

**Streeton Primary School**

# **School Information Handbook**



**Leon Bell  
Principal**

**Community, Growth, Respect**

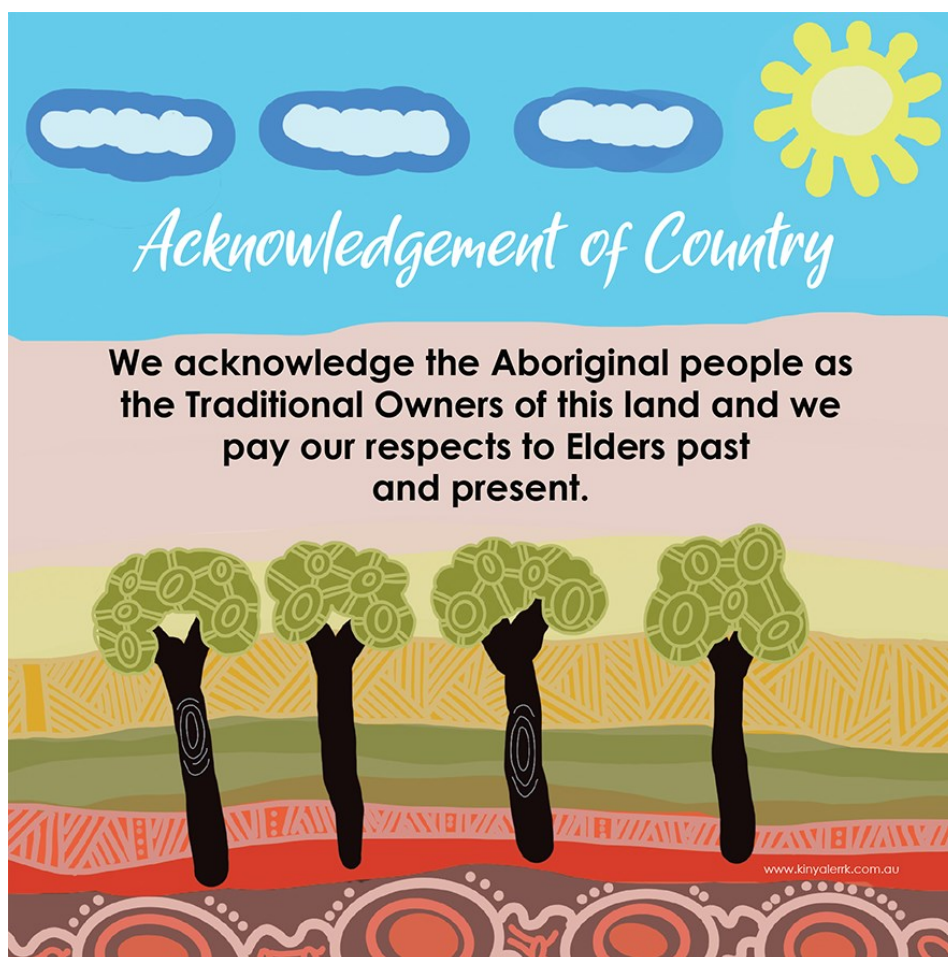
# CELEBRATING THE CULTURE OF THE WURRUNDJERI PEOPLE

*Welcome to our beautiful school.*

*The traditional owners of this site on which we learn are the  
Woiwurrung-Wurrundjeri People of the Kulin Nation.*

**Wominjeka**

Hello/Welcome



Address: 209 Yallambie Road, Yallambie VIC 3085 (03) 9435 6070	Email: streeton.ps@education.vic.gov.au
School Council President	Regina Gosney
Camp Australia (OSHC) Mon-Fri	1300 105 343 www.campaustralia.com.au

# WELCOME

Welcome to Streeton PS

Womenjeka,        欢迎,

On behalf of the Streeton School Community, I welcome you to our school. I want to thank you for choosing Streeton Primary School to partner with for your child's education and development. I am proud to serve the community as your Principal.

Families who engage at school, enhance the education of the child. We would encourage you to be involved in the life of the school. There are so many ways families can do this both during and outside of school hours.

The children are at the core of what we do. We value our students and encourage them to reach their potential. We also acknowledge that each child is unique and all have individual needs. Our staff are committed to nurturing and developing the ability of each child through carefully planned and innovative teaching programs.

