

GARDENVALE PRIMARY SCHOOL



CONTENTS

Page 1	Message from the Principal
Page 2	Child Safety Commitment
Page 3	Contact Information <ul style="list-style-type: none">• School Address & Phone Numbers• Term Dates 2022
Page 4	School Profile and School Values
Page 5-7	General Information <ul style="list-style-type: none">• School hours• Absences/Late arrivals/Early departures• Supervision and school• Yard Duty and First Aid• Assemblies• School/Home Communication• Newsletter• Parent Information Evenings• Homework• Compass• Reports and Parent Teacher Conferences• School Curriculum
Page 7-8	Student Wellbeing at Gardenvale PS <ul style="list-style-type: none">• Wellbeing Programs• Manners Program
Page 8-9	Additional Features of Gardenvale and the Curriculum <ul style="list-style-type: none">• Camps• House System• Excursion & In-Visits• Library• Peer Mediators• Buddies Program• Friends Club• MAD (Make a Difference) Year 6 Program• SRC- Student Representative Council• Religious Education• Computers• BYOD• eSmart

Page 10	How to Help your Child <ul style="list-style-type: none">• The Keys to Success
Page 10-13	School Organisation <ul style="list-style-type: none">• Emergencies• Illness• Allergies/Anaphylaxis• Asthma• Medication at School• Infectious Illness• Bicycles and Scooters• Car Parking• Leaving During School Hours• Lunch Orders• Personal Property• SunSmart• Wet Days and Days of Extreme Heat• School Uniform
Page 13	Gardenvale Out of School Hours Program (GOSH) Team Kids
Page 14	Parent Participation <ul style="list-style-type: none">• School Council• Sub-Committees• Parents Association• How You Can Get Involved
Page 15-16	Allergies
Page 16	Party Invitations

A message from the Principal

A warm welcome to Gardenvale Primary School – an outstanding school that we are all very proud of. Here you will find a dedicated and talented team of staff, hard-working and engaged students, along with supportive parents. Together we are a team!

Our students are at the heart of all that we do. We provide an exciting, broad and balanced curriculum to inspire and motivate our pupils with opportunities to promote independence, learn life-long skills and to have aspirations for the future. Students at Gardenvale Primary School are taught how to care for and support each other, as well as to respect everyone's individual differences. Our student wellbeing ethos is based on our HERRRby Values of honesty, empathy, resilience, responsibility, respect and be yourself. These values underpin the way in which the school community interacts.

A positive home school partnership establishes strong foundations that will support your children in their learning, promote a sense of belonging and continue to build and strengthen our school community.

We will monitor your child's progress and provide opportunities for you to tell us of your child's strengths, and encourage you to share with us any problems which may impact on their learning.

During the year, you will have many opportunities to meet other parents and we encourage you all to become involved in the life of the school. Helping in classrooms, attending working bees, joining the Parents' Association or volunteering for the School Council are all great ways to gain an insight into the day to day business of educating your children, and at the same time make lasting friendships.

This booklet is designed to answer some of the many questions most commonly asked by parents. Our school website is also an excellent information resource. You can find us at www.gardenvaleps.vic.edu.au.

If you have any further questions about the school please ask your child's teacher or contact our friendly office staff. We are always here to help!

Janine Hall
Principal





CHILD SAFETY COMMITMENT

Gardenvale Primary School:

- Ensures that every person has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- Is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.
- Has zero tolerance for child abuse.
- Actively works to listen to and empower children so their voices are heard about decisions that affect their lives.
- Has systems in place to protect children from abuse, and will take all allegations and concerns very seriously and responds to them consistently in line with the organisation's policies and procedures.
- Is committed to promoting physical, emotional and cultural safety for all children - with particular attention paid to the cultural safety of Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, vulnerable children, as well as the safety of children with a disability.
- Is committed to providing a safe environment for all children.

For further information and policies on our commitment to child safety, please see our website at <http://www.gardenvaleps.vic.edu.au/About/childsafes.html>.

