

**ST. ALBANS MEADOWS
PRIMARY SCHOOL
PARENT INFORMATION
BOOKLET
2024/2025**



**2A Laurel Street,
St Albans. 3021**

Phone: 9364 6144

st.albans.meadows.ps@education.vic.gov.au

www.samps.vic.edu.au

Principals: Mr Steve Crockford & Ms Allison Chircop

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WELCOME TO ST. ALBANS MEADOWS PRIMARY SCHOOL

INTRODUCTION

Dear Parents and Carers,

This booklet has been prepared for the parents and carers of children at, or are soon to attend, St Albans Meadows Primary School. We trust you will find this information useful and as a great resource to help clarify our school practices and procedures.

We would like to welcome you and your family to St Albans Meadows. We are sure you will enjoy a long and rewarding affiliation with our school.

The role of our school is to help develop the academic, physical, and social abilities of your growing child. To assist this process, your support, interest, and involvement in your child's activities is most important and certainly welcomed.

The school offers parents the opportunity to become involved in school life through a variety of ways, as outlined in this booklet. Through the partnership between home and school we hope to instil within our students a sense of pride and appreciation for their school and the greater St. Albans Meadows community.

The staff of St. Albans Meadows believe that a child's primary school years are the most important of his/her school life. With parents and teachers working closely together, we can be confident that your child will benefit from the excellent range of curriculum experiences offered in these years of primary education.

As a school, we look forward to working alongside you to best support your child and their development.

Warm regards,

Steve Crockford & Allison Chircop
Principals

SCHOOL VISION, MISSION, AND VALUES

SCHOOL VISION

St. Albans Meadows Primary vision is to empower students to embrace learning, achieve their personal best and build their emotional, social and physical wellbeing.

SCHOOL MISSION

St. Albans Meadows Primary School's mission is to recognise that each child is an individual; that all children are creative and able to learn; that all children need to succeed. Therefore, SAMPS respects the individual needs of children; fosters a caring and creative environment; and emphasises the social, emotional, physical, and intellectual development of each child.

SCHOOL VALUES

At SAMPS our values are more than just words, they are a way of life. We have a strong culture and a higher purpose which promotes a positive learning environment for all students and staff. We are constantly striving to ensure that our culture remains alive and well. We live by our values and commit to them as a school and a community.

Our core values consist of:

- Lifelong learning and success
- Honesty, courtesy, caring and respect for self and others
- Acceptance, inclusiveness, and tolerance of difference
- Being adventurous, creative, and open minded.

We respect ourselves, our school and each other, and understand that our attitudes and behaviours have an impact on the people around us.

We model and demonstrate kindness, and take every opportunity to help others that might be in need.

We strive for excellence, which means trying our hardest and doing our best.



PROMOTING A HEALTHY, SAFE AND RESPECTFUL SCHOOL COMMUNITY

St. Albans Meadows Primary School recognises the importance of the partnership between schools and parents to support student learning, engagement, and wellbeing. We share a commitment to, and a responsibility for, ensuring inclusive, safe, and orderly environments for children and young people.

This Statement of Values sets out our behavioural expectations of all members in this school community, including the principal, all school staff, parents, students, and visitors. It respects the diversity of individuals in our school community and addresses the shared responsibilities of all members in building safe and respectful school communities.

Discrimination, sexual and other forms of harassment, bullying, violence, aggression, and threatening behaviour are unacceptable and will not be tolerated in this school. Everyone has the right to differing opinions and views and to raise concerns if we do this respectfully as a community working together.

OUR RESPONSIBILITIES AND OBJECTIVES

We will:

- Treat all members of the school community with respect.
- Work collaboratively to create a school environment where respectful and safe conduct is expected of everyone.
- Plan, implement and monitor arrangements to ensure the care, safety, security, and general wellbeing of all students in attendance at our school is protected.
- Do our best to ensure every child achieves their personal and learning potential.
- Work with parents to understand their child's needs and where necessary, adapt the learning environment accordingly.
- Promote equity, excellence and ensure that all students become successful learners, confident creative individuals, and active, informed citizens.
- Build the capacity of our students to meet their academic, social and emotional developmental needs.



