



IMPORTANT INFORMATION – A-Z QUICK REFERENCE GUIDE



### **Daily Timetable**

|                     |  |
|---------------------|--|
| 8.40 am             | Gates Open                                       |
| 8.50 am             | First Bell - Classroom Open                      |
| 9.00 am – 10.40 am  | Gates closed. First session begins.              |
| 10.40 am – 11.10 am | Recess   |
| 11.10 am – 12.50 pm | Session 3 & 4                                    |
| 12.50 pm – 1.00 pm  | Lunch eating time (supervised by class teachers) |
| 1.00 pm – 1.50 pm   | LUNCH BREAK                                      |
| 1.50 pm – 3.30pm    | Session 5 & 6                                    |
| 3.15 pm             | <i>Gates opened</i>                              |
| 3.30 pm             | Dismissal  |

At 8:50 classrooms are open for Ready to Learn time. This is an opportunity for students to unpack their bags, prepare themselves for the day and settle in to the morning. This time allows students to begin the day in a calm productive manner.

If students arrive at school at or after 9.00am, they will need to enter via the front office and ensure staff mark them present.

In the event of inclement weather, students will be admitted into classrooms once the school gates open.



### **Important Parktone Contacts**

General Queries - [parktone.ps@education.vic.gov.au](mailto:parktone.ps@education.vic.gov.au)

Emails to Teachers through your Compass portal or [parktone.ps@education.vic.gov.au](mailto:parktone.ps@education.vic.gov.au)

Administration and Compass Support - [parktone.ps@education.vic.gov.au](mailto:parktone.ps@education.vic.gov.au)

School Council - [parktone.ps@education.vic.gov.au](mailto:parktone.ps@education.vic.gov.au)

OSHClub After School Care – [www.oshclub.com.au](http://www.oshclub.com.au)

Parents & Friends Committee - [parktone.psg@gmail.com](mailto:parktone.psg@gmail.com)

### **Assembly**

Whole-school assemblies are held on Friday afternoons at 3.00pm in the school hall. If in the event an assembly needs to be cancelled, a message will be posted to Compass at the earliest possible time.

### **Assessments, Reporting and Feedback**

In conjunction with the semester reports, ongoing feedback about how students are progressing is available to view in Compass under 'Learning Tasks' throughout the year. Parktone also hold a 'Meet & Greet' evening in Term 1 and Parent Teacher Interviews at the end of Term 1.

### **Buddies Program**

This program supports students as they move through primary school and is an opportunity for them to learn about and use the 7 Habits. The Prep students have Year 3 buddies who remain their Buddy until Year 2. Our structure of Prep and Year 3, Year 1 and Year 4, Year 2 and Year 5 allows students to build stronger bonds over time and prepares them to become older Buddies themselves.

### **Canteen**

Our school canteen is run by H & H and is open each day between 10.40am – 11.10am and 1.00pm – 1.50pm for over-the-counter sales. Lunch orders can be placed via <https://www.quickcliq.com.au/> or using a paper bag with cash payment in the classroom lunch tub.

### **Communication to parents/carers**

Parktone Primary School is committed to keeping our school community informed. Compass is our primary method of communication, and we encourage all families to download the app for quick and easy access to their child's information and to keep up to date with school news. Home Communication for year level specific updates and news is distributed on a fortnightly basis.

### **Compass Parent Portal**

Compass is our school management system for parents, staff and students. The parent portal enables you to:

- Access a DAILY News Feed and school documents.
- Provide online consent/payment for excursions and incursions.
- Report absences and monitor attendance.
- View your child's Learning Task feedback & Semester Reports.
- Book Parent/Teacher Interviews.
- View the School Calendar.

News items are posted to the News Feed daily, usually at 8.30am and/or 4.00pm with time sensitive news posted when necessary.

### **Contacting Teachers**

Contact with teachers should be made via Compass or through the student diary. An email can also be sent to: [Parktone.ps@education.vic.gov.au](mailto:Parktone.ps@education.vic.gov.au). Informal discussions may be arranged upon request but is also dependent upon availability. A complete list of Parktone Primary staff can be found on our website under 'About Us'

### **Cyber Safety**

A copy of the Digital Technologies Policy & Acceptable Use Agreement will be provided to students and explained by the teacher. This is to be taken home and discussed with Parents/Carers to then sign and return. For further information, please discuss with the classroom teacher. The agreement can be found under 'About Us' on the school website.

