



**YARRA
ROAD**
PRIMARY SCHOOL
Enjoying the Road to Success

Parent Handbook

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YARRA ROAD
PRIMARY SCHOOL

2019

Version 3

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ABSENCES:

EVERY DAY COUNTS

Going to school every day is the single most important part of your child's education. Students learn new things at school every day – missing school puts them behind. We all want our students to get a great education, and the building blocks for a great education begin with students coming to school each and every day.

If students miss school regularly, they miss out on learning the fundamental skills that will set them up for success in the later years of school.

There is no safe number of days for missing school – each day a student misses puts them behind, and can affect their educational outcomes. Each missed day is associated with progressively lower achievement in numeracy, writing and reading.

If your child is absent from school, either due to illness, family holiday or any other reason, please communicate in one of the 3 ways below.

1. **Compass:** this is our preferred method as it is quick and easy and no paperwork is required the note feeds straight into the class roll which notifies the Teacher and updates your student's attendance. Please see the office if you are unsure on how to access Compass.
2. **Email/Phone:** you can send an email to notify any absences to: yarra.road.ps@edumail.vic.gov.au or phone 9723 4182.
3. **Absent note:** you can hand write/type a note and send it to school with your child or hand it in at the office.

AFTERSCHOOL BASKETBALL:

Yarra Road Primary plays a major role in the After School Basketball Competition run by the Kilsyth Basketball Association. Our program begins in Year 1 and runs all the way through to Year 6; most years we have around 20 boys and girls teams in total. All games are played at Lilydale or Kilsyth Stadium on weeknights between 4.30pm and 6.30pm.

Playing for the Yarra Road Basketball Club is a great way for students to learn how to play basketball and develop their skills, fitness and coordination in a fun and safe environment with their friends. It is a great lead in to other sporting opportunities and teaches the players good sportsmanship, respect and resilience.

The Roy Beale Medallion is awarded to students who play continuously from Year 1 through Year 6 and is a highly sought after award.

ALLERGIES:	See: Medical Conditions, Asthma and Anaphylaxis
ALPHABET CONCERT:	Students in Prep are given the opportunity to showcase their learning of letters and sounds in the Annual Alphabet Concert. Parents are invited to the performance held in Term 4.
ANAPHYLAXIS:	We have several students in the school who have anaphylaxis, a life-threatening condition as a result of an allergy. Each anaphylactic child must have an Anaphylaxis Action Plan lodged with the school and updated annually. Their photos and plans will be displayed in the office, first aid room, canteen and in their classroom. All staff are trained annually in the use of an Epipen; these are stored in the main office.
ASSEMBLIES:	On Monday morning at 9 o'clock, we have an assembly for the whole school. At assemblies we recognise our children and their achievements. Parents are most welcome to attend. After each assembly a Monday Morning Whole School Email is sent out to all families through Compass. This email outlines the week's activities and any announcements made at assembly.
ASTHMA:	To ensure your child can safely participate in sports and exercise at school, the first step is to make sure their asthma is well controlled. Please provide the school with an Asthma Action Plan provided by your doctor. More information can be found on the Asthma Australia website https://www.asthmaaustralia.org.au/
BANKING:	YRPS participates in the "Dollarmites Program" through the Commonwealth Bank. Interested students are encouraged to bank weekly into their Dollarmite account and watch their savings grow. Volunteer parents count and bank the money each Thursday. If you would like your child to participate, you will need to open an account for them with the CBA and then send up your bank book weekly before Thursday.
BEFORE AND AFTER SCHOOL HOURS CARE - CAMP AUSTRALIA:	Our After School Care Program has been outsourced to <u>Camp Australia</u> , who is approved by the Commonwealth Government to run a 25 place centre. Parents can use this service on a permanent or casual basis. Places for this program need to be booked in advance on 1300 105 343 or on their website https://www.campastralia.com.au/ <u>Program hours:</u> Before School: 7.00am – 8.45am After School: 3:30pm - 6.00pm. Camp Australia https://www.campastralia.com.au/
BELL & LEARNING SESSION TIMES:	Bell Times and School Session Times (note that there are no bells at 11am, 1pm and 3:30 pm) 8:55am Warning Bell for Students and Staff to go to their classrooms 9:00am -10:50am AM First Session (Assembly – Monday 9:00am in the Gym) 10:50am-11:00am Children eat snack inside 11:00am-11:25am Morning Recess (no bell) 11:25am Warning Bell for Students & Staff to return to their classrooms 11:30am-12:50pm Middle Session 12:50pm-1:00pm Children eat lunch inside 1:00pm-1:55pm Lunchtime Recess (no bell) 1:55pm Warning Bell for Students & Staff to return to their classrooms 2:00-3:30pm PM Second Session 3:30pm School Dismissal (no bell)

