



frankston.heights.ps

PARENT INFORMATION BOOK



WELCOME

Welcome to Frankston Heights Primary School. We are committed to ensuring that a safe, supportive and positive environment is created and maintained to meet the needs of all our students. The school is proud of its attractive landscaped gardens and playgrounds which provide plenty of open space and varied play areas.

We work closely with our school community and value this important partnership. We strongly believe that input and support from parents greatly enhances our children's learning.

We hope your child's time with us will be a happy and rewarding one.

This booklet outlines many of our routine procedures.

OFFICE HOURS

This school office is open from 8:30am until 4.30pm for general enquires. The principal and most teaching staff will also be available between these times however **please make appointments whenever possible.**

SCHOOL HOURS

It is an expectation that all children should be at school no later than 8.55am. Assembly is run on Friday afternoons.

Morning:	8.50am – 10.40am
Recess:	10.40am - 11.10am
Lunch:	12.50pm - 1.50pm
Afternoon session:	1.50pm – 3:30pm



ENROLMENT

ENROLMENTS

Frankston Heights welcomes new children and their families into a caring, supportive and safe learning environment. Information regarding orientation days and enrolment can be gained from contacting the school office. Relevant information is available in the school's newsletter and website. Your child's birth certificate and immunisation record must be provided to the school when enrolling.

PREP TRANSITION PROGRAM

The school has a successful Prep transition program that ensures every preschool child has a buddy to help and support them in becoming more familiar and comfortable with primary school life. Our Prep Transition Program provides time to get used to our school environment, make new friends, meet and interact with older students who will become your child's buddy and meet teachers, staff and other parents. Parents of Prep children are invited to attend the information sessions held during each Ready, Set, Prep session.



ABSENCES

If your child is absent it is necessary to notify the school either in writing or verbally stating the reason for your child's absence from school.

STUDENT WELFARE AND PASTORAL CARE

The school aims to develop positive relationships between students, teachers, parents and other members of the school community. The rights of every student are promoted by encouraging the development of a sense of personal worth and tolerance of others. All students are strongly encouraged to accept responsibilities for their own behaviour. Appropriate and acceptable behaviour, within the classroom and playground, is an expectation of everyone.

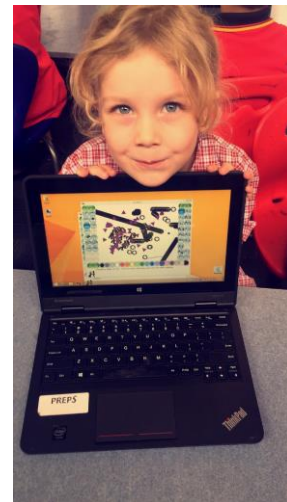
CURRICULUM

Frankston Heights offers all children a comprehensive curriculum based on the Victorian Curriculum. This provides our students with comprehensive learning programs that caters for individual learning needs and provides a stimulating and challenging learning environment.

Area teams have been setup throughout the school to develop learning communities within the school. This allows teams of teachers to work with teams of students to develop highly engaging and relevant curriculum.

To be successful, young people need a broad range of knowledge, social, personal and thinking skills. Through the use of the Victorian Curriculum, Frankston Heights provides the learning in the following areas

- Health and Physical Education
- Interpersonal Development
- Personal Learning
- Civics and Citizenship
- The Arts
- English
- Italian
- The Humanities
- Mathematics
- Science
- Communication
- Digital Technologies / ICT
- Thinking Processes



ENGLISH

Students are provided with a daily literacy program which promotes skill development in reading and viewing, writing, speaking and listening in a supportive and stimulating environment. Planning for the Literacy Program is based on the Victorian Curriculum. Students are provided with challenging literacy opportunities that allow for success. Teachers focus on catering for the individual needs of each child.

Take home books to practise reading are used each week.

Intervention and Extension is provided, catering for the individual child.



MATHEMATICS

All students are provided with a high quality daily mathematics program based on the Victorian Curriculum. Children throughout the school develop their numeracy skills through open ended and challenging tasks.

Flexible groupings are carried out to cater for students individual learning needs. Problem solving is embedded through all maths units. Intervention and Extension is provided, catering for the individual child.

PHYSICAL EDUCATION

A wide variety of Physical Education is an important feature of this school. All grades have weekly P.E. lessons and a weekly sport session. Grades 3 to 6 have interschool sport, which has a competitive section in Years 5 and 6. Prep – Year 4 classes have an intensive swimming program during the year. Years 5 and 6 participate in a beach water safety program teaching students important safety and survival skills. Our school hall ensures our P.E. program continues in all weather, as well as being able to extend our gymnastics activities.

