



# TRARALGON SOUTH PRIMARY SCHOOL

2023 Parent Information Booklet



## **School Contact Details**

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<b>Principal</b>	Joel Blythman
<b>Business Manager</b>	Karyn Birkett
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<b>Facebook</b>	<a href="http://www.facebook.com/traralgonsouthprimarieschool/">www.facebook.com/traralgonsouthprimarieschool/</a>

## School Profile

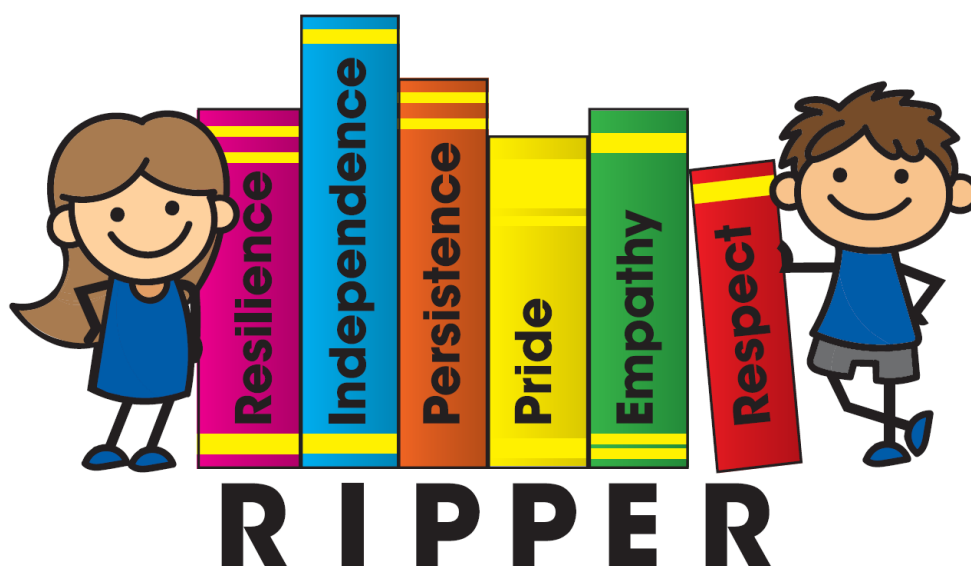
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Traralgon South Primary School, the oldest established school in the district, is situated in a picturesque bushland setting an approximate 10-minute drive south of Traralgon. Originally, the school predominantly served the local farming community. Today, our school is comprised of families from the Traralgon South, Callignee, Koornalla, and Hazelwood North areas, as well as a growing number from the Traralgon township.

Traralgon South Primary School firmly believes that for every child, their learning experience should be enjoyable, challenging, and successful. Every child is provided the opportunity to develop to their full potential in a safe, positive, and stimulating environment. This philosophy is supported by both the size of the school (approximately 120 students) and the commitment from all staff to deeply understand the personalities, skills, and abilities of every child.

The learning program at Traralgon South Primary School reflects a strong commitment to the Victorian Curriculum, with an appropriate emphasis on literacy and numeracy, as well as the specialist areas of Physical Education, Music, and the Arts. Best practice teaching is implemented across the school through the delivery of programs such as Sounds-Write, MAPPEN and VCOP, supported with regular teacher training and use of specialised software, including Essential Assessment and Literacy Pro. Additionally, high quality, special purpose programs are made available to all students, such as swimming, Life Education, camps, and excursions. Our curriculum supports an effective transition to secondary school, strengthened by regular interaction with other local Primary Schools through inter-school camps and sporting activities.

Our School Values are:



<b>Resilience</b>	Accept responsibility	When you think you can't; you can	Learn from difficulties and bounce back
<b>Independence</b>	Show courage to do things by yourself	Be your own hero	Be someone that makes you happy
<b>Persistence</b>	Never give up	Try a different way if you're stuck	Remain focused on your goal
<b>Pride</b>	Be your best	Take care in everything you do	Celebrate when you achieve
<b>Empathy</b>	Understand differences in people	Looking out for those around us	Acceptance for others
<b>Respect</b>	Treat people equally	Be considerate of others and our environment	Celebrate differences

These RIPPER values are integrated throughout our whole school; in the classroom, through weekly excellence awards, and supported by our School Council, our Parents and Friends Committee, and the Junior School Council.

