



2020 Information Booklet

INTEGRITY

RESPECT

EXCELLENCE

1 From the Principal

On behalf of the staff, students and parents of Patterson Lakes Primary School, I welcome you and your family to our school community. When you join our school community you will quickly become acquainted with the quality and richness of programs that are designed to meet your child's needs. Our school values of integrity, respect and excellence are used in our everyday dealings with each other [staff, students and parents] and in the development of our programs and policies. These values form the moral purpose of our school and the foundation for ensuring the best school environment for all members of our community.

Starting school, or starting at a new school, is a very important event in a child's life, and children adjust to school in different ways. We are keen to work with parents to ensure that each child settles quickly, easily and happily into school life at Patterson Lakes. The school will keep you informed about how your child is settling in, and I encourage you to provide us with feedback from home. Keeping an open communication process between school and home ensures transition to our school will be as smooth as possible.

I also encourage you to take advantage of the friendly community by getting involved in the school. Patterson Lakes offers you a range of opportunities for involvement through social, fundraising and community activities. In addition the school encourages you to join the Parent Helpers program to assist with class or school activities. For working parents, there are occasional evening or weekend school and social events through which you can share and celebrate your child's education, and develop friendships with other families. Through involvement in the School Council you can assist in decision-making and the development of school policy.

Patterson Lakes Primary School has a reputation for delivering high quality education in all disciplines of the Victorian Primary School Curriculum. Our curriculum is broad, relevant and dynamic. Students are actively involved in their learning, acquiring knowledge, skills, positive attitudes and values.

The school places a strong emphasis on the use of computers as a tool in teaching and learning. Foundation, Year 1 and Year 2 classrooms contain computer pods with access to a range of information and communication technologies. Classes in Years 3-6 are currently involved in a 1:1 computer device program. The school also has a well-designed STEAM Centre comprising of a radio station - 104.7 FM School of Rock and green screen production centre. Through authentic learning activities, students from Foundation to Year 6 develop the skills, knowledge and processes for using a variety of word processing, publishing, multimedia, information, communication and educational software programs.

The school is proud of its staff for the commitment, effectiveness and professionalism with which they undertake their roles and responsibilities, and the care and concern they show for our students and families. Staff work together to provide a well-managed, safe learning environment that caters to the learning needs of all students. They focus on developing in your child, the school's values of integrity, respect and excellence. Through our Student Leadership, Junior School Council, House Competition programs and Environment programs, we provide opportunities for the development of teamwork, respect, responsibility and active citizenship.

This handbook provides information of special relevance to new parents to Patterson Lakes Primary School. I hope you will find it informative. At Patterson Lakes, we look forward to working with you to ensure that your child obtains a high quality education.

Carole Mayes
Principal

respect

integrity



excellence

2 General Information

Principal	Carole Mayes
Assistant Principal	Paul Clohesy
Student Wellbeing Coordinator	Leanne Walker
Business Manager	Kate Shannon
Office Manager	Monique Hunt
First Aid	Rachael Grady
School Telephone Number	9772 4011
School Email Address	patterson.lakes.ps@edumail.vic.gov.au
School Web Address	www.patterson-lakes-ps.vic.edu.au

SCHOOL HOURS:

Morning Session: 9am to 11:30am

Fruit Break (in class): 10:15am

Lunch: 11:30am to 12:30pm

Early Afternoon Session: 12:30pm to 2:10pm

Afternoon Recess: 2:10pm to 2:40pm

Afternoon Session: 2:40pm to 3:30pm

TERM DATES:

	TERM 1	TERM 2	TERM 3	TERM 4
2020	29.01 – 27.03	14.04 – 26.06	13.07 – 18.09	05.10 – 18.12
2021	28.01 – 01.04	19.04 – 25.06	12.07 – 17.09	04.10 – 17.12

EARLY DISMISSAL TIMES

There is early dismissal at 2:30pm on the last day of each term – and at 1.30pm for the Christmas Vacation.

CURRICULUM DAYS

Each state school in Victoria is allocated four days each year when students do not attend school so that teachers can participate in curriculum planning or professional development activities. The school will give parents details about these days through the Newsletter and the school website. The first day of Term 1 is always a pupil free day. Although teachers are on duty on the first day of the school year, students do not attend.