BIKES, SCOOTERS & JOURNEYING TO SCHOOL:	<p>Bike and scooter riding to and from school is permitted but it is recommended that children in Prep to Year Two ride to school accompanied by a parent. All bike riders must wear a bike helmet to and from school.</p> <p><u>Children are not permitted to ride bikes or scooters in the school grounds;</u> they must be walked to and from the school gates. Skateboards, rollerblades and motorised scooters are not permitted. We remind all students to keep safe on their journey to school.</p>
BOOK CLUB:	<p>Scholastic Book Club is a way families and students can purchase reasonably priced books, both fiction and non-fiction. Brochures are distributed twice a term to all students to take home.</p> <p>During Education Week in May the school holds a Scholastic BOOK FAIR. The Newsletter will feature further information at the time of the Book Fair.</p>
BOOK WEEK:	<p>Each year, schools across Australia spend a week celebrating books and Australian authors and illustrators. During this week the school traditionally holds special activities which may include; a book character dress up day (where students are encouraged to come to school dressed as their favourite book character), publishing of student writing, special book readings or a book launch.</p> <p>Book week dates are usually in August each year.</p> <p>Check the school newsletter for more information closer to the event.</p>
BUDDY PROGRAM:	<p>The children in their Prep year are teamed up with a buddy from Year Five. They spend some class time together and participate in a variety of activities; a highlight is the ‘Teddy Bears Picnic’, where all children wear pyjamas, bring along their teddy and have a picnic together.</p> <p>The buddy system also incorporates a playground component in which the older children offer support for their younger buddies. At the beginning of the year the Year Fives stay with their Prep buddy at recess and lunchtime until the child feels secure enough in the school grounds to play with their prep peers.</p> <p>This partnership continues into the following year when the children are in Years One and Six respectively.</p>
CAMPS, SPORTS & EXCURSION FUND:	<p>Camps Sports and Excursions Fund payment will be provided to eligible families to cover the costs of school trips, camps and sporting activities. A special consideration category also exists for asylum seeker and refugee families. The allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities. The Camps, Sports and Excursions Fund helps to ensure that no student misses out on the opportunity to join their classmates for important, educational and fun activities. If you hold a CURRENT health care card, you may be eligible for the Camps Sports and Excursions Fund payment.</p> <p>The annual CSEF amount per student is:</p> <ul style="list-style-type: none"> • \$125 for primary school students • \$225 for secondary school students <p>How to Apply: Contact the school office to obtain a CSEF application form or download from the CSEF website</p> <p>Further Information for the CSEF application closing dates and more information, please see: Camps, Sports and Excursions Fund</p>
CAMPS:	<p><u>Prep:</u> An early morning breakfast is the very beginning of developing independent skills and experiencing every day activities away from home. Students in Prep attend this breakfast in Term 4, where they take responsibility for the preparation and clean up. This simple beginning marks the start of our camp program.</p> <p><u>Year 1</u> For our camps program in Year 1 we hold a Popcorn & PJs evening for the students. Students from Year 1 have the opportunity to come to school out of hours to get to know each other and practise being away from home by playing games and watching a movie then heading home.</p>

	<p><u>Year 2</u> The Year 2 Sleep Over is similar to the Popcorn & PJs evening, where students will come together to play games, watch a movie and then sleep overnight at school.</p> <p><u>Year 3 & 4</u> Students in 3/4 build their independence with a 3 day, 2 night camp at alternating venues such as Sovereign Hill and Camp Jungai.</p>
<p>CAMPS PROGRAM:</p>	<p>We run an information session, prior to the camp, to outline what we will be doing and to answer questions.</p> <p><u>Year 5</u> Students are given the opportunity to further develop their independence through a three-day overnight stay on Philip Island at an Outdoor Adventure Camp.</p> <p><u>Year 6</u> A two-day overnight stay in Melbourne CBD is a feature of the first term in Year 6. The students attend the camp with their Home Group, this means that there are two camps which have low numbers and a high staff ratio. Various activities are planned for City Camp with an exploration of city sites but the emphasis of the experience is that the students take part in the planning and execution of activities. Students are also expected to present their perspectives of the camp through a dedicated <i>Camp Presentation Evening</i> for all parents of Year 6 at the conclusion of both camps.</p> <p>Camps are often the highlight of the year for many students, however, if your child experiences nervousness, please speak to their teacher in advance so that we can prepare them for the event.</p>
<p>CANTEEN:</p>	<p>The Canteen is open on Fridays. Price lists are available on our website http://yarrardps.vic.edu.au/parent-info/canteen-uniforms/</p> <p>Lunch orders should be written on a paper bag or by using a Sticky Beaks lunch order bag available from the Uniform Shop, with the child's name and grade on it and placed in the lunch basket in the classroom. The correct money should be enclosed in the bag.</p> <p>All snack and lunch orders are delivered to the classroom. A "tag in the lunch bag" system for all non-dairy frozen items, such as sour zings and zooper doopers, is in place. When these items are ordered on a lunch bag, we will place a tag in the bag, and the children can come to the window to collect the item and choose the flavour. The window is also open at lunch time for cash sales of JJ's, chips, popcorn, pineapple rings, sour zings and zooper doopers.</p> <p>All dairy based items such as Moosies, frozen yoghurt and creamy zings are delivered to the classrooms in chiller bags. If a specific flavour is required, please nominate on the order.</p> <p><u>Special Lunch Days</u> occur periodically throughout the year. Notices will be sent home prior to the day for a special ordered lunch.</p> <p>Volunteer helpers are critical for running the school canteen. If you can help on a Friday please let us know at the office.</p>

CHILD SAFE POLICY:	<p>Our commitment to child safety:</p> <p>Yarra Road Primary School is committed to implementing a culture of child safety, inclusive of all school environments, in and outside of school hours and practices zero tolerance of child abuse.</p> <p>We want all children to be safe, happy and empowered. We support and respect ALL children, as well as our staff and volunteers.</p> <p>We are committed to the safety, participation and empowerment of ALL children. Yarra Road Primary School has zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.</p> <p>We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.</p> <p>Our school is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.</p> <p>Our school has robust human resources and recruitment practices for all staff and volunteers.</p> <p>Our school is committed to regularly training and educating our staff and volunteers on child abuse risks. Yarra Road Primary School supports and respects all children, as well as our staff and volunteers.</p> <p>In accordance with Ministerial Order 870 - <i>Child Safe Standards - Managing the Risk of Child Abuse in Schools</i>. We take account of the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable; and we make reasonable efforts to accommodate such diversity.</p>
CHILD SAFE CODE OF CONDUCT:	<p>All volunteers, staff members and contractors/tradespeople working at Yarra Road Primary School must abide by the school's Child Safe Code of Conduct, in addition to holding a current Working with Children Check (WWC Check). When signing in at the school office visitors are required to acknowledge that they agree to abide by the Child Safe Code of Conduct as part of the electronic sign in process.</p> <p>At the same time that a new WWC Check is presented to the school, all volunteers and contractors/tradespeople will be required to read, agree to abide by, and sign the Yarra Road Primary School 'Child Safe Code of Conduct'. A copy of this signed document will be kept on file with the WWC Check.</p> <p>Please see Child Safe Code of Conduct</p>
CLASS REPS:	<p>Parent volunteers represent each class on behalf of the Parents Association (PA) and the teachers. They help organise such events as Mothers and Father's Day Stalls, Raffles, Market Night's and other school run events that require parent assistance.</p>
CLOTHING: LOST PROPERTY	<p>Please clearly name every item of clothing. Woven tags are best because they do not fade with washing. Shoes are also sometimes removed so these too need to be marked in some way.</p> <p>Our Lost Property box is located near the canteen inside the gymnasium. If your child has misplaced an item of clothing please check the classroom and the lost property box. Named items are easily returned to their owners. Any toys or personal belongings are kept in a separate lost property box up at the Office.</p>

**CO-CURRICULAR
OPTIONAL
ACTIVITIES:**

Students at Yarra Road Primary School have the option to attend additional academic sporting and arts activities that may incur a participation cost.

