Tarwin Valley Primary School

Aim High, Achieve Together

Information Booklet

Updated October 2018

www.tarwinvalleyps.vic.edu.au

Welcome to Tarwin Valley Primary School. Our school is located in the township of Meeniyan in South Gippsland and educates students from the local areas of Meeniyan, Dumbalk, Stony Creek, Buffalo and Middle Tarwin.

At Tarwin Valley PS we believe that staff, parents and children should work together as a team. Therefore we encourage your involvement with the school, your interest and participation in your children's education.

Students are given the opportunity to learn to the best of their ability and to develop and extend their skills and knowledge. They are encouraged to operate effectively as individuals and as part of a group, developing tolerance and respect for others and our school environment, while growing in independence, resilience, confidence and self-esteem.

Our school is part of the Waratah Cluster along with Fish Creek and Tarwin Lower schools. As a cluster we come together for activities such as swimming, athletics and cultural programs. We are also part of the Corner Inlet District (Fish Creek DPS, Welshpool DPS, Foster PS, Tarwin Lower PS and Toora PS).

The contribution of a positive, interested and supportive community which includes children, staff, parents and all who interact with the school, is recognised and valued.

We explicitly develop our school values of *Respect, Responsibility, Care and Compassion, Doing Your Best* and *Tolerance, Understanding and Inclusion.*

If you have any inquiries or would like to tour the school, please feel free to contact us (5664 7382).

Gene VanderZalm
Principal

School Vision:
At Tarwin Valley Primary School, students, staff and parents are part of a learning community which values academic, physical, emotional and social learning. Our students are encouraged and supported to be learners who continue to learn and transfer their knowledge and skills to different situations throughout their life on a local and global level.

The school endeavours to provide contemporary and effective approaches to teaching and learning in a purposeful learning environment by ongoing and collaborative staff learning.

Our community is integral to the wellbeing and growth of T.V.P.S. as a place of learning. All members of the school community work in a partnership to foster the growth of each other.

Students are enthused and responsible learners who achieve their individual best by valuing challenge, effort and achievement.

Child Safe Schools
Tarwin Valley Primary School has a wide range of strategies to make our school a safe and secure environment for our students.
Parents and carers who wish to assist at school in any way (e.g. reading, volunteering, excursions, camps) will require a Working with Children's Check. These can be applied for online and volunteer status cards are free. Please nominate our school or bring your card to school so we can keep a copy on file.

SCHOOL TIMES:

9.00 am	Session 1	10.30 am	Morning recess
11.00 am	Session 2	1.00 pm	Lunch
1.50 pm	Session 3	3.20 pm	Dismissal

CONTACT US:
Telephone – 56 647 382
email: tarwin.valley.ps@edumail.vic.gov.au
www.tarwinvalleyps.vic.edu.au

YARD DUTY:
Before School: Students are expected at school between 8.30am and 8.55am, where they are supervised by the teacher on yard duty.

After School: Non bus travellers are expected to leave the school soon after the dismissal bell at 3.20pm. Bus travellers are supervised by the teacher on yard duty until the last bus departs.

CONTACT DETAILS:

Parents are required to complete a Confidential Student Information form prior to their child commencing school. Please notify the school if there are any subsequent changes to this information, eg. change of address, telephone number or emergency contact.
It is essential that parents give complete and accurate information to the school. If your child has a medical history of asthma, anaphylaxis, epilepsy, diabetes, allergies etc., the school must be informed of medication prescribed, especially preventative measures. Please request the relevant form from the office.

STUDENT WELLBEING

Our school has comprehensive strategies and programs in place to help students feel safe, secure and happy so they can achieve in their studies, build strong relationships and feel they belong in our school community.

Year 6 Buddies

Prep students have a Year 6 Buddy to help their transition into school. The buddies help when needed and participate in fun activities together.