3 School Profile

VISION STATEMENT

To provide a safe and challenging learning environment, empowering students to strive for personal excellence to become lifelong learners.

Guiding Principles

- To provide a strong, innovative educational program that personalises learning for every student.
- To embed a culture of continuous improvement focused on student achievement and school performance.
- To foster creativity, curiosity and inquiry to acquire the necessary skills and knowledge to become effective global citizens.
- To embrace diversity within our school community where the values of Integrity, Respect and Excellence are upheld.
- To ensure a community where each child is listened to, feels safe and their voice and agency is valued.
- To maintain an effective partnership between staff, students, families and the local community.

SCHOOL VALUES

Respect, this value is shown when:

- We are kind, friendly and helpful to others.
- We look after other people's property.
- We are polite and use good manners.
- We behave in a safe and sensible manner.
- We include others in games and activities.
- We listen to others and speak appropriately to them.
- We accept others for who they are.
- We acknowledge other people's beliefs and differences even if they are different from our own.
- We care for our world, our environment and the people in it.

Integrity, this value is shown when:

- We are trustworthy, fair and honest.
- We make strong choices.
- We own up for our behaviour.
- We tell the truth in a sticky situation.
- We are true to what we believe in.
- We do the right thing, even if it doesn't benefit us.
- We stand up for ourselves and others.

Excellence, this value is shown when:

- We think, listen, remember, discuss, study and ask questions.
- We have a go and persist in what we do.
- We explore and discover new ideas.
- We do and make things.
- We show curiosity and explore our wonderings.
- We try new things and achieve new skills.
- We show our understandings.
- We have fun and accept new challenges.

ENVIRONMENT

Patterson Lakes Primary School opened in 1979 and is located in the residential corridor between the Mornington Peninsula Freeway and Port Phillip Bay, 33km SSE of the Melbourne CBD. The school is surrounded by a series of interconnected canals around the Patterson River waterway. The school has modern buildings, grounds and facilities that have the flexibility of both flexible learning spaces and traditional classrooms. During 1997 the school completed a major upgrade which included a visual arts room, library, STEAM Centre, administration block and undercover areas. During 2010, the school completed a multipurpose facility through the Federal Government's BER program. In 2014 a new Science Room was established and the Staff Room was relocated to the old Canteen area. The grounds include a large oval, grassed playing areas, adventure playgrounds and basketball courts. In 2018, the State Government made provision for a new Capital Works project to be implemented in 2020. A new school Master Plan was developed to incorporate additional improvements to our school, including 5 additional learning spaces, administration centre, first aid facilities and outdoor learning spaces.



SCHOOL POPULATION

The school's estimated enrolment for 2020 is 610 students.

PROGRAMS

An emphasis is placed on the provision of effective literacy and numeracy programs that cater for all students with science and student wellbeing nominated as additional focus areas. Learning outcomes for students are maximised by whole school planning and program implementation, ongoing professional development for staff, appropriate resource provision, special needs assistance, comprehensive assessment and reporting practices and regular evaluation of all school programs.

HOUSE SYSTEM

The House System has 4 teams – Gladesville Gladiators (Blue), McLeod Mustangs (Green), Thompson Tornadoes (Yellow) and Wells Wildcats (Red). House polo tops are worn every Friday. There are 4 major House competitions every year. They are swimming sports, cross country, athletic sports and Panto's Got Talent.

STUDENT LEADERSHIP

Provides students from Foundation to Year 6 with skills, processes and opportunities to develop leadership. Students can be involved in a variety of leadership roles including Junior School Council, House Captains, Environment Leaders, Class Captains, Waste Warriors, and Office and Class Monitors.

JUNIOR SCHOOL COUNCIL

Students from Year 6 nominate and vote for peers to be a representative on Junior School Council. Junior School Council makes recommendations to the School Council, contribute to decision making and the organisation of activities to raise funds for the school and broader community. Representatives report to the students and seek input from their peers. This process provides students a voice and agency in determining programs within the school.

PARENT INVOLVEMENT

The school promotes participation, involvement and regular communication between parents and teachers. Parents participate in the school through their involvement in School Council, the Family, Friends & Fundraising Association, Parent Helpers program, Working Bees, Excursions, Interschool Sports, Camps and the Perceptual Motor Program. Regular whole school events and family activities also provide opportunities for parental involvement such as the Chook Palace and the introduction of a kitchen garden.

