Glen Waverley Primary School
774 High Street Road Glen Waverley
Tel: 9802 9938
Visit our website for a wealth of up-to-date information on our School
www.glenps.vic.edu.au
Email: glen.waverley.ps@edumail.vic.gov.au
OUR SCHOOL OATH

We the children of Glen Waverley Primary School care for others and respect their views.
We make the most of every day and work hard to ensure our future.
We are aware of our environment and the need to protect it.
We take pride in our School, families and ourselves.

NATIONAL ANTHEM

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

Beneath our radiant Southern Cross
We’ll toil with hearts and hands;
To make this Commonwealth of ours Renowned of all the lands;
For those who’ve come across the seas
We’ve boundless plains to share;
With courage let us all combine
To Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.
WELCOME TO
GLEN WAVERLEY PRIMARY SCHOOL

On behalf of the children, parents, staff and School Council, I would like to extend a warm welcome to all children, parents and extended family members who are joining the Glen Waverley Primary School family. We are extremely proud of our highly innovative, sought after and caring school.

We are a family orientated school where each child is valued and encouraged to reach their full potential. Just as each child is an individual with their own character and needs, so too their educational growth is unique. The teachers are committed to nurturing and developing the ability of each child through carefully planned and innovative teaching programs.

We are also a very proud Member of the Council of International Schools (CIS). The CIS is a world renowned educational organisation which encompasses schools from over 100 countries. All CIS schools have a strong commitment to continuous improvement, global education, international understanding and transnational awareness.

As a school we acknowledge the importance of:

- Catering for individual differences in children's ability
- The role technology plays in the education of children
- Broad curriculum options and subject specialisation
- Languages other than English (such as Chinese Mandarin which is offered at our school)
- Innovative and imaginative programmes and
- A caring and disciplined family environment

All Glen Waverley Primary School staff are enthusiastic highly professional educators that bring a wealth of knowledge and commitment to the crucial task of guiding students towards a fulfilling and productive seven years of primary education. The school has an excellent blend of staff who work cooperatively in a range of teams. Our staff also realise that the teacher is but one part of a team hence parents are encouraged to communicate with teachers and the school leadership on issues that are of interest or concern to them. We are also committed to encouraging teachers, parents and students to be involved and contribute in all aspects of the child’s learning and school life.

Students at Glen Waverley Primary School achieve outstanding results and programs such as Reading Recovery and EAL are available for students achieving below the expected level or for whom English is not their first language. Programs such as Smart 8 and our social and emotional learning program, You Can Do It, create a sense of belonging and provide opportunities for students to excel in their specific areas of interest. In addition to this it enables students to make a seamless transition from one year level to another.

I warmly welcome you to the Glen Waverley Primary School family.

Frank Catalano
Principal
TERM DATES

2015
Term 1: 28 January (school teachers start) to 27 March *
Term 2: 13 April to 26 June
Term 3: 13 July to 18 September
Term 4: 5 October to 18 December

2016
Term 1: 27 January (school teachers start) to 24 March *
Term 2: 11 April to 24 June
Term 3: 11 July to 16 September
Term 4: 3 October to 20 December

2017
Term 1: 30 January (school teachers start) to 31 March *
Term 2: 18 April to 30 June
Term 3: 17 July to 22 September
Term 4: 9 October to 22 December

* The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students.
**SCHOOL HOURS**

The classrooms open at 8:50am, school commences at 9.00am and concludes at 3.30pm. Morning recess is from 11.00am to 11.30am and lunch is between the hours of 1.30pm and 2.30pm. Teachers are on duty in the school grounds from 8.45am and it is appreciated if children do not arrive at school before this time. It is advisable to have children at school no later than 8.50am to ensure they are adequately prepared for their day.

On the last day of Terms 1, 2 and 3, a School Assembly is held at 1:45pm followed by dismissal at 2.30pm. On the last day of the School Year (Term 4) children will be dismissed at 1.30pm following Assembly at 12.45pm.

