

Ringwood Heights Primary School



Parent Handbook 2022

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2 WELCOME TO RINGWOOD HEIGHTS PRIMARY SCHOOL

Dear Parents,

Welcome to Ringwood Heights Primary School; a school where staff, teachers and parents work together to create a stimulating, supportive and successful learning environment for each student.

The educational opportunities offered at Ringwood Heights Primary School are stimulating and challenging. The individual needs and talents of students are identified and nurtured to support their learning as they move through different stages of development. We commit to understanding each student's needs and providing learning programs that support and enhance their academic and personal needs.

There is an emphasis on literacy, numeracy and thinking skills across the curriculum, so that we develop critical, creative and reflective thinkers. We endeavour to make learning interesting and relevant and encourage a curiosity and thirst for knowledge in our students. A comprehensive range of specialist and enrichment programs enables students to discover their areas of interests and expertise.

The school values of Respect, Teamwork, Responsibility, Creativity and Friendship are seen as the core of the school and central to how all members of the community interact with each other. We have many student leadership programs which encourage our students to be proactive and develop their "voice".

Parents are encouraged to be involved in their child's learning as the school has a shared belief that education is a partnership between all members of the community. Parents feel strong ownership of the school and are very involved in supporting school initiatives.

We welcome all who wish to experience a quality education in a caring school community. We warmly invite you to visit our community and see our students in action.

Appointments may be arranged by telephoning us on 03 9870 3050 Appointments may be arranged by telephoning us on 03 9870 3050

Regards

Kim Bride

Principal

3 PROFILE

Established in 1965, Ringwood Heights Primary School is nestled in a wooded area in the Maroondah district of the Eastern Metropolitan Region. The school is set in extensive grounds that provide a wide variety of active and passive play areas including an oval, hard court areas covered by shade, new playgrounds and extensive native bushland. Our staff profile has changed significantly over the last three years with the school now employing a number of graduates and accomplished class teachers across all levels. The school takes great pride in being a strong community school with consistent and constructive involvement of parents in all aspects of our school life.

Students are grouped in four areas relating to Levels of Learning: Learning Team 1 – Prep; Learning Team 2- Years 1 and 2; Learning Team 3- Years 3 and 4; Learning Team 4-Years 5 and 6. All class groupings, with the exception of Prep, are multi-age. The school places emphasis on inquiry and this is interpreted through different programs at each level, including play based learning in the Prep level through to negotiated integrated inquiry learning in the senior classes. Learning and Wellbeing are supported by Positive Education practices. Specialist instruction is provided in LOTE, Visual Arts, Performing Arts and Physical Education.

Ringwood Heights offers a comprehensive developmental curriculum implemented by a team of dedicated, caring professionals. We are a leading school in the development of integrated units of work, inquiry learning and professional action learning teams. Student learning experiences occur within a whole school planning framework, incorporating the Victorian Curriculum. There is a strong emphasis on student voice and action within our units which are designed over a two year cycle. Our biennial Artist in Schools program is a celebrated community event with opportunities for 100% participation from all our students.

Ringwood Heights Primary School plays key participatory and leadership roles in the Maroondah Network local cluster of schools and the Maroondah Early Years Network. The school has developed a strong partnership with Melbourne University and plays a key role in placing candidates from the Masters of Teaching (Primary Stream) in local schools. A Gymnasium has been constructed as part of the Building Education Revolution (BER) initiative. The refurbishing of Junior School classrooms has been completed as well as a new, open-plan learning space for our senior classes, library and art room. New learning spaces provide increased flexibility for learning and collaborating in a variety of ways. Information and Communication Technologies facilities include iPads and chromebooks that are shared between each classroom. Interactive whiteboards or apple TVs are available in every level of learning.

4 PURPOSE

Ringwood Heights is a student centred school, which intentionally aligns practice with three key purposes:

- To continue to promote an ethos where parents, students and teachers collaborate to provide a dynamic learning environment which challenges and engages all learners in an atmosphere of mutual respect, tolerance and creativity.
- To focus on student learning opportunities in an environment that is rapidly changing in response to complex local and global conditions.
- To develop learners with knowledge, skills, values, self-esteem and attributes that ensure personal fulfilment, lifelong learning and active citizenship.

The school's motto "*Little kids thinking big*" reflects our core values of Creativity, Respect, Responsibility, Teamwork and Friendship.