LIBRARY

The purpose of the library is to provide a comprehensible up-to-date collection of materials. The library provides for the needs of the curriculum as well as the needs of the individual child; fostering a love of literature and reading for pleasure. It aims to provide for the professional development of staff through purchase of materials relevant to new trends in education. Encourage your child to borrow regularly from our school library. Please provide your child with a NAMED, BOOK BAG which can be purchased through the PSW website. This helps prolong the life of our school library books.

ENRICHMENT AND SUPPORT PROGRAMS

ENRICHMENT

- School House competitions
- UNSW competitions
- Camps (Yrs 3-6)
- Incursions and Excursions
- Visitors and speakers

SUPPORT PROGRAMS

- Foundation/Yr 4 Buddy Program
- PMP – Perceptual Motor Program (Foundation)
- BeYou
- InSPIRE
- Athletics
- Lexia
- Literacy support program
- Cohort support programs
- Integration program

SCHOOL PROGRAMS

- ICT extension e.g. Radio Program
- Interschool Sport (Yrs 6)
- Swim/Water Safety Program
- Special Events
- Theme Days
- Assemblies
- School Concert (bi-annual)
- Christmas Concert (bi-annual)
- ICT 1:1 Devices Program (Yrs 3-6)



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2020 – 2023 School Strategic Plan

The School Strategic Plan sets out the school's strategic direction for a 4 year period, including the school's purpose, values and environmental context, as well as goals, targets and key improvement strategies in three areas:

- To maximise the learning growth of all students with a focus on literacy
- To empower students through increased agency in their learning
- To empower students to be independent, confident, critical and creative learners.

The School Strategic Plan is informed by the information gathered and directions identified throughout the school self evaluation and school review processes, and through staff, student and parent consultation.

A copy of the 2020 - 2023 School Strategic Plan is available on the school website.

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Curriculum Profile

At Patterson Lakes Primary School, all students participate in a comprehensive curriculum. The breadth and richness of curriculum offered allows students to be actively involved in their learning, acquiring knowledge, skills, attitudes and values.

The Victorian Curriculum provides a single and comprehensive set of prescribed content and common achievement standards, which schools will use to plan student learning programs, assess progress and report to parents.

The design of the Victorian Curriculum F–10 is set out below:

Learning areas	Capabilities
<ul style="list-style-type: none"> ◇ <u>The Arts</u> <ul style="list-style-type: none"> Dance Drama Media Arts Music Visual Arts Visual Communication Design ◇ <u>English</u> ◇ <u>Health and Physical Education</u> ◇ <u>The Humanities</u> <ul style="list-style-type: none"> Civics and Citizenship Economics and Business Geography History Languages Mathematics Science Technologies ◇ <u>Design and Technologies</u> ◇ <u>Digital Technologies</u> 	<ul style="list-style-type: none"> ◇ <u>Critical and Creative Thinking</u> ◇ <u>Ethical</u> ◇ <u>Intercultural</u> ◇ <u>Personal and Social</u>

6 Homework

The school operates a Homework Grid based on Dr Lillico's homework model. Students are provided with a homework grid each term that will not only teach them some of the necessary skills for later life, but will also encourage the development of social skills and attitudes they will require. All activities provide opportunities for parents to participate in their child's education.

Years Foundation - 4

Homework:

- Should not be seen as a chore
- Will generally not exceed 30 minutes a day or be set on weekends or during vacations
- Will consist of English and Mathematics
- Enables the extension of class work by practicing skills or gathering of extra information or materials

Types of Activities may include:

- Home Reading; consisting of daily reading to, with and by parents, caregivers or siblings.
- Spelling
- Practice exercises and informal tasks
- Completing unfinished class work

Years 5 and 6

Homework:

- Will generally range from 30-45 minutes a day
- Will consist of English and Mathematics

Types of Activities may include;

- Daily independent reading
- Extension of class work, projects and assignments, essays and research.
- Practice exercises
- Completing unfinished class work

7 Student Engagement and Wellbeing

WELBEING PROGRAMS

BeYou

BeYou is a flexible, whole-school approach to children's mental health and wellbeing for primary schools. It works both on its own and as an umbrella under which the school's existing programs can comfortably fit. BeYou provides the proven methods, tools and support to help schools, parents and carers, health services and the wider community nurture happy, balanced kids.