CHILD SAFE STANDARDS

The Victorian Government is committed to the safety and wellbeing of all children and young people. Following the Betrayal of Trust report, which found that more must be done to prevent and respond to child abuse in our community, the Victorian Government is committed to implementing the recommendations outlined within the report. Therefore, there is a new regulatory landscape surrounding child safety, underpinned by the new PROTECT Child Safe Standards. The Child Safe Standards are compulsory minimum standards for all Victorian early childhood services and schools, to ensure they are well prepared to protect children from abuse and neglect (reference Department of Education 2016).

St. Albans Meadows Primary School is committed to the Safety and Wellbeing of all children and young people. This is a primary focus of our care and decision making. SAMPS has **zero tolerance** for child abuse.

St. Albans Meadows Primary School is committed to ensuring that all students can learn in an environment that is safe and supportive, which has been done by adopting the Child Safe Standards as part of our everyday practice. Please refer to the policies on our website to find out more information regarding our school practices.



SCHOOL INFORMATION

- School Address:** St Albans Meadows Primary School
2A Laurel Street,
St Albans, 3021
- Phone Number:** 9364 6144
Email: st.albans.meadows.ps@education.vic.gov.au
Web: www.samps.vic.edu.au
- Principal:** Steve Crockford & Allison Chircop
- School Hours:** **Monday - Friday**
School begins: 9.00am
Recess: 11.00 - 11.20am
Lunch: 1.20 - 2.20pm
Dismissal: 3.20pm
- Term 1:** *Teachers Commence: Wednesday 28th January 2024 (Pupil Free)*
Grades 1-6 commence **Thursday 30th January 2024**
Preps commence **Friday 31st January**
Finish **Friday 4th April**
- Term 2:** Begins **Monday 22nd April**
Finish **Friday, 4th July**
- Term 3:** Begins **Monday, 21st July**
Finish **Friday, 19th September**
- Term 4:** Begins **Monday 6th October**
Finish **Friday 19th December**

ADMINISTRATION

GENERAL INFORMATION

1. **School Levy**

Our School does not request a school levy from parents.
Parents are also entitled to free membership of the school gymnasium.

2. **Attendance**

- Regular attendance significantly increases a child's chance of achieving ongoing success at school. Being absent, on the other hand, can set a child up for failure. Please make every effort to have your child attend school, and if possible, plan overseas holidays during term breaks.
- If a child is absent, enter the absence on Xuno.
- Punctuality is an excellent character trait to help your child develop. Please be mindful that children should be on the school premises for the first bell at 8.55am.
- If you require your child to leave school at any time during the day **please** send a note or call and see the Principal before going to the class teacher. Teachers cannot give you permission to take your child.
- When leaving school early, your child must be signed out through the Xuno kiosk located in the school office. Office staff are available to help with this.

3. **Student Illness:**

- If your child has an illness or condition - eg. asthma, epilepsy, allergy, sight or hearing problems, your child's teacher should be told about it. The school should also be told of any effects of any treatment that your child is having so allowances can be made. Such conditions are generally made known at the time your child is enrolled at school.
- **Illness at School:** If your child becomes ill or suffers from an accident at school he/she will be given first aid treatment in the First Aid Room, and a notification will be placed on Xuno. If your child requires more than first aid treatment, you will be contacted immediately. For this reason, it is extremely important that your home, business and emergency contact numbers are kept up to date for school records.
- **Medication:** Any medication required by your child should be given to the school office with clear instructions of dosage, time medicine is to be taken, child's name and grade. The medication should be in suitable containers (eg. a plastic lunch box labelled with the child's name.)

NO MEDICATION IS TO BE KEPT IN CHILDREN'S BAGS.

- A School Medical Service visits the school once a year to examine all children in Prep, to check children's eyesight, hearing and general health, plus referrals from other grades. You will be notified when this takes place.
- If your child contracts an infectious disease it is wise to visit your family doctor. You may also notify the school and seek advice on exclusion requirements. A list of infectious diseases is attached to this booklet as Appendix 1.

4. **School Uniform**

Wearing the set school uniform to school is compulsory! All items are available through P.S.W. situated at Unit 2, 51-53 Westwood Drive, Ravenhall (Ph: 9768 0342). School hats are available at the office for **\$20.00**

Please make sure you label all items of clothing. Children are also expected to wear secure, sensible shoes. Thongs and elevated heels are not appropriate to wear within a school environment, however secure school sandals are acceptable in Summer. Socks worn with shoes should be either white or navy blue.