These activities may include:

- University of New South Wales Competitions
- The Rotary Speech Competition
- Instrumental Program
- Kelly Sports
- After School Basketball & Hoop-time
- Excellence In Sport Programs
- Junior Rockers

LUNCHTIME ACTIVITIES

Students are able to participate in free lunch time activities, which vary throughout the year, such as: Junior & Senior Choir, Environmental Club, Lego, Quiet reading in the Library, Drawing, and the Year 5 & 6 Lounge. Each week announcements are made at assembly about activities for the week and this information is emailed to families every Monday.

COMMUNICATION:

Each Monday at assembly we present a range of notices and information for students about the happenings planned for the week. This might include; lunch time activities, reminders about whole school events or general matters such as bells, hats etc. These activities and announcements are also emailed to families on Monday's via Compass.

Other communication between the school and families includes:

- SMS**, for urgent communications, such as sudden cancellation of events, evacuations.
- The **Compass app** which is our main form of communication. Push messages indicate that a new newsfeed item has been published regarding upcoming events, Newsletter publications, Monday morning emails and other important information for parents
- All teachers email a weekly update to the families of students in their class via **Compass**. Parents are also able to communicate with their child's classroom teacher by email through Compass. If an email is sent after hours please remember that all staff go home to families after their day at work and cannot be expected to reply to emails during their evenings and on weekends.
- The **school website** for a range of communications including information booklets, policies, community noticeboard, calendar dates, the Weekly Newsletter or News Update.
- Facebook** showcasing our school activities, achievements and events.

Any notices that are printed will be distributed to students and/or placed in their notice folders (Foundation to Year 2) or their individual pigeonholes (Years 3, 4, 5 & 6).

COMPASS:

Compass is a school management platform used by Yarra road Primary School. It offers many convenient features and is a great communication tool.

Compass is a web-based system that is accessible from any modern web browser (Internet Explorer, Firefox, Chrome or Safari) or by using the Compass iOS app or Android app.

	<p>Each family receives a separate login to Compass which will be provided to you upon commencement at Yarra Road Primary School. By regularly logging in to Compass you will be kept well informed about what is happening at school including information specific to your child.</p> <p>The Compass Parent Portal will enable you to:</p> <ul style="list-style-type: none"> • Access your child’s Student Progress and Semester Reports • Book your Parent/Student/Teacher conferences • View up-to-date class and school attendance information • Approve or enter upcoming or past absences for your son/daughter • Download, print and consent upcoming excursions • Pay school fees, charges and contributions • Update your registered email and mobile number (used for SMS alerts) • Access information regarding upcoming events and news <p>If you are unsure about downloading or using the Compass app please see Kate Garside or Carly Van Bremen in the office.</p>
COOPERATIVE LEARNING:	<p>Yarra Road focuses on developing social and academic skills through the use of Cooperative Learning strategies. Teaching through Cooperative Learning provides students with opportunity to consolidate social skills while learning essential academic skills through collaboration with peers. Yarra Road PS has adopted ‘Kagan’ Cooperative Learning structures to support our teaching and learning in all classes.</p>
COURT ORDERS:	<p>In the event of divorce or family separation it is usual for Custody Orders, in relation to the children, to be issued by the Family Court. When the school receives a copy of any Court Orders these are filed in the office, a note is placed in the child’s file and the school follows the orders as they are set out.</p> <p>A letter or verbal instruction does not equate to a Court Order.</p> <p>Unless a Court Order is provided to the school, normal access to children will apply.</p> <p>All Court Orders are to be discussed with the Principal.</p>
CURRICULUM DAYS:	<p>We have 4 student free days a year once the dates have been determined we will communicate with our Parents/Guardians through Compass, Our Weekly School Newsletter, Weekly Emails and add to the calendar on our school website.</p>
DATES: Events and school activities	<p>The dates for all school events and activities are accessible in the following places:</p> <ul style="list-style-type: none"> • Compass • School website www.yarrardps.vic.gov.au • Weekly Newsletter or News Update
DATES- by TERM:	<p><u>SCHOOL TERM DATES FOR STUDENTS - 2019</u></p> <p>Term 1: 29 January to 5 April Term 2: 23 April to 28 June Term 3: 15 July to 20 September Term 4: 7 October to 20 December</p>
DIGITAL TECHNOLOGIES:	<p>Digital Technologies (DT) is integrated into the academic curriculum across all levels. Classrooms are provided with equipment including; iPads and Chrome Book Computers. Digital Technologies are used in classrooms to enhance student learning. Students are also taught how to use these tools responsibly to become knowledgeable and conscientious digital citizens.</p> <p>Each year a portion of the funds raised by the Parents Association pay a percentage of our digital learning hardware lease. We are able to ensure that all students in years Prep to 4 have access to one device between every two students and children in year 5 & 6 have access to an individual device for use at school.</p>

