



Derrimut Primary School

Parent Handbook 2020

Respect
Responsibility
Excellence



A Place to Grow and Thrive

We are a community of learners and thinkers who strive for Excellence.

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SCHOOL INFORMATION

Principal: Joanna Stanford
Assistant Principal: Lina Stephens
Assistant Principal: Jade Seddon
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Office Hours:

Monday – Friday 8:30am – 4:00pm

MESSAGE FROM THE PRINCIPAL Joanna Stanford

Welcome to Derrimut Primary School

I am honoured and feel very privileged to be the Principal of Derrimut Primary School. I enjoy partnering and collaborating with our students, staff and parents/guardians to make our school the best school it can be. My commitment to our community is to lead the school with enthusiasm and passion to enable us to reach our goals.

We will continue to develop and enhance a school that:

- Focuses on the development of the whole child
- Has a strong culture of respect and school pride
- Strives for excellence to achieve the highest academic standards
- Reflects the values of its community
- Ensures every child achieves their learning goals to be the very best versions of themselves
- Involves the community in learning so our school is an important aspect of the Derrimut community
- Develops true partnerships that value each child

I have an open door policy and urge all parents to take the opportunity to discuss aspects of the school or an issue with me so that we can move forward together.

We truly have a fantastic school with a supportive and involved parent community, dedicated and highly skilled staff, excellent resources and learning environments and the most fantastic students to work with.



Joanna Stanford
Principal

MESSAGE FROM THE SCHOOL COUNCIL

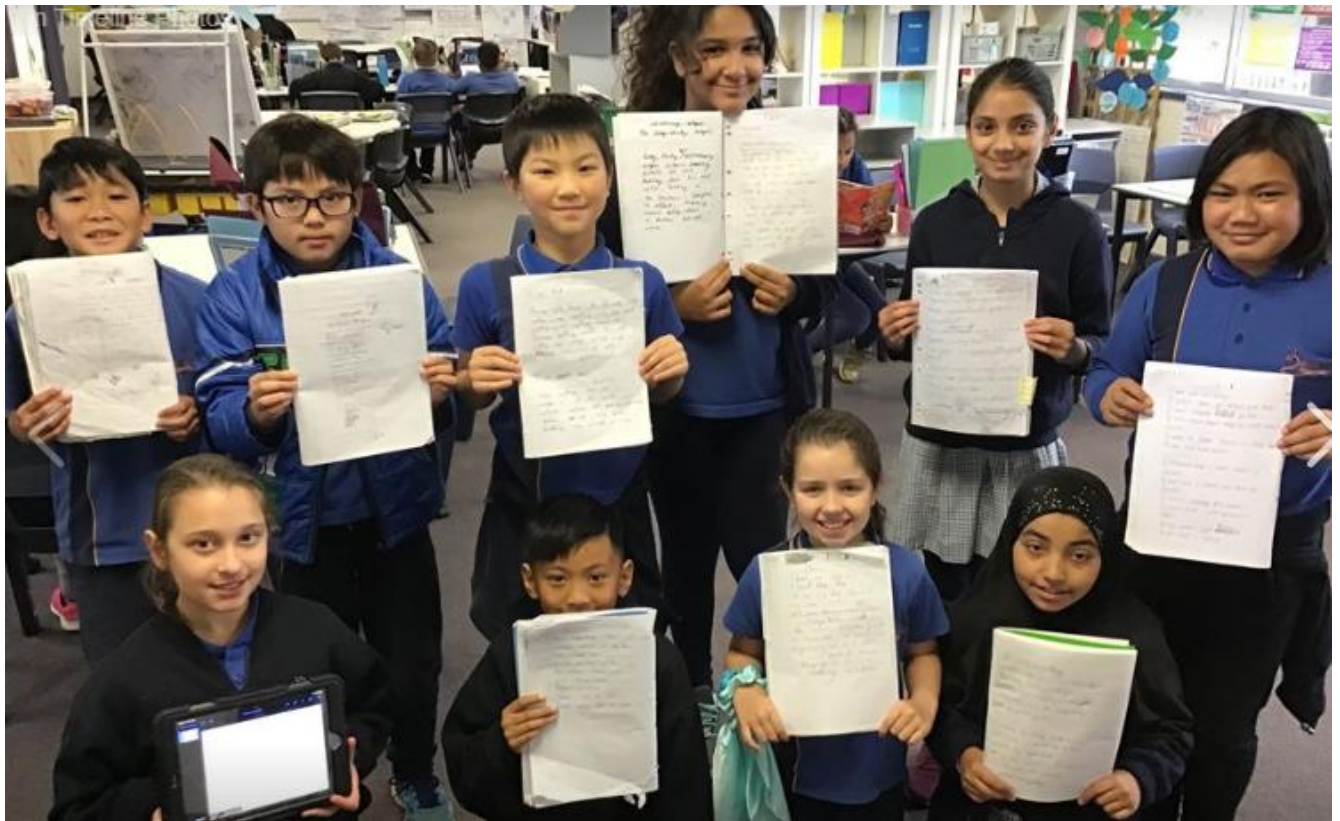
The School Council is an elected body of staff and parents that oversee the policy and financial decisions for the school. The day-to-day running of the school is left to the experts, the Principal and staff.

Elections are held for School Council in February/March each year. Each year the School Council will elect parents and teachers for a two-year period, with half the School Council being replaced each year.

School Council meetings are open to the whole school community and visitors, and questions are welcome. Meeting times are advertised well in advance in the school newsletter. If you would like an item placed on the agenda this can be done by contacting the Executive Officer (the Principal) or the School Council president. The names of the members of School Council are published in the Newsletter during Term 1.

We hope that families joining the school in 2020 will soon feel part of this community. If you have time, there are many ways that you can help either through the School Council or in the classroom. Finally, we wish you many happy and rewarding years as members of this school community.

