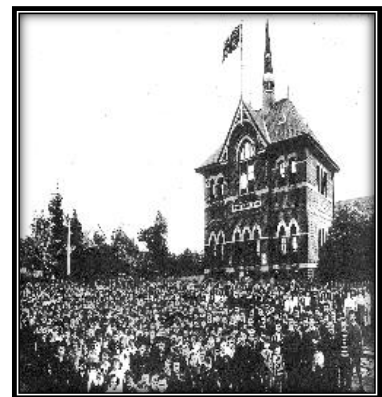
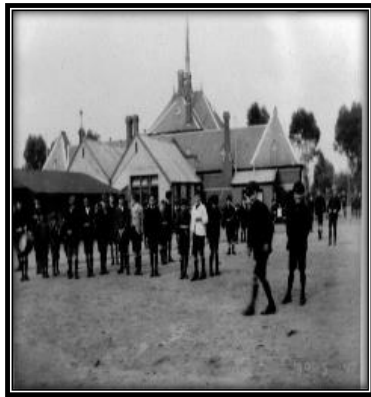




COBURG PRIMARY SCHOOL

COURAGE • EMPATHY • CURIOSITY • RESPECT



Parent Information Handbook 2024

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All information is accurate at the time of printing but may change as the school continues to develop its programs and policies.
Updated versions of this handbook will be added to the school's website: www.coburgps.vic.edu.au.

1. Welcome to Coburg Primary School

Thankyou for choosing to enrol your child at Coburg Primary School, you have made an excellent choice. We hope that your time with us will be a happy one and that your child will benefit from the academic education and extra-curricular activities provided by our school.

We are sensitive to individual student abilities and circumstances. Our supportive environment encourages students to be enthusiastic learners. We value the contribution of our parent and wider community. Parents and teachers work together in partnership to ensure the best possible education for our children. The school has a rich educational past and looks forward to an energetic and exciting future.

We encourage all of our students to be actively involved in their education by taking responsibility for their own learning and behaviour. We support them in their quest to form new friendships, seek solutions to problems and develop an understanding of what a good citizen is.

Although this booklet is aimed at our new parents, the information provided is also helpful for those who have been at the school for some time.

You may also access information related to the school on our website at www.coburgps.vic.edu.au

As Principal of Coburg Primary School, I am always available to assist both you and your child to ensure your time at our school is a positive and rewarding one.

Regards



Matt Kerby
Principal

2. School Values

Our school values underpin everything that we do at Coburg Primary School and are part of everyday life for the staff, students, and families.

We try to instil in ourselves and others the ability to look at the bright side of things, using humour appropriately to ease tensions and learning to laugh at oneself and with others.

Our students are encouraged to examine both their behaviour and learning styles to ensure that they fit with our school values.

- **Courage** We show courage by taking risks in our learning and bravely facing challenges.
- **Curiosity** We show curiosity through a strong desire to ask questions and seek answers.
- **Empathy** We show empathy towards others by understanding their feelings.
- **Respect** We show respect by using positive actions and words.

3. School Background

Coburg Primary School was originally established in 1853 as a tent school during the Victorian Gold rush, in a small rural village then known as Pentridge. The school celebrated its 170th Anniversary in 2023. The school is located in a heritage overlay area and the junior school is seen as an important example of an early twentieth century infant building built by the government and is therefore heritage listed.

Today enrolments are steadily increasing as the surrounding areas become home to more families. Currently we have around 350 students enrolled.

4. Our School

There are two campuses at Coburg Primary School. The Administration and Senior School are located on the north side of Bell Street, whilst the Junior School is located on the south side of Bell Street.

Both the Junior and Senior campuses have fully fenced secure yards and all children have access to a wide range of facilities including:

- Lovely natural garden settings
- Grassed and synthetic turf areas
- Playground equipment
- Basketball and netball courts
- Sandpits
- Halls
- Outdoor learning centre
- Music room
- Art room
- Well-equipped library
- Out of School Hours Care facility (Junior side)

Computers, smartboards, interactive televisions, data projectors, notebooks and iPad's all complement our ICT program.

We have a 1:1 iPad program for children in Years 3 - 6. Computers, interactive devices and the internet are used to support, integrate and extend all key teaching and learning areas of the curriculum.

In 2024 there will be a combination of straight year levels and composite classes across the school.