### **Dogs in the School Grounds**

With the exception of our trained school therapy dog Pippa, dogs are **NOT** permitted on the school grounds or inside school buildings between the hours of 8.40am and 3.45pm on school days. If dogs are brought on to the school grounds outside of these times, it is the responsibility of the dog owner to clean up after their dog (and remove from school property).

### **Emergency Management**

Parktone Primary School has a comprehensive Emergency Management Plan and in line with our schools Plan, safety drills are conducted once per term. These drills help familiarise students and staff with safety procedures, including how to exit a building safely. When schools practice these drills, they improve their confidence, response times, identify areas of improvement, and develop a culture of safety that prioritises the well-being of everyone in the school community.

### **Extra-Curricular Activities**

Many extra-curricular activities and opportunities for our students are offered including: Student and Staff lead Lunchtime Clubs, Music Bus Program, Beacon Team, Swimming Program, Camps and a Parent lead Aerobics Program (Years 3-6). External agencies also offer various after school programs which are communicated to the school community via Compass. Further information can be found on the school website.

### **First Aid**

First Aid is located in the front entrance hall of the school. Staff trained in first aid supervise this room during recess and lunch. Students are encouraged to first speak with a staff member on yard duty and should they require further attention, head to First Aid.

### **Food at School**

We encourage all children to bring healthy food for all meals. Children require food for:

- Recess 10.40am - 11.10am A small snack
- Fruit break during the day. A piece of fresh fruit or vegetables
- Lunch 12.50pm – 1.00pm A healthy lunch

Parktone is **NOT** a nut free school however we are responsive to individual student needs so please discuss further with your classroom teacher.

### **Head Lice**

The prevalence of Head Lice in a Primary School can be high at times, so we encourage the whole school community to be vigilant to prevent outbreaks and ask that parents advise class teachers of any cases identified at home. We do not physically check students however if there is reason to believe a student may have Head Lice, a call is made for them to be collected from school and they can return once treatment has commenced.

### **Homework**

Homework benefits students by complementing classroom learning, fostering good study habits, and providing an opportunity for students to be responsible for their own learning. Homework also provides the opportunity for parents to engage with students and teachers about learning progress. Individual Year Level expectations is communicated to classes by the classroom teacher at the start of the school year.

### **House System**

Parktone has 4 houses – Scott (Green), Parker (Yellow), Marriott (Blue) and McSwain (Red) for sports and other school activities. Siblings/Family members are placed in the same House and new students with no siblings are placed in a way which ensures even numbers across the four Houses. Students from Years 4 - 6 can participate in a variety of team sports including Cricket, AFL, Basketball, Rugby and Lacrosse as well as House Cross Country and Athletic Carnivals.

### **Inter-school Sport**

Years 4 – 6 participate in training on a Friday with Year 6 competing against other schools in the surrounding suburbs at various times during the term.

### **Late Arrival**

Students are expected to be seated and ready in their classroom for the first session by **9am**. If in the event a student is late, they must be signed in by office staff before heading to class. If they are not signed in or an absence note has not been entered into Compass, parents will receive an 'Attendance Notification: Student Unaccounted For' SMS advising that your child has been marked absent.

### **Leader In Me**

With the support of the Franklin Covey Association Parktone Primary is focused on how we as educators can create leaders, one child at a time. The Leader in Me initiative based on Stephen Covey's 7 Habits of Highly Effective People, is embedded across all subject areas, and is demonstrated and taught daily. More information about how this evidence-based model is utilised can be found on our school website.

### **Leaving School During School Hours**

If your child needs to leave the school during school hours (e.g. medical, dental appointment), an absence note must be entered in to Compass or the parent/carer must arrange to meet the student at the front office where they can be signed out. No child will be permitted to leave the school during school hours without being signed out and accompanied by a parent/carer.

