

# PARENT INFORMATION BOOKLET 2023



Pascoe Vale Primary School



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Dear Parents,

**Welcome to Pascoe Vale Primary School.**

At Pascoe Vale Primary, we realise that starting school is an important event in the lives of children and their families. It is the first step in many years of schooling for your child. So, it is vital we do all we can to create a smooth and positive transition.

We have high expectations for your child's education. We share these expectations with you and other family members.

Your child's potential will be best achieved when home and school work together. The development of this home/school partnership is important for children to learn and to be successful at school and in life.

This booklet is written to provide information about our school and its practices for new families.

We will be pleased to answer any of your questions or provide assistance if required.

The booklet also contains information about how parents might best prepare their child for beginning school and the experiences they are likely to encounter.

We hope all children and their families have a very positive and rewarding association with Pascoe Vale Primary School.

Yours sincerely,

**Anne Naughton**  
**Principal**



## SCHOOL PROFILE

### **School Vision**

At Pascoe Vale Primary School (PVPS), our vision is to provide quality, stimulating programs in a safe, collaborative and supportive environment. Students are encouraged to become 21<sup>st</sup> Century thinkers, problem solvers and reflective learners who are flexible in their approach to education. Our programs aim to develop behaviours that encourage a healthy, balanced lifestyle, lifelong learning and responsible citizenship in a multi-cultural society.

### **School Values**

#### **Respect**

We respect ourselves, each other and our school environment and understand that our attitudes and behaviours have an impact on the people around us. Everyone has the right to learn and the right to be safe. We are respectful when we are kind, polite, honest and thoughtful. We show respect when we treat ourselves, others and the environment with the highest care.

#### **Responsibility**

We show responsibility by taking ownership of our learning, actions and belongings. Students understand they have the ability to act independently and make their own decisions. Students reflect on their actions to become independent individuals, with positive self-talk and by being up standers.

#### **Inclusion**

Inclusion creates a sense of belonging. We are accepting of others and their views and treat everyone fairly, regardless of gender, age, race, religion or disability. We treat each other fairly with care and compassion. We understand people may have different views or feelings and we are supportive, accepting and caring towards them, working together no matter our differences.

#### **Resilience**

Resilience and the ability to bounce back from challenges and adversity improves learning and wellbeing. We encourage flexibility in thinking and attitudes, a positive growth mindset and a 'can do' attitude.



Established in 1891, Pascoe Vale Primary School has a proud tradition of education in the city of Moreland and a strong community spirit. We have a vibrant and diverse community, with 39 languages spoken by families at the school. We pride ourselves on our friendly community spirit and have highly dedicated teaching teams that always have student needs at the core of their work. We are fortunate to have positive partnerships with our school families who value education. Our core focus is on student achievement. We also have a strong focus on student wellbeing and embedding our school values across our entire school community.

Stage one of the school's master plan included the modernising of the heritage building and extension of the school facilities and was completed in 2020. Stage two, encompassing the building of a STEAM (Science, Technology, Engineering, Arts and Mathematics) and specialist facility, along with significant playground upgrading commenced in December 2021 and is scheduled for completion in 2023. Stage three and completion of the school's master plan has now commenced and is with the architects in the design phase. This will include a competition grade gymnasium and additional outdoor development. The completion of the master plan will provide Pascoe Vale Primary School with comprehensive, state of the art facilities.

At Pascoe Vale Primary School, we believe in all children reaching their full potential. The school offers a comprehensive curriculum (Victorian Curriculum) with specialist classes in LOTE (Italian), visual/performing arts and physical education. Learning is differentiated within classes to allow all children to work at achieving their full potential. We aim to improve the achievement levels of all students and cohorts through continuing to raise expectations and standards of learning. Teachers undertake continuous targeted assessment and use student learning data to inform their planning, teaching decisions and reporting. Teachers plan in teams and collaboratively have a joint responsibility for the learning of all students in their cohort. Literacy and Numeracy are at the heart of the school priorities.

