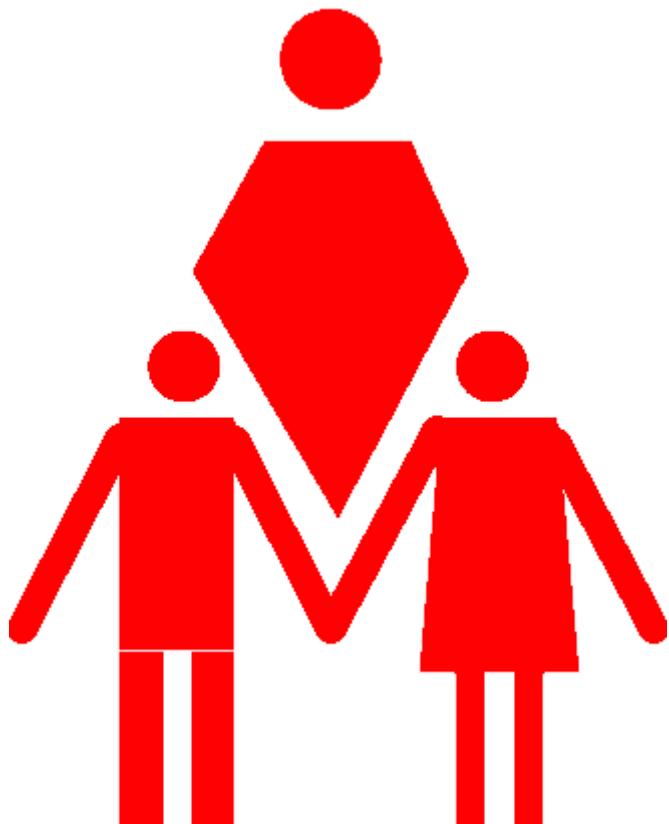


# **ST. ALBANS MEADOWS P.S. 5118**

## **PARENT INFORMATION BOOKLET**



# **2021**

**Laurel Street,  
St Albans. 3021**

**Phone: 9364 6144**

**Fax: 9367 6692**

**st.albans.meadows.ps@edumail.vic.gov.au**

**www.samps.vic.edu.au**

**PRINCIPAL: Mr. Steve Crockford**

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# **WELCOME TO ST. ALBANS MEADOWS P.S.**

## **INTRODUCTION**

Dear Parents,

This booklet has been prepared for the information of parents whose children are already attending or about to commence their school life at St Albans Meadows. I trust you will find the information useful.

I would like to welcome you and your family to St Albans Meadows. I am sure you will enjoy a long and rewarding association with our school.

The role of the school is to develop, in conjunction with the home, 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 in a number of ways outlined in this booklet. Through the partnership between home and school we hope to develop in children a sense of pride in, and feeling for, their neighbourhood school.

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.

Wishing you a happy association with St. Albans Meadows.

Warm  
Regards,

*Steve Crockford,*  
PRINCIPAL.

## **VISION**

St. Albans Meadows Primary vision is to focus on setting high expectations for all students and providing a supportive learning environment.

## **MISSION**

St. Albans Meadows Primary School's mission is to set high expectations for all students and providing a supportive environment that enhances learning, personal growth and wellbeing.

## **OBJECTIVE**

St. Albans Meadows Primary School's objective is to ensure all students leave our school with a practical understanding of the curriculum.

## **VALUES**

St. Albans Meadows Primary School's value are

Our core values consist of:

- Lifelong learning and success
- A safe and orderly learning environment
- Fairness, honesty and respect
- Continuous improvement
- Reflecting the priorities, beliefs, and morals of our local community.

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 may be in need.

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

## **CHILD SAFE STANDARDS**

The Victorian Government is committed to the safety and wellbeing of all children and young people. As part of the Victorian Government's commitment to implementing the recommendations of the Betrayal of Trust report, which found that more must be done to prevent and respond to child abuse in our community, 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** of child abuse.