	<i>As a learner...</i>	<i>As a friend...</i>	<i>Around the school yard...</i>	<i>Online...</i>
Creativity	<p><i>Combine and connect our ideas.</i></p> <p><i>Take responsible risks in your learning.</i></p> <p><i>Think in different ways.</i></p>	<p><i>Encourage others to think differently.</i></p> <p><i>Treat each other fairly but differently.</i></p>	<p><i>Create new games.</i></p> <p><i>Find solutions to problems together.</i></p> <p><i>Use our environment to imagine.</i></p>	<p><i>Use your own ideas.</i></p> <p><i>Try new things.</i></p> <p><i>Use technology to show learning and express creativity.</i></p>
Respect	<p><i>Listen to other people's ideas.</i></p> <p><i>Encourage others.</i></p> <p><i>Use a quiet voice.</i></p>	<p><i>Show tolerance.</i></p> <p><i>Respect personal space.</i></p> <p><i>Take turns.</i></p> <p><i>Use manners.</i></p>	<p><i>Move safely around the school.</i></p> <p><i>Look after our natural environment.</i></p> <p><i>Respect the belongings of others.</i></p>	<p><i>Use appropriate language.</i></p> <p><i>Be careful with our equipment.</i></p> <p><i>Respect other people's privacy.</i></p>
Friendship	<p><i>Give positive feedback.</i></p> <p><i>Help and mentor others.</i></p> <p><i>Encourage the achievements of others.</i></p>	<p><i>Show compassion and consideration.</i></p> <p><i>Accept outcomes and move on.</i></p> <p><i>Be honest and trustworthy.</i></p>	<p><i>Use the friendship tree.</i></p> <p><i>Include others.</i></p> <p><i>Explain rules before you start to play.</i></p> <p><i>Be helpful to others in need.</i></p>	<p><i>Look out for your friends online.</i></p>
Responsibility	<p><i>Look after your belongings and be organised.</i></p> <p><i>Show initiative.</i></p> <p><i>Know and follow your class agreement.</i></p>	<p><i>Stand up for others.</i></p> <p><i>Remind your friends of appropriate behaviour.</i></p>	<p><i>Listen for the bell music and go straight to line.</i></p> <p><i>Tell a yard duty teacher if something is disrespectful or unsafe.</i></p>	<p><i>Follow the ICT agreement.</i></p> <p><i>Report anything that does not feel right to an adult.</i></p> <p><i>Only do things online that you would show everyone.</i></p>
Teamwork	<p><i>Share ideas and resources.</i></p> <p><i>Learn together.</i></p> <p><i>Offer to help others.</i></p>	<p><i>Encourage others to get involved.</i></p> <p><i>Look out for others in your group.</i></p>	<p><i>Show sportsmanship.</i></p> <p><i>Work together to keep our school tidy.</i></p>	<p><i>Work collaboratively online.</i></p> <p><i>Make positive connections with others online.</i></p> <p><i>Use devices collaboratively.</i></p>

5 TERM DATES 2022

	Start date	Finish date
Term 1	28 January	8 April
Term 2	26 April	24 June
Term 3	11 July	16 September
Term 4	3 October	20 December

6 STAFFING

Principal	Kim Bride	
Assistant Principal/s	Jo Parry	
Business Manager	Kay Gardner	
Learning Specialist	James Lumsden	
Office Assistant	Michelle Stringer	
Level 1	Donna Hey	Team Leader
	James Lumsden/Katherine Butcher	Support
Level 2	Georgia Schumann	Team Leader
	Michelle Freeman	
	Donna Ramage/Katherine Butcher	
	Steph Eddington	
Level 3	Eliza Wood	Team Leader
	Jude Ridley/James Lumsden	
	Rob Bennett	
Level 4	Jess Morgan	Team Leader
	Harry Gore	
	Hayley Davison / Alex Clark	
Performing Arts	Vicki Cunningham	
Physical Education	Amanda Dean	

LOTE/Auslan	Karina Cove	
Library	Karen Trease	
	Jo Parry/Vicki Cunningham	
Integration	Mary Clarke	
	Cory Van Der Jagt	
	Carol Godden	
	Rebecca Hayes	
	Sue VanderRee	
Instrumental Teachers		

7 SCHOOL CALENDAR, TIMETABLE AND IMPORTANT DATES

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

7.1 DISMISSAL

Students are dismissed at 3:30pm except for the last day of each term. In Terms 1, 2 and 3 students are dismissed at 2:30pm and at 1:30pm in Term 4.

7.2 DAILY TIMETABLE

Music sounds at 8.53 a.m. to signal that all students to line up. At 9:00 am a second bell rings to signal the start of the school day. It is an important practice for students to be punctual, providing a smooth start to the day. Students are encouraged to be at school from 8.45 am, but not earlier unless required for before school activities.

Students that arrive at school before 8:45 may be sent to our schools Outside School Hours Program to ensure they are properly supervised.

Music plays 8:53 a.m.

Students begin arriving in classrooms 8.45 a.m.

School commences	9:00 a.m.
Morning Recess	10:40 a.m. to 11:10 a.m.
Lunch eaten in classroom	12:50 p.m. to 1:00 p.m.
Lunch Recess	1:00 p.m. to 1:50 p.m.
Dismissal	3:30 p.m.

We stress the importance of collecting your child promptly at the end of the school day. If however circumstances delay you, please notify the school regarding arrangements. Staff are on yard duty until 3.45pm only. Students in the yard after 3:45pm who are not supervised will be sent to OSHClub.

7.3 HOLIDAYS AND STUDENT FREE DAYS (FORMERLY CURRICULUM) DAYS

You will be notified well in advance through the newsletter of all dates when the students are not required to attend school. The school is required to notify parents in writing 24 hours in advance if there is to be any industrial action taken which prevents students attending school.

Schools are allocated four student-free days for the purpose of professional learning for staff, school planning and administration, student assessment and reporting. A plan developed by the School Leadership Team for the use of these student free days requires School Council approval. In planning, consideration is given to school strategic priorities.

These days provide an opportunity for staff to develop and evaluate curriculum, to review programs and teaching strategies, to develop program budgets and to participate in professional learning programs, all of which are important aspects of education.

8 PROCEDURES, POLICIES AND PRACTICES

8.1 ABSENCES

It is a requirement and it is important that your child maintains full school attendance for prescribed times unless she/he is ill. [No facility exists at school to care for unwell students.]

