives at class after the roll has been marked and does not have a late arrival slip, the teacher will send the student back to the office to obtain a late arrival slip.

Early Departures

When a student needs to leave the school before the final bell for the day, they must be signed out by a parent/guardian (16 years or older). The parent/guardian must go to the office first to sign the student out on Compass and obtain an early departure slip (yellow). The parent/guardian then gives this slip to the class teacher. Students will not be released from class unless the parent/guardian has first obtained an early departure slip from the office. As a courtesy, we ask that you notify the teacher prior to any planned early departure, by way of a note sent to school with your child.

School Drop Off and Pickup

A yard duty teacher is present in the school yard from 8.45am each morning, with the first bell ringing at 8.55am. We ask that all students arrive at school no later than 8.50am. Any student at school before 8.45am **MUST** be supervised by a parent/guardian or be booked into before school care.

Students are released from school at 3.30pm each day. Parents collecting their child from school must collect them between 3.30pm – 3.45pm. Parents should be on time as children can become distressed when parents are not present at collection time. If a parent realises they will be late to collect their child, they should notify the office staff. Any student on school grounds after 3.45pm, must be supervised by a parent/guardian or be booked into after care.

Car Parking

The school car park is strictly reserved for staff only. Please **DO NOT** drive into/onto the school grounds. Roadside parking is available outside the school. It is important to adhere to the road signs to avoid Council fines.

Visitors to School

Any person visiting the school for any reason is required to **FIRST** go to the main office to sign in via the electronic Passtab Visitor system as a visitor and obtain a visitor’s badge. All visitors should carry their Working With Children Check photo identification at all times. If you are not wearing a visitor’s badge you may be asked to leave the school grounds. All visitors are required to sign out at the main office on completion of visit, prior to leaving the school grounds.



Working With Children Checks

As a school, we encourage and appreciate the support and involvement provided by parents/guardians as this assists the school in running many of its programs and activities. Parent help can take many forms including being a Parent Representative, assisting with reading groups, covering books, attending camps, excursions and sports/athletics days, etc. At Glen Waverley South Primary School, we require any person (parent/guardian/carer) who participates in any type of parent help, on or off the school premises, to hold a current Working With Children (WWC) Check.

If you would like to assist with any form of parent help and you hold a current WWC Check, you need to provide your WWC card to the office staff. The office staff will take a copy of your card and keep this in a confidential file. You must carry your WWC Check at all times while on school premises.

If you do not yet hold a current WWC Check, you can apply for a WWC Check as follows:

1. Complete an application form (available online at <https://www.workingwithchildren.vic.gov.au/>) and submit in person at any participating Australia Post outlet, where your photo will be taken.
2. You will then receive your WWC Check in the mail, 2-6 weeks later.

There is no cost involved in obtaining a volunteer WWC Check. The school maintains a confidential list of all parents/guardians who hold a current WWC Check. Only parents/guardians on this list are able to provide parent help. Once you have provided the school with your WWC Check, please speak with your child's class teacher regarding any parent help they may require. For further information regarding WWC Checks visit: <https://www.workingwithchildren.vic.gov.au/>

Incursions/Excursions

During their time at school, your child will have the opportunity to participate in school incursions/excursions. These events compliment the curriculum and we encourage all parents to give their child/ren permission to participate.

Planned incursions/excursions are published on Compass with an email alert to the parent. Parents need to provide consent and payment by the due date, for their child to participate. Some incursions/excursions will involve an additional cost which will be explained in the incursion/excursion information. So that your child has every opportunity to attend each of these events, it is essential that families carefully read all correspondence sent home from school and provide permission and payment (where applicable) by the due date. The timing of due dates is critical as this affects many areas of planning and administration for each event to be safe, enjoyable and educationally beneficial for students.

Please be aware that if you do not provide consent by the due date for the event, your child will likely miss out on participating in the event. If you are unsure whether you need to submit payment for an event please check with your child's class teacher or with the office staff as soon as you become aware of the event. Families unable to make payment in full by the due date, have the opportunity to request an alternative payment arrangement with the school Business Manager, or delegate. Each request will be considered on a case by case basis. For an alternative payment arrangement to be considered, the family must make contact with the Business Manager, or delegate, within 3 working days of the date of the event being published.



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Parent-School Communication

Good communication between parents and the school is strongly encouraged. Parents and teachers working in cooperation with each other will help make each child's school days happy and successful. It is useful to inform the class teacher of any significant events that occur in your child's life. Please do not hesitate to contact the class teacher to discuss matters concerning your child.

Should you wish to meet with your child's teacher, you will need to arrange a suitable time with that teacher. Information and meeting requests can be sent to the teacher in note form, in the students' diary, via the school email or by calling the school office to request a meeting with the teacher. Parents can also request a time to meet with the Assistant Principal or the Principal to discuss any concerns they may have. We ask that you always quote/include your child's **full name and class** when you send any form of correspondence or money to school.

Parent-Teacher Interviews & Student Academic Reports

The school holds formal parent-teacher interviews twice each year, in Term 1 and Term 3. Student academic reports are written twice each year, at the end of Semester 1 and the end of Semester 2. All student reports are available for parents to access on Compass while their child is a current student at GWSPS. Families should therefore print their child's academic reports before they exit GWSPS.

