



University Park Primary School

Learning Together - Achieving Success



Parent Information Booklet

PRINCIPAL'S WELCOME and SCHOOL PROFILE

University Park Primary School is situated in the [City of Brimbank](#), near [Victoria University](#). The school opened in 1972 and is located between an established residential area and extensive new housing sites in the suburb of Cairnlea, 20 kilometres west of Melbourne.

As a small school, we pride ourselves on being a school of excellence, where students can achieve their full potential in literacy and numeracy development as well as across a broad range of key learning areas. There is a whole school approach to the teaching of literacy and numeracy, supporting students with special educational needs, whilst also providing additional opportunities for more able students. We ensure that our teacher practice reflects the current research in order to provide the best learning outcomes for our students, in a safe and supportive environment.

The school provides its students with the technological, social and academic requirements to become lifelong learners and productive adults in our community. Our motto of **'Learning Together – Achieving Success'** is reflected in our team approach to teaching and learning. Low class sizes are a feature of the school and the school offers a range of co and extra-curricular programs including a Visual and Performing Arts program, school bands, Interschool Sports and Bluearth programs, an Environmental program boasting the Stephanie Alexander Kitchen Garden Program (SAKGP), a Breakfast and Lunchtime Activities Program and an After School Program.

University Park PS fosters partnerships with the learning community and our neighbouring organisations. These include Promethean and Lambourne consulting to provide IWB technology training, local pre-schools, network primary schools, local secondary colleges, tertiary institutions and the Brimbank Council. Interactive whiteboard technology is a feature of the school and all classrooms are fully equipped with this technology. In addition, the school has a 1:1 iPad Program in Grades 5 and 6 and students from Foundation - Grade 4 have access to Notebooks and iPads, leading to a stimulating learning environment for our students.

Our personalised approach is one that fosters close partnerships with our families who trust us in our relationships with their children. We welcome potential parents to visit the school at any time in order to see the school in its entirety.

At University Park PS, we deliver a holistic approach to education underpinned by high expectations which considers the individual, academic, emotional and social needs of the students.

Our vision is to:

'...work collaboratively to ensure every individual learns to their full potential and is a respectful and responsible member of the community'.

At University Park Primary School, we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from our vision and values.

Our values form the basis of the actions of the whole school community. They are:

- Respect
- Honesty
- Responsibility
- Learning
- Collaboration

These values are a reflection of the school's motto, **'Learning Together, Achieving Success'**. As a school we apply these in our everyday interactions with each other and in the development of our programs and policies.

Andrea Federico
Principal

CURRICULUM OVERVIEW

At University Park PS, we share a common belief that all children can learn to a high standard and all children want to learn. We support the development, learning and achievement of every student in our school. Together, in collaboration with parents and communities, we undertake the actions necessary to support the development, learning and achievement of every child.

We work together to identify, through data and professional experiences, the individual needs of every student through the lens of the following critical questions:

1. What do we want our students to learn?
2. How do we know each student has learnt it?
3. How do we respond when students do not learn it?
4. How can we extend and enrich the learning for students who have demonstrated proficiency? [1]

Our students experience an engaging curriculum, which develops content, concepts and skills sequentially and is aligned to the Victorian Curriculum. Our students learn more effectively because their learning needs are recognised and instruction is differentiated. They understand when, how and why they are assessed, and how to use quality feedback to support their learning. Our students take responsibility for their learning and are taught strategies to maximise their learning outcomes.

Literacy and Numeracy are the foundations of a rich curriculum complimented by the following:

- Visual Art
- Science
- Physical Education
- Information & Communication Technology
- Music
- LOTE - Japanese
- Integrated Studies incorporating History & Geography
- Classroom Libraries
- Stephanie Alexander Kitchen Garden Program (SAKGP)
- Bluearth (mindfulness through physical activity)
- Intervention and Enrichment

As a result, our students learn in an engaging, safe and orderly environment and can be confident that their needs are supported by our professional learning community.

[1] DuFour, R., DuFour, R., Eaker, R., & Many, T. (2006), *Learning by doing: A handbook for professional learning communities at work*, Solution Tree Press, Bloomington, IN.