Traralgon South Primary School prides itself on creating a supportive and inclusive environment for all children. We encourage and support interaction between children of all ages and grades, building confidence and respect for all members of our school community. Parent involvement in our school is encouraged, primarily through the provision of classroom assistance, attending school events, excursions and sports days, supporting our Parents and Friends Committee, or contributing to School Council.

In recent years, Traralgon South Primary School was largely rebuilt, resulting in modern and spacious facilities. Our school includes 6 classrooms, a well-equipped Library, an Art room, and a

multi-purpose building used primarily for our Physical Education and Music programs. All classrooms are fitted with contemporary IT teaching facilities, heating, and air conditioning. Externally, our school is set amongst beautifully landscaped gardens which complement the surrounding natural environment. Two playground areas equipped with safe and stimulating equipment are located on site, in addition to two basketball/netball courts, a playing field and numerous grassed open spaces. A sheltered area and courtyards equipped with tables and chairs provide further outdoor spaces for our children.

Complementing our facilities are an adjoining community hall, oval and tennis courts, each used regularly by students for a range of activities. The Traralgon South Pre-School sits adjacent to our school, supporting and contributing to our strong transition program between the pre-school and primary school environment.

## **2023 Term Dates**

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<b>Term 1</b>	27 January (staff)/30 January (students) – 6 April
<b>Term 2</b>	24 April – 23 June
<b>Term 3</b>	10 July – 15 September
<b>Term 4</b>	2 October – 20 December

## **School Hours & Supervision**

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<b>School Begins</b>	9:00am
<b>Morning Session</b>	9:00am – 11:00am
<b>Recess</b>	11:00am – 11:30am
<b>Middle Session</b>	11:30am – 1:00pm
<b>Lunch</b>	1:00pm – 2:00pm
<b>Afternoon Session</b>	2:00pm – 3:30pm
<b>School Concludes</b>	3:30pm

Children are supervised in the yard from 8:45am and will have supervised access to their classrooms from 8:50am, at which time a bell will sound. Prior to this time, it is considered the parent's responsibility for supervision of their children.

Students are supervised at both recess and lunch by teaching staff. At the conclusion of recess and lunch breaks, a warning bell will sound at 11:28am and 1:58pm, allowing children time to be at their classroom prior to the commencement of the next session of learning. Children are also supervised by their teacher in the classroom between 1:00pm – 1:15pm whilst they eat their lunch.

At the conclusion of the school day, students are supervised by staff until 3:45pm. After this time, it is considered the parent's responsibility for supervision of their children. It is expected that students will be collected as close to 3:30pm as possible, though should circumstances arise where this becomes difficult, please contact the school.

## **Attendance**

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At Traralgon South Primary School, we firmly believe all students should attend school all day, every day, in order to maximise the educational and social benefits schooling delivers. Our school adheres to the Department of Education and Training (DET) policy on school attendance, available on our website. Pertinent points to be aware of include:

### **Absence Notification**

Parents are asked to notify the school of all absences by 9:00am on the day of the absence (or prior if possible), including the reason for absence. Parents can notify the school of any absence via the uEducateUs app, telephone, in person, or with a written note. In accordance with DET policy, parents will be contacted if a student is recorded as absent without notification.

### **Early Departures**

If your child(ren) are required to leave school prior to 3:30pm for any reason, parents are requested to report to the General Office and complete the 'Early Leavers' book before collecting their child.

### **Late Arrivals**

Our attendance policy recommends all students arrive at school by 8:50am, supporting a settled and organised start to the school day, with class rolls marked at 9:00am. If your child(ren) arrives to school after 9:00am, they are requested to report directly to their classroom teacher.

### **Medical Matters**

If your child is too ill to attend school, please advise the school as soon as possible. In the case of infectious conditions, we ask parents to be mindful of reducing further infection throughout the school by not returning your child to school too soon. The Department of Health provides information on preferred confinement times, depending on the illness. Please refer to the school exclusion table at <https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table> for further information.

