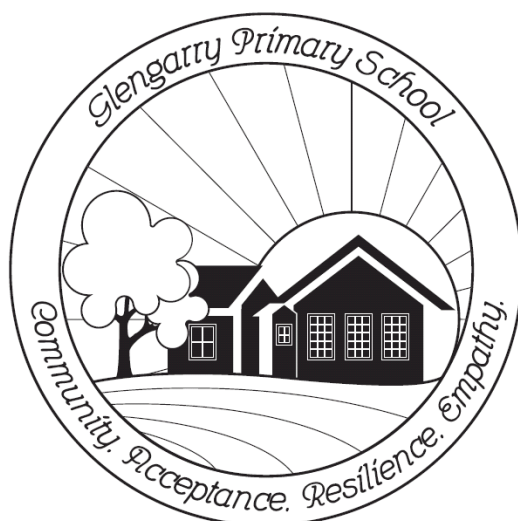


GLENGARRY PRIMARY SCHOOL



COMMUNITY ACCEPTANCE RESILIENCE EMPATHY

PARENT INFORMATION 2020

Principal: Brendan Dawson

Phone: (03) 5192 4292

E-mail: glengarry.ps@edumail.vic.gov.au

Website: www.gps.vic.edu.au

WELCOME TO GLENGARRY PRIMARY SCHOOL

Welcome to Glengarry Primary School. This booklet is designed to provide you with information about our school, to make your enrolment experience easy and hassle free.

Please feel free to ask questions regarding any information that is not present.

We are very proud of the teaching program we offer at Glengarry and look forward to talking to you about this on your personalised tour.

Our motto is 'PARTNERS IN SUCCESS' and we sincerely encourage you to become a partner in maximising your child's schooling. Parental assistance in a wide range of activities is welcomed and encouraged by class teachers.

Our school is a place where students, teachers and parents work together to provide a positive learning environment.

Kind Regards

Brendan Dawson
Principal

A Message from our School Council President,

On behalf of the Glengarry Primary School community and the Glengarry Primary School Council, I would like to welcome you and your family to our school.

Enthusiastic students, dedicated staff and committed parents will ensure a successful and enjoyable time at Glengarry for children and parents alike.

Here at Glengarry we value **Community, Acceptance, Resilience and Empathy- CARE**. This means that we enjoy being part of the Glengarry community, being involved in local events and supporting community groups.

We aim to develop our children to become lifelong learners who have attitudes, skills and knowledge to be independent global citizens.

Please do not hesitate to find out about our School Council and join in, whether on sub-committees or as a School Councillor. Everybody is more than welcome.

I hope you and your child enjoy your stay at Glengarry Primary School.

Yours sincerely,

Karen Lynch

School Council President

VISION

At Glengarry Primary School, we believe that all children can learn, make progress and become independent learners who can face the challenges of the future. We foster a growth mindset in all members of the school community and develop resilient, resourceful and reflective learners who work and play together. We believe that every member of the school community is a leader and as such, provide genuine leadership and skill development opportunities.

Our school has a strong sense of community and highly value building positive relationships with children and their families. Our highly skilled and enthusiastic staff provides an engaging learning program for all students. The shared ownership and responsibility for outstanding learning is the result of regular whole school and team planning. Staff are conscious of any barriers to learning and strive to address these through open discussions with families and the utilization of outside support services. We provide a safe and welcoming environment in which communication and collaboration is valued to ensure outstanding learning for all children.

Both children and staff reflect on their individual progress through regular self-assessment and constructive feedback from children and adults in the school community. A whole school commitment to the use of ongoing feedback, within a safe and supportive environment, ensures optimum progress and the ability to plan what to do next.

At Glengarry Primary School, we ensure all students leave us as lifelong independent learners by encouraging them to believe that everyone can learn and grow.

VALUES

At Glengarry Primary School, our core values are Community, Acceptance, Resilience and Empathy (CARE).

Community – we see Community is a reciprocal partnership between the students and the people who support and nurture them.

Acceptance – is understanding that everyone is different and has the right to feel valued, safe, respected and part of the whole school community.

Resilience – is moving beyond challenges and being prepared to persevere, make mistakes, learn from them and move on.

Empathy - At Glengarry Primary School our community demonstrates empathy by understanding, respecting and valuing the ideas and situations of others.