St. Albans Meadows Primary School is committed to ensuring that all students can learn in an environment that is safe and supportive and have adopted the Child Safe Standards as part of our everyday practice. Please refer to the policies on our website.

# SCHOOL INFORMATION

<b><u>School Address:</u></b>	St Albans Meadows P.S. 5118 Laurel Street, ST ALBANS 3021
<b><u>Phone Number:</u></b>	9364 6144
<b><u>Email:</u></b>	<a href="mailto:st.albans.meadows.ps@edumail.vic.gov.au">st.albans.meadows.ps@edumail.vic.gov.au</a>
<b><u>Web:</u></b>	<a href="http://www.samps.vic.edu.au">www.samps.vic.edu.au</a>
<b><u>Principal:</u></b>	Steve Crockford
<b><u>School Hours:</u></b>	<b>Monday - Friday</b> School begins 9.00am Recess: 11.00 - 11.20am Lunch: 1.20 - 2.20pm Dismissal: 3.20pm
<b><u>School Colours:</u></b>	Red, Gold and Blue
<b><u>School Badge:</u></b>	Depicts an adult caring for children. Children caring for each other. MOTTO "S.A.M. Cares"
<b><u>Term 1:</u></b>	Teachers Commence: Wednesday 27 <sup>th</sup> January 2021 Grades 1-6 commence <b>Friday 29<sup>th</sup> January</b> Preps commence <b>Monday 1<sup>st</sup> February (9.00-12.30)</b> Finish <b>Thursday 1<sup>st</sup> April</b>
<b><u>Term 2:</u></b>	Begins <b>Monday 19<sup>th</sup> April</b> Finish <b>Friday, 25<sup>th</sup> June</b>
<b><u>Term 3:</u></b>	Begins <b>Monday, 12<sup>th</sup> July</b> Finish <b>Friday, 17<sup>th</sup> September</b>
<b><u>Term 4:</u></b>	Begins <b>Monday 4<sup>th</sup> October</b> Finish <b>Friday 17<sup>th</sup> December</b>

# **ADMINISTRATION**

## **General Information**

### **1. School Levy**

Government Grant money allows for the purchase of books and requisites for all children, particularly in the very basic requirements of paper, pencils etc. However, to provide for new Ipads, library books, inter-school sports equipment etc it is increasingly the school's responsibility. The School Council therefore requests that all parents make a voluntary contribution via the School Levy.

Each family is invited to make a voluntary contribution of \$130.00 (regardless of the number of children attending the school). This contribution will entitle parents/guardians to free membership of the school's gymnasium for 2021.

The levy can be paid for by instalments.

### **2. Attendance**

- Regular attendance significantly increases a child's chance of achieving ongoing success at school. Absenteeism, 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, please ring the school or send a note.
- Punctuality is an excellent character trait to develop in your children. Please be mindful that children should be on the school premises for the first bell at 8.55AM.
- Please do not take your child from the school grounds without the permission of the Principal or Deputy. We must know where each child is whilst in our legal care between 9.00am and 3.20 pm.
- Children can only leave the school grounds during the school day if they are going home for lunch and have brought a note from a parent stating so.
- 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. A form is to be filled out at the office before children are collected from their room.

### **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. 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 class teacher 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.
- **Asthma Sprays:** - The use of asthma sprays and related medication by older children should be made known at the General Office. Similar medication for younger children (P-2) should be clearly labelled and left in the care of the class teacher. If your child needs an asthma spray/medication on excursions please ensure your child's teacher is given the medication clearly marked with the child's name, dosage, etc. before the excursion.  
If your child is asthmatic an asthma plan from your G.P. is to be given to the office staff for our records.
- A School Medical Service visits the school once a year to examine all children in Preps, 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 3.

#### 4. **School Uniform**

The wearing of the school uniform 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 **\$15.00**.

Please make sure you label all items of clothing. Children are also expected to wear secure, sensible shoes. Thongs and elevated heels are far too dangerous to wear in a school environment. Secure school sandals in summer.

