



Tanjil South Primary



- Small class sizes
- One on one support
- Fun and engaging curriculum
- Supportive community
- Small school feel with a current approach to learning

At TSPS
we learn
with CARE:
Cooperation
Achievement
Respect &
Empathy



Contact us:

253 Moe - Willow Grove Rd
TANJIL SOUTH Vic 3825

Ph: 5160 1255

Email:

tanjil.south.ps@education.vic.gov.au

www.tanjilsouthps.com.au

2025

Parent Information

Tanjil South Primary School 2024

Welcome to the Tanjil South Primary School community. This Booklet will assist you in getting to understand the requirements and expectations of being a part of the school. If you have any further questions, please contact the school on the following numbers

Telephone: 03 5160 1255

AH: 0413 890 368

Staff:

Principal/Teacher

Jason Horton

Class Teacher:

Brendan Tang

Classroom Support

Belinda White

Office Manager

Anna Henley

Cleaners:

Helen and Ron Saunders

Maintenance:

Peter Lovassy

COMMENCING SCHOOL

First Student Day - Monday 30th January 2023.

In the event that anyone may wish to contact the school, the principal will be available one week before the return of the students, the teachers and other staff will return on Thursday the 27th of January 2022. Alternatively, you can call Jason on 0413 890 368 or email kenneth.horton@education.vic.gov.au

TERM DATES – 2023(Student attendance dates)

Term 1	30th January – 28th March
Term 2	15th April – 28th June
Term 3	15th July – 20th September
Term 4	7th October – 20th December

NORMAL SCHOOL TIMES

First session	- 9.00am to 10.00am.
Morning recess	- 10.00am to 10.15am.
Second session	- 10.15am to 12.15pm.
Lunch	- All students have a lunch break from 12.15 pm to 1.00pm
Third session	- 1.00pm to 2.00pm.
Afternoon recess	- 2.00pm to 2.15pm.
Fourth session	- 2.15pm to 3.15pm.

Our daily class time begins at 9.00am however our playground will be supervised from 8:45. Prior to this time the staff may be present however they will be preparing for the daily lessons and will not be supervising any students that arrive prior to this time. If you wish to speak with the staff before or after school, please be mindful of their need to complete required tasks or supervision and if possible, make a time to meet that is convenient for both of you.

ABSENCES






Please encourage punctual attendance by sending your child by **8.50am**. **If you are unable to make this time, please contact the school as soon as possible before 9:00.**

The school telephone number is **5160 1255**. Most matters regarding student absences can be communicated in writing, or by calling the school. Daily attendance is recorded at 9:00am and if your child is not present, they will be marked as absent. The roll will be updated again at 1:00pm. Absences impact a child's progress and connection with others. Regular attendance is a requirement for a well and happy child.

Home is the best place for a sick child. Please follow any current Covid requirements before returning to school. If your child has to leave school early for an appointment, or for any reason please notify the teacher or office before taking the child.

At the end of each semester or as needed the school will inform parents on absences.

"IT'S NOT OK TO BE AWAY"

	<p>Your child's attendance is on or above 95% They are a "Star Attendee". They will almost certainly achieve the best grades for their ability and have real opportunity in further education or in the world of work</p>
	<p>Your child's attendance is 90-94% GREEN FOR GO – for good attendance. This will give them real opportunities for continuing to learn and in the real world</p>
	<p>Your child's attendance is 85-89% AMBER – TAKE CARE – Students will be missing up to 20 days each year. This will make it very difficult for them to achieve their best.</p>
	<p>Your child's attendance is 80-84% RED LIGHT – BE ALERT – Students are missing so much school it will be very difficult for them to keep in touch with lessons or with their friends.</p>
	<p>Your child's attendance is below 80% AT RISK – IMMEDIATE ACTION NEEDED – Students are missing so much time from school it will be almost impossible to keep in touch with lessons or with work.</p>
<p>Student absences are recorded for many reasons, including: illness, medical and dental appointments, counselling, welfare, bereavement, refusal, truancy, parent choice, suspension, religious or cultural observance and extended family holidays. On some occasions late arrivals and early departures will be recorded as an absence.</p>	
<p>Once the cycle of absence starts, it is very difficult to stop. It can be hard for your child to return to school, as they get behind in their work and miss out on new topics. Students are also likely to lose touch with their peers and feel on the 'outer'.</p>	
<p>Parental support is vital for attendance programs to be successful. It is necessary for schools and parents to develop partnerships in their approach to student attendance. Our school follows the regional attendance process if attendance drops below 85%. This involves establishing an agreed approach to improving attendance for each child. If attendance drops below 80% a Department of Education Health and Wellbeing Officer will be involved in supporting the child to return to school</p>	

EMERGENCY INFORMATION

It is essential that records be updated should circumstances change regarding emergency contact information. School staff need an access number that is always available. Please make sure you notify the school immediately of changes related to:

- ✓ The health of your child.
- ✓ Any changes to medical data.
- ✓ Changes to home address, telephone, email and emergency contact numbers.