InSPIRE

InSPIRE stands for 'In School Patto Integrity, Respect and Excellence'. The lineal model consists of 30 groups across the school with a range of students from Foundation to Year 6 being part of each group. The aim of the model is to provide students with another significant adult and to deliver the explicit teaching of social and emotional learning.

Circle Time

Circle Time is a democratic and creative approach used to consider a wide range of issues affecting the whole school community. The strength of circles is that they address values, attitudes and skills within a structured, safe and supportive framework.

Act of Kindness Award

An award that focuses on an Act of Kindness. Students are nominated by the parents, teachers, other students or community members.

Restorative Practice

All staff use a Restorative Practice approach to assist students to resolve issues and restore relationships.

When things go wrong	When someone has been hurt
What happened?	What did you think when you realised what had happened?
What were you thinking at the time?	What impact has this incident had on you and others?
What have you thought about since?	What has been the hardest thing for you?
Who has affected by what you have done? In what way?	What do you think needs to happen to make things right?
What do you think you need to do to make things right?	

Respectful Relationships

The Royal Commission into Family Violence identified the critical role that schools and early childhood education have in creating a culture of respect to change the story of family violence for future generations. Respectful Relationships education is a core component of the Victorian Curriculum.

Respectful Relationships is about embedding a culture of respect and equality across our entire community. This approach leads to positive impacts on student's academic outcomes, their mental health, classroom behaviour and relationships between teachers and students. Respectful relationships support schools to promote and model respect, positive attitudes and behaviours. It teaches our children how to build healthy relationships, resilience and confidence.

Child Safety

Patterson Lakes Primary School is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Patterson Lakes Primary School has a zero tolerance for child abuse. Patterson Lakes Primary School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Patterson Lakes Primary School 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 and young people is at the forefront of all they do and every decision they make.



8 Community Building

Patterson Lakes Primary School promotes the development of a total learning community of staff, students and parents. In providing a high quality education for our students, we are committed to the development of effective relationships with the local and wider communities. We value inclusiveness, trust, respect, open communication and learning. We aim to create an environment where everyone can enjoy themselves as they participate and contribute to the school.

We encourage, support and welcome parents/carers and community members to:

- Participate in a range of school activities.
- Share responsibilities in supporting children in their learning.
- Provide feedback and parent opinion on issues affecting school policy and programs.
- Provide access to local resources that will enhance learning experiences.

We ensure strong and effective partnerships through:

- Making all community members welcome.
- Encouraging new members to join in and feel as if they belong.
- Displaying courtesy and respect for everyone.
- Recognising and valuing the diversity of the community.
- Maintaining appropriate confidentiality.

We facilitate open communication through:

- Ensuring the principal and staff are available and accurately informed.
- Publishing school newsletters and information sheets.
- Holding regular meetings with parents and School Council.
- Encouraging participation in school professional development when appropriate.
- Publishing School Council annual reports and reviews.
- Providing well publicised parent/teacher and information meetings.
- Providing the Information Booklet to all new families.
- Encouraging visitors to our assemblies, special days and events.
- Seeking and including community responses in the evaluation of school goals and programs through the Parent opinion surveys and other questionnaires as appropriate.
- Conducting parent/teacher meetings.

We encourage strong relationships with our neighbourhood schools, networks and cluster through:

- The sharing of expertise.
- Involvement in programs, taskforces, projects and activities.
- Joint provision of Professional Development.
- Sharing of resources.

We expect members of the community to:

- Support teachers in the educational expectations of children.
- Provide the school with any information that will assist their child's education.
- Display respectful, courteous and responsible behaviour in all interactions with students, staff and other community members.
- Adhere to the formalities set pertaining to etiquette and courtesy.
- Adhere to the procedures and make appointments where there is a concern that needs to be discussed.
- Support the implementation of the Student Code of Conduct.
- Adhere to attendance and punctuality procedures.
- Support their children wearing school uniform.
- Attend parent-teacher meetings.
- Read school newsletters and information notices.

