

# Oakleigh South Primary School

Parent Handbook

2017



# Welcome to Oakleigh South Primary School

It is with delight that we welcome you to a new beginning or a new year at Oakleigh South Primary School.

We are very proud of our warm and friendly community. We aim for you and your child to enjoy many happy years, at our school, where parents and staff work together to meet the needs of your child.

We hope that everyone will feel part of our extended community.

Oakleigh South is a school that is caring, supportive and stimulating and we endeavour to develop each child's level of excellence socially, emotionally and academically.

Should you wish to discuss your child's progress, or anything related to the school please do not hesitate to speak to your child's teacher at any time. We encourage you to take advantage of our open door policy; you are always welcome in your child's classroom. You are also more than welcome to raise issues with the Principal, Ron Cantlon, Assistant Principals, Erik Albers, Sue Jackson and Nikki Virtuoso.

This booklet should answer many of the questions you might have about the school's operations and routines. If we have not answered any of your queries, in this handbook, please do not hesitate to contact us on [oakleigh.south.ps@edumail.vic.gov.au](mailto:oakleigh.south.ps@edumail.vic.gov.au) or by phone 9570 1016 or in person.

Keep it handy for future reference.

**Ron Cantlon**  
**PRINCIPAL**

**Erik Albers**  
**Sue Jackson**  
**Nikki Virtuoso**  
**ASSISTANT PRINCIPALS**

The school regularly updates the information contained in this booklet. Please check the school's website, [www.osps.vic.edu.au](http://www.osps.vic.edu.au), for the latest online version of this information. The online version contains several weblinks to interesting and relevant sites.

# GENERAL INFORMATION

**PRINCIPAL:** Ron Cantlon

**ASSISTANT PRINCIPALS:** Erik Albers, Sue Jackson & Nikki Virtuoso

**SCHOOL ADDRESS:** Riley Street, Oakleigh South, 3167

**PH:** 9570 1016      **FAX:** 9579 0363

**EMAIL:** [oakleigh.south.ps@edumail.vic.gov.au](mailto:oakleigh.south.ps@edumail.vic.gov.au)

**WEBSITE:** [www.oakleighsouthps.vic.edu.au](http://www.oakleighsouthps.vic.edu.au)

**FACEBOOK:** [www.web.facebook.com/oakleighsouthps](http://www.web.facebook.com/oakleighsouthps)

**TERM DATES 2017** - *Last day of each term is always a 2.30pm finish*

Term 1:

30 January (school teachers start)

31 January (school students start) to 31 March

Term 2:

18 April (Tuesday) to 30 June

Term 3:

17 July to 22 September

Term 4:

9 October to 21 December (2.30pm school students finish)

22 December (school teachers finish)

**TERM DATES 2018** - *Last day of each term is always a 2.30pm finish*

Term 1:

29 January (school teachers start)

30 January (school students start) to 29 March

Term 2:

16 April (Tuesday) to 29 June

Term 3:

16 July to 21 September

Term 4:

8 October to 20 December (2.30pm school students finish)

21 December (school teachers finish)

## SCHOOL TIMES

Please note: parents and children are NOT to enter classrooms before 8.45am. This valuable time is used by teachers to prepare for the days lessons.

8.45 am	Children enter building and hang up their bags. Children in prep, 1, 2 and 3 change their reading books and read to parents. This is strongly encouraged in all rooms from Prep to year 3. Students in years 4- 6 are able to complete Accelerated Reader Quizzes. All students are able to return and borrow books from the Library.
9.00am	Classes commence
9.00-10.40am	Session 1 and 2 (each session is 50 minutes)
10.40-11.10am	RECESS all children go outside and are supervised by teachers in each section of the school.
11.10-12.50pm	Session 3 and 4 (each session is 50 minutes)
12.50-1.00pm	LUNCH EATING TIME- Students eat in the classrooms.
1.00-1.50pm	LUNCH BREAK all children go outside and are supervised by teachers in each section of the school.
1.50-3.30pm	Session 5 and 6 (each session is 50 minutes)
3.30pm	DISMISSAL TIME

## PREP 2017 FIRST TERM ATTENDANCE

Preps do not attend school on the first four Wednesdays of February (1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>)

Day	Monday	Tuesday	Wednesday	Thursday	Friday
31 <sup>st</sup> Jan - 3 <sup>rd</sup> Feb		School ***	No school	School	School
6 <sup>th</sup> - 10 <sup>th</sup> Feb	School	School	No school	School	School
13 <sup>th</sup> - 17 <sup>th</sup> Feb	School	School	No school	School	School
20 <sup>th</sup> - 24 <sup>th</sup> Feb	School	School	No school	School	School

\*\*\*The first day of school on Tuesday 31<sup>st</sup> is a 9.30am start, and pick up between 12.30pm and 1.00pm.