## **Communication**

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### **uEducateUs**

uEducateUs is an online program that allows parents and teachers to communicate with one another, providing a real-time connection to student learning throughout the school day.

Additionally, permission forms and absence notes can be completed through this platform, with school reports and other important information readily available. With this being our primary form of communication to all families, we strongly encourage all parents connect to our school through this program.

### **General Enquiries**

All parents are welcome to contact the General Office at any time throughout the school day (8:00am – 4:00pm). This may also include requesting an appointment to meet with the Principal. In addition, we encourage our parent community to approach any member of our School Council. School Council membership details are published in our newsletter at the beginning of each year and are also available upon request.

### **Personal Information File**

In order to provide timely and accurate communication between school and home, we kindly ask all families to notify our school of any changes to your personal details. This may include:

- The name, address, and telephone number of:
  - Parents/Guardians (including work and mobile phone numbers);
  - Family Doctor;
  - Emergency Contacts.
- Any medical and/or accessibility matters.

### **Teacher Availability**

Parents are encouraged to contact their child's teacher to discuss any issues or concerns they may have. Generally, teachers are available in their classrooms for parents to meet between 8:40am – 8:50am each morning, and from 3:35pm – 3:45pm most afternoons. These times are for informal discussions, to notify the teacher of a specific concern, or to arrange an appointment to meet. We recommend parents organise an appointment with the classroom teacher if the conversation is anticipated to take longer than 10 minutes.

### **Reports and Parent/Teacher Interviews**

"Getting to Know You" interviews are generally held mid-Term 1 of each year, and "Student-Led Conferences" are conducted at the end of Term 3. Student progress reports are issued twice a year, at the end of Term 2 and Term 4. Naturally, parents are welcome to discuss your child(ren)'s progress with a classroom teacher at any time. In this instance, please contact the school to make an appointment with your teacher.

### **School Newsletter – The RIPPER Times**

The RIPPER Times, an important form of communication between school and families, is issued every Wednesday throughout the school year. A link to our newsletter is placed on our Facebook

page every week, and a copy is also provided to families through uEducateUs. Additionally, all newsletters are available on our school website.

### **Facebook Page**

Our Traralgon South Primary School Facebook page provides the wider school community an opportunity to remain connected with our school. Posts often relate to student achievements, school celebrations and general announcements.

## **Parent Participation**

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We encourage parent participation at Traralgon South Primary School, and we are most appreciative of the contributions made by parents to our overall school program. Parents are welcome to provide support to teachers in the classroom, or by assisting with supervision on camps, excursions, and sporting activities.

Research has also shown the importance of parent involvement in a child's education outside of the school environment, with direct links made between parents who frequently read to their child at a young age and the performance of that same child at 15 years of age.

In addition, parents can engage in school activities through:

### **Parents and Friends Committee**

All parents are invited to join the Parents and Friends Committee. Our Parents and Friends Committee develop and implement school improvement initiatives such as fundraising for new equipment, representation on School Council and associated sub-committees, and organising events such as monthly hot lunches and Mother's/Father's Day stalls.

### **School Council**

The Traralgon South Primary School Council meets once a month, with all members of the school community welcome to attend these meetings as guests. School Council meeting dates are advertised in our newsletter. Sub-committee areas of focus include 'Buildings and Grounds', 'Education (Policies and Programs)', and 'Finance and Fundraising'. Membership of School Council is normally for a two-year term, with nominations and elections held in February/March of each year.

### **Working Bees**

Primarily organised by the Buildings and Grounds sub-committee of School Council, parent attendance at our working bees is very much appreciated as schools receive limited funds for maintenance in these areas.



## **General Information**

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### **Bicycles and Scooters**

Facilities are available at our school for your child to store their bike/scooter should they choose to travel by these means. We recommend that children under 9 years of age do not ride to school unless they have a strong understanding of road rules or are supervised by a responsible adult. Children riding bikes or scooters to school must wear approved safety helmets, and we ask all riders to dismount whilst on school grounds.