CONTACT INFORMATION

School Address & Phone Numbers

Senior Campus

66 Landcox Street
Brighton East 3187

Phone: 9596 2871

Fax: 9596 5198

Email: gardenvale.ps@education.vic.gov.au

Website: gardenvaleps.vic.edu.au



Junior Campus

44 Landcox Street
Brighton East 3187

Phone: 9596 8550

Fax: 9596 0617



**Out of School Care Program
(GOSH Room @ MPC - located at Senior Campus)
(Team Kids: 1300 035 000)**

Principal: Janine Hall Assistant Principal: Julie Pitts

Term Dates 2022

Term 1: **Friday 28th January –Thursday 8th April**

Friday 28th January – Monday 31st January - Curriculum Days (staff return)

Tuesday 1st February - Years 1-6 students return

Thursday 3rd February – Prep Students first day

Prep students will not be attending school on Wednesdays until after the Labour Day long weekend (14th March). Appointments are made for these Wednesdays, prior to Labour Day, so staff can undertake valuable individual early years testing.

Term 2: **Monday 26th April – Friday 24th June**

Term 3: **Monday 11th July - Friday 16th September**

Term 4: **Monday 3th October – Tuesday 20th December**

SCHOOL PROFILE

Gardenvale Primary School is located on two campuses in a residential area of Brighton East. It opened in 1922 as a Central School, catering for students from Prep to Year 8, and for many years was a highly regarded feeder school for Mac Robertson Girls' High School and Melbourne High School. Since 1989, it has been a Primary School (Prep - Year 6).

As part of its proud heritage, students wear a school uniform displaying the original school crest and the **Motto, "Onward and Upward"**.

Vision Statement

Challenge, Engage, Inspire.

Mission Statement

Gardenvale is a vibrant school community, providing a rich and dynamic learning environment where lifelong learning is fostered.

Our values are integral in supporting learners to become curious and critical thinkers who contribute actively and responsibly as global citizens.

Guiding Principles:

Our school exists for its students. They are given the opportunity to develop all their talents and abilities in a learning environment that is caring, stable and supportive.

The school aims to:

- *provide learning experiences, which are challenging and purposeful*
- *develop students' self-esteem and social skills*
- *develop students' independent learning skills so that they will be able to engage in their future learning with confidence*

GARDENVALE VALUES

Gardenvale has a set of values that underpin the way staff, students and parents work, learn and socialise together, to uphold the best outcomes for your children. They are as follows:

HONESTY

Being truthful to yourself and others.

EMPATHY

A sincere attempt to understand someone else's feelings.

RESPECT

Treat everyone as you would like to be treated.

RESILIENCE

The ability to bounce back.

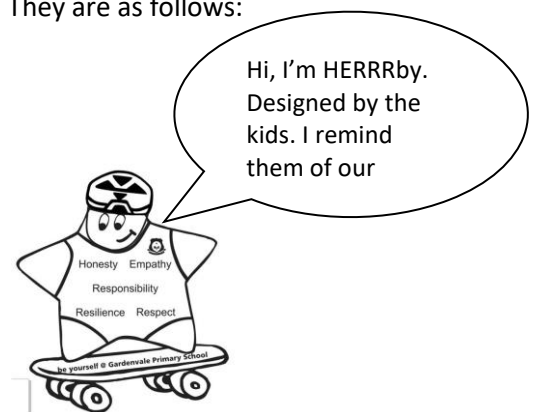
RESPONSIBILITY

Taking appropriate action when required.

BE YOURSELF

Be the best person you can be.

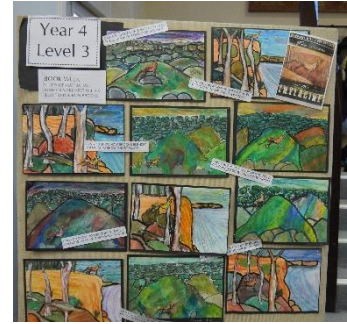
'CELEBRATING HERRRby' Week- Celebrating HERRRby week is an annual event with an in-house performance, multi-age activities and events focusing on being Cyber Smart and promoting positive and safe online practices.



GENERAL INFORMATION

SCHOOL HOURS

- The school hours are: **9:00am – 3:30pm.**
- Morning Recess: 10:40am – 11:10am.
- Lunch Recess: 12:50pm – 1:50pm.
(Lunches are eaten under the supervision of teachers from 12:40pm-12:50pm)
- Dismissal: 3:30pm.