On these Wednesdays, the Prep teachers will meet with the children for a series of 1 on 1 evaluation tasks. The tasks in English and Maths provide valuable information regarding the children's capabilities and areas of strength or weakness.

## OSPS WEBSITE

The OSPS website is a key resource where parents can find general information, calendar dates, events, newsletters, notices and much more. Perhaps the resources you might want to find are on our website, so please have a look here first!

# SCHOOL AIMS

## GUIDING PRINCIPLES

At OSPS it is expected that all students can and will learn. We believe education is about the whole child – we aim to devise programs which develop their intellectual, emotional, social, creative and physical capabilities.

The school provides opportunities for students to:

- develop appropriate skills in all curriculum areas with particular emphasis on English and Mathematics
- acquire critical thinking, problem-solving and decision making skills
- develop social skills to become positive responsible members of a community
- develop initiative, confidence and an inquiring mind
- grow in self confidence and self-esteem
- develop self-responsibility

We aim that students, teachers, parents and the community work together to achieve common goals, hence our motto – **TOGETHER WE ACHIEVE**

## VALUES

### EXCELLENCE

Strive to achieve your personal best.

Be persistent in everything you do-never give up.

### RESPECT

Treat people with tolerance, acceptance, understanding and respect.

Show appreciation of, and care for the school and the environment.

### INTEGRITY

Be trustworthy and honest with each other.

Take and accept responsibility for your own actions.

### WORKING TOGETHER

Actively contribute to your school.

Learn from each other.

### RESILIENCE

Dealing with ups and downs and still holding your head up.

The capacity to cope with change and bounce back during difficult times

## SHARED EXPECTATIONS

Students, teachers and parents have the right to:

- be treated with courtesy, kindness and respect
- feel and be safe at school
- express ourselves in an appropriate manner
- privacy
- work and play without interference from others
- be involved in learning
- expect our property will be safe
- be given assistance from others when we need help

## **RESPONSIBILITIES**

Students, teachers and parents are expected to:

- treat others with courtesy, kindness and respect
- maintain a safe and secure school environment
- model and support school rules
- develop responsibility and understand the consequences for our own actions
- value others, for their individual differences
- work to achieve our personal best whilst allowing others to do the same.
- be a good sport
- take care of all property including our own, the school and property that belongs to others

To develop our happy and friendly environment all students are to adhere to the following guidelines:

### **SAFETY**

- Look after our school
- Only bring safe things to school
- Put all rubbish in the bin
- Keep our school tidy
- Play carefully near other children
- Keep out of the carparks
- Keep out of the gardens
- Stay inside the school grounds during school hours

### **CONCERN FOR OTHERS**

- Be thoughtful to others
- Treat other people as we would like to be treated
- Be non violent
- Play in a friendly way
- Do things that make others feel wanted
- Listen to others
- Look after new children to the school
- Be well mannered
- Be fair
- Tell the teacher when there is a concern
- Care for others belongings and value school resources
- Try our best and encourage others

### **LEARNING**

- Behave well in class
- Listen to the teachers and our classmates
- Attend school on a regular basis
- Try our best all all times
- Seek ways to improve in all areas of learning
- Not disrupt the learning of others

### **DISCRIMINATION**

Discriminating against a student or teacher based on impairment, physical features, age, sex, race, religion is unlawful. This code also acknowledges the Racial and Religious Tolerance Act 2001 which supports racial and religious tolerance and prohibits vilification on the ground of race or religion.

## **THE LEARNING ENVIRONMENT**

Oakleigh South Primary School offers a wide range of learning opportunities, so that every student can experience success. A curriculum which is relevant, dynamic and engaging, allows students to develop responsibility for themselves and their learning.

We have approximately 1000 students, with the school divided into three sub-sections: Prep – 2, Years 3 & 4, Years 5 & 6.

Our belief is that education is about the whole child – about their intellectual, creative, physical, social and emotional development.

Our aim is to improve learning outcomes for all students in all areas especially the tool subjects of English and Mathematics.

To improve student engagement we also focus on Music, Physical Education and Sustainability.

Through the 'You Can Do It' program in the Prep year, children are provided with the foundations for achievement and social-emotional-behavioural well-being in school, work and the world tomorrow.

To fully develop the potential of all children (academically, intellectually, interpersonally and emotionally) the 5 foundations are instilled in our students – Confidence, Persistence, Organisation, Getting Along and Resilience.

## **CURRICULUM – VICTORIAN CURRICULUM**

Oakleigh South Primary School, like all state government schools uses the Victorian Curriculum. Victorian Curriculum is the Foundation (Prep) to Year 10 curriculum that provides a single, coherent and comprehensive set of prescribed content and common achievement standards, which schools use to plan student learning programs, assess student progress and report to parents.