COMMUNICATION

IMPORTANT INFORMATION

Glengarry Primary School Phone: 5192 4292

Email: glengarry.ps@edumail.vic.gov.au Website: www.gps.vic.edu.au

TERM DATES

Term 1 - 2020	29 th January* – 27 th March
Term 2 - 2021	14 th April – 26 th June
Term 3 - 2022	13 th July – 18 th September
Term 4 - 2023	5 th October – 18 th December

*Please note that students start on the 29th January. Teachers resume on the 28th of January. For future term dates, please visit: <https://www.education.vic.gov.au/about/department/Pages/datesterm.aspx>

HOW WILL YOU KNOW WHAT IS HAPPENING AT SCHOOL?

Our major form of communication with parents is through a web-based program called **Compass**. We refer to Compass as our Parent Portal. Compass will provide you with information on upcoming events, learning updates and our school publications. Compass is also used to approve and pay for excursions and to record any student absences. At the start of the year, new families will receive login information that will enable you to access Compass. Compass can be accessed through any web-based browser or can be downloaded through the app store. I would also encourage you to hit like on our Official Facebook page, this is also used by our school community to communicate with our families.

WELCOME BARBEQUE

At the beginning of each year, we hold a welcome BBQ. The welcome BBQ is a great opportunity to start the new school year in a relaxed setting. It is also a great way to meet new families who may also be new to our school community. Details on the welcome BBQ, will be given at the start of the new year.

REPORTS

Semester Reports will be available about your child's progress at school via Compass, during Term 2 and 4. Your child's classroom teacher will also post learning previews each week so that you can support your child's learning and you know what is happening in their classroom.

As a school, we no longer have traditional parent teacher interviews. We want to actively encourage families to meet with their child's teacher at any time, to discuss any matter that may arise. Likewise, we will proactively get in contact with you if we want to discuss your child's progress at school.

UNIFORM

Our students are proud to wear their school uniform and at Glengarry, our school uniform is predominantly red and black. It is available at the uniform shop BELEZA in Seymour Street, Traralgon.

Shorts	Black
Trousers\tracksuit pants	Black
T-shirt/polo/skivvy	Red or white with school motif
Jumper/cardigan/windcheater	Red or white with school motif
Dress	Red and white checked
Skirt	Black
Hat	Red (wide brimmed)
Pinafore	Grey/Red tartan

Appropriate clothing for school is most important. Children can be expected to have daily physical fitness activities and warm outer clothing may have to be removed to cater for this.

Tank tops and such items that allow for over exposure to direct rays of the sun are not permitted.

Parents are encouraged to label clothing. (Lost property is located in the sick bay- please check regularly) We have a laundry marker at school and are happy to label items for you.

SHOES: Footwear to be appropriate. Gumboots are ideal for wet weather and our specialist kitchen garden program. Thongs, open toed shoes, beach sandals and high-heeled shoes and boots are not permitted.



HATS: Wide brimmed school hats are to be worn from September to April. All Prep students who enrol at Glengarry Primary School receive a free school hat. These will be given to your child as part of the transition process in Term 4.

SCHOOL BAGS: These are available from the office.

JEWELLERY: Long dangling earrings are not allowed for safety reasons, sleepers or studs are permitted. Excessive jewellery is not necessary at school and precious jewellery is requested to stay at home.

If for some reason your child is not in school uniform, please supply a note providing an explanation.

FOOD AT SCHOOL

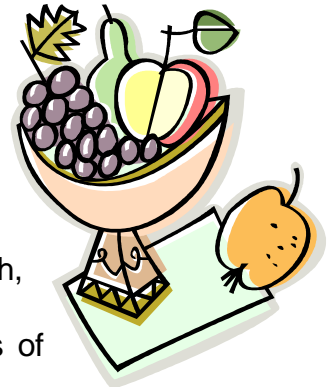
At Glengarry, we support a healthy eating policy for students and therefore encourage parents to provide a healthy lunch and snack for their children.

SNACK

Snack time is at 11.00am after two full hours of learning, so please make sure that your child has a substantial snack to eat. For prep children this morning recess snack is particularly important, as they need the sustenance to perform at their best for the period to lunchtime.

Some suggestions are-

- Muffins, muesli bars, carrot and celery sticks, fruit, nuts, sandwich, cheese, water to drink, juice to drink.
- Rollups, lollies, chocolates, soft drink etc are discouraged. Cans of drink are not allowed.