EMERGENCIES / ILLNESS

We prefer that parents pick up sick children from the school so that they may be given the full attention they require (and desire). If we cannot reach you by telephone, you may be sure that we will give them all the attention that is possible, but of course it is never the same as having a parent comfort them. An emergency phone list is kept in the office for quick notification. Remember that infections spread quickly at school so a child must be excluded if suffering from any of the following infectious disease:

❖ MEASLES	At least 7 days from beginning of rash.
❖ GERMAN MEASLES	At least 7 days from beginning of rash.
❖ CHICKEN POX	Until the lesions have healed.
❖ MUMPS	Until fully recovered.
❖ RINGWORM	Until medical certificate states treatment received.
❖ WHOOPING COUGH	At least 4 weeks or medical certificate provided.
❖ COVID (Coronavirus)	Consult current Department of Health Guidelines.

ASTHMA POLICY

Tanjil South Primary has an Asthma management policy due to the increase of children suffering from Asthma. It is therefore very important that this information be given to the school if your child suffers from Asthma. It is a requirement that ANY child with asthma must have a Asthma Management Plan (AMP), which has been developed in consultation with a doctor. The AMP will need to be supplied to the school for reference should any action need to be taken and displayed in relevant areas such as sickbay and classrooms. Please take the time to organise the AMP and keep the records updated should the conditions change at any time.

HEADLICE

Some difficulty is occasionally experienced with headlice, which are extremely contagious but harmless. The presence of the head lice is in no way a reflection on the hygiene of the family concerned and should not be reacted to out of proportion to the problem. For the benefit of the entire school community, notifying the school about any cases of headlice is welcomed as soon as practicable. As a result of these early warnings, the community will be alerted through the newsletter and the school will conduct a school-wide check. Printed notices will be sent home to all families if evidence of headlice is identified by our staff. Information is provided on the form outlining the requirements if your child has been identified as having an infestation. If treatment is required evidence of treatment must be provided and visual hair checks may occur prior to the child's return to school.

STUDENT ACCIDENT INSURANCE

Parents should be aware that there are no insurance arrangements for injury or death covered by the Department of Education and Training. This means that any out-of-pocket expenses associated with accidental injury or death of a student are expected to be covered by your own family insurance arrangements. This includes ambulance cover. It is important to consider this light of all school camps, excursions, sporting activities and even events that may occur at school. Total student insurance cover is available through various companies for around \$15 per year, that will cover your child whilst on any school activity. Tanjil South Primary also stresses the importance of ambulance cover. For any serious injury that occurs under school care, an ambulance will be called immediately, and parents will be contacted as soon after as possible.

SCHOOL PAYMENTS

Our School Council has set the voluntary contribution for 2023 in accordance with the DET Parent Payment Policy. The following information outlines contribution payment amounts.

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<ul style="list-style-type: none"> Classroom consumables, materials & equipment Program subscriptions (Additional Children) 	\$80 (\$40)
Other Contributions - for non-curriculum items and activities	Amount
<i>Student wellbeing programs</i>	\$10
<i>School grounds maintenance and improvements</i>	\$10
Total Amount	\$100.00 (\$60)

Educational items for students to own

The school will provide basic supplies at the start of the year however below is a list of items that you may wish to purchase from a stationary supplier for your child to individually own and use.

- Coloured pencils – thick ones for junior students.
- Coloured water based felt-tipped pens (textas)
- Blue and red ballpoint pens for grades 3-6 students.
- glue sticks
- pencil sharpener and pencil eraser

Other items for students to own

Below is a list of other items parents will need to provide for their child(ren):

- School bag
- Lunch box/bag/container
- Drink bottle that the student is able to refill independently
- Hat (see Uniform Information)

- Suitable footwear for play, sport and wet weather (no open toe or slip-on shoes)

Extra-Curricular Items and Activities

Tanjil South Primary School offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the Curriculum. These are provided on a user-pays basis.

Totals

Category	
Curriculum Contributions	\$80
Other Contributions	\$20
Extra-Curricular Items and Activities	\$0

Financial Support for Families

Tanjil South Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund

For a confidential discussion about accessing these services, or if you would like to discuss alternative

payment arrangements, contact:

Jason Horton Ph: 03 5160 1255 | Email: tanjil.south.ps@education.vic.gov.au

CSEF - CAMPS SPORTS EXCURSION FUND

Information will be sent out at the start of each school year to all families to determine their eligibility to access this funding. Approved families can access this funding for any event that falls under the category of camp, sport or excursion. If payment is required for these activities an option to access this funding must be indicated on each payment form for us to access this funding. However, consider paying for activities \$50 and below (if possible) to be able to access the CSEF funding for larger activities such as our camp program where costs can be more significant. The funding accumulates during the time your child remains at school and can be used for paying for more expensive camps.

PARENT PAYMENTS POLICY

ONE PAGE OVERVIEW



FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.



PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.

SCHOOL COUNCIL

The School Council is the governing body of our school, charged with the responsibility for arranging school policies, the development of the school charter (copies of which are available upon request), overseeing all financial matters, maintenance of the school grounds and buildings, fundraising and a host of other activities. They meet at Tanjil South Primary School on the second Wednesday of every month at 7:00 pm.

