








# Handbook

2025 Information for Parents and Students

*'Allansford kids are friendly kids'*

-  Frank Street, Allansford 3277
-  55 651 382
-  [allansford.ps@education.vic.gov.au](mailto:allansford.ps@education.vic.gov.au)
-  [www.allansford-ps.vic.edu.au/](http://www.allansford-ps.vic.edu.au/)
-  Allansford and District Primary School





# ALLANSFORD & DISTRICT PRIMARY SCHOOL

*'Allansford kids are friendly kids'*



## WELCOME

to Allansford & District Primary School (ADPS)

This booklet has been designed to help you to become familiar with our school as you commence your association with our school community.

**MORAL PURPOSE** At Allansford, we provide a supportive and safe environment where students are encouraged to strive to reach their full potential.

**MISSION**

1. To emphasize a strong focus on consistent Numeracy and Literacy practices that underpin success in other areas of learning
2. To recognize and cater for individual differences and needs, providing programs promoting high expectations for every student; allowing all to achieve to their full potential
3. To provide a safe, vibrant and harmonious learning environment
4. To promote our School Values of
  - Be SAFE
  - Be RESPECTFUL
  - Be RESPONSIBLE
  - Be A LEARNER

*which support our students in becoming positive citizens within our community.*

**We believe: When we enrol the student - we also enrol the family!**

- Education is a partnership
- Partnerships require a relationship
- Relationships are important and require people to talk and share
- Let's have those conversations

**We look forward to making an IMPACT on your child's learning.**

**Wes Allen – Principal**

The aim of this booklet is to provide every family with a guide to many of the day-to-day operations of our school. It will be useful for new families to our school, as well as existing families. Further copies will be available from the Office.

# INDEX

PRINCIPAL WELCOME	2
STAFF 2024	5
IMPORTANT DATES 2025	6
ATTENDANCE	7
Absences	7
Late arrivals/early dismissal	7
School Hours	7
BOOKCLUB	8
BICYCLES	8
BUDDY PROGRAM	8
BUS TRAVEL	8
CAR PARK	8
CASUAL RELIEF TEACHERS	9
CLUBS	9
CLASS SELECTION	9
COMMUNICATION	9
Complaints Procedures	9
Emergency Information	9
Newsletter	10
Parent Teacher Interviews	10
Reporting	10
School Office	10
School Contact Details	10
EXTRA CURRICULAR	11
Camps 2025	11
Excursions and Incursions	11
Swimming Program	11
Celebrations	11
CHILD SAFETY	12
Acceptable Behaviours	12
CHILD SAFE COMMITMENT	13
Student Safety	13
Student Wellbeing	14
Supervision of Students	14
DIGITAL TECHNOLOGIES	14
ENROLMENT PROCEDURES	14
FACEBOOK	15
FOOD AT SCHOOL	15
Brain Food	15
Breaks	15
Eating Arrangements	15
Lunch Orders	15
Meals	15
Parent Club Lunches	15



# INDEX CONT..

HOUSE GROUPS	15
LIBRARY	16
LOST PROPERTY	16
MOBILE PHONES	16
SCHOOL COUNCIL	16
School Council 2024-2025 Representatives	16
STUDENT ENGAGEMENT POLICY	17
STUDENT ACHIEVEMENTS	18
STUDENT FREE DAYS	18
SUNSMART SCHOOLS	18
Sunsmart Policy	18
Hats	18
UNIFORM	18
STUDENT WELLBEING	19
Anaphylaxis/Allergies	19
Asthma	19
Headlice	19
Illnesses	19
Infectious Diseases	19
Medications	19
School Injuries and Insurance	19
PHOTOGRAPHS	20
SCHOOL STRATEGIC PLAN	20
CURRICULUM SCOPE AND SEQUENCE	20
FRAMEWORK FOR IMPROVING STUDENT OUTCOMES (FISO)	20
CURRICULUM	21
Assessment	21
NAPLAN	21
STUDENT LEADERSHIP	22
PARENT INVOLVEMENT	23
PARENTS CLUB	23
Fundraising	23
PARENT CODE OF CONDUCT	23
PARENT PAYMENTS	24
Costs – 2025	24
Camps, Sports and Excursions Fund (CSEF)	24
THEIRCARE (Before and After School Care)	24
WORKING WITH CHILDRENS CHECK	24

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# Allansford & District Primary School Staff



