



Exford
Primary School



Welcome to Exford PS.





Exford
Primary School



Information for starting at our school.





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[Session 1](#) - The admin information about starting school

[Session 2](#) - Getting ready to start school and classroom life in the first term of school





Exford Primary School



*Welcome to Exford Primary School.
Thank you for choosing our school for your child or children.*

We look forward to a long and happy partnership with you. At Exford, our philosophy is that the children are at the centre of all our thinking and decision making. With a caring and protective circle of adults (staff and parents) around them, our children thrive, academically and emotionally.

We understand that you are entrusting us with your precious little people and we take the responsibility of sharing in their care very seriously.

We encourage you to speak with your child's classroom teacher or with our Leadership Team if you have any concerns or worries - so that together, we can look after your child at school.



Exford Primary School



Our approach to teaching and learning *- Every child, Every lesson, Every day*

Our approach at Exford is to have the smallest class sizes we can afford from Prep to Year 6 to enable the teachers to really focus on each child on an individual level: understanding each child's academic learning needs and also their social-emotional strengths and needs.

Our teachers use their knowledge of the children's individual learning needs to plan their teaching and learning strategies and activities - teaching is based on what each child needs. We will have two Prep (Foundation) classes in 2022 and we will confirm our Prep staff later in the year.

The children spend most of the school day with their classroom teachers and will also spend time with the specialist program teachers - Physical Education, the Arts and Language Other Than English (LOTE) which is French. Science, Library and eLearning (use of technology in their learning) are part of the class program.



Helpful Hints for Starting School at Exford

If you have any questions or queries, our updated Parent Handbook (this will be posted to Seesaw) has a wealth of information in it. Additional copies can be downloaded from the website (www.exfordps.vic.edu.au) or we are happy to email it to you on request.

Mrs Lisa Humplik, Mrs Kerrie Kelly, Mrs Megan Harper and Ms Kathryn Killeen manage our School Office and together we will be working with you throughout the course of your child's education at Exford PS. We know there is a lot of information to take in during Transition, so we will post all documents to the 2022 Prep journal in Seesaw.

Alternatively you're welcome to give Mr Wilson (our Assistant Principal) or Ms Campo a call or email the school using the 'Contact' tab in our FlexiSchools app or at exford.ps@education.vic.gov.au so that we can help.



At Exford, these qualities are really important:

We place great emphasis on everyone at Exford, students, staff and our community, treating everyone else with courtesy and respect and we have high expectations in relation to behaviour and how we respond to different situations. We help the children to develop social and communication skills which help them to deal with a range of situations they will encounter. We, as the adults in our community (staff and parents), need to set the best example possible for our students in all our daily interactions.

Our school values are clearly articulated and used in our conversations with our children in all contexts. Our Student of the Week certificates are awarded for one of these values and the 'Budsies' pictured below were designed by students in a school-wide competition to design our Values Super-heroes. We award 'Gotchas' to students in connection to displaying the values and the children can trade their Gotchas for a prize or experience (e.g. lunch with the staff member of their choice).

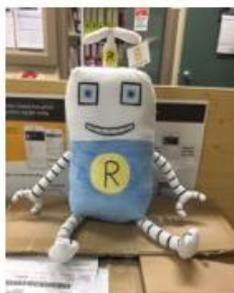


Exford Primary School



At Exford, these qualities are really important:

Respect



Kindness



Personal Best



... and it's up to all of us to show them every day in every thing we say and every thing we do!

School Wide Positive Behaviour Supports

- Exford Primary **VALUES:**

Kindness

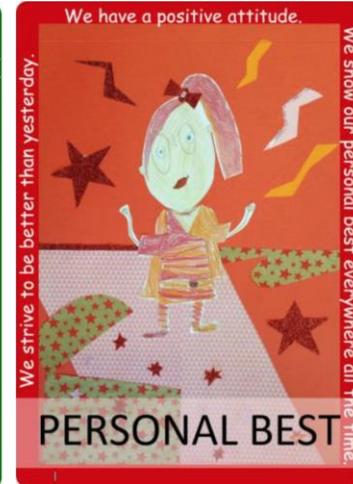
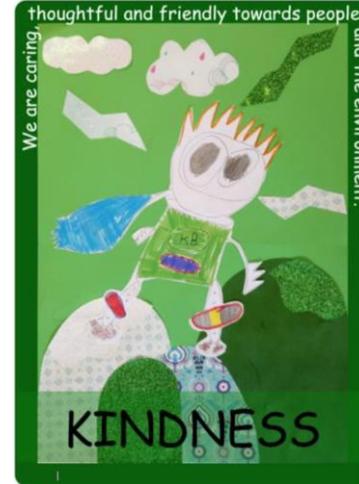
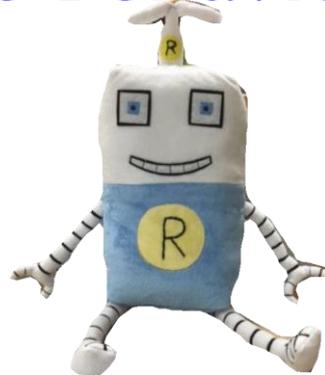
Respect

Personal Best

- Exford Primary **TEACHES**
POSITIVE BEHAVIOUR

- Exford Primary is **POSITIVE**

- Exford Primary is **CONSISTENT**



GOTCHAS!



