



Exford
Primary School



**Welcome to
Exford PS.**





Information for starting at our 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 children 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
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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.
In 2025, we will have 3 x Prep classes, 5 x Year 1-2 classes, 4 x Year 3-4 classes and 3 x Year 5-6 classes.

The children spend most of the school day with their classroom teachers and will also spend time with the specialist program teachers - the Arts, French, Physical Education and Science. The other curriculum areas and Library are part of the classroom 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 Bianka Whyte 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 2025 Preps and the 2025 Year 1-6 New Children journals in Seesaw.

Alternatively you're welcome to give Mr Wilson (our Assistant Principal) or Ms Campo a call or email the school 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 and model 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

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At Exford, these qualities are really important:

Respect



Kindness



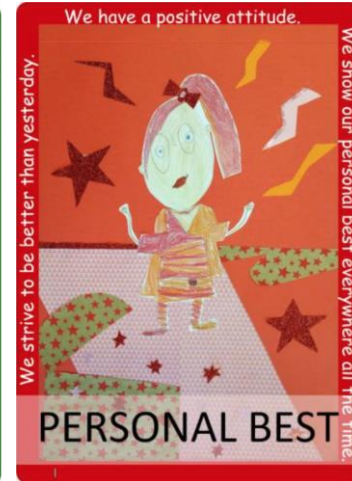
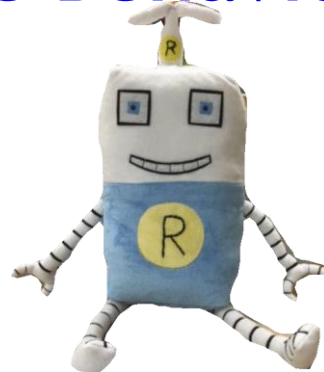
Personal Best



... 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**





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 Education 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 today 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 injuries (minor - requiring a band-aid and some TLC or more serious injuries), you will receive a First Aid report through Xuno. For a more serious health issue, 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, as well. 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 text 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 itemises the stationery materials the children will need in their Book Packs (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 you can 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



School Financial supports

Can any parent who holds a current and valid health care-card go and see Mrs Humplik (our Business Manager) at the Office, please?

We will be able to take a copy of their card and apply for the new Summer Prep uniform package.



Public Transport Victoria Bus Services

We currently have two bus services with Public Transport Victoria which travel to Eynesbury and 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.



Out of Hours School Care - OSH Club

We currently have our OHSC program provided by OSH Club.

OSH Club offers a before school, After School and Holiday Care programs.

Welcome to our OSH Club team - Alison (our OSH Club Co-Ordinator) and Jignar

Specialist Programs

One hour sessions per week with a Specialist Teacher

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





2025 School dates - *to be confirmed at our next School Council meeting*

Term 1 - Tuesday 28 January - Friday 4 April 2025 (10 week term)

- Pupil Free Day No 1 - Tuesday 28 January
- Pupil Free Day No 2 - Wednesday 29 January
- Year 1-6 students begin - Thursday 30 January - 8:50 am - 3:30 pm
- Thursday 31 Jan - Tuesday 4 February - 4 days Prep assessments (1 hour appt on 1 day)
- Wednesday 5 February - 2025 Preps begin - 10 am - 2:30 pm
- Thursday 6 and Friday 7 February - 2025 Preps - 8:50 am - 2:30 pm
- Monday 10 February - 2025 Preps - begin full time
- Monday 10 March - Labour Day Public Holiday
- Term 1 Holidays - Monday 7 April - Monday 21 April - OSH Club onsite holiday program



2025 School dates

Term 2 - Tuesday 22 April 2025 - Friday 4 July 2025 (11 week term)

- Tuesday 22 April - Students start
- Friday 25 April - ANZAC Day
- Pupil Free Day No 3 - **TBC** (for 2025 School Review)
- Friday 6 June - 2025 Professional Practice Day - no school for students
- Monday 9 June - King's Birthday Public Holiday

- **Term 2 Holidays - Monday 7 July - Friday 18 July - OSH Club onsite holiday program**



2025 School dates

Term 3 - Monday 21 July 2025 - Friday 19 September 2025 (9 weeks)

- Monday 21 July - Students start
- **Term 3 Holidays - Monday 22 September - Friday 3 October - OSH Club onsite holiday program**