All absences must be accounted for by a written explanation, in hard copy or online. Absences will be recorded electronically using the XUNO application. Unexplained absences will be detected when data is entered into this program and a note to parents will be automatically generated.

A note to the class teacher, upon return is a school requirement, unless an online record has been completed on Xuno

If your child arrives at school after 9:00am you must report to the school office to sign them in and take a late pass to the class teacher.

All students leaving school during school hours must be signed out by a parent or representative at the School Office before the child is collected from the classroom.

If your child is ill due to one of the following: mumps, chicken pox, measles, please notify the school immediately.

8.2 ACCIDENT AND ILLNESS

Medication at school

Should a child require medication at school, a Medication Administration Form is to be completed by the parent/guardian and handed into the office along with the medication. The First Aid Officer will administer the medication at the appropriate time. The medication will be stored appropriately throughout the day and will need to be collected at the end of the day by an adult. This policy also applies to medication administered on excursions and school camps.

Asthmatics

It is imperative students suffering from Asthma have this condition detailed on the School Asthma Action Plan form. If your child develops Asthma during his/her school life please ensure the school's records are updated. Medication should be available for these students. A spare named treatment kit can be left at the First Aid room for use as required. However, we encourage all asthmatic students to carry a reliever puffer [Ventolin] and spacer on them at all times.

Further pertinent details [regarding medication, physical exertion etc.] should be given to the teacher when your child is suffering from Asthma.

Anaphylaxis

There are a number of students throughout the school with Anaphylaxis and food allergies, namely dairy, egg, nut and fish. Anaphylaxis is a severe and potentially life-threatening allergic reaction. Since 2008, parents are required by law to inform schools of their children's allergies. All schools are legally required to implement strategies to prevent these students' exposure to allergens.

Allergens can include eggs, peanuts, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat and other grasses, soy, certain insect stings, animal hair and medications. Shared food and food brought from home can unwittingly pose a severe risk. It is critical that the

school community understands that contact with or ingesting these allergens is **life-threatening for some of our students**.

Infectious Diseases

Parents are requested to notify the school should your child contract an infectious disease. DET has established regulations regarding the exclusion from school for specific diseases.

- **Chicken Pox:** Until fully recovered or at least one week after the eruption first appears. Contacts are not excluded.
- **Conjunctivitis:** [infectious] Until discharge from eyes has ceased. Contacts not excluded.
- **Diphtheria:** Until a medical certificate of recovery is produced. Non immunised contacts must be excluded until investigated by Medical Officer of Health.
- **Giardiasis:** [diarrhoea] Until Diarrhoea ceases. Contacts not excluded.
- **Hand, Foot and Mouth disease:** Until all blisters have dried.
- **Head Lice:** Until appropriate treatment has commenced. Contacts not excluded.
- **Hepatitis A:** Until receipt of medical certificate of recovery from infection. Contacts not excluded.
- **Hepatitis B:** Until recovered from acute attack. Contacts not excluded.
- **Herpes [Cold Sores]:** Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing where possible.
- **Impetigo/School Sores:** Until sores are fully healed. Contacts not excluded.
- **Measles:** Until at least 5 days after the rash has appeared. Non immunised contacts must be excluded for 13 days from the first day of appearance of rash in the last case unless immunised within 72 hours of first contact.
- **Meningococcal infection:** Until adequate carrier eradication therapy has been completed.
- **Mumps:** Until fully recovered. Contacts not excluded.
- **Polio:** Until at least 2 weeks from onset of illness and until a medical certificate of recovery is produced. Non immunised contacts must be excluded until investigated by Medical Officer of Health.
- **Ring Worm:** Until appropriate treatment has commenced. Contacts not excluded.
- **Rubella:** Until fully recovered or at least 5 days after onset of rash. Contacts not excluded.

- **Streptococcal infection [including scarlet fever]:** Until the child has received antibiotic treatment for at least 24 hours and the child feels well.
- **Trachoma:** Re-admit the day after appropriate treatment has commenced.
- **Tuberculosis:** Until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.
- **Whooping Cough:** Until 2 weeks after the onset of illness and until receipt of a medical certificate of recovery is produced. Non immunised contacts must be excluded until investigated by Medical Officer of Health.
- **Worms [Intestinal]:** Exclude if diarrhoea present.

Ambulance Cover

It is strongly recommended that families take out Ambulance cover in the event of an accident at school requiring the Ambulance Service. If a child requires urgent care, an ambulance will be called, irrespective of whether they are insured or not.

The Department of Education and Training advises the following:

- 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; and
- parents/guardians can purchase insurance policies from commercial insurers.

8.3 ASSEMBLY

A whole school assembly is held in the Stadium every Monday morning at 9.00 am. Assembly opens with a 'Welcome to Country' and is followed by 'Advance Australia Fair'. School Captains run assembly with assistance from the Principal or other staff member and can include important news items, musical presentations by individuals, classes or choirs, celebration of achievements by students receiving Student of the Week awards, sharing of sporting results and Learning Team presentations. Parents are most welcome to attend each assembly.