AFTER SCHOOL SPORTS PROGRAM

Each term our school offers a free after school sports program.

SCIENCE

We have a dedicated Science room in which all students have weekly lessons. Students use their prior knowledge and literacies to develop explanations for their hands-on experiences of scientific phenomena. Students have opportunities to represent their developing understanding. They are engaged actively in the learning process. Students develop investigation skills and an understanding of the nature of science.

GENERAL STUDIES

Our units of work are based on an inquiry orientated teaching and learning model that progresses through the phases of; Engage, Explore, Explain, Elaborate and Evaluate the areas of Technology, Humanities (Geography, History and Economics) Health, Civics & Citizenship. These studies are often integrated into units of work and involve classwork, projects, excursions/incursions, library & computer resources, as well as a large language component.

ART & PERFORMING ARTS

Art and Performing Arts including music, dance, drama & media studies, have specialist rooms and teachers. All children have weekly lessons in these subjects. We also offer private music lessons in individual or small groups. A small fee applies.



LIBRARY

The school has a well-equipped library. It has a wide assortment of fiction and non-fiction books. Students have weekly library lessons and are encouraged to borrow regularly.

ITALIAN

Italian is taught to all students from Foundation to Year Six using a communicative approach where instructions, questions and responses are in the target language. Students are exposed to engaging and exciting activities to build on the language skills of speaking, listening, reading and writing. Through their learning, students' understanding and awareness will be developed to appreciate differences between languages and cultures.

DIGITAL TECHNOLOGIES

At Frankston Heights Primary, Digital Technologies is integrated into all learning areas and is used to provide students with the tools to transform and redefine their learning. Frankston Heights Primary School has essentially transitioned completely into mobile technology (notebook computers, tablets and iPads), allowing our students to engage in 'anywhere, anytime' learning. Along with the mobile devices, students and staff at Frankston Heights Primary School have access to interactive whiteboards, a strong network, digital microscopes and cameras as well as basic robotic/coding tools. The school has recently doubled the number of notebooks/tablets available for students, so all students have reliable access across the school. We firmly believe that in a truly contemporary curriculum, technology is a tool to redefine tasks so students can focus on their learning, rather than on the technology they are using.



eSMART



Frankston Heights Primary School is an eSmart school; an initiative of The Alannah and Madeline Foundation. It is a behaviour-change initiative designed to improve cyber safety and deal with cyberbullying and bullying. Since registering with the program, we have embedded new activities to improve the way our school manages cyber safety, cyber bullying and the appropriate use of technology.

SPECIAL EVENTS/SCHOOL EXCURSIONS



During the year various excursions are arranged. Each excursion is programmed to suit the curriculum and educational needs of a particular year level. Before your child is allowed to participate in any excursion outside the local area, it is imperative that your written consent is given and the necessary indemnity is signed. Money sent to school should be sealed in an envelope and the child's name and grade clearly written on the outside.

SCHOOL UNIFORM

Frankston Heights Primary School has an official school uniform which all students are expected to wear whilst at school and on official school excursions. School Council has approved a compulsory uniform policy.

School uniform is made up of:

- Summer:** Red, white, gold and black checked dress; white socks OR Black shorts, black skorts, red polo shirt, white or black socks.
- Winter:** Plain black pants- straight leg or tracksuit (leggings, jeans & cargo style pants with pockets on the outside are not acceptable), tunic, red skivvy/polo top, red school windcheater and bomber jackets, white or black socks.
- Shoes:** Any entirely black enclosed shoe or runner.
- Sports:** Black shorts/ black netball skirt with black bloomers, house polo shirt, runners. This uniform is only to be worn during sport
- Hats:** Plain red wide brimmed slouch hats from September-April. The approved school hat is the only hat to be worn at school.
- Bag:** Black school back with yellow Frankston Heights Primary School Logo.

All garments must be neat and clean.

(We ask parents to wear hats also when visiting the school in summer to reinforce our policy).

Grooming – Students are permitted to wear a watch and simple studs or sleepers in their ears only. Body piercing is not acceptable. Students are not permitted to wear make-up, nail polish or coloured hair to school.

UNIFORM SHOP

School uniform items can be obtained from the School Uniform Shop which is managed and run from our Business Manager's office. The Shop is open on Tuesdays, Thursdays and Fridays between 8:30am and 4pm. New and second-hand items are available. We take cash, EFTPOS and credit cards. Sorry, no cheques.

LOST PROPERTY

All children's clothing and items should be clearly named. Missing property may be claimed from the Office. Any named items are handed to teachers for return to children. All unnamed items are held in Lost Property at the office.