The composition of our council includes elected parent representatives, the principal and representatives of the teaching staff. The council may co-opt members for specific reasons for short terms as well.

Elections for positions on the council take place during March each year. Only half of the parent representatives face election each year. The elected term is for two years. Councillors may be approached at any time about any concerns, advice, or questions that you have about any matter concerning our school. After the elections, we will publish the names and contact numbers of all the councillors for your information. The current school council executive consists of the following members:

Executive Officer/Principal:	Jason Horton	0413 890 368
School Council President:	Maggie Wills	0488 272 591
Vice President	Gary Gobbett	0407 569 121
Secretary:	Amy Forrester	
Treasurer:	Pania Kearns	

School Council Members may change at the AGM held in March

COMMUNITY CODE OF PRACTICE

Tanjil South Primary School aims to provide a high-quality educational program for each individual student.

Additional to the Child Safety Code of Conduct (See School Policies), to be able to provide a quality education that is relevant to the needs of the students of Tanjil South Primary School, a close collaboration with the community is desirable. Outcomes of this kind of collaboration may include:

- Access to local resources.
- Parent assistance in school programs.
- A greater understanding of the philosophy of the school.

Tanjil South Primary School sees as desirable the following commitments from the community:

- Support for the school's Educational Policies and Programs.
- Support for the school's Welfare and Discipline Policy.
- Support for the School Council and Parent bodies.
- Appropriate care of the school's facilities.
- Support school Working Bees.
- Attend all school functions where possible.
- Assist staff as parent helpers whenever possible.
- Support the School Council's Budget Program.
- Support for the staff requirement for daily preparation time unless urgent matters need to be addressed.

AVOIDING CONFLICT / COMPLAINT RESOLUTION PROCESS

Consideration of the points below will contribute greatly to the general harmony of the school environment. Please refrain from discussing or expressing negative views about school staff or other school community members within earshot of the students. All feedback is useful, both negative and positive, but students should be protected from adult burdens.

After consulting our complaints policy (see School Policy), Bring your concerns about management, classroom practice, student progress and/or student well-being directly to teachers, the principal, or official school council members, rather than to each other, as these people are able to do something about your concerns. Staff are available at most times to talk directly, however, parents need to be mindful that teachers are very busy at the beginning and end of each day, so request a suitable time to discuss your concerns to allow greater attention.

If students identify that they are having a problem with another student (or students) during school time, please refer them back to school staff for action as a starting point. Most problems between students can be dealt with at school, provided the staff are made aware of the issues (this is the student's responsibility). It is unhelpful for parents to buy into children's disagreements before consulting with the school, experience shows that the children get over things long before their parents do.

PARKING OUTSIDE THE SCHOOL

Cars entering the car park should slowly enter from the south-eastern end only, and depart through any of the north-western exits. Once in the car park, cars can be angle-parked along the front fence line, providing a clear passage for other cars entering or leaving the area. If you wish to chat with a teacher, etc. please park your car so that it does not block passage through the car park. Please be extra careful at the start of the year when the new Preps are still unacquainted with the general procedure. Encourage your children to be very careful at all times and admonish them if they run out to you. They may be very happy to see you, but you would not wish to see them hurt. Once your children leave through the school gates to be with you, they are your responsibility and we encourage you to actively supervise them, discouraging them from leaving the car, walking around the carpark, or returning back into the school grounds. If you are late for any reason, please contact the school as soon as possible. We will supervise your child and they will not be allowed to leave the school grounds until you arrive, or suitable arrangements are made and communicated with the school staff.

Additionally, our main car park is a non-smoking zone with displayed signs. We request you to be considerate of this restriction and the impact on others by not smoking in the car park.

ASSESSMENT AND REPORTING

Twice yearly (midyear and end of year) you will receive a written report on your child's progress. These reports will include student achievement outcomes based on the Victorian Curriculum, results of the year's assessments, and other relevant documents such as the NAPLAN test reports for grades 3 and 5 students. Parent/teacher interviews occur throughout the year, however, staff at Tanjil South believe that concerns and/or celebrations regarding student achievement should be addressed as they occur, not just twice each year. Please feel free to make arrangements to discuss your child's progress or any other matter at any time. Staff will also make contact with you if we have any concerns and/or celebrations regarding your child/ren.

SCHOOL UNIFORM

While not wishing to enforce a compulsory uniform, the Tanjil South Primary School Council would like to endorse certain clothing as being preferable due to safety and practicality reasons and in some circumstances the wearing of similar clothing is to be strongly encouraged to enhance our school's identity. E.g. At sports meetings and school photos. As well as assisting students in feeling connected to our school.

Although not compulsory the following items of clothing have been approved and are encouraged for general use.

*** Black tracksuit pants or shorts, red polo shirt, and/or red windcheater.**

Purchase of these items can be made at many department stores. We do have a school uniform supplier that can supply us with items that are embroidered with our school logo with the option of the student's name. Uniform orders can be obtained from the office or will be sent home at regular intervals.

