

A group of children in red school uniforms are sitting on a yellow slide. The child in the center is smiling and looking at the camera. Other children are visible behind her, some leaning on the slide. The background shows a playground with a wooden structure and a green fence.

## PARENT HAND BOOK

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## **Why we love Research Primary School**

Welcome to our gorgeous community. We love Research Primary School, and we are very lucky to have many special qualities which are unique to only us. Thank you for taking the time to learn about what we have to offer.

Research Primary is a community-minded school on the fringe of urban Melbourne. It is tucked amongst the trees with large peaceful grounds, and it is restful and quiet. Our school is small enough to create a caring family atmosphere where everybody knows each other, but large enough to offer a range of fantastic programs. Whilst learning the core subjects of literacy, numeracy and inquiry, our students are also lucky to have a specialist program that offers art, and sport. Japanese is taught through classroom immersion. We also have a specialist library program which focuses on specific reading strategies. Instrumental music lessons are available to interested students.

Our students are lucky enough to participate in a range of excursions and incursions every year. Some are specific to their year levels and others involve the whole school – often together! Our Middle and Senior Years students go on camp every year. It is almost always a highlight of their time at our school. In addition, we have some very talented parents who come in and teach our students a range of different skills from playing the ukulele, to gardening, to cooking. What talents could you add to the mix?

Mostly, we pride ourselves on offering an individualised and flexible program which supports all students in their learning. We understand precisely where each and every one of our students are at in their learning, and we ensure that we are always supporting them to do their very best to show improvement. We communicate regularly with parents to strengthen the partnership between home learning and school.

We are fortunate to have a very conscientious, professional group of teachers who love teaching at Research Primary School. Many of our teachers have played a long role in our history which spans over 130 years. We are also supported by an outstanding group of parents through our Parents and Friends Community who are incredibly dedicated to making our school the best that it can be. We have lots to smile about at Research. We love our school and know that you will too. Welcome.

**Research Primary School excites, engages and empowers our students.**

Fiona Vale

Principal  
Research Primary School

## School Routines

### School Times

School starts at 9am, however, we encourage all students to arrive a little earlier to prepare for the day.

Session one	9.00 – 10.00am
Session two	10.00 – 11.00am
Recess	11.00 – 11.30am
Session 3	11.30 – 12.30pm
Session 4	12.30 - 1.30pm
Eat lunch (inside)	1.30 – 1.45pm
Lunch break	1.45 – 2.30pm
Session 5	2.30 – 3.30pm

Students are dismissed at 3.30pm.

Our Student Leadership Team runs a fortnightly assembly on a Friday at 9 am and all parents and friends are invited to come along and see the great things that our students have been up to.

### Term Dates

Please refer to our website for information about term and other important dates (as well as other great information about our school).

<http://researchps.vic.edu.au/>

### Attendance

#### It is not ok to be away!

Attendance at primary school is compulsory. Student attendance and absences are recorded daily and department regulations require an explanation of absence be provided by parents. If your child is absent from school, please telephone the school or update COMPASS *on the day* to inform us.

### Assessment and Reporting

Our Assessment and Reporting occurs four times a year. In terms one and three we run Parent/Teacher and Student Interviews where the progress and areas of focus for the semester are discussed. On these days we have a modification to the normal school day to allow students to attend the interviews (in uniform) with their parents.

During terms two and four we have semester reports to communicate our students' progress in written format.

## **Car parking and student drop off**

The school has four options for parking when children travel to or from school by car;

- Kanandah Court
  - Please drive carefully into Kanandah Court and proceed around the top of the court. Park on the western side of the roadway. Students can cross Kanandah Court and enter the school via the back gate
- Main Road bus bay
  - The bus bay is available for parents to use as a pick-up and drop-off point
- Gym car park
  - If dropping off children in the gym car park please travel slowly. Please use the 'overflow' car park if spaces are limited
- School car parks
  - Please observe parking signs, entry and exit signs and the angle parking in the parents' car parks. Please do not use the staff car park for pick up or drop off

Please do not drive or park on the basketball courts when dropping off or picking up.

Please try to use the school parking areas for pick up and drop off, or the local streets. Please do not park in Little Scooters as it is a private car park and does not cater for school parents use.

Please only use our two disabled parking bays if you need to. One bay is in the staff car park, closest to the OSHC building, and the other is directly behind the canteen.