**OUT OF SCHOOL HOURS CARE**

The school offers a professionally organised Child Care program run by Camp Australia. The program runs from 7.15am until 8.45am and from 3.30pm until 6.15pm daily during the school term. The program is run at our school in our newly extended, purpose built room.

NB. On the final day of each Term, After School Care will commence at the conclusion of the regular school day (2:30pm for Term 1, 2 and 3, and 1:30pm for Term 4).

Camp Australia also offers vacation or holiday care during School Holidays and Curriculum Days.

For Prep students who finish at 1:00pm during February, care is available from 1:00pm to 6:15pm during that month.

Access to the program is available by completing an on-line registration form which is available via the website. [http://www.glenps.vic.edu.au/page/96/Out-of-School-Hours-Care](http://www.glenps.vic.edu.au/page/96/Out-of-School-Hours-Care)

It is recommended that all children, whether they intend to use the program or not, be registered at the beginning of the year so that in an emergency situation they can be placed in care. Fee relief is available and further enquiries should be directed to Camp Australia or the coordinator directly.
OUR MISSION
Glen Waverley Primary School develops lifelong global learners. We utilise research and a whole school approach, we pursue positivity, resilience and academic excellence. Partnerships with students, parents and the community are nurtured and collaboration integral. We will provide students with the knowledge, skills and attitudes to become critical thinkers and productive citizens of the world.

OUR VISION
As global contributors, we are reflective, resourceful and engaged in a fulfilling life of learning, laughter and success.

OUR PHILOSOPHY
1. The Students are at the centre of everything we do.
2. Building Staff Capacity is paramount.
3. Everything we do is based on research and a Whole School Approach.

OUR VALUES
INTEGRITY
Integrity – being consistently honest and trustworthy.
Having strong moral principles.
Truthful; honesty in one’s actions and avoiding hypocrisy.
Intrinsic; internal standards and consistency.
Virtues; acting according to intrinsic values, beliefs and morals.

RESPECT
Respect – appreciating diversity and the worth of others.
Courtesy; having regard and consideration for self and others.
Fairness, kindness and sensitivity to self and others.
Mutual respect; treating others the way you wish to be treated.
Appreciation; understanding the value of self and those around you. Embracing each individual’s worth, dignity and diversity.
Attentive; ready to learn and listen.
Encouraging; demonstrating support for the growth and development of others.

INITIATIVE
Initiative – accepting the challenge of new learning and pursuing excellence.
As a learning community we strive to be self-motivated and pursue personal excellence in everything we do.
Personal Best; striving to maximise potential.
Motivation; the intrinsic desire to act.
The ability to begin or follow through energetically with a plan or a task.
Being proactive; taking action before it is necessary.

GLOBAL EMPATHY
Empathy—The ability to understand the feelings of others and the consequences of our actions.
Connectedness; As the way people come together and interact irrespective of similarities and differences.
Engagement; with lifelong learning, the world’s community and the sustainability of our planet.
Embracing global citizenship and diversity.
The ability to view the world without boundaries.
Trans National citizenship; Connected to more than one country.
Inclusive; not excluding anyone on the basis of gender, race, class, culture, religion, disability, etc.
Valuing Interculturalism.
ASSEMBLIES
Assemblies provide the opportunity for children to communicate and acknowledge each others’ achievements. A School Assembly is conducted each Monday morning at 9.10am outside our Early Learning Centre. If the weather is inclement, the assembly is moved to our General Purpose Hall with the Junior Assembly (Years P-3) held at 9:05am, and the Senior Assembly (Years 4 – 6) at 9:30am. Parents are extended a warm invitation to attend assemblies.

BANK DAY
School Banking is conducted through the Commonwealth Bank every Tuesday. If you wish your child to participate, the relevant forms are available from the School Office.

BOOK CLUB
Our School conducts a 'Book Club' through Scholastic Australia. Quality books at reasonable prices can be purchased. Your child will be given order forms to bring home.

