



# ***Exford Primary School***

***'Where Children Count'***



## ***Handbook for Parents***

**Enjoy the happy, safe family atmosphere of your local rural school and our unique learning environment.**

**Exford Primary School**

**Phone: 9743 5025**

**[www.exfordps.vic.edu.au](http://www.exfordps.vic.edu.au)**



# ***Exford Primary School***

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# Welcome to Exford PS!

*This handbook has been prepared to support your family's experience at our school. Most of the important information you will need can be found in this handbook. If by any chance you need other information or have any concerns, please do not hesitate to contact the school at any time.*

From May 2013, the Department of Education has placed an enrolment area around us. Siblings of currently enrolled children (who may not live in the enrolment area and for whom we are the not the closest neighbourhood school) are still able to attend at Exford PS.

## Exford Primary School Where Children Count

Updated November 2022



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# SCHOOL PROFILE



Exford Primary School was opened on July 1, 1902 under the name of Exford Estate School. We hope you like the historical photo, which is hanging proudly in our school Office.

Exford PS school is located on Exford Road, six kilometres from Melton South within the Shire of Melton boundaries, on a 1.2-hectare site surrounded by farming land. Our enrolment neighbourhood includes: Exford, Strathtulloh, Weir Views (including Exford Waters and Seventh Bend estates) and parts of Parwan and Mt Cottrell (please check the DET website to see if you are in our zone - [www.findmyschools.vic.gov.au](http://www.findmyschools.vic.gov.au))

Exford Primary School is unique; it continues to offer a small school feel (even though we have grown a bit!) in a semi-rural environment, whilst having the latest technology and a staff who are committed to supporting our students to be their best. We have the best of both worlds, a lovely rural setting, whilst having great resources for our children in their classrooms. We look forward to the commencement of Stage 2 of our school upgrade, starting Term 4 2022.



## *Our School Upgrade*

Our school's Master Plan includes replacing almost all of the relocatable buildings at our school and building new ones, as well as bring mains water and sewerage to the school and upgrading our power capacity.

- Stage 1 - (Completed)
  - Mains Water, mains sewerage, power upgrade
  - Fire Services Road
  - New Administration building, including the Staffroom and staff facilities
  - Junior Learning Building with 8 classrooms, staff work space and internal toilets for the children
  
- Stage 2 -
  - Two-storey Senior Learning Building with new Art and Music rooms and 11 new classrooms
  - Rework our BER (Gallery) building for our Library, Science and Tech classroom and our Food Preparation classroom
  - Community Hub - Gymnasium and Canteen
  - New landscaping, playground equipment and new sports oval

I would like to acknowledge the relentless efforts of our School Council, who have waged a campaign for nearly seven years, to have our school's facilities upgraded.

Our School Council would also like to acknowledge Steve McGhie, our local Member of Parliament for his persistent work in keeping our school's profile high and to Minister Merlino for his commitment made to the children of Exford PS back in 2018.

From May 2013, an enrolment boundary was placed around the school. Our students come from the local area, including Exford, Eynesbury, Mt Cottrell, Strathtulloh and the Weir Views estate, with the remainder of students (and their siblings) travelling from Melton and surrounding districts (who were already enrolled at the time of the enrolment neighbourhood's commencement). We have some flexibility to take new enrolments from the area where our enrolment zone connects with those of Melton South PS and Strathtulloh PS.

We have a current enrolment of 260 students (November 2022), with 12 classes. We anticipate having 265-275 students across 12-13 classes for 2023.

At Exford, our children are at the centre of all of our thinking and decision making. Together, our staff and our community form a protective circle around the children, working together to support our kids to be the best they can be.

At Exford, we have high expectations of the way we relate towards each other, with courteous and respectful behaviour being expected of children, our families and our staff. We encourage our children to be practising using their manners and behaving in a respectful and friendly manner at all times. Our adult community work together to provide great role models for our children.

Parents seek the high quality educational program offered by the school as evidenced by the:

- Personal and family oriented atmosphere
- Successful transition program with pre-schools and Secondary colleges
- Commitment of the students, staff and parents
- Effective and friendly communication within the school community
- Individual caring and support for all students

At Exford PS, our focus is on supporting the complete development of your child, not only in terms of their academic success. We provide enrichment programs that encourage the development of positive interpersonal and relationship skills, with a real emphasis on displaying manners and courtesies.



Exford provides a comprehensive and rewarding curriculum that strives to meet the needs and interests of individual students. The rural outlook of the school provides a happy, safe, friendly and secure environment for its students, staff and parents.

Exford Primary School is committed to sharing achievements, planning for the future and caring for each child's development. Each student's progress is regularly communicated to parents through informal chats, information sessions, interviews and written reports. We also have a school app 'Seesaw', which has weekly updates on children's learning - this includes photos and video clips of the children at work and at play, assessment rubrics and communicating learning goals.

The school enjoys the strong support and respect of the parent and local Exford community, School Council and staff. Parental participation and involvement engenders pride, warmth, a sense of belonging and a strong partnership between home and school. Parents are encouraged to be involved in the Friday 'Sharing' Assemblies, as Classroom Helpers, at Sport/Interschool Sport and special theme days. Parents are involved in School Council; our SC committees work within the SC meeting times and oversee our Fundraising group, Canteen, policy development and the development of facilities and resources. All parent volunteers must provide their Working With Children Check and also commit to following our school's Child Safe and Confidentiality Codes of Conduct.

Our Strategic Plan, 2021 -2024 begins with the following vision statement:

*'At Exford PS, our focus is on supporting the complete development of our children: their academic success and the development of positive interpersonal and relationship skills, with a real emphasis on displaying manners and courtesies.'*

Our Year 5 and 6 students elect Year 6 students to the important role of School and Vice Captains. The School Captains work with the Principal in presenting our Assemblies.

We have a selection process to elect Student Leaders in the areas of: School Values, Sustainability, Sports Leaders, Arts Leaders and STEAM Leaders. Our Student Leaders provide a student voice and work with a teacher regularly throughout the year. The Student Leaders also organise fundraising activities for identified charities.

We have a strong emphasis on the wellbeing of our students and have strong pastoral care practices in place. We place great emphasis on exploring our school values and courtesies in our classrooms and along with our families, have high expectations about the way we treat each other, modelling this to students at all times. Our classrooms are calm learning environments which provide for children's learning on an individual basis.