ABSENCES / LATE ARRIVAL / EARLY DEPARTURE

Arrive on time: Don't be late for school!

Many children find it most unsettling and stressful if they arrive late - it is also very disruptive for the teacher and your child's classmates. It is so important for your children to feel part of the session from the start. Students who feel organised and have time to connect with other students at the beginning of the day enter the classroom ready to learn and focus. We encourage you to ensure your child is at school by 8:50am.

In the event of a student's absence, parents must notify of their child's absence via Compass.

For students arriving late or leaving early parents must sign in/out using the Compass Kiosk at their Campus office.

If you bring your child/ren late to school, sign in at the Compass Kiosk and please take them to their classroom and hand their teacher a late pass.

If someone other than a parent is collecting your child/children you need to advise their teacher.

We encourage you to take extended family holidays during designated school vacation periods, however if students are on vacation during school time we ask that you let your child's teacher know and enter the holiday dates in Compass. Staff will designate some appropriate tasks to be completed while your child is away from school.

In cases where children are not required at school for any reason an official notification will be sent to parents through Compass, the newsletter or a diary note from your child's teacher.

SUPERVISION AT SCHOOL

Supervision of students in the school grounds commences at 8:45am and finishes at 3:45pm. During these hours, including at lunch and other breaks, your children are supervised by school staff. Every effort is made to see that all students are happy and safe at school.

- ❖ *No school supervision for children is provided prior to 8:45am and after 3:45pm. We kindly ask parents and guardians to ensure that children are supervised if on school grounds outside of these times.*

YARD DUTY AND FIRST AID

On both Campuses two staff members are on duty during recess and lunchtime. On the Senior Campus, two Year 6 students are on duty in the yard to assist the yard duty teachers when necessary. All duty staff wear orange vests to be visible to staff and students.

ASSEMBLIES

Assemblies are conducted in the Junior and Senior Campuses most weeks on a Monday. Assemblies at the Senior Campus are held under the COLA (large shade cover) or MPC and commence at 9:00am. Assemblies at the Junior Campus are held in the hall and commence at 3:00pm. Student Performance are a special feature of our assemblies. Parents are encouraged to attend.

Student awards such as 'Student of the Week' are given out at assemblies. Two HERRRby 'Value' awards are also presented to worthy recipients who have clearly displayed our school values. A 'GREEN HERRRby' award is given to students showing care and responsibility towards the environment. The names of these students are published in the school's newsletter.

SCHOOL / HOME COMMUNICATION

We value good communication at Gardenvale Primary School and listed below are some of the ways you will be able to keep in touch. If, however, you want a quick answer to a concern please don't hesitate to speak to your child's teacher or the Principal or Assistant Principal.

We also believe communication is a two way process, so if we have a concern about your child we will communicate with you through your child's diary, by email or directly by phone.

NEWSLETTER

Our newsletter is sent via Compass every Tuesday. Please read the 'Gardenvale News' as it is an important communication link between the school and home.



PARENT INFORMATION EVENINGS

At the beginning of each year, you will be invited to a Parent Information Evenings during which your child's teacher will explain their expectations and outline the curriculum which will be offered to your child during the year. At other times during the year there will be other Parent Information Evenings on a range of educational issues, which may help you to better understand and support the learning of your child.

HOMEWORK

Homework provides an excellent means for you to become familiar with what work your child is undertaking at school. Good homework habits are an important study skill and help your child as they grow to become independent in their learning. The amount of homework for children increases with their age, but it is not intended to be onerous. It may involve project work, reading, maths or the completion of work commenced at school.

COMPASS

Compass is the mobile Communication App we are using at Gardenvale Primary School, allowing parents/guardians immediate access to up-to-date information, such as, attendance, dates, contacts, excursions and newsletters regarding their child/children.



REPORTS AND PARENT TEACHER CONFERENCES

In line with the recommendation from the Education department, below is the Parent Teacher Conference and Reporting schedule. If you have a concern regarding your child please organise a time to see your child's teacher as early as possible.

Term 1: Parent Information Night and Pastoral Care Conferences are held.