- Thongs and scuff-type footwear will not be permitted, and socks should be worn at all times to provide greater foot protection. If the children wish to wear slippers in the classroom they may do so.
- Protective hats (**wide brimmed**) must be worn outdoors at all times during both Term 1 and 4. Sunscreen is available for use by the children. During these terms, students will be restricted to shady areas if they have no wide-brimmed hat to wear.
- All parents will be encouraged to provide clothing that includes protection of their child's shoulders. The wearing of "Singlet-styled" clothing does NOT provide this protection.

SCHOOL LUNCHES

Experience has shown that the most nourishing lunch is the one provided from home which takes into account the child's appetite and likes and dislikes. It is suggested that all lunches brought from home should have a name on the container and lid, whether it be a plastic box (recommended) or a paper bag. Only plastic bottles with tight fitting lids should be provided for drinks; make sure your child can undo the lid and do it up correctly again.

We do offer the option on select days for students to bring in food that they can heat up at school. Most students opt for a pastry type food such a pie / sausage roll or even pizza pocket. It is also a day in which a drink such as juice or flavoured milk can be brought to school. HOWEVER – these are considered as treat days and not an everyday occurrence. On other days we encourage students to bring healthy choices such as salads, fruits, and low-fat dairy products. A general approach for a healthy lunch is the more packaging a lunch box contains, the less healthy it will be. It is not uncommon for children to bring a lunch box full of only highly processed packaged foods. We understand and appreciate the convenience however it does not support our health program and causes conflict in a child's learning if we talk about fresh and healthy options, and they become anxious or dismissive if they don't have any influence over what unhealthy food is in their lunch box.

The school approach regarding lunches is that all students should eat what their parents pack for them. This will alleviate any issues with students eating only snack (junk) items they have swapped healthy food for with other students. Due to food allergies students cannot participate in food swapping with other students.

SCHOOL COMMUNICATION

Communication in a school is important in establishing and maintaining partnerships with parents and the school community. At our school we have several communication channels. If information is specific about your child's health or wellbeing you will always be contacted directly in person or vial the telephone. If we would like to share specific information about the academic achievements and progress outside of the school reports, we will use the Compass platform. Compass will also be used for copies of any permission forms or notices. All general information will be shared through our school newsletter, Facebook and website.

WEBSITE

Our school website www.tanjilsouthps.com.au will be maintained primarily as a go to place for new and prospective families/staff. This website will contain links to important documents such as our policies and performance documents/reports.

FACEBOOK

Our school operates one school Facebook account which is a public promotional space where we will share general nonspecific information about who we are and our community. This page is not a public forum for sharing student specific information or communicating sensitive information. We do have a closed community group that is used by the staff and community to share information and celebrate our achievements. This group is monitored by the principal and must be used in accordance with our Facebook policy. Please contact the school if you wish to join the closed Facebook group.

NEWSLETTER

We like to keep you informed of everything that happens or is being planned at the school so a newsletter will be published every month. Many notices, news items, etc are included in this. Community members also have access to the school's website where information is provided as well as copies of the newsletters.

ASSEMBLY

We will have an assembly once a fortnight where we will celebrate achievements, share general information, and have a chance to gather as a community.

SCHOOL POLICIES

School specific policies will be made available via the school website or can be requested from the office.

The following policies are available on the school website <https://www.tanjilsouthps.com.au/> :

Child Safety Responding and Reporting Obligations
Child Safety & Wellbeing Policy
Child Safety Code of Conduct
Privacy Collection Notice
School Philosophy
Volunteers Policy
Complaints Policy
Anaphylaxis Policy
Camps and Excursions Policy
First Aid Policy

Parent Payment Information
Digital Learning Policy
Bullying Policy
Attendance Policy
Visitors Policy
Duty of Care Policy
Aboriginal Learning and Wellbeing Policy
Student Wellbeing and Engagement Policy
Health Care Needs Policy
Asthma Policy
Administration of Medication Policy

SCHOOL CAMPS

Usually, each year all classes attend some form of camp experience. We are in the process of developing a regular school camp program which will cycle through different camp options so that students get a variety of camp experiences throughout their primary school years with us. The consideration of the cost of camps will be taken into consideration and generally 1 in every 3 years will have a camp which is a greater cost than the others. Parents with Health Care Cards can apply for the Sports, Camps and Excursion Fund which the Government pays to the school an amount of \$125.00 per student per year. Information on this year's camp will be provided as soon as it is available with plenty of time to make arrangements for payment.

Families with more than one child attending the school may wish to establish a regular payment schedule, starting at the beginning of the year that will avoid the need to find a large sum of money when the camp fees are due. A payment booklet can be provided upon request, from the school office.

EXCURSIONS

These are planned during the year to give the children experiences that they may not normally have. These may be cultural, social or activity based (such as Life Ed.) and may involve travel to outside venues or held at the school. Further information regarding excursions or activities will be highlighted in the weekly newsletters.

Due to shortfalls experienced in past years, all camp and excursion fees will be required to be paid in full prior to the commencement of the relevant event. There will be a non-refundable component of camp fees that will be retained by the school should a student withdraw from the camp after firm bookings have been made and final camp pricing established.