Advance Australia Fair

Verse 1

Australians all let us rejoice,

For we are one and free,
We've golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature's gifts
Of beauty rich and rare;
In history's page, let every stage
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

8.4 CAMPS AND EXCURSIONS

A camping program is provided at Year levels 3, 4, 5 & 6. All students are encouraged to participate in school camps. Assistance can be provided if families are experiencing financial hardship – please refer any concerns to the Principal.

8.5 COMMUNICATION

A variety of communication channels exist:

Between school and home -

- online newsletters Thursday (fortnightly)
- notices concerning special events
- parent/teacher Interviews and three way conferences – February & July
*Please ensure parents are kept informed where issues exist with either behaviour or academic progress. **There should be no surprises on written reports.***
- Education Committee meetings
- Parent Club meetings
- School Council meetings
- Copies of all notices are filed in the office for future reference. *The Principal or Assistant Principal must approve all notices or communications sent out to parents. A hard copy of all notices must be given to the office.*

8.6 BIKES AND SCOOTERS

Students must walk their bicycles and scooters whilst in the school ground. They must wear a helmet and abide by road rules at all times. Bicycles and scooters are secured on bike racks

found on the outside of the fenced Prep garden. Students must have registered their bike or scooter with the office and signed their agreement form. See the Bike Policy and Addendum.

8.7 DOGS IN THE SCHOOL YARD

The school recognises that dogs are an integral part of some families and that a walk to and from school is excellent exercise for the family pet. Please ensure the safety of everyone within the school community by having your dog on a lead, preferably kept outside the school grounds, and pick up or clean up any mess they may make.

8.8 LATE ARRIVAL

If your child is late to school for any reason, you must come first to the office with your child and:

- sign in on the iPad
- collect a “Late arrival pass” and hand it to the class/specialist teacher at the classroom.

8.9 EARLY DISMISSAL

If your child has to leave school early for any reason you must come to the office **first** and:

- sign out on the iPad
- Collect an “Early leaver pass” and hand it to the class/specialist teacher when collecting your child from the classroom.

8.10 EMERGENCY INFORMATION

Emergency information is kept on file for each student. This enables the school to contact parents or the emergency contact in case of an accident or illness. Please ensure the emergency contact lives close by and has transport to pickup your child. **To enable the school to provide this care, parents are requested to advise the school immediately of any change of address or telephone numbers.** Please notify the school of any relevant information regarding custody and access rights which would affect your child's security. Such issues are handled in confidence.

8.11 HOUSE SYSTEM

A ‘House’ system operates throughout the school.

- Waratah (red)
- Hovea (blue)
- Acacia (yellow)
- Hakea (green)

Incoming students are divided evenly into each house. Policy is to maintain siblings in the same house.

8.12 LOST PROPERTY

Please ensure all items are clearly labelled with the child's name. Named items are returned regularly. Lost property is housed in the Junior School building at the Learning Team 2 end. Students should be encouraged to check in lost property whenever they lose an article of clothing. Parents are reminded regularly about the benefits of labelling articles of clothing. Named items are returned regularly. Unnamed items are dated and stored for at least a month before being sold in the uniform recycle shop or donated to the 'OP Shop'.

8.13 OUT OF SCHOOL HOURS PROGRAM (OSH CLUB)

Our program aims to provide affordable quality child care and recreational activities for primary school age students in a safe, relaxed, caring and well supervised environment.

This program operates on school days 7:00am – 8:45am and between 3:30pm – 6:00pm

On Student Free Days [not School holidays] a before school care program operates from 7:15am to 8:45am and then a curriculum day program from 8:45am to 6:00pm.

The program operates from a multipurpose room situated near Aurum street entrance.

Our program is co-ordinated by OSHClub. Breakfast is provided in the mornings, and afternoon tea in the later program.

The students enjoy a program which is a mixture of supervised free play, within designated areas of the school grounds and organised inside and outside activities.

Registration and enrolment procedures must be completed before students attend the program. To enrol in the program all you need to do is complete the enrolment form online at www.oshclub.com.au

Further details are available from the OSHClub or Ringwood Heights Primary School website.

Most families ARE eligible for Child Care Benefit (CCB) and the Child Care Tax Rebate (CCTR). So it is important that all families register with the Family Assistance Office (FAO). Contact the FAO on 13 61 50 for details on how to register.

All enrolments and management of accounts are to be made directly through OSHClub online at www.oshclub.com.au

8.14 NEWSLETTER

“Heights Happenings” is uploaded to the school website and to *Xuno* every second Thursday. Teams are required to plan for student’s work to be published in the newsletter regularly. Any articles for Heights Happenings need to be received by the office **NO later** than 9.00am **Thursday morning**. Items are to be emailed directly to the school email: Ringwood.heights.ps@edumail.vic.gov.au

8.15 PARKING

Please observe all parking restrictions and obey traffic rules when dropping off and picking up your child.

The school car park is restricted to members of staff. For safety and equity reasons, parents are **not permitted** to use the staff car parks for dropping off and picking up children.

Parents are reminded that parking on driveways, parking on the nature strip and U-turns in front of the school, are illegal.

9 PARENT PARTICIPATION

Parent involvement at Ringwood Heights is welcomed and encouraged. It is recognised as being natural and desirable in a climate where the notion of home/school, parent/teacher partnership is positively promoted.

Ringwood Heights is proud of, and enjoys a supportive and enthusiastic parent community. There are many ways, small and large, for you to become involved, which ultimately enrich school programs, improve the environment and facilities, and enhance your child's growth and learning.