Please visit the Victorian Curriculum Website for further details [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

# A-Z GUIDE TO OSPS!

## ABSENCES FROM SCHOOL

The school has an attendance policy in line with DET Student Engagement Guidelines. Parents are required to notify the school in writing of their child's absence. A brief note is all that is needed. You may also email the teacher to advise of any absences.

As a parent or carer it is your responsibility to:

- ensure that your child attends school at all times.
- promote and provide support to your child for full attendance and participation at school
- ensure that your child is on time for school each day
- notify the school of your child's absence, as soon as possible, on the first day of the child's absence
- notify the school in advance if an absence of any period is planned
- support your child's learning during continued or prolonged absences by the implementation of an agreed Student Absence Learning Plan
- work cooperatively and collaboratively with the school to develop and implement improvement strategies when attendance has been inconsistent
- work cooperatively with the school in supporting your child to return to school and reintegrate after prolonged absence
- ensure that contact details are correct and up to date

Make sure you:

- Provide the school with an explanation if your child is away, contact the school if your child does not want to go to school.
- Arrange doctor and dentist appointments out of school hours.
- Arrange personal shopping trips with your son/daughter or birthday celebrations out of school hours.
- Do not allow your child to stay at home for minor reasons.
- Regular attendance at school is very important
- If your child misses the basic skills in primary school they can experience difficulties with their learning.
- Regular attendance is essential to make sure learning is not disrupted. Regular learning provides building blocks for the future.
- Schools help children to develop important social skills, such as friendship building, teamwork, communication skills and a healthy self-esteem.

Children must come to school every day unless:

- Your child is too sick or injured.
- Your child has an infectious disease.
- The principal is provided with any other genuine and acceptable reason for absence.

Research has shown that the benefits of regular attendance are:

- The development of skills and attitudes such as self-discipline, punctuality, being organised and sticking to routines will optimise life choices
- Regular attendance leads to making friends and learning how to maintain relationships over a period of time



- Regular attendance leads to learning social skills necessary to live and work with others
- Employers are more positive towards those that have a good attendance attitude

## **ACCEPTABLE USE OF THE INTERNET, INTRANET AND COMPUTERS**

All children and families are required to sign an agreement that outlines the responsible use of computers and the Internet whilst at school. Anyone who breaches these guidelines will lose their computer privileges.

## **ACCIDENTS**

There have been times when a student is seriously injured at school and we are required to call an ambulance. Schools are not insured for the cost of an ambulance. Should your child require one, the family will incur the cost. We strongly advise that you have ambulance cover, or health insurance that includes covering the cost of an ambulance.

## **ASTHMA, ALLERGIES & ANAPHYLAXIS**

The school has Asthma, Allergy and Anaphylaxis Policies in line with DET policy. To support this policy, parents of children with allergies are required to

- inform the school if your child has asthma, allergies or anaphylaxis
- provide the appropriate plan signed by a medical practitioner (plans usually last 12 months and parents must provide an updated plan annually). All 3 'blank' plans can be downloaded from the 'notice section' on the OSPS website [www.oakleighsouthps.vic.edu.au/news-event](http://www.oakleighsouthps.vic.edu.au/news-event)
- provide medication within use by date, ensure the medication is labelled with the pharmacy label with your child's name. Ensure EpiPens for anaphylaxis are labelled (not just the box).
- parents of children with allergies are asked to provide an alternative snack or treat to be left at school.

All parents are asked to support students with allergies

- please do not send nut products to school if possible.
- students are NOT to share food (please reinforce this with your child).
- if you intend sending food along to share, such as a birthday cake or plate of food for a class party, please advise your child's teacher and provide a list of ingredients.
- recycled containers must be free of contamination i.e. thoroughly washed.

## **ALTERNATIVE FOOTWEAR**

All children are required to wear alternative footwear inside the classrooms. Slippers, Crocs or another pair of shoes are acceptable. Children with orthotics are exempt. Let your child's teacher know if this is the case.

## **ANNUAL REPORT**

The annual report is available on the OSPS website [www.oakleighsouthps.vic.edu.au/parents](http://www.oakleighsouthps.vic.edu.au/parents)

## **ART SMOCKS**

Smocks are required. These should be clearly named. Smocks are available through major department stores, Craft markets or Primary School Wear Uniform shop.

## **ASSEMBLIES**

Whole school assemblies are held every week except on the first week of each term. Our assemblies are held in the hall on Tuesday mornings from 9.00am. Everyone is welcome.

## **BANKING**

Oakleigh South Primary School are pleased to offer school banking through the Commonwealth Bank Youth Saver Account. School Banking day is Monday. Each week children need to bring their completed bankbook and correct money to their class and hand it to their teacher.