Specialist teachers will provide Art, Music, STEM and Physical Education to all children. We are currently providing an on-line learning class for Auslan (Sign Language).

There will also be Interschool Sports for Years 5 and 6. As well, we have senior (3-6) cross country and athletics carnivals.

We offer instrumental music lessons to students from Years Foundation to 6 including piano/keyboard, drums, guitar, bass guitar, saxophone, violin, clarinet, ukulele and voice. These lessons will be conducted on a user pays basis and will be provided by Junior Rockers Music Education.

5. Important Dates

- **Tears & Cheers Morning Cuppa (For 2024 Foundation students' parents)**

Tuesday 6th February 2024

We welcome all Foundation parents for a coffee/tea.

- **Harmony Week**

Wednesday 20th to Tuesday 26th March 2024

Whole School Picnic – Wednesday 20th March 2024 – 3:45-6pm

Harmony Week celebrates Australia's cultural diversity.

It's about inclusiveness, respect, and a sense of belonging for everyone.

- **School Photos**

Thursday 18th April 2024

We have booked our school photographer *Advanced Life Photography* to take class and individual photos on this day. Children will need to be in their full school uniform on the day.

- **School Camp – Years 3-6 Campaspe Downs**

Wednesday 16th – Friday 18th October 2024

In 2024 we will once again have a combined Year 3-6 School Camp. The location for 2024's camp is Tylden.

6. Pupil Free Days for 2024

The State Government allows schools to have four Pupil Free Days throughout the year. This enables teachers to undertake professional development. Your child will not be required to attend school on these days. The following days have been nominated by the school council.

- Day 1 Monday 29th January 2024
General induction day for all staff, students in Years 1 – 6 start on Tuesday 30th January 2024
- Day 2 Tuesday 12th March 2024
- Day 3 Friday 26th April 2024
- Day 4 Friday 7th June 2024
- Day 5 Monday 4th November 2024

7. Term Dates for 2024

Term 1: Monday 29th January (school staff commence) to Thursday 28th March 2024

- Year 1 – 6 students commence on **Tuesday 30th January 2024.**
- Foundation children commence school on **Tuesday 6th February 2024.**
- (This is to allow for the initial Foundation student assessments in Math and English).

*These assessments will be conducted from **Tuesday 30th January 2024** through to **Monday 5th February 2024.***

Term 2: Monday 15th April 2024 to Friday 28th June 2024

Term 3: Monday 15th July 2024 to Friday 20th September 2024

Term 4: Monday 7th October 2024 to Friday 20th December 2024

** An online booking form for the assessment appointments will be sent via a Compass Notification.

8. Victorian Public Holidays for 2024

New Year's Day	Monday 1 st January 2024
Australia Day	Friday 26 th January 2024
Labour Day	Monday 11 th March 2024
Good Friday	Friday 29 th March 2024
Holy Saturday (Day before Easter Sunday)	Saturday 30 th March 2024
Easter Sunday	Sunday 31 st March 2024
Easter Monday	Monday 1 st April 2024
ANZAC Day	Thursday 25 th April 2024
King's Birthday	Monday 10 th June 2024
Friday before AFL Grand Final	Friday 27 th September 2024
Melbourne Cup	Tuesday 5 th November 2024
Christmas Day	Wednesday 25 th December 2024
Boxing Day	Thursday 26 th December 2024

9. Assembly

We have a whole school assembly on Friday afternoons at 2:30 pm. The Assembly is held via WEBEX or face-to-face and usually goes for around 25 minutes. Items may include acknowledgement of country, student of the week awards, sports and other events' reports, class presentations.

All parents and friends are welcome to attend.

10. Attendance

The building blocks for a great education begin with students coming to school each and every day.

If students miss school regularly, they miss out on learning the fundamental skills that will set them up for success in the later years of school.

There is no safe number of days for missing school – each day a student misses puts them behind and can affect their educational outcomes.

Each missed day is associated with progressively lower achievement in numeracy, writing and reading. (Source DET 2015)

The Department of Education and Training (DET) requires parents or guardians to either leave a message on the school telephone system or Compass App or supply a written explanation to the school explaining any absences for their children.

Each day, the school will send a reminder SMS to any parents who have not provided reasons for their child's absence from school as we are required to maintain records related to every student's attendance.

Absence from school and class clearly affects the absent student, and also impacts on the teacher's ability to plan and present class work in a sequential and organised way.