Parents wishing to become involved in ‘decision making’ may nominate for School Council or participate in the other operating school committees.

At school level, there is the opportunity to become involved with classroom activities. Parents are given the opportunity to attend training sessions so they can support learning programs in the Early Years. Parents also have the opportunity to support classroom programs, attend excursions and other school events.

9.1 PARENT MEETINGS

February: Getting to know you interviews

These are held early in the school year to inform parents of current programs and routines, arrangements for the year and to formally introduce specific year level teachers to discuss

any specific issues related to the student's wellbeing for the year ahead. These interviews do not report on academic progress.

Mid Year three-way conferences (to take place in June/July):

These interviews offer an opportunity to discuss June reports with classroom teachers and specialist teachers if requested.

An open invitation exists for parents to arrange interviews with teachers at any mutually agreeable time.

10 POSSESSIONS, MONEY AND MOBILE PHONES

Please ensure your child does not bring large amounts of money to school. Any money for excursions or special items should be sealed in an envelope on which is written the amount, the child's name and grade and the purpose of the money.

Mobile phones brought to school by students need to be left in the secure boxes in classrooms or at the office first thing in the morning and collected again at the end of the school day. Refer to the mobile phone policy available on the school website

The Department of Education and Training advises families that the 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.

We therefore regret that we are unable to take any responsibility for lost, damaged or missing items, nor invest time and effort investigating such instances. Please leave all valuables or 'special' items at home.

11 REPORTS

Written reports are presented to parents in June and December. The reports are designed to give parents an accurate account of attainments and a summary of performance. These reports are printed and given to families at the end of Term 2 and Term 4.

12 SAFETY

The school program endeavours to develop the following safety habits. Please reinforce these at home.

1. Students should know their full name, address and telephone number.
2. Use the safest, most direct route between home and the school.
3. Stop and look both ways before crossing roads.
4. Never run from behind parked cars.

5. Never accept lifts from strangers.
6. Never leave the school grounds until dismissal.
7. Never go home with friends unless you have been given permission.

Parking around Ringwood Heights can be difficult and illegal parking may incur a fine from parking officers. Parents are requested to refrain from driving into the school. Only staff and authorized vehicles are permitted to enter the school grounds.

13 SCHOOL BANKING

This no longer operates in any Government School

14 SCHOOL COUNCIL AND COMMITTEES

The School Council is constituted under law by the Government. It is a legal body representing the Government, and is the meeting place where staff and parents jointly, on behalf of the school community, make decisions related to school issues.

Duties of the School Council include:

- (a) determine the educational policy of the school within issued guidelines
- (b) positively stimulate interest in the school
- (c) oversee the maintenance of school buildings and grounds and make recommendations with respect to effecting improvements
- (d) ensure that all monies coming in to the hands of the school are expended for proper purposes

The Council consists of eight elected parent representatives, four DET representatives plus the Principal, and a co-opted member, who is the Parents Association representative. Council positions are for a two-year period, and elections coincide with the Annual General Meeting held in March.

Council meets on a Tuesday as scheduled, at 7:30pm in the staffroom. All parents are welcome to attend. The Council is supported by various committees. These include, Education, Finance and the Parents & Friends Association [P.F.A].

14.1 FINANCE COMMITTEE

Principal function of this committee is to play a major role in preparing the school's annual budget. It consists of the Principal, senior staff and nominated members of the School Council.

14.2 EDUCATION COMMITTEE

The committee consists of parents and teachers and is responsible for making recommendations and developing proposals related to the curriculum, within Government and DET guidelines.

Parents are very welcome to attend. Dates and venue of meetings to be notified via the newsletter.

14.3 FACILITIES COMMITTEE

The committee consists of parents and teachers and is responsible for making recommendations for and developing proposals related to the schools buildings, grounds and facilities as well as coordinate the school's working bees that occur throughout the year.

Parents are very welcome to attend. Dates and venue of meetings to be notified via the newsletter.

14.4 COMMUNITY LIAISON COMMITTEE

This committee consists of parents and teachers and is responsible for making recommendations for strengthening the partnership between the school, parents and the broader community. They organise boards for the school and assist in the prep transition process.

Parents are very welcome to attend. Dates and venue of meetings to be notified via the newsletter.

As part of the Community Liaison committee, **Class Contacts** are established. Each class has one or two parent representatives who attends meetings once a term. As well as welfare, they plan events for parents and families in their level to attend to strengthen relationships in the community. Please see your child's teacher if you would like to be involved as a class contact.

14.5 PARENTS CLUB

The aims of the Parents Club may be outlined as follows:

1. To aid parent/teacher communication
2. To facilitate social contact within the school
3. To support fundraising activities
4. Public Relations
6. To support and promote parent participation at Ringwood Heights.

Parents Club provides a forum where all parents can participate and develop a shared parent view. The association cooperates closely with the Principal and School Council. All

this is achieved in a friendly relaxed atmosphere where parents can gain an understanding of the education system for the benefit of their students, exchange ideas and develop friendships.

15 SCHOOL EDUCATION PROGRAMS

15.1 INTEGRATED INQUIRY

Ringwood Heights offers a comprehensive developmental curriculum implemented by a team of dedicated, caring professionals. We are a leading school in the development of literacy and numeracy profiles and in the planning and development of integrated units of work.