*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!*

We hold a 'Sharing' Assembly each week, which incorporates student leadership and public speaking, and presenting awards, such as Student of the Week awards, given out for one of our important Exford values. Photos of our Students of the Week are displayed on a special noticeboard in our school grounds each week. We have special days throughout the year, whole school excursions and a Christmas concert at the end of the year which also celebrates the Graduation of our Year 6 students.

- Monday morning Assembly at 8:50 am - includes Acknowledgement of Country, National Anthem and our welcome to the week.
- Friday afternoon Assembly at 3:10 pm - includes our Students of the Week presentation.

Exford Primary School provides a balanced, comprehensive curriculum, which includes Integrated Studies and Specialist programs. The core purpose of Exford Primary School is to deliver high quality education to equip our students for the challenges of the 21<sup>st</sup> century.

We help each individual to:

- Learn and grow in self-confidence and esteem
- Develop interpersonal skills - the important manners and courtesies, as well as the confidence to deal with a range of social situations
- Become a self-motivated and responsible learner
- Achieve success in learning, particularly in Literacy, Numeracy and Technology
- Acquire and develop the skills for: decision making, problem solving, critical thinking and creativity

Our staff are caring, motivated and professional educators, who have high expectations of themselves, their colleagues and their students. The staff is responsible for the implementation and evaluation of the domains of English, Mathematics, Health & Physical Education, Technology, Science, Humanities, The Arts and French, which is our Language Other Than English).

Exford Primary School actively plans for the future, keeping abreast of educational trends and ensuring that the learning environment is safe and attractive. Our classroom programs aim to engage students in their learning and through daily attendance and a feeling of enjoyment and success at school, we are able to support students to be connected to their school, their teachers and their classmates.

## **Classroom programs cater for the needs of every student.**

Our commitment to the smallest class sizes we can afford supports our teachers to thoroughly know and act upon each child's learning needs each and every day, providing support and extension for children who require it (as opposed to students having intervention or extension groups twice a week). As we grow as a school, we have focused on growing our curriculum and ensuring a consistency of curriculum and classroom program delivery across our classes.

Literacy and Mathematics are the main focus of our teaching and learning across our classrooms. A comprehensive assessment schedule ensures students are catered for across all areas of the key learning areas and our teaching teams explicitly plan for and teach children based on their identified learning areas.

We have two Learning Specialist Teachers (Leading Teacher class), whose roles are entirely focused on supporting the Teaching and Learning programs across our school, our Professional Learning Teams and their Leaders. Our two Learning Specialist Teachers provide curriculum expertise during planning meetings and influence teachers through classroom observations, coaching and demonstrating exemplary practice.

### **Our Specialist programs are:**

- The Arts (including Visual and Performing Arts)
- Language Other than English - Australian Sign Language
- Physical Education
- Science
- Library and all other curriculum areas are embedded in the classroom programs and taken by the class teachers

## **Information Communication Technology (ICT) and eLearning**

Our students have daily opportunities to use ICT as a regular part of their learning. Teachers are able to provide ICT experiences and equipment to enhance the learning and teaching opportunities for all students. The use of ICT in all domains aims to equip our students to be proficient in important technologies, so essential to their future studies and eventual employment.

Our Year Prep-6 classrooms have iPads in their classrooms. These are complemented by the provision of scanners, digital cameras, flip cameras, multi-media projectors, colour printers, 3-D printers and Wi-Fi access throughout our school. We have installed Apple TVs in all our classrooms. Our teachers receive regular opportunities to improve their own technology skills.

Over the past few years, our Fundraising efforts have been used to provide additional funds for ICT for our classrooms, with the iPad leases being partly paid for by our fundraising dollars

**The next section of this information book lays out, in alphabetical order, important information for our families.**

## ALLERGIES

We have a number of students who have serious ANAPHYLACTIC allergies. Each child is required to have an Anaphylaxis Plan and all staff are aware of their individual needs and management strategies.

## APPS

Exford PS uses a range of apps to communicate with our families and these can be downloaded free from your App store.

We use:

- FlexiSchools, Seesaw, QKR (online payment app) and we introduced a new online Canteen ordering app, 'QuickCliq' in 2019 (see appendix for 'How to' guides)

## QKR

QKR is an online payment app for paying school costs, such as school excursions, Camps, Book Packs etc. We add the charge for the activity for the relevant student groups and parents are able to organise the payment by the due date. We ask that you include the payment reference code on the student permission sheet which needs to be returned to school by the due date.

## SCHOOL APP - 'XUNO' (being introduced in 2023)

We use *Xuno*, our school app to communicate with our families. Families are able to record their child's absences, upload permission forms, update contact information and contact staff through the use of Xuno. Our newsletter will be sent home this way and also any updates for our families. We ask that you download the app, select the 'whole school' feed, as well as the appropriate year level feeds.



## SEESAW

We introduced Seesaw in 2017 and our use has evolved over our first two years of its implementation. Through Seesaw, parents can engage in their children's learning at school through viewing and commenting on their children's digital learning portfolio. You can invite other family members to have access - that is at your discretion. Teachers will add regular information about children's learning goals, achievements, activities and special moments. The students themselves will also post to their Seesaw portfolio.

## ALLOWANCES & FINANCIAL ASSISTANCE - CSEF grant

Families holding a health care card can apply for the CSEF grant - Camps, school excursions Fund. This fund comes to the school to be used against these expenses for students.

## ATTENDANCE & ABSENCES

Exford Primary School expects a high level of school attendance for all our students, although we do understand that occasionally a child is too ill to come to school. The classroom teachers have monitoring and encouragement practices in place, such as the sticker charts for children to mark their attendance, as well as marking the class roll daily. At the end of each semester, students reaching 95+ % attendance receive a special certificate.

If a student is absent through illness, the parent or guardian must explain this in writing - you can:

- Use our school app, Xuno (preferred option as we then have the required written advice from parents).
- Call the school prior to 8:45 am
- Email the school on [exford.ps@education.vic.gov.au](mailto:exford.ps@education.vic.gov.au) to send an email about your child's absence
- Write a letter/note when the student returns to school.

To help students maintain a high level of attendance, it is best to organise appointments (e.g. doctors, swimming lessons etc) for outside school hours where at all possible.

**EVERY DAY COUNTS**

In primary school, some students **miss** on average **3 weeks** of school **per year**. That's **half a year** of school by the end of **year 6**.

Going to school every day is the single most important part of your child's education.