School Chaplain

We currently have a part-time Chaplain who supports community belonging and connectedness. The Chaplain works with individual students, groups of students and families. An annual consent form is required each year and an individual consent form is required if you would like your child to work on an individual basis. (if the Federal Government funding continues)

Primary Welfare Officer

The school currently has a Primary Welfare Officer who develops, coordinates and implements student wellbeing programs. (if the State Government funding continues)

eSmart

We are an accredited eSmart school due to our extensive policies, practices and curriculum to support smart, safe and responsible behaviours online and in the school community.

Behaviour Monitoring

TVPS has comprehensive behaviour management and monitoring systems in place including school safety surveys each term, to promote student wellbeing and to provide assistance to students who need extra support.

COMMUNICATIONS

Information regarding school dates, events and items of interest is published in the weekly newsletter which is distributed on Wednesdays. The newsletter can be emailed to parents (upon request) and is available on our website. Most notes are attached to the website version of the newsletter. The school's email account can also be used for messages to the office, e.g. bus changes, illness etc. Please request a *Read Receipt* to ensure it has been read.

COMPASS

Our school uses COMPASS as our Parent Portal for communicating with parents. It is a free service accessed via the Compass app or the web browser. Absences should be lodged through the Compass app and the school will use it to communicate brief SMS messages and reminders. New families will receive a Compass username and password.

CURRICULUM

Our curriculum is based on the Victorian Curriculum.

We offer a variety of specialists programs (depending on the availability of teachers in these specialist areas) and may include Visual Arts, Drama, PE, Science, Library and French (being phased in over a number of year levels). The school has detailed English, Maths and Inquiry programs for each year level. Information & Communication Technology and Thinking Skills are integrated across the curriculum. Other features of our curriculum include participation in inter-school sport including swimming, athletics, winter sport and the zone lightning premiership

We organise a number of excellent cultural shows to visit during the year and in this way expose the students to various forms of the Arts such as music, song, dance, drama, poetry, prose and illustration. Students are encouraged to enter various competitions that allow them to excel in areas of interest and skill.

SPORT:

- **Houses:** Our school houses are Bluegum (Blue), Waratah (Red) and Wattle (Yellow).
- **Learn to Swim Program** - All students are involved in a swimming program at SPLASH centre in Leongatha in Term 4.
- **District Swimming** - Children in Years 3 – 6 are invited to compete at the Korumburra pool. Those successful at this competition will be part of the Central District Swim Team for the Interschool Swimming Carnival held at Korumburra Pool in Term 1.

- **TVPS Athletics Sports** - Each year, Tarwin Valley Primary School holds a house competition sports day known as Stuart's Cup. All children in Years Prep to Year 6 compete in their year level groups in a variety of track and field events. Stuart's Cup is awarded to the winning house.
- **District Athletics** – Our school is part of the Corner Inlet Cluster. In 2017 Years 3-6 students compete in their age group on the District Sports Day held at the South Gippsland Secondary College, Foster. The P-2 have their own athletics in Term 4.

- **Division Athletics** - Children 9 years and over who perform well at the District Athletics are invited to compete at the Division Athletics Carnival .
- **Winter Sport** – During Term 3, together with Fish Creek & Tarwin Lower, we run a winter sport program for Years 5 and 6 students. Combined teams play a variety of team sports including football , soccer & netball.
- **Lightning Premiership** – This day is organised among the schools in our district for children in Years 5 and 6 at the conclusion of our winter sport program.

PUNCTUALITY:

Please help your child to arrive at school on time. Late arrivals disrupt the class as well as disadvantage the child concerned. Time at the beginning of the day is often reserved for essential teaching such as mathematics, and regular lateness can affect a child's learning progress. Punctuality is a courtesy so please help your child in this way. Late students need to be signed in and take an ARRIVALS card to the classroom.

LATE ARRIVALS & EARLY DEPARTURE:

All late arrivals and early departures must be signed in/out of school by parents/guardians. The late arrivals / early departures book can be accessed at the school office. Please sign your child in or out before dropping them off or collecting them from their classroom.