Students with high levels of absence tend to achieve lower academic results.

11. Excursions/Incursions

Excursions/Incursions are an important part of our educational program. They provide experiences for your child which relate to classroom programs and often form the basis for further extension in a particular curriculum area.

For each excursion, parents will be notified through Compass, which also allows for an electronic permission and a payment to be completed.

12. Insurance

Parents are reminded that the Department does not provide personal accident insurance for students. Parents are responsible for paying the cost of medical treatment for their child including any transport costs such as an ambulance.

The Department does not hold insurance for personal property that is brought to school and has no capacity to pay for any loss or damage to such property. Therefore, the school cannot take responsibility for any valuable and treasured items that students bring to school.

This includes mobile phones which can be brought to school but must be kept at the main reception.

Bikes / scooters brought to school should be secured with an appropriate lock.

13. Late Pass / Early Departure

- **Late Pass**

When children arrive at school after 9:00 am they must sign in via the Compass kiosk before proceeding to their classroom:

- Senior Side - must sign in at the main school office
- Junior Side - must sign in at the Junior School Hall, *entry via the Russell Street Gate*

All children must be signed in by their parents/carers if they are late unless they walk to school independently.

- **Early Departure**

When parents are collecting their children before 3:30 pm they must sign their child out via the Compass kiosk before leaving the school

- Senior Side - must sign out at the main school office.
- Junior side - must sign out at the Junior School Hall, *entry via the Russell Street Gate*

14. Lost Property

As lost property can be a big problem, it is important all clothing, drink bottles, lunch boxes/containers, school bags, books etc. should be **clearly labelled** with your child's name.

Any lost property can be claimed from the lost property area outside the hall on the senior side or at the back of the junior school hall.

Please let your child's class teacher know if you are missing an item. Any unclaimed / unnamed lost property is bundled up and given to a local charity at the end of each term.

15. Lunch and Snacks

It is important that children have breakfast before coming to school each day.

Children should bring a healthy snack, such as fresh fruit or vegetables to eat before going out for morning play (recess). Snacks are eaten at 10:50 am and are supervised by teachers in the classrooms.

Lunch is eaten at 1:30 pm and again the eating of lunch is supervised by teachers in the classrooms. A small, nutritious lunch will ensure that your child finishes eating and that no food is wasted. *No glass bottles or cans please.*

To combat litter in the playground please help by sending food in reusable containers rather than disposable wrappers.

Children are encouraged to have a drink of water available during class time to ensure adequate fluid intake. It is a good idea to provide your child with a drink bottle that has their name on it and that can remain at school. *Juice packs and cordial is discouraged.*

● Lunch Orders

Lunch orders are provided directly from a company called **Classroom Cuisine** who supply nutritious and delicious lunches to our students. Currently lunch orders are available Mondays, Wednesdays and Fridays.

Parents should contact **Classroom Cuisine** via their website to register and order lunches online.

Please access their website <https://www.classroomcuisine.com.au/>.

16. Out of School Hours Care (OSHC)

Before and after school care is provided by the OSHC Club. Pupil Free Day care is also provided (depending upon numbers).

Depending on enrolments, school holiday programs will be offered throughout the 2024 school year. Dates for these programs will be put up on the school website and the school app as they become available.

You can find out more or register your child online at www.oshclub.com.au

OSHC Contact Details:

Program phone number: 0428 693 476

Head Office number: 03 8564 9000 or 1300 395 735

Email: coburg@oshclub.com.au

17. Parent Payments 2024

- **Essential Education Items**

Coburg Primary School is looking forward to a great year of teaching and learning in 2024. We would like to advise you of Coburg Primary School's voluntary financial contributions for 2024.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all financial contributions from parents are voluntary. Nevertheless, the ongoing financial support from our families ensures that our school can continue to offer high standards of education and care for our students.

Within our school your contributions will enable us to provide every student with access to the essential equipment and resources required to support their learning and growth.

This year the parent contribution request for 2024 will be **\$320** per student, remaining the same as 2023. Contribution payments can be made from November 2023. *(Please note that curriculum excursion and incursion costs are not included in the 2024 payment. Curriculum excursions and incursions will be invoiced as they occur throughout the year).*

Coburg Primary School makes every effort to keep parent contribution requests to a minimum and affordable for all parents. We understand some families may face financial difficulty and there are a range of support options and alternative payment arrangements available. For a confidential discussion please contact Business Manager Dianne Barresi on 9354 9332.