School News

School notices, the school Newsletter/Dates to Remember and Compass are the key means of communication between the school and our families. The school Newsletters/Dates to Remember are published on the school website each Thursday during school terms. It is important that parents log onto Compass regularly (at least twice each week) to check and approve their child's attendance information and to read newsfeeds. Compass login details are distributed to new families once their child has commenced classes at GWSPS.

The first issue of the school Newsletter each term is distributed to all families in hard copy format. All other Newsletters/Dates to Remember are posted on the school website. Families, who do not have access to the web, can obtain a hard copy of the Newsletter/Dates to Remember from the office.

Family and Student Contact Details

It is important that the school has the most up to date contact details for each student and their family. Correct contact telephone numbers (home, work and mobile) are essential so that parents can be notified in case of illness, accident or emergency. Additional EMERGENCY CONTACT phone numbers for friends and/or relatives should also be provided and kept up to date in case the parents/guardians cannot be contacted. **PLEASE NOTIFY THE SCHOOL OFFICE IMMEDIATELY WITH ANY CHANGE OF ADDRESS, TELEPHONE OR HOME LIVING ARRANGEMENTS.**



Sending Money to School

The available methods of payment at GWSPS are:

1. Pay with a credit card online through Compasspay. (School preferred method)
2. Pay online with BPay. BPay details are on your family statement.
3. Telephone the school office with your credit card details.
4. Come into the school office and pay by cash, credit card or EFTPOS.
5. You may choose to send cash or credit card details to school with your child, however we cannot accept any responsibility for the safety of these methods of payment. When sending any form of payment to school with your child, please make sure it is carefully sealed in an envelope and clearly labelled with your child's full name, their class, the amount of money and the purpose of the payment.

School receipts are sent home with the respective students via kids' mail once the payment has been received.

Sun Smart Policy

Glen Waverley South Primary School is a "Sun Smart" school and students are encouraged to always protect themselves from sun damage. The school's Sun Smart Policy requires all students to wear their school hat when they are outside on school days, from 1st September to 30th April each year. Students without a hat are restricted to playing in the designated shade areas of the school. Glen Waverley South Primary School supplies SPF30 Sunscreen to students and staff. Families are asked to either provide consent for their child to apply the sunscreen supplied by GWSPS or supply their own sunscreen which stays in the child's bag. Children will be encouraged to reapply sunscreen themselves during school time.

Out of School Hours Care (OSHC) Program

The OSHC program is a paid service where students are supervised in a safe and caring environment outside normal school hours. The program aims to be a home away from home where the students are involved in planning the activities and where they genuinely enjoy attending. The program offers the following services:

Before School Care	7.00am – 8.45am	After School Care	3.30pm - 6.00pm
Holiday Program	7.00am - 6.00pm	Some Curriculum Days	7.00am – 6.00pm

Students have the opportunity to participate in stimulating activities, mix with their peers and have fun. The program can be used either casually or on a permanent basis and is registered with the Family Assistance Office which enables families that qualify, to claim the Child Care Subsidy. At Before School Care, students receive a nutritious breakfast. During After School Care, students have healthy and varied snack options including fruit, pancakes, pasta, sandwiches, dips and biscuits. Students who attend the OSHC programs participate in games, outdoor play, cooking and craft activities as well as having the opportunity to complete homework, mix with their friends and enjoy themselves. The Holiday Programs often involve excursions, incursions and planned theme days.

To enrol in the OSHC program, please contact the OSHC Coordinator via ph. 0409 168 410 or connect through the school website <https://www.gwsps.vic.edu.au/oshc>



School Books and Requisites

At Glen Waverley South Primary School, we are proud to offer our students a comprehensive and well-resourced educational program. The Victorian Government provides government schools with some funding to cover the costs of teaching the standard curriculum and basic operational costs including staff wages, contract cleaning, gas, electricity, telephone, water rates, some maintenance of buildings, facilities and grounds, some curriculum support and professional development. Unfortunately, these government funds are not enough to support the programs offered at most schools. School Council therefore requires additional funds to be paid by families so that we can continue to provide the quality programs and facilities currently offered at Glen Waverley South Primary School. School Council makes every effort to keep all school costs and charges to a minimum and reasonable amount. The parent contributions are determined by School Council in Term 4 of each year, for the following year.

The Library

Books provide enjoyment and pleasure for children and a stimulus for the language and reading skills that will be expanded in their primary school years. Your child will be able to borrow books from the school library. You can help your child enjoy the library by talking to them about their library books and how to look after them, reading library books to/with your child.

All students must have a library bag to help protect the books. Library books can be borrowed for a maximum of two weeks. If your child's library book is lost or misplaced, you will be charged the cost of the book so that it can be replaced. The money will be refunded if the book is found. When at home, we suggest you keep your child's library books in a common place for easy accessibility. This will also encourage your child to be responsible for the books they have borrowed.