Wes Allen  
Principal



Andrea Lyon  
Business Manager



Kate Marquand  
Classroom Teacher



Kerry Arnott  
Classroom Teacher



Deb Hill  
Classroom Teacher



Narelle McLaren  
Classroom Teacher



Claudia Campbell  
Classroom Teacher



Rose White  
Classroom Teacher



Niah Dwyer  
Classroom Teacher



Lindy Bellman  
Classroom Teacher



Carolynne Sheppard  
STEM Specialist



Gemma Sheldon  
Japanese Specialist



Amanda McMahon  
Music Specialist



Billy Rock  
PE Specialist



Jeannette McArdle  
Education Support



Debra Henry  
Education Support



Sheree Clark  
Education Support



Mandy Dalton  
Administration Support

## 2024 GRADES

Foundation  
Foundation/1  
1/2  
2A  
3/4 A  
3/4 B  
5/6 A  
5/6 B

Ms. Kate Marquand  
Mrs. Kerry Arnott  
Mrs. Deb Hill  
Mrs. Narelle McLaren  
Mrs. Claudia Campbell  
Ms. Rose White  
Mr. Niah Dwyer  
Mrs. Lindy Bellman

## 2025 SCHOOL COMMENCEMENT (Subject to approval)

- 2025-Tuesday 28<sup>th</sup> January-Teachers' 1<sup>st</sup> Day / PD
- 2025-Wednesday 29<sup>th</sup> January-Student Assessment (on-line booking)
  - \* Foundation Interviews \* Year 1-6 Assessments
- 2025-Thursday 30<sup>th</sup> January- Student Assessment (on-line booking)
  - \* Foundation Interviews \*Year 1-6 Assessments
- 2025- Friday 31<sup>st</sup> January – First day for all students

## TERM DATES 2025

**Term 1: 29<sup>th</sup> January to 4<sup>th</sup> April**

**Term 2: 22<sup>nd</sup> April to 4<sup>th</sup> July**

**Term 3: 21<sup>st</sup> July to 19<sup>th</sup> September**

**Term 4: 6<sup>th</sup> October to 19<sup>th</sup> December**





## ATTENDANCE

### ATTENDANCE

Regular attendance is important, so too is having your child at school on time. Please aim to have your child at school between 8:45am and 8:55am. This allows your child to have a relaxed start to the day, as teaching and learning begins promptly at 9:00am. Attendance rolls are marked twice a day by the class teacher.

### ABSENCES

If your child is sick, home is the best place. It is a requirement that parents/guardians provide an explanation for the absence of any child who does not attend any school day. The normal procedure is to provide notification to the office either by phoning or via the Audiri app on the day of absence. ClassDojo can also be used to inform the child's teacher of the reason for the absence. The reason is then recorded on the attendance roll. An absence note is also available on our website.

**Children should not be absent from school except for illness or special family circumstances.**

### LATE ARRIVALS/EARLY DISMISSALS

Children arriving late for school **MUST** be signed in at the office by the adult who brought them to school. Similarly, parents who wish to collect their children from school earlier than 3:30pm **MUST** also sign their child out. There is a RED BOOK and pen at the front window for this purpose. The reason for this is so that we have an accurate record of who is actually at the school at any time in case of any emergency situation.

**Under NO circumstance are children permitted to leave the school grounds without permission.**

Visitors and parent helpers are also asked to sign in and out in the Visitor's/Helper's book at the office window.

## SCHOOL HOURS

Our school day begins at 9:00am and concludes at 3:30pm.

The day is set out as follows:

9:00am – 11:00am                      Session 1 & 2

11:00am – 11:30am                      Snack

11:30am – 1:30pm                      Session 3 & 4

1:30pm – 2:30pm                      Lunch

2:30pm – 3:30pm                      Session 5



## BOOK CLUB

Students can order from Scholastic Book Club, which offers a range of items at a reasonable price. Orders can be made online through the Scholastic 'LOOP' option, which automatically links your order to ADPS. Orders and payments can also be sent to school with your child and handed into the office before the due date. Parent volunteers co-ordinate Book Club.

## BICYCLES AND SCOOTERS

Children may ride bikes to school and house them in the bike shed. All children must wear a helmet from home to school and there is NO riding in the school yard. We encourage parents to discuss bike and scooter safety with their children.

Please ensure that your child obeys ALL of the road rules.

## BUDDY PROGRAM

We have a well-established whole school approach to this program, where all students at all levels have a buddy. This promotes a very positive peer support program for all children at our school. All students are timetabled for planned activities each week.



## BUS TRAVEL

A school bus is provided by the department for eligible children (depending on residential address) to travel to school. If you wish for your child to become a bus traveller, you must complete a registration form available from the school. A schedule is drawn up each year detailing pick up and drop off times. If a child is a regular bus traveller; but will not be catching the bus on any particular night, a note is to be sent with the child so they can be crossed off the bus list for that night.

A permanent note is to be completed each term indicating regular travel arrangements.

A phone call from a parent will also be sufficient but under no circumstances can a child decide to be crossed off the bus list. Bus travellers are expected to behave according to the Bus Rules. A copy of the rules will be issued to each bus traveller at the beginning of the year.

Some children will also be eligible to travel on the Secondary School buses which leave later.

If Allansford is not your nearest school and you wish to access the bus, you will be required to fill out the necessary application forms and pay an upfront payment of \$125 per term per child.