We also have some amazing facilities at the school such as our outdoor environmental learning spaces, permaculture farm and state of the art classroom kitchen. We also offer every child the opportunity to use the latest technology through our e-learning program.

Please feel free to say hi to me when you see me in the yard or make a time to meet with me via phone or in person. Alternatively, you are welcome to send me an email with any questions, concerns or feedback.

I look forward to meeting with you soon.

Leon Bell

Principal



# SCHOOL INFORMATION

**Principal: Leon Bell**

Class	Teacher
Foundation B	Holly Beazley & Michelle Johnson
Foundation/1d	Jenny Donald
12D	Simone Rafferty
23R	Travis Pain
34L	Linda Lieschke
56P	Travis Pain
56T	Mim Tsantis

The Arts	Nikala Kundevski
Mandarin (LOTE)	Han Hung
Kitchen Program	Nikala Kundevski & Jen Richardson
Farm Program	Leon Bell & Luke Cerato
Tutoring	Karina Matschke

Area	Staff Member
Business Manager	Christina Matthews
Admin Manager/P.A	Karina Matschke
Wellbeing Coordinator	Rebecca Hatcher
D.I Leader/ Learning Specialist	Michelle Johnson
Education Support Officer	Jennifer Richardson
Education Support Officer	Deborah Baker
Education Support Officer	Michelle Ackland
Education Support Officer	Marlee Ward
Education Support Officer	Blake Edwards
Education Support Officer	Teegan Howklins
Education Support Officer	Claudia Trani
Education Support Officer	Luke Cerato
Canteen Manager	Medina Longhurst

## OUR VISION

Our students, individually and in groups, become active, independent and responsible learners who can make positive choices and contributions in their lives.

## OUR VALUES

**Community**

**Growth**

**Respect**

Our community's shared values provide a basis for describing  
our school's ethos, culture and resources.

## OUR PURPOSE

Our school strives to ensure that all children will;

- Become self-motivated, independent lifelong learners
- Reflect on their own learning, setting goals for the future
- Have high, but realistic expectations of themselves and others
- Be literate, numerate and engaged in their learning
- Be respectful and appreciative of people and their differences



## SCHOOL TIMES

We have staff on duty outside from **8:45am**. Being in a routine of arriving by **8:45am** gives the children time to run around with their friends before the day starts. This is very beneficial and supports them to learn. Children who are late for school often develop anxiety because they feel embarrassed walking into class when all the other students are settled and listening to the teacher.

School yard supervised	8:45am
School commences	9:00am
Recess	11:00 to 11:20
Lunch eating	1:20pm to 1:30pm
Lunch recess	1:30pm to 2:30pm
School concludes	3:30pm
School supervision concludes	3:45pm

## TERM DATES

### 2024

Term 1	Tuesday 30th January	to	Thursday 28th March
Term 2	Monday 15th April	to	Friday 28th June
Term 3	Monday 15th July	to	Friday 20th September
Term 4	Monday 7th October	to	Wednesday 20th December

### 2025

Term 1	Wednesday 29th January	to	Friday 4th April
Term 2	Tuesday 22nd April	to	Friday 4th July
Term 3	Monday 21st July	to	Friday 19th September
Term 4	Monday 6th October	to	Friday 19th December



# BE INVOLVED!

**We love to encourage parent/carer involvement as it is crucial to our students' education.**

**We understand that parents/carers have many commitments in their lives,  
so we aim to provide a range of opportunities for involvement.**

- Directly assisting the teaching staff in classrooms
- Attending our Family Sports, Special Occasion Assemblies and Carols evenings
- Helping with specialist programs and excursions
- Being a member of School Council
- Joining one or more of the sub-committees of School Council
- Being a parent helper in the canteen
- Working at our family working bees
- Offering assistance in an area related to your personal skills
- Attending information nights and Parent/Carer-Teacher meetings
- Helping with fundraising
- Introducing people from outside the school community to our school when there are possibilities of productive partnerships and sponsorships
- Processing books in the Library
- Telling your friends and neighbours what a great learning environment Streeton Primary School is.



# GENERAL INFORMATION

## ABSENCES

If your child has been absent from school, you are required to give a reason for the absence. Please use the school administration platform *Compass* to lodge an absence. We must have an explanation of the absence on your child's return. A phone call is necessary only if the absence is to be lengthy, or if the child has a notifiable disease such as measles. Please do not send your child to school if they are ill. It is very important that you provide the school with a number of emergency contacts in case the school cannot reach you if your child becomes ill or is injured.