For more information and resources to help address attendance issues, visit: [education.vic.gov.au](http://education.vic.gov.au)

Department of Education and Early Childhood Development

AS A LEARNING COMMUNITY

Victoria

The poster features a green border and a blackboard-style background for the main text. A photograph of a young boy in a school uniform is positioned on the right side. The text is written in a mix of green and yellow, with some words in bold. At the bottom, there are logos for the Department of Education and Early Childhood Development and the Victorian Government.

## THE IMPORTANCE OF STUDENT ATTENDANCE

### **If your child has missed 5 days or less this semester**

This will support your child to achieve their best at school - academically and personally.

### **If your child has missed more than 10 days this semester**

The amount of time your child is missing will impact on their learning and their friendships.

### **If your child has missed more than 15 days this semester**

**Your child is missing so much time from school that it will be extremely difficult for them to keep up with their learning and their friendships.**

**Any planned absences are requested to be in writing in advance and a parent meeting needs to be held and an Absence Individual Learning Plan developed for the student's absence.**

The classroom teachers will phone the parents on the second day of any period of absence. Any more than 5 days absence in a school year begins to impact on student learning and connectedness in a negative manner and children need to be at school every day that they are well.

See also Early Dismissals & Late Arrivals.

## BIRTHDAYS AT SCHOOL



We ask that the children come to school on their birthday, as part of our emphasis on children being at school every day - but never fear, we make a big fuss of students on their birthdays at school. Parents are encouraged to send along birthday cupcakes or some other treat for the children to share with their class and favourite adults. Their classes make a fuss and children are sent to the Office as well for a birthday song and sticker and photos of their special moments are posted to Seesaw for you to share in.



## BOOKCLUB

Children have the opportunity to buy good quality books at discount prices from Scholastic Book Club. An order form is sent home for parents to purchase books, if they wish.

Twice yearly, the school also conducts a Book Fair where you and your child can view the books and then place on order for those you require. Commission from the Fairs assists our school Library.



## BUS

Public Transport Victoria provide us with two buses which bring students to school and returns them in the afternoon. The PTV bus service for eligible students who live in Eynesbury, Mt Cottrell, Weir Views and Exford. The child must reside in our enrolment zone and live 4.9 km away from the school. You need to complete a PTV bus form and then advise us of the days your child / children need the bus (minimum of 3 days return trips). FlexiSchools needs to be used to advise us of your child's absence from the bus service before or on the day of travel.

Continued failure to let us know if your child **won't** be using the bus will result in your child losing their bus allocation. Please keep the bus zone (shown by yellow parking markers) free during the morning and afternoon times.

## CAMPS PROGRAM

We have a fabulous camps program which supports our students from Year Prep to 6. Camping programs offer children the chance to stay away from home in a supportive and carefully supervised environment, to be self-sufficient and to build stronger friendships with their classmates and peers.

- Our Prep and Year 1 students have a special activity which is usually held at the school.
- Our Year 2 students have a two day / one night program at a registered Camp
- Our Year 3-4 students have a three day / two night program at a registered Camp
- Our Year 5-6 students have a three day / two night program at a registered Camp

Our staff attend the Camps with the students, and wherever possible, the Principal and / or Assistant Principal also attends the activities for all or part of the time.



## CANTEEN

The Canteen operates Mondays, Tuesdays, Thursdays and Fridays. To order your child's lunch, write the items required on a brown paper bag along with the child's name and grade, place the money inside the bag. The child needs to place the order in the lunch box in his/her room. If change is required it will be taped or stapled into the corner of the bag. Please remind your child not to throw out the bag without checking. Online ordering is also available. Counter sales are available at recess and lunch times.

## CAR PARKING

Please note that the **entry** and **exit** to the school car parks are marked clearly and you need to enter the car parks slowly and carefully. We ask that you park carefully and that you don't stop in the middle of the car-park to drop children off as this causes congestion. As we are concerned for the safety of all of our children, we ask that you bring your child (Year 2 and younger) to the school gate and collect him/her from the gate at the end of the day. Given 100 % of children are driven, our two car parks are very busy places. We actively encourage you to arrive between 3:30 - 3:40 pm - to stagger the busy-ness of this space. Children remain under the supervision of staff at the end of the day, at the two pedestrian gates and on the playground.

## CLASS TIMES

8.50 am	Staff on duty at the entry gate until 9 am
8.50 am	Teachers & Children into class
9.00 am - 11.00 am	Class teaching time
11.00 am - 11.30 am	Recess - Staff on duty in the playground
11.30 am - 1.30 pm	Class teaching time
1.30 pm - 2.30 pm	Lunch - Staff on duty in the playground and at Lunch Time Clubs
2.30 pm - 3.30 pm	Class teaching time
3.30 pm	Dismissal - Staff on duty until 3:40 pm

Please let us know if you are running late or caught in traffic and we are happy to observe the children for you for a short period of time. As a matter of course, any students not yet collected are brought into the school building at the end of the afternoon Yard Duty.

## COLLECTION OF MONIES

Money is collected at various times of the year for different reasons. When forwarding money the school requests that it be enclosed in an envelope with the child's name, class and purpose of payment clearly written on the front. It **MUST** be handed in at the Office where it is recorded in our Register) before 9.00 am. Pre-printed envelopes are available at all times from the Office. We also have QKR, which is an online parent payment app for school activities. We ask that the receipt number be included when the activity permission note is returned to school.



## COMMUNICATION

We consider that communication between home and school is very important and an essential element of the home/school partnership, together we can enhance the learning outcomes for your child. Please speak to your child's class teacher if you have a concern or a comment that you would like to contribute. Communication books may be used between the teacher and parents if required. You are also able to make an appointment to see the Principal / Assistant Principal at any time you feel that to be appropriate, to chat confidentially over a family issue or a concern for your child. We'd much prefer you come and see us than worry over something we can help you with!

Our philosophy is that *together we can provide a strong, caring and supportive network for each child in our care*. You can always send us an email to the school email address - [exford.ps@education.vic.gov.au](mailto:exford.ps@education.vic.gov.au) which is monitored by Ms Campo, Mr Wilson and our Office staff.

## EARLY DISMISSAL / LATE ARRIVALS

If you need to collect your child earlier than 3.30 pm, you are required to go to the office and sign them out electronically indicating the dismissal date, time and reason.

Any late arrivals (e.g. after 9.00 am) will need to go to the Office to sign in. The Office staff will then notify the classroom teacher. Continual late arrival will affect your child's learning time and also affects all their class mates with interruptions at the start of the school day. Please also see Attendances & Absences.