Our school will continue in its endeavours to have a positive impact on the local community, forging relationships of mutual respect with all community members and organisations.

9 Preparing for School

Starting school represents a significant change for most children. You have been your child's first teacher and as a consequence have provided the majority of experiences your child has had in the first few years of their life. Parents can be most helpful in making the transition to school a happy and successful one.

Success and happiness at school is much more likely if the child has developed the ability to:

- Ask questions
- Listen to a story for a reasonable time
- Concentrate on one activity for 10 - 15 minutes
- Dress and eat independently
- Use the toilet and look after their personal hygiene successfully [nose blowing, etc.]
- Play co-operatively with other children and solve associated problems
- Be familiar with the use of pencils and books

Here are some of the things you can do to prepare your child for school

Over the next few months try to let your child get used to:

- Putting on and taking off jumpers/coats
- Putting on and doing up shoes
- Eating and drinking without assistance
- Using a handkerchief or tissue
- Using and flushing the toilet independently
- Unwrapping snacks independently (clingwrap, snack bars, etc.)
- Saying his/her name, address and telephone number
- Knowing road safety rules and how to cross the road safely
- Knowing the way to and from school
- Knowing safe behaviours



Also try to let your child get used to:

- Playing with groups of children [encourage your child to share toys and take turns]
- Using playground equipment safely
- Staying at friends' or relatives' houses for a few hours without you around
- Caring for and putting away playthings
- Helping with small jobs around the house such as washing up, putting clothes away, etc.

Learning to talk and listen well starts with you at home. Try to:

- Talk to your child about what you are both doing
- Listen to your child and give them your attention when they are talking
- Answer many of the endless questions
- Read a story every day
- Borrow children's books and toys from your local library
- Teach songs, rhymes, jingles, the names of colours and parts of the body
- Count things - does your child know what the number means?
- Ask your child to follow simple instructions, such as "Take off your shoes and put them on the veranda".



These experiences will also aid development:

- Using chalk, crayons and pencils to draw patterns and pictures
- Making models with playdough
- Cutting paper and material with blunt ended scissors
- Rolling, throwing and catching different sized balls
- Balancing activities on playground equipment

10 A– Z of School Information

ABSENCES

Parents can inform the school of an absence by entering the explanation onto Compass. Alternatively, a note, a phone call or an email may be sent to the school explaining the absence. An SMS text message will be sent after 10am to notify parents that their child has been marked as absent. Partial days will be entered by the school office, on the day, as your child arrives late or is collected.

ALLERGY OR ASTHMA

It is important that parents complete an allergy or asthma management plan at the beginning of the school year for their child if they suffer from an allergy or asthma. Management plans will need to be updated annually.

AMBULANCE COVER AND PERSONAL ACCIDENT INSURANCE

This is a reminder to families, that schools do not provide personal accident insurance or ambulance cover for students. Parents and guardians of students, who do not have student accident insurance/ambulance cover, are responsible for paying the cost of medical treatment for injured students, including the cost of ambulance attendance/transport and any other transport costs.

It is therefore recommended that all families have personal accident insurance and ambulance cover.

ART SMOCKS

All children require an art smock for painting and other art/craft activities. Art smocks with long sleeves and elastic cuffs are most effective.

ASSEMBLY

Whole school assemblies are timetabled and advertised in the newsletter. Parents are encouraged to attend assemblies as they are a forum for information as well as an opportunity to celebrate whole school, group and individual achievements. Assemblies are held in the school's Hall from (2.55-3.25pm).

ATTENDANCE

Education is compulsory for children between the ages of 6 and 16 years. **When children are enrolled it is expected they will attend school every day of each term.** Patterson Lakes records the daily attendance of your child. We do not encourage students to arrive at school before 8.45am as there is not a teacher on duty prior to this time. Similarly, supervision is provided after school until 3.45 pm. Students not collected by this time will need to make their way to the office and staff will contact parents. If a child is sent to After School Care, a cost will be incurred. Students should arrive at school and for each session, on time and be ready to learn. 8:50am is a good time to have your children at school. School commences at 9.00 am each day and we ask for your co-operation by ensuring your child is at school and in line on time. School finishes at 3.30 pm, **except on the last day of term**, when the finishing time is 2.30pm in Terms 1, 2 and 3 and 1.30pm on the last day of Term 4.

