



Templeton

Primary School



2023

Prep Parent Handbook



Templeton Primary School 5196

"Pride in Performance"

Address: Crestdale Road,
Wantirna, VIC 3152

Postal Address: P.O. Box 5190,
Wantirna South, VIC 3152

E-mail Address: templeton.ps@education.vic.gov.au
Web site: www.templetonps.vic.edu.au

Telephone No.: 9801 7450

Principal: Mr Rod McKinlay
Assistant Principals: Mrs Andrea Edwards
Mr Marc Crilly

Business Manager: Mrs Pamela Raines

Reception: Mrs Trudy O'Neill
Ms Sashka Pemberton

Term Dates for 2023

Term 1: Friday 27th January 2023 - Teachers commence
Monday 30th January 2023 - Students Years 1 – 6 commence
Thursday 2nd February 2023 - Preps commence half day 9.30am–12.00pm
Thursday 6th April 2023 - End of Term **(2.30p.m. finish)**

Term 2: Monday 24th April - Friday 23rd June 2023 **(2.30p.m. finish)**

Term 3: Monday 10th July - Friday 15th September 2023 **(2.30p.m. finish)**

Term 4: Monday 2nd October - Wednesday 20th December 2023 **(1.30p.m. finish)**

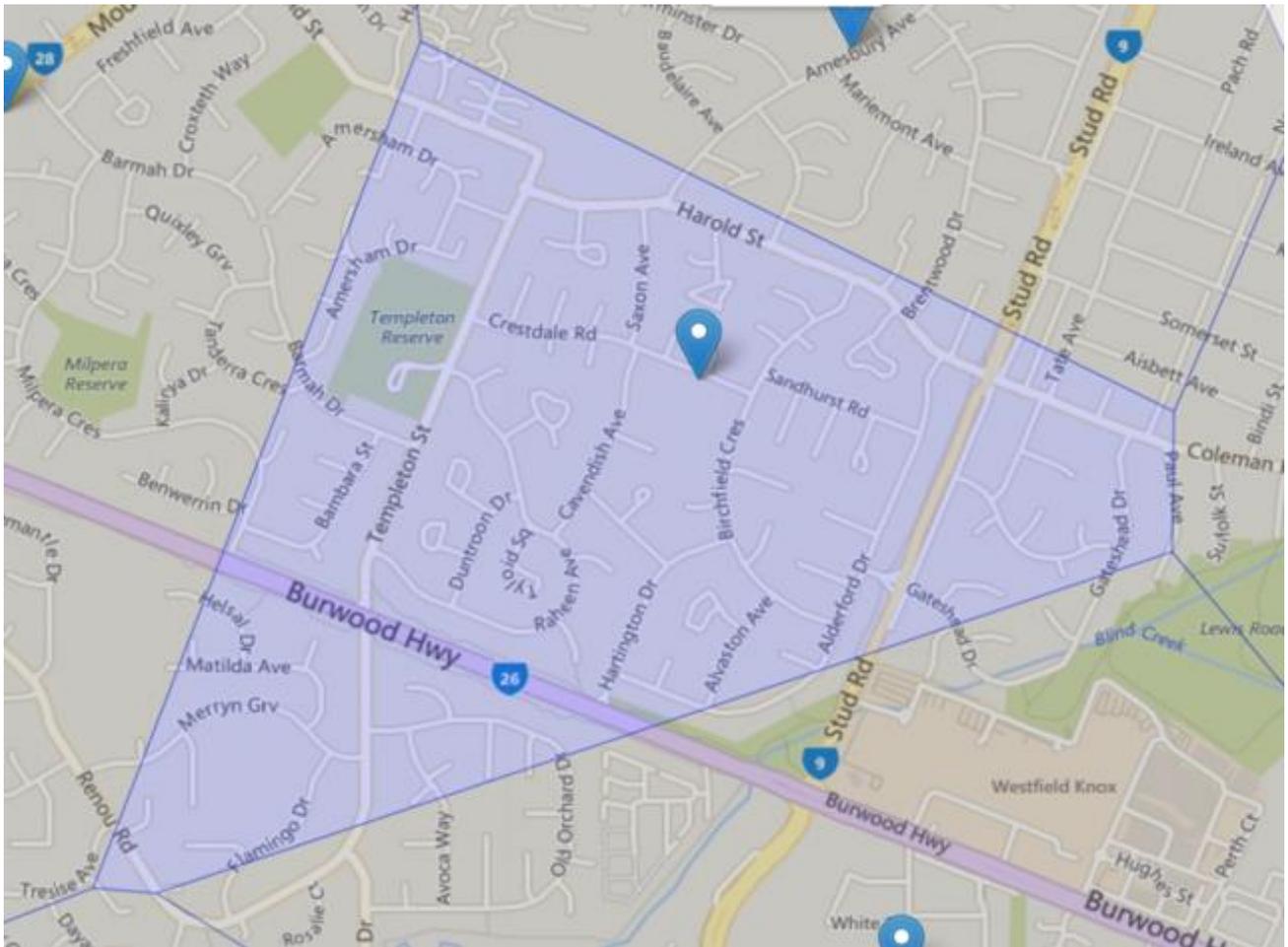
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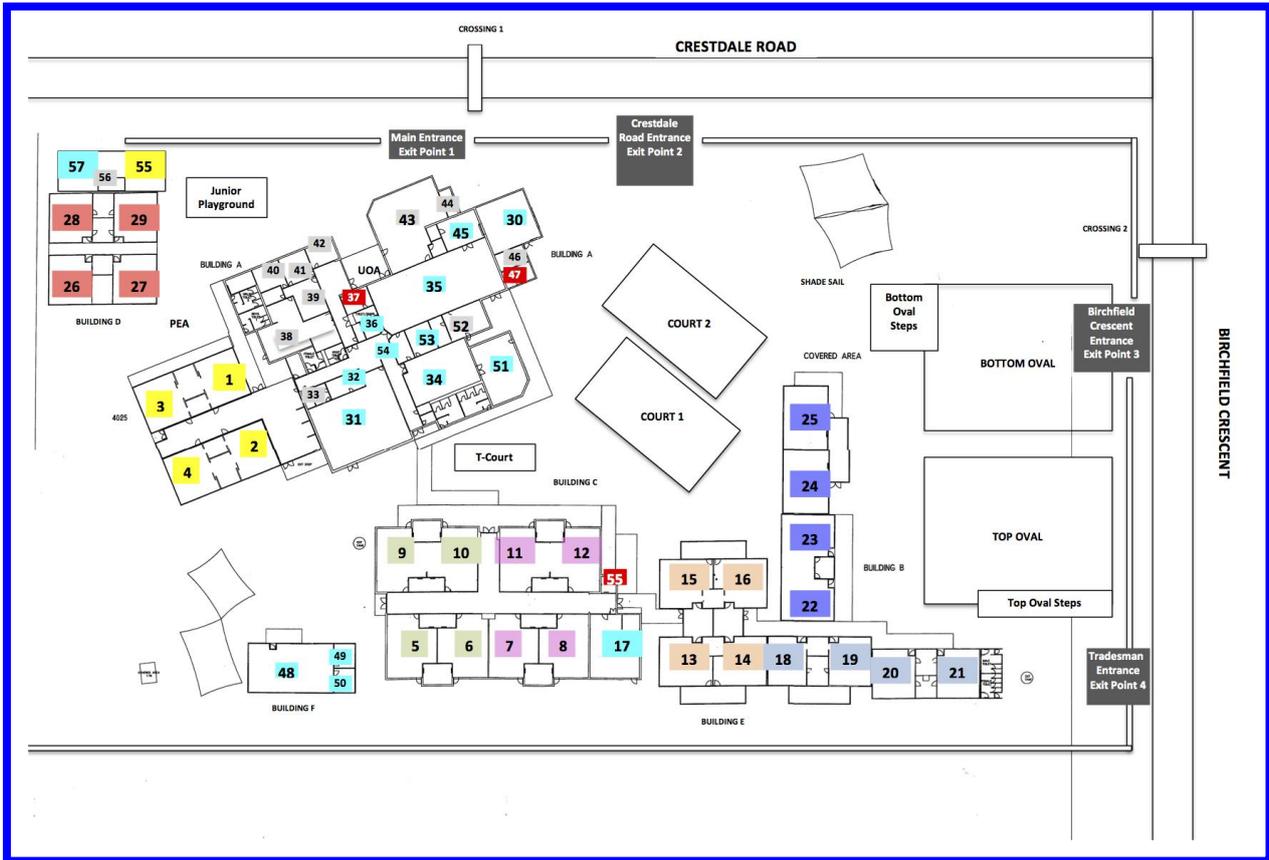
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Location and Zone of our School