BUDDIES
This program is supported by the Alannah and Madeline Foundation. Students are “buddied up” with peers in different year levels to foster connectivity and mentoring between students of different ages. Buddy classes meet approximately once per fortnight to work cooperatively on strategically planned learning tasks designed to build self-esteem and a sense of belonging.

CAMPS
As children learn through direct experiences, the School offers an extensive camping program appropriate for each year level. Historically, our Year 6 students attend a five day bike riding camp at Derby Hill Police Youth Camp in Maldon and the Year 5 students a four day camp. The Year 4 students participate in a three day camp.

CLASS REQUISITES
Students are given their stationery (pencils, pens, textbooks, notebooks etc.) in a “book pack” at the commencement of each school year once school fees have been paid. An art smock, recorder/flutophone and reader bag are also required and can be purchased from the Uniform Shop or School Office. It is essential that all items are clearly named.

COMPUTERS
The Glen Waverley Primary School computer network is provided for staff and students as a resource to enhance teaching and learning opportunities. Each student has an individual electronic account linked to storage, email and internet access. Students are introduced to storing, managing and sharing their work. Throughout all these activities there is a strong message of cyber safety, with students completing a number of activities from the CyberQuoll safety program. All students who access the school’s computer network or Internet site are asked to sign a Computer Use Agreement. We have a technology rich learning environment with 6 ipads and 6 laptops in each classroom, and a 1:1 BYOD (Bring your own device) in Years 5 & 6. A large range of software is available for students’ use.

DIGITAL EXCELLENCE
The Digital Excellence program aims to provide our students with the skills they need today and for a digital future. The program is very extensive commencing in Prep and progresses through to Year 6. The program is designed to reward students for the work that they do in class. After a student has achieved a level of work they are rewarded with a Cloth Badge, which can be sewn on to a student’s hat or uniform. The students also have the chance to earn certificates when they are performing above expectations. All families are expected to support the Digital Excellence program which requires payment of a yearly fee.
EXCURSIONS AND EVENTS
Excursions, and other events within the School, occur throughout the year. They are an essential part of the School curriculum in that they provide a valuable learning experience. Parents will be notified in advance regarding venues and costs. A separate consent form is also required for each excursion and it is essential that the form be completed and returned to the School or your child will not be permitted to attend. As all excursions and school based activities are planned well in advance, legal liability prevents children attending those events which are not paid for in advance.

GENERAL PURPOSE HALL
The General Purpose Hall is used extensively by our students for sporting activities, large group exercises and for assemblies. It is also available for hire to interested parties from within and outside the School Community. Enquiries can be made through the School Office. Community organisations, as well as school groups regularly use our hall. Our hall is not available for parties.

HOUSE SYSTEM
At the end of each year one male and one female Captain are elected to lead each of the Houses. These students are chosen from the current year 5 students as Year 6 representatives for the following year. House points are given by teachers to students for a variety of activities and reasons.

Our School has four Houses -
- La Trobe - Yellow
- Mitchell - Blue
- Hume - Green
- Fawkner - Red

INSTRUMENTAL MUSIC
As part of the music program all students in year levels 3 – 6, learn recorder and Prep to Yr. 2 learn the flutophone. Students in year levels 3 - 6 are also offered a range of musical instruments in our SMART8 program explained further in this document. Very reasonable fees apply and are payable to the Instrumental Music Teacher at the commencement of each semester.

INTERVIEWS AND REPORTS
Written Reports of your child’s progress are issued towards the end of Terms 2 and 4. Mid-year, parents are invited to a student led conference with the Class Teacher and their child to celebrate progress and learning over the first semester. However, if you wish to discuss any issues at any other time we ask that you arrange an appointment that is convenient to yourself and the Class Teacher. In the case of more urgent matters, you should contact the Principal or one of the Assistant Principal.

JUNIOR SCHOOL COUNCIL
One student from each class are elected to be a part of our Junior School Council. They represent the students in respective grades and help various school social occasions and fundraising activities, as well as whole school fun days.