BEFORE AND AFTER SCHOOL CARE

Before School Care hours operate from 6.45 – 8.45am. After School Care hours operate from 3.30 – 6.15pm. Curriculum Days operate from 6:45am – 6:15pm.

For further information about holiday programs, please contact TheirCare on 1300 072 410.

BEHAVIOUR MANAGEMENT

As part of the school's ongoing commitment to a safe and orderly school environment all students are provided with a copy of the school's Student Code of Conduct at the commencement of the school year or when entering school. The policy details rights, responsibilities, school rules, unacceptable behaviours and consequences for breaching school rules. Parents and students sign a reply form agreeing to support and abide by the policy.

BICYCLES

Students in Years 3 - 6 may ride bicycles to school provided that they have signed the school's Bicycle Policy. It is expected that all students will wear a properly fitted bicycle helmet and have a good understanding and capacity to ride safely and obey road rules. Bicycles are to be walked in the school grounds between 8.30am and 4.00pm. During the school day all bicycles will be locked in the bike shed.

CANTEEN

The Canteen service is an online service provided on Thursdays and Fridays. Parents can place and pay for their child's order using a secure website which can be found via a link on the school's website. Orders are delivered to the school at lunchtime.

CAR PARKING

The school car parks are only for staff parking. There is a morning 'Drop Off Zone' for parents in designated areas until 9.00am. Parents may only use the staff parking area if their child is unwell or has been injured. There is restricted street parking available in Gladesville Boulevard and McLeod Road. Additional parking is found in the Patterson Lakes Community Hall car park and in the Coles Shopping Centre. Please pay attention to all street parking signs and restrictions. Police and parking officers regularly patrol these areas surrounding our school.

CLOTHING AND BELONGINGS

Please clearly mark all clothing and items brought to school. Each item of school uniform should be named. Expensive toys and games should not be brought to school. We take no responsibility for loss or damage.

COMPASS & COMMUNICATION

Compass is our main communication method with parents. The program can be used on your smart phone, computer or device. The school will use Compass to deliver the weekly school newsletter, send news items & updates, send permission notifications for excursions/events and post student reports twice per year. Parents are able to enter and approve their child's absence from school if they are unwell and keep their contact details updated. Families will receive their log-in details from the office to begin this valuable communication.

CONCERNS

Please contact your child's teacher directly if you have a concern. We will actively listen to your concern, investigate situations, offer assistance and provide accurate information. Each matter will be dealt with within a reasonable period of time.

CUSTODY RESTRICTIONS

It is vital that the school be kept informed of any access or custody restrictions. Original copies of orders must be presented to the school and a copy will be taken.

DETENTION

Students may be given a detention for breaches of our Student Code of Conduct. Students may be detained for half of recess or their lunch break without parent permission, however, parents will be informed depending on the severity of the situation. If a child is required to do an after school detention, parents will be given prior notice and will need to sign a permission note. Parents will need to collect their child at 4.00pm if an after school detention is given.

EARLY DEPARTURE AND LATE ARRIVAL

Parents wishing to collect children other than at the normal dismissal time must go to the office to sign out their child and collect an 'Early Leave Pass' before collecting them from their classroom. The pass is to be taken to the classroom and handed to the teacher. If your child arrives at school after 9.00am, they must go to the office to sign in and get a 'Late Pass' to take to their classroom and hand to their teacher.

If making arrangements with others to collect your child during the school day, please make sure the person and the child know the arrangements. If the person is someone not included in your child's enrolment form, please inform us of the arrangements. Please advise this person that they will be asked to show a form of identification.

NEVER collect children during recess or lunchtime without signing them out.

In the event of a student leaving the school grounds, a parent will be informed immediately. Police will also be contacted.

EMERGENCY CONTACT INFORMATION

Always ensure that your contact information is up to date. It is critical that the school is able to contact you or your emergency contacts in case of an accident or illness. Contacts listed on the enrolment form are the only people who may collect a student during school hours.