## CAR PARK

Parents are expected to drop off and pick up students on the school side of Frank Street. Please note parking restrictions in Frank Street. Ziegler Parade is also available for parking. 40km speed zones apply at all times in Frank Street and between 8:00am - 9:30am and 2:30pm - 4:00pm on Ziegler Parade. Please be mindful of safety issues when dropping off and picking up children particularly at busy times. There is a teacher on duty after school in Frank Street near the office. Children are only to go outside the gate once the car they are going to has completely stopped.

The Staff Car Park must **not** be used as a drop off or collection point at any time.

**Safety of our children is everyone's responsibility.**



## CASUAL RELIEF TEACHERS (CRT'S)

All CRT's are qualified teachers who take over the class activities. This form of employment may also be used to fill some longer-term vacancies if they occur.

## CLUBS

During **Term 3**, all children participate in our Clubs program. This program is a whole school activity with cross age peers from all classes. There is a wide range of Clubs offered. They include activities like woodwork, cooking, art/craft activities and physical sports activities. Some Clubs activities involve entry into sporting complexes and children choosing these Clubs are asked to pay extra to cover costs. Children are notified which Clubs cost extra before choices are made. The Clubs offered vary each year. Parents are invited to assist with this program.

## CLASS SELECTION

At the end of the year, staff will be involved with a process to establish new grades for the following year. We always aim to establish balanced academic and social groups. Teachers spend a great deal of time and effort planning grades. We will accept written notes from parents requesting consideration about their child and other children but only on an educational basis. However, we will not consider notes regarding teacher preference.

## COMMUNICATION

Regular communication between student, parent, teacher and school is vital to ensure the best educational outcomes for our students. To assist in this, many methods of communication are used to provide information to parents on student and school related matters. Some of these are:

- School Newsletter – electronically distributed each Wednesday (A hard copy can be available upon request)
- School Website
- Audiri App
- Class communication (Class Dojo App)
- Whole school assemblies - Monday morning and Friday afternoon
- Student Interviews
- Written student progress reports
- Parent Opinion Survey
- Facebook



**ClassDojo**

Allansford and District Primary school welcomes on-going dialogue between parents and all members of the school staff. If you wish to discuss any matter with your child's teacher, please arrange a mutually convenient appointment time.

Communications regarding parent payments, student absences or general enquiries can be made by contacting the office staff on 5565 1382.

## COMPLAINTS PROCEDURES

We aim to solve any problem speedily and amicably. If a concern relates to a classroom or playground issue, the best procedure is to contact the class teacher and organise a meeting at an agreed time. If an issue is of greater concern, feel free to contact the Principal.

## EMERGENCY INFORMATION

It is vitally important that we have current telephone numbers where you can be contacted at all times, and the name, address and telephone number of a person who would be able to care for your child in the event of an accident or sudden illness, if the primary carer is unavailable.

## COMMUNICATION CONT.

### NEWSLETTERS

The weekly ADPS newsletter is published on Wednesday and uploaded to the Audiri app and our website. A hardcopy can be printed for those families that are not able to access the digital platforms. Please contact the office if you require a hard copy of the newsletter.



### PARENT TEACHER INTERVIEWS

You will be notified in the newsletter or on the Audiri app when these will take place and you will be able to book an interview on-line with your child's teacher. You can request a meeting at any time of the year by making an appointment with your child's teacher.

### REPORTING

Teachers are required to provide two written reports per year outlining student progress. These reports generally occur at mid-year and end of year. Students are given regular feedback on their progress throughout every term in order to assess their performance against their learning goals and in order to set further goals outlining their next step in the learning process.

### SCHOOL OFFICE

Most times your first point of contact with the school will be through the school office. Andrea Lyon (Business Manager), and Jeannette McArdle work in the office as well as providing a range of administrative services for the management of staff, they also provide information and assistance to parents and visitors and care to our students.

### SCHOOL CONTACT DETAILS

The school phone number is 5565 1382. The school email address is [allansford.ps@education.vic.gov.au](mailto:allansford.ps@education.vic.gov.au). You can follow us on Facebook – Allansford and District Primary School. The school's website is [www.allansford-ps.vic.edu.au](http://www.allansford-ps.vic.edu.au)



## EXTRA CURRICULAR

### CAMPS 2025

The 2025 Camping program will involve, a special tea at school for Foundation, a sleepover at school for Year One and Year Two students. A one night camp for Year 3/4 students and a 2 night camp for Year 5/6 students. Camp venue is yet to be confirmed.

### EXCURSIONS AND INCURSIONS

Excursions and incurSIONS are an important part of our educational program. They provide experiences for your child which relate to classroom programs and are often integrated as a central link in our Inquiry Learning. At various times throughout the year children will be involved in local excursions that enhance the school based curriculum. Notice of excursions/incurSIONS will be given to families and the Supplies and Activities, which you pay at the start of the year, will generally cover the cost. Excursions outside the Warrnambool – Allansford area will incur extra costs. Prior notice will be given via a note sent home with a school payment notice attached.