Socks 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 your child wishes to order their lunch they need to have their name and room number with money and their particular order written on their own reusable lunch bag. Lunch orders are placed in a specified tub in each class room and later taken to the canteen.

**6. School Bus Service**

The school currently operates a bus service for those children whose parents find it difficult to get them to and from school. Where possible the bus will operate door to door and within a specified time range for a nominal fee. Contact the school office for details.

**7. School Rules**

The school believes in protecting the rights of all its children and has developed specific guidelines for our children to abide by. We ask that all parents become familiar with our rules and go through them with their children so that there is a very clear understanding of the expectations of the administration of this school. The school rules are attached to this booklet as Appendix 4.

**8. Incursion/Excursion Payment Facility**

Throughout the year children have the opportunity to attend one incursion and one excursion each term which we try to keep to a maximum cost of \$100.00 per annum. To overcome the inconvenience of regularly requesting payments ranging from \$3.00 to \$12.00 we ask that you make a payment at the beginning of the year of \$100.00 which can then be used as a draw down facility by the office staff.



# **SCHOOL PROGRAMS**

## **Curriculum**

### **1. Disciplinary Learning**

- **English:** reading, writing, word study, speaking, listening, literature and library.
  - An early intervention program operates in Years Prep-2 for children experiencing difficulty in the English Program.
  - Reading Intervention.
  - Literature Extension Program.
- **Comprehensive English as an Additional Language Program. (E.A.L.) and Oral Language Program.**
- **The Arts:** Art/Craft, Music, Drama, Instrumental Keyboard Classes, Violin, Guitar Drums, Dance and Choir. School Concert.
- **LOTE (Italian):** For all year levels.
  - **Science:** Including Kitchen Garden Program and Specialist Teacher Grades 4-6.
  - **Maths:** including Advanced Maths and Maths Intervention.
  - **Humanities:** Incorporates History, Geography and Social Studies.
  - Individual Learning Programs across the school for children in need.

### **2. Interdisciplinary Learning**

- **ICT (Computer):**  
IPAD and Apple Mac Programs Yrs P-6.
  - B.Y.O. Ipad program for all Grade 5 & 6 children.
  - Internet & E-Mail throughout school.
  - Digital Cameras, Video Conferencing and Film and Web pages Making Facilities.
- **Technology:** Lego Technics 1 and 2; and Interlinks.

### **3. Interpersonal Learning (includes Wellbeing)**

- **Health/P.E:**
  - It's Not Okay to be Away/Sports Academy, Sex Education (6's), Perceptual Motor Program (Preps).

**2. Other Programs**

- Swimming: Intensive program available for all children from Yrs P-6.
- Sink or Sink Life Saving Program Grades 5 & 6.
- Inter-School Sport: Athletics, Swimming, Basketball, Netball, Softball, Hot Shots Tennis, Tee-Ball, Cross Country Running.
- Sport Clinics: (If and when available) Basketball, Soccer, Baseball, Badminton, Rugby, AFL.
- Stephanie Alexander Kitchen Garden Program.
- Camps: For all children in Years 2 - 6 ranging from an overnight stay to a four school days. Costs are kept to a minimum and subsidised where possible. This includes a Leadership Camp for Year 6 Children.
- Excursions/Incursions: Usually one of each per term related to themes being undertaken in the classroom and at a subsidized cost.
- Dance Classes: There is a Grade 3-6 Dance Group.
- Student Welfare: Students experiencing difficulties either socially, emotionally and/or academically have access to a fully trained child psychologist. The school also has a policy in place to screen for these children, and runs its own student welfare program. A speech pathologist also visits the school. Our programs encompass E.A.L., Oral Language, Remediation, Speech Therapy, Reading Intervention, Individual Learning Plans, Gifted Education and Student Support Group Meetings.
- Music Lessons: Weekly half-hour lessons. (Violin, Drums, Keyboards, & Guitar on offer)
- Gifted Education Program
- Student Led Council
- Homework Club
- Chess Club
- Early Bird Readers
- Curiosity Club (Science)
- Maths Club
- Lego Club
- Art/Mindfulness