### **Bus**

Traralgon South Primary School is serviced by a school bus, which is part of the Latrobe Valley Bus Lines fleet. However, student travel on the school bus is a privilege and not a right. Application forms for travel on the school bus are available from the General Office, with these needing to be completed prior to students commencing travel. Children who are not requiring regular school bus travel may also be permitted occasional access to the service. Our 'Bus Use Policy', including behaviour expectations of students, is available on request.

### **Excursions and Camps**

Day excursions are arranged to coincide with the teaching and learning program of each class. In order to minimise costs to families, we combine our camp program with other local rural schools. In doing so, we arrange two camps, one for Year 3/4 students and one for Year 5/6 students. Please be aware that due to our legal obligations surrounding supervision and duty of care, we are unable to allow student participation on any excursion or camp without a completed, signed and returned permission form.

### **Library**

Children are provided regular access to our school library, which is well resourced with modern and classic favourites.

### **Medication for Children at School**

DET and school policies do not allow staff permission to administer medication to students, though students can be supervised taking medication, if necessary. A 'Medication Authority Form' is required to be completed in this instance, available from the General Office or from our website (Administration of Medication Policy).

### **Outside School Hours Care**

At Traralgon South Primary School, we are fortunate to have '*In 2 Learning*' provide an on-site before school care, after school care, and vacation care service to our school community. Offering a fun, structured and engaging program, this service is available from 7am-6pm, with permanent,

short stay and casual booking arrangements available. Additional details regarding this service can be found on our website.

### **Payments**

Parents may pay for items in person at our General Office, or alternatively, send it to the General Office with their child. Please ensure payments not made in person are in a clearly marked envelope or sealed bag, inclusive of relevant details such as student name(s), the amount being paid and a description of the related item.

Cheques should be made payable to *Traralgon South Primary School* unless otherwise advised. Unfortunately, we do not have EFTPOS facilities at the school, though payments can also be made via direct deposit to our school account. Please contact our school for these details, and we also ask you include a description of the related item you are making a payment for in the reference field.

### **Personal Goods Brought to School**

Please be aware that any private property brought to school by students is not covered by our school insurance, and as such, Traralgon South Primary School and the DET cannot be held responsible for any loss or damage to these items. Students who bring personal property to school do so at their own risk.

### **Policies**

Traralgon South Primary School is guided by a range of policies, each of which follow DET advice. Important information from a number of these policies is provided within this information book, however parents are encouraged to view our policies in full on our website.

### **Property**

All lost property items are stored in a marked cupboard in the middle area of the main school building. Parents and students are encouraged to regularly check this cupboard for any misplaced item. In order to overcome the large number of lost items or those wrongly claimed by others, we kindly ask families to label all articles of clothing and other personal items, such as school bags, lunch boxes, drink bottles, and stationary.

### **School Concert**

An annual end of year evening concert is held in December for all members of the school community, providing an opportunity for us to come together and celebrate our collective achievements.

## **School Photos**

Traralgon South Primary School arrange for a professional photographer to take individual, class, whole school and student leadership photos of all staff and students. Parents and students will be notified of the arrangements for school photos prior to them taking place.

## **School Uniform**

Traralgon South Primary School has a prescribed school uniform as determined by our School Council. All parents are asked to familiarise themselves with the school's 'Student Dress Code (Uniform) Policy', available on our website.

## **Swimming**

At Traralgon South Primary School, we offer a swimming program for Prep-Year 6 students at the Churchill Leisure Centre. This program is usually conducted over a two-week period in late Term 3. Detailed information for both programs, including costs, will be sent home in the weeks prior.

## **Traralgon South General Store and Lunch Orders**

Students are not allowed out of our school grounds to go to the neighbouring General Store during school hours.

The Traralgon South General Store provide school lunch orders each Monday, Wednesday, and Friday, with the menu and price list available from the General Office and our website. All lunch orders need to be placed in the lunch order tub in the General Office foyer prior to 9:15am on lunch order days.

## **Uniform Shop**

Price lists and order forms for our Uniform Shop are available from the General Office and our website. Many uniform items can be purchased through the General Office, and we also stock a limited amount of second-hand uniform items. Prior to uniform items leaving the school, payments must be received in full. Should you elect to make a payment via direct deposit, we request you check the availability of uniform items beforehand.