Derrimut PS School Council



SCHOOL PROFILE

Our Vision: **A Place to Grow and Thrive**

Our Values: **Excellence Responsibility Respect**

Our Mission: **We are a community of learners and thinkers who strive for excellence.**

Derrimut Primary School has extremely talented and professional staff, who work closely together to ensure the educational and wellbeing needs of all students are met. The development of a core set of values of **Respect, Excellence and Responsibility**, and a whole school approach to cognitive and emotional engagement has led to a consistent and supportive environment in which students flourish. Underpinning programs at Derrimut Primary School is the belief and commitment to the school's vision: **"A place to grow and thrive."**

Learners from the Derrimut Community graduate as critical, creative and reflective inquirers. They work collaboratively and independently as problem solvers, who co-create and evaluate learning goals. Learners demonstrate curiosity and active citizenship, through personalised pathways, to lead local and global change, making a difference in their lives and the lives of their community. Our common goal is developing understanding and transferability in every subject and developing key habits of mind (dispositions) that signify a mature and effective adult.

We aim to:

Improve student learning outcomes in Reading and Writing

- Develop and embed, and evaluate a guaranteed and viable curriculum in Reading and Writing underpinned by the Victorian Curriculum and supported by an agreed instructional model.
- Build staff, leadership, PLC capacity in data literacy in order to differentiate and measure impact on teaching and learning in Reading and Writing.
- Build staff and leadership capacity to embed HITS instructional practice across the school.

Improve student learning in Numeracy

- Develop and embed a guaranteed and viable curriculum in Numeracy underpinned by the Victorian Curriculum and supported by an agreed instructional model.
- Build teacher capacity in data literacy in order to differentiate teaching and learning in Numeracy.
- Build staff and student capacity in making learning highly visible, explicit and purposeful using research-based, evidence informed teaching practices in Numeracy.

Develop aspirational learning culture of high level engagement and achievement

- Develop teacher capacity to develop and embed Student Voice and agency in Learning.
- Embed a consistent approach to School Wide Positive Behaviours underpinned by the vision of Derrimut Primary School.
- Develop and embed leadership skills of all students to set high expectations of themselves and a strong sense of school and community pride

Environment

Derrimut Primary School commenced operations in 2010 and is part of the Public, Private Partnerships (PPP) program. Derrimut PS is a government school opened to serve the educational needs of the growing suburb of Derrimut. The backgrounds of students reflect a cultural and socio-economic diversity including a number of children from non-English speaking backgrounds. It opened with 130 students in 2010 and has a current enrolment of 760 students with an expectation

to remain at around 800 students for the next few years, before settling at approximately 470 within the next 10 years.



The school prides itself on the excellent facilities which link learning with environment, and values diversity and sustainability. Children learn collaboratively in communities made up of Year level homegroups. The main building is centred around the resource centre, where children have access to state of the art research and literary facilities. A design space caters for our Kitchen Garden, Visual and Performing Art programs. Learning spaces and opportunities are not confined to indoors but extend out to a full sized oval and our own wetland area and native gardens.

The school has a full sized indoor basketball court, two outdoor courts, multiple adventure playgrounds and an exciting play area for children. Most of which has extensive shade structures in place. The playpod allows students to creatively and collaboratively explore and build using loose parts that are updated regularly. The YMCA is a valued partner of Derrimut Primary School and runs a long day care centre and before and after school centre in an adjacent community hub.

The facilities are being developed to ensure students have the opportunities and learning spaces to lead their learning, be independent, have choice and take risks. In 2017, a sensory garden was constructed as an additional space for children to learn and play.

The school is organised into Year level Communities with teachers and students assigned to a home group and with teachers forming Learning Community Teams for each Year level. Depending on the student's inquiry work, other learning advisors are available to support their research questions.

The Victorian Curriculum and department assessment and reporting procedures have been incorporated into Derrimut Primary School's curriculum programs. Student voice is valued at Derrimut and is reflected in student led goal setting, conferences and participation in decision making activities for the school and the community. Curriculum Support programs operate in Physical Education, The Arts – Visual and Performing, Kitchen Garden and Languages – Manadarin.

All children are supported at their point of need. Learning intervention is seen as part of the whole classroom experience rather than withdrawal. Programs to extend and enrich students are also offered throughout the school through personalised inquiry research. Derrimut Primary School provides the school community with an educational facility that is unique in its innovative programs-delivered by dedicated staff, enjoyed by enthusiastic students and supported by families in striving for excellence in learning and achievement beyond the school gates.

Daily Timetable

Learning begins promptly each day at 9:00am and finishes at 3:15pm. Students need to be at school by 8:50am and should be picked up or walk home by 3:30pm. Parents, please help your children to establish the habit of punctuality.

8:45am	Arrive at school
8:50am	Students enter school to prepare for start of the day
9:00am - 11:00am	Learning time
11:00am - 11:30am	Recess (Outside Play)
11:30am - 1:30pm	Learning time
1:30pm - 1:45pm	Lunch eaten in the communities
1:45pm - 2:15pm	Lunch break (Outside Play)
2:15pm - 3:15pm	Learning time - <u>Students are dismissed at 3:15pm</u>



Monday 04-11-19		<h1>READING</h1> <p><i>Analysing language features in poetry</i></p> <div><p>LEARNING INTENTION: Successful readers understand the powerful ways authors use language in poetry.</p><p>SUCCESS CRITERIA</p><ul style="list-style-type: none">- I can identify the language feature author uses to evoke an emotion- I can explain why the author has used the language feature- I can notice the power of words- I can continue to develop a love for poetry</div>	VOICE LEVELS
Time	What are we doing?		0 SILENCE
9.00-10.00am	Reading		1 WHISPER
10.00-11.00am	Writing		2 PARTNER TALK
11-11.30am RECESS			3 GROUP TALK
11.30am-12.30 pm	Numeracy	4 OUTDOOR	
12.30-13.30pm	Inquiry		
13.30-14.15pm LUNCH			
14.15-15.15pm	Wellbeing		



