

Sandringham East Primary School

Parent Information Book 2018

Think...Imagine...Become...



Sandringham East
Primary School

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Contents

Principal's Message	3
Vision Statement and School Values	4
2018 Term Dates	5
2018 School Hours	6
School routine and organisational matters listed in alphabetical order	7 - 25
Frequently asked questions (FAQ)	26



Principal's Message

Welcome to Sandringham East Primary School (SEPS), a child centred learning community that educates, inspires and nurtures our students, empowering them to realise their full potential. This information book is intended to familiarise families with the routines and organisation of the school. The book can be located on the SEPS website.

At SEPS we acknowledge the importance of the partnership between home and school, welcoming parent participation and involvement across many facets of school life. Respect, collaboration and co-operation between staff, students, parents and the wider community is a feature of the school. We work together as a community to ensure the holistic development of our students.

SEPS recognises that each student has their own unique skills, talents and interests. Students are encouraged to achieve to the best of their abilities across all areas of the curriculum. Our dedicated and committed teaching team implement a personalised learning approach using the Walker Learning pedagogy, where student's interests are explored through play, discovery and inquiry. We are thrilled with our Playscape which is enjoyed by our students.

Students participate in challenges, engage in high level thinking and utilise ICT to complement learning within the school's learning environments. The school's focus on sustainability ensures students become aware of global issues through meaningful, real life learning experiences.

We continue to pursue our vision: **to build a community that empowers, challenges and inspires learners to foster their creativity and talents developing the skills to fulfil their dreams in an ever-changing world...THINK...IMAGINE...BECOME...**

My door is always open to parents wishing to discuss their child's progress or any school related matter.

I trust that your association with Sandringham East Primary School is a long and happy one.

Kind regards,

Laureen

Laureen Walton

Principal

Sandringham East Primary School



VISION STATEMENT

"To build a community that empowers, challenges and inspires learners to foster their creativity and talents developing the skills to fulfil their dreams in an ever-changing world...THINK...IMAGINE...BECOME..."

STRATEGIC PLAN

In 2017 the Sandringham East Primary School Strategic Plan was reviewed for the period 2017—2019. The School Strategic Plan is an essential component of the Department's School Accountability and Improvement Framework and provides a means for the school to clearly identify and communicate how the school is working to continually improve outcomes for its students. The plan defines the school's vision and values and outlines the schools goals and targets, key strategies for improvement and resourcing priorities.

Sandringham East Primary School Values

The VALUES for the SANDRINGHAM EAST PRIMARY SCHOOL COMMUNITY are based on the nine values for Australian Schooling:

1. Care and Compassion

Care for self and others

2. Doing Your Best

Seek to accomplish something worthy and admirable, try hard, and pursue excellence

3. Fair Go

Pursue and protect the common good where all people are treated fairly for a just society

4. Freedom

Enjoy all the rights and privileges of Australian citizenship free from unnecessary interference or control, and stand up for the rights of others

5. Honesty and Trustworthiness

Be honest, sincere and seek the truth

6. Integrity

Act in accordance with principles of moral and ethical conduct, ensure consistency between words and deeds

7. Respect

Treat others with consideration and regard, respect another person's point of view

8. Responsibility

Be accountable for one's own actions, resolve differences in constructive, non-violent and peaceful ways, contribute to society and to civic life, take care of the environment

9. Understanding, Tolerance and Inclusion

Be aware of others and their cultures, accept diversity within a democratic society, being included and including others.



2018 TERM DATES

TERM 1 - Key Dates

Tuesday 30 January—School commences for Foundation to Level 6

Foundation children attend half day only for the first day of school on 30 January.

(**Boys** - morning session 9:30-11am)

(**Girls** - afternoon session 1:30-3:00pm)

Wednesday 31 January is a shortened day for Foundation students, 9.30 — 2pm.

From Thursday 1 February full school days for all Foundation students except for the next six consecutive Wednesdays as detailed below.

Wednesday Feb 7, 14, 21 Foundation English Online Interview (EOI) Assessment.

All Foundation children participate in the EOI. A parent of each child is required to attend the interview. Parents book their child's interview on Compass.

Wednesday February 28, March 7, 14 Foundation Mathematics Online Interview (MOI) Assessment.

All Foundation children participate in the MOI. A parent of each child is required to attend the interview. Parents book their child's interview on Compass.

Monday 12 February is a Curriculum Day—no school for students

Friday 9 March is a Curriculum Day—no school for students

Monday March 12 Public holiday—no school

Monday March 19 Foundation students commence full time (Monday - Friday)

End of Term 1: Thursday March 29 (2.30pm dismissal on the last day of term 1)

Term 2 : 16 April - 29 June (2:30pm dismissal on the last day of term 2)

Term 3 : 16 July - 21 September (2:30pm dismissal on the last day of term 3)

Term 4 : 8 October - 21 December (1:30pm dismissal on last day of term 4)

Foundation children must always be collected by a parent/guardian, or an adult authorised by a parent/guardian. Written notification must be given before a child is collected by anyone other than a parent/guardian, or an emergency contact. Emergency contacts listed on the child's permission form may collect students in an emergency.

Please note: All care is taken when publishing school dates. Any changes will be advertised in our weekly school newsletter which can be found on the school website www.sandringhameastps.vic.edu.au or via Compass School Manager.