- **Compass Pay**

Compass Pay is our school's payment management system.

Compass is a free app to enable authorisation and payments for school-based accounts. The app enables parents to use their mobile device or computer to pay for all school events and activities e.g. excursions and to place orders for special lunch days.

- **Centre Pay**

Parents in receipt of a Centrelink Payment are able to access this free service to help assist with school costs. There are application forms available from the office for parents to complete and lodge at their local Centrelink office.

- **Parent Payment Options**

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. A range of support options are available to assist eligible parents, including those related to Camps, Sports and Excursions Fund (CSEF) parent payment plans and Centrepay deduction. If you wish to discuss these further please contact the school Business Manager on 9354 9332.

18. Punctuality

Classes at Coburg Primary School begin at 9:00am. Music will be played from 8:57 am and students will make their way to their classroom, put their bags away etc. and be ready for their learning by the 9:00 am bell.

When students arrive late to school they miss important information at the beginning of the day which can have a negative impact on their learning. Students arriving late can also disrupt the learning of other students by interrupting the teacher's instructions and the general flow of the lesson.

Please assist your child to arrive at school on time every day.

19. School Gates

The school gates on both the Senior and Junior sides are kept locked during the day.

On the senior side they are open at the beginning of the day at 8:45 am and are locked again after the commencement of the school bell.

The Russell Street gate can be opened and locked using a code.

In the afternoon gates are reopened at 3:15 pm.

Access is always available to the school via the front door of the senior side building.

20. School Times – 9:00 am to 3:30 pm

Before school, at the end of both recess and lunch time, music will play for three minutes and children are expected to make their way to their classrooms and be ready for their learning by the time the bell goes. Foundation students will be met by their teachers and taken to their respective classrooms.

Session One	9:00 am	to	10:00 am
Session Two	10:00 am	to	11:00 am
Recess	11:00 am	to	11:30 am
Session Three	11:30 am	to	12:30 pm
Session Four	12:30 pm	to	1:30 pm
Lunch Eating	1:30 pm	to	1:40 pm
Lunch	1:40 pm	to	2:30 pm
Session Five	2:30 pm	to	3:30 pm
Home Time			3:30 pm

- **Early Dismissal**

On the last day of Terms 1, 2 and 3 children are dismissed early at 2:30 pm. On the last day of Term 4 children are dismissed at 1:30 pm.

- **Before and After School Supervision**

Children should not come to school before 8:45 am as the schoolyard is not supervised prior to this time. Once a child is dropped off at school, they should not leave the school grounds for any reason.

The school expects that all children will be picked up or have left the school grounds by 3:45 pm at the end of each school day.

For parents who are unable to meet these time commitments there is before and after school care available. Please contact the OSHClub Coordinator on 0428 693 476 to organise the registration and enrolment of your child in the program.

21. School Uniforms

The school uniform at Coburg Primary School is **compulsory**. All children from Foundation to Year 6 are required to wear the school uniform as listed below.

- **Summer Uniform**

- Red and white checked dress
- Short sleeved polo with school logo
- Black school hoodie with school logo
- Black Bucket sun hat with school logo
- Plain black skorts
- Plain black shorts
- White or black school shoes/runners
- White or black school socks

- **Winter Uniform**

- School tunic
- Long sleeved polo with school logo
- Black school hoodie with school logo
- Black tights
- Plain black track pants
- White or black school shoes/runners
- White or black school socks
- Beanie (optional)
- Puffer Vest (optional)
- Puffer Coat (optional)

All skorts, shorts and trackpants are to be **plain black**. Children may also wear plain red tops or a plain black bomber jacket which can be purchased from

A Plus Schoolwear through their ethically sourced supplier.

A Plus Schoolwear

133 Bakers Road

Coburg North Vic 3058

Telephone: 03 9354 8345

Email: info@agsprints.com.au

You may place your order using their website www.aplusschoolwear.com.au or go to their shop directly so your child can try their uniform on for size. All orders will be delivered to the school for you to pick up.

22. Custody Restrictions

The Principal must be informed of any custody restrictions or intervention orders which relate to your child and copies of the relevant paperwork must be supplied to the school.