2020 Term Dates

TERM 1- Tuesday 28th Jan is a teacher preparation day and there is NO school for students.
Wednesday 29th January 2020 Years 1 – 6 Start School Thursday 30th January 2020 Preps Start School

Friday 27th March 2020 Last day of Term 1 - Students finish at 2:15pm
CURRICULUM DAY MONDAY 2nd of March (Student don't attend school)

TERM 2

Tuesday 14th April 2020 Students resume
Friday 26th June 2020 Last day of Term 2 - Students finish at 2:15pm
CURRICULUM DAY MONDAY 4th MAY (Students don't attend school)

TERM 3

Monday 13th July 2020 Students resume
Friday 18th September 2020 Last day of Term 3 - Students finish at 2:15pm
CURRICULUM DAY TBC (Students don't attend school)

TERM 4

Monday 5th October 2020 Students resume
Friday 18th December 2020 Last day of Term 4 - Students finish at 1:00pm

2020 Book Packs

Currently the School Council does not ask for Voluntary School Fees. However, the state government does not supply the consumable items like paper, pens etc. This is supplied by parents. To keep costs down and make it easy for busy families, the school operates a Book Pack system, which enables families to purchase initial materials. There will be no supplies received at the time of purchase, as the book pack will be given to all students at the commencement of the school year.

The 2020 Book Pack cost for Prep – Year 2 was \$150.00 and Year 3 – 6 was \$240.00 per student. The Book Pack list is handed to students at school and mailed home for new enrolments in October each year.

A 10% discount will be given to Book Pack payments made IN FULL of: Monday 4th November 2019 – Friday 6th December 2019. Thereafter, full price will apply!

2020 Book Pack Purchase Date

Tuesday 28th January 2020 8:30am – 4:00pm

NO SALES: Wednesday 29th, Thursday 30th and Friday 31st of January 2020

Book Packs are also available for purchase via the QKR App... It's free, it's simple and it's convenient!



Please note, there will be no supplies received at the time of purchase, as the book pack will be delivered to your child's community by the commencement of the school year.

STUDENT WELLBEING AND ENGAGEMENT

Statement of Values

Derrimut Primary School recognises the importance of the partnership between schools and families to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, ensuring inclusive, safe and orderly environments for children and young people.

This Statement of Values sets out our **behavioural expectations** of all members in this school community, including the principal, all school staff, parents, students and visitors.

Respect will be shown for colleagues and members of the school community by:

- treating everyone in a considerate, fair and courteous manner
- maintaining confidentiality and treating private information properly
- recognising the achievements of others and sharing team success
- listening and encouraging everyone to explain ideas and actions
- ensuring that everyone has the right tools to do their work
- collaborating and engaging constructively with each other working towards a common goal.

Discrimination, sexual and other forms of harassment, bullying, violence, aggression and threatening behaviour are unacceptable and will not be tolerated in this school.

Our Statement of Values acknowledges that parents and school staff are strongly motivated to do their best for every child. Everyone has the right to differing opinions and views and to raise concerns, as long as we do this respectfully as a community working together.

Responsibilities

As principals and school leaders, we will:

- Work collaboratively to create a school environment where respectful and safe conduct is expected of everyone.
- Behave in a manner consistent with the standards of our profession and meet core responsibilities to provide inclusive, safe and orderly environments.
- Plan, implement and monitor arrangements to ensure the care, safety, security and general wellbeing of all students in attendance at the school is protected.
- Identify and support students who are or may be at risk.
- Do our best to ensure every child achieves their personal and learning potential.
- Work with parents to understand their child's needs and, where necessary, adapt the learning environment accordingly.
- Respond appropriately when inclusive, safe or orderly behaviour is not demonstrated and implement appropriate interventions and disciplinary measures when required.
- Make known to parents the school's communication and complaints procedures.
- Ask any person who is acting in an offensive or disorderly way to leave the school grounds.

As teachers and all non-teaching staff, we will:

- Model positive behaviour to students consistent with the standards of our profession.
- Proactively engage with parents about student outcomes.
- Work with parents to understand the needs of each student and, where necessary, adapt the learning environment accordingly.
- Work collaboratively with parents to improve learning and wellbeing outcomes for students with additional needs.

- Communicate with the principal and school leaders in the event we anticipate or face any tension or challenging behaviours from parents.
- Treat all members of the school community with respect.

As parents, we will:

- Model positive behaviour to our child.
- Ensure our child attends school on time, every day the school is open for instruction.
- Take an interest in our child's school and learning.
- Work with the school to achieve the best outcomes for our child.
- Communicate constructively with the school and use expected processes and protocols when raising concerns.
- Support school staff to maintain a safe learning environment for all students.
- Follow the school's complaints processes if there are complaints.
- Treat all school leaders, staff, students, and other members of the school community with respect.

As students, we will:

- Model positive behaviour to other students.
- Comply with and model school values.
- Behave in a safe and responsible manner.
- Respect ourselves, other members of the school community and the school environment.

As community members, we will:

- Model positive behaviour to the school community.
- Treat other members of the school community with respect.
- Support school staff to maintain a safe and orderly learning environment for all students.
- Utilise the school's communications policy to communicate with the school.

The Department of Education and Training will:

- Provide support and advice to principals to equip them to manage and respond to challenging behaviour of students, parents and staff.
- Provide practical guidance and resources to support schools to manage and respond to challenging behaviour of students, parents and staff.
- Provide practical guidance and resources to support schools respond to and prevent bullying and promote cyber-safety and wellbeing.
- Provide access to evidence based resources and strategies to increase student safety, wellbeing and engagement.
- Provide schools with practical and legal support as required.
- Provide parents with practical guidance and resources to resolve conflicts with the school.