## ARRIVING LATE

The late arrival of children to school is very disruptive for the whole class as well as making it difficult for the children. When your child is late for class, they are often embarrassed and anxious because they do not know where the class is up to. Please telephone the office if your child is going to be late to school. We strongly advise that all children are dropped off in the morning in time to meet their friends and have a short play. This decreases anxiety and strengthens their sense of belonging.

**NOTE:** If your child has not been registered at school by 9:15am, you will receive an automatic text message.

## CANTEEN

Our canteen is open two days a week, on Wednesdays and Fridays, for a 'lunch order' system. The canteen also sells a range of healthy 'over the counter' items to children.

Qkr! is a flexible and secure way to place your canteen orders. It is available for Apple or Android users. Please visit [commbank.com.au/business/qkrschoolpayments](http://commbank.com.au/business/qkrschoolpayments)

## CONFIDENTIAL INFORMATION

When enrolling a child, or as the occasion arises, parents/carers are asked to inform our Principal or class teacher of details of any health, emotional, social or other concerns which may temporarily or permanently interfere with the child's normal educational progress or conduct at school.

Such information is kept confidential and may be very valuable in assisting the school to help your child. Our school processes comply with the Privacy Act.

## CURRICULUM

We have a commitment to excellence in Literacy and Numeracy and our highly skilled staff plan and deliver a comprehensive program based on the Victorian Curriculum. Other curriculum areas are taught using an Inquiry Learning approach or by our Specialist teachers. Intervention and extension programs are provided for children with special learning needs.



## **CUSTODY/COURT ORDERS**

It is essential that the school be provided with current information (and written proof) of custody orders pertaining to child access. Such information is treated confidentially.

## **EDUCATIONAL EXCURSIONS, CAMPS AND ACTIVITIES**

On many occasions throughout the year, children leave the school to take part in educational excursions. Some of these are local walking excursions while others require bus travel to the wider community. These excursions are considered to be a vital part of the school's program and all children are encouraged to participate.

Students in Years 3 to 6 attend camps. Camps focus on developing team building, initiative and problem solving skills, self-esteem, self-management and responsibility.

## **FACILITIES**

Our school is well-resourced and located on spacious grounds. Our learning areas are vibrant, allowing for innovative teaching, complimented by outdoor learning spaces such as decking, permaculture farm and shaded playgrounds.

## **FIRST AID**

There are staff members in charge of First Aid who will personally attend to 'minor' injuries. There may however be situations where parents/carers and doctors need to be contacted. An accident register is kept to record more serious incidents or those which could have possible follow-up. In the sick bay, a record is kept of all children who have asthma, allergic reactions or serious illnesses. All staff are alerted to these needs.

## **FOOD AT SCHOOL**

We encourage students to make healthy eating choices and stock the canteen to support these ethos. Teachers allow for 'fruit time' in the classroom. As some currently enrolled students have life-threatening nut allergies, we discourage parents/carers from providing food containing nuts.

## **FUNDRAISING**

Like most schools, Streeton hosts fundraising activities each year. We have a community group which plans activities each year. The Junior School Council also arranges fundraising activities.

## **HOMEWORK**

Regular homework is a valuable aspect of the learning process and contributes to the development of sound study habits. At the same time, it must be stressed that students apply at least five hours each school day to school work and they need time to relax and follow other pursuits.

Limited formal homework is given to students in Foundation to Year 2. An important activity for these children is the reading and sharing of books from class sets, the school library and community library. Occasionally they may be required to undertake activities such as maths activities, spelling or project work.

The amount of homework given to your child is determined by school policy and government guidelines.

Homework is set when it is considered necessary to extend or consolidate a child's educational program.

Encouraging good homework habits attempts to build a responsible attitude and a purposeful approach to work and achievement. Quality of effort is the main focus.

## **DIGITAL TECHNOLOGY**

We have a commitment to providing access to digital technologies in all areas of the curriculum. Our Foundation to Year 2 students use sets of iPads and laptops. From Years 3 to 6, we run a BYOD program, where students can choose to bring their own device or use a school laptop.

## **LIBRARY**

Children are encouraged to use this important school facility. Finding information in a rapidly growing world has become a major focus of teaching. We may not learn everything there is to know, but we should be able to locate information when we need it. Our Library boasts an excellent range of books and other printed materials as well as internet connections.