SCHOOL PHOTOGRAPHS

School photo sessions are arranged with various providers each year, and parents will be given plenty of notice when the date is set. Class and individual photographs will be taken along with family photos if you so wish. Further reminders will be given in the newsletters prior to that date.

CONVEYANCE ALLOWANCE

Parents living 4.8 kilometres or more away, by road, from their nearest school (where no free bus service exists), are eligible to claim for the conveyance allowance. Currently it has been \$400ish per year, for the first student, and \$200ish for each school aged sibling travelling in the car. When the time comes to fill out the forms for this, a notice will appear in the newsletter. Beginning 2015, and new claimants will be required to produce a health card as well as meet the distance requirements.

SWIMMING

The whole school swimming program will be run at the Morwell Indoor Leisure Centre during Term 3. Children **not** swimming on these swimming program days will need to be picked up by parents prior to the departure of the bus, as there will be no staff left at the school for supervision. The atmosphere at the pool for non-swimmers is very uncomfortable, and unless extra cost is incurred paying for staff to look after them, it is unsafe for them to attend. Parents are most welcome to participate or simply observe. The average cost of the swimming program is around \$50 for the six sessions pool entry. If transport is required bus costs would be additional.

PROPOSED SWIMMING DATES FOR 2023.

Information for Swimming Program/Cost in term 3 will go out to parents when arrangements are finalised.

ASSISTANCE IN THE CLASSROOM

We greatly appreciate the tremendous assistance given by parents in the past; it has become an integral part of our school and something that we are very proud of. Parents have been involved in listening to reading, helping with creative writing, swimming, sports practice and a host of other jobs. You will find that it gives your child a tremendous 'kick' to have their parent in their classroom and you will get just as much satisfaction in return. Of course, we are aware that some parents work and cannot assist or are limited in the amount of assistance that they may give, we appreciate whatever is possible.

FUNDRAISING

Annual fundraising efforts by members of School Council and the community provide much needed funds to support the range of curriculum programs offered by the school. Each year, fundraising efforts have subsidised school camps and other excursions and assisted in providing sports equipment. Without continued support for the efforts made in fundraising, subsidising camps and excursions may not be possible.

MOBILE PHONES/PORTABLE TABLETS AND ELECTRONIC DEVICES.

The policy at Tanjil South Primary School is that no student mobile phones or electronic tablets/gaming devices are permitted at school unless special request or consideration has been made by a teacher/parent. Any personal device capable of recording an image, video or sound must not be used at school by students. If a student intends to travel home for a play date or with another separated parent and intends to take their electronic device with them, then these must be handed over to a teacher to be stored in a secure location until the end of the school day. Students found with banned devices will have them confiscated until a parent or carer approaches the school to claim the property.

COMMUNITY INVOLVEMENT

Involvement by parents, families, grandparents and friends is welcomed at our school. Some people give their time attending meetings or fundraising, others prefer to help the children in class, others attend working bees. Some help in all these ways. Involvement by members of our community is a real feature of Tanjil South Primary.

Research indicates that children whose parents show that they support the school by being involved, gain most out of their education.

GRADE 6 GRADUATION

Graduation will be held at the end of Term 4 in December. It usually occurs during the last week of term with a starting time of 7:00pm. A meeting will be organised at the start of term 4 for parents of current grade 6 students discussing the evening and specific graduation process. Generally immediate family attend this evening however some families often wish to invite other family members and friends. This will be discussed during the meeting to ensure that the school can cater for the number of anticipated guests. At the conclusion of the graduation ceremony there is a light supper and people attending are encouraged to bring something to share.

We encourage all students to attend as this night requires the participation of students from other grade levels to perform as part of the music program. It is also a good opportunity to build up their confidence in knowing what the expectations are during graduation.

STUDENT NAME PAVER LEGACY

As you walk into the school you may notice an array of pavers listing the names of previous and current attending students.

If you would like to add your child or family's name to this paved area, a paver can be ordered for you at the current cost of \$40 per paver.

It is possible to have more than one name per paver, or even order double or triple pavers. When new pavers arrive, a blank one will be removed and the named paver slotted in. If you wish to order a paver, this can be done at any time by obtaining an order form from the office.

