

St Andrews Primary School



*Growing Caring,
Courageous and
Responsible minds*

Parent Handbook

Welcome to the St Andrews Primary School Parent Handbook

- An A-Z of useful information for families
- An ever changing document – *the latest version is available on the school website*
- If you don't find the information you need, please talk to a member of staff

Our Mission and Values

Our school community's purpose is to provide students with the knowledge, skills and passion they need to be caring, responsible and courageous learners who will contribute positively to our community. Following a school wide positive behaviour support framework, our values are embedded throughout our teaching and learning practices and our community is encouraged to reflect positive behaviours that demonstrate these values;

- Caring
- Responsible
- Courageous

Quick reference information

Address

25 Caledonia St
St Andrews 3761

Bank Details

St Andrews PS
BSB: 063 222
Acc: 00901182

Contact Details

email: st.andrews.ps@edumail.vic.gov.au
web: www.standrews.ps.com.au
phone: 9710 1255
mobile: 0427 493 693

Facebook Group: STAPS Community
Instagram Page: @standrewsps

Please note: *the school mobile is only to be used if the office is closed, during a whole school excursion, or in the case of an emergency.*

Accidents or Illness at School

Sick children should not be at school. If a student becomes sick or injured in the classroom, teachers are required to send the child with a partner to the office where the office staff will contact the parents if necessary to collect the child or monitor them within the sick bay. If a child suffers a minor injury during yard duty, the yard duty teacher is responsible for administering first aid using the resources in the yard duty bag. Staff will record details of all children who attend the sick bay in the folder supplied. In the case of a serious injury and all head injuries, the staff member will complete the accident register form as applicable, and parents will be called.

Assemblies

Our assemblies are student lead, engaging and unique to STAPS. Assemblies are *generally* held every fortnight on Fridays at 3:00pm. Please see the newsletter for the specific dates. Parents and guests are very welcome.

Attendance

All children should attend school every day unless ill. Teachers encourage full attendance by students within their classroom programs. Attendance rolls are marked first thing in the morning. Parents/caregivers are required to use the Skoolbag app to notify of absences. In 2021, we will be migrating to Compass to log absences. Full instructions and training will occur when we commence the change. As per DET requirements, parents/carers will be contacted if no absence notification has been received. *Extended Family Holidays - the school needs to be notified via Skoolbag of intended leave with the dates students will be away.*

- **Lateness/Late Arrivals**

Punctuality at school is very important. Children are expected to be at school prior to the bell at 9.00 am. Parents are required to sign in their children who are late. Students who are late repeatedly will have a statement in their report highlighting this issue.

- **Leaving the School Grounds**

Children are not permitted to leave the school prior to dismissal time unless accompanied by a parent or an approved adult as per parental instructions. Parents/approved adults must sign children out at the office.

- **Student Pick Up *by someone other than a parent***

If you are unable to pick up your child from school, we ask that you communicate this to your child's teacher or the school office. If they are new to the school, and have not picked up your child before, we ask that they also introduce him or herself to your child's teacher at pick up.

- **Early Leavers**

Parents who wish to collect their children from school prior to the normal dismissal time must call at the Office and complete student Sign Out book. The staff or office member will retrieve your child. We ask that you notify staff as early as practicable so that we can make this transition as simple as possible.

Band Program

Students have the option of being part of the Band Program from Grade 3 onwards. Our amazing Band Teacher, Kyle, makes decisions about which students should be in which bands and works with them to make decisions on their song choices. Bands play at school events, the end of year concert and at Band Night. Associated fees can be found in the Annual Parent Payment document.

Birthdays

Students may bring in a small treat to share with classmates to celebrate their birthday. This treat does not have to be food based. Due to various allergies, food intolerances and personal choice of what students are permitted to eat we encourage parents to think creatively and consult the classroom teachers regarding specific issues for each class.