EDUCATION WEEK:	<p>We celebrate learning throughout our school with Education Week, which is usually held in May of each year. On this special week, our families, students and visitors have the opportunity to:</p> <ul style="list-style-type: none"> • look through our classrooms • visit the grade levels that your child will be in next year to see what they do • listen to short information sessions about aspects of our curriculum • visit our Book Fair and purchase books • chat with other families and teachers • enjoy stories read by senior students
EMERGENCY CONTACT DETAILS:	<p>There are occasions when we need to contact parents or an emergency contact. Please make sure that your contact phone numbers (home, mobile, business) together with those of the emergency contact are always kept up to date through Compass or alternatively with the school office.</p> <p>Emergency contacts will be called if parents cannot be reached.</p>
EMERGENCY EVACUATIONS:	<p>Throughout the year we rehearse procedures for managing emergency situations so we are well prepared should a real incident arise.</p> <p>Depending on the nature of the emergency, these rehearsals include evacuating classrooms and assembling on the school oval or basketball court and/or assembling offsite or moving inside from the yard to classrooms, or into a specific room and ‘locking down’.</p>
ENROLMENT:	<p>Enrolment information can be accessed from the school website: http://yarrardps.vic.edu.au/enrolment/#enrolment</p> <ul style="list-style-type: none"> • For further information call the school office.
EXCLUSION AFTER INFECTIOUS DISEASES:	<p>The Department of Education and Training’s Exclusion Table defines certain compulsory absences in the case of infectious illnesses. These exclusion periods are quite definite and must be adhered to without variation.</p> <p>In the case of all illnesses, please contact the school to inform us and to seek advice.</p>
EXCHANGE STUDENTS:	<p>Yarra Road Primary School hosts a Thai exchange program for students aged 10-13 years old. Currently we have visitations from Thai students once a year. Several families hosted the students and our visitors became immersed in our school culture in Grades 3-6. We hope to extend our exchange programs in the future; any updates will be included in the school newsletter.</p>
EXCURSIONS:	<p>During the year, excursions are arranged for the year levels, and all children are encouraged to participate. These activities are curriculum related and form part of the broader learning experience, and are also invaluable social experiences for children. Parents can expect to be notified in advance of any proposed excursion, camp or out of school activity. No child can participate in these events, without parental permission and authority to take emergency action, in case of illness or accident. The cost of all activities is to be paid in advance unless prior arrangement has been made with the school.</p> <p>Parents may be invited to attend to help with supervision. Please see your child’s teacher if you are interested.</p>
FACEBOOK:	<p>The Yarra Road Primary School Facebook page can be accessed here: https://www.facebook.com/yrps4219/?fref=ts</p>
FOOD:	<p>Children are encouraged to eat healthy nutritious snacks and lunch with minimal wrapping. Divider lunch boxes and mini containers aid in our school aim of minimising waste from packaging. All food is eaten in the classroom under supervision, except food purchased from the canteen window on Fridays.</p> <p>In addition to their pre recess snack and lunch, we encourage our children to eat a</p>

	<p>healthy snack during class, at a time chosen by the class teacher. Some suggested ideas are: fruit, carrot/celery sticks, sultanas.</p> <p>Any uneaten food will be left in lunch boxes so parents can monitor what is being eaten each day.</p> <p>All students are encouraged to have a refillable water bottle in class with them as it is important to maintain hydration. Other drinks such as juice should only be for snack and lunchtimes.</p>
FUNDRAISING:	<p>The school relies heavily on additional funds raised through a variety of fundraising activities organised and coordinated by our very active Parents Association.</p> <p>The funds raised support a variety of school activities and purchase or leasing of equipment. Each year a portion of the funds raised pay a percentage of our digital learning hardware lease.</p> <p>The remaining funds raised go towards special projects such as the playground development or specific educational activities such as Artists in Residence.</p> <p>Please support our school's fundraising efforts as these enhance the opportunities for your children.</p>
HEAD LICE:	<p>Head lice is an ongoing problem in schools. They can be picked up by any child including those with very well cared-for hair. Small children tend to put their heads together and this encourages the spread of the problem. Please check your children's hair weekly and notify the school if he/she does become infected. Children may return to school after treatment has commenced.</p> <p>If you need advice on treatment please contact the school.</p>
HOOPTIME:	<p>Yarra Road has rich history in the Hoop Time competition run by Basketball Victoria. Winning State Championships in 2011 with Year 6 All Star Boys team and also in 2015 with the Year 6 girls, is something of which we at Yarra Road are very proud.</p> <p>We offer students the opportunity to play Hoop Time from Year 1, with the Year 1/2 playing in the Hoop Time Minis competition which is designed to introduce students to the game of basketball. Year 3/4, and Year 5/6, students have the opportunity to play in progressive tournaments with multiple round robin days. Yarra Road had top 4 finishes in Victoria in the Junior All Star competition in 2012, 2013, 2014, 2015, 2016 and 2017.</p> <p>Hoop Time days are much loved by the students as the program caters for many different levels of abilities from beginners to elite players, and allows students to test their abilities and have fun playing against other schools.</p>
HOUSE TEAMS:	<p>At Yarra Road Primary School all our students are members of a house team. Each term, students earn house points both in the classroom and during various sporting events; these contribute to awarding of the annual Yarra Road House Cup.</p> <p>The names of our houses are related to pioneers of the Croydon district.</p> <p><u>Turner House - Red</u></p> <p>Mr Turner was the first land-owner of the Croydon district in the 1840's.</p> <p><u>Gatter House - Green</u></p> <p>Mr Gatter owned the school land and surrounds prior to 1883.</p> <p><u>Power House - Yellow</u></p> <p>Thomas Power was also a land owner of the school site. The land was purchased from him for the school in 1901.</p> <p><u>Wilson - Blue</u></p> <p>Wilson was the name of a bus company that operated along Yarra Road in the 1930's.</p>