School concludes at 2.30pm on the last day of terms one, two and three unless otherwise advised. A whole school assembly is held on the final day of each term to wish everyone a safe and happy holiday. In term four a final assembly is held at 1pm before dismissal to farewell our graduating level six students at 1:30pm.



Curriculum Days—no school for students on January 29, February 12 and March 9. One more pupil free day will be announced after approval by School Council. These days are professional development days for teachers and are usually adjacent to a weekend to accommodate arrangements for parents.

School Hours

Normal school hours are:

8:50am	Whole School Assembly (Monday only - all other week days commence at 9am)
9:00am	Learning time commences—Session 1
9:50am	Session 2
10:40am	Morning Recess
11:10am	Session 3
Midday	Session 4
12:50pm	Students eat lunch supervised by a yard duty teacher
1:00pm	Lunchtime
1:50pm	Session 5
2:40pm	Session 6
3:30pm	School concludes

Parents are advised that children should not arrive at school any earlier than **15 minutes before** school starts as there is no official supervision of the yard or toilet facilities available before this time. **Your cooperation in this matter is greatly appreciated.**

Three teachers are on duty in the school grounds at recess and lunch times to monitor the safety of all students. They wear very visible fluorescent vests for easy identification.

A teacher is also on duty 15 minutes before school starts and 15 minutes after school finishes ensuring that students are safe.

If parents have not collected their child by 3.45pm the yard duty teacher will bring your child to the school office and contact you. If they are unable to contact the parent, or if the parent will be unavoidably detained, the teacher will take the child, with parent contact information and information relating to any medical alerts, to EXTEND Outside School Hours Care. When parents arrive to collect their child the Extend staff will ask that they complete their child's enrolment. Hence if parents are detained by an unforeseen emergency they can be secure in the knowledge that their child/children are being cared for at EXTEND.



Absence

If your child is absent you are required to use Compass School Manager to record your child's absence. If you are unable to access Compass please ensure a note explaining the absence, including the date of absence and your child's full name, is forwarded to your class room teacher on your child's return. Extended absences can also be advised via Compass.

Alternative Family

Families come in all shapes and sizes. The enrolment form that parents complete relates to the child's primary family, which is considered the family or parent the student mostly lives with. It may include one adult or step parent or other guardians. Your child may additionally be a part of another family or parent. If so, it is possible to add an 'alternative' family to your child's enrolment. This means that each family will receive their own unique login to Compass, allowing them independent access to our parent portal. Please contact the office if you require an alternative family form or download a form from the SEPS website.

Art

All students are required to bring an art smock. This is important to protect uniforms from paint and paste etc. A large t-shirt or polo shirt is ideal—please remember to name it! Students participate in a myriad of art, craft and design activities. Displays throughout the school showcase student's creativity and artistic skills. A component of the Visual Arts program is our Art Show which is held every second year (even year—2018). The Art Show provides a context for students to showcase their creative talents to a wide audience.

Assembly

A whole school assembly is held every Monday morning commencing at 8.50am. Parents are welcome however we do ask that toddlers are supervised so that our students can concentrate on assembly items. Parents are requested to listen to assembly **behind the students** near the friendship garden area. It is important that all who attend assembly observe respectful listening behaviours as we are all role models for the children. The Principal, Assistant Principal and teachers rotate with student leaders for assembly leadership.

Attendance

School attendance is intrinsic to educational opportunity. Students enrolled at this school are expected to attend on a full time basis. The school acknowledges that consistent attendance depends on pro-active cooperation between the school, parent and student.

Regular and punctual attendance is expected for all school days, including assemblies. Students who are late will be marked late on the roll.



Bike Education and Riding to School

Parents are urged to consider the extreme risk children face when riding their bikes to school. These are the busiest times of the day and the roads are narrow and dangerous especially for younger children. An approved helmet **must be worn** by students riding bikes and scooters to school. Children are **not permitted to ride their bikes/scooters in the school grounds** unless participating in the Bike Education Program.

Bikes and scooters are stored in the bike shed at students' own risk, which is locked during school hours. Note NO responsibility is taken by the school for security but we do our best providing a locked bike shed during school hours.

Canteen

The lunch period is an important part of every child's social development. It is preferable for students to have lunch at school. Students eat lunch together before the lunch recess period outdoors.

The school canteen currently operates on a Wednesday and a Friday. This service is outsourced to Jo Whitby who provides healthy snacks and lunches. Canteen lunch orders are delivered to the canteen on Wednesday and Friday mornings. Orders are distributed to classrooms at lunchtime. Children can purchase snacks from the canteen at recess and lunch breaks on Wednesday and Friday.

There are two options available for placing lunch orders:

Online Order (Preferred Option)– Families have the option of ordering lunches through the canteen online system at www.flexischools.com.au Please allow 48 – 72 hours for initial setup of your account before placing orders. Payment for online orders is via direct debit or in advance at the canteen.

Traditional Order – Please print clearly on a paper bag; student's name and class. Write clearly the amount of the items being ordered. Include prices and amount of money in the bag. Please don't use staples. If possible place the money in a bank coin bag or envelope before placing into the paper bag. Folding the paper bag several times will help secure the money.

Bayside Canteens is operated by Jo Whitby, if you experience any difficulties please contact Jo on info@baysidecanteens.com.au



Child Safety—Our commitment to Child Safety

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Sandringham East Primary School is committed to preventing child abuse and identifying risks early, and removing and reducing risks.