COMMUNICATION

Ongoing communication between home and school is strongly encouraged throughout the year. The school's fortnightly newsletter is an important link in the sharing of information from school to home. This includes educational news updates, classroom/whole school happenings, committee reports and children's writing. Our newsletter is published on our school website every second Thursday and distributed via email.

We also have a school app. TIQBIZ can be downloaded to any smart phone or desktop. TIQBIZ send instant notifications to keep fully informed and up-to-date with news and events.

VISITORS TO SCHOOL

When visiting the school during school hours it is important that parents first contact the office. Students arriving late and those leaving early need to sign in or out at the office. If this is observed, school and classroom organisation is not interrupted and misunderstandings may be avoided. If you are coming to do voluntary work in the school, please sign in and collect an I.D. badge. Office staff will show you where to do this if you are new to the school. **Our visitors policy can be viewed on our school website.**

PARENT TEACHER INTERVIEWS & INFORMATION SESSIONS

Throughout the year, various opportunities are available for parents and teachers to meet and discuss issues related to teaching and learning. At the beginning of each year parents are invited to share information about their child with the classroom teacher. This also gives teachers an opportunity to outline classroom procedures and expectations. Mid-year interviews are held to discuss student progress as outlined in the mid year written report. All children receive a written report in June and December.

Frankston Heights encourages and promotes parental involvement in a range of programs within our school. There are many ways parents can become involved in their children's learning. Some of these include:

- ◆ assisting students in general classroom programs.
- ◆ assisting students in specialised learning programs ie computer, technology, the Arts, etc.
- ◆ participating in curriculum development activities
- ◆ involvement in a range of sporting activities.
- ◆ participating in grade level/whole school special events
- ◆ participation in excursions
- ◆ actively supporting the Parents and Friends Association (Friends of Heights)
- ◆ actively supporting fund raising events
- ◆ involvement in a range of School Council sub committees.
- ◆ actively helping the school canteen
- ◆ Actively helping the school working bees.

COMING AND GOING

LEAVING THE SCHOOL GROUNDS

No child is permitted to leave the school ground during school times without permission. Should your child need to leave the school grounds during school hours for any reason parents are required to sign children out via the front office.

If your child is to be collected during school hours by a person not listed on the emergency contact details then written or verbal consent must be provided to the school prior to pick up.

BICYCLES

Students' bicycles and scooters should be placed in the bicycle enclosure which is locked between 9.00am and 3.30pm. Students are required to walk their bicycles and scooters in the school grounds at all times.

It is State Law that all persons bringing bicycles and scooters on to the school grounds must wear an approved bicycle helmet.



SCHOOL CROSSINGS

The school crossings on Heatherhill Road, Brooklyn Avenue, Kalmia and Robinia Streets are important to the safety of pupils from this school. Crossings are not legal unless flags are displayed. Children need to be told frequently of the correct use of the crossing. They should be familiar with the kerb drill and follow instructions of the crossing supervisors on manned crossings.

Children generally use the school crossings very well – please ensure that parents set a good example for their students at the crossings provided.

CAR PARKING

Parking and U-turns are restricted in our neighbourhood. Parents should park cars well clear of the crossings; there are signs indicating where you may not park or stop to pick up children. Council By-Laws Officers do regular patrols. **Please observe these restrictions at all times.**

STAFF CAR PARK

The car park is for staff parking **only**. Parents are not to park in the school at any time and not to use the staff carpark as a drop-off zone for the safety of our students.

LUNCH

Children are supervised indoors while they eat their lunch from 12.50pm – 1.00pm.

As part of our 'healthy eating plan' we ask parents to provide healthy items in children's lunchboxes such as sandwiches, fruit, muesli bars etc and to please avoid items such as fizzy drinks and high sugar foods.

FOOD SHARING

- Children are not to share food or swap food with others.
- Due to allergies we also ask parents to avoid items containing peanuts.

NOTE: Under no circumstances are glass containers permitted.

CANTEEN

Children are able to order from the Canteen which provides a range of healthy options for their lunch. Please make sure your child's name and year level are on the bag. All lunch orders are to be handed in to the office before school.

The canteen operates under the supervision of a Canteen Manager. All other labour is voluntary. The canteen is open for lunch and over the counter sales on **Tuesday, Thursday & Friday.**

FRIENDS OF HEIGHTS ASSOCIATION

The Friends of Heights are a group of parents who meet once a month with the main aim of bringing the school community together in a social environment and raising funds for our school. They organise social functions for parents and children along with other fund raising activities.

New members are encouraged. Notices of meetings are sent prior to the scheduled meeting.