INFORMATION NIGHTS:	<p>Information Nights, held at the start of the year are well attended by parents for children in year levels across the school. Parents are informed of the organisational structures that are appropriate to the level, the home learning program, digital technology use, school camps, and for the senior year levels, the process of transitioning to Secondary College. Students from higher year levels often attend to speak about their experiences in the year level, reflecting on school camps and excursions.</p> <p>Throughout the year there are also information nights for parents specifically concerning upcoming camps, student wellbeing and other areas of the curriculum.</p>
IN RESIDENCE PROGRAMS:	<p>Yarra Road has introduced members of the community to the school that are considered ‘experts’ in their field to provide students with the opportunity to develop skills through experiential activities.</p> <p>Examples of these In-Residence programs include: Scientist in Residence, Shelley Atkinson; Writer in Residence, Mark Carthew; and Artist in Residence, Bradfield.</p>
JUNIOR SCHOOL COUNCIL:	<p>Each home group from Year 2 onwards has a Junior School Council representative. The Student Council gives all students a voice in the school in areas such as student special activities and an opportunity to be involved in leadership positions. Junior School Council meets regularly and takes responsibility for Social Service activities across the school and some fundraising.</p>
KIDS HOPE:	<p>“Kids Hope Aus” is a mentoring program established originally under the auspice of World Vision Australia. Members of the Wonga Park Dutch Reform Church are trained to be Mentors within our school setting, and spend an hour per week with a selected child sharing their diverse skills to assist students with class work such as reading and mathematics. Most importantly these mentors share their time with students to develop student’s self-esteem and encourage students to strive to achieve their personal best.</p> <p>https://www.kidshopeaus.org.au/</p>
LIBRARY:	<p>The Library supports Literacy throughout the entire school and Library lessons are taken by class teachers. Students are able to borrow books for a period of up to 2 weeks. During lunch times the Library is often open for book groups and quiet reading times. The annual Victorian Premiers Reading Challenge and Book Week are strong features of our Library program.</p>
MATESHIP PROGRAM:	<p>The YRPS Mateship program, involving students Prep to Year 6, complements the Buddy Program. The aim of the Mateship Program is to support all children in feeling connected to the school and to students from different year levels. Each ‘Mateship’ Group includes a mix of students from Prep to Year 6. Buddies are grouped together. Mateship groups are fixed for the time that students are at YRPS and meet several times each term.</p>
MEDICATION ADMINISTRATION:	<p>Parents should bring to the office any medications that children require on a temporary or permanent basis and fill in a Medication Authorisation form. This form includes medication details, e.g. dosage and time in order for Office to administer medication. Children with ongoing medical issues, such as asthma and allergy, may have medication permanently stored at the office. Administration of medications are recorded and you will be notified if your child requires this more frequently than normal.</p>
MEDICAL CONDITIONS:	<p>At the start of the school year parents are required to provide an updated action plan for all children with medical conditions that may require treatment at school e.g. asthma, anaphylaxis, diabetes, epilepsy.</p> <p>Please keep the school informed of any changes to these plans.</p>

MUSIC LESSONS:	<p>'Junior Rockers' runs optional, additional music lessons in our school. They provide tuition in guitar, keyboard, drums and voice (singing). Lessons occur once a week. If you are interested in finding out more you can: Visit their website http://www.juniorrockers.com/, contact 'Junior Rockers' directly on 1300 46 7625, email them info@juniorrockers.com or speak to the Performing Arts teacher, Cath Shalders.</p>
MUSICAL PRODUCTION:	<p>Each year the Yarra Road Primary School students take part in our whole school production. The Year 6 students are cast into the main roles, with speaking parts, and each class performs a song/dance item as a class group. The school is divided into 2 casts (divided alphabetically by family name) and each student only performs on one night. The students are taught their item in Performing Arts classes. Grade 6 students also have additional rehearsals. The School Production is held at the George Wood Auditorium at Yarra Valley Grammar School.</p>
NAPLAN:	<p>Year 3 & 5 student take part in NAPLAN testing in Term 2 each year. More information will be provided to parents and students involved prior to the testing. Please follow the below link for more details http://www.nap.edu.au/home</p>
NEWSLETTER:	<p>YRPS issue a weekly Newsletter/News Update each Thursday to parents via email and Compass. Our Newsletters/News Updates can also be viewed on our school website.</p> <p>The Newsletter and News Update alternate fortnightly. <i>The Newsletter</i> is focused on showcasing student learning and achievements. Many students contribute to the Newsletter and it includes a wrap-up of what has been happening around the levels. <i>The News Update</i> is aimed at relaying relevant information about school and parent, child or family related matters. Stars of the week are published in both our Newsletter and News Update and are presented at the following Monday morning assembly.</p> <p>We feature YRPS Sponsors in our Newsletter and encourage the community to support the businesses that support us. You could advertise your business and sponsor the school for a small fee, sponsors are also included on our website's community "Notice Board".</p>
OFFICE HOURS:	<p>During the School Term Monday – Friday 8:30am-4:30pm</p> <p>Email: yarra.road.ps@edumail.vic.gov.au Phone: 9723 4182</p>
PARENT HELPERS:	<p>Parent helpers in the classroom and around the school are warmly welcomed and strongly encouraged. To volunteer in any capacity at the school you need to:</p> <ul style="list-style-type: none"> • Hold a current "Working with Children Check" (WWC)_Please see Working with Children Check • Read and agree to (by signing and lodging at the school office) the YRPS Child safety Code of Conduct. <p>Sign in at the school office every time you visit.</p>
PARENT TEACHER INTERVIEWS:	<p>Parent Teacher Interviews are conducted formally twice a year in accordance with school reporting periods. Parent Teacher Interviews can be booked on Compass. Additional interviews can be held, as needed, by parent or teacher request, at a mutually agreeable time.</p>

**PARENTS
ASSOCIATION:**

The Parent's Association welcomes all interested parents at Yarra Road. It holds monthly meetings and is responsible for social functions and fundraising for the school.

A PA feature event, Market Night, is held for families and the wider community to celebrate our school and raise funds.

Parents can be involved by contacting the Parents Association. Further information will be available in the school newsletter and website closer to the event.

PARENT PAYMENTS:

Annual School Fees & Levies, requested by school council, include three different parent payment categories:

Essential Education Items:

These are items which parents/guardians pay the school to provide or may provide themselves, if appropriate. These items are essential to support instruction in the standard curriculum program and include:

- Materials that the individual student takes possession of, such as text books and student stationery, materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. home economics, photography, catering)
- School uniform (where applicable)

Activities associated with, but not part of instruction in the standard curriculum program, such as costs associated with camps and excursions which all students are required to attend (e.g. transport and entrance costs).