# PARENTS

We aim to provide parents with a variety of avenues of contact and communication through -

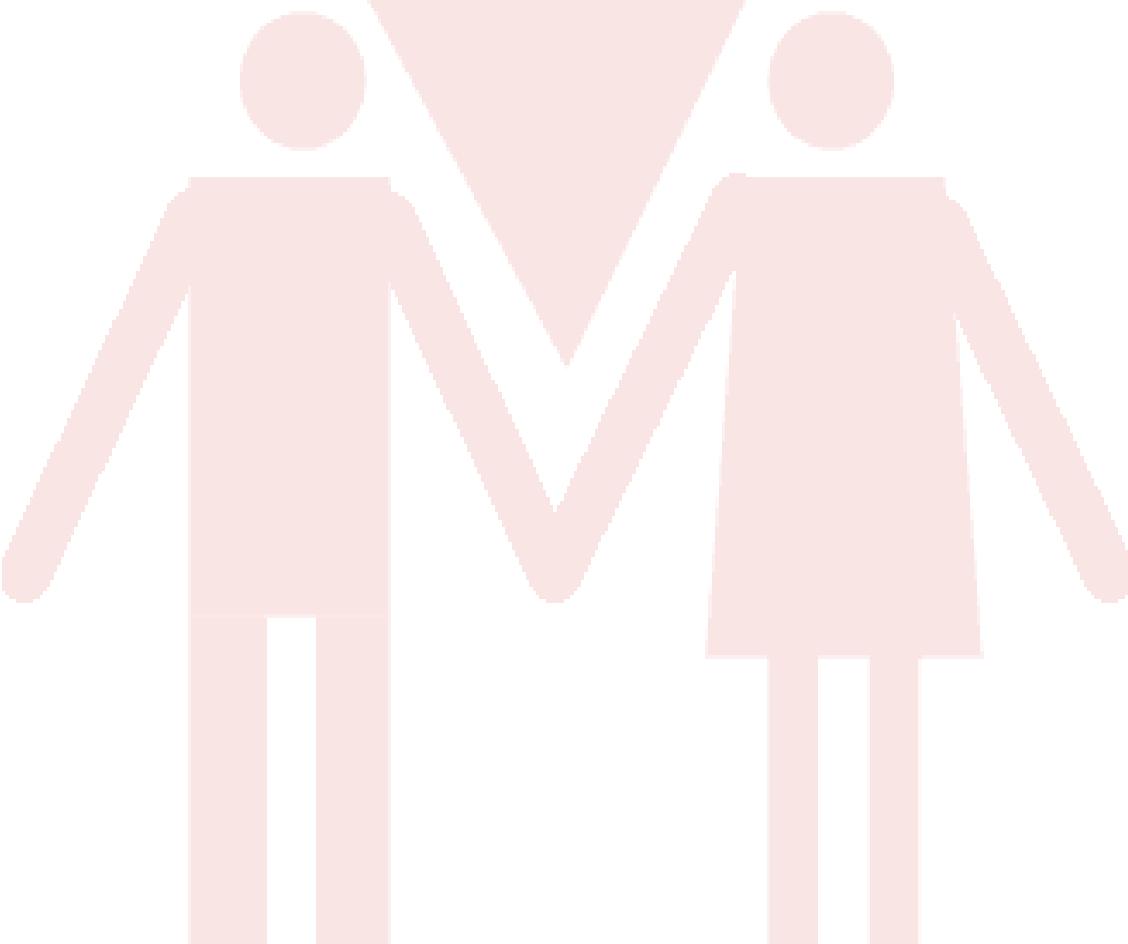
1. Parent/Teacher interviews where information about your child's development is discussed. These interviews are held two times a year and we urge you to make every effort to attend.  
Interpreters are available on request.
2. Parents will receive a written report on their child's progress in June followed by an interview with their child's teacher after receiving the report. An end of year written report will be sent home in December.
3. Parents wishing to discuss matters concerning their children are strongly encouraged to do so but should firstly request an appointment time with the class teacher or with the Principal.
4. Invitations will be extended to attend the school's special events, for example, family maths evening, concerts, theme day parades, etc.
5. An open invitation is extended to all parents to attend school Curriculum Days when school policy/programs are discussed. Children do not attend school on these days.
6. Parents are invited to participate in the following parent group activities available at the school. Cooking group, School gymnasium, Garden group.
7. 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.
8. **NEWSLETTER** – a regular fortnightly newsletter is sent via email 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. These newsletters are sent home on Tuesdays and are also posted on our school website.