Gotcha Stall - where kids redeem their Gotcha tickets for prizes.



Exford Primary School



Children's learning needs

We ask that you provide us with any reports from specialists that we can use to provide more supports for your child - for example - cognitive assessments, Language Assessments, speech pathology reports, Occupational Therapy reports, Autism Spectrum Disorder reports.

Your child's teacher will receive a copy of the reports, with your consent, so that the recommendations in the report can be acted upon. If your child has a disability, an Individual Learning plan will be developed each term and you will be invited to attend a Student Support Group meeting with your child's teacher each term.

If your child has a diagnosed disability, please contact Ms Campo to discuss - there may be the option of applying for funding for a classroom integration aide to support your child.



Children's Health

We ask that you provide us with up to date medical information. We look after many health issues for our children, but having up to date information and contact details is critical in order for us to care for kids in the best way.

If your child has Asthma, Epilepsy, Diabetes, Allergies or Anaphylaxis, please provide us with the relevant plan from your family doctor and provide us with any medications.

At times, children need to take short term medications (such as antibiotics or Hayfever medication) and we are happy to help out. Medication need to be signed in at the Office with clear dosage instructions. Whenever we need to medicate children, we provide the child with an advice slip to take home. If in any doubt, we will phone the parents first.



Children's Health *(continued)*

We ask that Prep children, particularly, have a spare set of clothes (and several pairs of underpants) in their bags for the first two terms - accidents do happen! Whenever they do, your child will be supported to change themselves or with the assistance of two members of staff. If we have needed to support your child to change, we will give you a courtesy call to let you know.

We have a dedicated First Aid team who are all Level 2 First Aid trained and do the refresher training each year (CPR) component.

For all minor injuries requiring a band-aid and some TLC, we will send home a First Aid advice sheet.

For anything else, you will receive a courtesy call advising you of what has happened. Even if we are ringing to say that everything is ok (e.g. the child has bumped their head on something / someone), we would prefer to tell you that directly rather than rely on a slip of paper getting home. If we have any doubts at all regarding a child's health, we will call an ambulance.



Exford Primary School



Exford PS Uniform

School Uniform is compulsory for all children at our school and there is a range of clothing options for children to wear/ Please label **all** clothing - we recommend writing your child's name and surname (in large writing in black texta or permanent marker) on the inside of the collars rather than writing on the little tags
The EPS broad-brimmed hat (with EPS logo) is compulsory wear from September to April every year - during recess and lunch times and also during all outdoor activities.

All items purchased elsewhere need an iron-on logo applied to the left side. A reminder, however, that all items purchased elsewhere need to be identical in colour, fabric and style.

We will provide you with a uniform brochure with sizes for you to use and order through QKR (our school online payment app). We do not have a skirt in our uniform, nor do we have a windcheater jacket. Navy blue windcheaters are not part of our uniform.



Student Book Pack

The Student Book Pack covers the stationery and consumable items for your child and this is a compulsory cost, as per the Department of Education and Training's Parent Payment Policy. The school provides the children with all their materials (that way we all have the same sized books, lines, pencils etc. and also any items requiring Chemical Data sheets are uniform with DET's OHS practices).

Parents are able to supply their own materials, however, the items need to be the same as those itemised in the Book Pack. Our Book Pack is available through our supplier, PaperChase Office National, and they have a parent payment portal where you can pay by credit card or set up 'Zip Pay', where you establish a payment plan.



School Expenses

The Book Pack is the only compulsory cost - other activities such as, excursions, incursions, visiting performers (etc.) are recommended experiences for the students but are not compulsory.

Other expenses throughout the year:

- School photos
- Book Club orders
- Fundraising activities
- * Canteen orders
- * Book Fair (twice annually)
- * School Camps



Public Transport Victoria Bus Services

We currently have three bus services with Public Transport Victoria which travel to Eynesbury (two buses) and the third bus travels to parts of Mt Cottrell, Weir Views, Strathtulloh and Exford . There are strict eligibility guidelines for which students can use the bus service without cost. The child must live in our enrolment zone and must live 4.9 km from the school; there is space for some children who live closer to school, but their place on the bus is dependent on there being spare seats.

If you wish your child to use this bus service (even if your child would begin using it later in the year), we need for you to request and complete the PTV Bus usage sheet.