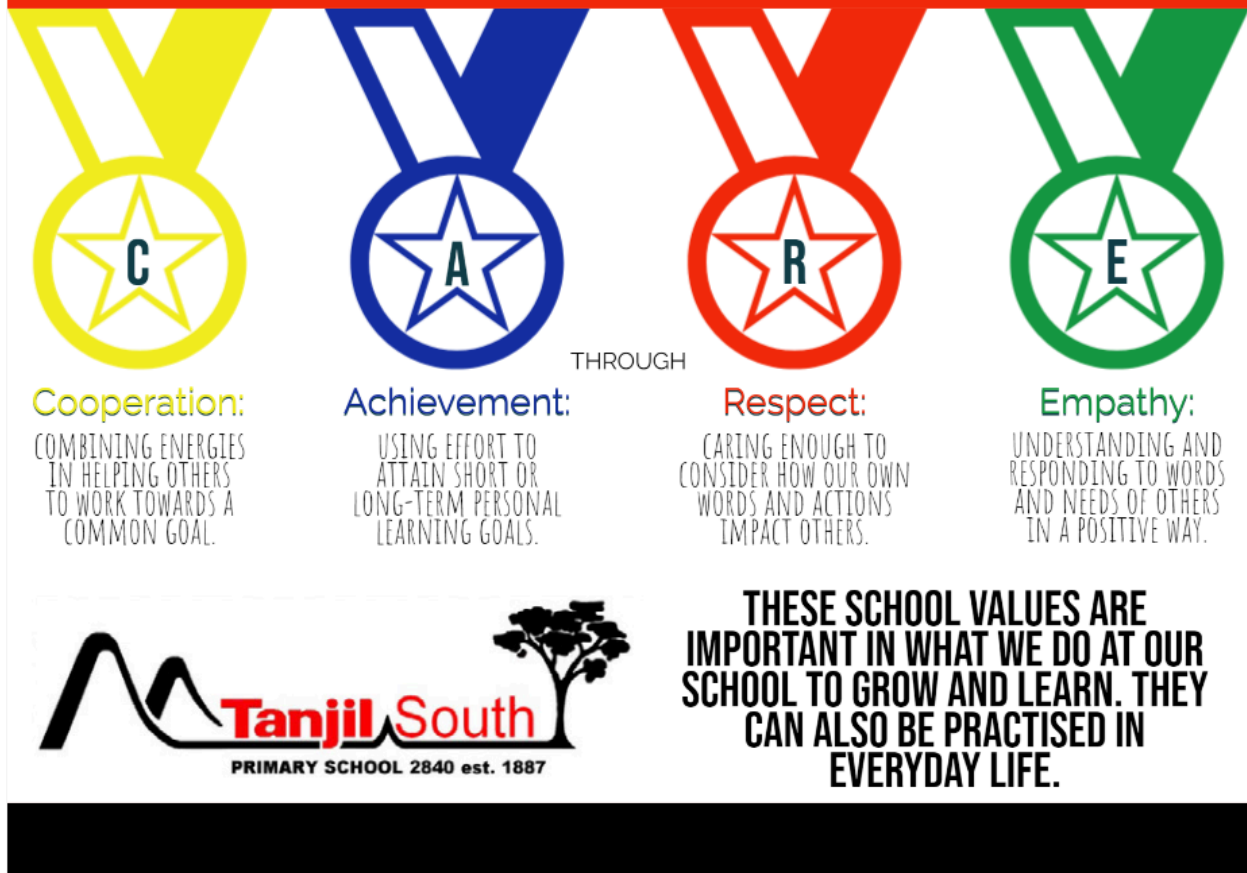
Our Approach to Learning

At Tanjil South Primary School we CARE

At Tanjil South Primary School we actively promote our school values. These values underpin all approaches and decisions within the school. We use the following four attributes of being a contributing and active member of a community as they cover almost all situations that everyone will face in their life:

- Cooperation** – Combining energies in helping others to work towards a common goal.
- Achievement** – Using effort to attain short or long-term personal learning goals.
- Respect** – Caring enough to consider how our own words and actions impact others.
- Empathy** – Understanding and responding to the words and needs of others in a positive way

AT TANJIL SOUTH PRIMARY SCHOOL WE:



C

Cooperation:
COMBINING ENERGIES IN HELPING OTHERS TO WORK TOWARDS A COMMON GOAL.

A

Achievement:

THROUGH


R

Respect:
CARING ENOUGH TO CONSIDER HOW OUR OWN WORDS AND ACTIONS IMPACT OTHERS.

E

Empathy:
UNDERSTANDING AND RESPONDING TO WORDS AND NEEDS OF OTHERS IN A POSITIVE WAY.

THESE SCHOOL VALUES ARE IMPORTANT IN WHAT WE DO AT OUR SCHOOL TO GROW AND LEARN. THEY CAN ALSO BE PRACTISED IN EVERYDAY LIFE.



Tanjil South
PRIMARY SCHOOL 2840 est. 1887

Students will be recognised for their effort in these four areas and will be presented with a certificate as well as having a leaf placed on our school values tree.

OUR COMPREHENSIVE CURRICULUM:

- ❖ English – Reading, Writing and Speaking & Listening.
- ❖ Mathematics– Number and Algebra, Measurement and Geometry, Statistics and Probability
- ❖ The Humanities – a study of the world we live in.
- ❖ Science
- ❖ Health and Physical Education (including swimming / water safety)
- ❖ The Arts – Music, Drama, Art/Craft.
- ❖ Personal Learning
- ❖ Communication
- ❖ Thinking Processes
- ❖ Information and Communication Technologies ICT

We are currently on a 4-year journey of improving our teaching practices within our school. We believe that all students have the ability to achieve academic success and growth when supported by skilled teachers who understand how children learn. As we are a small school, we have the ability to have all students involved in their learning path and contribute to their own Individual Learning Plan. Our students will all participate in the same learning topics however within those topics there is a continuum of learning. Each student will be supported in understanding the point they are at within that continuum as well as understanding what they have to do to progress to the next point. Although we do formally recognise the year level of all students, we also understand all students learn at different rates. The use of ILP's will not only be our way of managing 12 months learning growth each year but to remove barriers and ceilings in learning.