SCHOOL INFORMATION

PRINCIPAL:	Mrs Andrea Federico
ASSISTANT PRINCIPAL:	Ms Louise Dingley
SCHOOL COUNCIL PRESIDENT:	Mr Joseph Reivers
SCHOOL BUSINESS MANAGER:	Mrs Hoa Hatruong
ADDRESS:	Lister St, St Albans 3021
TELEPHONE NUMBER:	03 9366 - 1356
FAX NUMBER:	03 9367 - 9354
WEB PAGE:	www.universityparkps.vic.edu.au
EMAIL:	university.park.ps@edumail.vic.gov.au

SCHOOL HOURS

Arrival time is	8:50 am
Class begins at	8:55 am
Lunch:	11:00 am – 11:50 am
Recess:	1:50 pm – 2:15 pm
Dismissal:	3:15 pm
OUT OF SCHOOL HOURS CHILDCARE PROGRAM	3:15pm – 6:00 pm

SCHOOL TERM DATES

2017

Term 1: Monday 30th January (Teachers start) to 31st March*
Term 2: 18th April to 30th June
Term 3: 17th July to 22nd September
Term 4: 9th October to 22nd December

* Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. The remaining three student-free days are determined by each individual school, so contact the school for details.

PLEASE NOTE THAT PREP STUDENTS WILL BEGIN SCHOOL ON **FRIDAY, 3rd FEBRUARY** BUT MAY BE REQUIRED FOR A TESTING SESSION IN THE DAYS PRIOR.

MORE INFORMATION WILL BE PROVIDED LATE TERM 4, 2016

GENERAL INFORMATION

ASSEMBLIES

Whole school Assemblies are held in the Building 3 fortnightly from 9.00am on a Monday morning. Assemblies are run by our Leadership Teams and our School Captains and provide opportunities for staff and students to report on school activities, present student awards and to showcase specialist programs. Parents/guardians are highly encouraged to attend assemblies.

ASTHMA & ANAPHYLAXIS MANAGEMENT

The key to supporting students with asthma and those at risk of anaphylaxis is knowledge, awareness and planning. Where a child is diagnosed as asthmatic or at risk of anaphylaxis parents should seek the advice of their medical practitioner as to their child's medication management plan and advise the school of their child's medical needs.

Parents are required to fill out the special Asthmatic or Anaphylaxis management form and discuss this with the Principal and Assistant Principal. All asthmatic students attending the school should have their own medication for immediate use. Trained first aid staff are on hand if required.

ATTENDANCE – IT'S NOT OK TO BE AWAY

Regular school attendance enables students to maximise their full educational potential and to actively participate and engage in their learning. At University Park Primary School it is important that children develop habits of regular attendance at an early age.

As a school community, we have high expectations that all students, with the support of their parents, will attend school every day and arrive on time to begin learning. Our key message is that **'IT'S NOT OK TO BE AWAY'**. Poor attendance puts our children at risk of not achieving their full potential.

Any absence from school must be explained in a note signed and dated by a parent/guardian. The school monitors student absence and the relevant Classroom Teacher, Principal or Assistant Principal will contact parents/guardians if absences are frequent.

BOOK PACKS

The school operates a Book Pack system which enables parents to purchase their children's stationery and text books through the school. Bookpack info are distributed to parents/guardians in Term 4 of each school year in readiness for the

next school year. Book Packs can be picked up from the school in January.

All Children from Prep – Year 6 require a Book Pack of materials, which they use each day in classroom teaching and learning programs. These materials vary from grade to grade.

To help teachers run their programs effectively, it is essential that all children in a grade have the same materials. We therefore request that all parents purchase a Book Pack through the school.

CANTEEN/LUNCH ORDERS

University Park PS has a canteen on the premises located near the gymnasium. Students wishing to order their lunch should clearly label a paper bag with the child's name, teacher name and food required. The correct money should be placed in the paper bag, if possible.

Children must place orders in the lunch order container by 8.55 am. The Canteen is OPEN at lunchtime only, for over the counter sales.

CURRICULUM DAYS

Government primary schools are entitled to four pupil free days per year that are used for curriculum planning and professional development. Students are not required to attend school on these days. Parents/guardians are informed of the curriculum day dates well in advance.

CUSTODY AND COURT ORDERS

It is essential that the school has accurate up to date information and evidence of court orders pertaining to access and custody of children.

DISMISSAL PROCEDURE

Parents/guardians wishing to collect their children at the end of the school day should **wait outside the school building or in the RED room**. Teachers will supervise students as they exit the building.

If you are unavoidably delayed, please arrange for someone to collect your child or inform the school by phone.

Parents wishing to collect their child early from school **must visit the office prior to collecting their child**. Children are not permitted to leave school early unless they have been signed out of the school by their parent/guardian.

IF ANY CHILD HAS NOT BEEN COLLECTED BY A PARENT/GUARDIAN BY 3.30PM THEY WILL BE SENT TO THE AFTER SCHOOL CARE PROGRAM AT A COST TO PARENTS.