## **Student Leadership**

### **House Captains**

At the beginning of the year, two senior students from each house team are elected by their peers as House Captains. These House Captains lead and represent all students in their house teams at school sport events.

## **Junior School Council**

At the beginning of the year, each grade elects two students as their representative on Junior School Council (JSC). Representing the wider student body, the JSC provide a voice for all students. Alongside nominated staff members, the JSC work together to provide feedback on our teaching and learning program, as well as contributing ideas towards fundraising, grounds, facilities, and student rewards.

## **School Captains**

Elected from Year 6 following an application, speech and voting process, the Traralgon South Primary School Captains fulfil a significant role. Leading the wider student body, our School Captains actively promote our RIPPER values, whilst organising and presenting at important school and community events.

## **Student Behaviour**

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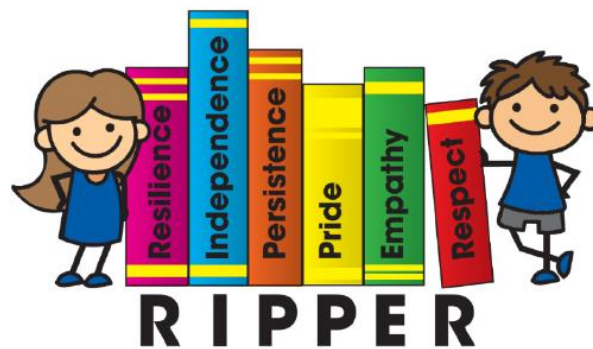
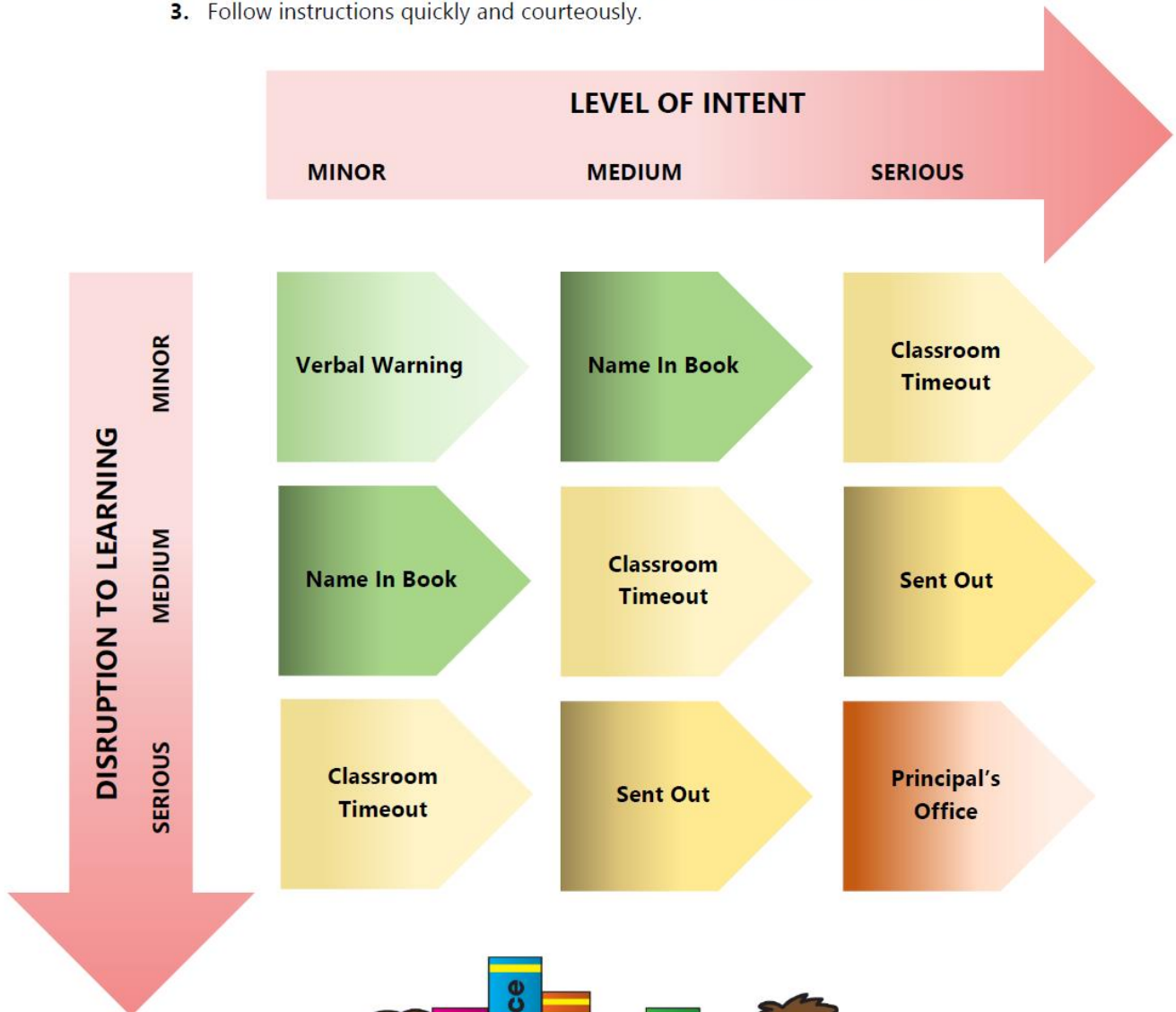
In accordance with our RIPPER values, Traralgon South Primary School set high expectations for student behaviour. Whilst the full range of policies are available on our website, key elements are represented on the matrixes on the following pages, whereby school responses to undesirable student behaviour will be guided by the level of intent and harm caused by the behaviour.