Consequences For Failing To Uphold The Statement Of Values Unreasonable Behaviours

Behaviours that are considered inappropriate on and adjacent to school grounds or in relation to school business and that do not uphold the principles of this Statement of Values include when a person:

- is rude, aggressive or harasses others
- sends rude, confronting or threatening letters, emails or text messages
- is manipulative or threatening
- speaks in an aggressive tone, either in person or over the telephone
- makes sexist, racist or derogatory comments
- inappropriately uses social media as a forum to raise concerns/make complaints against the school
- is physically intimidating, e.g. standing very close.

At no time should a parent or carer approach another student, and use threatening and or abusive behaviours. We follow the Child Safe Standards and we do not tolerate any form of child abuse.

School Wide Positive Behaviour Support Framework

Derrimut Primary School has embedded the School Wide Positive Behaviour Support framework (SWPBS). SWPBS assists schools to improve social, emotional, behavioural and academic outcomes for children and young people. The key attribute of SWPBS are that staff and students use a common language to discuss behaviour. At Derrimut Primary School, we teach appropriate behaviour much like academic learning through a clearly defined set of expected behaviours. SWPBS is a multi-tiered system of support, therefore students with at-risk behaviour or students with high-risk behaviour are provided with additional primary and secondary prevention strategies. This ensures that all students at our school have the strategies they need to be successful.



The SWPBS approach ensures we create a safe and supportive learning environment for all students. We use positive feedback to encourage expected behaviours and endeavour to teach and redirect students who show unexpected behaviours. We recognise that learning social skills and socially acceptable behaviours is a process, which everybody moves through at a different pace. Learning appropriate social skills is seen in the same light as the teaching of Reading, Writing and Numeracy. Some students need more assistance in some areas and less in others.

At Derrimut Primary School, we have a consistent and positive approach to behaviour that will foster school climate where personal responsibility and self-discipline are developed. All school values will be discussed and taught through authentic experiences, to ensure all students can understand and demonstrate our expected behaviours.



The following table shows our whole school behaviour Matrix outlining the expected positive behaviours to be shown within the school.

The Zones of Regulation

At Derrimut Primary School The Zones of Regulation is a systematic, cognitive behavioural approach used to teach self-regulation by categorising all the different ways we feel and states of alertness we experience into four concrete coloured zones. At Derrimut Primary School we teach students to become more aware of and independent in controlling their emotions and impulses, manage their sensory needs, and improve their ability to problem solve conflicts.

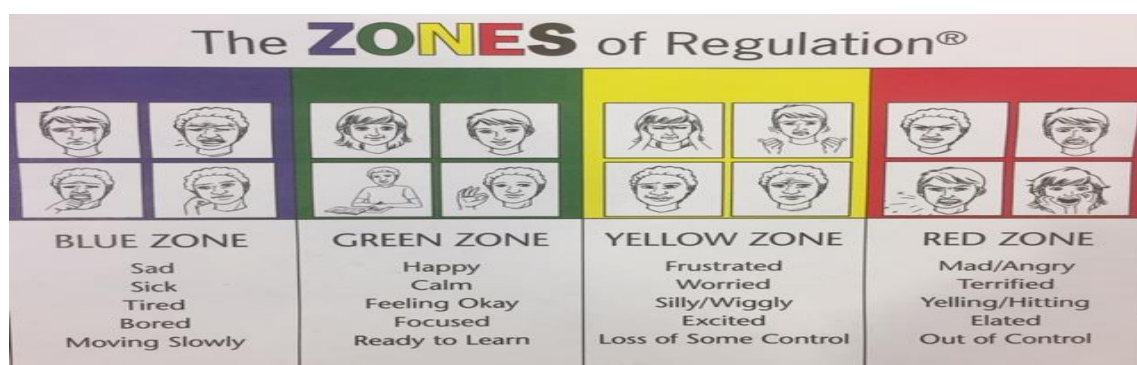
The Zones of Regulation categorises emotions into Zones:

The **Red Zone** is used to describe extremely heightened states of alertness and intense emotions. A person may be elated or experiencing anger, rage, devastation, or terror when in the Red Zone.

The **Yellow Zone** is also used to describe a heightened state of alertness and elevated emotions, however one has more control when they are in the Yellow Zone. A person may be experiencing stress, frustration, anxiety, excitement, silliness, the wiggles, or nervousness when in the Yellow Zone.

The **Green Zone** is used to describe a calm state of alertness. A person may be described as happy, focused, content, or ready to learn when in the Green Zone. This is the zone where optimal learning occurs.

The **Blue Zone** is used to describe low states of alertness and down feelings such as when one feels sad, tired, sick, or bored.



4Rs: School Wide Process

At Derrimut Primary School when teachers notice students becoming less regulated, teachers use the 4R's of Remind, Redirect, Relocate and Reflect in order to assist students in managing their feelings and actions. The 4R's is a school wide process for managing unexpected behaviours.

4Rs : School - Wide Process

	STUDENT:	TEACHER:
REMIND	Given a quiet reminder of the expectations – they continue with their work/task.	Gives a clear reminder of what expectations they are not following. Quick, specific feedback to the student.
REDIRECT	Moves to another space in their class (away from peers maybe) as directed by their teacher.	Respectfully asks the student to move to another space in the learning community. Clear feedback as to why and how long they will be there.
RELOCATE	Moves to another classroom to reflect, using the template provided by the teacher.	Teacher gives clear feedback as to why they are being relocated (refer to expectation matrix) and what the expectation is during the relocation. This is a timed relocation. Relocated with a reflection template.
REFLECT	Discusses their reflection with their teacher. Makes up the time lost or consequence to be given.	Teacher uses this time to have a quick teaching moment through conversation and/or consequences given for their behaviour. Explicit feedback to be given to the student.