### SWIMMING PROGRAM

In the second half of the year, we conduct a whole school swimming program, which is run at AquaZone and Jayson Lamb Splash Factory. This program usually encompasses ten lessons on one set day each week.

### CELEBRATIONS

At Allansford and District Primary School we enjoy whole school celebrations of special events and respectfully acknowledge important dates.



## CHILD SAFETY

### ACCEPTABLE BEHAVIOURS

All staff, volunteers, contractors and school council members are responsible for supporting the safety of children by:

- adhering to the school's child safe policy and upholding the school's statement of commitment to child safety at all times
- taking all reasonable steps to protect students from abuse
- treating everyone in the school community with respect
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not alone with a child
- reporting any allegations of child abuse and/or child safety concerns to the school's leadership
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958
- reporting to the Victorian Institute of Teaching, any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher



## CHILD SAFE COMMITMENT

State government schools have a moral and legal responsibility to create nurturing school environments where children and young people are respected, their voices are heard and they are safe and feel safe.

The following principles underpin our commitment to child safety at Allansford and District Primary School:

- All students deserve, as a fundamental right, safety and protection from all forms of abuse and neglect.
- Our school works in partnership with families and the community to ensure that they are engaged in decision-making processes, particularly those that have an impact on child safety and protection.
- All students have the right to a thorough and systematic education in all aspects of personal safety, in partnership with their parents/guardians/caregivers.
- All adults in our school, including teaching and non-teaching staff, volunteers and contractors as well as the broader school community have a responsibility to care for children and young people, to positively promote their wellbeing and to protect them from any kind of harm or abuse.
- The policies, guidelines and codes of conduct for the care, wellbeing and protection of students are based on honest, respectful and trusting relationships between adults, children and young people.
- Policies and practices demonstrate compliance with legislative requirements and cooperation with governments, the police and human services agencies.
- All persons involved in situations where harm is suspected or disclosed must be treated with sensitivity, dignity and respect.
- Staff, volunteers, contractors, parents/guardians and students should feel free to raise concerns about child safety, knowing these will be taken seriously by the school principal and teaching staff.
- Appropriate confidentiality will be maintained, with information being provided to those who have a right or a need to be informed.

## STUDENT SAFETY

ADPS offers a safe and friendly environment for all students. We employ various processes to ensure student safety is a high priority by employing the following strategies:

- Duty of Care for all students
- Approved Student Engagement Plan
- Approved Emergency Plan
- Daily marking of student attendance
- Parent sign in / sign out booklet
- Maintaining safe school buildings and grounds
- Staff trained in First-Aid and anaphylaxis
- Parent Information Sessions



## STUDENT WELLBEING

Allansford & District Primary School acknowledges that bullying will occur within our school on occasions. Acknowledging the likelihood that bullying will occur at times does not make it acceptable in our school.

This acknowledgement is central to our approach, meaning that we provide a framework and a range of specific interventions to manage bullying. It demonstrates that our approach is strategic, comprehensive and embedded. Student wellbeing is the core ethos of our teaching strategy.

A respectful and safe learning environment is an essential characteristic of our school, a place that is engaging and inclusive of a diverse range of learners.

## SUPERVISION OF STUDENTS

Students are supervised by teachers from 8:45am – 3:45pm. Your child is encouraged to arrive no earlier than 8:45am unless you have made special arrangements with the Principal.

The school yard is supervised by teachers before school from 8:45am – 9:00am, after school from 3:30pm – 3:45pm, during recess and at lunch times. Parents will be contacted if an injury requires further medical attention and if this is not the case; parents can feel assured that their child will be carefully observed for changes.

## DIGITAL TECHNOLOGIES

All teaching areas in the school are connected to the school computer network from the servers. All children have access to a variety of learning technology tools and teachers integrate learning activities using these tools. All computers have internet access and we educate and inform all children regarding the proper use of the internet. Students and parents are required to complete a **Responsible User Agreement**.

Years 3-6 can participate in a Bring Your Own Device (BYOD) Program.