LUNCH

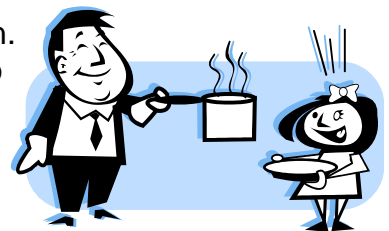
Children eat lunch in their classroom from 1.30-1.40pm each day. This is a good opportunity to ensure they are sitting down to eat and that they get a chance to eat their lunch. Below is a suggested lunch. We encourage children to take home-unfinished lunch, as it is a good gauge for you. Please note glass containers are not permitted.

Suggested Lunch: One round of sandwiches, a cheese stick, small snack and a piece of fruit is usually sufficient. If the lunch is taken in a container, name and grade should be written on the outside of the lid and box. We encourage children to bring a plastic bottle of water that is available to them throughout the day. This can also be filled up at our bubble taps.

Most classes enjoy **Munch & Crunch** at a time convenient to the classroom program; this is extra pieces of fresh fruit or vegetables to be eaten during their learning time.

LUNCH ORDERS

Our tuckshop has been outsourced to a company in Traralgon. More information will be on forwarded at the start of 2020 to families through Compass. The Fundraising Sub-Committee of school council may also organise a few special lunch order days throughout each term.



CURRICULUM LEARNING

At Glengarry Primary School, teachers use a variety of instructional strategies that are consistent with best practice teaching and learning. This includes, whole class teaching, smaller groups, co-operative learning, goal setting and self-reflection. We have an emphasis on social and interpersonal skills. We have a priority to provide small class sizes.

The curriculum offers students a broad range of skills in a variety of areas. It looks at their growth in academic disciplines, social and personal disciplines and thinking and communication disciplines.

At Glengarry Primary School, students receive instruction in the following areas:

Reading – 1 hour per day

Numeracy – 1 hour per day

Writing – 1 hour per day

Spelling – 3 x 30 min sessions per week

Physical Education

- Grades 3-6 – 3 hours per week
- Grades Prep – 2 – 100 minutes per week

Integrated / Inquiry Units – 2 hours per week

School Values – 1 hour per week

Rights, Resilience & Respectful Relationships – 50 mins per week

Kitchen Garden – 2 hours per fortnight

Visual Arts

- Grades 3-6 – 1 hour per fortnight
- Grades P-2 – 1 hour per week

INTEGRATED STUDIES

Includes general Studies in areas of:

- History
- Geography
- Environment
- Economics
- Science

Student learning is enhanced across the curriculum by the implementation of Learning Technologies, students access the Internet, and all classrooms have an interactive television panels. Students in Grades 3-6 use individual netbooks for the completion of work and research. Each Prep - Two classroom share a class set of iPads and a class set of netbooks. Skills surrounding Information Technology are taught and students experience a wide variety of programs.

LIBRARY

The library is a great facility and each week students have special Library lessons taken by the children's teacher to develop good reading habits and a love of Literature. Students are expected to have a library bag which protects the books.



THE ARTS

- Music program in classrooms.
- Opportunity to have private keyboard or guitar lessons during the school day by a private teacher – see the school for details.
- A Musical or Arts show is held each year.

EXTRA CURRICULAR

Other programs offered include Life Education, visiting Arts Council Performances, Sporting Clinics, Inter School Sports, Swimming and a comprehensive Camping Program for Grades 3 – 6. Many of these programs are conducted with the assistance of parents.

CAMP

The camping program is as follows:

Grade 3/4 - 2 nights. Usually a local adventure camp, such as Woorabinda.

Grade 5/6- 2-3 nights. Alternates between Sovereign Hill, Ballarat & a Melbourne Stay.

EXCURSIONS

The education program at Glengarry Primary School is comprehensive and very special. Learning occurs through doing, experiencing different environments and interacting with others. Therefore, excursions and incursions form a part of the curriculum for as little cost as possible.

STUDENT WELLBEING & BEHAVIOUR MANAGEMENT

Student wellbeing is important to us and the school's philosophy is firmly based on the belief that a flexible, happy and positive environment promotes learning, self-esteem and self-confidence. The school uses a Restorative Approach to student behaviour and our practices are consistent across the school.

Our 'CARE' values of Community, Acceptance, Resilience and Empathy form the basis of our expected behaviours and are part of the fabric of Glengarry Primary School. Below you will learn about our approach to behaviour management.

BEHAVIOUR MANAGEMENT APPROACH

We are proud to base our approach to behaviour management on the philosophy of the School Wide Positive Behaviour Support Program. This means our 'CARE' values – Community, Acceptance, Resilience and Empathy are part of our everyday language and that we actively teach, model and acknowledge these expected values.

We are also wanting to encourage our families and broader community to take this school wide approach on board.