ABSENCE NOTIFICATION:

If your child is absent from school for any reason please notify the school by COMPASS, phone or email on the day or provide a written note upon their return. If you know that your child will be absent for an extended period, eg. family holiday, please notify us in advance.

MONEY & NOTICES SENT TO SCHOOL:

All money and notices sent to school MUST be handed in via the classroom collections at 9am. On occasions that money & notices are sent to school, eg. excursions, consents, etc. please put it in a **SEPARATE, SEALED, LABELLED ENVELOPE.** Clearly indicate your child's name, year level, excursion and amount on the front of the envelope.

Name **Class** **Reason**	Clark Kent 2/3S Book Club	Clark Kent 2/3S P&F Hot Lunches

HOW CAN WE SUPPORT YOU? If you have any concerns or need support, there are several staff who can assist. Fortunately we have a high rate for approachability as rated by parents and we strive to maintain that culture of open and respectful problem solving. The following is a list of who is the best person to contact and ways of contact.

Bus changes	->	**Admin** Phone, note or email		
Financial queries	->	**Allyson Opray** (Tues-Fri) Phone or email		
Newsletter	->	**Janelle Smedley** Phone or email		
Compass	->	**Admin** Ring, email or pop in		
Concerns relating to student learning and specific student incidents in the teacher's class	->	**Classroom teacher or relevant teacher** Ring for appointment or discussion	->	**Principal if ongoing or not resolved**
Concerns relating to yard duty, school policy, school management, staff members or complex student issues		->		**Contact Principal**
Social and Emotional Support	->	**Contact Principal to determine support pathways**	->	Primary Welfare Officer or School Chaplain

SCHOOL BANKING:

Children who have a 'Dollarmite' account with the Commonwealth Bank can make a deposit through our school banking system. The school receives a commission for each deposit we process. Accounts can be opened at any Commonwealth Bank branch. School bank day is Friday.

BOOK CLUB:

Twice per term children are given a Book Club order form from Scholastic Booksellers. Parents may or may not wish to purchase books, which are offered at competitive prices. Bonus points are earned by the school from the sale of these books and are used for purchases for the library. Book Club is coordinated by a parent volunteer. Book Club orders are placed on line through their LOOP portal.

AMBULANCE SERVICE: YOUR CHILD'S SAFETY WILL ALWAYS BE PUT FIRST:

The school's position on calling an ambulance is to ring in the case of an emergency either at school or on camps or excursions. To fulfil our 'duty of care' a staff member may deem it necessary to call an ambulance in an emergency to ensure a student's medical needs are met. The cost of this service is to be met by the parents. It would therefore be in all parents' interests to have ambulance subscription in order to be covered for such an occurrence, as the school does not cover ambulance costs.

ACCIDENTS OR ILLNESS:

Where possible, parents will be contacted by phone if their child is seriously injured or becomes ill during the day. In an emergency, children will be transported to the nearest medical centre or hospital by ambulance or in extreme cases where an ambulance is unavailable by private car.

MEDICAL PROBLEMS:

If your child suffers from asthma or anaphylaxis you will need to have a 'Medical Plan' completed by your child's doctor, and kept on file at the school.

If your child has a potentially serious medical condition or allergy, please contact the office to discuss a "Student Medical Condition Management Plan" so that we can provide the best possible care for your child.

All medication, together with dosage instructions, must be taken to the office in its original packaging, where a Medicine Management Plan must be completed. If your child is not well they are better off at home.

Pain relief medications such as Panadol and ibuprofen are only administered as part of a Pain Management Plans developed by your child's doctor

HEAD LICE

Head Lice is a common problem at all schools. Checking your child's hair on a regular basis will help prevent this problem from getting out of control. If head lice or eggs are found your child needs to be treated before returning to school and treated again in 7 days time. Please notify the school if you have treated your child.

SUN SMART POLICY:

We are a Sun Smart School and it is school policy for all children to wear a broad brimmed or bucket hat when outside from the beginning of the school year until May 1st and from September 1st until the end of the year. Children who do not have a broad brimmed or bucket hat to wear are expected to play or sit in shaded areas.