Entry and exit to the car parks should be from the 'correct' driveways. Please do not exit from the 'in' gate and vice versa.

Please take care when walking through car parks.

## **Communication between school and home**

At Research Primary School the door is always open. We encourage you to come in and chat with us about any questions or concerns. Our office will make appointments for you to see a member of the principal class or a teacher to ensure that you are given the appropriate time to discuss your matter. Please be open when asked what your query is regarding as this helps our office staff to direct you to the most knowledgeable person in the area.

We also communicate important messages through COMPASS. COMPASS is a computerised system which allows you to keep up to date with school events and communicate with your child's teacher and principals.

## **Curriculum**

Our curriculum is highly individualised and targeted to meet the specific needs of your child. We regularly assess where our students are in order to determine precisely where to focus their learning. As mandated for all government schools we plan according to the Victorian Curriculum. Our students learn literacy, numeracy and inquiry topics as well as sport, art and Japanese as specialist subjects.

## **Curriculum Days**

Curriculum Days (Pupil Free Days) are conducted to enable teachers to develop policies and programs, to undertake professional development, to conduct report writing and to report to parents. On these days students are not required to attend school. Parents will be notified of these days via the school newsletter once they have been approved by School Council.

## **Curriculum Activity Payments**

Children will be notified in advance of camps, excursions and special activities. Full payment is expected prior to the activity and special payment arrangements can be organised if needed. Please contact the office to arrange special payments.

## **Enrichment and Support Programs**

Research Primary School offers a range of interesting and varied extra-curricular programs which value add to our students' enjoyment and learning at school. Some of our programs include but are not limited to; the annual school production, school camps (3-6), gymnastics, swimming, life education, fundamental motor skills program, chess, traffic safety education, instrumental music program, health and human relations, student leadership, and the buddy program, to name a few.

## **Head lice**

Please check your child's hair regularly for head lice and treat promptly should you find any. Please also inform the class teacher so that other parents can be alerted to the problem in the year level.

## **Late arrivals and early departures**

We have a late arrivals and early departures book to help monitor both the punctuality and the whereabouts of children. Children are able to sign themselves in at the office, or an adult may sign them in. Children may only leave the school under the care of a parent or an authorised adult, who in turn must sign the child out of the school and provide a reason. Late and early departures are not encouraged.

## **Library**

Research Primary School library is a spacious literacy environment. The library houses a wealth of resources for the entire school community including and is located in our BER. Students attend library as part of their specialist program. The library is also open at recess and lunch. Please check the roster for days and times.

Our Year Prep, 1 and 2 students require a library bag.

## **Lost property**

Please ensure that all your child's belongings are clearly named as they are often forgotten and left behind in the excitement of the day's activities. We have a lost property basket in the main office area where you may check for lost articles, and children are also encouraged to check regularly.

Personal property brought to school by students is not insured and the school cannot be responsible for any loss. Please also carefully consider the appropriateness of any personal or precious property your child may want to bring to school.

## **Lunch Arrangements**

The Parents and Friends Community and our volunteer helpers provide canteen lunches on certain days of each week. Orders should be written on a bag, with the child's name and year marked clearly. Money should be placed securely in the bag. The canteen also offers over-the-counter sales at other times.

Our canteen runs on volunteers and helpers are always wanted. Please see the office to let them know if you can assist.

## **Medication**

All medication should be handed in at the office for administration by office staff. Please put in writing the dosage and the times your child will need the medication administered.

The exception to requiring a child to hand in medication to the office is **asthma** medication. Students are encouraged to take responsibility for their own asthma medication. Parents of children with asthma will need to complete the child's individual Asthma Management Plan and update the plan each year.

## **Outside School Hours Care Program**

School Council provides both before and after school care programs for the school community. The before school care program runs from 7.00-8.50am, and the after school care operates between 3.30pm and 6.30pm each school day. Both programs offer a range of engaging age appropriate activities under the guidance of the caring staff of the OSHClub.

## **Parents and Friends Community**

Our Parents and Friends Community do a range of wonderful things to support our school from fundraising, to cooking sausage sizzles for students to providing morning tea for new families to the school. They are an amazing support to our entire school community and they play a vital role in connecting families to our school and to each other. They run activities such as; Mothers/Father's Day stalls, special lunches, canteen, uniforms to name a few.

## **Parent payments**

School Council requests a payment for each child per year to help cover the general running costs of the school. School Council sets the levy at the end of each year in preparation for the following year.