Note: If parents/guardians choose to provide equivalent materials themselves, this should be done in consultation with the school, and items should meet the specifications provided by the school. However, there are some items which, due to their nature, can only be provided by the school.

Optional extras:

These are items provided in addition to the standard curriculum program, and are offered to all students. They are provided on a user-pays basis and if parents/guardians choose to access them for students, they will be required to pay for them. These items include:

- Instructional support material, resources and administration in addition to the standard curriculum program (e.g. student computer printing for personal use)
- Extra-curricular programs or activities offered in addition to the standard curriculum program (e.g. instrumental music lessons)
- School-based performances, productions and events
- Materials for subjects where the payment sought is the difference between the basic materials/services required for access to the standard curriculum program and higher cost alternatives which may be more desirable (e.g. the use of more expensive materials)
- Materials and services offered in addition to the standard curriculum program (e.g. school magazines)
- School facilities and equipment not associated with providing the standard curriculum program, and not otherwise provided for through government funding (e.g. student accident insurance, and hire or lease of equipment such as musical instruments).

Voluntary financial contributions:

Parents/guardians, or anyone else, can be invited to make a donation to the school for the following purposes:

- Contributions to a building trust fund or contributions to a library trust fund (these trust funds are approved by the Australian Taxation Office and are tax deductible)
- Contributions for a specific purpose identified by the school (e.g. equipment,

	<p>materials or services) in addition to those funded through government funding. This may include additional computers or student-related services</p> <ul style="list-style-type: none"> • General voluntary financial contributions or donations to the school. <p>If you choose to pay by <i>Direct Deposit</i> into the school bank account please ensure you include your individual family code in the description as well as a reason for the payment – fees, chocolates, sport/excursion etc. This makes it easier to ensure that the money you deposit is credited to the correct item and family.</p> <p><i>Payments can also be made at the school office via Eftpos, Credit Card, Cash or Cheque.</i></p>
PARKING:	<p>Parking at every school is a contentious issue and there are no perfect arrangements. We ask parents to please be considerate of others and tolerant of the situation. Please look carefully at the signed parking spaces. Don't leave your car or stay for longer than 2 minutes in the NO PARKING zones. As difficult as they may be we need to respect the Council By-Laws and respect all members of the school community. Teachers are out on duty in the mornings and afternoons but it is not their job to move traffic on or police the parking spaces. Please remember that they are there to support the students and you, but not to act as traffic or parking controllers.</p> <p>We have designated 'drop off' spaces adjacent to the basketball courts at the front of the school. Cars can only remain in these spots for up to 2 minutes and the driver must not move more than 3 metres away from their vehicle. The purpose of these spots is for drivers to pull in, pick up or drop off their children and move straight away. It is not acceptable for drivers to remain in these spots longer than 2 minutes. Drivers not abiding by these regulations face the real possibility of receiving a fine, as the Council Parking Officers regularly monitor the school car park. If your child cannot be there waiting for you to pull in please park in the surrounding streets and meet your child at the School Crossing, front gate or back gate.</p> <p>For further information: https://www.vicroads.vic.gov.au/safety-and-road-rules/road-rules/a-to-z-of-road-rules/parking</p>
PERMISSION FORMS:	<p>Children cannot attend any school event, without parental permission and authority to take emergency action, in case of illness or accident.</p> <p>All school events are now published on Compass, where you can provide consent/payment by the due date to ensure your child's participation.</p>
PLAY AREAS:	<p>Students have a number of areas within the school in which they can choose to play. The front area of the school contains basketball courts and a shaded play equipment area.</p> <p>In the middle of the school, painted ball courts and games areas are near the shade of our 90-year-old oak trees.</p> <p>At the rear of the school, we have an all-weather oval and natural bush area called the Sanctuary. The Sanctuary is open to play for students in Year One and above. All staff remind students about the rules and the out of bounds areas of the schoolyard.</p>
PMP (Perceptual Motor Program):	<p>In Prep we run a valuable program called PMP – the Perceptual Motor Program. This program aims to develop children's balance, fitness, hand-eye co-ordination, motor skills and understanding of concepts (e.g. on, in, through, under). Tasks involve rolling, crawling, bouncing, throwing, eye tracking and obstacle courses.</p>

<p>PRE-SERVICE TEACHERS:</p>	<p>Yarra Road Primary School regularly hosts Pre-Service teachers as they gain valuable classroom teaching experience towards their degree in teaching. Placement duration depends on their year level of study.</p> <p>Yarra Road has established a close relationship with Deakin University to support the training of Pre-Service teachers through the Ringwood Alliance. This Alliance is made up of ten local schools and provides opportunities for greater collaboration between the schools. Whilst the majority of our pre-service teachers are from Deakin University we also offer placements to people studying at other universities.</p>
<p>PRIVATE TRANSPORT:</p>	<p>The Department of Education and Training (DET) requires that where private vehicles are used to transport students, which is generally to sporting events or excursions involving a small number of students, that the school sights:</p> <ul style="list-style-type: none"> • the current and valid driver’s licence of the driver, • registration certificate for the vehicle, • the vehicle’s comprehensive insurance policy which must include liability at law of damages no less than \$20 million. • the driver’s valid working with children check. <p>We are very grateful for the support of parents which allows our students to participate in a wonderful array of events and activities. Whilst we appreciate that these requirements are an extra demand, the additional level of security is aimed to protect all involved.</p>
<p>REPORTS:</p>	<p>Half yearly student reports are published on Compass in June and December of each year. Parents can access their child’s reports through their Compass Parent Portal and are able to print hard copies should they wish to do so.</p>
<p>RIGHTS AND RESPONSIBILITIES:</p>	<p>Ensuring the safety and wellbeing of all members of the school community is our number one priority. All members of the school community are guided by our Student Engagement and Wellbeing Policy which outlines the rights and responsibilities of parents, students and all members of staff.</p> <p>Any concerns relating to any of our students, should be brought to the attention of the Principal, Student Wellbeing Teacher and/or child’s teacher. It is not appropriate for parents to pursue other students or their families on school related matters either within or outside of the school.</p> <p>Please see The Student Engagement and Wellbeing Policy</p>
<p>SCHOOL BAGS:</p>	<p>As all the school bags are identical parents are asked to complete the name label in permanent marker and attach a distinctive item (e.g. ribbon, key tag) to the handle of the bag to help your child locate it within the classroom. It is important that students take responsibility for their bag each morning by unpacking it themselves and then placing it in their designated locker.</p>
<p>SCHOOL COUNCIL:</p>	<p>Yarra Road Primary School Council meets at least eight times a year with an Annual General Meeting each March. The Council takes a key role in supporting the work and governance of the school. There are several Sub-committees that focus on different areas;</p> <ul style="list-style-type: none"> • School Improvement • Finance • Buildings and Grounds • Parents Association <p>At the Annual General Meeting of School Council committees present their end of year reports, as do the School Council President and Principal.</p> <p>Every year a number of vacancies come up on the School Council for parent, community and staff membership. We welcome all parent involvement.</p>

