



## PARENT HANDBOOK

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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 qualities which are unique to us. Thank you for taking the time to learn about what we 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 science program & 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?

Above all, we pride ourselves on offering a safe, 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 social & academic 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 run assembly on some Thursday mornings throughout the term.

Parents and friends are invited to come along to 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 twice 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 slowly into Kanandah Court and proceed around the top of the court. Park on the western side of the roadway. Students can carefully cross Kanandah Court and enter the school via our Kanandah Crt driveway.
- 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 reverse park into the car park spaces and 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 up to the bollards.

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 at 'Where We Grow', as it is a private car park and does not cater for school parents use.

Please only use our disabled parking bays if permitted. Two bays are in the staff car park, closest to the Junior Years Building, and the other is directly behind the canteen.

Entry and exit to the carparks 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, science, library 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**

Parents 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 biennial school production, school camps (3-6), swimming, life education, fundamental motor skills program, instrumental music program, health and human relations, student leadership, the buddy program and the K'gari Project.

## **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 (located at reception in the Administration building) 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. Please ensure they are signed in/out of school. 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 and is located in the relocatable building near the top courts. Students attend library as part of their specialist program. The library is also regularly 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. Lost property is stored either in the main office area or the Junior Years Building. If the lost item is named, we endeavour to return it to the student. However, 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 & Friends Community (PFC) and our volunteer helpers provide canteen lunches on most Fridays. 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 on lunch order days and every Tuesday both at lunch time play.

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.

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 6.00pm 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 to running the canteen. 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 (Appreciation) Day stalls, special lunches, canteen, uniforms to name a few.

## **Parent payments**

The school is funded predominantly by the State Government and these funds pay staff and contribute to running costs such as electricity, water, some minor building maintenance work along with many other things that are required to run a school. This being said, we do ask, if able, for parents to make a voluntary payment towards stationery and classroom supplies.

## **Policies**

Please refer to our website or contact the office for a full list of policies. Please find the following policies in the enrolment packs.

- Child safety
- Code of conduct
- Child safety responding and reporting obligations policy and procedures
- Student wellbeing and engagement
- Bullying prevention

## **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.

## **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 Expectations**

At Research Primary School, we believe in Restorative Practices. Whilst having consequences for breaching expectations, 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.

The Student Engagement, bullying and child safe policies contain our expectations. Parents are encouraged to discuss these expectations and how they might apply to the child in various situations.

Individual classrooms also establish their own expectations during our “start up” weeks (beginning of the year and revisited at the beginning of each term)

## 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 is operated by a volunteer parent, completed order forms are collected from the office and orders will be sent home via the children.

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 bomber jackets
- Summer dress or winter tunic
- Navy wide brimmed or bucket hat.
- Sensible, school appropriate shoes

Beanies and puffer jackets optional.

Personalised sports top from years 3 – 6 optional.

Art Smock – Parents to supply (ie: an old shirt)

Skivvies or shirts under 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).

**Uniform Guide-** Below is a guide to the uniform carried by the school uniform shop

Item	Description
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.
Gabardine shorts	Elasticised waist; 2 hand pockets, 1 with zip.
Track pants	Blue straight leg; elasticised waist; zip pocket
Heavy weight bootleg pants	Polyester; winter pant; zip pocket
Skort	Gabardine; divided skirt/shorts; elasticised waist; zip pocket.
Summer Dress	Button front; short sleeve; one zip pocket; large hem; wide in waist
Winter Tunic/Skirt	Elasticised waist (button adjustable); removable bib (size 4-6); skirt only (size 8-14); large hem.
Sun Hats	Navy bucket hat or wide brim hat
Beanies	Navy with school logo
Puffer Jacket	Navy with school logo
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.

## **Purchase and supply of uniform**

School uniform items are available from the Uniform Shop operated by the Research Primary Parents and Friends Community. 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 depending on availability.

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.

## **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.

## **Free Dress Days**

Free dress days for individual classes may be advised from time to time and always encouraged on your child's birthday. Dress for these days shall be of an appropriate neat casual standard and sun smart.

## **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.

We will also endeavour to be accommodating of your own allied health professionals.

## **Sun Smart**

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

## **Values**

Our values are ***Community, Respect, Ambition and Confidence.***