LOST PROPERTY
Lost clothing and other property are placed in the Lost Property area situated in the corridor opposite the Staff room. Please ensure that all clothing and personal belongings are clearly named. Unlabelled uniforms that have not been claimed by the end of each term will be sold as second hand uniforms through the Uniform Shop.

LANGUAGES OTHER THAN ENGLISH (LOTE)
Students in Years Prep to 6 are taught Chinese Mandarin as their Language Other Than English (LOTE). Lessons are held once a week.
LUNCHTIME ROUTINE
Children eat lunch in their Classrooms between 1.30pm and 1.40pm. Please ensure that your child has a clearly labelled lunch box and drink container. Drink containers must be unbreakable. The lunch recess concludes at 2.30pm. Lunch orders are available five days a week through an outside provider Balanced Living Catering. Menus are available from the office.

MONEY SENT TO SCHOOL
When it is necessary for your child to bring money to School for excursions and other activities please enclose the money, and any relevant forms, in a sealed envelope with your child’s name, year level, amount of money and activity printed on the front. The School does not accept responsibility for any money being carried by students.

NEWSLETTER
Our School Newsletter is printed every second Thursday and distributed via our website. We encourage families to subscribe to our automated alert system to receive reminder emails when a new issue has been published. The Newsletter provides important information relating to School management, curriculum activities, class notices and School Council matters.

NOTICES
Individual notices are regularly given to children regarding School and class activities. It is important to check your child’s bag on a daily basis for these notices. A term activity sheet will be sent home at the beginning of each term listing the activities to be attended by your child for that term. A separate permission sheet will be attached for each activity and payment may be made as a lump sum.

PUPIL FREE DAYS
Each school in Victoria is allocated four Pupil Free Days by the Department of Education and Training. The first day of Term 1 is used and parents will be advised through the newsletter of the dates of the remaining three days. Children do not attend School on these days. Camp Australia has a program available for families who require care on these days.

SCHOOL CAPTAINS
At the end of each year students elect our Student School Captains and Vice Captains. Two girls and two boys are elected from the Year 5 students for leadership the following year as grade 6 students. They represent the student body on issues that may affect students, as well as providing support to staff, team leaders, the principal and parents.

SCHOOL CONCERT
Every student participates in the School Concert which is held in Term 3 or 4 every second year. The Concert is a major event for our students and one that is enjoyed immensely by all. Family and friends are invited, and encouraged, to attend the performance.

SCHOOL UNIFORM
All children must wear the School uniform. Our Uniform Shop operates each Monday between the hours of 3.00pm – 4.30pm. The School gratefully accepts pre-loved uniforms donated for re-sale. A ‘Second Hand Uniform’ sale is run each term. Our School is a ‘Sun Smart’ School and therefore school approved sunhats are to be worn at all times when outside during Terms 1 and 4. School approved sunhats can be purchased from the Uniform Shop – there is a choice of three styles – legionnaires, bucket or slouch. Other styles and colours of hats are not permitted.
SPECIAL RELIGIOUS EDUCATION (SRI)
Non-compulsory Religious Education is offered by accredited Instructors for half an hour each week. Currently the following programs are available:

1. Christianity – ACCESS Ministries
2. Islam – Arkan Toledo/Islamic Council of Victoria
3. Buddhism – Religions for Peace Australia (RfP)

All instructors have been accredited through the three providers approved by the Department of Education and Training (DET)

STUDENT WELFARE AND DISCIPLINE
Our School aims to provide an environment in which the rights of all children are clearly understood and respected. The School assists children to become responsible members of society through the development of self esteem and self discipline.

In cases of severe disciplinary breeches, parents will be informed and required to attend a conference with the Principal.

Our School believes that the home and school can work effectively together to address any issue effecting students.

You Can Do It!
You Can Do It (YCDI) is the school’s main social emotional learning program where its main purpose is to support communities, schools, and homes in a collective effort to optimise the social, emotional, and academic outcomes of all young people. Its’ unique contribution is in identifying the social and emotional capabilities that all young people need to acquire in order to be successful in school, experience wellbeing, and have positive relationships including making contributions to others and the community (good citizenship).