ALL STUDENTS HAVE THE RIGHT TO RECOVERY – IT IS UP TO US TO ENSURE THAT WE ARE TEACHING AND REINFORCING EXPECTED BEHAVIOURS.

Attendance

When your child is going to be absent please notify the school through a phone call, the Compass system, or sending them with a note on their return. Consistent attendance at school is **critical** for learning growth.

When students are ill they are expected to remain at home, however recent research indicates that many students are missing up to a year of school over their school career for unnecessary reasons.

1 or 2 days a week doesn't seem much but				
If your child misses...	That equals ...	Which is ...	And over 13 years of schooling that's...	Which means the best your child might perform is...
1 Day per fortnight	20 Days per year	4 weeks per year	Nearly 1.5 years	Equals to finishing in grade 11
1 Day per week	40 Days per year	8 weeks per year	Over 2.5 years	Equals to finishing in grade 10
2 Days per week	80 Days per year	16 weeks per year	Over 5 years	Equals to finishing in grade 7
3 Days per week	120 Days per year	24 weeks per year	Over 8 years	Equals to finishing in grade 4

Program For Students With Disabilities

Derrimut Primary School has a Disabilities Program that addresses the specific needs of a number of students. Regular Program Support Group meetings are held with parents/guardians, the Assistant Principal, Learning Advisor and relevant support staff to ensure successful implementation of the program including pastoral care of the students. The Student Wellbeing Leader and Assistant Principal oversee the program.

Student Leadership

Derrimut Primary School offers enrichment and support programs that promote and encourage students to develop leadership skills.

Programs include:

- School Captains
- House Captains
- Junior School Council
- Whole School Showcase
- Performing Arts Captains
- Techxperts
- Literacy Leaders



Health And Safety

Infectious Diseases

Children with certain infectious diseases, and children who have been in contact with certain infectious diseases, are required to be excluded from school for a specified period. The DHHS School exclusion table identifies which infectious diseases require exclusion and for what period. For more information please visit the website.

<https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table>

Accidents

Accidents are dealt with quickly by trained first-aid staff. First-aid personnel will treat most minor problems at the school. In the case of a more serious injury, parents are notified immediately. It is therefore important that parents immediately notify the school of changes to telephone numbers and addresses.

Asthma Management

Parents/Guardians must fill out an Asthma Management Plan form if their child has an asthma condition. The school's Asthma Register contains essential information on known asthmatics within the school. All asthmatic students attending the school should have their own medication available for immediate use.

Allergies/Anaphylaxis

Derrimut Primary School has several students who suffer severe allergic reactions. Although we don't ban peanut products, we ask parents to be mindful of this when packing lunches. Any students with food allergies need to complete the required medical plans, as stated by the Department of Education. Medical Plans are available at the office.

First Aid

Teachers actively supervise play and administer first-aid to students for minor accidents that occur in the playground. If more specific first-aid is required, the student will be sent to the first aid room and trained staff will manage the situation. Parents/Guardians will be notified in writing if their child has attended the first aid room during the day and if your child has a head injury you will be contacted. Serious injuries will be reported to the Principal/Assistant Principals and the Parents/Guardians will be contacted immediately.

Head Lice

Please inspect your child's hair regularly at home for head lice. If head lice or eggs are found, please inform the school and seek appropriate treatment. Once the school is informed of an outbreak, notices are sent home to the relevant community. Health regulations require appropriate treatment of head lice to commence before the child returns to school.

Medication

Occasionally students need medication for ongoing illnesses. All medication is dispensed by the First Aid staff. Medication must be handed to the General Office and be clearly labelled with dosage and time to be dispensed. Students are not permitted to keep medication in their school bags. A medication permission form or written note must be filled out with the student's name and dosage

and signed by Parents/Guardians before any medication can be administered. Forms are available at the Office.

Safety

It is important that your child:

- Is able to say his/her own name, address and telephone number. As the child gets older they should also know an emergency contact name and telephone number.
- Knows to cross the road at lights or safety crossings and has been taught to cross safely when there are no lights or crossing.
- Knows not to talk to strangers on the way to or from school.
- Knows that he/she must remain in the designated areas and within the school fence line.

Supervision Of Students Before And After School

The staff prepare for their classroom and administrative duties early in the morning, and remain after hours to attend meetings. Students should not arrive at school before 8:45am, as the playground is only supervised by yard duty teachers between 8:45am and 9:00am. Students are not permitted to enter classrooms without teacher supervision. The yard is also supervised between 3:15pm and 3:30pm at the conclusion of the school day. Students who have not been picked up by their parents/guardians must report to the General Office. Parents will be telephoned if any students are not collected by 3:45pm. Students will then need to enter the office to sign your child out. Any student not collected by 6pm will be taken to the police station and department of child services will be contacted.

Supervision Of Students At Recesses

Teachers on yard duty are responsible for the observance of school rules to ensure the safety of all students. The large playground provides ample spaces and designated adventure playground equipment for students to play cooperatively during morning and lunch recesses. Teachers supervise the playgrounds at all times and students are not permitted into the school buildings during morning recess and lunchtime. Derrimut Primary School operates an extreme weather timetable when necessary. On these days, students are supervised by teachers in their communities.

Sun Smart Policy

As part of the school's "NO HAT NO PLAY" Sun Smart policy, students are required to wear a Derrimut uniform wide-brimmed hat when outside during Terms 1 and 4. This includes recess, lunchtime, physical education and any other outdoor classroom activities. Staff and visitors to the school are also encouraged to wear a protective hat outside.



CURRICULUM OVERVIEW

Curriculum Programs, School Strategic Plan And Annual Implementation Plan

The *School Strategic Plan* is a four-year plan to guide the functioning of the school. It sets out our school's priorities and goals for improving learning. The curriculum priorities are in the areas of Literacy (English), Numeracy (Maths) and Thinking.

