



**SYMONDS STREET
YARRA GLEN 3775**

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Quick Guide 2018

Welcome to Yarra Glen Primary School. We hope the following guide gives you some valuable information about our school. Please go to our website for more detailed information about our school curriculum, our programs and what we value at Yarra Glen Primary School.

School Values



Persistence



Encouragement



Resilience



Respect



Inclusiveness



QUICK GUIDE

TERM DATES 2019

- Term 1:** 29 January (students start 30 January) to 5 April
Term 2: 23 April to 28 June
Term 3: 15 July to 20 September
Term 4: 8 October to 20 December

TERM DATES 2020

- Term 1:** 28 January (students start 29 January) to 27 March
Term 2: 14 April to 26 June
Term 3: 13 July to 18 September
Term 4: 4 October to 17 December

BELL TIMES

School begins daily at 9.00am. The best time for your child to arrive at school is between 8.45 and 9.00am. Before 8.45am there may be no supervision and a late arrival disturbs not only your child's day but the rest of the grade as well.

9.00am	11.00am	-	Class Time
11.00am	11.10am	-	Eating Time (Lunch)
11.15am	12.00pm	-	Lunch Play
12.00pm	2.00pm	-	Class Time
2.00pm	2.05pm	-	Eating Time (Afternoon tea)
2.05pm	2.30pm	-	Play
2.30pm	3.30pm	-	Class Time
3.30pm		-	Home Time

ABSENCES

Attendance at school is compulsory. Children's attendances and absences are recorded daily. Government regulation requires that explanations be provided by parents for all absences. Please contact the office via phone (9730 1254) or email yarra.glen.ps@edumail.vic.gov.au to advise the school of any absences.

You will also be able to use "SENTRAL" to record & explain your child's absences.

Unexplained attendances will be followed up on a regular basis. You will be sent an email with details of the absence. Please contact the office to advise the reason for the absence.

LATE ARRIVAL

If your child is late arriving at school, please come to the office to receive a Late Pass. Your child will give their teacher their Late Pass. Their late arrival will be noted on our system.

EARLY LEAVER

If your child is required to leave school before the end of the school day, please come to the office to receive an Early Leavers Pass. You may then proceed to your child's classroom and give their teacher the Early Leavers Pass.

For safety reasons, children cannot be sent home or allowed to meet parents in the streets around the school.

ASSEMBLY

A full school assembly is held every Friday from 3.10pm to 3.30pm in the BER building. All parents and friends are welcome. Achievement awards, house points, sports results, Principal's Awards etc. are all presented at this assembly. All Welcome. Come and join us!

BANK DAY

Children are encouraged to save through their own bank account. The Commonwealth Bank provides a collection service with a school bank book. These accounts will be opened early in first term. Bank collection day is **THURSDAY (subject to change)**. This facility can only be provided if enough children require the service.

BUDDIES

Our Grade 6 Buddy Program is a vital and vibrant part of our Pre School transition program. Each year our grade 5 students apply to be a buddy to our new Foundation/Prep students. Buddies meet each other prior to starting the new school year during November transition sessions.

CAMPS & EXCURSIONS

Camps and excursions are an integral and essential part of the school program and all eligible students should participate. They provide challenging co-curricula educational experiences of the world around us.

Consent forms need to be signed by parents for *each* camp and excursion. In addition, a medical form is required to be filled in before each school camp. All excursion activities are planned to complement the grade theme or topic.

Camps, Excursions & Incursions must be paid for before your child can attend the event.

CARPARK

We ask that parents and visitors to the school exercise restraint and vigilance as children are picked up and dropped off. Consider staggering pick-up times by 10 to 15 minutes and try not to leave cars unattended at pick-up/drop-off times unless really necessary.

CHOIR

This is a significant extension to the music curriculum. Children from grades 3-6 are auditioned for inclusion and agree to certain requirements. The choir performs annually at a number of school and community events and is very highly regarded.

COMMUNICATION PROTOCOLS

Please refer to our website for YGPS policies.