Term 2: Parent Teacher Conferences are held in May and Student Reports are sent via Compass in the final week of Term.

Term 4: End of Year Reports are sent home via Compass in the final week of Term.



SCHOOL CURRICULUM

The curriculum at Gardenvale Primary School is based on Department Guidelines as outlined in the Victorian Curriculum. We have a very strong focus on English and Mathematics. The other key learning areas include:

- The Arts (Visual & Performing)
- Languages - Japanese
- Science
- Technologies
- Humanities
- Health & Physical Education



STUDENT WELLBEING AT GARDENVALE PRIMARY SCHOOL

The Student Wellbeing Team meets regularly and is represented by specialist staff from each Campus. We organise services for students with needs or concerns relating to emotional, academic and behavioural wellbeing. The team also manages and initiates school programs to enhance student wellbeing.

WELLBEING PROGRAMS

Whole School - Creating our learning environment – developing a sense of community across the school
- Health Education 'Feeling Safe' and Respectful Relationships Program

Prep Team Building

Year 1 Social Skills Program

Year 2 Team Building

Year 3 Social Skills Program

Year 4 Health Education

Year 5 Project 'Rockit'

Year 6 Health Education

MANNERS PROGRAM

To reinforce the behaviours that demonstrate our new school values, we run a Manners Program. A Manner is introduced each month and is discussed in class, during Circle Time and with Buddies.

The Manners Program includes topics such as:

- ❖ Greetings
- ❖ Manners at School
- ❖ Celebrating Difference
- ❖ Talking and Listening
- ❖ Coping with Change
- ❖ Complimenting Others

The Manner of the Month is published in the newsletter each month so you can discuss this at home also.

ADDITIONAL FEATURES OF GARDENVALE AND ITS CURRICULUM

CAMPS

Camps are held for students in Years 3-6 throughout the school year.



HOUSE SYSTEM

A house system operates throughout the school. House Captains and School Captains are elected yearly by their peers. Throughout the year there are House Sport days on both campuses. All siblings in the school will be placed in the same House. Children remain in their designated House throughout their schooling. Children are awarded House points for a variety of reasons ie: winning activities in the classroom, Whole School spelling bee, House singing competition. Each Monday the winning house for the previous week is announced and a presentation is made.

- ❖ Milroy – Yellow
- ❖ Landcox – Green
- ❖ Hosking – Red
- ❖ Thomas – Blue



EXCURSIONS & IN-VISITS

First hand experiences are a vital part of the educational program. Participation in excursions and in-visits are also a valuable aspect of children's social development. They provide a focus for the development of many learning experiences within the classroom.

Notifications of excursions are sent via Compass, where you will be required to provide your on-line consent. Parent assistance with supervision is sometimes required. Complete school uniform must be worn by students as it makes them easily identifiable. Payment for excursions is part of your school fees.

LIBRARY

The Library is located at the Senior Campus. Students are required to take their labelled Library bag along to classes each week. Each class has a 50 minute session per week with their classroom teacher.

The Library is open for Senior Campus students on a Monday, Tuesday and Thursday from 1:20pm until 1:50pm. It is also open every day after school from 3:30pm until 3:45pm for all students.

PEER MEDIATORS

Year 6 students undergo Peer Mediation training at the commencement of the year and every lunchtime on the Junior Campus, Peer Mediators work with students, providing further support and assistance if needed. These students do not replace the teachers on yard duty, but give students a further point of contact in the yard.

BUDDIES PROGRAM

All Prep students are allocated a Year 5 Buddy at the commencement of the year and see them weekly. Years 1 and 3 classes and Years 2 and 4 class are also buddied up and have regular shared activities throughout the year.

FRIENDS CLUB

The Friends Club runs at lunchtime every day on the Junior Campus. Four Year 2 leaders offer and supervise activities such as sand play, ball games and drawing activities. This a great meeting place for students with common interests.

MAD (Make A Difference) Year 6 Program

The MAD program allows every student in Year 6 to be in a Leadership Team which works throughout the year to 'Make a Difference' to all students at Gardenvale. The MAD teams run a variety of dance, drawing and music competitions. Students on both campuses are encouraged to be involved and this often gives students a focus for their recess and lunchtime activity.