YCDI’s mission is realised through the following beliefs and actions:

- YCDI’s focus is on building social, emotional, and motivational capacity of young people rather than on their problems and deficits. It encourages prevention, promotion, and intervention efforts (school, home and community) in order to build social and emotional strengths.
- As a strength-building approach, YCDI also seeks to build the capabilities of adults (community, school, home) to support positive outcomes for students. This includes;
  - Positive, caring relationships,
  - High expectations for achievement and behaviour,
  - Involving students in decision-making and responsibility,
  - Accommodating student interests,
  - Communicating and modelling of social and emotional capabilities including values and resilience,
  - A high quality academic program that provides students with multiple opportunities for success.
- At Glen Waverley Primary School all students are explicitly taught the five You Can Do It principles and there is a common language across the school which is reflected in classrooms, school awards and curriculum units. Teachers are provided with an extensive scope and sequence program and clear expectations pertaining to this whole school approach to student emotional learning.

The 5 Keys of YCDI Education
The core purpose is the development of young people’s social and emotional capabilities, including:

1. Confidence (academic, social)
2. Persistence
3. Organisation
4. Getting Along
5. Resilience.
**Kids Hope**  
Kids Hope is a mentoring program that helps Australian children and their families. Through a partnership between local churches and primary schools, KIDS HOPE AUS. works to improve opportunities for mentored children in the areas of education, self confidence and wellbeing. For one hour each week, a group of caring adults from our local Glen Hill Community Church mentor children at our school. This usually involves helping the child with homework, playing games, arts and crafts, or just spending time together. Kids Hope focuses on children at primary school because during this phase the children are most likely to benefit from a close relationship with an adult. This is when self-esteem and values are learned and critical academic skills are acquired. Positive human relationships are essential for children to grow up happy and healthy, yet many Australian children lack significant close relationships with a caring adult, other than their parents. Children who receive mentoring early on significantly improve their chances for a good education, health and wellbeing, and social competence.

**SWIMMING**  
A swimming and water safety program is offered to all students in Years Prep to 6 as part of the School curriculum. The swimming program is an intensive program run over two weeks. Parents will be informed regarding venue, dates and cost and it is expected that all children will attend as water safety is a vital skill and an important component of the Physical and Sport Education program.

**SAFETY**  
**TRAFFIC AND PARKING**  
There are two entrances to the School Car park –
1. One entrance is off High Street Road
2. One entrance is off Brent Street and incorporates a turning circle.

Both entrances can become very congested during the 'drop-off' and 'pick-up' times. Please take extreme care at these times as young children are unpredictable. **It is requested that you enter the carpark slowly and carefully, and if you are going to park your car that you do so in designated parking areas only.** The Brent Street 'turning circle' is used for drop-off and pick-up only, where children are ushered into cars by a supervising teacher on duty. There is no entry to the main carpark from Brent Street. It is a **No Standing Anytime** zone and we ask you to observe this rule to ensure that congestion is limited and accidents avoided. We are also extremely fortunate that the Mountain View Hotel allow us to access their carpark for those parents who wish to walk their children to school. **If you are crossing High Street Road from the Mountain View carpark, Victorian road laws state that you must use the supervised crossings.** Please do not “dart across” the six lanes of traffic- this does not save any time and it also places your family and those around you in danger.

*Please refer to the maps on the next page for further information.*
Parking and Directions

Traffic Congestion during Pick-Up and Drop-off.
Concerns have been raised regarding the speed that some vehicles are travelling through the school grounds, risking the safety of our students. School Council recommended we close the big black gates at the Brent Street entry, effectively blocking traffic from moving through the school. Parents will still be able to use the Brent Street turning circle to drop off and pick up, however they will not be able to enter the car park or leave the car park from Brent Street – they will need to use High Street Road.

Please observe all directional arrows and travel at or below 5km/hr.