Sandringham East Primary School has robust human resources and recruitment practices for all staff and volunteers. Sandringham East Primary School is committed to regularly training and educating our staff and volunteers on child abuse risks.

We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds and to providing a safe environment for children with a disability. We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

Classes

Primary school children are divided into distinct level areas:

Foundation

Level 1 (Year 1) and Level 2 (Year 2)

Level 3 (Year 3) and Level 4 (Year 4)

Level 5 (Year 5) and Level 6 (Year 6)

Leading Teachers at F-2 and 3-6 are responsible for leadership and overall area organisation with sub leaders responsible for each level.

The classroom program incorporates English, Mathematics, Walker Learning, Science, Library, Play is the Way, Level three/four and Level five /six Sport and other subject focus areas throughout the year All students also participate in Visual Arts, Physical Education, Performing Arts and Language (Japanese). An Education Support staff member works with students and class teachers to assist with the implementation of the school's kitchen garden and cooking program.

Class Parent Program

The Class Parent Program, which operates throughout the school, involves the nomination each year of one or more class parent representatives who provide communication between the class teacher and parents of children in each class. Class functions 'social activities' for parents, children and classroom helpers, are organised through this program.



Communication

We use Compass as our parent portal. Compass is accessed by going to our school website and clicking the Compass link on the homepage. Compass is also available as an app. Search for 'Compass School Manager' in the app store.

Every family, including our alternative families, will receive a separate login to Compass.

Compass allows parents to: monitor your child's attendance and enter approval for absence or lateness: update your family contact details: monitor your child's assessment tasks: provide online booking of parent/teacher interviews: download and view your child's semester reports and pay your family education contribution.

Concert

All SEPS students are provided with many opportunities to showcase their dance, drama and musical talents. A major component of Sandringham East's Performing Arts Program is the evening concert/performance which is held every second year (odd year) for students in Foundation to Level 6.

Curriculum

Sandringham East Primary School offers a comprehensive curriculum for all students. Students engage in learning experiences across all areas of the curriculum through classroom and specialist programs. Individual differences and specific needs of students receive every consideration. Additional literacy and numeracy teachers provide learning support across the school, where possible depending on DET (Department of Education and Training) budget for staffing.

Parents and teachers work in partnership to ensure the school life of every student is happy and successful.

The new Victorian Curriculum, as part of the Education State, is the Foundation to Level 10 curriculum for Victorian schools. The curriculum includes a strong focus on the foundational skills of literacy, numeracy and on personal and social skills, thinking skills and new areas of learning such as computational thinking. It provides prescribed content and achievement standards, which schools use to plan student learning programs, assess student progress and report to parents. The curriculum is developmental and recognizes students' progress at individual rates and may demonstrate achievement at a particular level earlier or later than typical.

In addition to the Victorian Curriculum the Walker Learning developmental domains are used from Foundation - Level 2 to develop learning programs.

Sandringham East Primary School is proud to be a recognised leader of the **Walker Learning Approach (WLA)** which is based on in-depth research and theory. It is unique to Australia but utilises many teaching and learning strategies from schools across the world in relation to student engagement and child development theory. The Walker Learning Approach places the **child at the centre** of the curriculum and teaching strategies; ensuring authentic personalised learning. Formal instruction is still used, alongside the active engagement of children working on their own investigations.

SEPS conducts a number of Walker Learning tours each year for teachers from around Australia looking to implement this pedagogy.

Click on [Walker Learning Approach](#)



Department of Education and Training (DET) website

Parents play a vital role in supporting children throughout their education. To be fully informed about the stages of education and the choices available visit the DET website which is located at www.education.vic.gov.au, select the school tab, click on the parents tab and then select from the menu provided.

Emergency Information Details

When you enrol your child at SEPS details such as address, phone numbers and emergency contacts are required and need to be **kept current**. Email and phone numbers can be updated via Compass, please contact the Office to update any other details.

Only designated emergency contacts may collect children, unless authorised by a parent/guardian.

Where special medication is required it is essential that details of those requirements be provided and are signed in at the school office.

Anaphylaxis

Students who are at risk of anaphylaxis (severe allergies) must have an Anaphylaxis Action Plan. Parents are required to provide:

- completed plan to the school office by the first day of Term One each year, including an up to date photo and doctor's signature.
- student's EpiPen® or other medication.

Asthma

All students who have asthma must have an Asthma Action Plan developed with their doctor and submitted to the school. Each year parents of asthmatic children are required to update their details. If medication is used on a regular basis parents need to provide it to the school.

Extra Curricula Activities

SEPS endeavours to outsource music, chess club, art classes, computer programming and Lego education programs to further engage students.

Staff also provide opportunities for choir, dance and lunch clubs.



Financial Assistance

Financial assistance is available to Health Care concession card holders for camps, sports and excursion fund. Application (CSEF application form) is available at the school office.

First Aid

The SEPS staff are Level 2 first aid trained. CPR, anaphylaxis and diabetes training is updated each year.

School Council has also appointed First Aid Officers who are on duty at morning recess and lunch time. This is partially funded by parent's voluntary contributions and provides a great service for your children. Support through parent contributions is sought in order for this service to operate. Students can use this service for a band aid through to more serious injuries.

Children report firstly to the teacher on duty (unless an emergency). The yard duty teacher will send the injured child to the sick bay. All head injuries are reported directly to parents by phone.