A school hat must also be worn by all children when they are outdoors during Terms 1 and 4. We are a Sunsmart School! To facilitate this, hats will be available on demand from the School Office and will not have to be pre-ordered

5. **School Canteen**

The school has an excellent daily canteen facility. If you wish for your child to have a lunch order, their order needs to be placed through the QKR app **before 9AM**.

6. **Incursion/Excursion Payment Facility**

Throughout the year, children have the opportunity to attend incursions and excursions, which we try to keep to a maximum cost of \$150.00 per annum. To overcome the inconvenience of regularly requesting payments, we ask that you make a payment at the beginning of the year of \$150.00 which can then be used as a draw down facility by the office staff.

7. **Before and After School Care**

All parents are invited to enrol in the before and after school care program delivered at our school through Big Childcare. More information about this program can be found through the Big Childcare website: <https://bigchildcare.com/>
Enrolling for before and after school care through Big Childcare can be done here: <https://bigchildcare.com/enrol/>

8. **Volunteers**

All volunteers at the school are required to undergo an induction, where they will receive a Volunteer Induction Booklet. It is vital that all volunteers have a comprehensive understanding of this booklet and adhere to school policies.

9. **Policies**

For any parent wishing to find out more about the school's policies, all policies are located on the school's website via the following link:

<https://www.samps.vic.edu.au/policies>

Any feedback or communication in regards to school policies is encouraged to be shared with our school. This can be done through contacting the school, using the following email: st.albans.meadows.ps@education.vic.gov.au

SCHOOL CURRICULUM

We provide all students with a planned and structured curriculum to equip them with the knowledge, skills and attributes needed to complete their schooling and to make a successful transition from primary to secondary education and beyond.

English

The study of English is central to the development of all young Australians. It contributes to the development of confident communication, effective self-expression, and imaginative thinking. It is through the study of English that individuals learn to analyse, understand, and interact with the world around them.

Grade Prep – 2

Our grade 2 students participate in the Little learners Love Literacy program which is an explicit and sequential literacy approach for teaching children how to read, write and spell with confidence.

Grade 3 – 6

Our grade 3 – 6 students follow the application of structured Literacy. This instruction includes all vital components of reading comprehension and writing.

Mathematics

Mathematics at St Albans Meadows aims to ensure that students:

- Develop useful numeracy skills, relevant to their everyday life and education
- See connections and apply concepts, skills, and processes to pose and solve problems in mathematics and in other disciplines and contexts
- Acquire specialist knowledge and skills in mathematics that facilitate further study in the discipline
- Appreciate mathematics as a discipline, including its history, ideas, problems and applications

Grade Prep - 6

Students study number, measurement and geometry, statistics and probability as well as placing emphasis on the importance of mathematical structure and working mathematically.

Our grade 2 – 6 students also utilise the Essential Assessment program to further develop, refine and assess their mathematical skills.

We provide a tutoring/intervention program for students who have been identified as having difficulties with Mathematics and Literacy as well as programs for students excelling in these areas. Tutoring will be either in the classroom, small group, or a one-to-one setting.

Other Curriculum Areas Studied

Science including Kitchen Garden

History

Geography

Physical Education/Health

Design and Technology

Personal and Social Capabilities

LOTE-Italian

Performing Arts

Visual Arts

Library Immersion

ICT Provisioning

- Grade Prep and 1: Classroom iPad
- Grade 2 – 4: Classroom laptops
- Grade 5 – 6: BYO iPad

OTHER PROGRAMS

- Swimming: Prep – Grade 6
- Interschool sport, Athletics, Cross Country, Basketball, Softball, Netball, Hot Shot Tennis, T-Ball and Soccer
- Sports Clinics when available.
- Camping Program for student from Grade 3 – 6
- Excursions and Incursions
- A Dance Group who perform in the States School Spectacular
- External Music Lessons provided by Metro Music
- Concerts for Grades Prep – 6
- Early Bird Reading
- Breakfast Club
- Homework Club
- Junior School Council
- Grade Prep - 6 Buddies



SCHOOL REPORTING

St Albans Meadows Primary School provides a digital student report twice a year to the parents or carers of each child enrolled at our school.

St Albans Meadows Primary School reports against the Victorian Curriculum.

Both student achievement and progress are included in the report. This means that for each curriculum area taught, the report includes:

- a teacher comment
- an indication of progress since the curriculum area was last reported on
- a five-point scale

Both achievement and progress against the achievement standards are included in the student report.

Progress means representing the growth in learning that has occurred by referencing the last time such achievement standards were reported for that student in the school.