Buddies

Upon commencement at STAPS, new students are introduced to a senior buddy, or buddy group, with the aim of a smooth transition to school. Fortnightly buddy lessons take place to encourage a healthy connection.

Camps Program

The school's annual camp program that consists of:

- Grade 1 Sleep Over
- Grade 2/3 two - three day camp
- Grade 4/5/6 five day camp.

We aim to provide students with a range of camp experiences linked with; their classroom learning, social and emotional skills, environmental and cultural experiences. The school aims to have all camps planned and priced at the commencement of the school year and details will be communicated to parents as soon as practicable.

Canteen

Lunch orders from the General Store are currently being reviewed. Senior students do canteen sales from the window in the first part of lunch on Friday. This will include icy poles during Summer and hot chocolates in colder months.

Car Park

Please obey the no standing signs at the front of the school. Parking is available at the front of the school and at the tennis court car park. Do not allow children to cross roads or enter car parking areas unsupervised.

Classes

The classes at STAPS are determined by student numbers. In 2021 the classes are as follows.

Prep/One	<i>Teacher: Jennifer Birch</i>
Two/Three	<i>Teacher: Carla Hillsley (Mon/Tues) – Tyler Ellis (Wed-Fri)</i>
Four/Five/Six	<i>Teachers: Ryan Cossens (Mon – Thur) - Hayley Styles (Fri)</i>

Conveyance Allowance

Families in rural and regional Victoria can get help with the cost of transporting their children to their nearest school or campus. This is known as the conveyance allowance. It is a contribution towards transport costs and is not intended to cover the full cost of transporting children to and from school. To see if you are eligible and learn how to apply please see Michelle in the office or visit <https://www.education.vic.gov.au/>

Cubby land

During Terms 2 and 3, students are invited into Cubby land to play. It is situated between the water tanks and rear fence line. Students are invited to play in groups and build spaces within this natural, bush like environment. At the commencement of Term 2, a whole school meeting is held to establish the rules for Cubby land to ensure all students have a safe and enjoyable time together.

Curriculum Days

Each year schools receive 4 student-free days for professional development, school planning and administration, curriculum development and student assessment and reporting. School councils have the flexibility to schedule the remaining 3 student-free days each year to meet local school needs. Curriculum days will be scheduled well in advance and parents notified.

Dogs

As you enter our office, you may be greeted by Angus, our Principal's dog. STAPS is a dog friendly school, however, we do have a few guidelines as per our dog policy. We do have student allergies, so dogs are not welcome within the school building. We ask that dogs are kept on a leash if they come to school and, you know your dog best, so if you believe your dog is going to become aggressive, please leave them at home. If your dog does a poo on school grounds, please pick it up.

Fees

School fees will be sent home at the end and beginning of each year. The fees are approved by School Council annually and consist of Essential Student Learning Items, Optional Items and Voluntary Financial Contributions. Families may make a once off payment or pay in instalments. Additional school charges will arise throughout the year on a term by term basis for excursions and special events.

Home Reading

At St Andrews Primary School, all students are expected to read at home each school night. In the early years of school, this involves children reading with their parents each evening, and in the upper years, it will involve more independent reading and conversations before, during and after reading.

Homework

Students in each class are expected to complete some additional work at home each week to compliment the learning that they are doing at school. This homework is dictated by the class teacher and the will vary in each class. Tasks are generally sent out weekly and involve a mixture of Reading, Writing, Maths and activities to support their Integrated Inquiry lessons.

Integration Aides and Education Support Staff members

Integration Aides and Education Support staff are employed to assist the learning and development of specific students with additional learning needs or specific needs within the school. The staff have specific funding and work under the direction of the principal and classroom teacher.