Getting involved in School Banking is easy! All you need to get involved in the School Banking program is a Commonwealth Bank Youthsaver account. To open an account for your child, go online at [www.commbank.com.au/personal/kids/school-banking/dollarmites](http://www.commbank.com.au/personal/kids/school-banking/dollarmites). The alternative is to visit your local branch – all you need to bring is your current personal identification as well as your child's birth certificate.

For further information please go the OSPS website 'parent tab'  
[www.oakleighsouthps.vic.edu.au/parents](http://www.oakleighsouthps.vic.edu.au/parents)

## **BOOK CLUB**

Bookclub is a service we offer to make purchasing books, games and learning resources easy. Twice a term your child's classroom teacher will send home a Book Club catalogue. The **Book Club LOOP** platform for parents allows you to pay by credit card. Your child's order is submitted directly to school safe and sound and the books will be delivered to class. You can place your child's order at [scholastic.com.au/LOOP](http://scholastic.com.au/LOOP) or using the **LOOP** app, which can be downloaded from the App Store or Google Play. There is also a procedure that can be found on the OSPS website: [LOOP Book Club procedure](#)

## **CAMPS**

A camping program operates at Oakleigh South. All children in Years 4, 5 & 6 attend camp.

## **COMMUNICATION BETWEEN PARENTS AND STAFF**

At Oakleigh South we have an open door policy. There will be times when you will have questions regarding your child's routine, school processes or achievement. Appointments can be made after school. Please remember that unexpected visits, to discuss your child's progress during school distract teachers from their responsibility to care for the children. Please make a time to discuss your child that suits you and the teacher. There may be times when you wish to discuss matters with the Principal, Assistant Principals, or team leaders; these matters may involve family, financial, health or educational issues. Please feel free to contact the office for an appointment.

## COMPLAINTS

The Department of Education and Training is committed to treating everyone with dignity and respect and encourages good communication between parents and schools. We need to know if you have any concerns about your child's education. Teaching and learning works best when parents and teachers talk to each other and work together to solve any problems.

## CONTACT DETAILS

Please ensure your contact details are up to date. There may be times when the school may need to ring you either at home, on the mobile or at work. Any changes to phone numbers, or addresses - home and work please notify us immediately. School funding is based upon the occupation of parents, if your employment details change or you cease work please inform the office immediately. There is a 'change of details online form' on the OSPS website 'parent tab' [www.oakleighsouthps.vic.edu.au/parents](http://www.oakleighsouthps.vic.edu.au/parents)

## DENTAL SERVICE

The Royal Dental Hospital of Melbourne (RDHM) is Victoria's leading provider of public dental care. Families can access their services at their Carlton location, or at over 60 community clinics throughout Victoria. General care is free for children and young people until age 18 who:

- are concession card holders
- are under care provided by the Children, Youth and Families division of the Department of Human Services
- attend a special school
- are of Aboriginal or Torres Strait Islander descent, or
- are newly arrived refugees and asylum seekers

## DISCIPLINE

The school's Student Engagement Policy develops positive attitudes in the children. It is based on mutual respect and the rights of all members of the school (children, teachers and parents) to enjoy a happy and safe learning environment. This school does not tolerate any form of bullying.

We are committed to:

- Raising and sustaining the highest possible level of self-esteem.
- Giving consistent and positive support.
- Developing pride in our school.
- Developing respect and acknowledging differences.
- Encouraging teacher and parent interaction.
- Developing a united approach between the school and the home.
- Being consistent and fair.
- Viewing student behaviour as a whole school responsibility.
- Developing negotiation and conflict resolution skills and strategies.
- Encouraging children to recognise the natural and further consequences that occur as a result of their behaviour.
- Maintaining a safe environment.
- Managing and preventing bullying.

- Managing and preventing harassment and discrimination e.g. racial, religion or gender.
- It is necessary for parents and teachers work together and consistently model appropriate behaviour for the code to be successful.

## **E-MAIL ADDRESSES OF TEACHERS**

The e-mail addresses of staff can be found on the OSPS website 'parent tab'  
[www.oakleighsouthps.vic.edu.au/parents](http://www.oakleighsouthps.vic.edu.au/parents)

## **EXTREME WEATHER**

On wet days children are supervised in their classrooms during recess and lunch. On extremely hot or windy days, lunchtimes may be shortened or the children may be kept inside.

## **FETE**

Our school Autumn Family Fete for 2017 will be on Saturday 6th May. Keep an eye out for further information. This is our major fundraising activity for the year. Each classroom is responsible for running a stall. A Parent Fete Representative will be selected for every class. The role of the Parent Fete Representative is to assist the teacher with the organisation of the class stall and attend Fete meetings, whenever possible. All parents are expected to provide assistance on the day of the fete. Visit our fete page in the OSPS website [oakleighsouthps.vic.edu.au/fete](http://oakleighsouthps.vic.edu.au/fete)

If you know of anyone who may be able to donate or have access to goods for the Fete please contact Nikki Virtuoso [virtuoso.nicole.b@edumail.vic.gov.au](mailto:virtuoso.nicole.b@edumail.vic.gov.au)

## **HEAD LICE**

Please check your children's hair for eggs or lice each week. Keeping hair tied up at all times minimises the risk of infection. Head lice are found on the hair itself and move to the scalp to feed. They have six legs which end in a claw and rarely fall from the head. Louse eggs (known as nits) are laid 1.5cm off the scalp and are firmly attached to the hair. They look like dandruff but CANNOT be brushed off.