SRC – Student Representative Council

Student voice is a major focus of Gardenvale Primary and we have a strong and active SRC made up of students from Year 1 – Year 6. These students take concerns of others to their meetings and plan projects and fundraise throughout the year. Staff support and oversee this important work.

RELIGIOUS EDUCATION

Religious Education is not compulsory and operates as an 'opt-in' extra-curricular activity that students may only attend with their parents' consent. These classes are held during the lunch break or before school. Trained instructors teach students in Religious Education for one half hour per week on a Monday at both Campuses.

COMPUTERS

Classrooms have a bank of netbooks/notebooks/laptops and iPads, depending on the Year Level. All classrooms have Interactive Whiteboards and both campuses are linked in a Local Area Network, which also provides access to the Internet. We are strongly committed to equipping our students with high order analytical and information gathering skills. Information and Communication Technologies and skill training are in-bedded into all the daily curriculum programs.

BYOD (Bring your own device)

In Year 4, as part of the Gardenvale Primary School 'Bring Your Own Device' to school initiative, parents can purchase a notebook through the school for student use. Devices may also be brought from home or purchased independently, providing they comply with the school's guidelines. This device will be used by the students in Years 4-6 and then will be taken home at the end of their primary schooling. If a student opts out of the program, a shared device will be provided during school hours only. In Term 3, a BYOD information evening will be held for parents with students in Year 3.

eSMART

Gardenvale Primary School is an eSmart school. eSmart is a program to help schools manage cyber safety and deal with cyberbullying and bullying. The eSmart system provides a framework for schools to implement whole-school culture and behaviour change relevant to the smart, safe and responsible use of digital technologies. Should you find your child is having any issues in the cyber world, with other students from this school, please contact your child's teacher. Any form of bullying via sms, email or social network site, should be immediately printed off as proof and given to the teacher.

HOW TO HELP YOUR CHILD

The Keys to Success

Here are some easy ways you can help your child. It takes no special skill. It does take time. But it's worth it!

- **Talk to your child** - this helps more than many parents realise. Talk about your child's day at school. Good talkers make good readers.
- **Listen to your child** - children always know if we are paying attention to them.
- **Read to your child** - read every day and not just at bedtime.
- **Have your child read to you** - listen carefully, but concentrate on whether she/he seems to understand the writer's message.
- **Encourage and praise your child** - reading can be hard work and children need all the encouragement they can get. After all, they are doing the best they can.
- **Show an interest in schoolwork and activities** - come along to information sessions, help in the classroom and ensure school tasks are completed.
- **Talk with the teacher** - discuss any problems your child may be having at school. Share any relevant information about your family life.

SCHOOL ORGANISATION

EMERGENCIES

A computer and manual filing system listing parents' names, addresses and telephone numbers are maintained in the school. Parents are asked to notify the school of any changes of address, telephone number, place of employment or doctor or emergency contact number.

Attempts are always made to contact parents in cases of emergency, but where it is impossible to do so, and the situation is urgent, medical assistance, including an ambulance, will be obtained. All costs of such assistance are the responsibility of the parent/guardian of the child concerned.

ILLNESS

Regular attendance is essential, but a sick child should be kept at home. Please advise of your child's absence via Compass.

ALLERGIES/ANAPHYLAXIS

Gardenvale Primary School has an Anaphylaxis Policy and Anaphylaxis Communication Plan, both of which can be found on the school website. If your child has been diagnosed by a medical practitioner as having food allergies or at risk of anaphylaxis, you should advise the school, prior to their commencement so an individual management plan can be developed. A current Anaphylaxis Action Plan, completed in conjunction with the medical practitioner must also be provided to the school along with the epi-pen.

ASTHMA

Gardenvale Primary School has an Asthma Policy, which is available on the school website. You should advise the school at enrolment if your child has been diagnosed with Asthma and must ensure that they have a current Asthma Action Plan, consistent with Asthma Victoria's requirements completed by your child's medical practitioner. The children's medication and spacer must be kept in the child's bag at all times.