## **Safety**

Please emphasise to your child that they are not permitted to leave the school grounds at any time during the school day.

If you need to collect your child during the day the following procedures apply;

1. Notify the classroom teacher of the time you intend to collect your child
2. Please sign our early departures book at the school office, provide a reason and get an early leavers pass
3. Collect your child from the classroom

## **School Council**

The composition of the School Council is both elected parent representatives, teacher representatives, and the Principal class as required. The School Council meets twice per term.

The committee system of School Council allows for the efficient running of council meetings whilst at the same time ensuring a fully informed planning and decision making process on all aspects of school life. These committees may include Finance, Buildings and Grounds, Education, Fundraising as well as occasional committees. Committees may co-opt additional members as considered necessary.

The Council meetings are open to interested parent observers. The School Council is vital to the successful running of the school and welcomes your support.

## **School Rules**

The Student Engagement Policy contains the school rules and forms an essential part of our School Strategic Plan. Parents are encouraged to discuss with their children the key school rules and how they might apply to the child in various situations.

The school has six key rules. They are;

1. Move and play safely
2. Care for yourself, others and property
3. Resolve problems calmly, sensibly and fairly
4. Respect others through your speech and behaviour
5. Work as well as you can and allow others to do the same
6. Always do as you are asked straight away

Individual classrooms also establish a set of class rules at the beginning of each year.

At Research Primary School, we believe in Restorative Practices. Whilst having consequences for failing to follow school rules, they are determined by how a student can restore the situation and learn from the experience. We encourage students with the support of a teacher, to discuss issues and mediate with one another to resolve problems.

## **School Uniform**

Research Primary School students wear their compulsory uniform with pride. The items may be purchased from our uniform shop. A complete list of items and prices is available from the school office.

Articles can be purchased from the uniform shop by advance order. An order form may be collected from the school office or downloaded from the school website [www.researchps.vic.edu.au/uniforms](http://www.researchps.vic.edu.au/uniforms). The uniform shop will open as advertised in the school newsletter. You will be notified of completed orders which will then be available for collection from the school office.

The School Uniform is;

- Red polo shirt with the school logo (No t-shirts)
- Navy pants (plain, short or long, no logos, stripes or panels). No jeans (or clothing that 'looks like' jeans)
- Research Primary School windcheaters
- Summer dress or winter tunic
- Sensible, school appropriate shoes

Skivvies or shirts under girls' winter tunics can be red, navy or white. Navy blue leggings may be worn as part of the school uniform but they must be worn underneath either a summer dress or winter tunic and not as a standalone item (no jeggings, patterns, diamantes etc). Sun smart hats must be worn between September and May.

## **Student Support Services**

Our teachers are highly trained at supporting you with wellbeing issues so please ask should you need support. In addition, the following services are available through the school and are utilised through a referral system as the need arises;

### *Educational Psychologist*

An educational psychologist is available to assist children and families with emotional or behavioural problems.

### *Speech Therapy*

A speech therapist is available to assist the teacher and family of children with speech difficulties.

### *School Nurse Examinations*

The School Nurse Service provides a medical examination of all Prep children each year.

## **Sun Smart**

The School is an accredited Sun Smart school. It is compulsory to wear either school brimmed hat or legionnaire hat whilst outside from 1 September to 30 April. They are available for purchase at the office.

## **Values**

After whole school community consultation our new values which are being launched this year are; Community, Respect, Ambition and Confidence.



## **Research Primary School Dress Code**

This dress code policy has been adopted by the School Council and sets out the dress requirements for children at Research Primary School and the management arrangements for the school uniform.

### **Application**

This dress code, including the wearing of the approved school uniform, applies to all students enrolled at Research Primary School in Prep to Year Six. It applies during all school activities including out of school excursions and interschool sporting activities, and whilst travelling to and from school, unless advised otherwise.

### **Approved School Uniform**

The approved school uniform is detailed separate to this Policy. This uniform is compulsory for all students. The uniform will be reviewed as required from time to time and may be modified as set out below. The approved school uniform will be advised at the beginning of each year and any changes will be advised to the school community via the newsletter.

It is expected that school uniform items be maintained appropriately.

### **Footwear**

Footwear should be appropriate and be of a design which allows for students to safely engage in the many varied school activities. Sandals, thongs and open-toed shoes are not to be worn.