Intervention Programs

Identified students at risk are catered for in a number of ways at St Andrews Primary School:

- **Individual Learning Improvement Plans** are provided for identified students within grades in consultation with parents and the grade teacher. This plan outlines specific learning goals and how both school and home will support the learning of each student. It focuses on identified students at risk as well as gifted students to ensure that disengagement from learning does not occur.
- **Tutoring** is a new initiative, commencing in 2021, aimed at supporting students who faced difficulties through the remote learning periods in 2020. Tutors, Carla Hillsley and Hayley Styles, will work closely with classroom teachers to develop individualised learning programs and work with identified children several times each week. Parents of children who will be involved in this program will be contacted directly in the first month of school.

Library

Teachers take regular library sessions where students are encouraged to take books home to read. Children must supply a book bag in order to take books home. Our Library is currently being 'renovated' and will soon be open for our whole community to use, including a parent library section.

Medical needs

Allergies/Anaphylaxis

If your child suffers from allergies and/or anaphylaxis please inform the office so we can implement the relevant action plan. Our school is not a nut free school and we work closely with parents to ensure the safest environment possible. The anaphylaxis policy is available on the school website.

Asthma

All students with asthma need an Asthma Management Plan. Please contact the office if your child has asthma. First aid trained staff can apply the administering of Asthma inhalers. Students with asthma will have an asthma management plan that will be kept in the sick bay. The medication for asthma sufferers will be kept in the sick bay, or on person.

Medication

Staff generally are not permitted to administer medication to students, unless in an emergency (e.g. use of Epipen for severe allergic reactions). For other medication to be administered, parents must bring the medication to the General Office and complete the medication pro-forma. The medication is stored appropriately and staff will be responsible for administering such medication. It is the responsibility of the parent/s to ensure that all medicines are in date.

Office Hours/Contact Details

Our Business Manager, Michelle, is in attendance from Monday to Wednesday. The school office is open from 8.45 am to 4.00pm on these days for questions, payments and school uniform orders.

Phone: 9710 1255

Email: st.andrews.ps@education.vic.gov.au

On days when Michelle is not in attendance, please see the principal, Hayley.

Out of School Hours Care (OSHC)

We are fortunate to have School Council run OSHC that is solely funded by its attendees. Children can be enrolled in the OSHC Program on a fulltime, casual or emergency basis. All children using the OSHC Program must have a current enrolment form. Enrolment forms can be collected from the office. Fees were revisited in 2019 and are available from the office. To enrol your child please see Michelle or contact Mischa on the number below.

Operating Hours

Before School Care Program: Monday to Friday 7.00 – 8.45 am

After School Care Program: Monday to Friday 3.30 – 6.00 pm

Our Teacher, Mischa's, Contact Number: 0427 245 921

Parental Involvement

We welcome parent involvement. The skills, talent and energy brought to the school by parents is a vital and valued resource for the school. Being involved is an enjoyable and rewarding way to enrich your child's educational experience and build friendships in our friendly and welcoming school community.

There are a variety of ways in which parents can be involved in the school including:

- Parents and Friends Group
- School Council membership
- Parent helpers (classroom/library/gardening)
- Working bees
- Guest Speakers

Parents should feel welcome in the school and understand the important role they play in their child's education. If you have a particular interest or strength, such as gardening, cooking, sport or Maths and would like volunteer your time, please see your classroom teacher. We love having the community join us! Parent's entering the school during class time must enter via the office, sign the visitor's book and obtain a visitor's pass from a member of staff.

Working Bees

In order to keep our school neat, tidy and safe, we invite parents to attend four Working Bees per year. Working Bees are generally held on weekends. Dates will be provided in advance. Jobs will be undertaken will be advertised prior to the date so that those that cannot attend can still assist our school. On the day, we ask that you bring along suitable tools and safety equipment. The school will provide some refreshments and sausages for the workers. If you are unable to attend you are expected to pay the working bee levy outlined in the school fee document.

Prep Testing

At the beginning of each year new Prep students will not attend school as usual on Wednesdays for the first 6 weeks of the year in order to take part in Literacy and Numeracy testing. Students will be assigned individual times. Parents cannot be present for the assessment but are welcome to stay at school during testing.