### **Library**

Students are able to borrow books from the Library according to their Class/year level timetable. All students receive a weekly specialist Library lesson (50 minutes) taken by their teacher. For book borrowing purposes, children should bring a Library bag labelled with both their first name and surname.

### **Lost Property**

Lost Property is stored in tubs located in First Aid, the school hall and after school care. We encourage students to take ownership of their belongings and place any items they are not using, like jumpers, in their school bag prior to leaving the classroom. To help keep our Lost Property under control, staff sort items into 'labelled' and 'unlabelled' tubs on a regular basis and clearly labelled items are returned to their owners and unlabelled items are donated to the Second-Hand Uniform Shop at the end of term.

### **Medications**

Asthma and Anaphylaxis plans and accompanying medications need to be provided to the school office by the parent/carer. An 'Authority to Administer' form needs to be completed by a parent/carer for any other medication a student takes regularly or at a specific time and the medication provided to the school office by the parent/carer. No medications are to be kept in children's bags.

### **Mobile phones and Electronic Devices**

Whilst on school property and during school excursions and camps, use of mobile phones or personal electronic devices including smart watches are NOT permitted by students unless specifically authorised by the Principal.

### **Notification of Absences**

For the safety and wellbeing of children, it is a Department of Education and Training (DET) requirement that parents and carers notify the school of their child's absence on the day of absence (early in the morning or ahead of time where possible). An 'Attendance Note' should be entered by parents via Compass or through the office.

### **Online Consent/Payment for Excursions, Incursions, Camps & Sport**

Notification of any activity requiring consent/payment is posted to the Compass News Feed. It is important for planning purposes that consent/payment is complete by the due date to ensure your child's inclusion in the event. If you are unable to complete it online, please contact the office as soon as possible.

### **Outside School Hours Care (OSHC)**

Our OSHC Program is operated by OSHClub between 7.00am to 8.45am and 3.30 to 6.00pm on school days and 7.00am – 6pm on Pupil Free Days and School Holidays. More information can be found at [www.oshclub.com.au](http://www.oshclub.com.au) When dropping off and picking up children from OSHC, parent/carers enter via the school gate located on the corner of McSwain and Robert Streets until 8.30am or via the front office after 8.30am.

### **Parent Involvement**

Parktone Primary School actively encourages parental/carers involvement in several aspects of school life including assisting in the classroom with literacy and numeracy programs, attending excursions and helping supervise the swimming program, working bee's and Element. Our Parents & Friends Committee also provides valuable support to the school and warmly welcome new members. Parktone Primary School believes that this kind of involvement helps create a connected and supportive environment and directly benefits our students. Further Parent Helper information can be found on the school website under 'Info'.

### **Personal Property**

We strongly discourage bringing valuable items to school. The Department of Education and Training (DET) does not hold insurance for, nor does it accept responsibility for personal property brought to schools by students, staff and visitors. DET has no capacity to pay for any loss or damage to such property.

### **Riding in the School Grounds**

Riding of scooters, bikes, skateboards etc., are NOT permitted in the school grounds at drop-off or pick-up (school and non-school children).

### **School Council**

School Council is the body that sets the vision, determines priorities, and ensures that the school is responsive to the needs of the local community. Parents provide important viewpoints and have valuable skills that can help shape the direction of the school. Sub-Committees including Buildings and Grounds, Finance, Policy, Community Partnerships, Social and Fundraising all report to School Council and provide valuable support to the wider school community. – we strongly encourage connection and engagement with parents/carers.

### **School Office**

The office handles all administrative matters, payments and enquiries – should you require any assistance parents/carers can visit the office any time between 8.30am - 4.00pm.

### **Specialist Programs**

A significant feature of the curriculum is our Specialist Programs: Japanese, STEAM, Physical Education, Visual Arts and Performing Arts. Students attend specialist classes each week. Further information on each specialist can be found under 'Curriculum' on the school website.

### **Student Leadership**

Each year, there are leadership opportunities for students to apply for from Prep to Year 6. In our senior years, student leadership positions such as School Captain and House Captains are elected annually and generally appointed towards the end of Term 4 for the following year. From Year 3, Students can nominate for the Student School Council – The Beacon Team.