OUR APPROACH:

- Behaviour expectations are taught, referred to and reflected upon.
- Organisational routines are clearly defined.
- 6:1 positives are given to students.
- There is active supervision of students.
- Instruction actively engages students in meaningful ways.
- Minor behaviours are addressed quickly and quietly and privately (please refer to our next page for our definitions of minor and major behaviours).
- School wide procedures for major behaviours are followed.

An example of teaching our expected behaviours has been through our continued and sustained focus on teaching Resilience and what it means to be resilient and have a growth mindset (as opposed to a fixed mindset).

We can even think about our values and expected behaviours through the lens of a growth mindset or a fixed mindset.

How we would view our approach with a Growth Mindset:

All of our staff believe that by making the expectations of behaviour clear and explicitly teaching those expected behaviours, all students have the ability to consistently demonstrate our values through their daily interactions with each other. They will be able to learn how to CARE for each other, that is contribute positively to their community, show acceptance, be resilient and show empathy.

How we would view our approach with a Fixed Mindset:

Students' behaviour is fixed. You are either born 'naughty' or 'nice.' Your talents, abilities and behaviour is set in stone.

Of course, we know through research and by working in schools with hundreds of students both past and present that this is simply not the case.

“If a child doesn’t know how to read, **we teach**”

“If a child doesn’t know how to write, **we teach**”

“If a child doesn’t know how to swim, **we teach**”

“If a child doesn’t know how to count, **we teach**”

“If a child doesn’t know how to drive, **we teach**”

“If a child doesn’t know how to behave, **we teach?** ~~... we punish?~~

Finishing the last sentence does not come as automatically as it does the others (of which there could be hundreds of different contexts used). Unless you view children’s behaviour through the lens of our approach to behaviour management, and then it does.



GLENGARRY PRIMARY SCHOOL

MINOR & MAJOR BEHAVIOURS DEFINITION

MINOR	MAJOR
The following behaviours are classified as 'MINOR,' and should be resolved by the classroom teacher following our agreed BM processes	The following behaviours are classified as 'MAJOR,' and should be referred to the Prin, AP or Wellbeing Leader (Office)
Disruption: Behaviour causing an interruption in a class or activity. Talking while teacher is speaking. Loud voices or noises indoors. Disruption includes sustained loud talk, yelling or screaming; noise with materials; horseplay or roughhousing, and / or sustained out-of-seat behaviour.	Criminal Behaviour: Possession of weapons, stalking and cyber stalking, criminal damage, vilification, making credible threats, harassment and victimisation.
Cheating / Plagiarism: Act dishonestly or unfairly in order to gain an advantage, esp. in a game or examination: to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source.	Forgery / Theft: Student is in possession of, having passed on, or being responsible for removing someone else's property (i.e. taking someone else's personal belongings etc.). This also includes identity theft.
Physical Contact: Non-serious, but inappropriate physical contact (i.e. over-affectionate, patting, light tapping, pushing etc.)	Physical Aggression: Actions involving serious physical contact where injury may occur (i.e. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
Inappropriate Language: Messages or use of words in an inappropriate way for the developmental age of the student (i.e. name calling, teasing, swearing).	Harassment: Student delivers disrespectful messages (verbal or gestural) to another person including threats, intimidation and obscene gestures, pictures or written notes. This includes comments / verbal attacks based on race, religion, gender, age, ethnic origin or disabilities or other personal matters. Intentional swearing at another adult is classified as major.
Late to Class: Missing the beginning of class time or part of lessons.	Absconding: within school grounds or leaving school grounds or attempting to run away; leave suddenly; hide from staff (fence, roof, gates), safety issues.
Defiance, Disrespect, Non-Compliance: Refusal to follow directions, talking back and/or socially rude interactions. In this case the student refuses to follow directions after initial request has been made directly to that student	Defiance, Disrespect, Non-Compliance: Refusal to follow directions, talking back and/or socially rude interactions. It is a major behaviour where there is a perceived (real or actual) safety risk to students or staff.
Property Misuse: Student deliberately destroys another student's equipment/possession or work in an inappropriate way (low-intensity incident) i.e. scribbles on another student's page, snaps another student's pencil through rough handling	Property Damage: Any form of injury or damage caused to the property, intentionally by the person who is not the owner of the property
Property Damage: Any form of injury or damage caused to the property, due to negligence by the person who is not the owner of the property	Self Harm
Other: Other minor problem behaviour that cannot be categorised within the available definitions.	
Uniform: Student wears clothing or shoes that do not fit within the school's uniform policy.	