Children's learning experiences occur within an integrated curriculum, with the emphasis on the integration of the 'content' areas of curriculum. These include language, literature, literacy, civics and citizenship, science, information & communications technology and health & physical education. The 'process' areas of the curriculum - speaking, listening, reading, viewing, writing, mathematics, performing arts and visual arts are the means by which children express their understandings of the curriculum content. From year 1 onwards, we work on a 2-year curriculum cycle where each level explores 1 unit per term over 8 terms

15.2 PLAY BASED INQUIRY

In the Junior School (F-2), our play-based Inquiry sessions play a large role in laying the foundations for students to develop as independent learners.

Our play-based sessions run twice weekly on Thursday and Friday mornings. Stations with a range of learning foci are set up within the classrooms and outdoor spaces and provide explicit links to support our literacy, numeracy and Integrated Inquiry programs.

Students have freedom of choice in their learning focus, which promotes personalised, meaningful learning.

Examples of learning stations include:

- writer's workshop
- Numeracy activities
- Sensory
- Construction
- ICT
- Science
- Social games
- Dramatic play
- Reading corner
- Craft/collage
- Children's interest table

Play-based Inquiry provides a meaningful, non-threatening learning environment where students feel confident to take risks in their learning. They work individually, alongside and collaboratively with their peers during these sessions.

The teachers' role within these sessions is to act as a facilitator of learning by participating in conversations with the students, asking open-ended questions and provoking their thinking by challenging the students to take their learning further.

15.3 ENGLISH

At Ringwood Heights Primary School, we have a comprehensive English curriculum, which embraces the key learning strands of Language, Literature and Literacy.

Dedicated literacy teaching time with a focus on small group teaching caters for personalised, strength and needs based student learning.

A high level of trained parent helpers maximizes learning opportunities through the use of a wide range of resources. Some of these include big books, literature sets, computer programs and applications using iPads.

The successful implementation of the English curriculum is well supported and balanced through the teaching and learning of our Integrated Inquiry units of work.

Literacy across the school is further enhanced through a literature based library program.

15.4 MATHS

Numeracy learning occurs within the framework of a whole school inquiry approach to Maths. At Ringwood Heights Primary School, the curriculum is structured around real life contexts, which are relevant to the children and thus engaging and meaningful. Maths tasks are open-ended and differentiated so that all children's learning styles are catered for and so that all children experience success. Rich assessment tasks and investigative problem solving activities are planned together by teams of teachers at each learning level.

15.5 LOTE - AUSLAN

15.6 VISUAL ART

Each child at RHPS attends art for 50 minutes per week. Art sessions go very quickly (just ask the children!) Most sessions follow a sequence of discussion, demonstration and then art making and creating. When work is complete, reflection, feedback and sharing takes place. In each Art session children consistently explore the art elements of line, shape, colour, texture, tone and pattern. Through the creative fields of drawing, painting, printing, collage, modeling, construction, and textiles students develop their skills and explore the creative potential of a wide variety of visual art materials.

Each Art activity aims to develop children's individual creative and artistic skills, while extending an understanding of materials and techniques.

15.7 PERFORMING ARTS

The study of The Arts is a unique, expressive and creative form of communication that engages our students. The Arts promotes creative problem solving, self-expression and the use of the imagination in a range of different forms.

Performing Arts incorporates Music, Dance and Drama. At Ringwood Heights Performing Arts provides every student with the opportunity to express themselves creatively and to plan, play, create, and perform.

The emphasis is on having fun and really learning to love all kinds of music through listening, singing, and moving. Children play instruments, games and move to a wide range of music genres.

There is a focus on audience behaviour, students watch each other and give feedback regarding their performances. The students use tuned/untuned instruments and body percussion to learn about music elements such as rhythm / beat, dynamics- loud/soft, and tempo. They learn simple notation.

A variety of dance styles are taught in the program including set routines and creative movement. This develops student's confidence and coordination.

The elements of dance include: body awareness, action, space, time and energy.

In Drama, the children enjoy simple role plays and improvisations. They use props and costume to create characters.

The students use Drama applications to create movies using iPads.

15.8 DIGITAL TECHNOLOGIES

At Ringwood Heights Primary School, Information and Communications Technology (ICT) is embedded in all curriculum areas. We are committed to ensuring our students are equipped 21st century learners.

Students at Ringwood Heights are actively engaged in a broad range of ICT tools to enrich learning, these include;

- Televisions – Apple TV
- iPads
- Chromebooks

At Ringwood Heights we recognise the need for students to be safe and responsible users of digital technologies and we explicitly teach students about safe and responsible online behaviours.

15.9 PHYSICAL EDUCATION

Physical Education programs at Ringwood Heights Primary School provide students with a variety of physical activities in a range of indoor and outdoor environments. All sessions are planned in accordance with the Learning Focus and Standards of Victorian Curriculum Health and Physical Education for all levels.

Foundation to Year 2 student sessions are based on the practise of basic motor skills focusing towards eventually being able to participate in minor and major games. They participate in and develop control over a range of locomotor activities that require a change of speed, direction and level.

Year 3 and 4 sessions are based on the practise and use of more complex manipulative and locomotor skills such as leaping, dodging, the over-arm throw, dribbling and striking balls, cart wheeling and handstanding.