<b>STEP BY STEP HEAD LICE CHECK</b>	
<b>STEP 1</b>	Comb any type of conditioner onto dry, brushed (detangled) hair. This stuns the lice and makes it difficult for them to grip the hair or crawl around.
<b>STEP 2</b>	Comb sections of the hair with a fine tooth, head lice comb.
<b>STEP 3</b>	Wipe the conditioner from the comb onto paper towel or tissue.
<b>STEP 4</b>	Look at the tissue and on the comb for lice and eggs.
<b>STEP 5</b>	Repeat combing every part of the head at least 4 or 5 times.

If lice or eggs are found, the child's hair should be treated with a commercial head lice product. The treatment MUST be repeated 7 days later.

## HELPING YOUR CHILD AT SCHOOL

- Show interest in your child's account of the day when they are ready to talk about it. Most young children are very tired at the end of the day and need time to relax. Encourage them by displaying their work in a special place.
- Understand through 'play' a child builds confidence, establishes social relationships and improves conversation skills.
- If your child has a problem, please come to school and discuss it with us so together we can eliminate those small fears that can worry children.
- Try to avoid morning rush. A good beginning to the day is a nutritious breakfast and getting to school in plenty of time.
- A good night's sleep is extremely important, keep bedtime to a regular time.
- Have your child at school preferably by 8.45am. Beginning the day with the rest of the class will assist your child greatly.
- Please notify us if your child is taking any medication.
- Your child's progress, not all children develop at the same rate, try not to compare your child's progress with older brothers/ sisters or children of the same age. The only true comparison that is possible is with the child's own record of achievement.
- Please don't hesitate to speak to the classroom teacher if you have any concerns.

## HOMEWORK

In Prep and Year One all children are expected to undertake homework:

- read their take home book at least 5 nights per week
- practise reading their word lists
- access Reading Eggs and Mathletics regularly

In Year 2 all children are expected to undertake homework:

- read their take home book at least 5 nights per week
- access Reading Eggs and Mathletics regularly
- complete the homework tasks given at the start of the week by their teachers and are expected to complete it by the end of the week.

In Years 3-6 homework may take the form of spelling, projects, unfinished class work, assignments or sheets related to the topics studied at school. Reading at home every night is part of school/home Accelerated Reader Reading program. All children are expected to read at home as well as school. All children are encouraged to complete Mathletics at home where ever possible.

Please talk to your child regularly about what they are reading. If your child is having difficulty with the homework, please speak to the teacher.

## HOUSES (SCHOOL)

Our school has 4 houses which children are placed in. Siblings will be placed in the same house colour.

**Gould (red) Landy (blue) Fraser (green) Cuthbert (yellow)**

House points are awarded for good behaviour, working in teams, manners, community awareness and many other areas. House points are added throughout the year and the house with the most points is awarded with the House Shield.

## **ILLNESS, INJURY AND INFECTIOUS DISEASES**

Should a child becomes ill or injured at school and visits sick bay, we notify parents of their visit by a 'sick bay slip' which we ask the child to place in their bag. We will contact one of the parents if the illness or injury impacts the child's normal function at school and ask that they arrange for the child to be picked up. Note: any head or neck injuries, parents will always receive a courtesy call.

***IN AN EMERGENCY AN AMBULANCE WILL BE CALLED, THE PAYMENT FOR CALLING AN AMBULANCE RESTS WITH THE PARENTS NOT THE SCHOOL.***

***MAKE SURE YOU HAVE AMBULANCE COVER TO AVOID A LARGE BILL.***

It can be difficult for families to know when their child is sick enough to need to stay home from school. For safety's sake, if your child seems unwell you should always keep them home from school and seek medical advice.

Families can experience problems when trying to take time off to care for an ill child at home. However, it is important that parents focus not only on the wellbeing of their own child, but also upon the wellbeing of other children and the staff.

Parents can also support the school by

- Not sending children to school who are unwell before school or have not fully recovered from an illness.
- Be sure the school is made aware of chronic or temporary disabilities such as asthma, epilepsy, anaphylaxis and allergic reactions.
- Provide a written explanation of a child's absence (a department requirement).
- Not sending children to school until 24hrs after their last symptoms. In particular if your child has vomited or had diarrhoea, they must be completely well for 24 hours before returning to school.