All money raised by the Friends of Heights is spent in conjunction with School Council.



ESSENTIAL PARENT PAYMENTS

The following levies are essential to support children's learning and delivery of curriculum programs at school. It is expected all families pay these essential fees to enable these programs to be delivered.

BOOKLIST

A separate booklist is issued for each year level in October for purchase in November.

ESSENTIAL ITEMS

This item includes classroom worksheets, photocopying paper, tissues, classroom art materials and first aid supplies. It also includes a diary for years 3 to 6 students and a book bag for students in Prep or any new students.

COMPUTER PROVISION LEVY

The school community voted in 1999 to introduce a levy specifically to fund the leasing of computers to improve access to Information Technology resources. The annual levy is \$60 per child or \$100 per family maximum. *As the lease was taken out by School Council at the request of our parents, we expect all families to contribute to this obligation.*

BUILDING LEVY

The school has a Building Levy. This is used to assist the upgrading of school facilities. This levy is tax deductible.

SCHOOL FINANCES

The School Council is responsible for all the financial aspects of the school. School finances generally come from two sources, Department of Education and Training and locally raised funds from the school's fund raising efforts.

SCHOOL BANK

School Banking is done through the Commonwealth Bank. If you would like to open a 'Dollarmites' bank account please see our Business Manager or go into a Commonwealth bank. School banking is carried out on Tuesdays.



HALL HIRE

Our school hall is hired out after hours and on weekends for sporting groups. Fees and conditions apply.

MEDICAL MATTERS

EMERGENCY DETAILS

In the event of an emergency we may need to contact parents promptly. Student Details forms will be sent home during term 1 of the school year for upgrading of emergency numbers on our computer system. All families must provide up to date emergency contacts to the school.

In the event of any change of address or phone numbers, please notify us immediately.

ILLNESS AT SCHOOL

Parents are notified if children are ill and need to be sent home. The child should be collected by a parent.

Please report to the office before collecting any child. The sick bay is adjacent to the office.

If your child is sick we ask that you keep your child at home – this limits the impact of others getting sick.

MEDICATION

Any matters regarding children's medication must be referred to the Office. All medication should be stored securely in the office and medication forms should be completed. No medication is to be kept in children's school bags.

IMMUNISATION CERTIFICATE

An immunisation certificate must be produced on enrolment. Forms are available at the Health Department of the City Council.

INFECTIOUS DISEASES

The School Medical Service stipulates the following periods of absence are required if your child contracts any one of the listed infectious diseases:

1. **Chicken Pox:** Until fully recovered. N.B. Some remaining scabs are not an indication for continued exclusion.
2. **Impetigo (School Sores):** Until sores have healed. The child may be allowed to return provided that appropriate treatment is being applied and that sores on exposed surfaces, face, hands, etc., are properly covered with occlusive dressings.
3. **Hand, Foot & Mouth Disease:** excluded from school until all blisters have dried.
4. **Measles:** For at least seven days from the appearance of the rash or until a medical certificate of recovery is produced.
5. **Pertussis (Whooping Cough):** For four weeks or until a medical certificate of recovery is produced.
6. **Ringworm:** Until appropriate treatment has commenced, supported when requested by a medical certificate.
7. **Rubella (German Measles):** Until fully recovered and at least four days from the onset of the rash.
8. **Head lice:** Please notify the school if you find head lice so outbreaks can be quickly contained. Children must not return to school until treated.

Pupils who are known to be, or suspected of being ill, should not be sent to school. We do not have adequate facilities to provide the care of these children.

SCHOOL POLICIES

The School Council plays a major role in the development of the School Strategic Plan and Policies. The school's policies reflect the total operations of the school. Policy statements and the School Strategic Plan are freely available to all members of the school community.

The school staff has the responsibility and expertise to translate the school policies into action through the development and implementation of appropriate programs.

SCHOOL COUNCIL

The School Council is the governing body of school. It consists of parent representatives, staff representatives, community representatives and the Principal.

Each School Councillor is a member of at least one committee. These committees submit a report to the monthly council meeting for discussion, ratification or implementation. Our current committees include:

- Finance Committee
- Education Committee
- Facilities Committee
- Friends of Heights Committee

The period of office is for two years and elections are held each March when half of the positions become vacant.

School Councils now have a wide range of responsibilities which include:

- the determination of the general education policy of the school;
- the oversight and maintenance of school buildings and grounds;
- the selection of ancillary staff and the Principal;
- budget planning and expenditure of school finances;
- many other matters concerning the pupils, parents and staff.

Council meetings are usually held on a monthly basis.