SCHOOL CROSSING:	<p>School Crossing Supervisors state wide, often see poor behaviour such as people driving through the crossing, driving while looking at their phone or parking illegally. They also see pedestrians – often adults – not using crossings and being careless when they cross the road. It’s so important for everyone to obey the road rules – particularly in school zones – to slow down and follow crossing indicators. A reminder that our school zone is 40km/hr at designated school times.</p> <p>Our school crossing on Yarra Road is manned by Mrs Carmel Black from 8.15am-9.00am and 3.00-3.45pm.</p>
SCHOOL NURSING PROGRAM:	<p>The School Medical Service visits the school annually to conduct health checks of the Prep children.</p>
SICK BAY:	<p>We have a qualified first aid person on duty in the school Sick-Bay every recess and lunch-time. Minor ailments and injuries are treated at school. Where symptoms are more serious, parents will be contacted. If necessary an ambulance may be called. We recommend all families subscribing to Ambulance cover.</p> <p>See Medical Conditions</p>
SIGN IN & OUT:	<p>If your child arrives at school after 9.00am or needs to leave the school prior to 3.30pm, a parent or guardian must sign the student in/out on the Compass kiosk at the school office. A purple or yellow slip must be then taken down to the classroom teacher which notifies the teacher you have been through the office.</p>
SOCIAL MEDIA:	<p>Yarra Road Primary School has dedicated Facebook pages to promote the activities and achievements of our students. During School Camps class teachers may set up closed Facebook pages to keep the parents of students at the camp informed about camp activities.</p> <p>The Yarra Road Primary School Facebook page can be accessed here: https://www.facebook.com/yrps4219/?fref=ts</p>
SOCIAL SERVICE:	<p>Children are encouraged to concern themselves with the needs of the wider global and local community. Contributions from special activities are collected for specific appeals. Children are encouraged to give from their own pocket money to support these appeals.</p> <p>Special efforts and collections are undertaken for particular projects such as; Leukaemia Foundation, Blue Cross, Salvation Army and various other charities. Fundraising focus can be anywhere from one week to a term’s duration and is coordinated by our Junior School Council.</p>
SPECIALIST PROGRAMS:	<p>At Yarra Road we run specialist programs in Visual and Media Arts, Physical Education, Performing Arts (music, drama, dance) and Language other than English (Indonesian).</p> <p>For Art lessons students will need an Art Smock.</p>
SPORT:	<p>Sport plays an important role in keeping our students fit and teaching the skills of being a team player. Our range of events offers students the chance to compete in many different competitions showcasing their skills while encouraging every student to try their best and enjoy being active.</p> <p>We have a range of sporting competitions throughout the year for all year levels, including; Tabloid Sports days, Footy days, House Athletics, House Cross Country, Year 3/4 House Sports Competition and Year 5/6 Interschool Sport.</p> <p>Yarra Road enters many different sporting competitions.</p>

STARS OF THE WEEK:	Nominated by the class teacher ‘Star of the Week’ awards are presented in recognition of students demonstrating exceptional behaviour, achievement or citizenship. Stars of the week are presented at our Monday morning assemblies and published in the previous weeks Newsletter or News Update.
STUDENT BEHAVIOUR:	<p>In accordance with the YRPS Student Engagement and Wellbeing policy, in the event of student misbehaviour appropriate action will be taken. Depending on the level and nature of the inappropriate behaviour, where the behaviour occurred, who is affected and to ensure the safety of all, the following steps would usually be followed:</p> <ul style="list-style-type: none"> • Directing the misbehaving child to stop, if necessary removing them or other children from the situation to a new location. This may include moving an individual, group or class, • Informing / discussing the incident with the offending child’s parents and, when deemed appropriate, parents of child or children that have been affected. • Participation of the child and/or children involved in a restorative chat or circle time facilitated by the class teacher or student well-being teacher. <p>In incidents where the behaviour is severe or repeated the school principal or assistant principal will be involved. Appropriate consequences will be applied these could include:</p> <ul style="list-style-type: none"> • Withdrawal from class or privileges • Individualised flexible learning, behavioural or attendance plan • Intervention services involved • Suspension internally or externally <p>As required by Department of Education and Training (DET) Incident Reporting Requirements, the DET Security Services Unit, police and DET Regional Office staff may be contacted.</p>
SUN HATS, SUNSCREEN:	Children should wear a school hat (available from the Uniform Shop) when outside at school between 1st September and 30th April. A hat is required for recesses, lunchtime, physical education and other outdoor activities. Where children play outside without a hat, they will be required to move into the shade for their own protection. Sunscreen is also provided in the classroom.
SUSTAINABILITY:	<p>At YRPS we encourage our students to be aware of the natural environment and their responsibility towards living in a Sustainable world. Sustainability is taught as part of the Victorian Curriculum, through Science and Geography. We utilise areas around the school such as vegetable gardens, frog bog, outdoor learning spaces and our specifically designed Sanctuary. This area, with its dry river bed, native plants and bush surrounds, allows students to learn about sustainability in a practical setting.</p> <p>Our students also participate in a variety of initiatives such as Walk to School Day, Earth Hour, Rubbish Free Lunches, Recycling Incursions and selling produce from our vegetable gardens.</p>
SWIMMING PROGRAM:	Yarra Road offers every student from Prep to Year 6 the opportunity to participate in an intensive swimming program at Croydon Leisure Centre (Aquahub). Swimming lessons build water confidence, teach safety and survival and develop correct stroke technique. We believe that it is of high importance that all students have the opportunity to learn to swim in a safe environment while still enjoying the experience.
TOILETS:	Student toilets are adjacent to the Prep classrooms in the Canteen Courtyard and in the Bower Building. There are staff toilets in the Office area that are available for Parents.