If any other person is to collect your children, we request a phone call from you or for you to let us know in person or by note **prior** to the adult arriving at school - this is part of our student safety practices.

## EMERGENCY INFORMATION / STUDENT RECORDS



At the beginning of each school year, parents need to provide the school with up to date emergency information. If changes occur during the year, such as a new telephone number or change of emergency contact, please notify the school as soon as possible. We often need to contact parents for a variety of reasons.

We cannot emphasise enough the importance of updating student records. In an emergency we may need all the information available. Information such as emergency contact number, addresses and telephone numbers are kept for all students. Medical records are also recorded. This information is kept on our computer system. *Should parents change address or workplace, or if medical records need updating it is essential that the office be advised at once.* The school should also be notified immediately of any changes to a student medical record.

## ENROLLING STUDENTS

When enrolling a student for the first time, the following are required.

1. Completed Schools' Enrolment Form
2. Proof of Date of Birth (Birth Certificate)
3. School Entry Immunisation Certificate (obtainable from the Childhood Immunisation Registry).
4. Proof of residence (driver's licence, rates notice, building contract etc)

*Children need to be 5 years of age by 30 April in the year that they commence school.*

Children also need to live within Exford's enrolment area, you can clarify this with the school. Please feel free to contact the school to have a meeting with our Principal, Ms Campo, for a tour and a chat about your child.

## FIRST AID / SICK BAY

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

Please ensure we have accurate information regarding your child's health needs and also your contact information. **It is vital that medical records and emergency telephone numbers are kept up to date at all times.**

Children are encouraged to tell their class teacher or the teacher on Yard Duty if they are unwell. If necessary, they will be sent to the Sick Bay in the Administrative block. First Aid will be rendered to those requiring treatment. We are, however, unable to look after sick children at school so parents should not send children who are already unwell; it is also not wise to send sick children as they can make other children unwell.

## NOTIFYING PARENTS

Children who are injured or become unwell will be sent home after contact has been made with a parent or another adult (which you have listed as an emergency contact) who is able to care for them. A copy of the Sick Bay Report will be sent home with the child.

Please be aware that if your child receives a 'knock' to the head, the genitals or to the spine, you will receive a courtesy call to let you know, as what's ok now, may not be in several hours and we far prefer to inform parents directly, rather than rely on a note getting home.

## MEDICATION

We are happy to help with medications, however, these need to be signed in at the Office with clear medication instructions. We need an up to date copy of Asthma, Epilepsy or Anaphylaxis Action Plans and relevant medications. We have a storage system for all Asthma, Hayfever and Epipens in our Sick Bay and Office.

## TOILET ACCIDENTS

In the case of toilet accidents, children change themselves wherever possible, or with the assistance of two members of staff - we will advise you if this has needed to happen. We ask that Prep children have a spare set of clothes in their bags for the first two terms - accidents do happen! Please return loaned EPS clothing, as we don't have a large stock. When we run out of stock, parents will need to come to collect their children to change them and then return them to school.

## FUNDRAISING

Exford Primary School has had great success through the Fundraising Committee which operates within our School Council sub-committees.

We organise Fundraising events throughout the year - Raffles, Mother's Day and Father's Day Stalls, 'A-thons' and our Christmas Concert event.



We use our Fundraising dollars supporting part payment of the iPad leases - we provide 10 leased iPads per classroom, through our Fundraising efforts.

## **HEAD LICE**

Information can be obtained about treatment for head lice from the school, Melton Shire or local chemist. Parents need to check their children's hair regularly for head lice as it is a common problem in schools. The school has a head lice policy for the better management of this tricky problem and we have trained head lice inspection staff who assist at a school level. ALL CHILDREN with live head lice need to be sent home, as per School Council policy. Children with eggs are entitled to remain at school. Please see our Head Lice Policy on our website.

**Note** - head lice don't 'jump', but they do transfer through students' hair coming within range of transfer - thus our request that shoulder length hair be tied back.

## **HOMEWORK**

We expect the child's school and home to work together to allow him/her to reach their potential. All children will be given homework on a regular basis. Please ensure that it is completed. Children are also expected to read each night. The school has a Homework policy in place to guide us in the implementation of this process and it is available on our website. This policy is outlined at the start of each school year.

## **IMMUNISATION CERTIFICATE**

In order to increase the level of immunisation against infectious diseases the Health Department of Victoria has introduced a scheme that applies to Preparatory Year enrolments in all schools since 1990 and progressively throughout the school population. Immunisation Certificates are to be retained in the school in which the student is enrolled. In the case of an outbreak of a particular disease (Measles, Polio or Diphtheria) the Principal must notify the Municipal Health Officer and supply a list of students who have not been immunised against that particular disease. Directions will then be given that students who have not been immunised do not attend school for the period recommended in the exclusion table. (Refer to Infectious Diseases Chart).

The Immunisation Certificate must be presented at the time of enrolment. The Certificate is available from the Childhood Immunisation Registry.

## **INFORMATION COMMUNICATION TECHNOLOGY (ICT)**

The school has a large number of iPads, Apple TVs, digital cameras and scanners. Each classroom has a number of iPads and children are encouraged to use these on a daily basis. We have invested in a number of programs which support the students' learning and skill development. The school is also connected to the Internet, with students accessing the internet through DET filters and under teacher supervision. Children are subject to our Use of ICT / Cyber safety agreements, which outline safe use of the technology and behaving sensibly, safely and respectfully online.

## **APPLE TVs**

The school has Apple TVs in all of our classrooms, including specialist spaces. This technology provides engaging activities for students, allowing them, along with their teacher, to create and change authentic pieces of work which are displayed on the Apple TVs from the iPads. We have been adding to the range of apps which we can use as both a teaching tool and for student activities.

## **INSTRUMENTAL MUSIC LESSONS**

Performing Arts Headquarters Bacchus Marsh provide instrumental music lessons (guitar, keyboard, drums, woodwind instruments, singing etc) for students within the school day. Parents enrol their students with PAHQ and their teachers come to us at Exford for the music lessons. Instrument hire can also be arranged.

## **LIBRARY**

The children visit the Library each week and can borrow books to bring home to share. Our Library always has some lovely literature displays for the children. This space is open to the students every day at lunchtime under teacher supervision. We encourage our students to purchase the school Library bag, which is made of water-proof material, to keep the borrowed books safe from leaky drink bottles.