## ILLNESS AND INFECTIOUS DISEASES - EXCLUSIONS

A child MUST NOT attend school if suffering from any of the following diseases:

Chicken pox	Until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Diarrhoea	Exclude until diarrhoea has ceased or until medical certificate of recovery is produced.
Hand, Foot and Mouth disease	Until all blisters have dried.
Headlice	Exclude until effectively treated. Parents must keep a constant check on their children's hair.
Impetigo (School Sores)	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.
Influenza	Exclude until well.
Measles	Exclude for at least 4 days after onset of rash.
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner).
Ringworm	Re-admit the day after appropriate treatment has commenced.
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash.
Slapped Cheek- Erythema Infectiosum	Infectious before onset of rash and probably not infectious once rash appears. Notify school because of effect on others e.g. pregnant women, chronic blood disorders, immune suppressed people.
Viral Hepatitis	Exclude until a medical certificate of recovery is produced but not before 7 days after the onset of jaundice of illness.
Whooping cough	Exclude the child for 5 days after starting antibiotic treatment.

## **IMMUNISATION**

All children commencing school must have an Immunisation Status Certificate. The certificate can be obtained through the Australian Childhood Immunisation Register or your local council or a letter stating your child has NOT been immunised. Children who are not immunised can still attend school. If an outbreak of an infectious disease occurs at the school they will be sent home until the danger has passed.

## **INSURANCE**

If a student is injured at school, or during a school organised activity, then parents or guardians are responsible for the cost of medical treatment and transport to a medical facility or home. We encourage all families to have ambulance cover.

## **LIBRARY**

All children visit the library for a timetabled session during the week. The Library is also open before and after school at different times and at lunchtimes, for Accelerated Reader borrowing. Parents are requested to ensure books are properly cared for at home. Parents will be required to pay for the replacement of lost or damaged books. Prep, Year One and Year Two children are able to borrow two books at a time. Years 3-6 may borrow up to four books at a time. A labelled book bag is a good idea to help protect and keep track of library books.

## **LOST PROPERTY**

All items of clothing must be clearly labelled with your child's name. Children's property is constantly put down and forgotten. A box for lost property is kept in the link corridor just near the Library. Lost Property is cleared at the end of each term and unnamed/unclaimed items are donated to Second Hand Uniform or charity.

## **LUNCHTIME ARRANGEMENTS**

The lunch eating period is an important part of every child's social development. Children spend ten minutes eating lunch in their classrooms, before they go out to play. The importance of good eating habits is emphasised at every grade level. Please support this concept when you prepare lunch from home. Children are encouraged to eat fruit and drink water. Children are to have water in their water bottles; we do not allow the children to drink juice or cordial. Soft drinks in cans or bottles and chewing gum are not to be brought into the school.

## **LUNCH SERVICE**

The school is using the services of 'Classroom Cuisine' to provide student lunches every Monday and Friday. Orders must be completed and paid for online before 8.30 am sharp on the day required. You will receive a confirmation email once an order has been successfully placed. Please check that you have the correct year level and class for each child. Please visit their website to order [www.classroomcuisine.com.au](http://www.classroomcuisine.com.au)



## **MATHLETICS**

Every child in the school is enrolled in the Mathletics Maths program and each child has an individual username and password. Like all passwords, students are NOT to share this password with any other child. The Mathletics Maths program is internet based and can be accessed from school and home 24 hours a day, 7 days a week. Children who obtain a Gold Certificate are presented with these at Assembly on Tuesday. Children must work on their year level program first before they access Live Mathletics.

## **MEDICATION**

NO student may have any kind of medication on them, or in their bags at school other than asthma medication. Any other kind of medication (including throat lozenges) must be given to the Office, with written instructions of the date, student, class and when to be administered. Legally we cannot administer ANY medication or cream without written permission.

## **MOBILE PHONES**

Phones MUST be signed in at the Office before 9.00am and signed out after 3.30pm. Any student found with a mobile phone during school times will have it confiscated.

## **NEWSLETTER**

The weekly Oakleigh South Primary School newsletter is now published online at the school's website. You can access the current and the past newsletters on the 'news and event's page on the OSPS website [www.oakleighsouthps.vic.edu.au/news-events](http://www.oakleighsouthps.vic.edu.au/news-events)

## **OUT OF SCHOOL HOURS CARE & VACATION PROGRAM (CAMP AUSTRALIA)**

Out of School Hours Care is available through Camp Australia and is held on our premises.

Before School Care (BSC)	7.00am – 8.45am
After School Care (ASC)	3.30pm - 6.00pm
Vacation Care (Term 1, 2, 3 breaks and last two weeks of January)	7.30am – 6.00pm
Centrelink child care assistance is available	

Camp Australia Pty Ltd.