### **Student Wellbeing and Behaviour**

To support students social and emotional wellbeing, we use the following practices at Parktone.

- Circle time
- Zones of regulation
- Restorative conversations
- School Wide Positive Behaviour Support

At all times, students are encouraged to make Proactive behavioural choices by using the 7 Habits. Restorative Practice is the approach we use when dealing with any incident in our school. Restorative Practices are innovative ways to build safe, respectful, and caring communities whilst supporting students to take responsibility for their actions. School Wide Positive Behaviour helps to develop a positive, safe, and supportive learning culture, assists schools in improving the social, emotional behavioural and academic outcomes for all students.

### **Sun Smart Practices**

All children are required to wear a broad brimmed hat for protection from the sun in Term 1 and Term 4. If a student does not have a hat to wear during recess and lunch, they will be directed to play in a shaded area.

### **Swimming**

Students from **Prep to Year 2** attend a Swimming and Water Safety Program at Mentone Aquatic. The students are instructed by qualified swimming teachers in a 30 minute lesson.

**Year 3-6** students participate in a program at Mordialloc Life Saving Club. This program has been designed to introduce students to a local beach environment and give them a taste of Surf Life Saving in Australia.

### **Therapy Dog**

Our Therapy Dog, Pippa, comes to school with our school Principal. At enrolment, families will have completed a Therapy Dog Consent Form giving or declining consent for interaction with Pippa. Should this preference change at any time, please contact the school office.

### **Travelling to and from school**

Parking – If travelling by car, we ask that parents/carers are mindful that the bordering streets can become very congested at drop off and pick up times. For ease and safety there are several short distance parking options available with further information on the school website.

Kiss and Go – Parktone have 2 Kiss and Go areas located in McSwain Street and Robert Street. These are 2 minutes zones where students are dropped off or collected from. Drivers must abide by the parking signs and consider the safety of all students.

Walk and Wheels – Where possible, students are encouraged to travel actively to school by walking, riding or scooting etc. Bikes and scooters can be stored safely in a fenced area located on Robert Street. A Walk and Wheels Route map can be obtained at the front office.

### **Uniform and Personal Belongings**

All students are expected to wear the full Parktone Primary uniform including suitable footwear. A list of uniform items can be found on the school website under 'Info' or by visiting the supplier website <https://www.psw.com.au/> and selecting Parktone Primary. Students can wear un-branded items of clothing as long as they are in the correct school colours of Royal Blue bottoms and Sky Blue tops. A Second-hand Uniform stall is held once per term with notification of time and date posted on Compass. We ask that all uniform items are **clearly labelled**.

### **Visiting the School**

If you are visiting the school for any reason between 9.00am and 3.30pm (excluding usual school pick-up/drop-off), you will need to enter via the front entrance. If you are volunteering as classroom help, you will need to sign in at the office.

### **Working with Children Check**

Anyone wishing to volunteer at Parktone is required to present a Working with Children Check (WWCC) card at the Office and complete a Parent Helper Agreement. This applies to ALL parent volunteer positions including events run by the Parents and Friends Committee.

### **Yard Duty Supervision**

Staff exercise a great amount of care when supervising students within the school grounds. Teaching staff supervise the grounds during lunch and recess breaks and are on duty from 8.40 - 9.00am before school and from 3.30 - 3.45pm after school. Students cannot enter the school grounds prior to 8.40am unless attending before school care, are accompanied by an adult or it's a requirement for school purposes (sports, early bird maths etc). The school does NOT provide formal supervision outside of these times. If students have not been collected by 3.45pm, they will be taken to after school care. Please note that this may incur a fee from the provider. Parents are responsible for their children when they are in the school grounds beyond the duty hours of teachers.

### **Year Level Representative Program**

Class/Year Level Representatives provide support for the teachers and the school to communicate to their year level parent group. Representatives can organise social events such as coffee catch ups, dinners and end-of-term/year get togethers. A call for expressions of interest in a Representative role is sent out to current Parktone parents at the end of each year (in preparation for the year ahead) and again at the beginning of the year if the position is not filled. Parents may also be invited by their class teacher.