School Uniform

ALL students are expected to wear the school uniform, use a school bag and wear appropriate footwear (either one pair of black leather school shoes and one pair of runners OR one pair of black runners).

SUMMER	<u>Girls</u>	<u>Boys</u>
	Shorts and short sleeve polo or dress Hat	Shorts and short sleeve polo Hat
WINTER	<u>Girls</u>	<u>Boys</u>
	Track Pants or dress or tunic	Track pants
	Long sleeve polo	Long sleeve polo
	Bomber jacket	Bomber jacket

School uniform items can be purchased from Primary School Wear (PSW), Glen Waverley. Some items can also be purchased from the school's second hand uniform shop.

PSW Glen Waverley, 342-350 Springvale Road, Glen Waverley VIC 3150 (Behind Officeworks)

Please call PSW for opening hours. Ph: (03) 9768 0335. Alternatively, to order online please go to:

<https://www.psw.com.au/schools/glen-waverley-south-primary-school.html>

Second Hand Uniforms

The Second Hand Uniform shop offers a selection of second hand uniform items for sale (other than hats). Our second hand uniform shop is run by several volunteer parents. It is located in the community room, near the office and operates most Fridays during term from 9.00am - 9.30am and 3.15pm - 3.45pm.



Lost Property

Every year, a large volume of jumpers, hats and other items find their way into Lost Property. To help alleviate the problem, please **CLEARLY LABEL** in permanent ink, all belongings that your child brings to school. There are two sets of lost property tubs in the school – one in the gym area and one near the office. Any lost property items not claimed by the end of each term, that are without a name clearly marked, are donated to the school's Second Hand Uniform shop for resale.

Student Health

School Medical Service

Each year, a school nurse employed by Monash City Council, visits the school and conducts health examinations for all Foundation students whose parents have provided permission. Any students with noted health problems are then reviewed annually by a visiting school nurse. All students starting at the school will be asked to provide an Immunisation Certificate.

Sickbay/First Aid Procedure

In the interests of all students and staff, we ask that parents do not send their child to school when they are unwell. **PLEASE ENSURE THE EMERGENCY TELEPHONE NUMBERS YOU HAVE PROVIDED THE SCHOOL FOR YOUR CHILD, ARE CORRECT.**

When a student has a medical issue that cannot be resolved by the teacher in the classroom, or by the yard duty teacher in the playground, that student will be sent to the school sickbay. A staff member (first aid qualified) will then attend to the student and if the issue cannot be resolved, a parent/guardian will be called. **Any student who vomits or experiences diarrhea while at school, will need to be collected by a parent/guardian and remain at home until at least 24 hours after the last episode of vomiting or diarrhea.** When a child attends sickbay the incident will be recorded on Compass and notification will be emailed to the parent/guardian email address recorded on the student's file.

Medication at School

Any medication (other than asthma medication) brought to school by a student **MUST** be taken to the office at the start of the day by the parent/guardian. **A Medication Authority form must be completed and signed by a Medical Practitioner or parent/guardian.** Medication (other than for asthma) **CANNOT** be kept in school bags or classrooms. All medication (other than asthma medication) taken at school, must be administered under the supervision of a staff member, in the sickbay, with the details documented. Some families provide the school with medication for their child, to be kept at the school. Any such medication remains in the school sickbay unless the student leaves the school for an approved school excursion. In such cases, the teacher will sign the medication out from and back in to the sickbay.

Head Lice

From time to time there are outbreaks of head lice at school. The frequency of outbreaks is greatly reduced by parents checking their child's hair regularly and notifying the school if their child has a case of head lice. Treatment is essential and **MUST** involve two applications, seven days apart. The first treatment is designed to kill the lice that are present "today". The second treatment is designed to kill any lice that have hatched since the first treatment. Your child is able to attend school once they have undergone the first treatment. A range of treatment options are available from your local pharmacy. More information is available at: www.health.vic.gov.au/headlice/.



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Future Term Dates

2023 TERM DATES	Start Date	Finish Date
Term 1, 2023	27 January Students start 30 January in government schools	6 April
Term 2, 2023	24 April	23 June
Term 3, 2023	10 July	15 September
Term 4, 2023	2 October	20 December

2024 TERM DATES	Start Date	Finish Date
Term 1, 2024	29 January Students start 30 January in government schools	28 March
Term 2, 2024	15 April	28 June
Term 3, 2024	15 July	20 September
Term 4, 2024	7 October	20 December

2025 TERM DATES	Start Date	Finish Date
Term 1, 2025	28 January Students start 29 January in government schools	4 April
Term 2, 2025	22 April	4 July
Term 3, 2025	21 July	19 September
Term 4, 2025	6 October	19 December

2026 TERM DATES	Start Date	Finish Date
Term 1, 2026	27 January Students start 28 January in government schools	2 April
Term 2, 2026	20 April	26 June
Term 3, 2026	13 July	18 September
Term 4, 2026	5 October	18 December

2027 TERM DATES	Start Date	Finish Date
Term 1, 2027	27 January Students start 28 January in government schools	25 March
Term 2, 2027	12 April	25 June
Term 3, 2027	12 July	17 September
Term 4, 2027	4 October	17 December