## **LOST PROPERTY**

All articles of clothing found at school are sent to the office and returned to their owner. If the items are not named, they are then put in a lost property box, which is kept on outside the Office foyer. Clothing will be kept for one term and a final request for checking will occur in the last week of term before items are either sold to the school community for a nominal price or given away.

Please name all articles of clothing, drink bottles, food containers etc. All named clothing will be returned to your child/ child's teacher.

## **MAINTENANCE OF SCHOOL GROUNDS**

Mr Bowden is our grounds person and he does a great job in maintaining the appearance of our school facilities. We call for specialised support for maintenance needs when required and parent volunteers are welcome to assist whenever possible.

## **MEDICINES**

If your child needs to take any medication during school hours, it **must** be handed to the office by an adult and the 'Medication Registry' completed and signed by the adult. It would be also appreciated if a measurement instrument also were included. After school the 'Medication Registry' must be signed again and the medication collected. Children must not have any medicine in their possession at any time.

If your child requires permanent medication (e.g. Asthma medication), special arrangements can be made. Inhalers for asthmatics are also kept in the Office and an Asthma Plan must be provided. For children who need an EpiPen at school, an Anaphylaxis Plan must be provided and an in-date EpiPen must be provided. Parents are asked to ensure that affected children have a full 'in date' puffer at the school office at all times.

## **OUT OF HOURS SCHOOL CARE - OSH CLUB**

OSH Club run a Before and After school Care here at Exford. Please let us know if you need this service. OSH Club will be our provider and offers care between 6:45 am - 8:50 am and 3:30 - 6 pm. Our OSH Club contact number is **0419 207 638**.



## **PARENT HELPERS**

Parents are welcome to assist in school in a variety of ways, including in the classroom. Your child's teacher will advise ways you can be involved early in the year. For our new Preps, we ask that you allow them time during first term to settle before assisting in the classroom before we invite Mum or Dad into help. Please note: whenever you visit the school for whatever reason, it is **vital** that you sign in through the Visitor's book in the front office. Parent support is always welcome and there are a range of projects for which we'd love your support.

- Parent Helpers are required to have a Working With Children's Check and need to sign an Exford PS Confidentiality document and Child Safe Code of Conduct.
- We ask that Parent Helpers do not go out into the playground at recess or lunch time.

## **PLANNING AND PLANNING DAYS**

Each week, each of our teaching teams work together to plan for the teaching and learning in their classes. The teachers meet whilst their classes are having their specialist classes (The Arts, French, Physical Education & Science). Our Learning Specialist teachers work with our teams to ensure consistency across our classes and our school.

As part of the Victorian Schools Agreement, teachers will be released for one day per semester in 2023 to have a Professional Practice Day and their class is taken by another staff member to free them to carry out learning assessments with their students, attend professional learning or observe the teaching practice of a colleague.

Towards the end of each term, we release our teaching teams to plan collaboratively for the upcoming term. We place all specialist classes for a teaching team on the same day so that our students have minimal disruption to their learning as possible, while providing teachers with this important planning and preparation time.

## **PROGRAM FOR STUDENTS WITH DISABILITIES**

Students who have diagnosed disabilities are supported through having a Student Support Group meeting each term, where their families and school staff meet together to discuss the child's Individual Learning Plan and how we are supporting their learning needs. A copy of the Individual Learning Plan and SSG notes will be sent home during the following week.

Some students will be eligible to apply for funding under the Department's Program for Students with Disabilities, where additional supports are provided for the children - e.g. the support of an Education Support Integration Aide, or access to other supports.

We implement school wide practices which support all students, but particularly those students with a disability or particular learning need. Please contact Ms Campo to discuss your child's learning needs and we would appreciate a copy (paper or electronic copy) of any reports for your child.

### **Student Support Group Meetings**

We offer a Student Support Group meeting each term for all students with a disability or a significant learning need. These meetings are usually held via WebEx, the Department's online meeting platform.

## REPORTING TO PARENTS - including Seesaw and Parent-Student-Teacher Conferences

The school year is divided into four (4) terms. This school has adapted the following system:

Term 1: Parent-Student-Teacher Conferences  
Term 3: Parent-Student-Teacher Conferences

Term 2: Written Report  
Term 4: Written Report

Parents are welcome to discuss their child's progress with the teachers at any time during the school year. We have introduced Seesaw, an online digital learning portfolio for every child and we use this to make the children's learning visible to their families.

Our formal Parent Teacher interviews include the students: the Parent-Student-Teacher Conferences are held during Terms 1 and 3, and the students present their Learning Portfolios and discuss their own learning goals. A summative written report will be sent home in June and December, as well as specific curriculum area assessment slides are posted to Seesaw.

Parents are encouraged to make contact with the school at any time if they have a concern or an issue to discuss. Please contact the school office to arrange a suitable time with your child's teacher.

We use the School Interviews website for our Parent Student Teacher Conference bookings held in our Term 1 and 3 - [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au)

## SCHOOL CONCERT / YEAR 6 GRADUATION

Each year the school holds a concert. This is always held at the end of Term 4, and is now held during the school day, due to the new workplace agreement for school staff. It is a great event and all our children participate in this event. Our school concert celebrates the Year 6 students who are graduating from Exford PS and our student awards are also presented at this event.



## SCHOOL COUNCIL

School Council consists of the Principal, parents and staff working and planning together for the benefit of all children.

School Council is the governing body of the school. It is responsible for:

- Formulating school policy and ensuring that the School Strategic Plan goals and priorities are implemented
- The maintenance of school buildings and grounds to achieve the best learning environment
- Overseeing program planning and budget
- Developing closer relationships between the school and the community
- Oversees the school spending and acts as financial oversees of general practice, as well as approving spending.
- Represents and advocates for the school, along with the Principal, at a community and government level

Our School Council meets on the **third** Wednesday of each month (unless by prior arrangement) and you are welcome to attend as a Visitor (by prior arrangement with the Principal).

## SCHOOL NEWSLETTER

The school Newsletter will be sent out each Thursday **fortnight** - please download our school app *Xuno*. Our Newsletter contains messages and important information about the running of the school, such as coming events, excursions and reports.

Our Exford Newsletters are full of news about the students' achievements, with several classes being featured each fortnight and special activities also shared.



## SCHOOL NURSE

During the year, the School Nurse will see every Prep child who has returned the Prep health questionnaire requesting a health check. The School Nurse will check your child's sight, speech, gross and fine motor skills. A hearing test will only be given upon request by the parent or teacher, or, if the child's health history indicates a need.