***PLEASE CHECK YOUR CHILD'S SCHOOL BAG FOR NEWSLETTERS AND NOTICES.***

*The School Newsletter is also published on the School's Facebook site, which also posts most notes that are sent home regarding excursions, incursions, camps etc.*

9. Your support of Education Programs and participating in classroom programs is greatly appreciated e.g. Supporting the Kitchen Garden Program, Attending Early Bird Readers, Supporting Inter-School Sport Teams.
10. 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.



## **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 1<sup>st</sup> December, 2020.

Other Dates include: Tuesday 10<sup>th</sup> November, 2020

Tuesday 17<sup>th</sup> November, 2020

Tuesday 24<sup>th</sup> November, 2020

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, hanging up bag, 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 1<sup>st</sup> December, 2020.**

**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 2021 School year.

The appointment will be for approximately half an hour and will take place on either 3<sup>rd</sup> December and 4<sup>th</sup> 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 2021.**

Monday 1 <sup>st</sup> February to Friday February 5 <sup>th</sup>	9.00- 12.30
Monday February 8 <sup>th</sup> until Friday February 12 <sup>th</sup>	9.00- 1.30
Monday 15 <sup>th</sup> February onwards	9.00- 3.20

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 shoe laces, 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 send along a box of tissues.
- 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 of

- 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.

**Camping program** late in Term 4. Children in Prep will go on a Teddy Bears Picnic. Grade one children will stay for tea.

Grade two children have a sleep over at an appropriate venue in the city.

**Swimming** An intensive program is available in Term One.



Appendix 1

## **INFECTIOUS DISEASES:**

**Measles:** Until at least 5 days from the appearance of the rash or until receipt of a medical certificate of recovery from infection.

**Rubella:** (German Measles)  
Until fully recovered or at least 5 days after the onset of rash.

**Chicken Pox:** Until fully recovered or at least one week after the eruption first appears.

**Mumps:** Until fully recovered.

**Diphtheria:** Doctor's certificate required.

**Impetigo:** (School Sores)  
Until sores are being treated and covered.

**Influenza:** Until child is completely well and able to participate in all school activities, including playing outside.

**Ringworm & Scabies:** Until treatment has commenced.

**Whooping Cough:** Until 2 weeks after the onset of illness and until receipt of a medical certificate of recovery from infection.

**Conjunctivitis:** 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.

## **School Rules**

There are ten basic school rules.

1. Children are to play responsibly on their designated playground equipment.
2. Children are expected to walk in the courtyard and on all other concrete pathways.
3. Children are not to ride their bicycles without wearing a helmet and are to walk it within the school boundary
4. Children are not to participate in any form of physical violence either as a participant or as a spectator.
5. Children are expected to wear the school uniform at all times.
6. Children are expected to communicate with other people in an appropriate manner.
7. Children are expected to travel to and from school in a safe manner.
8. Children are expected to care for all school equipment, buildings and the environment and show due consideration for the safety of others.
9. Children are expected to adhere to the school Sunsmart policy.
10. Children are not permitted to bring the following to school: mobile phones, electronic games, roller blades and any items that may endanger the wellbeing of others.