DET PROFESSIONAL DEVELOPMENT DAYS - CURRICULUM DAYS

The Department of Education & Training currently grants schools four pupil free days for the purpose of professional or curriculum development.

The first pupil free day is the day prior to pupils commencing the school year. The School Council approves the three other dates based on recommendations from the Principal.

FIRST AID

All staff at Yarra Glen Primary School are First Aid trained.

It is Yarra Glen Primary School's policy that any injury above the shoulders (Head) will be relayed to parents/guardians. A SMS or phone call will be sent/made advising of the injury and the outcome. EG: Max has bumped his head. There are no abrasions or lumps. He appears fine and has returned to class.

If you are concerned after receiving the SMS, please do not hesitate to phone the office.

FORMS

There are a number of forms to fill out when enrolling your child at school. Please ensure you have filled in consent forms for photo and internet permissions, head lice checks, local walks, PG Movie permission and have provided all relevant immunisation forms and birth certificates.

HOME READING

The home reading program is an integral part of the school reading program and is implemented throughout Foundation-Grade 6. A wide selection of books are available for children to borrow. Prep/Foundation to 2 have a black satchel for their take home reading books and notes.

HOMEWORK

At Yarra Glen, the recommended amount of homework is as follows for each grade level. This is in line with DET homework guidelines.

Preps/Foundation up to & usually no more than 15 minutes each night (eg; reading)

Grades 1-2 up to & usually no more than 20 minutes each night (eg; reading)

Grades 3-4 up to & usually no more than 30 minutes each night (eg; revision)

Grades 5-6 up to & usually no more than 45 minutes each night (eg; revision)

Homework will be assigned at the discretion of the class teacher. When homework is assigned, it should be returned at the specified time for teacher evaluation and comment.

HOUSE COMPETITION

The students elect House Captains each year. Each child is placed in one of four house groups. We hold a 'Whole School Sports' as a Twilight event (Children start school at 12.00 and finish at 6.00). Children compete in their Houses in team events, novelty races and sprints.

The House colours are Blue, Gold, Purple and Red and children are expected to wear a T-shirt in their house colour. **The t shirts are available from our on line uniform shop at A PLUS Schoolwear (also known as AGS Pty. Ltd.) website: www.aplusschoolwear.com.au**

LOST CLOTHING AND ARTICLES

Please ensure that all your child's belongings are **clearly named**. Much valuable time is spent trying to trace owners of lunches, bags, coats, jumpers, shoes, etc. Named articles will be returned to owners; unnamed uniform items will be donated to the opp shop.

LITERACY

Literacy is a high priority at YGPS. Learning to read and write, speak and listen is of vital importance. If you are a good reader and writer it opens up all learning to your child. At our school 9-11am is the two hour Literacy block from Foundation-Grade 6 where students focus on these skills. Flexible, differentiated groupings is the philosophy across the school with Reading Café introduced from Foundation to Grade 6.

LUNCH AND PLAYLUNCH ARRANGEMENTS

Children eat lunches in their classrooms from 11.00am until 11.10 a.m. **Written permission is required for those children who go home for lunch and child must be accompanied by an adult.**

MULTILIT

MultiLit is a Literacy support program run by trained staff. This is a one on one program for Grade 3-4 students who need extra assistance.

NEWSLETTERS & NOTICES

The Yarra Glen Primary School Newsletter is published regularly. The newsletter is available from the Yarra Glen Primary School website and the link will be emailed to parents. It is the prime source of communication within our school community. The newsletters feature:

- The Principal's news – current educational issues and information.
- Calendar of important events within the forthcoming weeks.
- General news of special events e.g. excursions, camps, displays, exhibitions, open days, sports news and results. Achievement Awards and the Principal's Award winner are also listed.
- Community news – items of interest or selected advertisements (at the school's discretion).

Website access available

Class Newsletters are prepared early in Term 1 and continue throughout the year.

Encourage your child to bring home all such notices as they contain details of all school activities and functions.