Head Lice

Regular checks should be made of your child's hair, particularly if he/she appears to have an itchy scalp. Classes are checked regularly for head lice by parents who are approved by the Principal. If lice eggs are present your child will be provided with a note to inform you. Parental permission is required before these checks are completed. We look forward to some Foundation parents joining the team of volunteers.

Head lice show **no particular bias to whose head** they are attracted. Having head lice is no indication of lack of cleanliness and should not have any social stigma attached.

School Exclusion – Under legislation exclusion of children suffering from head lice is required. Please note that the legislation refers to exclusion 'until appropriate treatment has commenced'.

For Further Information Contact:

Department of Health—Victoria www.health.vic.gov.au

Hunger Buster

Throughout the school year each class holds a Hunger Buster to raise funds for our Sister Schools in Bohol, Philippines. Parents of the class rostered on provide snacks such as cakes, biscuits, icy poles etc to the value of 50 cents per item for children to purchase after school on a Friday afternoon. Class parent representatives are responsible for organising their class Hunger Buster, including parents to assist with the sale of the snacks and treats. A timetable is developed each year outlining the dates of class Hunger Busters.



Immunisation

Schools are required to:

- request information from parents on the immunisation status of each child. Primary students, prior to enrolment, must provide an official immunisation status certificate. The immunisation status certificate can be obtained from the Australian Childhood Immunisation Register or General Practitioner.
- take a copy of the sighted document and record information on the immunisation status of each enrolled child.

Parents or guardians must provide an immunisation status certificate to the school regardless of whether the child is or is not immunised. Note: Homeopathic immunisation is not a recognised form of immunisation, and therefore cannot be listed on an immunisation status certificate.

Prospective students will not be prevented from enrolling in primary school if they have not been immunised.

Collecting immunisation status certificates will assist health authorities in protecting students in the event of a vaccine-preventable disease occurrence at the school. An unvaccinated student may be excluded from school for a period of time.

Refer to [School Policy and Advisory Guide – Admissions](#) for further information.

Insurance

Insurance for students is the responsibility of parents.

- Parents/guardians of students, who do not have student accident insurance, are responsible for paying the cost of medical treatment for injured students, including the cost of ambulance attendance/transport and any other transport costs
- Parents/guardians can purchase insurance policies from commercial insurers
- Department does not hold insurance for personal property brought to schools and it has no capacity to pay for any loss or damage to such property

Japanese Saturday College of Melbourne

The Japanese Saturday College of Melbourne use the facilities at SEPS to run Japanese school every Saturday. The school is a member of Ethnic Schools Association of Victoria. Classes range from Kindergarten through to Secondary level, Year 9. Japanese as a first language and mathematics in Japanese are taught by following the Japanese curriculum system. The school enjoys a strong community relationship with SEPS and supports the SEPS Japanese program.

For further information please visit the website listed below

Website: www.jsc-mel.com

Email: inquiry@jsc-mel.com



Key Experiences/Excursions, Camps and Tours

Key experiences (excursions and in house events)are an important component of the school's educational programs. These events support and extend student learning. A Key Experiences levy paid at the commencement of the school year covers the cost of these events. The Arts (Performing and Visual) and Japanese programs may also arrange excursions or in house events relevant to their learning programs. All costs associated with these specialist areas are included in the excursion levy.

Students will not be taken outside the school without written parental consent, this includes local walking excursions. Parental permission for local walking excursions is recorded on the consent form distributed at the commencement of the new school year.

Students in levels 3, 4, 5 and 6 participate in the school's camping program. Parents are notified in advance of camp dates. The cost of these camps is not included in the Key Experiences Levy.

Ski Camp - Students in Levels 5 and 6 are offered the opportunity to participate in the school's annual ski camp. This is an additional camp provided by the school for students .

Japan Tour – Students are offered the opportunity to travel to Japan with SEPS staff members to practise their Japanese language skills and develop a greater understanding of the Japanese Culture. The tour is offered to students in levels five and six, depending on the number of interested students. This tour will be available again in 2018.

Please note that the excursion levy does not cover costs for specialist programs such as school camps, swimming, ski camp and Japan tour.

Somers Camp - Level 5 students will be offered opportunity to attend this camp.

Kiss n Go

For students driven to school of a morning we have a student drop off operating in the circular driveway next to our school. This is staff supervised and runs strictly from 8.45 to 9.00am. Parents must not leave their car at all, nor allow their children to exit the vehicle until the staff member opens your car door. Students then proceed directly into the school grounds via the library door.

Late Arrival/Early Leaving

If your child is late for school you are required to enter via the administration office, enter your details in the Compass Kiosk and collect a late pass which is handed to the teacher. Similarly, when you are taking your child from school early, you must also enter your details in the Compass Kiosk and obtain a pass to hand to your child's teacher. Children arriving late or leaving early must be accompanied to/from their classroom by an adult.

This arrangement is necessary for security purposes and must be strictly adhered to.



Library

All levels attend the library on a weekly basis with their class teacher. A library assistant ensures the library stock is maintained. Books may be borrowed from the library during the weekly library period.

It is most important that all children return their books by the due date to allow all students to access books. Parents are requested to support their children with this responsibility and see that the books are properly cared for at home. Books are very expensive to replace and lost or damaged books must be paid for by parents.

Book bags, clearly labelled with a recognition symbol and your child's name, are a good idea to help our younger students keep track of their library book.