The car park will have a new turning circle at the top, behind the Year 4 portable. Traffic will be directed through the car park to the new turning circle and then back out on to High Street Road (please see the diagram below). A new pick up zone is being created at the front of the Year 4 portable, with bollards being installed to act as a barrier between the traffic and waiting students. As mentioned in the last newsletter, parents are encouraged to use the car park at the Mountain View Hotel to avoid congestion at the school.

As always parent feedback is welcomed. Please contact either Lisa Gough, Damien Kitch or me if you would like to discuss this further.

Closed gate (no entry or exit)
Designated parking area
No parking area
Direction of Turning Circle
Supervised Pick-Up & Drop-Off Points

Community Parking at the Mountain View Hotel

Only park in the green areas.
Always use the footpaths and supervised pedestrian crossing.
Do not park in red areas. Do not “cut-through” carpark when walking.
ABSENCES
The health and welfare of your child is of vital concern to all staff members. It is therefore important for the School to know when your child will not be attending school for health or any other reasons. Depending on the situation it would be appreciated if you would respond in the following ways:-

1. When your child is absent could you please utilise Tiqbiz to advise us that this will be the case. When your child resumes school a brief note of explanation is required. This is a Department of Education and Training (DET) regulation.

2. If your child is to be taken out of school for any length of time (e.g. holidays,) the Class Teacher must be notified, in writing, prior to your child leaving the school.

BICYCLES
Children from Year 3 to 6 are encouraged to ride bicycles, provided:

• Parents have given permission.
• Children ride in a safe manner, wearing an approved helmet.
• Children observe all rules relating to bikes at school.
• Children generally take the same route.

N.B. The school reserves the right to intervene if it becomes aware that a child is riding their bike in an unsafe manner.

COLLECTING CHILDREN DURING SCHOOL HOURS
When it is necessary for you to collect your child during school hours, for any reason, a PINK SLIP ABSENCE FORM, available from the School Office, is required. Once this 'Pink Slip' is filled in, it must be passed on to the Class Teacher before your child may leave. This allows us to account for every student as required by the Department of Education and Training (DET).

SAFETY OF CHILDREN
Our School takes great care ensuring your child's safety whilst at School. Whenever children are in the playground, during school hours, there is a minimum of three Teachers on duty. Teachers are also on duty from 8.45am to 9.00am and 3.30pm to 3.45pm. We would therefore encourage your child to arrive at School no earlier than 8.45am and be collected no later than 3.45pm.

Outside these hours the School grounds are not supervised. If your child arrives at school outside of supervised hours they will be placed in the Out of School Hours Care Program at your cost.

Parents can assist our efforts to maintain maximum safety by:-

• Training your child to know their name, address and telephone number, this could save time in an emergency situation.
• Ensuring emergency contact names and telephone numbers on record at the school office are updated, particularly if any details change.
• Teaching your child how to use the school crossing and the skills required to cross at traffic lights and streets when travelling to and from school.
• Not parking in the turning circle.
• Giving clear instructions to your child regarding how they will travel to and from School and who will pick them up.
• Notifying the Class Teacher in writing, or by a phone call to the School Office, if anyone other than yourself is picking up your child.
**TIQBIZ**

The TiqBiz app is available on iPhone, iPad, iPod, Android Phone, Android Tablet and Windows phone devices. If you don’t have a mobile device, there is also an app available for the computer, both on Mac and PC. It is an application that helps us to communicate important information to you with a push notification – much like a text message directly to your device.

**Step 1:** If you are using an Apple device, go to the App Store and search for “TiqBiz”. If you are on a PC or Mac type in the address: http://tiqbiz.com/au/ and select “TiqBiz App”

**Step 2:** Once the app has installed select “Find Boxes” and type in “Glen Waverley Primary School”.

**Step 3:** Select the box titled “**Glen Waverley Primary School- Whole School**”.

Then select the boxes that are relevant to your children (eg: If your child is in Prep select the “**Prep**” box).