LUNCH:

- All children are seated and supervised by the teacher on duty when eating lunch.

Lunches may be ordered from the Bread and Pickles Deli. All orders are made directly through the deli by 10am . A menu is available from the deli. Phone number: 56 647 232. Orders can be sent by text to 0419346899.

Good nutrition is important.

- Children are encouraged to bring bottles of drinking water. Water bottles containing water only, may be taken into classrooms.

Soft-drink, chewing gum and lollies on sticks are not permitted and lollies are discouraged at school.

PLAYLUNCH:

Because of the 1.00pm timeslot for lunch we strongly recommend that a substantial, healthy morning 'playlunch' be sent to school.

FRUIT BREAK:

- All students are able to eat a piece of fruit at 12.00pm.
- Fruit such as apples, bananas and grapes are ideal.
- Please do not send messy fruits such as oranges for fruit break.
- During the afternoon children are also welcome to bring fruit into the classroom.

NAMING OF CLOTHING:

Parents are asked to write their child's name clearly on articles of clothing & shoes to speed up the return of lost and misplaced clothes. Lost clothing is placed in the Lost Property basket in the Heritage foyer and Brick building. At the end of each term all unclaimed, unnamed items are donated to the Meeniyan Community Shop.

SCHOOL UNIFORM:

The Tarwin Valley Primary School Council is committed to the wearing of school uniform or school colours by all students.

PURCHASE OF UNIFORMS:

School uniforms with the Tarwin Valley PS logo are available from Beleza School Uniforms. Orders can be placed online @ store.beleza.com.au > Products > Primary Schools > T > Tarwin Valley PS. Alternatively you can purchase in store at Beleza Pakenham 7/99 Bald Hill Rd, Pakenham 3810. Navy blue items are also available (without logo) at Target, BigW, Kmart etc. The Meeniyan Op Shop may also have second hand uniforms available. School bags, library bags & pencils cases (supplied for Prep children) are purchased at the school.

FOOTWEAR:

It is not good for children to wear plastic or rubber boots all day. If it is necessary for these to be worn to school in wet weather, thick socks or slippers may be brought to wear in the classroom. As rooms are carpeted, children are asked to remove shoes before entering classrooms. Sneakers or runners are required for PE and sporting activities. Unsuitable footwear may result in injury. We recommend sandals which enclose, protect and support your child's feet during the warmer weather.

Item	Colour		Item	Colour
T-shirt, polo shirt	Jade		Bomber Jacket (Beleza only)	Jade and navy
Skivvy, leggings	White, jade or navy		Summer dress or shorts	Navy and white check
Shorts	Navy		Hat	Brimmed or bucket hat
Tracksuit pants or long pants (not jeans)	Navy		Shoes	Sensible, strong and safe – no thongs or open sandals
Polar Fleece Vest	Navy			
Windcheater – Fleecy Polar Fleece	Jade Navy		Year 6 windcheater, polo or rugby	Navy /Jade 'Class of 20??

SAFE DEPARTURE OF STUDENTS:

Students are dismissed at 3.20pm. Departure arrangements are as follow:

PLEASE
DO NOT PARK IN THE STAFF CAR PARK AND THE DISABLED SPACE.
THE BEST PLACE IS THE STADIUM CAR PARK

Non-bus Travellers:

Students walking or riding, leave the school grounds soon after the dismissal bell. They are expected to use the school crossing, which is manned by a Shire Council employee. Parents are asked to park in or near the Stadium car park and to use this as their regular pick up point. We cannot have children waiting on the other corners / entrances as they are not visible to the teacher on duty.

Bus Travellers:

Students are supervised until they board the buses using the main entry gate in McKitterick Street.

BUSES:

The practice of non-bus travellers using buses to visit friends is not encouraged. Anyone who is not normally a bus traveller but wishes to use the school bus service, or any bus traveller using a different bus service, must complete a Permission to Travel form available from the school office and notify Eldorado Tours (Paddy Eldred 5664 7532).