# CLASSROOM BEHAVIOUR MATRIX

At Traralgon South Primary School, we:

1. Keep our hands, feet and objects to ourselves.
2. Speak and act respectfully to everyone, and we use our manners at all times.
3. Follow instructions quickly and courteously.

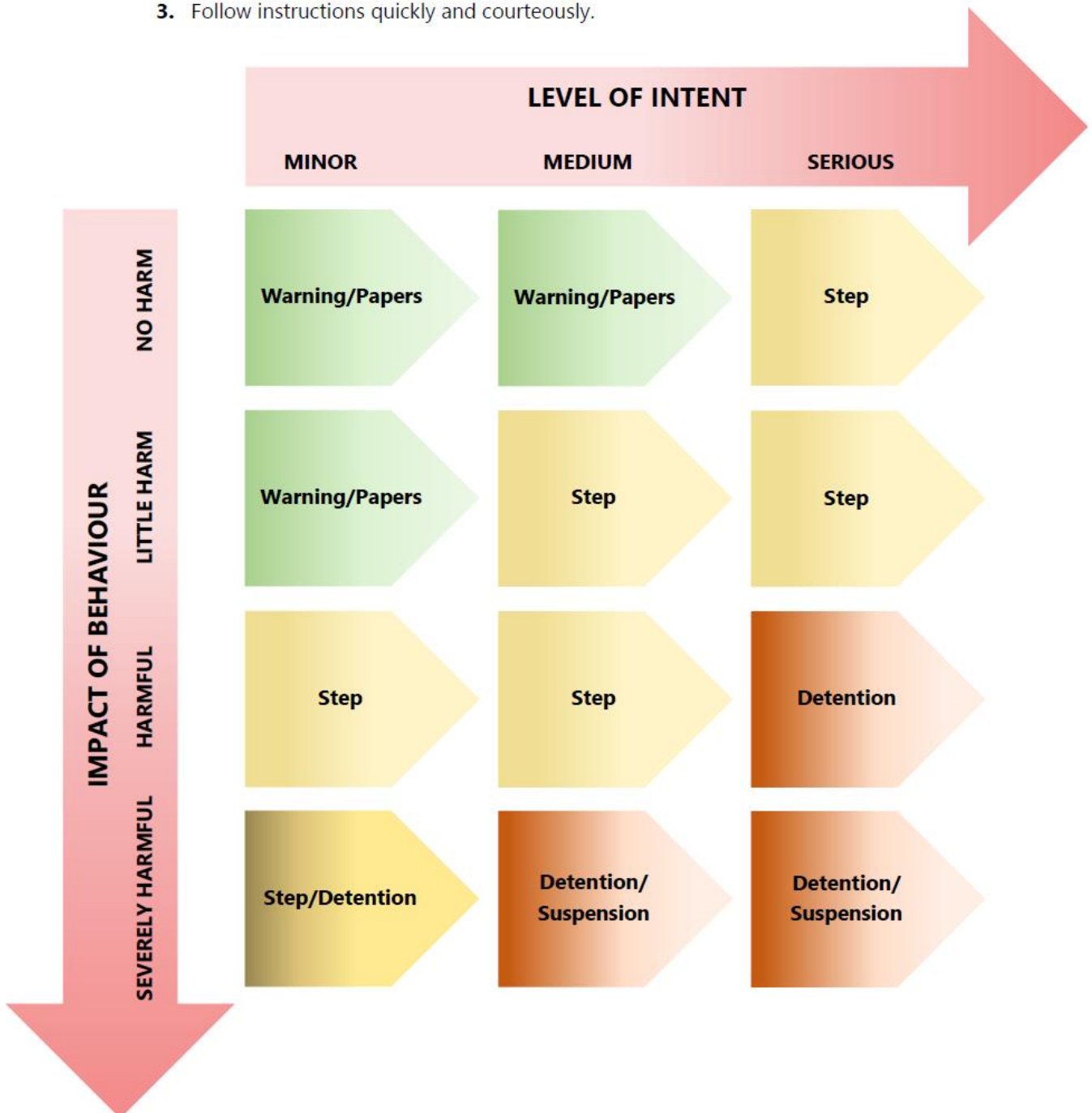




## YARD BEHAVIOUR MATRIX

At Traralgon South Primary School, we:

1. Keep our hands, feet and objects to ourselves.
2. Speak and act respectfully to everyone, and we use our manners at all times.
3. Follow instructions quickly and courteously.



## School Sports

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### School House Sports

Upon enrolment and remaining throughout their time at Traralgon South Primary School, students are allocated to a house team, with siblings allocated to the same house team. Once a year, usually during Term 1 or Term 2, our four house teams compete against one another in a range of track, field and novelty events.

The Traralgon South Primary School house teams are as follows:

**Sturt (Red House)**

**Hume (Green House)**

**Flinders (Blue House)**

**Cook (Yellow House)**

### Inter School (District) Sports

In addition to our School House Sports, once a year our students compete against Toongabbie Primary School, Glengarry Primary School, Gormandale & District Primary School, and Tyers Primary School in a range of track, field and novelty events. All children 10 years of age and older (as well as talented 9-year-old students selected by individual schools) participate and compete against children of the same age from the abovementioned schools.

## School Fees

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As a Government school, many costs associated with the education of students are funded by the Government, however there are a small number that parents are required to meet. Costs to be paid by parents include:

- Curriculum Contributions: This is a payment requested by the end of February, contributing towards class materials, online subscriptions and student requisites. In 2022, this fee was \$160/student.
- School uniform
- Programs provided by outside specialists. For example, Life Ed, sporting clinics, etc.
- Camps, excursions and incursions
- Swimming program
- School photographs

In addition to the above, parents are invited to make voluntary contributions for the following:

- Grounds Maintenance: Funds raised through this voluntary levy contributes towards the maintenance and mowing of school grounds, including gardening, weed control, and basic repairs. In 2022, this was suggested at \$20/family.



- Information Technology: Funds raised through this voluntary levy contributes towards the purchase of additional ICT equipment, in addition to repairs to current ICT infrastructure. In 2022, this was suggested at \$30/family.
- Working Bee: Funds raised through this voluntary levy can be paid by parents in lieu of attendance at working bees. In 2022, this was suggested at \$20/family.
- General Contribution: Alternative to the above, families may elect to make a general contribution to school improvement. In 2022, this was suggested at \$25/family.

Payments can be made by cash, cheque or by direct deposit. We encourage families to contact our school should you prefer to pay in instalments.

The full Traralgon South Primary School 'Parent Payment Policy' is available on our website, or alternatively, a copy can be obtained from our General Office.



*Our school community challenges and inspires us to be inquisitive and motivated learners with high expectations of ourselves.*