You can select as many boxes as you would like to be a part of.
**Step 4:** Enter the passcode to unlock and join the boxes you have selected.

Each box has been locked to promote the safety and security of content which is posted to the boxes.

The passcodes are:

<table>
<thead>
<tr>
<th>Box Name</th>
<th>Passcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glen Waverley Primary School - Whole School</td>
<td>gw05</td>
</tr>
<tr>
<td>Glen Waverley Primary School - Prep</td>
<td>GWWeepPS</td>
</tr>
<tr>
<td>Glen Waverley Primary School - Year 1</td>
<td>GWWeer1PS</td>
</tr>
<tr>
<td>Glen Waverley Primary School - Year 2</td>
<td>GWWeer2PS</td>
</tr>
<tr>
<td>Glen Waverley Primary School - Year 3</td>
<td>GWWeer3PS</td>
</tr>
<tr>
<td>Glen Waverley Primary School - Year 4</td>
<td>GWWeer4PS</td>
</tr>
<tr>
<td>Glen Waverley Primary School - Year 5</td>
<td>GWWeer5PS</td>
</tr>
<tr>
<td>Glen Waverley Primary School - Year 6</td>
<td>GWWeer6PS</td>
</tr>
</tbody>
</table>

**Step 5:** When you have successfully entered the passcode each box you have joined will appear with a green tick.

*Congratulations! You are now able to receive up-to-date information via the TiqBiz app.* Below is a screenshot of the details of the functions and features of the app.

- **Absences:** use this to notify the school if your child is absent and sign electronically with your finger! Notifications will be sent directly to the school office.
- **Canteen:** this is a quick link to the school’s lunch order service for those last minute lunches!
- **Out of School Hours:** this is a quick link to the school’s Out of School Hours Program, through which you can enrol your child.
- **Website:** this is a quick link to our school website where you can find further information.

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**One2one:** this is where “personalised” messages can be sent from the school directly to you as an individual.

**Calendar:** this link provides you with important dates for your diary.

**Contact:** this link provides you with an easy to complete template which will be emailed to the school office.
HEALTH AND WELFARE

ACCIDENT PROCEDURE
If your child is injured or becomes ill at School, staff members will take the following action:-
1. Administer First Aid where necessary.
2. Allow your child to rest in the First Aid room (under supervision).
3. Contact you, or your nominated emergency contact, if the illness/accident is regarded as serious or warrants the child being sent home.
4. Arrange further treatment if you cannot be contacted in an emergency situation.

EMERGENCY INFORMATION RECORDS
The School maintains emergency and information records that contain confidential medical information and emergency contact numbers. Emergency Information Records must be kept up to date. Please advise the School immediately of any changes to the recorded information.

HEAD LICE
Head lice are a common occurrence in schools and are not a sign of uncleanliness or neglect. If you find head lice please seek immediate treatment. Information, advice and treatment are obtainable from the Monash City Council Health Department as well as through brochures held at the school

IMMUNISATION
Provision of an Immunisation Certificate is mandatory for enrolment. If your child received vaccinations in Australia the Certificate is issued by the ‘Australian Childhood Immunisation Register’ upon completion of their 5 year old immunisations. If vaccinations were administered overseas a Certificate can obtained from the Health Department at your local Council upon presentation of proof of vaccination.

INFECTIOUS DISEASES
When your child has an infectious disease they are to be excluded from School. Information is available from School in regards to the length of time associated with each infectious disease.

MEDICAL SERVICES
Each year the School Medical Service visits the School to check on the vision and hearing of children at Prep level, children new to the country and to review ongoing concerns of children from previous visits. Parents of the children to be examined will be advised and permission sought before any examination takes place. Examination can also be requested by you for your child. Enquire at the School Office for further information.

