



A to Z

Aspendale Gardens Primary School



Principal: Dr. Cheryle Osborne

96 Kearney Drive,
Aspendale Gardens, 3195

Phone: 9587 0877

Email aspendale.gardens.ps@education.vic.gov.au

www.agps.vic.edu.au

Our school attitudes are reflected through the IB PYP Learner Profile Attributes

We aim is to actively develop students to be:

Balanced

Communicators

Knowledgeable

Principled

Courageous

Caring

Inquirers

Open Minded

Reflective

Thinkers

INTRODUCTION

The aim of this booklet is to provide our families with a clear A to Z guide to the operations of our school. It is intended to be a useful resource for new families to our school, as well as existing families. Please feel free to share the information with your children.

Absences

The Victorian Department of Education requires parents or guardians to provide an explanation for the absence of any child. Please contact the classroom teacher, phone through to the office, **or put the absence on your Compass portal**. For extended absences e.g. holidays, a form is available from the office to enable parents to give early notification. According to the Education Department's guidelines, parents will be contacted by the school on the day of the student absence via an SMS if the parent has not notified the school.



Assembly

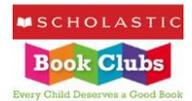
Parents and friends are invited to join us for school assembly fortnightly on Fridays at 2.30pm in our gymnasium.

Bicycles and Scooters

Children may ride bikes to school and they are housed in the bike enclosure at the rear of the gym. We do encourage use of a bike lock. The external gates at the side of the school (Kerr Crescent) are unlocked at 8.45am in the morning and just before 3.30pm in the afternoon. All children with bikes must use these gates. All children **must** wear a helmet from home to school and riding in the schoolyard is not permitted. The Road Traffic Authority recommend that only students 10 years and older ride to school unsupervised due to underdeveloped peripheral vision prior to age 10. Children under 10 are encouraged to ride under parental supervision. Year 4 students participate in Bike Education every year, which teaches road safety and safe riding habits.

Book Club

Scholastic Book Club offers a range of items at a reasonable price. Information is sent home and orders with money returned to school by the closing date.



Buddy Program

We have a whole school approach, where students in Foundation, Year 1 5 & 6 have a buddy. Foundation students are buddied up with Year 5 students so they can have two years with their buddy. Throughout the year, buddy activities are provided. This promotes a very positive peer support program for all children at our school.

Camps

Children in Years 2, 3, 4, 5 and 6 are involved in school camps. Camps are an excellent way for children to gain independence and to interact with peers and teachers in a different context. Camps are also an integral part of the educational program for the year, and links to the unit of study at that level. We encourage all children to attend.

We also have an overseas China study tour each year open to the Year 5 and 6 students where they have a chance to visit our sister schools in Nanjing, explore Shanghai and experience the Great Wall of China outside Beijing.

Canteen

The school canteen is open on Wednesday, Thursday and Friday. Orders can be made via the QKR app or, if necessary, using a paper bag with enclosed money. The canteen is open during lunchtime on these days for counter sales.

Car Park

We are very fortunate to have excellent parking areas around the school. The Staff Car Park **must not** be used as a drop off or collection point at any time. Student safety is paramount at all times. Please adhere to road rules around the school. Particular care is required at the front of the school, Kerr Crescent and in the shopping centre car park. We have a 'Kiss and Go' zone in Kerr Crescent which works extremely well. Parents are not to leave their cars unattended at the 'Kiss n Go' drop off and pick up zone. **Please do not double park when dropping off children.**

Casual Relief Teachers (C.R.T.'s)

If a teaching staff member is absent during school time we may employ a CRT through a Teaching Agency. All CRT's are qualified teachers who take over the class activities. This form of employment may also be used to fill some longer-term vacancies if they occur.

Change of Personal Details

For your child's safety it is crucial that we have up to date contact information about you and your family. Please inform the school office if you change phone numbers or any other family details. The more information we have on file the better we can support your child. Changes can be emailed to aspendale.gardens.ps@education.vic.gov.au

Children's Toilets

All toilets are accessed from the central courtyard. The toilets located between Rooms 4 and 5 are for Foundation – Year 2 students. The toilets located outside the Creative Learning Centre (CLC) are for Years 3 - 6 students. During class time, students go to the toilet with at least one other child.

Class Representatives

Every class has a parent volunteer who is a Class Representative. The role of Class Representatives is to provide a link for the school, School Council and all parents. Class Representatives assist with such things as social catchups, fund raising activities and class activities.

Clubs

We have a number of lunchtime clubs available for the students. All teachers volunteer their time at lunchtime, so the list varies each year. Clubs may include Chess Club, Robotics, Junior and Senior Dance, Dodgeball, Drawing, and the Friendship Room to name a few. Each year the list may change due to the availability of staff.