## SCHOOL SUPPORT SERVICES

There is a referral process in place at our school for access to Student Support Services support for students. This can include access students' having learning cognitive or language assessments to provide insights into the way children learn. Please contact your child's class teacher and / or Ms Campo if you have concerns about your child's learning needs.

## SCHOOL UNIFORM

Exford Primary School does have a uniform policy, stating that the wearing of school uniform is compulsory. The school uniform needs to be worn plainly, without fashion accessories or enhancements.

It is requested that **ALL** items of school uniform **MUST** be labelled clearly. Students should show pride in their uniform as a sign of self-respect and be aware that they represent the school in the community.

**Jewellery:** Jewellery is **NOT** to be worn at school, with the exception of a watch or medic alert bracelet for safety reasons (e.g. getting caught on play equipment or during play). The only earrings allowed are small studs or sleepers smaller than a 5 cent piece (for safety reasons).

Hair which is below shoulder length is to be tied back using elastic bands or other suitable hair ties.

### The school uniform consists of:



Our **royal blue** school hat must be this size, colour and must have the white logo on the front.



The **sky-blue** or **navy-blue** polo shirt is available in both short and long sleeves. Long sleeved tops cannot be worn under the short sleeved polos.

The polo or tee shirts need a **navy blue** / white logo.



The **royal blue** windcheater has a white logo.



The **royal blue** hooded windcheater has a white logo.



The **navy blue** bomber jacket has a white logo.



Our school dress and **navy blue** pinafore. Navy or white coloured stockings can be worn with the school dress or the pinafore, or navy leggings.

Please note that the school dress is only available from the school and no other dress can be worn.



The **navy blue** track pants is also available in straight leg by order.



The **navy blue** boot-leg pants for girls.

The **navy blue** skirts are another option for the girls.

Please note that netball skirts or any other kind of skirt is **not** part of our uniform.

Shorts, cargo shorts / pants can also be worn but must be **plain navy**, without any decals, stripes etc.

A reminder that only leather school shoes, ankle boots or runners can be worn to school. Sandals, mid-calf / long boots or slip on shoes are not safe or supportive footwear for active kids.

An **Art smock** is also a requirement for all Art classes. It is suggested that a garment that is either sewn-up the front with or without elastic around the neck but still easy to get on and off. An adult sized t-shirt is perfect for younger children. The art smock should be clearly named and left in your child's classroom at the start of each year.

Uniform order forms can be collected from the office at any time or orders made via email or phone call.



### What is School Wide Positive Support (SWPBS)?

The aim of SWPBS at Exford Primary is to implement a consistent, evidence-based framework for preventing and responding to student behaviour. This is a whole school approach that will further strengthen our positive, calm and safe learning environment so that all students are able to maximise their academic and social growth.

### What does SWPBS look like at Exford Primary?

➤ Exford Primary **VALUES:**

*Kindness*

- We listen. We encourage. We are helpful. We use manners. We are mindful.

*Respect*

- We are caring, thoughtful and friendly towards people and the environment.

*Personal Best*

- We show our personal best everywhere all the time. We have a positive attitude We strive to be better than yesterday
- Our students know our values and what they mean

➤ Exford Primary **TEACHES POSITIVE BEHAVIOUR**

- We explicitly teach positive behaviours
- We recognise that learning social skills and positive behaviours is a process that everyone moves through at a different pace
- Inappropriate behaviours are seen as social learning errors and learning opportunities are provided to help teach the expected behaviours

➤ Exford Primary is **POSITIVE**

- We acknowledge positive behaviour wherever we see it
- We use a variety of praise methods
- We aim for 6:1 positive : corrective interactions with students

➤ Exford Primary is **CONSISTENT**

- We have a clear set of behaviour expectations built around our values
- Expected behaviours are known and understood by all of the school community
- We have a common language
- We have a consistent message across the whole school

## **SMOKE FREE ENVIRONMENT**



This school is declared a Smoke Free Zone. All Department of Education properties are smoke free. Please do not smoke anywhere in the car park where you are in sight of the children or within distance of the school entrances.

## **SPECIAL EXFORD DAYS / ACTIVITIES**

Several times a year, we have special days where all the children come together for an activity or project. These days foster a sense of community and the students, our staff and our families thoroughly enjoy them. You will find photo stories about these special days on our website.

Some examples are: Easter Bonnet Parade, Year 3-6 and Year Prep-2 Sports Days, 50 and 100 Days of School for our Prep students, Book Week celebrations and Dress-up Parade and our Walkathon.

## **SPORT AND PHYSICAL EDUCATION**



Our students have many opportunities to play actively throughout the day; we have safe playground equipment and a range of sports equipment that the children can borrow to play with each day. We have a great range of play equipment to suit all ages and our new synthetic oval surface was installed during 2017. Our school uniform is comfortable, looks great and suits our active kids. On sunny days students are expected to provide themselves with sunscreen and their school hat.

Our Physical Education Program is an excellent one and caters for developing students' general fitness, co-ordination and muscle strength as well as supporting their sportsmanship and ability to be part of a team. All classes have a weekly Physical Education class with a specialist teacher. There is an Athletics Day for students in Years 3-6 and a Sports Day for students in Years Prep - 2.

## **SPORTS DAYS / COMPETITION**

The school is regularly involved in competitive sports days with other schools from the Melton Primary Schools Sports Association (MPSSA). Our Year 5-6 students take part in the Melton Primary School Sports Association activities - such as Interschool Sports and its Lightning Premierships. Sporting events are held in Football, Netball, Basketball, Athletics, Cricket, Softball and Bat Tennis. There are weekly games for each of the Summer Sports Competition and the Winter Sports Competition. Our students also participate in the Athletics and Swimming Carnivals, Cross Country event and Basketball and Soccer Clinics and Competitions.



## **STUDENT BOOK PACKS**

Payment for the School Book Pack is required in January of each year and then the book packs are delivered to school on the first day. The cost of this may vary from year to year and from year level to year level. The materials in the Student Book Pack are compulsory items and parents can either purchase from our supplier, or provide the identical items through other suppliers (Please note the diary for Year 3-6 children is only available through our supplier and is part of the Book Pack).

From 2020, families will purchase their child's Book Pack's through the Parent Payment portal with PaperChase Office National, our supplier. Parents can pay in full or set up 'Zip Pay' to pay in instalments. If any parent has any difficulties in meeting any payments, do not hesitate in contacting the Principal or Business Manager at any time. This charge covers the cost of consumable materials used by your child and is a compulsory cost. The cost of the teachers is what is deemed as 'free state education'.