Year 5 and 6 sessions are based on refining and expanding the range of skills our students have developed over the years and performing them within a game setting. These students participate in **Interschool Sport, House Cross Country** and other organized sporting programs within the school to provide exposure to a wide variety of major games.

Ringwood Heights Primary School is part of the Warrandyte South Sport District and the students play against other schools (**Interschool**) within this district over the Summer and Winter months. These sports include **Teeball, Softball, Rounders, Netball, Bat Tennis, Football, Soccer, Basketball, Cricket and Volleystars.**

An annual House Athletic Carnival is run for both the Junior and Senior School at Tom Kelly Athletics Track.

15.10 ADDITIONAL PROGRAMS

- Swimming F-Yr4
- School sports funded events
- Perceptual Motor Program (PMP)
- Hooptime Basketball
- Tennis Clinics
- Sports Clinics
- Lunchtime clubs

Students who excel in a particular sporting area are given the opportunity to take part in the individual sporting trials conducted by the Victorian Primary Schools Sporting Association (VPSSA) where they can represent the school at District, Division, Regional and State level.

15.11 EXTRA-CURRICULAR

At RHPS we place a strong emphasis on individualised learning.

Student interest, skills and passion are nurtured through a variety of extra curricula programs including:

- School choir
- Instrumental Music Program - guitar, keyboard, strings and woodwind
- Lunchtime tennis lessons

16 TRANSITION

16.1 TRANSITION TO SCHOOL

A Prep Transition Program takes place throughout the year with a range of planned activities/school visits.

New students going into Years 1 to 6 at the beginning of a year are invited to spend some time in a class at Ringwood Heights on the whole school Orientation Day.

16.2 TRANSITION TO YEAR 7

The transition from Ringwood Heights to Year 7 is a well established process. In May of Year 6, parents are requested to fill out a form for placement of their child into Secondary School. There are a number of criteria which have to be met which is explained in an accompanying letter. For most students this will be reasonably straightforward as they will be attending their neighbourhood school, have a sibling claim to another school, or have a confirmed place in a non-government school.

In August each child who requested a place at a government school will be notified of the school where they have been accepted.

17 UNIFORM

The school community strongly supports the concept of a school uniform. Its purpose is to promote a sense of pride, equal status and belonging amongst the students of Ringwood Heights. Sunsmart hat policy is in place from September through until April. (See Sunsmart Policy)

School uniform is not compulsory, but the uniform policy outlines a dress code. We strongly encourage students to wear it at all times. Particular effort is made to encourage students to wear school uniforms when on excursions, or representing Ringwood Heights at sporting events. In the past we have been particularly successful with the implementing and enforcing of our Sun Smart policy. Any child without a school hat during terms 1 and 4 must spend their recesses under cover. Just as importantly, children must wear their hats during physical education and sport activities. It is also an expectation that all staff wear a legionnaires or broad brimmed hat when involved in any outdoor activities with children. Uniform items are purchased from the uniform shop which is located on site.

17.1 UNIFORM RECYCLE SHOP

The Uniform Recycle Shop operates from the room adjacent to the outside basketball court and is open on Monday mornings and Wednesday afternoons, or as advertised in the school newsletter.

Goods may be dropped off at the office anytime or taken directly to the Recycle Shop. All goods are donated.

17.2 HATS

It is compulsory for students to wear *SunSmart* hats whilst outdoors from the beginning of September through until the end of April. Please ensure your child has a hat that is labelled with his/her name. Broad brimmed hats [slouch] and legionnaire hats, are available through the Uniform Shop.

17.3 ARTS SMOCKS

All students are required to wear a protective smock for Art lessons. Please ensure the front is long and waterproof and that it has long sleeves. It needs to be easily slipped on and off, and clearly labelled.

18 WORKING WITH CHILDREN'S CHECK

To ensure parents can participate fully in school activities, we encourage all parents to apply for a WWC Check and provide a copy to the office.

The Working with Children (WWC) check aims to assist in protecting children. The WWC check verifies a person's history to make sure they do not have any relevant criminal offences or findings from professional disciplinary bodies. The WWC check is valid for 5 years (unless revoked).

The school has a Working with Children Policy and Procedures on our website, which outlines the positions at the school that require a WWC check and the process to be followed. This applies to all positions at the school including volunteer, honorary, consultant and contractor positions. It recognises that even parents volunteering may be working with or assisting on excursions with children who are not their own. Our staff also undertake regular WWC and Police checks.

The WWC check is easy to obtain and cost-free. More information is available on the website www.workingwithchildren.vic.gov.au

19 YARD DUTY

Yard duty is shared equitably between staff. It forms a significant part of our duty of care. From 8.40am to 8.55 am and 3.30pm to 3.45pm one staff member will be on duty to supervise the arrival and departure of students. All staff members will be required to do a minimum of 50 minutes yard duty per week. At morning recess and lunchtime two staff members will be on duty.

20 PREP ENROLMENT

The first year at school is vitally important in setting patterns and attitudes for future learning. Together we aim to develop positive attitudes which will assist your child throughout his/her school life.

At Ringwood Heights Primary School we put a lot of effort into ensuring transition from kinder to school is a successful one. We encourage your children to be independent, confident and resilient. Try not to be too anxious this will effect their perceptions of school. All children are individuals who learn at their own pace and they will settle in their own time.