Parents are always welcome to help with book covering and stocktake in the library. The library also has an extensive range of books on parenting available for parents to borrow.

Lost Property

Please ensure that your child's clothing and belongings are clearly labelled. Please check labels regularly if using a permanent marker as this tends to fade over time.

'Lost items' are placed in our lost property boxes which are housed outside the hall. Parents may check these at any time. Periodically, lost items are displayed for all classes to inspect.

At the end of each term lost items are washed and either put in the second hand uniform shop or given to charity.

LOTE Program 2018

The plan for teaching a language for 2018 is as follows:

2018	Foundation Mandarin	Levels 1-6 Japanese
2019	Foundation & Level 1 Mandarin	Levels 2-6 Japanese
2020	Foundation Level 1 & 2 Mandarin	Levels 3-6 Japanese
2021	Review of progress and another forward plan.	

This is in response to parent request for Mandarin to be a part of the school languages taught to students.

This three year plan is a trial and will be assessed to address any needs and future planning.

Japanese is still the major language taught and is supported by our partnership with the Japanese Saturday College which we value.



Music – Instrumental

Instrumental music - The instrumental program is run by Music Corp for students in Levels 3 to 6. Guitar lessons are also taken by staff from Music Corp.

Students are given demonstrations of the available instruments. The students are then grouped together to form the school band (if there are enough interested students).

Students attend their lessons on a rotational timetable to ensure they do not miss the same learning session each week.

Brochures are available at the school office, however, bookings and further information can be obtained directly from MUSICORP:

Phone: 8847 7000 Website: www.musiccorp.com.au

Piano - Adina Hall and Irina Koulikova are qualified piano teachers registered with the Victorian Music Teachers Association. Piano lessons are available on Tuesday, Thursday and Friday, with students having a half hour, weekly private lesson. The lesson time is rotated each week.

Contact Adina Hall on 9511 8689 or Email: adina.73@optusnet.com.au

Newsletter

The SEPS school newsletter is produced Thursdays during the school terms. The newsletter is an important avenue of communication between the school and the parents. Current and archived newsletters are available on the school website. Compass sends an alert when each new issue is available. This alert will include a link to the newsletter on our website.

Nut Free School

ALL NUT products are BANNED and consequently not available at any school activities or in products sold at the canteen because of allergic reactions by some students.

Please do not send any nut products to school e.g., school lunches, cake stalls, hunger busters.

Out of School Hours Care Program

EXTEND operates this program for the School Council.

EXTEND program provides BEFORE & AFTER school care. Students should be enrolled prior to attending.

If parents have not collected their child by 3.45pm the yard duty teacher will bring your child to the school office and contact you. If they are unable to contact the parent, or if the parent will be detained, the teacher will take the child, with parent contact information and information relating to any medical alerts, to EXTEND Outside School Hours Care. When parents arrive to collect their child the Extend staff will ask that they complete their child's enrolment. Hence if parents are detained by an unforeseen emergency they can be secure in the knowledge that their child/children are being cared for at



EXTEND.

Online bookings and further information can be found at: extend.com.au

Program Hours: Before School Care 7am – 9am
After School Care 3.30pm – 6pm
Holiday Programs depending on need
Pupil Free Days (*subject to minimum enrolments) 8am – 6pm

The program offers children a wide range of activities in the multi-purpose room and grounds (weather permitting). A good breakfast and afternoon tea are provided.

Fees for EXTEND Out of School Hours Care

Fees are per child per session. For information on fees please contact EXTEND directly. Some families may be eligible for child care benefits or child care rebates. Further information can be found on the [EXTEND website](#).

Parent Buddy Program

Sandringham East Primary School offers a Parent Buddy Program for new families to the school. A family that is new to the school can request a parent buddy. A parent who is already at the school is assigned to the new family, and contact details are exchanged.

The role of the Parent Buddy is to make the transition into the SEPS school community as seamless as possible. The SEPS parent buddy is available to answer any school-related questions that a new family to the school may have.

Parents and Friends Association (PFA)

The Parent and Friends Association provides a direct link between parents, teachers and School Council and is an excellent means of keeping parents well informed about many aspects of school life. PFA meetings are held once a month after the Monday assembly. The meetings are friendly and informal and new faces and ideas are always welcome.

Roles of the Parent & Friends Association include:

- Bringing the school community together by organising and encouraging social functions
- Caring for families in need through the Cook and Care program
- Implementing the Head Lice Prevention Program with trained parent volunteers checking each class after permission from parents
- Supporting SEPS School Council, staff and children
- PFA reports to School Council on a monthly basis



Parent Participation

SEPS welcomes parental assistance in many areas across the school including classroom learning programs, excursions and camps. As part of DET Policy parents must undergo a Working with Children Check prior to being involved in activities. Parent helper courses are conducted at the commencement of each year for parents wishing to assist with classroom learning programs. Please do not hesitate to offer your valuable assistance. Parents may also wish to become involved in the School Council and/or PFA, or alternatively join a subcommittee of School Council such as Facilities, Fundraising, Communication, e Learning, Policy and Planning and/or Community Partnerships.

Parent Payments, Finances and Budget

Each year School Council carefully plans the financing of the school and its educational programs. The Government provides funding for staffing. Parents are asked to complement funding, in support of the provision of the extras our parent community expects.