23. Dogs in School

- **Assistance dogs**

Coburg Primary School will make reasonable adjustments for members of our school community with a disability who require an 'assistance animal' to help alleviate the effects of their disability. Assistance animals are permitted to attend our school with their handler. Our school principal can lawfully ask a person to produce evidence that an animal:

- is trained specifically to assist a person alleviate the effects of a disability (e.g. seeing eye dogs)
- meets standards of hygiene and behaviour appropriate for a school environment.

- **Therapy dogs**

Coburg Primary School regularly engages trained therapy animals as part of the curriculum and works with relevant organisations to place these dogs. Any concerns about student participation in this program can be addressed through consultation with the principal.

- **Pet dogs**

Coburg Primary School is not a public place, and our principal has the authority to permit or decline entry to the school grounds and impose conditions of entry.

Whilst Coburg Primary School understands that many families in our school community keep dogs as pets, to ensure that our school remains a safe and inclusive place for everyone, we have in place a number of rules that we expect all families to follow if they wish to bring their pet dog onto school grounds:

- pet dogs must be leashed at all times and in the control of a responsible adult
- pet dogs must not be tied up on school grounds or left unaccompanied
- families that bring dogs to school that exhibit signs of aggressive behaviour, bark, or jump may be asked to leave the premises.

The principal has the authority to prohibit certain dogs from the school grounds or modify this policy to ensure the safety and wellbeing of staff, students and members of our school community at any time.

- **Stray dogs**

Unaccompanied or stray dogs sighted at our school should be reported immediately to the school office. School staff will contact municipal authorities and/or Victoria police for assistance in managing and removing a stray dog from the school grounds, and ensure staff and students remain safe at school.

24. Health and Wellbeing

- **Sunsmart**

In line with our school's *Sunsmart* policy all students must wear a wide brimmed hat when outdoors between 1st September and 30th April or whenever the UV rating reaches 3 or more. The 'No hat, no play' rule applies during these times.

If children do not have a wide brimmed school hat they will be required to play in a designated shaded area during recess, lunch and sport times.

The use of sunscreen and sunglasses is strongly encouraged for all students.

- **Illness**

Children should not be sent to school when they are ill. When a child becomes ill at school we will place them in the Sick Bay and contact parents or their emergency contacts on the phone number/s provided.

During a child's life at school it is possible that they will contract some of the common diseases of childhood and other more general illnesses.

The following table shows how long your child should be absent should they become ill:

- **Chicken Pox:** Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children.
- **Conjunctivitis:** Exclude until the discharge from the eyes has ceased
- **COVID:** Unwell children should get tested and remain at home until their symptoms resolve and seek medical assistance as required. Children should stay home if they are displaying any of the following symptoms:
 - fever
 - chills or sweats
 - cough
 - sore throat
 - shortness of breath
 - runny nose
 - loss of sense of smell or taste
- **Diarrhoea:** Exclude until there has not been a loose bowel motion for 24 hours
- **Hand, Foot and Mouth Disease:** Exclude until the blisters have fully dried
- **Head Lice:** Exclude until head lice treatment has been administered and no live insects are detected
- **Hepatitis A:** Exclude until a medical certificate of recovery is received (after seven days from onset of jaundice or illness)
- **Influenza (Flu):** Exclude until symptoms have eased and your child is feeling well or on doctor's advice

-
- **Impetigo (school sores):** Exclude until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and that sores and exposed surfaces such as scalp, face, hands and legs are properly covered with watertight dressings
 - **Measles:** Exclude for at least seven days from the appearance of the rash or until a medical certificate of recovery is produced
 - **Mumps:** Exclude for 9 days or until swelling goes down (whichever is sooner)
 - **Ringworm:** Exclude until appropriate treatment has commenced and is supported by a medical certificate
 - **Rubella (German Measles):** Exclude until fully recovered or for at least 4 days from the onset of the rash
 - **Scarlet Fever:** Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well
 - **Whooping Cough:** Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment

- **Medical Information**

If your child has a medical, emotional or social condition that we need to be made aware of, whether temporary or permanent, and which may impact on your child's progress at school, please inform the school.

- **Head Lice**

Anyone can get head lice. Head lice are small, wingless, blood sucking insects. Their colour varies from whitish-brown to reddish-brown. Head lice only survive on humans. If isolated from the head they die very quickly (usually within 24 hours).

People get head lice from direct hair to hair contact with another person who has head lice. This can happen when people play, cuddle or work closely together. Head lice do not have wings or jumping legs so they cannot fly or jump from head to head. They can only crawl.