MEDICATION AT SCHOOL

If medication is required at school parents must give the medication to the teacher with a medication authority form, signed by the parent/carer stating name of student, dosage, date and time to be administered. This form can be found on our website:

<https://www.gardenvaleps.vic.edu.au/About/docs/Medication%20Authority%20Form.pdf>

No children may have charge of their own medication.

In the case of sudden illness or accident the school will contact the parents.

INFECTIOUS ILLNESSES: *parents must notify the school office immediately*

Please keep sick children at home. Infection can spread quickly amongst children at school.

Exclusions:

A child must not attend school if suffering from any of the following diseases:

Covid -19	test and isolate as directed by DHHS
Chickenpox	until fully recovered or at least five days after the eruption first appears
Measles	at least 4 days after a rash appears
Mumps	for 9 days or until swelling goes down
Whooping Cough	for 5 days after starting antibiotic treatment
German Measles	for at least 4 days after rash appears or fully recovered
Impetigo (School Sores)	child must be kept at home unless sores are treated and covered
Head Lice	child must be kept at home until effectively treated. Parents are asked to keep a constant check on hair
Ring Worm	until appropriate treatment has commenced
Hepatitis A	until a medical certificate of recovery is produced or on subsidence of symptoms, but not before 7 days after onset of jaundice
Slapped Cheek Virus	child to be kept at home while red slap mark is still evident

BICYCLES AND SCOOTERS

The wearing of a helmet is COMPULSORY when riding bicycles and scooters.

For safety reasons, students are discouraged from riding bicycles and scooters to school unless accompanied by an adult. In the Junior Campus students must be accompanied by an adult if they ride a bike or scooter to school. Where parents permit their Year 3 – 6 children to ride a bicycle or scooter unaccompanied, they should satisfy themselves that the usual route is a safe one. In particular, major intersections are best avoided. Where there is a school crossing, students must dismount and walk across the road. **Bicycles and scooters are not permitted to be ridden in the school grounds.**

No responsibility can be accepted for bicycles left at school; they are brought at the owner's risk.

A bicycle enclosure is provided at the Senior Campus and a small number of bike stands are available in the Junior Campus. Students should provide a padlock and should remove all items liable to theft. The Senior Campus enclosure is locked from 9:15am.

CAR PARKING

Parents are asked to observe the restricted parking outside both Campuses. Two minute 'Kiss and Go' areas are designated near all school entries. You must not leave your car unattended in these zones. Parent use of staff car parks is strictly prohibited and car parks are not to be used as pedestrian entry points.

In the interest of student safety, never stop to pick up or set down a child within the 'No Standing' areas in Landcox Street and Charles Street.

Please refrain from reversing or u-turning in these areas as many children cross these streets.

Students and parents must use the school crossings.

LEAVING DURING SCHOOL HOURS

Students are not to leave the school during school hours without permission from a teacher. If you have to take your child home during the day please speak to your child's teacher and call in at the Junior or Senior Campus Office and sign your child out. It is vital that we know the whereabouts of all the students in our care.

Parents are asked to always provide a note to the class teacher when they wish their child to leave the school before dismissal time.

LUNCH ORDERS

Lunch orders are available for purchase from 'Zest' (a local café). **They do not deliver food for recess.** Please place your order by 9:00am *using Qkr! This app is available to download on all smart phones.*

Zest will deliver lunches to each campus at approximately 12:30pm and is the only business authorised to deliver food to either Campus.

Please be advised that orders cannot be placed directly through Zest.

PERSONAL PROPERTY

All property must be clearly named. Valuables, mobile phones or large sums of money should not be brought to school. In cases where parents find it necessary for children to have these at school, all care will be taken but the school cannot accept responsibility. Valuable items should be handed to the class teacher at 9:00am and collected at 3:30pm (including mobile phones) Students are not permitted to have mobile phones at school (unless written permission is sought), on excursions or camps. Lost property can be collected from both campuses.

SUNSMART

From mid August to May (hats away in May), all children must wear a **school hat** whenever they are outside (e.g. recess, lunch, sport, excursions or when travelling between the two Campuses).

Children who do not have appropriate hats are to play in the shady areas of the courtyard.

Hat or not, on hot summer days the children will be encouraged by their teachers to play within the available areas of shade.