EXCURSIONS/INCURSIONS

Excursions/incursions form an important part of the school curriculum. **ALL** children are expected to attend. Department regulations in respect to transport, staffing ratios and supervision are observed and parental permission must be obtained for each child attending. Overnight excursions require School Council approval.

EXTRA CURRICULAR ACTIVITIES

University Park Primary School provides students with extracurricular activities to develop specific skills and pursue specific talents.

These include:

- The Premier's Reading Challenge
- Interschool Sport for students in Grades 5/6
- Keyboard lessons
- Participation in intra-school athletics and cross country carnivals for students 3-6
- Involvement in school bands after school
- Luncheon Activities Program
- Environmental program

HEAD LICE

Throughout the year, the school may arrange head lice inspections of students' hair. The management of head lice infestation works best when all students are involved in the screening process. Parents/guardians are asked to sign the consent form to conduct head lice inspections for their child to ensure that this health situation is managed effectively at school. Please inspect your child's hair regularly at home and seek appropriate treatment if head lice or eggs are found and inform the school. Health regulations require that when a child has head lice, that child should not return to school until appropriate treatment has commenced.

ILLNESS

If your child is not well before school, please do not send them to school. Children who are sick are far better off being at home. Often a virus can be spread through the class if it is not attended to by the proper means. Please inform the school of any ailment your child has, eg. nose bleeding, fainting, epilepsy, asthma, hay fever etc.

If a child sustains an injury whilst playing in the yard, a teacher will treat the child. If we are concerned or uncertain about the extent of the injury, you will be notified, either at home or at work, so that you can make the decision about future treatment.

INFORMATION & EMERGENCY FORMS

It is most important that emergency contact details are kept up to date. In the event of sickness or accident at school we must be able to contact parents/guardians or emergency contacts immediately.

IMPORTANT - Please notify the school immediately, if there is any change to the telephone numbers for contact of parents or the emergency person listed.

LIBRARY

The school library caters for the school's Literacy Program by providing a multitude of reading genres for children to engage in and by filling the Classroom Libraries with a variety of texts.. Borrowing takes place in the classroom, as children are encouraged to borrow books regularly. Any lost or damaged books will need to be replaced at cost to the parents.

LOST PROPERTY

Young students do not always recognise all of their belongings. Therefore, it is highly recommended that all items of clothing, bags and lunch boxes be clearly labelled. If lost, a labelled item can be returned promptly to its owner. Please check your child's belongings regularly and if anything is missing, check the lost property bin located near the Music Room. Valuable items and money found on the school premises are kept at the office.

LUNCH ARRANGEMENTS

Students are supervised while eating their lunch in the classroom between 11.00-11.10am before going out to play. Students are encouraged to bring lunch in a lunchbox rather than using plastic wrap, foil or greaseproof paper. Students are expected to take home any part of their lunch which is not eaten. The canteen is available to students from 11.10-11.50am every day.

MEDIA CONSENT

University Park Primary School is committed to promoting the achievements of our students, staff and community through various media such as the school Newsletter, Website, tiqbiz, promotional posters and information brochures.

Before a child's work can be used, parents/guardians need to complete the media consent form indicating whether the child's name, photo and/or work samples can be included in the above documents. This consent form is located on the school enrolment form.

MEDICATION AT SCHOOL

When enrolling your child please ensure that you inform the school of any medical condition that may affect your child's ability to participate fully, eg. Asthma. If your child develops a medical condition that will have an effect on their school activities please talk with the Principal or your child's teacher. All medication belonging to students must be handed to the office. All tablets, medicines, sprays, ointments, etc... should be clearly labelled with the child's name, dosage required, and dosage time with parents' signed permission.

MOVEMENT OF STUDENTS AROUND THE SCHOOL

When moving between rooms, students are supervised by either the classroom teacher or the specialist teacher. Students delivering messages, going to the toilet or otherwise moving around the school without a teacher, go in pairs. Movement during class time is kept to a minimum.

AFTER SCHOOL ACTIVITIES

Our After School Activities Program operates every school day from 3:15pm-6:00pm. A variety of enjoyable activities are provided, including sports, computer and indoor games. Places are limited so bookings our essential. For further details, please contact our Office Manager, Kathy, on 9366 1356.

PARENTS & FRIENDS

Our Parents and Friends (P&F) plays a significant role in supporting students, teachers and programs across the school. This dedicated group of parents meets regularly to discuss ways in which it can support the school. Fundraising activities include raffles, sausage sizzles, movie nights and discos. Funds raised by the P&F have enabled the school to upgrade facilities and purchase equipment for students. Meetings are held monthly and new members are always welcome. These meetings are informal, so pre-schoolers are welcome to attend with their parent/guardian.