Check your child's head regularly. If you find eggs or lice, shampoo and combs can be obtained from your local chemist or in some cases the local council.

Please advise the school if your child contracts head lice, and do not return your child to school until the head lice have been treated.

Where head lice has been identified in a particular class a note will be sent home to alert parents of the issue.

- **Medication**

If the situation arises that your child needs to take medication at school, a parent or guardian must complete a *Medication Authorisation Form* available at the office.

Prescribed medicines will be administered to students by first aid trained office staff, education support or teaching staff.

Medications will be kept securely either with their classroom teacher or the office staff.

To assist school staff, parents should supply medicine or tablets in a container which gives the name of the child, the dosage and the time it is to be given.

- **Asthma Management**

All parents / carers of children with asthma must provide the school with an Asthma Management Plan completed by a medical doctor.

If your child suffers from asthma, please collect a form from the office and return this to your child's teacher on the first day of school.

Students who require the use of Ventolin or other asthma medication are required to have their own spacer and medication at school to ensure the correct administration of the medication. These should be clearly marked with the child's name.

- **Anaphylaxis Management**

All parents / carers of children with anaphylaxis must provide the school with an Anaphylaxis Management Plan completed by a medical doctor.

If your child suffers from anaphylaxis please collect a form from the office and return this to your child's teacher on the first day of school.

Students who may require the use of an EpiPen or other allergy related medications are required to provide these to the school. They must be clearly marked with your child's name. In conjunction with parents/carers a risk management plan will need to be developed before the commencement of the school year.

- **Child Safe**

Coburg Primary School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all **Child Safety Standards as specified in Ministerial Order No. 870 (2015)**.

- **Victorian School Nursing Program**

The nursing program is a free service for all Foundation students. A nurse will visit the school to test each student's eyesight, hearing, speech and general health. Parents will be given a consent form to fill out to give permission to allow this to occur.

• Student Wellbeing

Special assistance is available to the school to help children or families who may be experiencing difficulty, or who may have special needs. You may contact your child's teacher should you have any queries regarding these services, or alternatively your child's teacher may contact you if they feel there is a need for a referral.

This can include:

- Educational psychologist
- Speech pathologist
- Mental Health & Wellbeing Leader

• Sustainability

We are working towards being a sustainable school therefore we encourage:

- Nude food
- Single use, plastic free items (no glad wrap, plastic bottles, straws)
- Riding or walking to school
- Composting
- Rain water tanks
- Waste Free Fridays

25. Parking

There is parking at the back of the senior school in Urquhart Street and in the Leisure Centre car park off Russell Street for the junior school.

The staff car parks on both sides must not be used to drop off and pick up students as it is unsafe to have students walking through the car park with moving cars.

Bell Street is a clearway (tow away zone) on both sides during pick up and drop off times, however short term parking is available from 10am to 3pm Monday to Friday.

26. School Crossings

There is currently one supervised school crossing which is on Bell Street at the corner of Elm Grove.

This crossing is supervised from 8:15 am to 9:00 am in the morning and from 3:15 pm until 3:45 pm in the afternoon. The provision and monitoring of this crossing is handled by the local council which is the City of Merri-Bek.

Please encourage your child to use the supervised crossing as it is the safest way to cross the road near the school. Children and adults are expected to follow the supervisor's instructions when using the school crossing.

27. Communication from School to Home

The school communicates with families via:

- **Compass App:**

- The App is available on a mobile device or computer. This is used to send notices and information about upcoming events etc. It also has links for Classroom Cuisine, OSHClub, Junior Rockers, APlus School wear and Parent Teacher Online Booking. The parent calendar of events is also housed in the app.
- The school newsletter is emailed to parents on a fortnightly basis via Compass.
- Our school website is www.coburgps.vic.edu.au
- An email or text notification through Compass for school emergencies, important information or a change in timetable plans.

- **Seesaw:**

- The App is available on a mobile device or computer.
- Seesaw is used by students to share their learning and by teachers to communicate with families.
- Each student has a unique Home Learning Code to access Seesaw. When signing in with their Home Learning Code, students can post to their journal, respond to activities, and view class announcements. Students do not see the work of any other student in their class.
- **How Do Students Use Their Home Learning Code?**
 1. Students go to <https://app.seesaw.me> on a computer or install the Seesaw Class App on an iOS or Android device.
 2. Students tap "I'm a Student".
 3. Students scan their code using Seesaw's built-in QR code reader or type in their text code to access their Seesaw account.