Specialist Programs

One hour sessions per week with a Specialist Teacher

- The Arts
 - Performing Arts
 - Visual Arts
 - Music
- Physical Education and Health
- Languages - French language





2022 School dates

Term 1 - Friday 28 January 2022 - Friday 8 April 2022 (10 week term)

- Pupil Free Day No 1 - Friday 28 January
- Pupil Free Day No 2 - Monday 31 January
- Year 1-6 students begin - Tuesday 1 February
- Tuesday 1 - Friday 4 February - 4 days of Prep assessments (1 hour appt on 1 day)
- Monday 7 February - 2022 Preps begin - 10 am - 2:30 pm
- Tuesday 8 February - 2022 Preps begin full time
- Labour Day Public Holiday - Monday 14 March



2022 School dates

Term 2 - Tuesday 26 April 2022 - Friday 24 June 2022 (9 week term)

- Monday 25 April - ANZAC Day
- Pupil Free Day No 3 - Tuesday, 26 April 2022
- Wednesday 27 April 2022 - Students start
- Monday 13 June - Queen's Birthday Public Holiday



2022 School dates

Term 3 - Monday 11 July 2022 - Friday 16 September (10 weeks)

- Pupil Free Day No 4 - Monday, 11 July 2022 -
- Tuesday 12 July - Students start

Term 4 - Monday 3 October 2022 - Tuesday 20 December 2022 (11 weeks)

- Monday 3 October - Students start
- Tuesday 1 November - Melbourne Cup Day



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Seesaw

- It is a learning portfolio for your child - work samples, photos, fun moments
- We post photos and videos of the children at work and play
- Learning goals and assessment feedback
- Special moments and certificates
- Parents can give their child feedback
- Parents can share access with other family members





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Seesaw

- Please make sure that your name is used, not your child's
- We need to have your name as the adult, rather than the child's name, so that we know that you have viewed items or received messages.
- Click on the spanner in the top right corner to access the menu to change your display name if it is currently that of your child.



2022 Preps



The focus of our Prep Transition Program:

Our Transition Program visits are designed to provide enough time and experience for the children to feel happy and safe in their new school, particularly given interruptions to their Kinder program this year. We help them to make friends with other children and to get to know our staff.

***** To be confirmed - Visit dates and how we can run our 2022 Prep Transition visits. *****

(We are expecting a new Operations Guide this week)



2022 Preps - Literacy and Numeracy starting school assessments:

Each year before the children start school, they spend an hour with their teacher and complete the two learning assessments. This provides the teachers with a clear understanding of your child's learning needs and starting points, to guide the classroom planning.

We will give you the link to our School Interviews website to book in for your child's teacher to do the Literacy and Numeracy assessment tasks with your child on one of the four assessment days next year - the teachers will have an hour with each child from Tuesday 1 February, Wednesday 2 February, Thursday 3 February or Friday 4 February.

School interviews website link and code to be provided over the coming weeks.

Prep Assessments

- First week of school (we will ask you to book a time via School Interview website)
- There will be a page in your information pack which will have the booking information

- Assessments in English and Mathematics
- Forms the basis of the teacher's development of a learning plan for each child
- There is no 'expected' level



2022 Starting School

Our Prep children will begin school on Monday 7 February 2022 - from 10 am - 2:30 pm. Families are welcome to arrive from 9:30 am to allow for lovely first day family photos!

From Tuesday 8 February 2022, the children will attend school from 8:50 am - 3:30 pm - drop offs and pick-ups will occur on the school oval.

(COVID safe practices TBC based on the latest Schools Operation Guide from the Department)



Exford Primary School



School Upgrade - Stage 1 (2021-2022)

- Stage 1 - includes a major services works and a new Administration building and an 8 classroom Junior Learning Building - which the Prep and Year 1-2 classes will move into late Term 1 / early Term 2 2022



Artist impression of our new school entry - ready 2022!



The JLB will sit in behind the Admin building



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School Upgrade - Stage 2 (2022 - 2023)

- Stage 2 - includes a 2 storey Senior Learning Building (including Arts and Music classrooms), a new Gymnasium and sports field and a renovation of our BER building to include a new Library, Science and Tech classroom and a food preparation space.



Our new Gymnasium (view from Exford Rd)



Our Senior Learning Building



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Questions?

At Exford, we firmly believe there's no such thing as a silly question - only one you (and probably others) would love to know more about ... so feel free to ask at our Transition sessions.





Reminders - can you please ...

- Sign up for FlexiSchools app
- Return your child's **Seesaw** permission forms so we can set up your child's Seesaw ready for 2022?
- Organise your child's Summer Uniform
- Complete and return the 2022 'About My Prep Child form - please return it to - exford.ps@education.vic.gov.au
- Provide us with any specialist reports and assessments
- Don't forget to provide us with a copy of your child's Kinder to School Transition report



Starting school

Starting school for the first time is an exciting and potentially anxious time in your child's life (and therefore yours, too) and we work closely with our families to provide as much support as we can to ensure for a happy, settled and successful transition to Exford PS. Communication is the key and we are always available for a conversation about how we can best support your child, at transition time and at any time during their school life.

On behalf of the wonderful children, staff and community of Exford Primary School, we welcome your family to our school!

I hope you enjoy your time with us at Exford Primary School.