Achievement is determined by identifying where a student is placed along a continuum of learning for a specific area or skill. This is done through the use of unbiased, holistic, evidence based conclusions from assessments gathered during a reporting period.

Each curriculum area includes content descriptions explaining what is to be taught, what students are expected to learn, and achievement standards which outline what the student can presently do and understand. Achievement standards are the basis for reporting student achievement.

St Albans Meadows will provide opportunities for parents/carers and students to discuss the school report with teachers and/or school leaders. A 'parent teacher' interview will be conducted mid-year after the distribution of the school report.

Note, in the case of students with an Individual Education Plan (IEP), there may be specific instances where a school decides, in partnership with an individual student and their parents/carers, that an alternative to a full report for that student is appropriate.

Interpreting services are available for communicating with parents/carers who require assistance in understanding their child's achievement and progress.

If you have any questions regarding the reporting or interview processes, please do not hesitate to contact the school on 9364 6144.

STUDENT WELLBEING

There are a range of allied health professionals who visit our school, including; Speech Pathologists, an Occupational Therapist and a Child Psychologist. Our school also offer programs such as: social and emotional development groups, literacy intervention, tutoring programs and gifted learner programs.

Our School Therapy Dog

George, our Therapy Dog, is a male Spoodle with a soft and golden coat who enjoys being around people, especially kids! He came to St Albans Meadows Primary School at the beginning of 2021 and loves to play with the children in the Dogs Providing Academic and Well-being support (D-PAWS) Club.

Our aim is to have a positive impact on our students' school experience through having George as an exciting new element of school life. It is through having this gorgeous Spoodle that we hope the students are able to have a better connection with the school, hence helping with attendance and overall well-being. Research has demonstrated that therapy dogs, properly managed in the school setting, make a measurable difference in gaining vital skill such as reading enhancement, and further critically support emotional and relational development in children.



PARENT COMMUNICATION

We aim to provide parents with a variety of avenues of contact and communication, as outlined below:

1. Our school uses the Xuno app to post all notices and other relevant information, including any updates to school excursions or events. Therefore it is vital that parents know how to use Xuno and check the app regularly.
2. **NEWSLETTER** – a regular fortnightly newsletter is sent via Xuno and the purpose of this is to advise you of coming events and to keep you informed of the school's activities. Your co-operation in reading these important notices is requested.
3. Parents will receive a written report on their child's progress in June followed by an interview with their child's teacher after receiving the report. An end of year written report will be sent home in December.
4. Parent/Teacher interviews, where information about your child's development is discussed. These interviews are held in the middle of the year and we urge you to make every effort to attend. Interpreters are available on request.
5. Parents wishing to discuss matters concerning their children are strongly encouraged to do so. This is to be done by requesting an appointment time with the classroom teacher, wellbeing team or with the Principal.
6. All parents have an open invitation to attend School Council meetings and Public Meetings. School Council meets the second Tuesday of each month at 6.00pm.
7. When visiting the school parents are asked not to use the School Car Park between the school hours of 8.00am and 4.00pm for obvious safety reasons regarding our children.

The school has a welcoming OPEN DOOR policy for all of our parents. We invite you to join with us in developing an ever-expanding sense of community and pride in St. Albans Meadows P.S.

Other parent information:

- Parents are invited to use the school gymnasium between 8AM and 5PM Monday to Friday. This can be done by collecting the Gym Fob from the office staff. It is essential that the gymnasium is kept tidy, therefore we ask that everyone leave the gymnasium in the same way which they found it.

PREP PARENTS ONLY

S.A.M.'S OFF TO SCHOOL PROGRAM

To assist your child in making the transition from preschool to primary school we offer a school readiness program in term 4. Your child will participate in play based structured activities while you attend parent information sessions to provide you with strategies to use in assisting your child. We want every child to have this opportunity, to thrive, to enjoy, to develop a sense of community, belonging and success. The program will run for four consecutive weeks and includes **Orientation Day on the 3rd December, 2024**

Other Dates include: ***Tuesday 12th November, 2024***
Tuesday 19th November, 2024
Tuesday 26th November, 2024

It also needs to be remembered that whilst most people focus on the academic learning associated with school, socialisation, friendship, communication and dealing with conflict and general life skills are also critical factors in learning and living with others.

What is school readiness?

Readiness refers to the aspects of “skill and development and maturity” that are viewed as optimal for a child to possess before commencing school. Preparation refers to “the additional things a parent can do to help prepare a child for the transition between the early childhood program and school.”