NUMERACY

The students at Yarra Glen Primary school all use the iMaths program and Top 10 Maths. iMaths is very detailed program for Foundation- Year 7 students that allows teachers to plan for each of their students' differing levels of need through the extensive activities and planners available. It is a terrific program that teaches maths skills and also allows students time to investigate and inquire Numeracy topics at an in depth level.

PARENT PARTICIPATION

Parents are encouraged to assist with a variety of school activities, e.g. Literacy, Numeracy, classroom helpers, reading, School Kitchen, gardening, sports days, library cataloguing, book repairs & covering. Your efforts will be well rewarded and much appreciated, and your child will enjoy having you around. Requests from each classroom will be sent home asking for specific time commitments etc.

Any parents assisting the school will need to have a current WWC (Working With Children)Card. You can apply for a Volunteer WWC card at Aust Post at no cost (passport photo must accompany the application). Parent helpers will also be required to sign our Parent helper and Volunteer Agreement (This explains our expectations & confidentiality requirements).

You will also be able to communicate with your child's teacher via SMS using the Parent Portal on SENTRAL.

PARENT/TEACHER COMMUNICATION

It is most important that teachers and parents communicate concerning children's progress. Formal interview sessions are arranged during the year. However, if you have a concern, please do not hesitate to make an appointment with the class teacher to discuss the matter. Please email yarra.glen.ps@edumail.vic.gov.au to request an appointment. Teachers may also contact you from time to time about your child's development. (See 'Parent Concerns Policy') Please make a mutually agreeable time to see the teacher. (During class time is not appropriate).

You will also be able to communicate with your child's teacher via SMS using the Parent Portal on SENTRAL.

PAYMENT OF MONEY TO SCHOOL

When required to send money to school, please forward **cash in a clearly labelled & sealed envelope, (i.e. Child's name, Grade, Reason for Payment)** TO THE CLASSROOM. If you

prefer, You can also pay by cash, credit card or EFTPOS at the school office or the BPay option on your statement.

PERRI VALUES

Our school community has chosen 5 core values that all students focus on throughout the year. Persistence, Encouragement, Respect, Resilience and Inclusiveness are vital to our school being a safe and happy place. We have written our own curriculum encompassing these 5 values and encourage our school community to embrace them.

PERSONAL GOODS BROUGHT TO SCHOOL

Private property brought to school by students is not insured, nor is the Department of Education or Yarra Glen Primary School responsible for any loss or damage.

PLAYGROUND SUPERVISION

Playground supervision by teachers is during all recess/play times and from 8.50am before school, and from 3.30pm – 3.45pm after school. Students should not be at school before 8.50 or after 3.45pm as the yard is no longer supervised. Please make alternative arrangements so your child is looked after and safe.

READING RECOVERY

Reading Recovery operates for our Grade 1 students. This is a one to one program that is run by a fully qualified Reading Recovery teacher. The students on this program work with the Reading Recovery teacher for 30 minutes each day and home support is very important. It has proved a very successful program enabling students to bridge the gap that may have occurred in their reading and writing.

ROBOTICS

Our Robotics program involves Dash & Dot Robots using a coding program on our ipads and the "We DO" units for our Grade 3 & 4's and EV3 coding programs. The Robotics program is part of our STEAM activity centre (STEAM - Science, Technology, Engineering, Arts & Maths).

REPORTING TO PARENTS

Reporting to parents at Yarra Glen is in three forms; oral reports or interviews/3 way conferences, written report for individual students' parents and open meetings.

SENTRAL

We are currently in the process of enabling parent access to Sentral. The parent portal for Sentral allows you to communicate with our school easily and efficiently. It provides targeted information about your child and allows you to receive information from the school. Parents will be able to explain absence reasons & send notice of absences in advance. More information will be forwarded as we roll out the individual components for parents to use.

SOUNDWAVES SPELLING PROGRAM

Soundwaves is our Spelling Program for students Foundation- 6. This program offers activities, skills, planning and on line spelling activities for all students. Soundwaves is woven into spelling and language investigations so students learn about the English language and develop an interest in spelling and why it is important to be a great speller!