Melways Reference Map 63 H9



Plan of our School



Grade/Subject	Room	
Prep S - Janice Siladi	3	
Prep Z - Stella Zhang	4	
Prep M - Andrea McGrath	1	
Prep V - Vanessa Grasso	2	
Prep G - Katarina Govic	55	
Grade 1	26	
	27	
	28	
	29	
Grade 2	57	
	5	
	6	
	9	
Grade 3	10	
	7	
	8	
	11	
Grade 4	12	
	13	
	14	
	15	
Grade 5	16	
	18	
	19	
	20	
Grade 6	21	
	22	
	23	
	24	
ICT	25	
Library	17	
Art	31	
LOTE	34	
P.E	51	
Performing Arts	35	
Welfare	48	
First Aid	55	
Psychologist	Emily Valentine	37
Language Support	Annette Lindsay Kristy Waack	44
Director of Learning	Ayse Bavage	44
Director of Teaching	Di Hynes	46
Assistant Principal	Marc Crilly	40
Assistant Principal	Andrea Edwards	42
Principal	Rod McKinlay	41

Welcome from the Principal



Dear Parents

Welcome to Templeton Primary School. Your decision to enrol your child at Templeton means that you are now a member of a school community characterised by high student achievement, excellent school tone and strong parent participation.

The Prep year is the most important in your child's educational career. The rate of learning in the first year at school surpasses that of all other years, VCE included. During the Prep year children develop considerably in their social skills. They learn to manage a whole day concentrating on learning, they adjust to new routines, they learn to cope with changing rooms and teachers for different parts of the program and they play in an environment much larger and more complex than anything most of them have experienced previously.

Children develop a wide knowledge base in the Prep year and most important of all, they learn to read. Reading is the most powerful learning tool we possess. It is imperative that we teach children to read well in the early years at school, as it is the key to future success in education. Each year we offer parents a special opportunity to train as skilled reading tutors. This program has been offered to parents since 2007 with many people accepting the offer, the outcome being a direct benefit to the reading levels of many of our young students. Our school has earned an excellent reputation for providing a well-balanced curriculum, with a strong emphasis on Literacy and Numeracy.

Our curriculum includes Health and Physical Education, Music, Library, Information and Communications Technologies, Perceptual Motor Program, Visual and Performing Arts, Science and The Humanities, where an inquiry-based approach is adopted in curriculum presentation to relate learning to real life.

Your decision to enrol your child at Templeton is both an honour and a challenge to us. From this time my staff and I are responsible for leading your child's educational adventure in a happy, purposeful and successful way. We look forward eagerly to sharing this adventure with you and your child.

Rod McKinlay
Principal

Preparing your Child for School

Parents can be most helpful in making the transition from home to school a happy experience.

Safety

1. Teach your child to know: their full name, address, phone number and birth date.
2. Show your child the safest way to and from school before school actually commences.
3. Teach your child to look both ways before crossing the street and to understand school crossings, that is, it is only safe when the flags are displayed.
4. Warn about strangers.
4. Take care that your child does not bring articles to school that may cause accidents or are expensive to replace.
5. Before beginning school, it is a good idea to come to the school with your child to use the school toilets.
6. Training in clean toilet habits and hand washing is most desirable.
7. If possible, children should be able to tie shoe laces (buckles or Velcro are preferable initially).
8. During Terms 1 and 4, a school sun hat is compulsory and sunscreen applied before school is recommended.

Clothing

1. School uniform is compulsory and can only be purchased from our Uniform Shop on site.
2. Teach your child to look after their own belongings.
3. Teach your child to be able to do up buttons, zips, pants etc. and to be as independent as possible.

Beginning School

As soon as your child comes to school, you have entered into a partnership with teachers who will endeavour to provide the best possible learning environment.

A normally developing child soon gains other interests at school. Please keep the lines of communication open; talk to your child, listen to what he/she says, and respond. We expect that you and your child's teachers will work in close harmony for your child's future, and that each school year will be happy and productive.