MEDICATION
It is not recommended to pass the responsibility of dosage and care of medicines to a child. It is also not recommended that a child carry medicines in lunch boxes, school bags or clothing pockets. If medication (e.g. antibiotics) is to be administered to children during school hours, the medication MUST be in the prescription packaging and be accompanied by a Medication Authority Form (available at the school office). Exception to the above rules is children suffering from asthma who are required to carry a "puffer" in their bags at all times.
PARENT INVOLVEMENT AND SCHOOL BODIES

SCHOOL ACTIVITIES
The School welcomes interested parents to become involved in School activities. As well as helping to support the School Curriculum you will find that your child looks forward to your participation. Some of the activities that you may enjoy becoming involved in are:

1. Shared reading.
2. Assisting with small learning groups.
3. Accompanying School excursions.
4. Assisting with sports activities.
5. Assisting with Perceptual Motor Program (PMP).
6. Volunteering as part of the Community Fundraising Committee.

SCHOOL COUNCIL
The School Council consists of elected members of staff and parents who work together in the best interests of the School. Nominations are sought, and elections are held, near the commencement of each school year. School Council meets a minimum of eight times a year. Responsibilities of School Council include:

1. Shaping the educational policy of the School.
3. Overseeing the financial management of School accounts.
4. Promoting the School.
5. Overseeing the employment of ancillary staff.
6. Reporting annually to the School community.
7. Carrying out any other prescribed duties.

The working sub-committees of School Council are as follows:

1. Education Committee (School Policies)
2. Finance and Facilities
3. Community Development & Fundraising
PREPARING FOR SCHOOL

Most primary schools start taking enrolments in May each year, for the following year. Children must be five years of age or older by 30 April of the year they start school.

To enrol your child, we need:

- Evidence of your child’s date of birth - Birth Certificate or Visa for children born overseas
- Names and addresses of the child and parents, guardians and carers
- Parents’ phone numbers (home, work, mobile) and email addresses
- Names and contact details of emergency contacts
- Doctor’s names and phone numbers
- Immunisation Status Certificate
- Health and welfare information (for example, does your child have asthma, diabetes, allergies, poor eyesight or hearing, specific custody arrangements)
- Information about the language/s your child speaks and hears (to help the school build on your child's knowledge).

School staff will provide you with the appropriate enrolment forms and will organise an interpreter if required.

PREPARING YOUR CHILD FOR SCHOOL

Parents often ask the question: “What can we do to prepare our child for school?”

1. Dress himself/herself
2. Do up zippers and buttons
3. Put on shoes and socks
4. Go to the toilet and wash his/her hands
5. Knows name, address and phone number
6. Knows his/her own school bag (add a personal tag)
7. Knows where his/her play lunch is in the school bag.
8. Knows his/her own clothes which are clearly labelled.
9. Be able to open lunch box and drink bottle.
10. Be able to write his/her name.
11. Be able to use a pair of scissors.
12. Looks after belongings.
13. Know how to bounce a ball and catch it.
14. Be able to run, jump and hop.
15. Be able to count to 10.
16. Be able to tidy up.

It is also important to spend time speaking to your child about what school will be like. Talk to your child about hearing the school bell and knowing where to line up.
TRANSITION SESSIONS
Transition sessions are scheduled for pre schoolers in Terms 3 and 4. Early Years staff have designed sessions of an hour duration to provide pre schoolers with a glimpse of the school environment. Pre schoolers become acquainted with peers and students who already attend Glen Waverley Primary School. Pre schoolers’ confidence increases as they begin to make connections with the school they will attend.

PREP HOURS
Prep children finish School at 1.00pm until the 1st Monday of March. After this date, they are dismissed with the rest of the School at 3.30pm. Early dismissal in the first months of the year assists the children in the transition from Kindergarten hours to the longer School day and facilitates a testing program run by the Prep teachers. Camp Australia provide care from 1:00pm to 6:15pm (or part thereof) on these days to support families who are unable to collect their child at regular dismissal times.

SCHOOL REQUIREMENTS
When your Prep child starts school they require an art smock (e.g. an old shirt), a Flutophone and a reader bag. Class requisites (pencils, felt tip pens etc.) are collected when school fees are paid.