An education contribution notice is distributed to parents each year. The notice is distributed in the November prior to the commencement of the new school year. Our preferred method of payment is via Compass. However, we are able to offer other payment methods and payment plans, please contact the Office.

School Council invites donations to our Voluntary Contributions. Without parent donations towards our Voluntary Contributions we would not be able to cover the shortfall in funding received from the government.

Sandringham East Primary School asks parents to donate to four voluntary contributions; current suggested amounts per student of \$40 for the first aid levy, \$40 for grounds maintenance, \$120 for the library fund and \$40 for the building fund. The library and building funds are fully tax deductible. These amounts are reviewed by School Council each year.

Reports/Interviews

A 'Meet the Teacher' session is held early in Term One to enable each teacher to meet their students' parents individually. We encourage home – school communication and 'Meet the Teacher' enables parents to inform teachers about their children. Written reports are issued mid-year and end of year.

Student led three way conferences, between the class teacher, student and parents are conducted as part of the mid-year reporting process. The three way conference provides a forum for students, parents and teachers to acknowledge student learning, progress and achievement. Students are provided with an opportunity to showcase and celebrate their learning in an authentic and meaningful context, to critically reflect on their achievements and discuss future areas for development. Additional parent teacher interviews can be initiated either by the teacher or parent on request.

Learning Tasks are also undertaken by students. Ongoing feedback is afforded to track how the student completed the rich learning task. One Learning Task per term is also offered by the Specialist teachers. The task and feedback are 'released to parents' via COMPASS, providing an opportunity to share the learning journey with your child/children.

If you have any queries or concerns about your child's academic, social, emotional or physical progress, please do not hesitate to contact your child's teacher for an appointment. Teachers are not available on meeting afternoons or mornings.



School Council

The School Council is the body responsible to the community, DET and State Government for the general direction and conduct of the school. It is through the Council that the local community can participate in decision-making at the school level.

Sandringham East Primary School is governed by an elected school council made up of parents and school staff. The main responsibilities of the School Council are to review and update policies, participate in the development and monitoring of the schools strategic plan and oversee budget expenditures.

School Council meets monthly on a Tuesday and is open to all Sandringham East Primary School parents. Meetings commence at 7.00pm and generally conclude at 9.30pm. The nature of the meetings precludes students accompanying parents. At times there may be closed sessions due to confidential issues being discussed.

Suggestions, requests and questions to School Council are always welcome. A feedback box is located in the entrance foyer.

School Council subcommittees are made up of members of the school community and at least one school council member. They report to the School Council. Sandringham East Primary has a number of school council subcommittees that non-school council members are welcome to attend to support school planning and projects.

Further information regarding School Council can be found on the DET website or alternatively click on the link [School Council](#).

School Maintenance

School Council employs a regular maintenance person for the ongoing upkeep of the buildings and grounds to ensure a safe, secure and well maintained environment for our students. This is **partially funded by parent's voluntary contributions**.

School Strategic Plan

The School Strategic Plan is a document that is developed by each individual school in consultation with the broader school community. It is an integral component of the accountability framework for Victorian government schools, outlining the school's strategic directions for a consecutive four year period.

An Annual Implementation Plan (AIP) is developed each year based on the school's Strategic Plan. It describes how the key improvement strategies in the School Strategic Plan and other significant projects will be put into operation in each of the four years of the Strategic Plan. The monitoring of progress and success is ongoing and reported to the school community in the annual report each year.

Snack time

Water is encouraged as the drink of choice and can be brought into the classrooms in Terms One and Four. Drinks in cans or bottles, sweets, and chewing gum are not to be brought into the school. Students are encouraged to bring a piece of fruit to eat at around 10am (non messy please).



Sport

Sandringham East places emphasis on participation, co-operation, enthusiasm and positive encouragement of others through team games. We believe that 'doing your best' is more important than winning. All students are placed in a house team upon their enrolment at SEPS. The house teams are Sturt, Hovel, Batman and Mitchell.

Sandringham East Primary School is part of the Bayside District Primary School Association. Students in Levels 5 and 6 participate in the summer (softball, volleyball, volleyball stars, rounders and cricket), and in the winter (football, hockey, netball and soccer), interschool competition.

As of 2018 students will wear a SEPS sports top when they participate in the inter-school sports competition. These sports tops are available for purchase directly from SEPS.

A team of Level 4, 5 and 6 students is also selected to compete in the district swimming, cross country and athletics competitions held each year.

In Term Two SEPS holds an inter-house cross-country event and inter-house sport is run at school in Term Four.

Level 3 and 4 children participate in a weekly house sport competition.

Students in Foundation - Level 2 participate in a tabloid sports day in term four.

Sporting Schools

Sporting Schools is a \$100 million Australian Government initiative designed to help schools to increase children's participation in sport, and to connect children with community sport.

In partnership with more than 30 National Sporting Organisations (NSOs), Sporting Schools help to coordinate sporting organisations, coaches and teachers to deliver sport before, during and after school hours.

Sporting Schools aims to:

- connect 860,000 children with NSO endorsed sporting opportunities
- increase children's participation in sport
- nurture children's lifelong love of sport.

Throughout the school year students are provided with opportunities to participate in sports after school that are conducted by trained coaches.

Student Engagement and Well Being

Research indicates that students are better prepared for learning when they are emotionally and physically healthy and have a capacity to be resilient.