### **Jewellery and Cosmetics**

For safety reasons the only jewellery that children are permitted to wear are stud and sleeper earrings, watches and items of religious significance. Cosmetics other than clear nail polish are not to be worn at school.

### **Sun Smart**

As Research Primary is a sun smart school it is a requirement that uniform hats be worn by all students whilst outside between 1 September and 30 April.

### **Free Dress Days**

Free dress days for individual classes may be advised from time to time. Dress for these days shall be of an appropriate neat casual standard and sun smart.

### **Purchase and supply**

School uniform items are available from the Uniform Shop operated by the Research Primary Parents Group. A list of items is available from the School office and is published on a regular basis with an order form via the school website.

The Uniform Shop may offer a range of second hand uniform items in good condition and depending on availability. These items are either donated or sold on commission.

Parents have the option of purchasing the uniform components from elsewhere or making them. These items must match the style, fabric and colour of the approved school uniform.

### **Exemptions**

Exemptions on the grounds of religious beliefs, ethnic or cultural background, student disability, health condition or economic hardship may be granted at the discretion of the Principal and the School Council.

### **Implementation**

The dress code is implemented as part of the Research Primary School's Student Engagement Policy.

## Uniform Guide

Below is a guide to the uniform carried by the school uniform shop.

	<b>Item</b>	<b>Description</b>
<b>Unisex</b>	Bomber Jacket	Blue; press studs; two pockets; school logo.
	Polo Shirts	Red; Short sleeved & long sleeved; school logo
	Basketball mesh shorts	Navy Blue; Elasticised waist with drawstring; no pockets.
<b>Boys</b>	Gabardine shorts	Elasticised waist; 2 hand pockets, 1 with zip. Most popular style for boys.
	Track pants	Straight leg; elasticised waist; zip pocket
<b>Girls</b>	Light weight bootleg pants	Cotton; summer pant (often worn underneath summer dress); no pocket.
	Heavy weight bootleg pants	Polyester; winter pant; zip pocket
	¾ Length Leggings	Worn underneath other garments; Not to be worn as a standalone item.
	Skirt	Gabardine; divided skirt; elasticised waist; zip pocket.
	Summer Dress	Button front; short sleeve; one zip pocket; large hem; wide in waist
	Bike Shorts	Worn underneath Summer Dress – Not to be worn as a standalone item
<b>Accessories</b>	Winter Tunic/Skirt	Elasticised waist (button adjustable); removable bib (size 4-6); skirt only (size 8-14); large hem.
	Hat	
	Raincoat	Medium weight; ½ polar fleece lined; hood in collar
	Polar Fleece	Heavy weight Jacket; zip front; two hand pockets
	Art smock	
	Library bag	
	Schoolbag	

Special uniform orders (i.e. sizes 4 and 16) will need to be paid for in advance and we are unable to offer a refund or exchange on these items unless they are faulty.

## Student Health

Common diseases or conditions which may lead to exclusion from school

<b>Disease or condition</b>	<b>Exclusion from school</b>
Chickenpox	Exclude until all blisters have dried (usually 5 days after the rash appears)
Conjunctivitis (acute infectious)	Until discharge from eyes has ceased
Diarrhoea	Exclude until there has been no loose bowel motion for 24 hours
Hand, Foot and Mouth Disease	Exclude until all blisters have dried
Hepatitis A (infectious hepatitis)	Until receipt of a medical certificate of recovery from infection, or on subsidence of symptoms
Hepatitis B	Until recovered from acute attack
Impetigo (school sores / staph)	Until sores have fully healed. The child may be allowed to return provided that appropriate treatment has commenced and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressings
Measles	Until at least four days from the appearance of rash or until receipt of a medical certificate of recovery from infection
Meningococcal infection	Until receipt of a medical certificate of recovery from infection
Mumps	Until fully recovered
Pediculosis (head lice)	Until appropriate treatment has commenced
Pertussis (whooping cough)	Exclude for 21 days after the onset of illness and until receipt of a medical certificate of recovery from infection
Ringworm	Until appropriate treatment has commenced

Rubella

Until fully recovered or at least four days after onset of rash

Scabies

Until appropriate treatment has commenced

Streptococcal infection  
(including scarlet fever)

Until receipt of a medical certificate of recovery from infection

“Slapped Cheek”

Contagious before rash appears. Must notify school as disease is of danger to pregnant women