Pascoe Vale Primary is committed to developing the whole child and has a well-developed SEL (Social and Emotional Learning) program which underpins all we do. There is a school wide emphasis on 21st Century learning skills using digital technologies, inquiry and STEAM (Science, Technology, Engineering, Arts and Maths) as integral drivers.

Students in Grade 3-6 have 1:1 Interactive Devices (BYO program with specified device), Foundation to Grade 2 students use school owned iPads. PVPS will continue embedding a quality eLearning Program from Foundation to 6, across all areas of the curriculum.

We communicate with parents and guardians about classroom events and student learning via Class Dojo, and student progress in Learning Tasks are reported regularly via the school Compass online portal. Students receive a mid and end of year report. Student Led Conferences for Years 1-6 allow students and parents to share their learning and future goals whilst Foundation students will have a Parent Teacher Meeting, these take place mid-year.

The school offers Outside School Hours Care (OSHC), operating mornings between 7am to 8.45am and afternoons 3.30pm to 6.00pm.

We value parent and family participation with involvement in many areas including classroom help in literacy and numeracy, sporting events, gardening, Parents and Friends Association and on sub committees such as Finance, SEL, Sustainability, Facilities and Planning, Curriculum and OSHC.



New STEAM centre – scheduled completion 2023

# Child Safety Commitment

## CHILD SAFETY COMMITMENT

- Pascoe Vale Primary School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.
- Pascoe Vale Primary School has zero tolerance for child abuse.
- Pascoe Vale Primary School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention is paid to the cultural safety of Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, vulnerable children, as well as to the safety of children with a disability.
- Every person involved in Pascoe Vale Primary School has a responsibility to understand the important and specific role they play individually and collectively, to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

### In its planning, decision-making and operations, Pascoe Vale Primary School will:

- take a preventative, proactive and participatory approach to child safety
- value and empower children to participate in decisions which affect their lives
- foster a culture of openness that supports all persons to safely disclose risks of harm to children
- respect diversity in cultures and child rearing practices while keeping child safety paramount
- provide written guidance on appropriate conduct and behaviour towards children
- engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development
- ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues
- report suspected abuse, neglect or mistreatment promptly to the appropriate authorities
- share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
- value the input of and communicate regularly with families and carers.



Child Safety Champion - Lisa Audino

The following policies are available for viewing on the school website or see the office for a

- [Child Safety and Wellbeing Policy](#)
- [Child Safety Code of Conduct](#)
- [Child-Safety-Responding and Reporting Obligations Policy and Procedures](#)

## Pascoe Vale Primary School – 130 Years of Excellence



### TERM DATES FOR 2023

- Term 1:** Friday 27<sup>th</sup> January 2023: Curriculum Day - no students attend school  
Monday 30<sup>st</sup> January 2023: Curriculum Day - no students attend school  
**Tuesday 31<sup>st</sup> January 2023:** Grades 1 to 6 commence  
**Thursday 2<sup>nd</sup> February 2023:** Foundation students commence school and finish at 12.00pm.  
Foundation students will not attend school on Wednesdays until the week commencing 13/3/2023. These Wednesdays will be used for Foundation testing with individual student appointments. Testing will also be completed on Tuesday 31<sup>st</sup> January and Wednesday 1<sup>st</sup> February. Times will be allocated to parents.
- Last Day of Term 1 is Thursday 6<sup>th</sup> April 2023
- Term 2:** Monday 24<sup>th</sup> April 2022 to Friday 23<sup>rd</sup> June 2023
- Term 3:** Monday 10<sup>th</sup> July 2023 to Friday 15<sup>th</sup> September 2023
- Term 4:** Monday 2<sup>nd</sup> October 2023 to Wednesday 20<sup>th</sup> December 2023

### CURRICULUM DAYS

In 2023, all teachers in government schools will start on Friday 27<sup>th</sup> January. This day is a curriculum day – a **student free day**. Monday 30<sup>th</sup> January will also be a curriculum day- a **student free day**. All children will start as per term dates above.  
PVPS will have two further curriculum days with dates communicated during the year.