The First Weeks

Going to school is a big change in the life of your child. Schools are usually bigger or noisier places than any setting previously experienced by children, so it will possibly take some time for your child to adjust to the environment.

Please ensure that your child has plenty of rest (early nights and set routines) to help him/her through these first weeks.

School Operations and General Information

School Hours

Children are supervised in school grounds:	8.45 a.m. - 9.00 a.m.
School begins:	9.00 a.m.
Morning recess:	11.00 a.m. - 11.30 a.m.
Supervised eating of lunch	12.55 p.m. - 1.05 p.m.
Lunch recess:	1.05 p.m. - 2.05 p.m.
School finishes:	3.30 p.m.

School hours are subject to review from time to time but school will always commence at 9.00a.m. sharp and finish at 3.30p.m. and supervision always occurs for fifteen minutes before and after school.

Children are not permitted to leave the school grounds during school hours.

Children are supervised by staff in school grounds until 3.45p.m. by which time they should have been collected by parents or a responsible adult. Any unsupervised child in the yard will be sent to After School Care and a charge does apply.

Please note that prep students must be collected by a parent or trusted adult.

Eating Arrangements

Children eat their snacks and lunches under supervision, usually in their classrooms.

Please see that children have practised eating from a lunch box and ask them to return any uneaten lunch to you, to enable you to judge the amount they are able to eat as well as their likes and dislikes.

We like to encourage fresh fruit for morning snack. A water bottle may be kept on tables.

Punctuality

Students are requested to be punctual for all school activities. Students should arrive at school and be ready to enter the classroom at 9.00 a.m. If your child arrives after the 9.00 a.m. bell a late pass must be collected from the XUNO kiosk at the office by the parent/guardian and handed to the classroom teacher. Late arrival at school is disruptive to class programs and adds undue stress to the student, the teacher and classmates.

Collection of Pupils during School Hours

If it is necessary for a child to attend an appointment during school hours, the teacher should be notified by XUNO, phone or letter. It is important to note the time of the appointment and to give details of the parent/guardian who will be collecting the child. No child can be removed from the school grounds without being signed out via Xuno at the office.

Student Absences

Regular school attendance is vital to maintain a high level of student achievement, support peer interactions and develop independence. All absences must be reported to the classroom teacher or the office via a written explanatory note, telephone call or the XUNO app.

If a student arrives after 9am, parents are sent an SMS alerting them that their child is absent without notification if they have not previously advised the school.

Curriculum/Planning Days

Curriculum/planning days are arranged by DET in conjunction with School Council. Dates to be announced early in the year.

Children are not able to attend school on these set days.

School Uniform

The Uniform Policy has been set in line with DET guidelines. Templeton Primary School logoed uniform is compulsory and **can only be purchased from our Uniform Shop**. The set uniform is very practical and encourages children to wear clothing that is suitable for school.



The official logoed school uniform is comprised of:

- bottle green tracksuit pants, boot leg pants or gabardine pants
- bottle green rugby top/windcheater
- bottle green bomber jacket
- bottle green vest
- bottle green skorts
- tartan skirt or tunic
- bottle green and white check dress
- bottle green tights
- bottle green scarves
- bottle green gloves
- gold polo shirt – short and long sleeved
- bottle green waterproof jacket – lined
- green and gold waterproof jacket - lined

Hats:

- bottle green flap cap or baseball style
- bottle green bucket hat
- bottle green beanie

Footwear:

- white socks or bottle green tights (can be purchased outside our shop)
- no cut away socks permitted
- shoes are to be **ALL BLACK** lace up/buckle up/runner school shoes

Physical Education:

- normal school uniform to be worn for Phys Ed lessons from Prep to Grade 4
- sports uniform worn in Grades 5 and 6 for Phys Ed and sport
- coloured runners or sneakers may be worn for PE lessons
- green/black bike shorts or sports briefs under dresses

School Bag:

- Bottle green and gold Templeton school bag



Labelling

Please ensure that all clothing items and property (e.g. bags, lunch boxes, and hats) are clearly marked with your child's name.

Lost Property

Unlabelled lost property is kept in the First Aid room. Please ask at the school office to reclaim lost items. Any items not claimed are donated to an appropriate charity.

Uniform Shop

Hours of operation: Monday 3.00 p.m. – 4.00 p.m.
Thursday 8.30 a.m. – 9.30 a.m.