ENROLMENT PROCEDURES

To enrol a child at Patterson Lakes Primary School, parents need to contact the school office and complete an enrolment form. Parents of separated families are required to seek permission of the other parent, giving permission for their child to enrol in a primary school. An 'Alternate Family' Form must be completed by the second parent, in addition to the initial 'Enrolment Form'. All children enrolling in school must be at least 5 years of age by April 30 of the year of enrolment. Parents must show their child's original birth certificate and immunisation statement. It is recommended that parents come along to a tour of the school and meet with the Principal. If a student is transferring from another school, it is useful for you to provide our school with school reports and some of the work the student has been doing at the previous school.

EXCURSIONS

All excursions and camps are conducted under strict safety guidelines. At least 4 weeks prior to any excursion or camp, parents will be given information about the activity via Compass and will be asked to consent online, giving approval for their child to take part. To ensure students are safe at all times, staff who accompany excursions and camps will have appropriate qualifications, training and experience for the activities being undertaken. No child will be allowed to participate in a school excursion without consent, which must be completed by the due date.

FAMILY, FRIENDS AND FUNDRAISING ASSOCIATION

The Family, Friends and Fundraising Association (FFFA) is a sub-committee of the Patterson Lakes School Council. It is an important group within our community. Interested parents and friends meet each term. The role of FFFA is three-fold:

- Firstly, it is a communication link between the community as a whole and the school. It serves as a forum where constructive ideas are developed.
- Secondly, the FFFA is a social body, bringing together the parents of the school in social activities. It has a role to play in public relations
- Thirdly, the FFFA, through the School Council, has a fund raising role. Various activities are organised and well supported during the year.

HATS

It is school policy that the wearing of a school wide brimmed hat is compulsory from Mid August to 30 April.

HELPING AT SCHOOL

As a volunteer at our school, while assisting in the classroom or helping on an excursion or camp, parents and helpers will be required to hold a current Working With Children Check. You can apply for this card online and you will need to elect Patterson Lakes Primary School as a place where you volunteer your services, or update your current card to add our school. There is no cost involved for volunteers.

HOMEWORK

The school operates a Homework Grid based on Dr Lillico's homework model. Students are provided with a homework grid each term that will not only teach them some of the necessary skills for later life, but will also encourage the development of social skills and attitudes they will require. All activities provide opportunities for parents to participate in their child's education.

ILLNESS

The best place for a sick child is at home. A child is not capable of effective learning whilst ill. Infections spread quickly in the school environment. A Compass entry, note, email or phone call with date/s and the reason/s for absence must be provided to the school.

INFECTIOUS DISEASES EXCLUSION

The Department has produced a comprehensive list of infectious diseases and exclusion guidelines for schools. This information is available on the school website.

LOST PROPERTY

Lost property such as clothing and hats is stored in the breezeway, near the Staff Room. Jewellery items and watches will be held in the school office and may be collected at any time during school hours.

LUNCHES

Lunches are usually eaten in the classroom under teacher supervision. Please consider appropriate food for your child to handle, nutrition and the quantity appropriate to your child's appetite when preparing lunches. We prefer for children to have a lunchbox which negates the need for food wrappings.

LUNCHES LEFT AT HOME

When a child has no lunch at school, firstly siblings are asked to share their lunch and then parents will be contacted to provide lunch for their child.

MEDICATION

If medication is to be taken at school, parents must complete a form giving the First Aid Officer permission to administer the medication. This form must state time/dosage and the medication must be clearly labeled with the child's name and grade. If your child suffers from asthma, it is recommended that an inhaler and Ventolin be kept at school with your child and an Asthma Management Plan must be completed and signed by your doctor.

MONEY

Please do not send large amounts of money to school with your child. When it is necessary to send money please place it in a sealed envelope that has your child's name and grade, as well as the amount and purpose of the money clearly written on the envelope. The envelope should be given to the teacher at 9am or dropped into the office 'drop box', located under the counter at the front office.

MOBILE PHONES

Students are not permitted to have mobile phones at school, as per the Department of Education and Training's mobile phone policy. See our website for further detail.

NEWSLETTER

The school newsletter is published on a Thursday. It is expected that all parents will take the time to read it. The newsletter contains information on most of the activities going on in the school. It is sent to families via the Compass App which can be downloaded onto your computer or smart phone for convenient access. You can visit our school website to view the weekly newsletter and it is also available from the school office in hard copy for you or your child to collect if you wish.