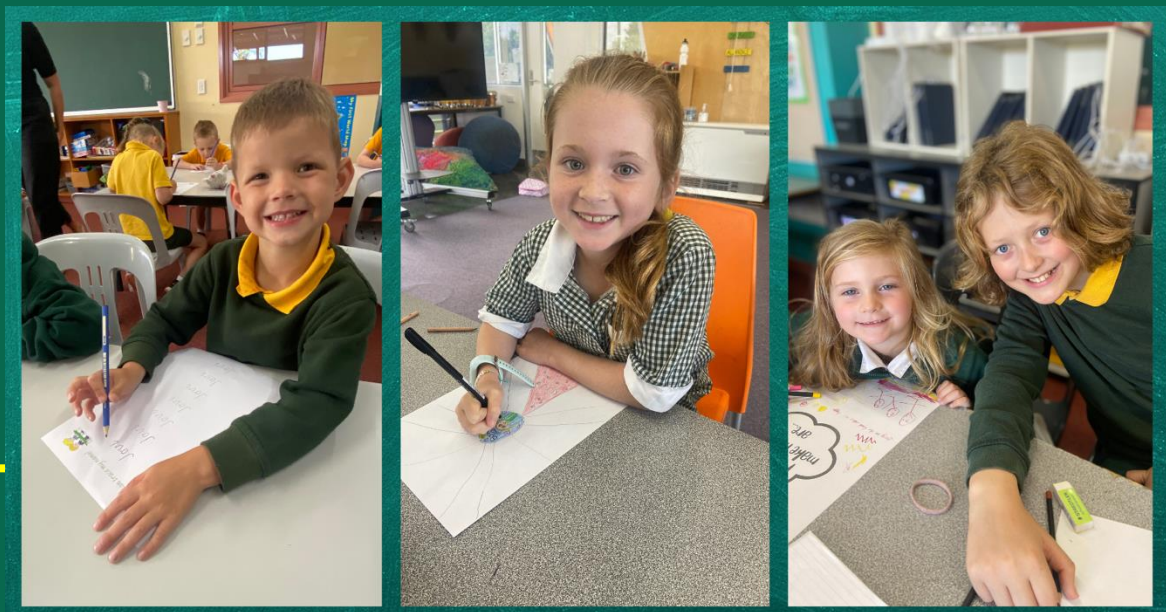
## ENROLMENT PROCEDURES

Enrolment enquiries are welcomed by phoning the office on 55 651 382 and requesting an enrolment form. Enrolment forms are also available to download on our School Website.

Both Birth and Immunisation certificates are required at enrolment.

It is important that we are immediately informed of any changes to the details you have provided e.g. address, phone numbers, email address, emergency contact details.

**Please ensure your home/work/contact details are updated if they change. Your listed occupation effects the level of funding our school receives therefore it is essential that you are accurate in reporting your current employment details.**





Allandale



Sherwood



Shipley



Tooram





Thanks for buying  
books from  
**SCHOLASTIC**  
**Book Club**  
they help build our  
classroom resources



## STUDENT ENGAGEMENT POLICY

Allansford & District Primary School has a Student Engagement Policy (SEP) that articulates the school community's shared expectations in the areas of student engagement, attendance and behaviour. The policy supports the rights and states the expectations of every member of the school community, to engage in and promote a safe and inclusive educational environment.

Allansford & District Primary School is committed to improving the levels of engagement of all students in their learning. We develop in each individual, a sense of wellbeing and connectedness to school and peers. This is reflected in their attitudes to school, positive behaviours and their learning outcomes.

### STUDENTS

#### RIGHTS

- All students have the right to the support of a functional Student Engagement Policy.
- All students have the right to be treated with respect by other students, teachers and parents.
- All students have the right to learn without disruption and distress.
- All students have the right to be supported.

#### RESPONSIBILITIES

- All students have the responsibility to abide by the Student Engagement Policy.
- All students have the responsibility to consistently treat students, teachers and parents with respect.
- All students have the responsibility to give their personal best when learning.
- All students have the responsibility to support others in their learning.

### STAFF

#### RIGHTS

- All staff have the right to the support of a functional Student Engagement Policy.
- All staff have the right to be treated with respect by students, parents and colleagues.
- All staff have the right to teach and support students without disruption and distress.
- All staff have the right to be supported.

#### RESPONSIBILITIES

- All staff have the responsibility to implement the Student Engagement Policy.
- All staff have the responsibility to consistently treat students, parents and colleagues with respect.
- All staff have the responsibility to teach and support students effectively, providing a positive learning environment.
- All staff have the responsibility to support each other.

### PARENTS

#### RIGHTS

- Parents have the right to be treated as partners in their children's education.
- Parents have the right to be informed about issues affecting their children.
- Parents have the right to participate in decision making about behaviour goals and Individual Education Plans.
- Parents have the right to be recognised as the major influence in their children's lives.

#### RESPONSIBILITIES

- Parents have the responsibility to work cooperatively with the school and staff.
- Parents have the responsibility to advise the school about factors which may affect their child's learning or behaviour.
- Parents have the responsibility to support the agreed behaviour goals and Individual Education Plans.
- Parents have the responsibility to support the school's Student Engagement Policy and expectations.

## STUDENT ACHIEVEMENTS

We celebrate a broad range of student achievements, some include:

- Excellent student behaviour based on our **Positive Behaviour Matrix** and school values
- Student leadership development
- Junior School Council's collaborative work with cross-age peers
- School buddies supportive and structured one-on-one relationships with younger students
- Growth in Literacy and Numeracy
- Success and participation in sporting and recreational pursuits
- Creative talents



## STUDENT FREE DAYS

The Department allocates (4) pupil free days each year. You will be notified of these via the Newsletter – please mark these on your calendar when the information becomes available. All student free days have to be approved by School Council.