Also, encourage your child to use a SPF 30+ broad spectrum, water-resistant **sunscreen**. Apply sunscreen before school, send the sunscreen to school in the school bag and ask your child to apply it prior to recess and lunch break. However, it is up to your child to put it on! They will not be reminded by the teachers.

WET DAYS AND DAYS OF EXTREME HEAT

If it is wet during any of the recess times, students will remain supervised indoors. Alternate arrangements may also be made on days of extreme heat.

SCHOOL UNIFORM

The uniform consists of the following options -

- Dark blue checked dress with blue collar
 - Dark blue skirt
 - Dark blue polo shirt with GPS logo
 - Dark blue rugby jumper with GPS logo
 - Bomber jacket with GPS logo
 - Dark blue shorts with GPS logo
 - Dark blue track pants with GPS logo
 - Dark blue bootleg pants
 - Navy or white short socks or navy tights
 - Enclosed shoes
 - Navy wide brimmed hat with GPS logo
- The Gardenvale Primary School schoolbag and book bag are part of the school uniform
 - A dark blue raincoat is available if required
 - Optional: bike shorts to wear under uniform.

The Uniform Shop is located at PSW Quality Apparel – 1/596 North Road, Ormond, 3204.
Phone: (03) 9768 0387 and online at www.psw.com.au.

Students must wear school approved hats, legionnaire or broad-brimmed only when outdoors from mid-August to the end of April (SunSmart Policy).

GARDENVALE OUT OF SCHOOL HOURS CARE PROGRAM (GOSH)

GOSH PROGRAMS

A Before-School Childcare Program operates between the hours of 7:30am – 8:50am and an After School Program is available between the hours of 3:30 pm – 6:00 pm each school day. The children who attend the program receive afternoon tea and are engaged in a variety of structured and unstructured activities. The Program Co-ordinator and Assistants direct all activities. Only children registered in the program may use it, even in an emergency.

Information is available from both Campus Offices.

Parents should make an application for the GOSH program by December each year to assist them with planning for the following year.

GOSH is managed by Teams Kids under the auspices of the School Council. The program is based in the Multi-Purpose Centre at the Senior Campus.

Team Kids: 1300 035 000

Website: Teamkids.com.au

PARENT PARTICIPATION

SCHOOL COUNCIL

The School Council is responsible for providing policy direction for the school. The School Council comprises nine parent members, four Department employee members and the School Principal. All parents are welcome at the monthly School Council meeting, however only members can vote.

SUB-COMMITTEES

At the direction of the School Council, committees are formed for specific purposes. Membership is drawn from the Council and the school community.

Regular meetings of sub-committees are held monthly and parents are notified of forthcoming meetings and agendas through the school newsletter.

The following Sub-Committees have been established:

- ❖ *Education and Curriculum Committee*
- ❖ *Buildings & Grounds*
- ❖ *Finance*
- ❖ *Out of School Hours (GOSH)*
- ❖ *Communications*

Becoming a School Councillor or member of a Council Sub Committee

If you are interested in becoming involved in the decision-making processes at the school you may like to join our School Council or one of its Sub-committees. Elections are conducted in Term One each year. Meeting times are published in the Newsletter.

PARENTS' ASSOCIATION

The Parents' Association is active in many facets of the Gardenvale Primary School community. It is committed to raising \$50,000 per annum, which is included in the school budget. Any additional funds raised enable the Parents Association to choose items from a priority list of projects that directly benefit our students.

Regular monthly meetings are held and the annual meeting and election of office bearers takes place early in the school year. All parents are encouraged to become active members of the Parents Association. It is an integral part of the life of the school and a good way to meet other parents.

Each week the Parents' Association will put an article in the newsletter advising on upcoming events, such as the school fair and how you can assist.

HOW CAN YOU GET INVOLVED?

Parent involvement in the life of Gardenvale is highly valued. Parents are invited to participate in ways which best suits their work schedules and availability. Listed below are some of the ways you can become involved.

Curriculum Programs

Teachers always welcome an extra helper in the classroom. Do you have a particular skill/talent which can be used? Listening to students read, working with a small group of students in your child's classroom or accompanying them on excursions or camps are other ways you can assist.