<p>UNIFORM - DRESS CODE:</p> <p>Uniform Shop is open: Tuesday Mornings 8.45am - 9.15 am Thursday afternoons: 3.15pm – 3.45pm</p>	<p>Yarra Road Primary School has a uniform for boys and girls. Uniform items, together with school bags are available for purchase from our Uniform Shop which is open each week.</p> <p>Our shop stocks all items with the Yarra Road logo, along with bootleg trousers, but does not stock shorts or leggings, as these can be purchased at Target, Kmart and Big W.</p> <p>Children are to wear predominately black or white runners or school shoes.</p> <p>Year 6 students can purchase a black windcheater/bomber jacket personalised with their names on the back. Orders for these are taken towards the end of Grade 5 year. A price list for the uniform shop can be viewed at the following address: http://yarrardps.vic.edu.au/parent-info/canteen-uniforms/</p>
<p>UNSW TESTS:</p>	<p>University of New South Wales tests are conducted throughout the year in various subject areas. Participation in these tests is optional and requires payment. Further information will be provided during the school year via the newsletter.</p>
<p>VISION AND VALUES:</p>	<p>Vision: Outstanding Engagement, Exceptional School. Yarra Road Primary School is committed to encouraging all children to achieve their maximum potential, intellectually, physically, emotionally, culturally and socially by promoting a safe, caring and purposeful school environment.</p> <p>Values:</p> <p>The following values are seen to be integral to the life of our school:</p> <ul style="list-style-type: none"> *Respect To be caring and compassionate and value the rights, opinions and feelings of others *Responsibility To be responsible for our own words and actions and to be honest with each other *Excellence To always do our very best to achieve our goals *Confidence To believe we can do it *Resilience To be able to bounce back again and to be positive
<p>VICTORIAN PREMIER'S READING CHALLENGE:</p>	<p>The Challenge is open to all Victorian children from birth to Year 10 in recognition of the importance of reading for literacy development. It is not a competition but a personal challenge for children to read a set number of books by September. Children from Prep to Year 2 are encouraged to read or experience 30 books with their parent/guardians and teachers. Children from Year 3 to Year 10 are challenged to read 15 books. All children who meet the Challenge will receive a certificate of achievement signed by the Victorian Premier and can choose their name included on the online Honour Roll. To read the Premier's letter to parents, view the booklists and for more information about the Victorian Premiers' Reading Challenge, visit: www.education.vic.gov.au/prc</p>
<p>VOLUNTEERS:</p>	<p>Our school is committed to regularly training and educating our staff and volunteers on child abuse risks.</p> <p>Yarra Road Primary School supports and respects all children, as well as our staff and volunteers.</p> <p>In accordance with Ministerial Order 870 - <i>Child Safe Standards - Managing the Risk of Child Abuse in Schools</i>. We take account of the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable; and we make reasonable efforts to accommodate such diversity.</p>

WEBSITE:	The school website can be accessed here: https://yarrardps.vic.edu.au/
WET DAY / HOT DAY PROCEDURES:	On days of inclement – excessively wet, windy or hot - weather students may be kept indoors or restricted to certain areas of the school yard, during recesses and lunch times. If indoors a special roster is put in place to ensure student supervision is maintained by staff.
WORKING WITH CHILDREN CHECK:	<p>The WWC Check is a minimum checking standard set by the <i>Working With Children Act2005</i> for those who come into direct contact with children, either on a paid or voluntary basis. This includes – oral, written or electronic communication as well as face-to-face and physical contact.</p> <p>Such examples include: volunteer in the classroom, manage/coach a sporting team (including scoring) or in any other capacity that comes into contact with a child.</p> <p>To be a volunteer at a school a Working With Children Card provided by the Department of Justice is required. This card is:</p> <ul style="list-style-type: none"> • Valid of 5 years • Transferrable between volunteer organisations • Free of charge for volunteers, but cannot be used for paid employment <p>Adults need to produce their current WWC card at the office for photocopying and recording before they proceed to any volunteer work with the children.</p> <p>To apply for a WWC you need to visit http://www.workingwithchildren.vic.gov.au/home/applications/ and complete the process. Once you have received your WWC card please bring into the school office to be sighted and a copy filed. WWC Checks for volunteers are free.</p> <p>In addition to having a valid WWC Check, all volunteers working at Yarra Road Primary School must abide by the school’s Child Safe Code of Conduct. At the same time that a new WWC Check is presented to the school, all volunteers must also read, agree to abide by, and sign the Yarra Road Primary School ‘Child Safe Code of Conduct’. A copy of this signed document will be kept on file with the WWC Check.</p>
YARD SUPERVISION:	Students are supervised in the school grounds by Yard Duty teachers before school 8.45am-9.00 a.m., after school 3.30-3.45 p.m., and at lunch time and recesses. To ensure student safety it is not appropriate for children to be dropped off at school prior to the times when the yard is supervised or picked up later than 3:45pm. Our out of school hours care program provides before and after school care for students that need to be at school outside of those times.