## SUNSMART SCHOOL

### SUNSMART POLICY

We are a Sun Smart school and we have established the following guidelines:

- A broad brimmed hat is supplied by the school to each child at enrolment
- During Term One and Term Four (and other times identified as high UV days) all children must wear their school hat
- Shaded walkways and play spaces are provided
- Teaching and learning activities supporting importance of Sun Smart are covered at all levels
- Each classroom has sunscreen available for use

### HATS

A broad brimmed hat is supplied by the school to each child at enrolment. The hat will be named, and children are expected to look after their hat. In the event of the hat being lost or damaged, it is the responsibility of parents to pay for a new hat, available from the office. Students are required to wear their hats in line with our Sun Smart Policy.

## UNIFORM

Wearing the school uniform gives each child an identity and pride in his/her school. Our school uniform at Allansford and District Primary School comprises of:

- Green/white check dress
- Green shorts
- Bottle green tracksuit
- Bottle green/gold polo shirt
- Bottle green/gold long sleeve tops/skivvy
- Bottle green windcheater
- Bottle green tunic
- Bottle green polar fleece tops
- SHOES – Black leather shoes / runners
- HAT – All children are provided with a sunhat when they enrol. New hats can be purchased from the office.



Most items (except for hats and tunics) are available from local business such as Best and Less, Kmart, Target or Hip Pocket Workwear. Our school logo can be added at Hip Pocket Workwear for a fee.

# STUDENT WELLBEING

## ANAPHYLAXIS / ALLERGIES

Allansford and District Primary School has a specific Anaphylaxis policy that is reviewed annually and implemented rigorously. All staff undertake first aid training in these areas as mandated.

## ASTHMA

If your child suffers Asthma, you are required to have an Asthma Management Plan from your doctor. We encourage families to provide the classroom teacher with any asthma medication required in case of an emergency at school. We urge every family to ensure they have ambulance cover.

## HEAD LICE

Primary responsibility for dealing with head lice belongs to the family. Parents are obliged to inform the school if their children are infected with head lice. The Principal can exclude students thought to be infected, until treatment is administered.

School will conduct head lice screenings, conducted by a School Council approved person when required.

## ILLNESSES

Children should not be sent to school when they are ill. However, when a child becomes ill at school he/she can rest in the Sick Bay until we are able to contact you or your emergency contacts. It is therefore crucial that the information we have is kept up to date. Any accident of a serious nature is recorded in the School's Accident Register.

## INFECTIOUS DISEASES

During a child's life at school, it is possible that a child will contract some of the common diseases of childhood. Please do not send your child to school when they are sick.

The following website outlines your responsibilities as a parent for communicable diseases.

**Department of Health Communicable Disease Prevention and Control**

[infectious.diseases@dhhs.vic.gov.au](mailto:infectious.diseases@dhhs.vic.gov.au)

GPO Box 4057 Melbourne Victoria 3000

Telephone Number: 1300 651 160

Email: [infectious.diseases@health.vic.gov.au](mailto:infectious.diseases@health.vic.gov.au) (Enquiries only - do not email notifications)

## MEDICATION

Prescribed medicines will be administered to children by staff, only if appropriate details are supplied using our template on the 'Distribution of Medication and Procedures Policy.'

If your child needs medication to be taken to school, please note the following:

- Inform the school in writing of the medication, dosage and time to be taken
- The medicine needs to be in its original container with the label clearly displaying the child's name and requested dosage
- Medicine will be stored in the school office and administered from there
- Medicines must **not** be left in a child's bag to be self-administered. This includes paracetamol and asthma medication

## SCHOOL INJURIES AND INSURANCE

Parents and guardians are responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund.



## PHOTOGRAPHS

Every year we have school photos taken by a qualified photography company. You will be notified of the date via the school newsletter and on social platforms. Please ensure your child is in full uniform. The company will send home order forms.

We also take a number of photos at various times throughout the year to be included in our newsletter, magazine, website, Facebook page and for children's class work. During enrolment, you will be asked if you give permission for your child to be photographed.



## SCHOOL STRATEGIC PLAN

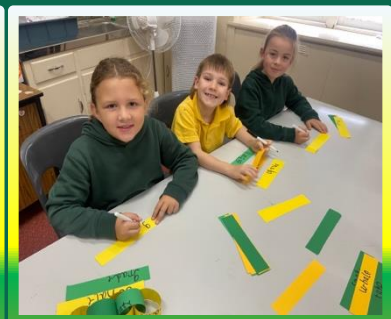
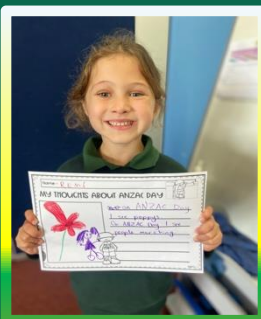
The School Strategic Plan is a formal document detailing the school's goals and priorities for a period of four years. It is created by the school community and validated by the Department of Education & Training. Each year, the school develops an Annual Implementation Plan (AIP), which highlights the key priorities for the school in that given year.