At Sandringham East Primary School we cater for the welfare needs of students providing them with the care, support and attention required to ensure that learning can be



achieved. Taking an interest, listening, encouraging initiative, being fair and developing positive and clear expectations is crucial to all children.

The role of the Principal, Assistant Principal and teachers focuses on the needs of all students, with particular concern for the welfare needs of individual students. Individual Learning Plans and Behaviour Management Plans are sometimes required to support students with particular learning, behavioral or welfare needs.

A School Counsellor is employed, along with a DET Guidance Officer to support students and families.

The Parent and Friend's Association *Cook and Care* program is available when there is a family needing support because of circumstances such as health issues, a new baby in the household, death or tragedy.

Financial concerns for school requirements can always be discussed with the Principal/ Business Manager and a payment plan developed to suit specific family needs.

The Sandringham East Primary School Student Engagement Policy is consistent with DET guidelines and regulations. The school provides a safe and orderly learning environment that meets the needs of all students at all levels of their primary school life.

To support the development of students' self esteem, personal responsibility and self discipline Sandringham East Primary School:

- Uses Kidsmatter to ensure the social and emotional needs of students are met at the individual, school, parent and community level.
- Is a lead school in the Education Department's Respectful Relationships initiative aimed at promoting harmonious family relationships.
- Implements the 'Play is the Way' program. A behaviour education program designed for teaching social and emotional skills through five key concepts, physically interactive games and self-reflective language to help children be the master, not the victim, of their feelings. It fosters the development of independent, self-motivated, empathetic, life-long learners.

The five key concepts that are embedded through classroom activities are:

- Treat others as you would like them to treat you.
- Be brave - participate to progress
- Pursue your personal best no matter who you work with
- Have reasons for the things you say and do
- It takes great strength to be sensible.

- Has trained peer mediators (senior school students) who are timetabled to act as mediators in the yard during break times. The peer mediators assist with the resolution of low level conflicts in the yard. Using a step by step model developed by the Stride Foundation the mediators support students to work through immediate problems, take responsibility for finding their own solutions, agree on those that are mutually acceptable and then work on implementing these.



- Uses the five finger strategy



- Operates lunchtime clubs throughout the week. Clubs include Sandy Stars, chess club, Build-it Lego, lunch club and special activities organised by students in Years 3 to 6. The library is open on a Tuesday and Thursday lunchtime to all students
- Encourages friendship and a sense of belonging
- Implements consistent and fair behavioural management procedures
- Operates a Play Program led by trained Level 5 students who manage games in the playground

Student Placement

Towards the end of each school year student groupings and teacher placement are considered for the following year. Students are regrouped each year to provide the opportunity for broadening social interaction, developing friendships and learning to get along with others. The school aims to create and develop effective teams of teachers to improve student learning outcomes. Teams are created on this basis whilst at the same time taking into account the experience of team members and teacher development.

During Term Four class teachers begin the process of placing students into prospective classes for the following year based on academic performance, social and behaviour skills, peers they work well with, and gender balance.

Specialist teachers and school leaders review the prospective classes and any adjustments are made in consultation with class teachers.

Parents are invited through the SEPS newsletter to write to the Principal registering any educational considerations they believe need to be taken into account during the planning process on behalf of their child/ren. It is important for parents to adhere to the timeline published in the SEPS newsletter as this facilitates consideration of these matters in a timely manner.

Class teachers are assigned to the new class groups for the next year by the school Principal in consultation.

Sunsmart

The school's SunSmart program has been developed to ensure that all students and staff are protected from skin damage caused by the harmful ultra violet rays of the sun.

All students are required to wear a school approved SunSmart wide brimmed green hat during lunchtime and recess breaks, before and after school, when participating in sport



and physical education and on school excursions and camps from September to April. Students who do not have a hat at school during this time are required to sit in a designated shady area for the duration of recess and lunch.

Sustainable Garden

With our philosophy "From Garden to Plate", students are involved in cultivation, planting, garden care, harvesting and cooking. Students gain an understanding of the connection from garden to kitchen, culminating in a cooking lesson using the fruits of their labour.

SEPS is also home to egg laying chickens. All students are involved in the care of our chickens and excess eggs are available to the school community for a small donation.

Swimming Program

Swimming is a major component of the Health and Physical Education curriculum. Students from Foundation to Level 6 participate in an intensive swimming program based on the Royal Life Saving Society's "Swim and Survive" course. **All students are expected to participate in this program.**

The Foundation - Level 4 program is held at SwimRight in Tulip Street, Sandringham.

The swimming programs concentrate on teaching correct stroke and breathing techniques. Activities related to water-safety, life saving and survival are included in each lesson as well as starting and finishing techniques for competitive swimming. All students are graded and grouped according to their requirements and skill levels. They receive quality instruction in small groups.

The Level 5 and 6 program is held at the Sandringham Life Saving Club and concentrates on teaching beach swimming safety.

Traffic Safety

The School Crossings in Holloway Road, Bluff Road and Bay Road are supervised by traffic officers employed by the Bayside City Council. The school provides support for these officers and we ask all parents to assist by ensuring that children use the crossings correctly when they are in operation.

Parents are reminded that parking within the designated 'No Standing' area on both sides of the school crossing can incur a severe fine. Bayside City Council regularly patrol the area and will issue fines accordingly.

40 km speed zones apply around all schools.