Our current lesson structure uses the following instructional model:

TANJIL SOUTH PRIMARY SCHOOL INSTRUCTIONAL MODEL			
<small>School developed and/or adopted continua for each of the following learning areas: Literacy (Reading, Writing, Phonics, Speaking and Listening,) Numeracy (Number and Algebra, Measurement and Geometry, Statistics and Probability), The Arts (Visual Arts and Music), Science, Health and Physical Education, Humanities and Technologies.</small>			
Learning Intention and Success Criteria	Explicit Teaching	Purposeful Practice	Reflection of Student Learning
<ul style="list-style-type: none"> ● Based on skill, knowledge or understanding ● Sequential and breaking the task into smaller achievement based tasks ● Learning Intention and Success Criteria unpacked and prior knowledge accessed ● A warm up may be prior to learning intention and success criteria 	<ul style="list-style-type: none"> ● Modelled/shared/interactive teaching ● Explicit skill, knowledge or understanding taught by the teacher ● Clear focus for all teacher directed instruction ● Questioning, hypothesizing and predicting ● New knowledge ● Refer to Learning Intention and Success Criteria 	<ul style="list-style-type: none"> ● Application of learning ● Differentiation - usually process but may be task, product or environment ● Independent, paired or small group tasks that will consolidate the skill, knowledge or understanding intended for learning ● Follow on from Explicit Teaching ● Task is matched to the Learning Intention and Success Criteria ● Refer to Learning Intention and Success Criteria 	<ul style="list-style-type: none"> ● Questioning ● sharing/reflecting on 'why' ● Written or verbal ● Self and Peer assessment ● Student modelling - strategies, thinking and learning ● Connections to future learning opportunities and other curriculum areas ● Regular opportunities for students to discuss, identify, set and celebrate learning goals ● Refer to Learning Intention and Success Criteria
<p>Assessment and Feedback: Evident throughout all aspects of the lessons</p> <ul style="list-style-type: none"> ● Formative and summative assessments related to the Learning Intention and Success Criteria - anecdotal, conferences, skill based checklists, rubrics etc. ● Peer, self and student assessments ● Ongoing and throughout all stages of the Tanjil South Primary School lesson structure ● Drives planning for future lessons to ensure they are evidence based 			

We will continue to commit to improving and refining our practices and programs so we can adapt to the needs of our students.

STUDENTS WITH DISABILITIES – INCLUSIVE EDUCATION

We aim to cater for all students regardless of disabilities or impairments. Parents are encouraged to discuss all specific needs with school staff as early as possible, to acquire special equipment, aide-time and/or make building adjustments as required prior to the commencement of the new year. All students who have a formal diagnosis and funding is allocated to the school to support their education will have an additional Education Learning Plan. This is formalised by a Student Support Group and regular meetings will be organised to ensure the school is addressing specific individual learning needs and supports.

WHAT CAN YOU DO TO COMPLIMENT AND SUPPORT LEARNING?

- Talk to your child about school: meeting new friends, playing games, singing and making things.
- Admire the work your child does.
- Foster confidence by giving your child simple duties to do at home.
- If possible, allow your child to stay with friends for short periods so that they will accept being away from you.
- Select suitable stories, radio and television programs.
- Be very patient and understanding when a child comes home tired and irritable.
- See that your child has sufficient sleep.
- Show by your words and actions that you are sure school is a happy place (Avoid discussing school-based/adult problems in front of your child).
- Set aside a quiet time each night where you make yourself entirely available to your child, to talk or listen to a story.
- Refer to the time on clocks and through daily activities.
- Encourage reading
- Develop an awareness of print through – Stop signs, traffic signs. newspapers, magazines, nursery rhymes and playing games
- Let the child see you reading books.

DIGITAL TECHNOLOGY AND ONLINE BEHAVIOURS

Technology is a major part of everyone's lives. We all spend a lot of time on our phones or devices including children. Ensure that you discuss with your children your use of the technology and the boundaries you have for their use of it. Children model our behaviours and if they see us on a device, they develop a desire to use them and rely on them for entertainment. If you spend a lot of time using technology and then enforce restrictions on its use by your children, they will not value your approach if you don't discuss with them the reasoning behind it. There is a blurred understanding by children as to the developmental appropriateness of technology and adults need to be supportive and encouraging when it comes to appropriate and developmental use of technology. Although we promote safe online practices at school, we are not able to monitor how and what they access outside of school. Each family has a different approach and acceptable access expectations and although we do not want to encourage a ban on particular online platforms, we do recommend following the age restrictions. From time-to-time conversations occur around particular games and social media platforms that we stop due to the content and age restricted access that is not appropriate for primary school aged children. When that occurs, we first ensure that the individuals are not participating inappropriate/unsafe behaviours online and secondly discuss the implications of sharing online activity with others at the school. More importantly we encourage you to educate yourself in the technology your children access. Play the game with them, ensure you have access to their account and most importantly discuss with them your tolerance and boundaries regardless of how liberal or closed they are.