PARENT – TEACHER MEETINGS

There are usually two organised Parent-Teacher meetings each year. The first meeting or information sharing session occurs early in February. The second meeting, where students share their progress, is in the first week of term 3. Parents may, however, seek meetings with teachers if they would like to discuss their child or a school issue. It is recommended that you contact the teacher or office to make a mutually convenient meeting time rather than arrive when the teacher has responsibility for the teaching or supervision of students in the class. Students in Years 2 - 6 are invited to be part of the Parent-Teacher mid year meetings.

POLICIES

All school policies are located on the school's website.

SCHOOL COUNCIL

The School Council provides an opportunity for parents and other members of the community to take an active role in setting the educational policy of the school. The School Council comprises parents, the school Principal, staff and sometimes co-opted members of the community. School Council has up to 15 elected members – 8 parent members, 2 community members and 5 staff members. Elections are held every year by the end of March. Parent and 'Department of Education and Training' members of the Council are elected for a 2 year term of office.

SCHOOL PAYMENTS & CONTRIBUTIONS

School Councils are able to request payments or contributions for education items and services from parents and carers for students in Victorian government schools in the three categories – essential education items, optional extras and voluntary financial contributions. A schedule of next year's charges will be sent to families prior to the end of the school year.

The School Council will ensure that costs are kept to a minimum and comply with the Parent Payment Policy. Patterson Lakes Primary School spends considerable time selecting the most appropriate items and services to meet the needs of our students.

Where practical, parents and carers also have the option of purchasing equivalent materials from other sources. If parents and carers choose to provide equivalent materials, this should be done in consultation with the classroom teacher, as items should meet the specifications provided by the school. There are certain items that due to their nature, may only be provided by the school, for which you will be charged.

SCHOOL PHOTOGRAPHS

Each year school photographs are taken towards the end of Term 1. Usually, all children are photographed individually and in class groups. Siblings may also be photographed together at an additional cost. Purchasing photographs is optional. The company we use is called SchoolPix.

SCHOOL REPORTS

In June and December, parents are provided with reports detailing student progress, available online through Compass. In addition, a number of students will also receive Individual Learning Improvement Plans throughout the year. Parents can print copies for their future records, as once their child has left Patterson Lakes Primary School, they will no longer have access to Compass.

SCHOOL RULES

The school takes a whole school approach to the development, implementation and monitoring of school rules. At the commencement of each year students are provided with a copy of the school's Bullying Prevention Policy and Student Code of Conduct. Students work with teachers to establish classroom rules.

SWIMMING PROGRAM

The Department of Education provides funds for a limited swimming program within the school. These funds will be used to provide a water safety program in years 4, 5 and 6. Foundation students will not be involved in the swimming program during 2020.

UNIFORM

Patterson Lakes Primary School has a compulsory uniform. Current uniform details and pricelists are available from the school office and website. The school's uniform is available for purchase through our supplier PSW, either online or in store located at Unit 22/13 Gateway Drive, Carrum Downs.

The stores regular trading hours are Tuesday to Friday 9am-5pm and Saturday 10am-1pm. Extended trading hours run from 18/11/19 until 7/3/20, Monday to Friday 9am-5pm and Saturday 9am-1pm.

VISITORS

All visitors to the school are required to sign the attendance book at the school office when they arrive and depart. They must also wear a 'Visitor's Badge' whilst in the school premises.

VOLUNTARY FINANCIAL CONTRIBUTIONS

Parents and carers are invited to contribute to Patterson Lakes Primary School Building & Library Trusts. All donations over \$2 are tax deductible and a tax receipt will be issued. All donations to the Building & Library Trusts are spent directly to maintain and improve the Library and the School Buildings. The support of the community is greatly appreciated and significantly improves the operation of the school.

YARD SUPERVISION

The school grounds are supervised before school from 8:45am to 9:00am, during recess and lunchtime, and after school from 3.30pm to 3.45pm. Students are not expected at school until 8.45am and are to leave promptly at 3.30pm. After school yard duty finishes at 3.45pm at which point a bell is rung. Students who have not been collected are required to go directly to the General Office when the bell is rung, where parents will be contacted.