Improving our school's facilities

During the year you will be invited to attend a Working Bee. We run 8 Working Bees per year. One designated per Year Level plus one prior to the commencement of the school year for all families able to help out with a 'back to school clean up'. Parent help is vital to ensure that our grounds and buildings are well maintained and improved.

- ❖ *Please note all volunteers are required to have a current Working with Children's Check.*
<http://www.workingwithchildren.vic.gov.au> (Volunteers WWCC are free)

ALLERGIES

❖ **Your child has a severe allergy (or any other medical condition)**

By now you have probably already provided the school with any necessary information about your child's condition. If you haven't, please do so urgently!



Please keep your child's classroom teacher up to date with any changes and tell them everything that might affect your child's wellbeing at school. Don't hesitate to approach them with any questions or worries concerning your child's health.

❖ **How to be allergy aware**

As you will know from your experience at kindergarten or childcare, these days quite a few children suffer from severe allergies (with nut allergies probably being the most common).

Some allergies are potentially life-threatening and are treated with extreme caution and consideration at our school. In the classroom a number of measures are taken to minimise the risk of any allergic reaction.

Whether there is a child with a severe nut allergy in your child's class or not, you can be absolutely certain that there are some children at our school that do suffer from this allergy. Accidental transfers need to be avoided as they happen so easily by sharing communal equipment in the playground or games, pencils and books in the classrooms.

❖ **Play snack and lunch – 'No Nuts' in the classroom school**

It is *strongly* preferred that nut products (peanut butter, Nutella, some muesli bars etc.) are not brought into the classroom/school – no matter whether there is a child with a severe nut allergy in your child's class or not.



Food that displays the warning 'May contain traces of nuts' may be brought into the classroom but the teacher will emphasise the 'no sharing' rule (see below).

If your child has a Nutella or peanut butter sandwich, the teacher will not stop him/her from eating it. However, your child will have to eat lunch with another class or with a small group outside. Your child will be asked to wash his/her hands thoroughly after eating.

Just be considerate – and serve that peanut butter sandwich at home.

❖ **No sharing of food**

Yes, we do encourage our children to share everything else – but not their play snack and lunch at school. Even though it is a lovely thought to add a little extra treat for your child to share with a friend, please don't. It is very difficult to tell some children they can't share if the rest of the children do.

❖ **Birthday celebrations**

The kids love celebrating their birthday in the classroom – and with about 21 children per class there is a lot of celebrating to do!



You are welcome to bring in birthday cakes, muffins, fruit skewers, icy poles – whatever takes your child's fancy – without worrying about the ingredients.

The school decided to avoid any confusion about the 'no sharing' rule. Therefore parents of children with a food allergy will provide special treats for their own child to keep in the classroom. They can then enjoy their special treats at any birthday celebration while the other kids enjoy theirs.

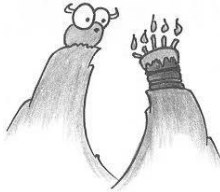
❖ **Other Allergies**

Please be aware that there might be children with allergies other than a nut allergy in your child's class. This, of course, will vary from classroom to classroom.

At the beginning of the school year your teacher will tell you whether there are any other foods that should be avoided. It depends on the individual circumstances and on the classroom teacher how this will be managed.

Never hesitate to ask if you are not sure what to bring into the classroom!

PARTY INVITATIONS



Party invitations can be a delicate affair ...

If you want to invite your child's **whole class** it is a good idea to distribute the invitations through the teacher who will put them in the student bags (unless you prefer to mail or email the invitations, of course).

Some families prefer to invite only the boys or girls in the class (to keep numbers down or due to their child's personal preference); other families prefer to invite only **a small group** of children. This is – of course - perfectly fine!

However, if you invite only part of your child's class please be sensitive towards those that are not invited. Be discreet to avoid disappointment or jealousy among the children and send invitations by mail or email or hand them to the parents directly.

Please don't feel anxious for your child.

We will take very good care of your child.

If you have a concern about your child's well-being, please contact your child's teacher to arrange an appointment. Your child's teacher will also contact you if they have a concern regarding your child's learning or welfare.