## **STUDENT ENGAGEMENT AND WELLBEING**

The school provides assistance to students, parents and staff when needed. Our staff has the very strong belief that we are all responsible for all of our children (not just the children in a teacher's class).

We work hard to know our children well - knowing them personally as well as academically is important to us. We strive for the children to know each other and have Buddies at the Year Prep and Year 5-6 levels and our year level teams take part in activities to build connectedness.

We also provide a range of lunch time activities for the children, as part of our Yard Duty timetable.

## 2022 - Exford PS's Term 4 Lunch Time Clubs for our Kids - Monday 24 October 2022

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1:30 - 2 pm		 Yr 3-6 Knitting Club with Ms Campo in her room (come to Front office)	 Year Prep - 6 Knitting Club with Ms Campo in the French room	 Year Prep - 6 Knitting Club with Ms Campo in the French room	 Year 3-6 Knitting Club with Ms Campo in her room (come to Front office)
	 Yr Prep-2 Lego Club With Ms Higgins in her classroom	 Yr Prep -2 Lego Club With Ms Higgins in her classroom	 Origami Club - Year 3-6 kids with Mrs Roe in her classroom	 Prep - 2 Story Club with Ms Smyth in the Library	 Origami Club - Year 3-6 kids with Mrs Roe in her classroom
2 - 2:30 pm	 2 pm - Arts Club with Ms Bramich in the Art room	 2 pm - Arts Club with Ms Bramich in the Art room	 2 pm - Arts Club with Ms Littlewood in the Art room	 Year 3-6 Year 3-6 Coding, Lego and Lego Technic with Mr Patty in the Gallery	 Year 3-6 Coding, Lego and Lego Technic Club with Mr Mounsey in the Gallery
		 Library Time with Ms Anderson	 Library Time with Ms Anderson	 Library Time with Ms Anderson	 2 pm - Arts Club with Ms Littlewood in the Art room
		 Board Games Club - BYO & school games with Mr Gundry in Ms Mastrop's room	 Year 3-6 Coding, Lego and Lego Technic Club With Mr Patty in the Gallery	 Board Games Club BYO & school games with Ms Talevski in Ms Mastrop's room	 Board Games Club BYO & school games with Mr Gundry in Ms Mastrop's room
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

The school has a range of contacts that have the expertise to give the appropriate help. Please contact the school if there are any problems that are likely to upset your child's learning. These matters are treated confidentially. We have strong pastoral care practices in place at our school and together, staff and parents, we are all responsible for the wellbeing of our students. Please see our Student Engagement and Wellbeing Policy, available on our website.

### STUDENT LEADERS

Year 3-6 students apply for Student Leadership roles at the start of the school year. The Student Leadership roles are: School Values, School Sports Leaders, Sustainability, Arts Ambassadors and STEAM. The purpose of the Student Leader roles is to provide the students of the school with a forum in which they can be involved in leading elements of our school, with adult guidance. After discussion at a Student Leader level, recommendations are passed on to the staff and the School Council for further action.

Four Year 6 students are elected by their peers and staff to the roles of School Captains and Vice School Captains.

### SUN PROTECTION



This school promotes active protection from the sun, this means that all children are required by our school's uniform policy to wear a school hat when outside between September to April each year. Parents need to provide their children with their own named bottle of sunscreen to keep at school, staff will supervise the children putting sunscreen on but cannot apply it for them. Children without a hat need to remain under the covered areas so they have protection from ultra-violet rays.

### TAKE HOME READING PROGRAM

Children at school are given a book to read each night. Please ensure that the books are read, enjoyed and the Reading Diary is signed each day. These texts are selected from a range of texts that are supposed to be 'just right' rather than a challenging read; the purpose of home reading is for the children to practise their reading skills, to enjoy the reading experience and to feel confident as a reader. We encourage the children to read alone, read to a family member and we also encourage our families to read frequently to the children. Children receive certificates and lots of fuss when they reach milestone levels (e.g. 50, 75, 100, 125, 150, 200 nights of reading)



### WEBSITE

We are very proud of our website which is updated frequently. We include information about our school, our fortnightly newsletters and feature special days (past and to come).

# Exford Kids are kind and courteous ... and this is how they do it!

## Being fabulous workers in class

### Being respectful to others

- listening
- waiting your turn giving personal space
- no name calling/ insults
- make eye contact

### Caring and sharing

### Being helpful, friendly and welcoming (Say hello!)

### Having a good sense of humour and knowing when to stop

### Following the school rules

### Being truthful and honest

### Being well-behaved

## They smile at others



## Use your manners every chance you get

## Taking responsibility for self

### Being responsible

- Wear the school uniform every day
- Look after our property

### Being tolerant

### Being a good sport

### Be reliable (monitor / jobs)

### Solving problems and helping friends the right way

### Being trustworthy

### Never hurting others (feelings or bodies)

### Playing safely

# 2022 Exford PS Gotcha Prize List

Students are awarded Gotchas when we catch them in the act of being great Exford kids and demonstrating our school values. Gotchas can be carried over from one year to the next (a voucher is exchanged for the left over Gotchas) and the child's Gotcha tally continues. No Gotchas are wasted at Exford! We hold 'Gotcha Stalls' several times a term for the children to redeem their Gotchas for prizes.