Programs are based on the (Victorian Curriculum.). The Victorian Curriculum describes what is essential for students to achieve from Years Prep to 10 in Victorian schools. Learning advisors are guided by the learning standards when planning their teaching and learning programs, including assessment and reporting of student achievement and progress. The Standards are based on the best practice in Victorian schools, national and international research and widespread consultation with school communities, educators, professional associations and community groups. The Victorian Curriculum covers a wide range of learning areas and emphasises the development of capabilities that apply to learning across all areas of school and life.



Learning Areas	Capabilities
<p>THE ARTS</p> <ul style="list-style-type: none"> • Dance • Drama • Media Arts • Music • Visual Arts • Visual Communication Design <p>ENGLISH</p> <p>HEALTH and PHYSICAL EDUCATION</p> <p>THE HUMANITIES</p> <ul style="list-style-type: none"> • Civics and Citizenship • Economics and Business • Geography • History <p>LANGUAGES</p> <p>MATHEMATICS</p> <p>SCIENCE</p> <p>TECHNOLOGIES</p> <ul style="list-style-type: none"> • Design and Technologies • Digital Technologies 	<p>Critical and Creative Thinking</p> <p>Ethical</p> <p>Intercultural</p> <p>Personal and Social</p>

Curriculum Support Subjects

In addition to the Literacy, Numeracy and Inquiry Curriculum that all students study daily, they may also have the following specialist subjects:

- Language other than English - Mandarin
- Physical Education
- The Arts (Visual Arts & Performing Arts)
- Philosophy
- Kitchen Garden

Excursions And Incursions

Parents/Guardians are required to sign a permission form at the beginning of the year to allow their children to participate in local walking excursions. Other excursions and incursions organised during the year will require a separate permission form to be signed (verbal permission over the phone is not accepted). Excursions and incursions are arranged each term and they relate to the Inquiry Unit being studied in the classrooms. Students are encouraged to attend, to help build on their understanding.

Extracurricular Activities

Derrimut Primary School provides students with extracurricular activities to develop specific skills and pursue specific talents. These include:

- Involvement in Interschool Sport for students in Years 5-6
- Involvement in optional lunchtime clubs tailored to a variety of talents and passions
- Participation in the Swimming Program for Years Prep-4 in Term 4
- Involvement in the Outdoor Camping Program Year 3-6
- Participation in Athletics and Cross Country carnivals for students in Years 3-6
- African Drumming program



School Camping Program

Camp is conducted for students from Years 3 to 6. All camps are conducted according to strict DET guidelines. Camp offers students the opportunity to experience different environments and living conditions. School camp encourages independence in a friendly and supportive environment, and offers activities which are closely related to the curriculum.

School camp can be up to two nights and three days duration for Years 3, 4 and 5 whilst for the Year 6's a study tour to Canberra is organised for Term 2. The camp/study tour is advertised in advance with the opportunity to pay in instalments.

Future planning will see a camping program initiated for the Prep to Year 2s. This program will commence with a Prep breakfast, the Year 1s will have a dinner and disco at school after hours and the Year 2s will be involved in a school sleepover. This is in preparation for outside of school camping experiences that begin in Year 3.

Information Technology Acceptable Use Policy

Vision for digital technology at our school

Derrimut Primary School understands that digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways. Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

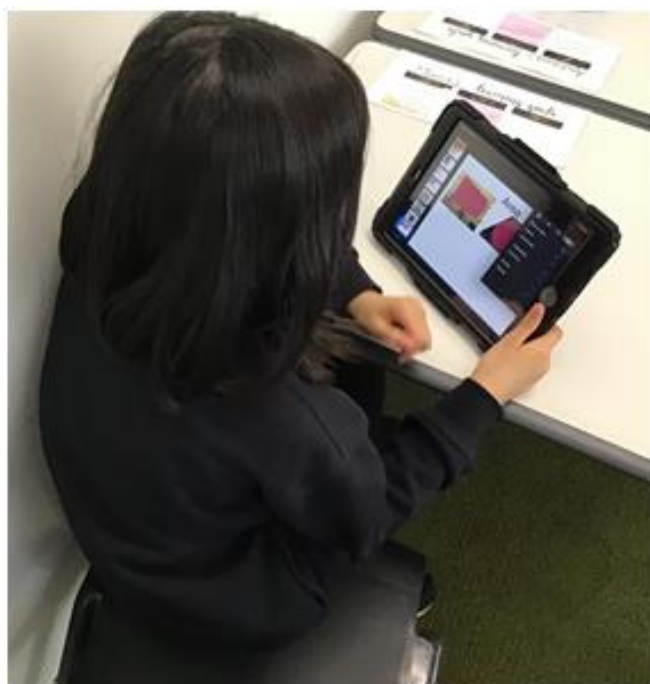
Derrimut Primary School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Acceptable Use Agreement

Distribution of school owned devices to students will only be permitted where students and their parents/guardians have completed a signed Acceptable Use Agreement. This agreement outlines the terms, conditions and expectations that both parents/guardians and students agree to when participating in the Derrimut Primary School iPad program.

iPads

Students in Yr 3 – Yr 6 are involved in an 1:1 iPad program at a small cost to families. iPad induction sessions will be held at the school, to work through an iPad agreement, before the device is sent home.



COMMUNICATING WITH OUR COMMUNITY

Facebook <https://www.facebook.com/DerrimutPS/>

Our Facebook page is one of our main sources of home-school communication. Each year level showcases their learning once a fortnight with photos of student learning. We share student and staff achievements, and provide links to local community events and opportunities such as holiday activity programs. Important reminders and announcements are shared, however, we ensure all major events and communication is also sent home via notes, compass or the newsletter. We also use this page to share real time updates and photos of camps, school events and excursions.



Parent Portal (Compass)

On commencement at Derrimut PS, your family will be given instructions to access our Parent Portal (Compass). The Portal enables parents to view their child's work, update absences and communicate with the teacher.