### HOURS OF SCHOOL

Gates open - 8:45am  
Playground supervision - 8:45am - 9:00am  
Session 1: 9:00am - 10:00am  
Session 2: 10:00am - 11:00am  
Morning Recess: 11:00am - 11:20am  
Session 3: 11:20am - 12:20pm  
Eating Lunch - 12.20pm - 12.30pm  
Lunch Recess: 12.30pm - 1.00pm  
Session 4: 1.00pm - 2.00pm  
Afternoon Recess: 2.00pm - 2.30pm  
Session 5: 2:30pm - 3:30pm  
Dismissal: 3:30pm  
School gates locked: 3:40pm



School gates will be locked just after 9.00am. After this time, all student entries need to be through the school reception area with a parent to sign them in.

Gates are unlocked at 3.20pm and teachers will be on duty from 3.30pm until the school gates are locked.

Children must be collected at 3.30pm unless they are booked in to use the Outside School Hours Care program.

Children are supervised in the playground by teachers during all recesses and lunch breaks.

To ensure the security and safety of our students, parents must report to the school office if they wish to collect their children early. Children must be signed out by parents/guardians at reception prior to their collection.

## SCHOOL UNIFORM

The school uniform at Pascoe Vale Primary is compulsory. Students may wear any combination of items from the uniform list. All items of clothing must be clearly marked with the child's name.

**SCHOOL COLOURS:** ROYAL BLUE, NAVY BLUE & GOLD LOGO

### SUMMER UNIFORM

### WINTER UNIFORM

Navy blue shorts or skort

Navy blue tracksuit pants or trousers

Royal blue short-sleeve polo shirt

Royal blue long-sleeve polo

Blue/White/Gold checked dress

Winter checked skirt / tunic (navy tights)

Royal blue bomber Jacket (Summer and Winter)

Royal blue polar fleece vest

Broad brimmed or bucket hat – royal blue

Royal blue school bag/or any suitable backpack

**Uniforms are available from the Uniform Shop:**

**PSW Uniform Shop - 2/283 Rex Road, Campbellfield. Ph: 9303 7845**

**Shop Hours – Vary from term to term.**

**Please see website for opening hours: [www.psw.com.au](http://www.psw.com.au)**

Navy blue shorts, skorts and tracksuit pants may be purchased from other department stores, however the official logo items including the bomber jacket, polo top, summer dress and winter tunic are only available from PSW.

- **Shoes:** sport runners and black school shoes - no sandals or open toe shoes for safety
- **Jewellery:** should not be worn except for ear studs for safety and protection of property
- **Hair:** shoulder length to long hair must be tied back
- **No** leggings or netball skirts (children can wear navy blue tights under dresses/tunics if desired)

## SUNSMART GUIDELINES

Pascoe Vale Primary School has adopted the SunSmart Policy. It is compulsory for all children to wear Royal Blue broad brimmed hats or bucket hats from mid-August to the 30<sup>th</sup> April each year. Parents are encouraged to apply sunscreen at home and to supply sunscreen for your child at school. The school also has a supply of sunscreen on hand for student use.



## ATTENDANCE AND SICKNESS

It is an expectation that your child attend school each day. Some absences are impossible to avoid. Genuine illness, bereavement etc, are examples of acceptable reasons for a student being absent. However, every time a child is late for school or absent from school, the **student's learning progress is disrupted**. Most teaching is sequential – what is taught and learned today is a foundation that helps students to understand and master what is taught tomorrow.

To avoid disadvantaging the student, parents should minimise absences by:

- encouraging attendance every day
- arranging doctor and dentist appointments out of school hours
- developing in your child the habit of being on time to school each day with a good morning routine
- arranging for birthday celebrations or other special celebrations to occur out of school hours



Children are to be excluded from school if they have any of the following illnesses:

- Measles
- School Sores
- Chicken Pox
- Mumps
- German Measles
- Hepatitis
- Whooping Cough
- Head Lice (until treated)



## MEDICAL CONDITIONS

If your child suffers from a **medical condition** such as asthma, anaphylaxis, diabetes or other, you will need to have your doctor complete a **Medical Care/Action Plan** and supply all medications to the school in their original packaging. A school Medication Authority Form must be completed for all medication requiring administration at school. Medication authority forms are available under School Documentation on Compass, or from the office. Please contact the school office if you require further information.