At Ringwood Heights Primary School we run a comprehensive transition program that is aimed at helping children and their families to gain familiarity with the school, teachers and routines necessary for a smooth and happy change to school environment. This program involves all children in a class of simple literacy and numeracy activities as well as lessons in Art, PE, and Languages.

At Ringwood Heights Primary School we have an open door policy and we encourage all parents to help around the school and welcome you into our classroom. Our teachers are very approachable - please feel free to offer your help with Reading, Excursions, Parents Club, School Council or general classroom duties.

The first weeks at school are exciting and challenging, which can also be very tiring for children. With this in mind, children attend four days a week for the first four weeks. Each Wednesday children take a break while we take the opportunity to test children on a one-to-one basis by appointment. An appointment schedule will be distributed in the first week.

We hope to forge a long and productive partnership with our families over the ensuing years of your child's attendance at Ringwood Heights Primary School.

20.1 INFORMATION SESSIONS

In Term 2, usually during May, Prep Information sessions will be held for the purpose of providing details about the school to parents of prospective Prep students for the

forthcoming school year. The dates will be advertised in advance at local kindergartens, day care centres and in the Ringwood Heights newsletter. Additionally, the Principal and Assistant Principal are available to answer any concerns. Appointments are made for mutually convenient times.

20.2 ENROLMENT

To enrol your child at Ringwood Heights you must fill out a DET student information form and provide the following:

1. Birth Certificate

It is DET policy that a Birth Certificate is presented to the school with the enrolment form. A copy will be kept for our records. If your child was not born in Australia we need to sight a passport to establish whether they are an Australian Citizen and if not what their Visa category is. A copy of this document will be kept with the child's file.

2. Immunisation Certificate

Every child must have an immunisation certificate to enrol in primary school. It gives the school a clear record of every child's immune status and helps the school to do the right thing by each pupil should a case of infectious disease be discovered in a class.

Some students have health conditions that make immunisation unwise. Some parents have conscientious objections to immunisation. These will be recorded on the certificate and the students will be accepted for school.

When you apply for the certificate, make sure your child has had the booster doses for:

DTP [Diphtheria, Tetanus & Pertussis]

OPV [Oral Polio Vaccine]

MMR [Measles, Mumps & Rubella]

Students are required to have these before they begin school. It would be appreciated if completed enrolment forms could be returned to the office before the end of Term 3.

20.3 ORIENTATION

The students will have the opportunity to attend school familiarisation sessions. Letters will be sent informing parents of the appropriate dates.

In December we conduct a Prep Orientation Day. On this day the students are given the opportunity to meet their teacher [if possible], visit their classroom and participate in activities to assist with their understanding of school life. Parents are also provided with information regarding school routines and organisation.

20.4 HOW TO HELP YOUR CHILD IN THE FIRST YEAR OF SCHOOL

1. Students become very tired, and perhaps a little irritable, particularly during the first few weeks of adjusting to a new routine. They need extra understanding from parents at this time.
2. Aim to have your child at school by 8.45 a.m. Running late, and entering school after the day's activities have begun, can be upsetting to a beginner. Also, please make sure that your child is picked up from school on time.
3. **NAME EVERYTHING** which your child brings to school - all clothing, lunch boxes, bags, plastic bottles, storybooks, toys, balls, etc.
4. **UNLESS ARTICLES ARE NAMED, IT IS DIFFICULT FOR TEACHERS TO FIND THE CORRECT OWNER** - and much valuable time can be spent in attempting to do so.
5. Show an interest in "work" brought home, and display it in a special place.
6. Recognise and praise your child's efforts. Aim at helping your child surpass his/her own previous achievement rather than competing with others.
7. Understand the importance of play. Provide materials which stimulate creative play. Encourage your child to play with other students.
8. Teach your child to cope independently with taking clothing on and off, particularly coats, art smocks, shoes, socks, and clothing with buttons or zips. Begin teaching him/her to do up shoe laces.
9. Above all, **DON'T WORRY**. When students have developed a secure relationship with their teacher, and have made friends, minor problems seem to solve themselves. If a problem persists, don't hesitate to talk to the class teacher, level co-ordinator or Assistant Principal or Principal.

20.5 THE FIRST DAY OF SCHOOL

If you have a positive attitude and look forward to the first day of school, your child will probably do the same.

On day one, arrive on time. Help your child find the peg identified with the name for her/his bag and classroom tub. Try to leave quickly once your child is in the classroom. Your own happy, confident farewell will help your child settle.

Make sure you have talked to your child about the difference between "playtime" and "lunchtime". Show your child what food you have packed each morning for these times and say when you expect it to be eaten. Ensure the lunchbox fits easily into the school bag. [Drinks should not be in glass containers].

Please be prompt in collecting your child at dismissal, and share the excitement of starting school.

20.6 BUDDY PROGRAM

To help your child settle into school comfortably, we operate a buddy system whereby each Prep child has an older friend. Our 'buddies' are Year 5 students.

This program promotes a caring relationship which is valued by all. The buddy is someone who may be sought by the Prep child in times of need in the playground.

These students regularly have lunch and work together with the Prep students on appropriate activities.

20.7 SCHOOL REQUISITES

A Prep booklist is issued in November with the materials required for the Prep year.

All items listed need to be purchased.

Please name the following items and bring to school on your child's first day:

- all books (inside front cover only)
- pencil case
- Reader cover
- textas
- small box of tissues
- Art smock**
- waterproof Library bag**
- reader bag**