Price lists outlining the items available can be obtained from the office and are sent home on a regular basis. Pre-paid orders can be left at the office any time and will be made up and sent home on the following Monday or Thursday. Unworn items that are the wrong size can be exchanged.

Only School Council approved uniform from our Uniform Shop can be purchased by parents.

Sunsmart

Templeton Primary School encourages students to be sunsmart and implements 'No Hat, No Play' for children who come to school without a Templeton hat during Term 1 and Term 4. All students must wear a hat when playing outside, participating in sporting activities or going on excursions during these terms. Children who do not have a hat must remain in designated shaded areas during recesses. Parents are asked to ensure that sunscreen has been applied to their child prior to coming to school in the morning.

Payment of Money

All money owed to school for contributions, excursions, camps, swimming programs, activities etc. can be paid via XUNO.

Payments may also be made in person at the school office by credit/debit card, cash or cheque. Any queries regarding payment of fees etc can be asked of our Business Manager at Reception.

Parking around the School

Parking in the streets surrounding the school is limited and local council enforces parking restrictions. It is suggested that parents park their cars a few streets away and walk their child safely to school. Templeton Reserve has plenty of parking spots. The one designated disabled car park outside the school is needed for children who attend the school. Their disability may not be apparent.

Visiting the School

When visiting the school during school hours, parents and helpers are requested to collect a "Templeton Visitor's Pass" from the XUNO kiosk in the office.

School Crossing

The school crossing is supervised both morning and afternoon by a crossing supervisor for the safety of the children.

It is illegal to drop children off between the signs or on the yellow lines when the flags are displayed. Please drop off children in our 'Kiss and Go' 2 minute parking zones on Crestdale Road and Birchfield Crescent.

Social Service

Through Social Service activities at school the children are encouraged to assist others who may have special needs. Activities may involve the whole school, e.g. The Good Friday Children's Hospital Appeal and State Schools Relief, or may be initiated at grade levels for a particular purpose.

Our Student Council under the guidance of a specified teacher, initiates and organises fund raising events. Information is passed on to the school community via School Assemblies, the newsletter, our website and XUNO.

School Photographs

Annual photographs are taken of each child, each class group, siblings and special groups; for example, the school band.

Family groups of school children are also arranged.

Ordering details will be sent home in Term 1, should you wish to purchase photos.

Out of School Hours Care Program

An After School Hours Program is held each school day from 3.30 p.m. to 6.00 p.m. and a Before School Hours Program is held each school day from 6.45 a.m. to 8.45 a.m., which includes breakfast. Details are available from the school office or the Camp Australia website. A holiday program runs throughout each term break.

The program is run by Camp Australia on our school's premises.

Buddy Program

A Buddy Program operates across all year levels throughout the school. The Buddy Program enhances the academic, social and emotional wellbeing of all students. Children in Grade 6 are buddied with the new Prep children and the other classes are buddied with a support grade accordingly.



Communication

Newsletter

The newsletter will be posted on XUNO and the school's website once per fortnight. Please read this carefully as it keeps you informed of school news, important dates and issues that you may be required to act upon.

A weekly Prep newsletter will also be sent home via XUNO and the Prep Blog informing you of what's happening in the Prep classrooms.

XUNO

XUNO provides parents with a portal for accessing student reports, calendar, timetable and online payments. If you are experiencing difficulty accessing the portal, please contact Mr Crilly.

Notices

Important notices are sent home for parents' information and response. Please take the time to check your child's school bag for notices relating to incursions, excursions and school activities.

Whole School Assemblies

Whole school assemblies create a cohesive school community and foster school spirit. They provide an opportunity for sharing student achievement and disseminating information about school programs and events. Formal assemblies are held at school

on the basketball courts, on Monday and Friday mornings at 9.00 a.m. Please ensure your child is prompt.

Web Site

www.templetonps.vic.edu.au

Templeton has its own web site that is managed by Mr Crilly. The site is regularly being updated and provides an excellent way to find out about the school and our learning activities.

Some of the features include:

- Newsletter
- School policies
- Grade level curriculum
- School history
- Celebrations
- Grade level blogs



Parent Teacher Communications

Early in the school year, XUNO will be open to book a time enabling parents and teachers to meet for a Parent Teacher Interview. This will give you the opportunity to ask questions regarding school and to share information with us. You will receive a notice informing you of the arrangements.