## ATTENDANCE NOTIFICATION

If your child is absent from school, we require an explanation for the absence. This should be entered into our communication portal, Compass. Notifications can also be made by contacting the office on 9354 1611 or for written notifications, please email [pascoe.vale.ps@education.vic.gov.au](mailto:pascoe.vale.ps@education.vic.gov.au)

Notification from parents/guardians is required for the following:

- If a child is absent
- If a child is required to leave school early
- If a child requires medication
- If a child is unable to participate in all school activities
- If there is a change in home address, telephone number or emergency contact numbers
- When another adult other than the parent/guardian is collecting the child during school hours

## COMPASS COMMUNICATION PORTAL

PVPS uses Compass for all official parent communications. Parents receive log in details for the portal to enable access to their child's information including events, attendance, learning tasks, reports and more. All events need to be consented and paid for via the Compass portal. All attendance notes and approvals also need to be entered/updated on Compass. Please click on the link to view the Compass Parent Guide:

[Compass Parent Guide](#)



## CLASS DOJO

PVPS also uses Class Dojo for communication and updates/reminders for families about learning activities and experiences, special event days and generally what's happening at school. Only PVPS parents/carers are connected to this application, and it is a great place to view pictures of your students and class/school activities as well as stay up to date with what's going on. Please ask your child's teacher if you need any assistance with Dojo.



## CURRICULUM

We offer a comprehensive range of educational programs based on the Victorian Curriculum, catering to the needs of all students. Our policies and programs cater for all primary year levels. An emphasis is placed on developing literacy, numeracy and 21<sup>st</sup> Century learning with a digital and STE(A)M focus. We aim to develop the whole child and are committed to the social and emotional learning of our students.

## PARENT TEACHER INTERVIEWS & STUDENT LED CONFERENCES

In February, families with children in grades 1-6 will have the opportunity to meet their child's teacher, whilst Foundation families will meet the teacher following their child's assessment appointment.

Student Led Conferences take place mid-year for Years 1-6. Students in these year levels lead the conference and showcase their learning and future goals with their parents. Families of Foundation students will have parent - teacher conferences at this time. These conferences are all advertised and booked through our official communication portal, Compass.

Parents are welcome to arrange to meet with teachers to discuss any matters of concern throughout the year. These will be held at a suitable time for both teachers and parents. Learning Progress Reports (LPR's) are published on the Compass portal for parents/guardians several times a term. Semester reports are issued both mid-year at the end of the year and can be viewed and downloaded through Compass.

## EXCURSIONS

Throughout the year, the children will have excursions which are a vital part of the curriculum and form part of the learning development by broadening the children's experiences. Any time children go on an excursion, parents must complete permission forms via Compass. Most monies payable to the school are collected via the Compass payment facility.

## CAMPS SPORTS & EXCURSION FUND (CSEF)

CSEF will be provided by the Victorian Government to assist eligible families to cover the costs of school excursions, camps and sporting activities. If you hold a valid means-tested concession card, you may be eligible for CSEF. The allowance is paid to the school to use towards expenses relating to camps, excursions, or sporting

activities for the benefit of your child. In 2022 the CSEF amount for primary school students was \$125 per child. Eligible families will be able to apply for CSEF in Term 1 of 2023.

## SPECIAL PROGRAMS

- Swimming (designated grade levels)
- School Camps (Years 3 to 6)
- Special evening at school (Year 2)
- Transition Programs (Foundation to 6)
- Inter School Sports (Year 5 & 6)
- Creative Music and Band (extracurricular)
- Outside School Hours Care Program (OSHC)
- Program for Students with Disabilities (PSD)
- Excursions and Whole School Activity Days
- Leadership Program (Year 5 & Year 6)
- Junior School Council (Years 3-6)
- Buddy program (Foundation & Year 5/6)
- Sustainability Club



## OUTSIDE OF SCHOOL HOURS PROGRAM

**Operated by Pascoe Vale Primary School**

**Hours of Operation: Monday to Friday 7.00 am to 8.45 am and 3:30pm to 6:00pm**

Pascoe Vale Primary School offers an Outside of School Hours Program. We have National Childcare Accreditation and Quality Assurance. Fees are reasonable and many families are eligible for fee assistance through Centrelink.