SPECIAL PROGRAMS

Literacy Support Foundation-Year 2

The Levelled Literacy Intervention program is targeted for our Foundation to Grade 2 students. Our trained staff run this program. Literacy Intervention is also provided for our Grade 2 students in the form of Peer mentor Buddies. This is called the JETS program.

Early Years Literacy Program / Reading Café

Our Early Years Literacy program is designed to improve reading, writing, speaking and listening skills in the early years of school. This is incorporated into Reading Café.

The program consists of four components:

- **Professional Development of Teachers** to provide greater understanding of how best to implement this program.
- **Parent participation** may also consist of helpers or aides who assist in the classroom. We will be recruiting helpers early in the year and people may choose to assist their children in many ways (typing at home, making games, working in the classroom, videoing programs, etc.). Please consider offering your services!
- **Additional assistance** for students requiring extra support beyond standard classroom practice in the form of Trained Volunteers.
- **Literacy classroom program** provides a carefully balanced and structured approach to the teaching of Literacy. One of the main instructional approaches is *guided reading and Writers Workshop*. A major focus of the program is a two-hour "Literacy Block" **to be free from interruptions**. Expect to see children reading and writing non-stop between 9.00 and 11.00, **with this in mind we emphasise how important it is for children to be on time.**

SPECIALIST AREAS

Physical Education, Science, Visual Arts and Indonesian (LOTE- Languages Other Than English) are our four specialist areas at Yarra Glen Primary School.

SPORT/PHYSICAL EDUCATION (P.E.)

All children in grades Foundation to 6 play a selected number of sports in both winter and summer. Grades 5 and 6 participate in a district interschool sports programs. Interschool finals are played in each sport with the winners having the opportunity to compete in zone play-offs against schools from outside the district, culminating in state grand finals. Along with interschool sport, students also have the opportunity to compete in district athletics and cross-country competition.

TRANSITION

- **Pre-School to Foundation** transition is an extensive program that operates throughout the entire school year and enables our pre-schoolers the opportunities to completely familiarise themselves with our school, staff and their Grade 6 Buddies.
- **Transition between Year 1 to 6** occurs throughout the year with Buddy activities, peer mentor reading, PERRI Club, Multi-age Projects and Whole School events. This culminates at the end of the year when students have time in their new class with their new teacher for the new year.
- **Secondary Placement** Year 6-7 transition also operates throughout the school year to assist another important decision parent's face is choosing the most appropriate Secondary school for their child. Parents are encouraged to make themselves aware of transition initiatives being undertaken by local secondary schools.

UNIFORM ORDERING ON LINE

APLUS Schoolwear is our supplier. If you experience any problems with ordering, please contact Sharyn Niddrie on 0419 469 681. If you go to our school website, the link to our uniform supplier is there for your easy access or see the web address below. Just select our school in the selection list and order from there. Easy peasy! Orders are delivered to school- weekly or directly to your door at a small postage cost to you.

<http://www.aplusschoolwear.com.au>

VICTORIAN CURRICULUM

The AusVELS curriculum is now moved onto the Victorian Curriculum. This ensures a consistent curriculum is taught across Victoria.

WEBSITE

Our school website is www.ygps.vic.edu.au. Check out what's currently happening at our wonderful school!

WELFARE / HEAD LICE

Children occasionally arrive at school with Pediculosis (Head Lice). Head lice checks are an additional expense and burden to the school, therefore every parent is asked to regularly check their children's hair and report each incidence to school. If head lice are discovered on your child, you will be contacted and your child will need to be taken home and treated. Due to contamination, your child will wait in the sick bay until collected.

WET DAY ARRANGEMENTS

Children are supervised inside during heavy rainfall. Covered ways and verandas provide sufficient shelter during lighter rain periods. Normal school hours apply.

We look forward to seeing you at Yarra Glen Primary School.

Our school is a great school.

Warm Regards,

YGPS staff.