Teachers are also available to discuss aspects of your child's education as they arise. Parents are asked to arrange a mutually suitable appointment time, either before or after school, to meet with their child's teacher to discuss any queries you may have.

The Principal and two Assistant Principals are also available to discuss your queries and to provide whatever assistance they can. We may also recommend or refer you to other agencies to assist you.

Reports

Written reports are prepared by class and specialist teachers in June and December and are available on XUNO. These reports indicate student achievement, outline areas for improvement and make suggestions for support at home. These reports form the basis of discussion at Parent Teacher Interviews.

Expectations

Most parents are aware that learning rates and capabilities vary between each individual. Teachers will consider individual differences, limitations and experiences in designing the learning environment, as all children do not begin school at the same developmental stage, nor do they progress at the same rate.

COVID Vaccinations

All parent volunteers and helpers must be fully vaccinated to be able to work on-site with our staff and students.

Working with Children Check

As detailed in our School Policy, it is a requirement for all parent helpers working in the school and supporting out of school activities, such as excursions, to have a current "Working with Children" check. This is free to volunteers and the application form can be downloaded at www.workingwithchildren.vic.gov.au

Parent Involvement

The education of our children is a shared responsibility.

Indeed, studies show that students of parents who are actively involved in their child's education perform better. Hearing your child read and discussing their school day can make a big difference in their educational journey. Parental involvement in particular school programs is encouraged.

For example, parents are occasionally asked to:

- Support school excursions, swimming and athletics programs
- Help children in curriculum areas e.g. Literacy skills, Maths, computers and P.M.P.
- Assist in the Library, covering books, and processing returns
- Attend special event days e.g. Olympic Games and Chinese New Year celebrations.

Participation in all of these activities is valued by staff and is usually very enjoyable for parents.

Through the newsletter and XUNO parents are informed of in-service educational programs that are open to the school community.

Further participation is open to all parents through membership and support of:

- Fundraising Events
- School Council
- School Council Sub-committee Groups

Health and Welfare

Emergency Contact Names and Phone Numbers

It is imperative that emergency contact information details on your child's enrolment form is kept up to date. This will avoid any delay in contacting a parent or care-giver should the need arise.

Sick Bay

The Sick Bay caters for minor upsets or emergencies only under the care of our First Aid Officer. It is not designed to accommodate children for a whole day. It is the school's policy to contact parents when it is evident that the sickness is more than a short and temporary upset.

When parents are contacted regarding a sick child, it is expected that they will arrange for the child to be collected from school. It is important that we have another emergency number/person in case you are not able to be contacted in times of need.

In the case of serious illness or injury and the guardian cannot be contacted, the child will be conveyed to a medical clinic or hospital by ambulance at the parents expense.

Medication Required at School

Children who require prescription medication to be administered during the school day must have a note clearly stating the medication, time required, dosage and any other relevant information. The medication will be stored in the office. The medical consent form is available on the school website or from the school office. Please see office staff for further information.

Asthma Management

If your child suffers from asthma and requires medication, a School Asthma Management Plan, which has been completed by a doctor, needs to be sent to school along with any prescribed medication. Individual student medication is stored in the office for easy access.

Anaphylaxis Management

If your child requires an EpiPen for a severe allergic reaction, an Anaphylaxis Management Plan must be completed by a doctor and sent along to school with the appropriate medication. EpiPens are also stored in the office.

All medications that are housed in the school office will be signed out and taken on any excursions, swimming programs or sporting events to ensure medication is always close by. All staff are trained in Asthma and Anaphylaxis management.

Infectious Diseases

Children must be excluded from school if suffering from the following infectious diseases:

- **Measles:** at least 5 days after onset of rash or can return upon providing a Medical Certificate of recovery.
- **German Measles:** until fully recovered and at least 4 days after onset of rash.
- **Whooping Cough:** 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.
- **Impetigo:** until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.
- **Chicken Pox:** until fully recovered
- **Mumps:** until fully recovered
- **Scarlet Fever:** until a Medical Certificate of recovery is presented

If in doubt, please contact your doctor or the school.