## **NEWSLETTER**

The school newsletter 'Streeton' is published weekly on Fridays. It is also available on our web site [www.streetonps.vic.edu.au](http://www.streetonps.vic.edu.au) and via Compass. It is a vital means of communication within the school community. Please read it each week.

## **OUT OF SCHOOL HOURS CARE PROGRAM (OSHC)**

The Out of School Hours Care Program is run by Camp Australia and operates in the hall from Monday to Friday, from 6:45am to 8:45am before school, and 3:30pm to 6:00pm after school.

## **REPORTING TO PARENTS/CARERS**

We have a formal parent/carer-teacher meeting early in the year, followed by a student progress meeting in June. However, parents/carers may request an interview at a mutually convenient time. Parents/carers are asked to write, telephone or email to arrange meetings.

In June and December a written reports is sent home to parents/carers.

Information packages are sent home early in the year to explain to parents/carers the various aspects of the curriculum and the school's operation. Questions are welcome about any of this information.

These reports, together with formal parent/carer-teacher meetings are aimed at helping parents/carers obtain answers to the following questions:

- How is my child progressing at school?
- What are my child's individual achievements?
- Is my child making the necessary learning gain?
- Has my child particular strengths that should be fostered?

## **SCHOOL COUNCIL**

School Council operates within the DET guidelines to ratify and support school policies and budgets. It consists of the Executive Officer (Principal), 8 elected Parent Representatives and 4 elected Staff Representatives.

Whilst overall policy is determined by School Council, the day to day programs and operation of the school are the responsibility of the Principal and the Staff.

The operation of the School Council is assisted by a set of principles and procedures, called Standing Orders and Role Statements.

## **COMPASS**

We use *Compass* for communication with our families. This School Mobile App allows us to communicate to parents/carers everything they need to know about school news, newsletters, events calendars, school notices, information, absence notes, and permission forms. It is available for Apple or Android users. Please come to the School Office for an information brochure or visit

## **SUNSMART POLICY**

Children and teachers are expected to wear hats and encouraged to wear sunscreen at school when UV levels reach 3 and above (typically mid August to the end of April). We have a 'no hat, no play' policy. If children are not wearing a hat, teachers will instruct them to play in a shaded area.

## **SPORT**

All classes have one hour of sport each week which consists of Phys. Ed. skills sessions. The Upper School classes are involved in an Interschool Sports Competition with the Watsonia District schools. They also have additional sports and physical education sessions.

Interschool summer sports are Basketball, Bat Tennis, Cricket and Rounders. Winter sports are Football, Netball, Softball and Soccer.

## **STUDENT CODE of CONDUCT**

At the beginning of each year all classroom and specialist teachers develop a classroom discipline plan with their students. It contains an agreed set of rules with which everyone has to comply.

The most important element of the Student Code of Conduct is the focus on rewarding positive and desired behaviours.

The discipline plan for the playground is reviewed each year by the students and teachers. Generally, it is based on common sense and safety considerations.

Class discipline plans are shared with parents/carers so that they know and can reinforce the expectations of students as well as knowing the rewards and consequences for their child's behaviour.

## **STUDENT WELLBEING**

Each year students participate in programs to build and develop personal and social skills, teaching confidence, resilience and self-esteem and establishing positive relationships. The school has access to experienced educational psychologists, social workers and speech therapists and, with parental/carer approval, may ask these consultants to evaluate students and assist with their school activities and life at home.

Streeton Primary has an Integration policy designed to identify and respond to the needs of students with learning disabilities and impairments. For each of these students a Student Support Group is established to provide an ongoing review of progress. In some cases government funding is available to assist with resources and the provision of aides.

We run a 'URSTRONG' program from Foundation to Year 6.

## **VOLUNTEERS**

Schools rely on volunteer parents/carers to assist in a variety of ways. Streeton is no exception. Volunteering time and/or expertise is a great way of making a contribution to the community feel of our school. We have many volunteers who work on a range of activities every day.

At the beginning of each year parents/carers are asked if they can spare the time to volunteer for a variety of tasks – being on the roster for the canteen, sickbay laundry... You may not be put on a roster immediately, but will probably be called on at some time during the year.

Volunteers for all programs are required to have a Working with Children Check and complete other necessary induction and checklist materials before commencing these activities. Current forms are available from Australia Post Offices or online.



To view our policies, please visit <https://www.streetonps.vic.edu.au>