28. Contacting the School

Parents can contact the school in several ways including:

- **School Office**

The school office is often the first place parents go. Our office staff are there to assist you and will advise you, or redirect you, to the correct person on any matters related to your child's attendance at school.

Our office is open from 8:30 am to 4:15 pm Monday to Friday. Please feel free to contact the office staff at any time during these hours either in person, by phone on 9354 9332 or via email coburg.ps@education.vic.gov.au. If you call outside these hours you will be asked to leave a message and the office staff will get back to you as soon as possible.

The office is located at the front of the Senior School on the northern side of Bell Street, where short term parking is available from 10am to 3pm Monday to Friday.

- **The Principal**

Our Principal Matt Kerby also has his office in the Senior School building and should you wish to make an appointment to see him, you may do so through the office staff by ringing the school on 9354 9332.

- **Urgent Messages for Children**

Urgent messages only may be left for children with the office. For example, you have been delayed in traffic and will be late picking up your child. The office will then relay this message to your child.

- **Class Teachers**

Minor concerns such as lunch arrangements, payment for excursions etc. can be directly relayed to the class teacher or passed on through your child via a note. The best time to see the class teacher is before 8.45am and after 3.30pm or by arranging a mutually suitable time.

It is not a convenient time to speak to teachers during instruction time.

On several occasions throughout the week, teachers will be unavailable either before school or after school due to their commitment to attend staff, curriculum and team meetings.

You may also telephone your child's teacher on 9354 9332 during office hours, and if possible you will be put through to the class teacher by the office staff or through to your class teacher's voicemail where you can leave a message.

All major concerns relating to teachers or students should go through your child's class teacher first, then the Team Leader and finally the Assistant Principal/Principal.

29. Emergency Contacts

Parents are asked to immediately amend any contact details via Compass if they change their home address or phone number, work address or phone number, or the nominated friend or relative who would act on their behalf in an emergency.

It is essential that the school be able to contact you, or your nominated relative or friend should your child become seriously ill or be injured whilst at school.

30. Fundraising

There are many events across the school year where we require parents' support.

The school also holds Election BBQ's, Hot Cross Buns, School Tea Towels, Bake Sales, and a Mango Drive.

Fundraising is crucial to our school. 2024 funds are going towards our school grounds.

31. Parent Helpers

If you are working as a parent helper at the school you will be required to obtain a *Working With Children* certificate and a copy will need to be provided to the school office.

Information about the certificate and the application form can be obtained from <http://www.workingwithchildren.vic.gov.au/>

Early in the 2024 school year, there will be a training session for all new parent helpers.

32. Visitors to the School

Parents and other visitors to the school are asked to go directly to the office on the Senior side on arrival to 'sign in' on the Compass Kiosk and collect a visitor's badge. This is an important part of our school security plan and we ask that you assist us in this matter. Upon leaving the school you will be required to 'sign out' and return your visitor's badge.

33. Foundation Students' Transition to School

- **Preparing Your Child for School**

Starting school is an exciting and challenging time for your child, with the first few weeks of school filled with many new experiences. As families, the support you give your child when they start school is very important as it helps them develop positive attitudes which can last throughout their school life.

- **School Routines**

During Term 1 our Foundation team of teachers will help each child settle into the school by familiarising them with our school routines such as:

- Where to put their schoolbags
- Where to put their reading bags
- Who the staff are
- What the bells are for
- Where the toilets are
- When to eat their morning snack and lunch
- How to become a good listener
- How to use the playground appropriately

- **Buddy System**

Our buddy system links each Foundation and Year 1 student with an older 'buddy' from Years 5 or 6. This is an important relationship that helps the students settle more easily into school life. They have some lunches and playtimes together and complete a range of classroom activities together.