PREP ENROLMENTS

Children need to be able to care for themselves in many ways, because an adult is not always available to help.

Some particular skills children require before coming to school include being able to:

- go to the toilet by themselves and are able to undo/do up any buttons and zips

- flush the toilet
- wash and dry their hands
- turn taps on and off
- take off and put on jumpers, cardigans and shoes
- use a handkerchief/tissue and know when to blow their nose.

A child must turn 5 years of age before April 30th in the year of commencing school. To enrol a prep child, parents/guardians must present proof of age, such as a birth certificate, at the time of enrolment.

PROGRAM FOR STUDENTS WITH DISABILITIES

University Park PS has a Program for Students with Disabilities that addresses the specific special educational needs of students. Education Support Officers (ESO) assist these students in the classroom and in small group situations, as appropriate. Regular Student Support Group (SSG) meetings are held, where applicable, to ensure successful implementation of the program and collaborative support for the students.

PUPIL FREE DAYS

Each year four pupil-free days are allocated to schools for professional development, school planning and administration, curriculum development and planning and student assessment and reporting

Students are NOT required to attend school on these days. The focus for each pupil-free day is determined by staff, based on the needs of the school and each pupil-free day is approved by School Council. Parents/guardians are informed of the pupil-free days in advance, via the school Newsletter, tiqbiz and/or our Website.

PUNCTUALITY

It is important for students to be punctual. Teachers operate a timetable with established routines. Children arriving late not only miss the start of the lessons, but also interrupt the remainder of the class.

Our slogan is **ARRIVE ON TIME AT 10 TO 9**. All children should be at school by 8.50am to move in to class as the music plays. Teachers are available to talk to parents by appointment and we welcome regular parent contact.

Students arriving after 9.00am must come to the office before proceeding to their classroom. The school monitors student punctuality closely. The Principal or Assistant Principal will contact

parents/guardians if a student's punctuality is of concern.

REPORTING STUDENT PROGRESS TO PARENTS

As part of the school's Assessment and Reporting schedule parents receive the following information as outlined below.

Term 1: Parent Teacher meet and greet

Term 2: Semester 1 written report

Term 3: Parent Teacher Interview

Term 4: Semester 2 written report

Interpreters are available for Parent Teacher Interviews, as required.

If parents wish to discuss any matter at any other time, please contact the classroom teacher to arrange an appointment.

ROAD SAFETY

Obeying road rules in and around the local school environment is very important to ensure the safety of all community members. Remember that modelling is the best way to teach children the correct road safety habits.

Parents/guardians are expected to:

- Park legally according to signs around the school
- Use the school crossings at either Lister Street or **Kingsley Street**.
- Discuss road safety with their child and practise safe walking routes to and from school.
- Observe the 40km speed limit around the school.

SCHOLASTIC BOOK CLUB

Once a term, your child will bring home a Scholastic book catalogue and order form. The books in the catalogue are of good literacy value and at a low cost. Although not compulsory, the school encourages parents/guardians to browse through the catalogue and order books of interest to build up the home library.

SCHOOL BELL TIMES

The school bell times are as follows:

8:40am	Start of Yard Duty Supervision
8:50am	Music to move in to class
8:55am	Start of the school day
11:00am	Start of lunch eating time

11:10am	Lunch break begins outside
11:50am	Classes resume
1:50pm	Start of afternoon recess
2:15pm	End of afternoon recess
3:15pm	End of school day
3:30pm	End of Yard Duty supervision

SCHOOL CARPARK

For the safety of all students, the school carpark is out of bounds. The carpark is for staff members **ONLY**. The car park is not to be used for picking up or dropping off students.

SCHOOL COUNCIL

School Council is the governing body of the school comprising parent and staff representatives including the Principal. The Council meets on eight occasions throughout the year.

School Council's main responsibilities are the following:

- a) School Policy and Curriculum
- b) Buildings and Grounds
- c) Finance

Elections for School Council are held in March each year, and any new nominations are welcome.

SCHOOL ENTRY AGE

A child must turn 5 years of age before April 30th in the year commencing school. To enrol a Prep child, parents/guardians must present proof of age, such as a birth certificate, at the time of enrolment.

SCHOOL NEWSLETTER

The school Newsletter provides a vital link between the school and home. The school Newsletter is published fortnightly and is sent home with the youngest child from each family or is sent home electronically for those whom opt for that method. The Newsletter is also published on our school website www.universityparkps.vic.edu.au

SCHOOL POLICIES

School policies are constantly being reviewed to reflect current practices. Copies of specific policies are available on request.