Please feel free to speak to the Outside School Hours Care Director on 0407 805 250 or send an email to [oshc.pascoe.vale.ps@education.vic.gov.au](mailto:oshc.pascoe.vale.ps@education.vic.gov.au) for any questions. Information regarding the program and how to register is available online through the school's website [www.pvps.edu.au](http://www.pvps.edu.au) under the OSHC tab.



## GENERAL INFORMATION

### Emergency Forms

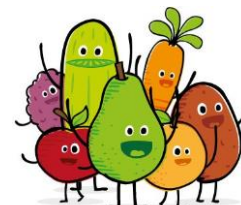
It is essential that family contact information is accurate as it is needed when a child is ill. Parent contact numbers can be updated via compass. If there is a change of address or emergency contacts during the year, please advise the school by email.

### Lost Property

Please label all uniform items as well as lunch boxes, water bottles and school bags. If items are clearly labelled it is much easier for students to locate any lost items. Lost property is located near the office area.

### Lunches

Students eat recess at 10.50 am, and lunch at 12.20pm in their classrooms. Eating happens in the classroom under supervision and no sharing is allowed, due to potential food allergies. We encourage healthy eating and children always have access to water. If children bring a lolly bag to have for birthdays etc, we will ask that the children take and eat these lollies at home. Any class parties or special days involving food will be communicated to families in advance.



### Lunch Orders

Classroom Cuisine is our current lunch order provider. The service operates Monday, Wednesday, Thursday and Friday. All ordering inquiries and payments must be completed online. Please click this link for information and to register: <https://classroomcuisine.com.au/>. You will need to know your child's classroom identification (e.g., Miss Kennon's class- 1J).

## PARENTAL INVOLVEMENT

There is a high level of parental involvement at PVPS and families are welcome and encouraged to be part of our school community.

The **Parents and Friends Association (PFA)** is a friendly group of dedicated parents who enjoy bringing school families together and creating a sense of community. The PFA's objective is to organize fun filled social events and fundraisers for the benefit of every student and the school.

**School Council** School councils play a key role in Victorian government schools. Participating as a school council member is a rewarding and challenging experience. The school council supports the principal to provide the best possible educational outcomes for students.

We also have 5 sub committees including:

- ***Social, Emotional, Learning (SEL) Committee***
- ***Finance Committee***
- ***Sustainability, Facilities & Planning Committee***
- ***Curriculum Committee***
- ***Outside of School Hours Care (OSHC) Committee***

### Classroom Helpers

Parents may like to volunteer as classroom helpers and assist teachers in morning reading or maths programs. Parents are invited into the classrooms to assist with tasks including changing children's take home reading books and, listening to them read, assisting small groups with numeracy or literacy tasks, or helping with other activities within the classroom or on excursions.

A Working With Children Check is required if you are helping out at the school as well as completion of the Child Safety induction. To apply for a Working with Children Check please visit the website <https://www.workingwithchildren.vic.gov.au/>  
Further details are available on the website under the 'Volunteers' tab or by contacting the school office.

**Volunteer work such as those mentioned, fosters a wonderful sense of community spirit, which our children benefit from in so many ways.**

## PREPARATION FOR SCHOOL

When your child is ready to start school, there are many things you can do to help them settle in happily. Here are some ideas:

- Separation can be tricky in the beginning, however being honest and explaining that you have to leave but will be back and then keeping that promise reassures your child
- Talk about school and the routine.
- It will help if you prepare your child as well as you can, and show that you believe they will manage the new challenges.
- Allow your child to take part in any transition to school activities organised by your kindergarten, childcare centre, and the school. The school transition will allow your child to see the school play grounds, classrooms and get a sense of the environment in action. Kindergarten and childcare centre staff are also a good place to start if you have any questions about your child starting school.
- Show your child where the school is in relation to home. Walk there a few times if possible, even if you intend to drive to school.
- Show your child where you will pick him/her up at the end of the day.
- Make sure he/she has clothes and shoes they can manage; that they can unwrap their lunch and that they knows how to ask to go to the toilet.
- Read a story about a child starting school, or talk about when you started school (as long as it's a happy story).
- Teach you child about good manners, eg saying 'please' and 'thank you'.
- Plan to take your child to school on the first day.
- If your child is worried about starting school, ask them what would help, e.g. who should take them to school, where he/she wants to say goodbye, what he/she wants to do after school. Having some control over what happens, helps with fears. You might tell them what you will be doing while they are at school.