- **Before the Commencement of the 2024 School Year**

During the months leading up to the commencement of their school life families can support their child by:

- Asking them what they think about starting school
- Encouraging your child to ask questions about school
- Going to the local library to read books about starting school
- Attending the transition-to-school sessions held by the school (If this is not possible, please try and bring your child in for a visit before the end of the 2023 school year)

• During the Summer Holidays

There are a number of things you can do over the summer break before the 2024 school year starts to assist your child:

- Show your child where the school is and talk about how you will get there
- Arrange play-times with other families whose children will be coming to our school (it can help if your child knows another child)
- Confirm the arrangements you have made for before and after school care
- Show your child where the Outside School Hours Care facility is and talk about how they will get there (they will be taken to the program by their classroom teachers)

• Handy Hints for Parents

Although our Foundation team of teachers will discuss and extend your child's knowledge and skills in the following areas it would be helpful if your child is able to independently:

- Put their school windcheater / art smock on and off
- Say their own name, address and phone number
- Write their own name
- Understand the importance of school boundaries
- Practise good toileting habits including good hygiene
- Cope with a packed lunch and snack i.e. open lunch boxes, undo and redo the lid on their drink bottles
- Zip and unzip their schoolbag
- Follow simple instructions
- Listen carefully
- Blow their nose
- Put their shoes and socks on (shoes with buckles or Velcro can help!)
- Understand the terms back, front, behind, up, down, in, out, under

• Initial Foundation Student Assessment

The initial Foundation student assessments will be conducted from **Tuesday 30th January 2024** until the end of **Monday 5th February 2024**. This is a one-on-one assessment with the student's class teacher and will run for approximately one hour. This is a Department of Education State-Wide assessment which will cover the areas of literacy and numeracy.

Parents will be required to bring their child to the classroom at the relevant appointment time and then pick them up again one hour later.

Parents are welcome to sit in the staffroom for the hour should they wish.

In December 2023 we will open an online booking system for parents to make their own appointments for this assessment.

At this time you will receive an email or letter that will tell you which class your child will be in and how to access the online booking system. This information will also be available under the Enrolments tab of our website.

• **The First Day of School**

The first day of school for new Foundation students will be **Tuesday 6th February 2024 at 9:00 am.**

- Please bring your child into the Foundation classrooms from 8:50 am onwards.
- Once you and your child have greeted the teacher, say goodbye brightly and then leave.
- If you feel like crying, try and wait until you are away from the classroom. If you linger over the goodbye and appear hesitant, this may increase your child's anxiety.
- If your child starts crying, take your cue from the teacher. Repeat your farewell greeting, and then leave. The teacher will comfort your child and help them settle.
- School finishes at 3:30pm. Parents are asked to collect their child from their grade using the external staircase.
- Foundation children attending the OSHC program (before and after school care) will be escorted to the Rotunda by their classroom teacher.

• **Tears & Cheers Morning Cuppa**

After dropping your child off on their first day **Tuesday 6th February 2024**, please stay on for a tea or coffee. This will be held in the Rotunda on the junior campus at approximately 9:30 am.

34. Useful Websites

There are a number of government and non-government websites that provide useful information for parents of new students. You can access these via our school website or by typing the following addresses in your web browser.

www.coburgps.vic.edu.au

www.oshclub.com.au

www.aplusschoolwear.com.au

<http://health.vic.gov.au/immunisation/>

<http://ideas.health.vic.gov.au/guidelines/school-exclusion-table.asp>

<https://www.betterhealth.vic.gov.au/>

<http://www.education.vic.gov.au/school/parents/primary/Pages/starting.aspx>

<https://www.classroomcuisine.com.au/>

<http://www.workingwithchildren.vic.gov.au/>

35. 2024 Hots Spots of Learning

FOUNDATION and YEAR 1

Curiosity

- Promote curious learners/encourage imagination
- transitioning students from free play to structured learning
- promote student voice/agency
- extension of essential classroom learning
- developing the following skills:
 - social (collaboration/cooperation)
 - oral language
 - fine/gross motor
 - spatial awareness/balance
 - problem solving
 - creativity

YEAR 2

CLUCKY KIDS

To teach students responsibility when caring for animals and working in a team in different roles. Making connections between animals and their own lives, including where their food comes from. It is also used to embed other parts of the curriculum into the program.

Years 3 /4

Kitchen Garden

Educate students about the importance of healthy eating.

Learning the process of seed to table.

- Everyone coming together to eat (social setting, manners).
- Environmental factors, the impact of sustainable practices.
- Exposure to vegetables and trying different foods.
- Cooperative learning groups.
- Facilitating real life experiences.

Year 5 /6

Electives

The overarching purpose is to give student choice and voice on an area of learning. Although they are given a variety of options, for it to be successful each lesson must be structured and have a specific outcome to be achieved. This is to help them to develop skills in real life situations in all areas.

36. School Map



Notes