SCHOOL UNIFORM

University Park Primary School has a compulsory school uniform. A SunSmart policy is implemented where it is compulsory for students to wear a broad brimmed hat from the beginning of each year until the end of April and then from the beginning of September until the end of the school year.

Uniforms can be purchased from the uniform shop at the school which is situated in the main building (Building 1).

Footwear

Children should wear black shoes at all times. Thongs and open-toed shoes are not permitted.

Hair

All hair longer than shoulder length should be tied back.

Earrings and Jewellery

Excessive jewellery, including dangling earrings and bracelets, is not permitted. Children can wear studs or sleepers.

Contact the office for a uniform list & policy.

STUDENT CODE OF CONDUCT

As a school community we aim to provide a positive environment, which enhances the development of each child, to his/her own potential, i.e. academically, socially and emotionally.

School should be a happy and friendly place, where there is a sense of belonging. We aim to achieve this by the development of mutual respect between members of the school community by providing an environment, which nurtures friendships, and develops acceptance of differences. Children are involved in the formulation and discussion of classroom rules and appropriate logical consequences.

All children have the right to learn, play and develop in a safe school environment.

STUDENT LEADERSHIP

At University Park Primary School student leadership provides an opportunity for our students to actively participate in the decision-making processes of the school. In Term 4 of each school year students are elected by the student body to take on the leadership positions for the following year. Students are encouraged to take on leadership roles in an endeavour to increase their own leadership skills and to act as effective role models and mentors for the student body. We believe that encouraging student leadership ensures we are developing responsible community leaders of the future.

The following leadership positions are offered to all students in Grades 5 & 6.

- School Captaincy
- House Captaincy
- Peer Mediation
- Environmental Leadership

The following leadership positions are offered to all students in Grades 3-6.

- Junior School Council Membership
- Environmental Group

BETTER BUDDIES PROGRAM

To assist with Prep Transition, UPPS implements The Better Buddies Program. This Program is a part of a Framework developed and supported by the Alannah and Madeline Foundation. The Framework promotes student development in the following:

- Positive cross-age relationships
- Peer tutoring
- A positive and caring school culture
- Pro-social values and skills
- Self-confidence
- Empathy and
- Inclusion

Our Year 5 and 6 students are trained to support a more positive transition for our students entering their first year of schooling by being Prep Buddies and Kindergarten Buddies. In doing so, our year 5 and 6 students are well prepared to undertake their roles of being a positive role model and 'Buddy' to their Prep students, before and during their Primary School transition.

PEER MEDIATION

At UPPS we recommenced our Peer Mediation Program in 2013. As a result, our Year 5s and 6s are trained for this initiative each year and, those who volunteer to become Peer Mediators, are supported by our staff to assist the younger students in the yard throughout the year. Peer Mediation is a Primary Prevention Program which supports promoting resilience and assertiveness in all children. Peer Mediators in the yard can be recognised via the fluorescent orange vests they wear, when on duty.

STUDENT SUPPORT SERVICES

Through the Keilor/St Albans Network, the school has access to student support services including a psychologist, speech pathologist and social worker. In addition to this the school employs a Student Wellbeing Worker through ACCESS Ministries.

SUNSMART

As part of the Sunsmart policy at University Park Primary School, sun hats must be worn at all times whilst outside from the beginning of each year until the end of April and then from the beginning of September until the end of the school year (and whenever UV levels reach 3 and above*). This means that Students are encouraged to use sun protection throughout these months, during a School Calendar year.

The school Newsletter, tiqbiz, school Website and school Assemblies will be used to highlight and reinforce the Sunsmart policy and UV Index Levels resources.

*Outside of the months of September to April (inclusively), parents are encouraged to be vigilant by checking the UV Index and responding accordingly. This information can be found on the following site:

<http://www.bom.gov.au/vic/uv/melbourne.shtml>

The school broad brimmed hat forms part of the school uniform and can be purchased from the uniform shop. Students who do not wear a hat during the above mentioned times will not be able to play outside in the sun or participate in sporting activities. The school policy of **'NO HAT, NO PLAY'** will apply and students will be required to sit in a shady area.

TEACHER SUPERVISION

A teacher is on 'Yard Duty' from 8:40am to 8:50am, at lunch from 11:10-11:50am, afternoon recess from 1:50-2:15pm and after school until 3.30pm. Children are encouraged to seek assistance from the teachers on yard duty, if necessary.

VISITORS

For the safety of all students and staff, all visitors to the school are required to report to the office to sign in and obtain a Visitor's Pass.

Similarly, when exiting, visitors must return their Visitor's Pass and sign out.