Please note there is a five minute 'Kiss and Go' drop off zone in Holloway Road. Also we have a Kiss and Go in the circular driveway in front of Sandringham College.

Car parking is available for individuals who have a disabled sticker. This is located outside the grassed area of the circular driveway in front of Sandringham College.

Parking in the school driveway is **prohibited**. Parents must not park in the circular driveway of Sandringham College or in the reserved car parks for the Principal, Assistant Principal and Business Manager.



Kiss n Go

For students driven to school of a morning we have a student drop off operating in the circular driveway next to our school. This is staff supervised and runs strictly from 8.45 to 9.00am. Parents must not leave their car at all, nor allow their children to exit the vehicle until the staff member opens your car door. Students then proceed directly into the school grounds.

The Sandringham College car park at the end of Holloway Road is for STAFF ONLY – Parents are not to park behind Sandringham College.

Transition

Transition from pre-school to school, from one year level to another and from Level six to secondary school needs to be as seamless as possible. At SEPS we provide transition programs at all stages of a child's primary school life.

Transition activities are conducted throughout Term Four to assist students in familiarizing themselves with new settings, routines and teachers.

Our close links with Sandringham College provide opportunities for our students to be involved in science, literacy, woodwork, music and drama activities at the secondary level.

Beachside Network Principal Class members also meet regularly as a collegiate group, ensuring communication and liaison beneficial and supportive to all schools.

Transport Policy

The parents and staff of SEPS consider the safety of students to be paramount. School Council has reviewed our policy in line with VicRoads changes to the law regarding seatbelts. All buses used for excursions are equipped with seatbelts.

Uniform

The wearing of school uniform fosters a sense of belonging to the school and is a safety issue when students are on excursions. Sandringham East has an official uniform that all students are expected to wear. A wide range of quality items are available from Primary School Wear. The nearest retail outlet is located at 15 Mills Street, Cheltenham, phone number 03 9583 3287. Alternatively visit the Primary School website and order online <http://www.psw.com.au/retail/>

The school uniform shop is open the first Monday of each month to purchase second hand uniform items.

A SEPS sport top for Level 5 and 6 is required to ensure our sport teams proudly represent SEPS. These tops are ordered directly from the school.



Visitors

All visitors to the school during school hours, including parents, must use the Compass Kiosk to sign in at the school office for safety and security.

Wet and Hot Days

On wet and excessively hot days the children remain indoors during break times and participate in activities under the supervision of class teachers.

Working Bees

Working Bees are scheduled throughout the year and play a vital part in keeping the school safe, clean and well maintained. Working bees are held during the year for each year level and are advertised in the newsletter. **Parents are requested to attend one working bee for the year. Donations (\$30 suggested) are accepted for those who cannot attend. Parents who pay the Busy Parent Contribution are exempt.** Working bees conclude with a get together over morning tea. City Wide personnel attend the working bees to support the care of our school sanctuary.

Working with Children Check

Parents wishing to engage in 'child-related work' must complete a Working with Children Check, which consists of a national criminal history check. Any person whose duties usually involve work in a school (e.g., camps, classroom support and some excursions) are considered to be engaged in 'child-related work'. The Working with Children Check is free for volunteers. Applications can be made online at www.workingwithchildren.vic.gov.au/home/applications

Yard Supervision

Three teachers are on duty in the school grounds at recess and lunch times to monitor the safety of all students. They wear very visible fluorescent vests for easy identification.

A teacher is also on duty 15 minutes before school starts and 15 minutes after school finishes ensuring that students are safe.

Please do not send your child to school earlier than fifteen minutes before the commencement of the school day as there will be no supervision in the yard.

If you have not collected your child by 3.45pm the yard duty teacher will bring your child to the school office and contact the parent/guardian. If you anticipate not being able to collect your child at 3.30pm, daily bookings can be made for EXTEND Outside School Hours Care (page 16).



Frequently Asked Questions

Where do we enter the school?

There are 3 entrances to Sandy East: Holloway Road (front) Bay Road (back); Miller Street (side street entrance). The back and side gates open at approximately 8.30am and close about 4.30pm. (Note: that the gates are locked from approximately 9.15 am each morning and re-opened at 3:20pm)

Where do we park?

Please read the signs carefully as the traffic management police and Bayside City Council officers regularly patrol and impose heavy fines for illegal parking. The drop off zone is for drop off with parents **not** leaving their car. Parents are **not** to park at Sandringham College but may enter the circular driveway fifteen minutes before school commences to drop off students. It is wise to park a little further away and walk with your child – a healthy option as well.

Is there a toilet for the disabled?

There is a toilet for disabled students/adults located next to the canteen. The canteen is located next to the hall.

What do I do if my child is ill?

If your child is absent you are required to use Compass School Manager to record your child's absence. If you are unable to access Compass please ensure a note explaining the absence, including the date of absence and your child's full name, is forwarded to your class room teacher on your child's return. For extended absences please contact the school.

What do I prepare for on excursions?

When going on excursions school uniforms are to be worn, morning tea and lunch are to be clearly labelled/named in disposable bags – drinks in clearly labelled plastic bottles please.

When are the pupil free days at school?

Our four curriculum days are designated each school year and are generally held on a Monday or Friday to allow parents to arrange a long weekend away if they wish. The curriculum dates for 2018 are:

- Monday, 29 January 2018
- Monday, 12 February 2018
- Friday, 9 March 2018
- TBC