Email: [info@campaustralia.com.au](mailto:info@campaustralia.com.au)

PH: 1300 105 343

[www.campaustralia.com.au](http://www.campaustralia.com.au)

## **OUT OF HOURS SERVICES**

Several outside providers use OSPS as a venue for their activities. Some examples are

- sporting club activities
- dancing classes
- fitness classes
- dancing classes
- craft classes
- language classes
- religious classes
- singing, instrumental and keyboard classes

A full list of service providers can be found on the OSPS website 'parent tab'

[www.oakleighsouthps.vic.edu.au/parents](http://www.oakleighsouthps.vic.edu.au/parents)

## **PARENT GROUP**

All parents are welcome to be involved with their children's education and the Parent Group provides an opportunity for members to work together to further the interests of their children by

- encouraging social interaction among parents.
- providing resources and facilities for the pupils through fundraising activities.

Meetings are advertised in the newsletter. New members are always welcome.

## **PARENTAL INVOLVEMENT IN THE SCHOOL**

Positive parental involvement is valued and encouraged at our school. There are a multitude of ways in which parents can be a part of our school and help enhance the quality and enjoyment of your child's education.

Some examples of how you can help are:

- Helping in the classrooms with reading, literacy groups and other activities.
- Assisting with excursions
- Becoming a member of School Council or Parent Group
- Assisting with sport
- Assisting in the library
- Assisting with school productions through sewing costumes, make up, ironing costumes
- Assisting with Maths Invaders (1-6)
- Attending working bees
- Assisting with the school fete
- And of course supporting your child at home with reading or homework tasks is a very important way you can help your child. We would also love to know if you have any special talents that could further enhance our school program.

## **PAYMENTS – QKR!**

OSPS uses an app called QKR! as our preferred payment method. We ask that you use QKR! When making payments for all your school accounts. It is quick and easy to down load and learn. Charges are child specific - please ensure you have selected the correct child before finalising a payment.

Please visit the OSPS website for instructions and further information  
[www.oakleighsouthps.vic.edu.au/tiqbiz-qkr](http://www.oakleighsouthps.vic.edu.au/tiqbiz-qkr)

The following items are some examples of what can be paid

- essential learning fees
- camps
- excursions / incursions
- sports uniforms
- production DVDs
- ride wrist bands for the fete

QKR link [www.qkr.mastercard.com/for-everyone-australia](http://www.qkr.mastercard.com/for-everyone-australia)

Please contact the office if you have any questions regarding Qkr!

## **POLICIES**

Policies can be located on the OSPS website 'parent tab'  
[www.oakleighsouthps.vic.edu.au/parents](http://www.oakleighsouthps.vic.edu.au/parents)

## **PUNCTUALITY**

Arriving on time for school is very important. Our days are very full and classroom instruction commences at 9:00 sharp. Early morning reading is a valuable practice time for all children and this commences from 8:45 am onwards. Lateness can disrupt the class and means your child misses out on the vital instructions at the beginning of the day. Please make every attempt to have your child at school before 9:00am.

## **REPORTING TO PARENTS**

We report to the parents in various ways to keep you updated on your child's progress:

- Parent Information Evenings: are held in Term 1 for all year levels. Teachers provide parents with information about the classroom program and curriculum taught at their child's level.
- Written Reports: are issued for all children in June and December. Children are assessed against state wide standards in a variety of subject areas. An A-E rating is included for each subject plus comments on the students' strengths, area for improvement, school activities, home activities and child's comment. Student report cards provide you with a clear picture of your child's progress. They are used in all Victorian government schools to report student achievement in Prep to Year 10. The only exception to this is where schools offer programs for students with disabilities.
- You will receive a report card twice a year and be invited to a parent-teacher interview to discuss your child's progress in June.

## **ROAD SAFETY**

- Parking in the Staff Car Park is prohibited.
- Only parents dropping children off between 7.00 and 8.30am and 4.15 and 6.00pm to Before and After Care may drive up the main driveway.
- Parking is available on the oval. Enter through the oval gate NOT the main driveway.
- All parking regulations within the designated zones must be adhered to.
- When using the 2 minute 'Kiss and Go' zone never leave your car unattended. This zone is designed for quick entry and exit, to minimise congestion and confusion.
- There is a 2 minute limit even if you remain in the car. You can be booked if you stay longer.
- Please make sure you walk your child through the oval car park, do not allow them to walk through this area alone.
- Supervised school crossings are located on Golf Road and Riley Street. Use the crossing; do NOT cross between the cars.
- There is a map outlining parking options and further information on the OSPS website 'parent tab' [www.oakleighsouthps.vic.edu.au/parents](http://www.oakleighsouthps.vic.edu.au/parents)

## **RIDING BIKES TO SCHOOL**

If your child rides a bike to school, please check that he or she rides with care and understands the road rules. Students riding a bike must wear an approved helmet. No child or parent is to ride or scoot on bicycles, scooters or roller shoes in the school grounds. Children's bikes (along with any other personal items they bring to school) are not covered by the school if they are damaged or lost. All children should be supervised by an adult when riding to school especially those below Grade 4. Supervision by older brothers or sisters is not recommended. All bikes must be parked in the bike racks located around the school.