## CURRICULUM SCOPE & SEQUENCE

An agreed Scope and Sequence for a Learning Area, provides a sound basis for a school being able to offer a *guaranteed and viable curriculum* by addressing gaps in students' learning and eliminating unnecessary repetition. A shared Scope and Sequence within a school enables teachers to have clarity about the knowledge, skills and dispositions that students will acquire in their learning and what they need to learn next. A Scope and Sequence supports teachers with effective unit and lesson planning and enables teachers to maintain a developmental focus on student learning as students progress through the school.

## FRAMEWORK FOR IMPROVING STUDENT OUTCOMES (FISO)

The Continua for School Improvement aim to assist schools to identify areas of practice that require improvement in order to deliver improved student outcomes. Each individual continuum shows a spectrum of practices for a specific dimension of the Improvement Model (for example, evaluating impact on learning) using four categories from 'emerging' to 'evolving' to 'embedding' to 'excelling'.



Safe



Respectful



Responsible



A Learner

## CURRICULUM

The Victorian Curriculum F - 10 sets out what every student should learn during their first eleven years of schooling. The curriculum is a common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship. The Victorian Curriculum F - 10 incorporates the Australian Curriculum and reflects Victorian priorities and standards.

LEARNING AREAS	CAPABILITIES
<b>The Arts</b> <ul style="list-style-type: none"> <li>• Dance</li> <li>• Drama</li> <li>• Media Arts</li> <li>• Music</li> <li>• Visual Arts</li> <li>• Visual Communication Design</li> </ul>	<b>Critical and Creative Thinking</b> <b>Ethical</b> <b>Intercultural</b> <b>Personal and Social</b>
<b>English</b> <ul style="list-style-type: none"> <li>• English</li> <li>• English as an Additional Language (EAL)</li> </ul>	
<b>Health and Physical Education</b>	
<b>The Humanities</b> <ul style="list-style-type: none"> <li>• Civics and Citizenship</li> <li>• Economics and Business</li> <li>• Geography</li> <li>• History</li> </ul>	
<b>Languages</b>	
<b>Mathematics</b>	
<b>Science</b>	
<b>Technologies</b> <ul style="list-style-type: none"> <li>• Design and Technologies</li> <li>• Digital Technologies</li> </ul>	

## ASSESSMENT

Assessment is the process of acquiring information and making judgements about students' learning over a period of time. The purpose of assessment is to monitor judgements about student achievement in relation to agreed standards, evaluate the effectiveness of teaching programs and system-level initiatives, and to inform decisions about future learning and support. ADPS has an identified Assessment Schedule that details expected assessment tasks to be administered for each year level and for each term.

### NAPLAN (National Assessment Program - Literacy and Numeracy)

These tests in Literacy and Numeracy will normally be conducted in May. The National Assessment Program - Literacy and Numeracy (NAPLAN) will involve students in Years 3 & 5. The NAPLAN will be administered at school.



## STUDENT LEADERSHIP

We encourage our children to undertake a range of leadership tasks as an important part of their personal development. At Allansford & District Primary School, the development of life long leadership skills is one of the learning opportunities offered to all students. Having effective student leaders supports the development of responsible behaviours, a positive school tone and encourages students to model the school values of Respect, Responsibility, Safety and being a good Learner. Our aims are:

- To develop students' leadership skills in goal setting, consultative decision making processes, active and reflective listening, seeking feedback and acting in responsible ways.
- To promote students' sense of empathy towards others and pride in themselves and their school.
- To encourage student voice, by being considered in school decision making processes.
- To develop a student leadership that promotes both accountability and a broader valuing of the role of student leaders in our community.



## SALT GROUPS

Student Action  
Leadership Teams



## PARENT INVOLVEMENT

We offer a wide range of opportunities for parents to become involved in school life allowing both parent and child much enjoyment and satisfaction.

Some examples of how you can become involved are:

- Nominating for School Council representation
- Joining our very active Parents Club Sub Committee
- Helping in classrooms (according to teacher's needs)
- Attending excursions (some excursions require parent assistance)
- Organising or helping with a Club
- Helping with fundraising
- Helping with Working Bees held at various times to support the beautification of our grounds

All visitors/volunteers are required to sign in and out at the front office

Please note, in 2025 all parent involvement is subject to relevant health advice and DET operational guidelines.

(A Working with Children's Certificate is required to be a parent helper.)

## PARENTS' CLUB

Parents have a very important role in the education of students at ADPS. Parents' Club hold an evening meeting once a month the second Tuesday of every month.