Glengarry Primary School

BEHAVIOUR MANAGEMENT PROCEDURES - MINOR

**Creating Success
Set Positive & High Expectations**



- 6:1 +ve to -ve
- Re-state positive expectations and desired behaviour
- Do students understand what is expected and can they achieve it?

Strategy	Teacher Response
Prompt	Provide verbal and/or visual cue
Redirect	Restate the expected behaviour
Reteach	State and demonstrate the behaviour Have student demonstrate Provide immediate feedback
Conference	Describe the problem Describe the alternative behaviour. Tell why the alternative is better Practise Provide feedback

CHILL TIME

Behaviour is documented to track trends – this is for classroom use only. Refer to 'Documentation of Name Me Strategies' template

Provide Choice: re-engage or have logical consequence applied (removal from activity, alteration of activity, teacher conference, loss of privilege)

Provide Strategies: with teacher direction, student given choice over strategy to manage behaviour



Step 1 – Formal Written Warning

Behaviour is documented. Student is notified of their formal warning.

Step 2 – Within Classroom Consequence

Behaviour is documented. All learning time is made up.
Consequence: teacher directed choice or strategy to occur within the classroom (removal from activity, alteration of activity, teacher conference, loss of privilege). May also include Chill Time strategies.

Step 3 – Removal to Buddy Grade

Student has chosen not to engage with previous steps.
Student will be required to move to buddy classroom.
10 minutes minimum and receiving teacher needs to know time.
Restorative conversation with exiting teacher upon return.
Consequence: learning time is made up or completion of task.
Parent contact is made by classroom teacher.

Continuation of Minor Behaviours

Seek assistance of teaching partner or team leader.
Parent Meeting.
Referral to Wellbeing Team.
Functional Behaviour Assessment.
Behaviour Support Plan.
Student Goal Setting
Implement Tier 2 – RTI Strategies.

SELF	GET ACTIVE		RELAX
Sensory Toolbox 5 mins	Front to Back* 3 mins	CHILL Room*	Read a Book 5 mins
Grab some Fruit 2 mins	Do a Job 5 mins	Build / Construct 5 mins	Draw / Colour 5 mins
Wobble Chair	Shoot Hoops* 3 mins		Write 5 mins
Get a Drink	Kick a Footy* 5 mins		Listen to Music 5 mins
Swap Seats	Vortex Throws* 5 mins		*teacher supervision required

SCHOOL HOURS AND SERVICES

OFFICIAL SCHOOL HOURS - 9.00am to 3.30pm



Bag bell	8.50am
Session 1	9.00 am - 11.00 am
Recess	11.00 am - 11.30 am
Session 2	11.30 am - 1.30 pm
Supervised eating	1.30 pm - 1.40 pm
Lunch Recess	1.40 pm - 2.30 pm
Session 3	2.30 pm - 3.30 pm

Staff are on duty from 8.50 am to 3.45pm each day to supervise children. Our hours of supervision are from 8.50am to 3.45pm each day.

Children are expected to put their bags in their classroom at 8.50am and organise themselves ready for the start of the school day, parents are welcome into the room also at this time, You are welcome to make an appointment to see your child's teacher before or after school.

STUDENT BANKING

Youthsaver Accounts with the Commonwealth Bank are accepted in the office for children wishing to do a weekly banking, new enrolment packs are sent home at the beginning of each school year. School bank day is **Friday**. Please see Jenny Jeffs at the office for more information.

FINANCIAL ARRANGEMENTS

Cheques for any school item or excursion should be made payable to Glengarry Primary School. All money can be given to the office. When you send money to school with your child for an excursion or any other reason, please put it in an envelope and write your child's name and grade on the front and what the money is for.

We have credit card facilities, direct deposit is available or via Compass payment.

At the beginning of each year the Glengarry School Council asks for a booklist payment. Information about this is communicated to all families in Term Four.

PARTNERS IN SUCCESS

Positive parent involvement is valued and encouraged at our school.

We welcome and are most appreciative of the contribution made by parents to our school program. There is a multitude of ways in which parents can be a part of our school and thus enhance the quality and enjoyment of their child's education.

Some of these are:

- Assisting with maintenance and school improvement by way of Working Bees
- Helping in the classrooms with reading and other activities
- As a member of School Council
- Participation in excursions
- Assisting with sport or through coaching, umpiring and sharing special skills
- Assisting in the library (i.e. covering books)

You are welcome to offer your assistance at any time.