FOR PREP STUDENTS

In many schools, Prep students are often introduced to full school days slowly through a program of early dismissal times during Term 1. At Tanjil South Primary we have not found it necessary to formalize this procedure, rather, we suggest parents monitor their own child's response to the rigors of full school days and adjust the attendance schedule on an individual basis. If a Prep child becomes tired or has difficulty coping with the full days, it is quite acceptable for parents to collect children early in the day or take a day's break as required.

When you enrol your child in Prep, you will need to fill out an enrolment form. You will need to bring this completed form to school with a birth certificate or extract or some other document proving the date of birth of your child as well as their immunisation record.

Your child will need to turn five years old on, or before, the 30th April.

IMMUNIZATION: Must be provided.

A School Entry **Immunization Certificate** should be obtained from the Medicare Office in the Latrobe Shire/City (if you do not already have one) and presented to the school on enrolment.

Not all parents agree with scheduled immunization of their children, however, should there be a case of infectious illness occur at school, for example; measles, all students without immunization certificates will be required to stay away from school until the quarantine period has elapsed. The same applies to all diseases covered by the scheduled immunization program.

PREP/FOUNDATION TRANSITION INFORMATION

The Prep transition program for 2022 will consist of a number of transition days, where new enrolments for 2023 will spend time in the classroom with the 2022 students. The dates will be confirmed and communicated at the end of Term 3. Parents who make inquiries for enrolment will be notified and siblings within the community will get the dates via school communications. Further visits to the school/classroom can be arranged to allow further opportunities for new preps to gain more experience with classroom management and expectations.

HOW TO HELP YOUR CHILD IN THE FIRST YEAR

Name Everything- All items your child brings to school should be labelled – all clothing, lunch boxes, bags, plastic bottles, storybooks, toys, balls, etc. Unless articles are named, it is impossible for teachers to find the rightful owners – and much valuable time can be spent in the futile attempt to do so.

Above all, **DON'T WORRY.** - When children have developed a secure relationship with their teacher and have made friends, minor problems seem to solve themselves. If a problem persists, don't hesitate to talk to the teacher.

When your child is at school, some assistance may be requested in various activities – eg: projects, art, craft, taxi driving on specific outings and/or assisting on excursions. Unfortunately, if a parent wishes to accompany children on a bus excursion, no pre-schoolers may attend as they need more individual care.

GETTING YOUR CHILD READY FOR SCHOOL

It will be helpful to your child if you can teach them to do these things for themselves before starting school:

- Go to the toilet by themselves.
- Do up own buttons and zips
- Do up own shoelaces
- Recognise own name
- Sit quietly for a short time.
- Speak quietly indoors
- Pack away toys after use.
- Cut with scissors.

This first year of your child's schooling is a preparatory year – a preparation for formal learning, therefore, class time will be focussed on foundational skills such as sound/letter recognition, reading/writing own name, being able to discuss ideas for writing, recognising, and using numbers to 10 and participate with others. We hope that your child will develop physical, language and social skills and will acquire a foundation of skills which will prepare them for learning beyond their first year of formal schooling. Children develop at different rates – **There is no point in comparing your child's school progress with another.**

Many aspects of the Prep year are designed to foster positive attitudes and to supply a broad range of experiences necessary for the child to begin formal work confidently and successfully.

SOME IMPORTANT READINESS AREAS

The child needs to be able to relate to adults outside the family. They should be able to:

- Listen to the teacher,
- Do what the teacher asks,
- Make known to the teacher what they need,
- Shift attention appropriately from one task to another,
- Show some control over impulses.

MORE IMPORTANT READINESS AREAS

Your child needs to be able to:

- get on with other children.
- separate easily from their parents.
- show Confidence. The child who sees him/herself as generally being successful will be more prepared to try new challenges offered at school. Praise works wonders.
- accept Responsibility. The child who takes no responsibility for their own clothes, or for the untidiness they create, makes problems for the teacher and for themselves.
- have Independence. School provides a whole range of activities for the child. Those children who do not need direction in occupying themselves can attempt much more and consequently will learn much more. Allow children to tackle things on their own. Don't criticise failures. Remember, they are doing their best.
- demonstrate Persistence. The child who never sees a task through to its completion is going to be at a disadvantage at school, where new learning tasks are dependent upon the completion of previous ones. Sometimes parent help can get the child over a problem and let the child complete the task. This enables the child to see the value of persistence

2023 DATES TO REMEMBER:

Term 1	30th January – 28th March
Term 2	15th April – 28th June
Term 3	15th July – 20th September
Term 4	7th October – 20th December

School Photographs: During Term 1 - To be announced

Parent Teacher Interviews: Term 2 & Term 4

Cluster School Sports: Friday 10th March

Swimming lessons: Term 3

School Council meeting times:

Second Friday of every month at 3.30 pm.

School Concert: TBA

Prep Transition Program: 4th Term - Nov 1 - December 12 -
Wednesday mornings from 9am until 11 am

Grade 6 Graduation: Final Week of school - TBC

School Camp: TBC