Over the years, Parents' Club has organised:

- Hot lunches for students
- Mothers' and Fathers' Day Stalls
- Smoothie days/ sausage sizzles etc
- Family Nights (Movies)
- Discos

Fundraising has provided financial assistance for:

- Kitchen Resources
- Class Readers
- Whole School Performances
- Playground Equipment
- Garden Beds
- Graduation Ceremonies
- iPads
- Books



Parents' Club is also a great way to get to know other parents and staff at our school. We will be looking at social events for parents next year to assist in the strengthening of our school community. A strong Parents' Club allows these things to happen in a bigger and better way...your input is vital to our school's bright future.

## FUNDRAISING

Throughout the year, our Parents Club is very active in fundraising and hold a number of activities. Funds raised allow us to provide extra resources for all children. Funds have also provided our play equipment, technology equipment, Literacy and Numeracy materials etc. Parents' Club meet on the second Tuesday of every month.

## PARENT CODE OF CONDUCT

Allansford & District Primary School welcomes community participation and values its input. Parents play a crucial role in the academic, social, emotional, and physical development of their children. Our school is committed to ensuring that children feel happy, safe and secure, and have the maximum opportunity to learn.

As members of the school community, parents are expected to conduct themselves in a lawful, ethical, safe and responsible manner that recognizes and respects the rights of others and the expertise, experience and qualifications of staff. The Parent Code of Conduct Policy provides statements which serve as a reminder to all members of the school community of their obligations as a member of the ADPS community. This policy applies to all adults including parents, guardians, stepparents, grandparents, extended family, advocates and any others involved in activities or communication related to ADPS. The Parent Code of Conduct Policy can be found on our school website.



## PARENT PAYMENTS

**COSTS - \$300.00** *to be reviewed at the end of 2024*

School Council approves the parent payment costs each year- (due at the end of March)

This includes all curriculum materials and cost associated with running programs including our Swimming Programs and most Local Excursions/Performances.

It does not include camps or Clubs activities. We have listed a variety of ways you can pay these costs:

- B-Pay
- Cash (envelope clearly marked)
- Cheque (envelope clearly marked)
- Eftpos (at the office)
- Direct Deposit (BSB 063-533 Account No: 0090 0451- Allansford P.S. Official Ac (Use surname and child's initial e.g. SMITHM for identification)

Receipts will be printed and sent home with your child.

All money sent to school must be enclosed in an envelope. The envelope needs to display the following information so that it is allocated to the correct area/account:

Child's Name	Child's Grade
Amount \$	
Description (e.g. booklist, camp)	

Envelopes are collected from classrooms and delivered to the office each morning by the 'Notes and Messages' monitor. Alternatively, children or parents may deliver payments to the office directly at any time.

No responsibility can be taken for money sent loosely in your child's bag or given to staff unmarked.

### CAMPS SPORTS & EXCURSIONS FUND (CSEF)

In 2015, the Government introduced an allowance payable to eligible parents (those with a Centrelink/Health Care Card on the first day of Term 1 and Term 2.

You will be notified when applications are due via the website and the newsletter. Application forms will be available from the school.

## THEIRCARE (Before and After School Care)



### About the program

TheirCare provides adventurous and stimulating Before & After School Care Programs in a safe environment for all children. During sessions children develop life skills, friendships, confidence and creativity through play.

Allansford & District Primary School has partnered with TheirCare to provide this service to our school. This service includes quality care, booking flexibility, amazing programming for your children and commitment to deliver on our promise to our school community.

**Service Phone Number: 0437 488 445** Your service coordinator will be available during session times. TheirCare support is available during office hours if required on 1300 072 410

**How to Enrol :** Visit TheirCare website: [www.theircare.com.au](http://www.theircare.com.au) and click on 'Book Now' in the top right hand corner to register your child's details.



## WORKING WITH CHILDREN CHECKS

We do ask that all our parent volunteers hold a valid Working with Children's check.



## Amazing Before + After School Care Programs

### Allansford & District Primary School



### About the program

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Operation Times		Fees*	Out of Pocket	Average^
Before School Care	7:00am – 8:45am	\$19.00	\$2.98 - \$19.00	\$3.55
After School Care	3:30pm - 6:00pm	\$26.00	\$3.90 - \$26.00	\$4.68
Pupil Free Day	7:00am – 6:00pm	\$65.00	\$9.75 - \$65.00	\$11.70
Late Booking Cancellation Fee	Within 48 hours	\$5.00		
Cancellation Fee	Same Day	Full Fee	See BSC/ASC	

**Service Phone Number: 0437 488 445** Your service coordinator will be available during session times. TheirCare support is available during office hours if required on 1300 072 410

#### How to Enrol

Visit **TheirCare** website: [www.theircare.com.au](http://www.theircare.com.au) and click on 'Book Now' in the top right hand corner to register your child's details.

\*Standard fees excluding incursion / excursion costs

^Based on ABS published average family income for the suburb the school is located