PRIZE	GOTCHAS										
Sticker	1										
Choose a book at story time	5										
Lunch with a friend	8										
Teacher's chair for a day	10										
Be the teacher for 10 mins	10										
Special lucky dips (seasonal and while stocks last)	15										
Lunch with a friend in another class	15										
Lunch with your choice of staff member	15										
15 minutes of Free time	15										
Lunch with Ms Campo or Mr Wilson	25										
Choose a class game	25										
Video game time (30 mins)	30										
30 minutes with Ms Campo or Mr Wilson or another member of staff - (for example, reading, knitting, making and flying kites, playing soccer (or other games), drawing etc)	50										
<b>MEGA Gotcha Award</b> - Students can choose from a range of group experiences including..	100										
<table border="1"> <tbody> <tr> <td>Science/STEM</td> <td>Cooking</td> </tr> <tr> <td>Craft</td> <td>Construction</td> </tr> <tr> <td>Cards and board games</td> <td>Take PE equipment home for the weekend</td> </tr> <tr> <td>Mindfulness</td> <td>Popcorn and the movies</td> </tr> <tr> <td>3 D printing</td> <td>Baking</td> </tr> </tbody> </table>	Science/STEM	Cooking	Craft	Construction	Cards and board games	Take PE equipment home for the weekend	Mindfulness	Popcorn and the movies	3 D printing	Baking	
Science/STEM	Cooking										
Craft	Construction										
Cards and board games	Take PE equipment home for the weekend										
Mindfulness	Popcorn and the movies										
3 D printing	Baking										
<b>End of term Sandpit party</b> with Mr Wilson (capped at 5 students a term)	120										
<b>Seasonal Gotcha 'Auctions'</b> - e.g. Footy tickets, a special experience, meeting a special guest, sporting equipment or other rare items.	Auction										
<b>Knitted toy prize</b> - the student can choose the wool and it will be knitted specially for them with progress 'show and tells' along the way! The toys pictured are a sample of the range available - we're always adding new ones to the collection available.											

## 100 Gotchas



Beanie knitted just for you (many designs)



Daisy-May



Flamingo



Piglet



Sloth



Super Hero

### 150 Gotchas



Bunny



Bruno the Pug



Clown



Cat



Smokey the Cat

### 200 Gotchas



Alligator



Dinosaur



Elf



Marshmallow Bunny

### 250 Gotchas



Cat or Dog



Moonshine the Cow



Zebra or Giraffe



Octopus



Patch the Puppy



Caterpillar



Cat or Dog



Turtle

### 300 Gotchas

Teddy Bear Pattern 1



Teddy Bear Pattern 2



Lilly Doll



Panda Bear



Rose Fairy



Unicorn



Tiger



Monkey



Kitty Kat



Alpaca

XUNO instructions to come



For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by MasterCard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Pay for school fees, uniforms, excursions and more;
- See your receipts on the app and get them sent by email if required.



Getting started is easy - try it yourself today

### Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



### Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

### Step 3 Find our school

Our school will appear in 'Nearby Locations' if you're within 10km's of the school, or search for our school by name.

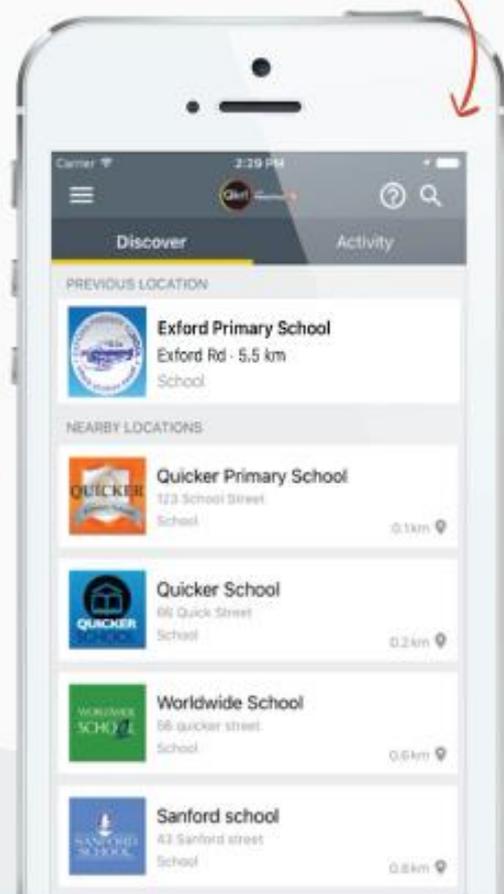
### Step 4 Register your children

When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

Search for our school name

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'



### Add your children's details in Student Profiles

Select 'Add student profile'



Add each child's details

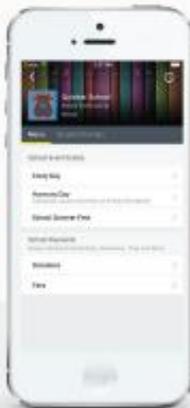


Manage each child's details in Student Profiles



### Purchase school items

Select a menu from our school



Select child you are ordering for



Select your items



Tap 'Checkout' then confirm and pay

### Making payments

Add up to 5 cards to your wallet



At checkout select which card to pay with.

Pay with any cards accepted by the school.

Once your payment is approved you can continue to the home page, or view your receipt.

# Canteen ordering

**REGISTER TODAY!**  
FULL OF FEATURES  
QUICK & EASY



## Congratulations!

Your school has made an important decision to join the digital revolution of online ordering. The QuickClik ordering system is so simple even a child can use it, which means that the service is easy and convenient to use.

Created by schools and parents, QuickClik is your one-stop shop for everything your school and students need. What used to take hours to procure can now be done in one place, with a simple click of a button.

**It is free, safe, and secure.**

**Why is my school using an online ordering system?**

It enables your school to be more efficient with various school purchases. QuickClik offers a large range of services with one central support hub. We like to call it hassle-free shopping. You can now say goodbye to running from shop-to-shop to fill your school orders, and hello to getting the job done quickly and easily in one online store.

**Is the website safe and secure?**

QuickClik is department of education approved and all your information is hosted in Australia. QuickClik also has an SSL certification and is PCIDSS approved for secure financial transactions. This means that you can rest assured your information is protected.

**How can I pay for my order or add credit to my account?**

You can use Paypal or Credit Card for immediate payment. You can also use Direct Deposit, which is fee free.

**What if I need help?**

Just give us a call on 1300 11 66 37 from 7.30am Monday - Friday, or email us at [info@quickclik.com.au](mailto:info@quickclik.com.au)

Using QuickClik helps you stay organised.

SAFE & SECURE | SUPPORT LINE: 1300 11 66 37 | ORDER 24/7

**REGISTER TODAY!**  
QUICK & EASY



## REGISTER TODAY AT

**[www.QuickClik.com.au](http://www.QuickClik.com.au)**

### How to get started:

- Visit [www.QuickClik.com.au](http://www.QuickClik.com.au)
- Sign up by completing the registration form
- Receive a confirmation email with activation link
- Activate your account and login to the website
- Add a student and nominate their school
- Order whenever you like

### How to order meals:

1 Select a student	2 Add items
3 Select date	4 Confirm

*It is that simple! It is our job to make your life easier.*

Using QuickClik helps you stay organised, order up-to four weeks in advance.

SAFE & SECURE | SUPPORT LINE: 1300 11 66 37 | ORDER 24/7

# Welcome to Exford PS!