- Being able to separate from parent/caregiver without distress
- Do things for themselves such as, placing bag in pigeonhole and putting own belongings away
- Taking turns and sharing
- Following directions
- Completing tasks without being distracted
- Communicating their needs and wants to others

Commencing school is a major event in the life of a child and family. It is therefore very important that a child has optimum opportunity to not just “cope with” or “survive” their first and subsequent years of school, but to flourish, thrive and reach their individual potential.

Prep Orientation Day: ***Tuesday 3rd of December, 2024.***

Prep Assessment: Appointment times will be arranged on session 1 or 2 for your child to be assessed by our Prep teachers in preparation for 2025 School year.

The appointment will be for approximately half an hour and will take place on either 5th December or 6th December. Times will be given out during parent sessions while your children are attending the ‘SAM’S Off to School Program.’

Prep commencement and times for 2024

From Friday 31/1 – Friday 28/2	Preps attend school Monday, Tuesday, Thursday and Friday 9am – 3.20pm NOTE: Preps will NOT attend school on Wednesdays
From Monday 3/3 onward	Preps will attend school fulltime from Monday to Friday, including Wednesdays, 9am – 3.20pm

Please bring your child to their room where they will collect their name tag, find a pigeonhole in front of their rooms and settle down to an activity. Children's names will be displayed outside their classrooms.

Lunches

These will be required from day one. Could parents please bring children's cut lunch and play lunch in two separate containers which should be clearly named. In this way children will know what to eat at play time and at lunch time without confusion. Fruit is a great play time snack and this is encouraged. Lunch is always eaten in the rooms under teacher supervision.

Dismissal

When collecting your child please wait outside the room until your child is dismissed by the teacher. Children will not be permitted to leave their room unless an adult or older brother/sister is present. Please try and be punctual as children do become distressed if their parents are late.

Helpful Hints for Prep Parents

- Label all clothing, lunch boxes, bags, etc.
- Teach your child to do up shoelaces, zips, buttons, buckles etc and to take care of their own property.
- Children will come home feeling extra tired so it is important that they go to bed early.
- When saying good-bye to your child do so quickly.
- After the novelty of coming to school has worn off children may become reluctant to attend school. This is quite normal and will pass.
- Please pack an extra change of clothes in your child's bag in case there is an accident.
- Please use an appropriate size school bag so students can easily pack all contents independently. This includes lunch boxes, reading satchels, homework books, hat & jackets etc.

Preparing your child for their Prep Year

Give your child lots of practice with:

- handling and drawing with pencils.
- cutting with scissors
- counting objects at home
- naming their colours
- recognising and writing their name
- using the toilet correctly
- blowing their nose

- handling a drink bottle
- tying shoelaces
- being independent.
- packing own belongings.

Major Events in Prep Year

- **School Nurse** will check all children's hearing, eye sight and general health.
- **Buddies program** through the year.
- **Swimming** An intensive program is available in Term One.





Appendix 1

INFECTIOUS DISEASES

- Covid 19:** It is recommended if testing positive, that the student isolates for a minimum of 5 days and do not attend school
- Measles:** Do not attend school until fully recovered or at least 5 days after the onset of the rash or until receipt of a medical certificate of recovery from infection.
- Rubella:** (German Measles) Do not attend school until fully recovered or at least 5 days after the onset of rash.
- Chicken Pox:** Do not attend school until fully recovered or at least one week after the eruption first appears.
- Mumps:** Do not attend school until fully recovered.
- Diphtheria:** Doctor's certificate is required to attend school.
- Impetigo:** (School Sores) Do not attend school until sores are being treated and covered.
- Influenza:** Do not attend school until child is completely well and able to participate in all school activities, including playing outside.
- Ringworm & Scabies:** Do not attend school until treatment has commenced.
- Whooping Cough:** Do not attend school until 2 weeks after the onset of illness and until receipt of a medical certificate of recovery from infection.
- Conjunctivitis:** Do not attend school until discharge from eyes has ceased.

Head Lice:

Please check your child's hair for lice and nits regularly. If you find evidence of lice, please treat your child's hair immediately. Shampoo for this purpose may be purchased from your chemist.

Exclusion from school will be enforced under the following conditions:

1. Any child who has not been treated after notification.
2. The condition is still active despite treatment.
3. Refusal by parents for inspection of a suspected infestation.