The bus drivers are within their rights to refuse entry to their bus.

The school is serviced by two bus routes:

Route 1	Buffalo loop	Tarwin Valley - Meeniyan loop
Route 2	Stony Creek loop	Liptrap – Meeniyan loop

These arrangements are in place for the safety of your children and for the efficient use of staff time. **If there are any changes to your child's normal arrangements, please let us know by <u>phone or note.</u> We cannot rely on the uncertainties of children's verbal messages and will follow the last oral or written instructions given by their parents. Please work <u>with</u> us to care for your children.** Bus travel is organised through the afternoon bus rolls which are updated daily. Students are marked off the bus rolls as they depart each afternoon.

PARENT/STUDENT/TEACHER RELATIONSHIPS:

It is most important to establish and maintain cooperative parent/teacher understanding. If you have any problems affecting your child, please come to us and discuss them.

Parents are welcome to call and discuss their child's progress at all times. We do appreciate seeing and talking with parents at non-teaching times during the day, such as before and after school or during recess and lunch breaks. Please contact the teacher to arrange a mutually suitable time. It is not possible for teachers to discuss your child during class times or just prior to bells when they are preparing to return to class.

If extra work is required for your child due to extended illness, forewarning is necessary (minimum of 3 school days) to allow the teacher to prepare work. Work is not supplied for extended holidays.

At Tarwin Valley Primary School we believe that staff, parents and children should work together as a team. Therefore we encourage your involvement and your interest in your children's education.

REPORTING:

In Term 1 we have Parent/Student/Teacher (PST) meetings when teachers meet with students and parents to develop a good working relationship and discuss academic and personal learning goals. We also hold a second PST Interview in Semester 2. At this interview the teacher will discuss the Semester 1 report and will also establish ongoing goals for the student. End of year written reports will be sent home late in Term 4. If you wish to speak to a teacher at other times regarding your child's progress, please ring and arrange a mutually convenient time. Learning Tasks and associated assessments are posted on Compass.

SCHOOL COUNCIL:

School Council members represent the school community and meet at 7:00pm on the 3rd Tuesday of each month. School Council consists of 14 members – the Principal, 8 parent representatives, 3 Department of Education representatives (staff) and 2 co-opted members.

TARWIN VALLEY ACTION GROUP SUB COMMITTEE:

The group provide invaluable assistance to the school in many ways. Members play a major part in social activities, supporting school programs and are involved in fund raising. All parents are welcome to attend meetings, which are held at the school.

INCURSIONS:

Throughout the year there will be a number of incursions held at the school. Parents will be notified of these activities through the school newsletter. It is the parent's responsibility to contact the Principal or class teacher if they do not want their child to attend an activity. Where an incursion requires student payment, students will only attend if the cost has been paid in advance.

EXCURSIONS:

As part of the educational program, excursions may be arranged by class teachers in line with their curriculum. Parents will be notified in writing about the excursion. Written permission and authority to take emergency action in the case of illness or accident is required from parents.

Where an excursion requires student payment, students will only attend if the cost has been paid in advance.

SCHOOL CAMPS:

The school camping program is as follows:

Year 2	Sleepover at school (one night)
Years 3/4	Wilsons Promontory and Camp Rumbug camps alternately (3 days/2 nights)
Years 5/6	Ballarat/Sovereign Hill and Melbourne camp alternately (3 days/2 nights)

Attendance and refunds are subject to School Council policy.

TRANSITION

Kindergarten to Prep

The school has a comprehensive Kinder to Prep program that commences at the beginning of Term 4 and supports students in the transition into primary school. The details are posted at the Meeniyan Preschool and sent to surrounding kindergartens and day care centres. Parents are welcome to contact the school for the information or meet with the Principal to discuss any aspects of the school.

Year 6-7 Transition

The school works closely with the Leongatha Secondary College to provide a transition program throughout the year and prepare students for secondary college.