Principal – Hayley Styles

Principals have a significant responsibility in the delivery of a high quality school education to the community of Victoria, and to strategically manage people, financial and physical resources within a strong accountability framework. As a small school, our Principal has a teaching element to her role. In 2021, she will be teaching in the 4/5/6 room on Fridays. If you do need to see her on these days, please see Michelle in the office and arrangements will be made.

School Days – What goes on?

- 8:45 Students start to gather at the front of the school, chatting and playing while the teachers are present to talk with students and staff prior to the school day
- 9 The school bell goes, students line up in their classes and make their way inside.
- 9-11 During the first two hours of the school day students generally undertake Reading and Writing sessions. Parents may be invited in during their time to read with students or assist with lessons.
- 10 Students stop work for a Brain Break – having fruit snack and a movement break
- 11 Recess Time
- 11:30 Students return to class for Maths and other lessons including; Specialist lessons, Inquiry, Sport, Social and Emotional Learning, Technology. They may have another Brain Break during this time, dependent on the class and student needs.
- 1:15 Eating Time for lunch
- 1:25 Lunch Time
- 2:25 Last hourly lesson (A/A)
- 3:25 Students are dismissed to the front of the school to be picked up

At the start of the school year your teacher will provide you with a specific timetable for what is happening in their classroom each day. Timetables may change each term, guided by their subjects and specialist timetables.

On the final day of each Term school will finish early at 2:25pm, with a special 1:25pm finish on the very last day of each year.

Specialist Programs

Art

Learning in Visual Arts takes several forms and our students experience this as a specialist lesson. Students have one weekly art lesson and are asked to bring an art smock at the start of the year that can be left in the art room. The Visual Arts teacher, Jennifer Birch, is responsible for taking each grade for Visual Arts for one hour per week.

Physical Education

The classroom teachers timetable a weekly physical education lesson. PE is supplemented by movement breaks during the day and a range of externally provided opportunities through the Sporting Schools Grants. The Physical Education program is based on the Victorian Curriculum. Children also participate in Hooptime, Interschool Sports and a range of other sporting opportunities.

Language – Japanese

Our teacher, Kerry Barrett, takes all students for an hour each week to enable students to communicate in Japanese, understand the links between language and culture and broaden students' horizons about the personal, social, and cultural employment opportunities that are available in an increasingly interconnected and interdependent world.

STEM

We are fortunate to have an amazing STEM teacher, Chan Ruwadeniya, who teaches Science, Technology, Engineering and Maths to our students each week. During these sessions, students develop their critical and creative thinking skills, explore new concepts in a hands on, exploratory manner, and widen their knowledge around the areas of sustainability and science.

Term Dates

	2021	2022
Term 1	28 January - 1 April	31 January – 8 April
Term 2	19 April - 25 June	26 April – 24 June
Term 3	12 July - 17 September	11 July – 16 September
Term 4	4 October - 17 December	3 October – 20 December

Toys

Students are not advised to bring expensive toys to school. If on the rare occasion that one of these items needs to be brought to school, then it must be given to the classroom teacher for safe storage. The school accepts no responsibility for items damaged, broken or lost at school.

Uniform

St Andrews Primary School Council has determined that there is a school uniform for all students and students are encouraged to wear their uniform every day. Uniforms can be purchased from the school office. Children should be encouraged to wear sneakers and/or school shoes. Open toed shoes, sandals or thongs are not permitted. It is a requirement that uniforms are worn on excursions.

Hats

St Andrews Primary School is a Sunsmart School. Hats are to be worn in Terms 1 and 4 with some parts of Terms 2 and 3 depending on advice from Sunsmart around the UV levels. Hats need to be wide brimmed school hats, available from our uniform store.

Water Bottles

Students are encouraged to bring clearly named water bottles to school to keep on their tables and take with them to sporting activities.