The parent portal allows parents to:

- Monitor their child's attendance, and enter in explanations for late arrivals or absences.
- Communicate with their child's teachers and update their family contact details.
- Monitor homework, assessment tasks and view outstanding learning tasks.
- Download and view their child's progress and semester reports.
- View 'My News', a news feed of school announcements, alerts and updates.
- View their students' timetable and the school calendar.
- Book conferences.
- Pay and provide consent for events, excursions and school fees.



Please come in and speak with our your child's classroom teacher our ICT support team if you require any further assistance using the portal.

Newsletters

Our newsletter is published every fortnight and is emailed to all Parents/Guardians who have supplied their email address. The newsletter contains information about the school and up-coming events. Each year level team sends home a termly newsletter outlining their learning and special events for the term.

Family Participation

Derrimut Primary School values the important role families/guardians and carers have in supporting their student's learning. The school strongly encourages a partnership between the school and home through providing opportunities for involvement in:

- Information Evenings
- Education Programs in Literacy and Numeracy
- Classroom Helper's Program
- School Council and Subcommittees
- Camps and Excursions

- Swimming Program

Resource Centre

Our Resource Centre is very well equipped and contains books for reading enjoyment and those that will assist the students in their school work. The Resource Centre is also open during some break times and after school so that children may borrow books or do research during the day.

Parents should provide a library bag so that children may borrow books to take home. When your child borrows a book, please ensure that it is well looked after at home. An account is sent home for books that are lost or damaged. Reading to your child stimulates their imagination, helps them to learn about books and words and gives them a good start to learning.



"The more that you read, the more things that you will know.

The more that you learn, the more places you go." Dr. Seuss

Reporting Student Progress

There are two formal opportunities each year to meet your child's teacher. Dates are published in the fortnightly Newsletter and notices sent home with your child. These are:

Term 1: An Information Night, with parents and teachers to share information regarding academic, social and emotional learning

Term 2: A written report is sent home at the end of the semester; and a conference is held between parents, teachers and students to celebrate student learning.

Term 4: A written report is sent home

It is most important that you attend these meetings. They are important because they let both the parents and the teachers find out a little more about your child. Students also feel valued by parents when parents involve themselves in school activities. Parents and teachers need to work together for the best interest of the child. Further meetings may be arranged at any time throughout the year at the request of parents or teachers. Please contact the school to arrange a mutually convenient time if you wish to discuss any aspect of your child's progress.

Traditional School Events (Extracurricular)

Derrimut Primary School has a variety of community events which feature as very popular on the school calendar. They are:

- Literacy/Numeracy Night
- Whole School Picnic
- The School Concert/Art Show

- Parent Forums
- Code Club
- Colour Run
- Prep – Year 2 Mini Olympics

Families receive information close to the dates when these events are to be held.

Assemblies And Whole School Showcase

Twice a term the Derrimut Whole School Showcase will be hosted in the gymnasium. This is a chance to celebrate important achievements around the school, including the opportunity to recognise students who consistently display all our School Values with the *Distinction Award*. On alternating weeks throughout the term, there will be either the P-2 or 3-6 Assembly. During these assemblies, different homerooms will be scheduled on to showcase their learning.

The Whole School Showcase and Assemblies are scripted, organised and presented by the fabulous Year 6 Student Leadership team. They run from approximately 2:30pm – 3:10pm on Fridays. Please check the newsletter calendar for dates of each Assembly and Showcase.

School Policies

School policies are constantly under review to reflect current best practices. Copies of specific policies can be obtained from our website.

www.derrimutps.vic.edu.au

COMMUNICATING WITH SCHOOL

Illness

The school encourages attendance each day, even if your child has a little cough or cold – it all helps to build their immunity. However, the school does not have the staff or facilities to care for students if they are very sick or contagious. If your child becomes ill or is hurt during the day, the school will contact you on your emergency number and request the child be taken home. Please keep information on your enrolment form up-to-date in case there is a need to contact you in the event of an emergency. If your child suffers from asthma or anaphylaxis, a Management Plan (available from the General Office) must be completed by your doctor and handed to the school.

Late Passes And Punctuality

It is very important that your child arrives at school by 8:50am. Besides missing learning time, students find it very distressing to enter their community late. Learning Advisors operate a timetable with established routines, and students arriving late not only miss the commencement of lessons but also interrupt the remainder of the class. It is also less stressful for the students when they arrive at school in time to have a settling down period before the school day commences. Students who arrive at school after 9:10am must go to the Office to collect a late pass from Compass. Lateness is monitored and the Student Wellbeing Leader or Assistant Principal will contact the Parents/Guardians if their child is regularly late for school.

Leaving Early

Parents/Guardians wishing to collect their children early from school must go to the Office and obtain a pass via Compass. The children's learning advisor is then called to send the child to the office with their bags. No students are to be collected from their learning community during the day. No students will be signed out after 3pm. Please note we are unable to have students out of their communities waiting in the office and ready for when you arrive to collect them, as they miss out on valuable education. Instead they will be called upon your arrival. The person collecting the student must be over 18 years of age. Students will not be released into the custody of strangers. If your children are being picked up by an aunt, uncle, neighbour etc. who has never been to school before, a phone call by the parent would be greatly appreciated.

School Records

It is most important that our **school records are up-to-date at all times.** In the case of an emergency at the school, telephone numbers and addresses need to be up-to-date so we can contact parents or guardians immediately. Every year an update notice is sent home and you are asked to fill it in carefully and return it to the school.