It is helpful if your child:

- recognises their written name
- can sit and listen to a story
- listens and follows instructions
- joins into activities and games
- can dress themselves (putting clothing on and off as the temperature changes)
- takes some responsibility for their belongings
- attends to their own toilet needs, including washing hands after toileting
- puts things away after using them
- can easily unpack a lunch box and eat foods in the correct order
- can use a tissue correctly
- has good bedtime routines.

## What Your Child Will Need

- A school bag of suitable size
- A lunch box, with lunch and smaller snacks packed separately ('nude food' encouraged)
- A drink bottle filled with water
- A healthy fruit/vegetable snack for 10 o'clock 'Refuel Time'
- **A change of clothing in case of accidents (falling in the mud, or a toilet accident) socks, underwear, etc**
- A school hat from mid August to 30<sup>th</sup> April each year.
- Art smock



## HELPING WITH LITERACY DEVELOPMENT

- Show an interest in reading. Let your child see you reading.
- Read signs, recipes, junk mail, packets, boxes and other household items with your child.
- Ask the child to retell the story instead of reading it all the way through. Perhaps the child could make up a new ending for the book.
- Simply share in your child's love of a favorite book by listening to him/her re-read something they really enjoy.
- Join the local library. Regularly borrow books about interests and hobbies or things seen on television.
- Give books or children's magazines for gifts or treats.
- Choose books with rhyme, rhythm, repetition, and predictable ideas.
- Tell stories. They may be traditional tales, memories from your childhood, stories in verse, funny anecdotes and so on.
- If you are able to, read and tell stories in other languages.
- Provide pencils and paper for children to create their own books or for drawing and writing about their favorite books.
- Let your child see you writing.
- Get them to help you write letters, greeting cards, postcards and shopping lists.
- Help them to recognize their name and write it.
- Talk to your child; talk about what you're doing and places you've visited. Giving the children the names of places and explaining events is continually expanding their vocabulary and understanding.

## HELPING WITH NUMERACY DEVELOPMENT

Early preparation for mathematics occurs with parents and families.

- Help your child count a few objects such as a number of plates to be put on a table, or the number of buttons on a cardigan.
- Talk to you child about time, for example "How many sleeps until your next birthday?", "Daddy will be home in half and hour", "When that TV program is finished,...".
- Let your child find out what they can buy with a few coins.
- Talk to your child as they are building with blocks, for example "Can you make it bigger?" "Find some more blue blocks", and "Is that as tall as the first one you made?"..
- Let children play with water, sand, dough, etc so they can learn how much will fit into different sized containers.

Please go to the Department of Education Victoria for tips for starting school:

<https://www.vic.gov.au/tips-starting-school>



# GET READY FOR PREP

<p><b>1</b> Practise the journey to and from school</p>	<p><b>2</b> Arrange play dates with families who will have kids at the same school</p>	
<p>Encourage independence – skills like dressing, packing and carrying a bag, applying sunscreen and going to the toilet</p> <p><b>3</b></p>	<p>Label all belongings</p> <p><b>4</b></p>	<p>Talk about and practise any after school arrangements</p> <p><b>5</b></p>
<p><b>6</b> Check start and finish times and where to drop off and collect your child</p>	<p>Be positive, get your child excited, and talk about any worries they have</p> <p><b>7</b></p>	<p>Visit a library and read with your child</p> <p><b>8</b></p>
<p>Start using the name of their new teacher to help build familiarity</p> <p><b>9</b></p>	<p><b>10</b> Establish predictable routines including dinner, bath time and bed time</p>	

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