Head Lice

Periodically there are outbreaks of this problem in our community. It is easily caught from others and is a persistent nuisance. It can be easily eradicated with lotions that can be obtained from chemists or Knox Council for a minimal cost. Contact the Health Office at Knox City Council, Burwood Highway, Knoxfield. Telephone: 9298 8000.

It is wise to regularly check your child for head lice. If you find that your child has been infested, it will be necessary to notify the school. Children who are infested are not permitted to return to school until treatment has commenced and have been checked by a school First Aid Officer.

A 'Head Lice Inspection' permission form is available on XUNO. The form seeks parental consent for each child to be periodically inspected for head lice by our school First Aid Officer.

School Medical Service

A School Nurse visits the school annually to carry out vision, hearing and general health screenings for Prep students. Information and timing of the visit will be provided to Prep parents.

School Injuries and Insurance

Parents and guardians are generally responsible for paying the cost of medical treatment for injured students, including any transport costs. If you are a member of an ambulance or health insurance fund, you may be able to claim transport or other expenses from the fund. **It is highly recommended that families have ambulance cover.**

DET does not hold accident insurance for school students.

Personal Hygiene and Change of Clothes

Please discuss general hygiene with your child, as well as correct use of communal toilets and the need to wash hands after attending the toilet. Please also pack a change of clothing in your child's school bag in case of an accident in the toilet or playground.

School Wellbeing Team

Our School Wellbeing Team is made up of 18 staff and is led by our Assistant Principal, Mrs Andrea Edwards. The role of our team is primarily student wellbeing and providing support on an individual and small group basis. Our team works across all grade levels in a multitude of programs.

Mrs Edwards is also available to speak to parents and can be contacted through the school office.

School Council

The School Council consists of 15 members:

- 8 elected parent representatives
- 4 elected DET representatives
- 2 (non DET) co-opted members
- the Principal

The duties of the School Council are to:

- a) Determine the general education policy of the school within the guidelines issued by the Minister of Education
- b) Exercise a general oversight of the buildings and ensure that they are kept in good order and condition
- c) Make any recommendations regarding the replacement, extension or alteration of any buildings and improvements to the grounds
- d) Provide for the necessary cleaning and sanitary services
- e) Ensure that all monies coming into the hands of the School Council are expended for proper purposes
- f) Carry out any other prescribed duties; and
- g) Generally stimulate interest in the school.

School Council members are keenly interested in the welfare of the school. Your support for School Council initiatives is welcomed.

The work done by the School Council is achieved largely through the work of its sub-committees:

- Education
- Facilities
- Finance
- Fundraising

Fundraising

Government grants provide funds for the school's basic educational and maintenance programs. The School Council seeks additional means of raising funds to enhance and extend the facilities needed to support these programs, and to provide improvements to the school environment.

Additional funds are raised through:

- Parent contributions which cover:
 - All student books and materials
 - Additional curriculum materials such as Maths and reading equipment
 - Special projects such as computers
- Social events organised by the School Council and Fundraising Committee.
- Voluntary tax-deductible contributions to our School Building Fund.

As parents, you are requested to lend your support to the efforts made in the knowledge that the funds raised have a significant impact on the provision of facilities and programs at Templeton.

School Council's Annual Report is presented at the Annual General meeting held in March each year. Copies are available for parents on the school website.

Extra Curricula Activities

As your child progresses through the school he/she will have the opportunity of participating in many exciting extra curricula activities that develop skills and talents.

These include:

- Learning a musical instrument from Grade 2 onwards
- Joining the School Band (Age restrictions)
- Joining the Chess club
- Abacus Classes
- Karate
- Tennis
- Lego club

School – Be In It

From the time you enrol your child you will be encouraged to participate in activities within the school.

We look forward to the opportunity to work with you as partners in assisting your child's learning. Parents can help at school in many different ways.

Not all parents will be able to help at school during the day, but there are many ways in which to be involved in what your child is doing at school:

- be a good listener
- read to your child regularly - a good start in reading and writing is the best guarantee of success throughout school
- talk to your child about the good things about school
- get to know your child's teacher
- help in the classroom and with excursions
- attend parent/teacher interviews
- attend meetings and other sessions in which explanations are given about what your child does at school

By working together with mutual trust, respect and support, parents and teachers can provide a better quality education and ensure success in learning for all children.