2025 School dates

Term 4 - Monday 6 October 2025 - Friday 19 December 2025 (11 weeks)

- Monday 6 October - Students start
- Monday 3 November - Pupil Free Day No 4 - Assessment & Reporting Day
- Tuesday 4 November - Melbourne Cup Day

- Term 4 Holidays - Monday 5 - Friday 23 January 2026 - OSH Club onsite holiday program



Seesaw

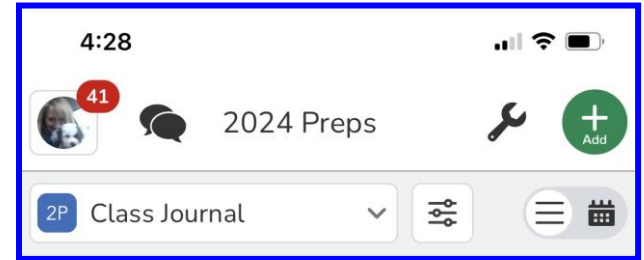
- It is a learning portfolio for your child - work samples, photos, fun moments
- We post photos and videos of the children at work and play
- Learning goals and assessment feedback
- Special moments and certificates
- Parents can give their child feedback
- Parents can share access with other family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





Seesaw

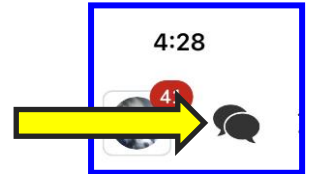
- Please make sure that your name is used, not your child's name
- We need to have your name as the adult, rather than the child's name, so that we know that you have viewed items or received messages.
- Click on the spanner in the top right corner to access the menu to change your display name, if it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





Communication

- Please be mindful that teachers are not able to have conversations with you at the start of the school day - they are focused on getting the children settled and ready for learning
- You are able to send your child's teacher a message in Seesaw
- Please be mindful that teachers don't have much time during the day where they are not on duty - so it may take a day or so to receive a response
- Please phone our school Office if there is an urgent message relating to your child's health or care





The focus of our 2025 Preps 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.

We help them to make friends with other children and to get to know our staff.

We usually offer four visits to our new kids to come and spend some time with us, finishing off with a three hour session which will be spent with their 2024 teacher.

Visit 1 - Wednesday 6 November 9:15 - 10:45 am Visit 2 - Wednesday 20 November 9:15 - 10:45 am

Visit 3 - Wednesday 4 December 9:15 - 10:45 am

Visit 4 - Tuesday 10 December 9:30 am - 12:30 pm (with 2025 teacher, wherever possible)



2025 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 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 on one of these days - Thursday 30, Friday 31 January, Monday 3 and Tuesday 4 February.

[Xuno 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 Xuno)
- 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



2025 Starting School times for Preps

Our Prep children will begin school on Wednesday 5 February 2025 - from 10 am - 2:30 pm. Families are welcome to arrive from 9:30 am to allow for lovely first day family photos!

On Wednesday 5 February 2024, the children will attend school from 8:50 am - 2:30 pm - drop offs and pick-ups will occur in the Assembly area.

For Thursday 6 and Friday 7 February 2024, the children will attend school from 8:50 am - 2:30 pm - drop offs and pick-ups will occur on the school oval.

From Monday 10 February, the Prep children will commence full time attendance at school - 8:50 am - 3:30 pm.



School Upgrade - Stage 1 (2020-2022)

- Stage 1 - included a major services works and a new Administration building and an eight classroom Junior Learning Building - which the Prep and Year 1-2 classes moved into at the start of Term 3 2022





School Upgrade - Stage 2 (2022 - 2023)

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

We moved into these buildings from the start 2024.





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School Upgrade - Stage 2 continued (2024)

Stage 2 also included a new play space, which we watched being built with great excitement. We began using it at the end of Term 3 2024.





School Upgrade - Stage 2 continued (2024)

- Stage 2 is almost completed and we can't wait to begin using our new Gymnasium, sports field and play areas.





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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 our Xuno app
- Return your child's Seesaw permission forms so we can set up your child's Seesaw ready for 2025
- Organise your child's Summer Uniform
- Complete and return the 2025 'About My Prep Child' form - please return it next visit or scan and email the form 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 or Changing schools

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!

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