The role played by parents in classroom Literacy and Numeracy programs and in other classroom activities cannot be over emphasised. Your assistance is an invaluable aid to the class teacher and is very rewarding for all concerned.

OTHER INFORMATION

FIRST AID

All details of children receiving first aid are entered into Compass and families will receive an SMS notification of the injury / incident. Parents are notified immediately of any head injury or other serious injury by way of a phone call. It is important that we have current and up to date information on your child/s medical conditions.

SICK BAY

If your child is ill at school, we will do our best to contact you or your emergency contact person. Please ensure that you update us if you change emergency contacts.

MEDICATION FOR CHILDREN AT SCHOOL

For the safety of children and the effective giving of medication parents must provide written instructions when medication is required to be administered at school. ALL medication must be handed in to the office, with the chemist's label attached to the instructions.

ANAPHYLAXIS / ASTHMA

Anaphylaxis is a severe and sudden allergic reaction when a person is exposed to an allergen. The most common allergens in children are eggs, peanuts, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, certain insect stings and medications. Anaphylaxis is a serious health issue for a percentage of the population. DET and Glengarry Primary School recognises the key to prevention of anaphylaxis is knowledge, awareness and planning. Staff complete anaphylaxis training regularly.

Asthma is a chronic lung disease that inflames and narrows the airways. It is a requirement that all children attending Glengarry Primary School have an up to date Asthma Plan signed by the child's doctor. It is the parent/guardians responsibility to ensure the school has appropriately marked medication that is in date.

All children who have asthma or may have an anaphylactic reaction must have an up to date management plan signed by your doctor.

Food allergies: Please advise the school/office if your child has any food allergies. We run a kitchen garden program, which involves cooking so it is imperative that we are aware of any allergies ahead of time for your child.

INFECTIOUS DISEASES AND EXCLUSION PERIODS

Some students will be ill during the school year. Some of these illnesses require the child be kept at home for a period of time particularly if they are infectious. Some of these illnesses are – Chickenpox, Viral Hepatitis, School sores, Measles, Mumps, German Measles, Scarlet Fever, Head Lice. Please inform the school/office if your child becomes ill from any of these infections.

HEAD LICE

Children can be treated on the same day and return to school. Information regarding head lice is regularly sent out through the newsletter and pamphlets can be obtained from school. We also have the shire nurse come to check the children's hair as needed. Please contact the Principal if you require further information.

ROAD SAFETY AND BIKE SAFETY

If walking to school, please choose the safest route. Point out safe places to cross the road. Look both ways for approaching traffic and always walk, don't run.

We have a school crossing so please instruct your children to use it if they have to cross Cairnbrook Road. Adults can reinforce this by using it also. Children are to enter the school from gates, please watch for reversing or turning cars.

Until Children reach 10 years of age they should be supervised when riding to school. This is due to the development of peripheral vision and reflexes in children. If your child rides a bike to school, take them and show them the route and what to watch out for. Bikes must be walked in front of the school and once inside the school grounds. All bike riders must enter and exit from the front of the school. Helmets must be worn.

Our school is part of a very busy road\pick up zone.

Please ensure you obey the traffic speed of 40kmh during noted times on the sign.

Drive carefully when approaching or leaving the school area.

Please observe parking restriction signs and the bus zone.

OBJECTS NOT PERMITTED AT SCHOOL

Mobile phones and iPods must be handed into the office at the beginning of the day and collected at the end of the day. They are not permitted in schoolbags or in classrooms during the day.

BEFORE AND AFTER SCHOOL CARE

Our school provides a before and after school care program, ran by an external provider Sherpa Kids. This is more information on this vital service at the back of this parent information pack.

SCHOOL COUNCIL

This is an elected body representing school staff, parents and the school community. It meets regularly twice a term on the 2nd Wednesday of the month.

The School Council at Glengarry consists of six parents, two Department of Education members and the Principal. Each elected member will serve two years on Council. Elections for some positions on School Council will be held in March each year.

School Council is able to directly influence the quality of education that the school provides to its students. For example, within guidelines provided by the Department of Education & Training (DET), a school council has responsibilities for developing such things as:

- The school strategic plan which sets out the main goals and priorities of the school for four years
- The school's budget which shares out the available resources to make sure that the plans of the charter are carried out.
- The general educational policy of the school
- The physical appearance and maintenance of the school's buildings and grounds
- The student code of conduct which provides a safe and orderly context for learning

Being a member of School Council is a rewarding experience and you do not need any experience. You can nominate to be a member at the start of each year.