## **SCHOOL COUNCIL**

All government schools have School Councils. They are legally formed bodies that are given powers to set the key directions of the school. School Councils are able to directly influence the quality of education that the school provides. Within guidelines provided by the DEECD, a school council has responsibilities for developing such things as:

- The school strategic plan which sets out the main goals and priorities of the school for four years.
- The school budget which shares out the available resources to make sure the goals of the strategic plan are achievable.
- The physical appearance and maintenance of school buildings and grounds
- Annual report to the community on the school's achievements.

A minimum of eight meetings are held each year (3rd Wednesday of each month). School Council elections occur in March each year. The School Council is a democratic body which aims to represent as closely as possible the views of the majority of the school community. Important decisions are reported in the Newsletter.

## **SIGN IN, SIGN OUT**

If you are taking your child out of school prior to 3.30 or bringing your child to school after 9.00am, please visit the office to sign-in or sign-out. **It is a legal requirement that your child is signed in or out correctly.**

## **SOCIAL MEDIA**

Parents are reminded that publishing and placing videos and or photographs of school events on any form of social media is breaching the privacy of others. In the best interests of everyone please do not post school activities or comments online.

## **STUDENT BANKING**

Student banking day is Monday. Bank books should be handed to the class teacher. Volunteer parents process the banking. The Commonwealth Bank sends out information and application forms regarding student banking for preps in term one. This is made available to all prep parents.

## **SWIMMING**

Intensive (8 day) programs are arranged for Prep to year 5. Parents are encouraged to have their children participate in the programs, which are run by professional swimming teachers. The parents meet the cost of the lessons. More information will be sent out later.

## **SUNSMART**

Oakleigh South is a registered member of the Sun smart program. All children are required to wear wide brimmed or bucket hats from 1st September to 30th April.

Our **'NO HAT, NO PLAY'** policy is strictly adhered to. Students must wear the bottle green sun smart hats sold at the office.

## **TIQBIZ**

OSPS use an app to send our messages. The tiqbiz app will help our school keep parents fully informed and up-to-date with newsletters, notices, news and events. It's easy to use and also has the benefit of helping reduce our paper consumption by printing less. The first step is to download tiqbiz to your phone, tablet, computer.... or all of them.

Please visit the OSPS website for instructions and further information  
[www.oakleighsouthps.vic.edu.au/tiqbiz-gkr](http://www.oakleighsouthps.vic.edu.au/tiqbiz-gkr)

Tiqbiz link [www.tiqbiz.com/au/school-app](http://www.tiqbiz.com/au/school-app)

## **TISSUES**

Parents are requested to provide one box of tissues per term for your child's class.

## **UNIFORM AND UNIFORM SHOP**

Uniform is compulsory at our school.

- PSW (Primary School Wear) supplies our uniform. They are located at 15 Mills Street, Cheltenham. They are open 6 days a week from 9.00am until 5.00pm or online at [www.psw.com.au/retail/default.aspx](http://www.psw.com.au/retail/default.aspx)
- The second-hand uniform shop is situated in the junior corridor and open Wednesday and Friday mornings 8.45am – 9.00am. Clothing items are sold very cheaply.
- The official school colours are bottle green and white. The school logo features a wattlebird, which is one of the native birds to be found in the area.
- Open toed or flimsy sandals/thongs are not appropriate and often lead to injuries. Please do not send your child in them no matter how hot the weather is.
- Sneakers or runners are recommended for P.E. and sport sessions.
- The prices of uniform items are subject to change as the manufacturer's price rises. An online ordering link is located on the OSPS website 'parent tab' [www.oakleighsouthps.vic.edu.au/parents](http://www.oakleighsouthps.vic.edu.au/parents)

## **WORKING BEES**

To assist in grounds development and maintenance, it is sometimes necessary to call working bees. Dates for these sessions are announced well in advance of the set day. It is a terrific opportunity for families come and contribute to keeping their school in good form, and meet other families.

## **YARD SUPERVISION**

Staff members supervise the school grounds, on a rostered basis. Yard supervision operates from 8.45 a.m. to 9 a.m., at recess, lunchtime and from 3.30 p.m. to 3.45 p.m. each day. Please do not send your children to school outside of these hours unless special arrangements have been made.

## **VISITORS TO THE SCHOOL**

All visitors to the school between the hours of 9:00 a.m. and 3.30 p.m. MUST report to the office, to sign in. Parents are also asked to sign in and out when attending the school between 9.30 and 3.00pm.