Lunch Arrangements

The students are supervised eating their lunch in the classroom between 1:30pm and 1:45pm before going out to play. We have a "Nude Food" strategy in place, and in a conscious effort to cut down on the amount of waste that students bring to school, students are strongly encouraged to bring their lunch in a lunchbox or any other type of small container, rather than use plastic wrap, foil or greaseproof paper. Students are expected to take home any part of their lunch which is not eaten. A canteen service operates daily and a canteen price list can be obtained from the office or school website. Counter sales operate at recess only (between 11:00am and 11:15am). Lunches can also be ordered through the Qkr app.

At Derrimut Primary School students are encouraged to eat healthy, nutritious foods and therefore we request that chips, confectionery and sugary items are kept to a limit or as a special treat. Please note that DET Policy is to not have soft drinks and lollies in schools.

Concerns And Queries

Parents/Guardians who have concerns about school or other issues in regard to their child/ren, should talk to their homegroup teacher. If this concern continues or becomes more serious, making an appointment with the homegroup teacher is appropriate. Please remember that your child's teacher is teaching between 9:00am and 3:15pm and would prefer to speak to you at times outside these hours. Appointments at mutually convenient times can be made.

Student Wellbeing concerns covering learning or social difficulties can be discussed with the Student Wellbeing leader. If further action is required, Parents/Guardians need to make an appointment to see the Principal.

Custody And Court Orders

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

Privacy Policy

Personal information is collected and used by Derrimut Primary School to:

- Provide services or to carry out the school statutory functions
- Assist the School Services and its staff to fulfil its duty-of-care to students
- Plan, resource, monitor and evaluate school services and functions
- Comply with DET reporting requirements
- Comply with statutory and/or other legal obligations in respect of staff
- Investigate incidents or defend any legal claims against the school, its services or its staff
- Comply with laws that impose specific obligations regarding the handling of personal information

The purposes for which the school uses personal information of students and parents/guardians include:

- keeping parents/guardians informed about matters related to their child's schooling,
- looking after students' educational, social and health needs,
- celebrating the efforts and achievements of students,
- day-to-day administration,
- satisfying the School's legal obligations.

GENERAL INFORMATION

Before And After School Hours Care Program

Derrimut Primary School has a high quality Before and After School Hours Care Program, located in the Community Hub. It is facilitated by the YMCA and further information can be obtained by contacting them on (03) 9307 4700.

Crossings

The crossings associated with our school are signified by flags and road markings. Please ensure that your children know the correct way to use these crossings. Always obey the flags and make sure that you do not park near the crossings.

Camps, Sports and Excursion Fund (CSEF)

The Camps, Sports and Excursions Fund (CSEF) provides payments for eligible students to attend activities like school camps or trips, swimming and school-organised sport programs, outdoor, education programs and excursions and incursions.

Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. A Special Consideration category also exists. Schools can receive applications from families over term one and two. Applications can be found at the office.

Curriculum Days

State Government Primary Schools are entitled to four pupil-free days that are used for curriculum planning and professional development. Students are not required to attend school on these days. The focus for each curriculum day is determined by staff, based on the needs of the school.

Emergency Evacuation Of School

Emergency evacuation and lockdown drills are held regularly to ensure that all students can leave the building as quickly and safely as possible in case of fire or any other emergency.

Lost Property

Young students do not always recognise all of their belongings, therefore it is highly recommended that all items of clothing, bags, lunchboxes and water bottles be clearly labelled with the child's name. If lost, a named item can be returned promptly to its owner.

Please check your child's belongings regularly and if anything is missing, check the lost property box which is located in the foyer at the front office. Items of clothing not collected at the end of term are washed and donated to our second-hand uniform shop throughout the year. Valuable items and money found on school premises are sent to the office.

IF AT ANY TIME YOUR PHONE NUMBERS OR ADDRESS CHANGES, PLEASE CONTACT US IMMEDIATELY WITH THE CHANGES.

Parking

Parking is not allowed in the staff carpark. Do not enter to pick up or drop off children.

Adequate parking is available around the school perimeter in Stirling Drive and Lennon Parkway. We remind you of the following:

- The 'disabled' parking bay is strictly for vehicles with occupants who have a valid permit.
- Please ensure that you are not blocking the driveways of neighbouring homes or double parking on or near school crossings.
- All restrictions regarding parking and speed limits must be strictly adhered to.

- There are a few No Standing zones around the school, so please read the signs carefully.

Police and Brimbank City Council Officers regularly patrol the school to enforce these restrictions for the safety of all of the students. To cut down congestion, we strongly encourage students to walk to and from school.

School Entry Age

A child must be five or turn five years of age before April 30 in the year of commencing school. To enrol a Prep child you must present proof of age such as a birth certificate at the time of enrolment.

School Entry Immunisation Certificate

A school entry immunisation certificate is a specific document which shows your child's record of immunisation. It is a legal requirement to provide a school entry immunisation certificate on enrolment to primary school in Victoria. A copy of your child's immunisation can be requested from the Australian Childhood Immunisation Register on 1800 653 809.

School Photos

Professional photographers come to the school each year and take class and individual photographs. Family photographs are taken on request. Payment is made through an online process.

State Schools Relief

State Schools' Relief helps with the cost of new school uniforms, shoes and other essential items for families who are facing hardship.

Having the same uniform and quality footwear as other students ensures that all students feel included and valued. It provides everyone, regardless of their background, with the opportunity to participate fully in schooling. If you are facing hardship, please contact the school on 8361 1000.

Transfers To Other Schools

Parents are required to notify the school, as early as possible if moving to another school. An electronic transfer, along with the student file (assessments and reports) is sent to the new school **once your child has enrolled and attended class.**

Uniform

School uniform is compulsory at Derrimut Primary School. The uniforms are of excellent quality. Operating times and uniform pricelists is available on our website. Secondhand school uniform is available at the office.

More information available on our website: www.derrimutps.vic.edu.au.

Visitors

For the safety of students and staff, all visitors to the school are required to report to the General Office to sign in and obtain a Visitor's pass. Similarly, exiting visitors should return their pass and sign out.