Communication

Regular communication between the students, parents, teachers and our school is vital to ensure we achieve the best educational outcomes for our students. To assist this, many methods of communication are used to provide information to parents on student and school related matters. Some of these are:

- Newsletter – distributed weekly on Thursday via email, Compass and our web site
- Foundation to Year 6 personal diary daily
- Whole School Assemblies held fortnightly on Friday afternoons at 2.30pm in the gymnasium.
- Class Dojos
- Year Level news provided to parents
- Push notifications via Compass



The school's open-door policy welcomes on-going dialogue between parents and all members of the school staff. We value honest and open communication between a child's teacher and her/his parent(s). If you wish to discuss any matter with your child's teacher, please arrange a mutually convenient interview time.

Complaints Procedures

We aim to solve any problem speedily and amicably. If a concern relates to a classroom issue, please contact the class teacher and organise a meeting at an agreed time. If an issue is of greater concern, feel free to contact the office to arrange an appointment with the Principal, Assistant Principal or Welfare Coordinator.

Computers and other Technologies

All teaching areas in the school are connected to the school computer network. All children have access to a variety of learning technology tools and teachers integrate learning activities using these tools. All computers have internet access, and we educate and inform all children regarding the proper use of the internet. The school is covered by wireless connection which allows the many notebooks to be used in a flexible way. Years 4 – 6 are actively involved in our iPad / Laptop one to one program.

At AGPS we develop students' skills to utilise the online learning environment effectively and safely. As the internet enables students' interaction to extend outside of school hours or the school grounds, the partnership between parents and the school is vital to support all students to have safe and positive experiences online. While children might seem to have good technical knowledge, their online behaviour still requires parental monitoring and guidance. There are a range of programs that support safe online usage for families. We are an e-Smart school which is part of the Alannah and Madeline Foundation.



Curriculum

Aspendale Gardens follows the **International Baccalaureate Primary Years Programme (PYP)**. This programme focuses on inquiry, which involves students formulating questions, using an array of methods to investigate the answers and providing the opportunity to meaningfully reflect and consolidate their understandings. This enables students to explore authentic, real-life experiences and allows them to engage in deeper, higher order thinking. The consequences are powerful learning experiences that engage students.

The PYP is transdisciplinary in approach, which draws individual disciplines (Maths, English and so forth) together while maintaining the essence of each individual subject area. This results in a powerful mix of explicit teaching of curriculum content and an abundance of challenging, exciting and engaging educational experiences which make learning connections across all subject areas.

During each school year, our students explore six different units of inquiry that last approximately 6-8 weeks. All units come under the following transdisciplinary themes of global significance:

- Who we are
- Where we are in place and time
- How we express ourselves
- How the world works
- How we organize ourselves
- Sharing the planet



These themes are mapped against the Victorian Curriculum to ensure that all curriculum content prescribed by the Department of Education (DE) is taught. We believe the IB PYP allows us to do this in a richer, more vibrant way that places your child at the centre of their learning.

Eating Arrangements

We aim to have minimal rubbish in our school, and we encourage recycling where possible. All rubbish will be sent home in students' lunchboxes as we support NUDE food lunches.

We encourage healthy eating and exercise. In classrooms all students are encouraged to eat a fresh piece of fruit or vegetable snack at 10.00 am. Fruit snack at 10.00am must be natural no processed foods. Water bottles can be used during class time.



Students eat their play lunch at 10.50am and lunch, in the classroom at 1.30pm, under teacher supervision. If not finished, students are required to sit under cover outside in designated areas to finish their food. No food is to be eaten or taken beyond the central courtyard. All uneaten food will be sent home in the student's lunch box, so parents are aware of food intake. Healthy lunches and snacks are recommended.

Enrolment Procedures

All new children enrolled at the school must have an official enrolment form completed. There is certain emergency information, which must be completed e.g. medical condition, emergency contacts. When enrolling the office staff will help you with procedures. Immunisation certificate and birth certificate are required at enrolment. It is important that we are immediately informed of any changes of address, telephone number or emergency contact details. Email addresses are vital as we email the weekly newsletter to all families.

Excursions & Incursions

Excursions are an important part of our educational program. They provide experiences for the child, which relate to classroom programs, and are integrated as a central link in an Inquiry Unit. For any excursion out of the school we require parental consent which is provided via 'Events' in our Compass portal. For parents who have paid the excursion pre-payment the cost is covered. For those who have not, payment is required before the excursion. We often require parental assistance with supervision for excursions away from school. It is crucial that forms and payments are completed by the time stipulated on the form (normally four days before the activity).

Fundraising

Throughout the year our Fundraising Team will hold a number of activities. Funds have provided additional play equipment, an enclosed gallery between the relocatable buildings, courtyard redevelopment, and computer resources amongst many things. We are very fortunate to have the Ritchie's Supermarket opposite. We receive financial support through their Community Benefit scheme. You can direct your purchases to the school by completing forms available at the supermarket.

Head Lice

Parents are requested to inform the school if their children are infected with head lice. Once your child has been treated they may return to school immediately after treatment. If head lice are detected in a class, a note will be sent home to all parents of children in the class. Information can be found at www.dhs.vic.gov.au/phd/headlice

Homework

All children will have some home learning tasks throughout the year, and these will be appropriate to the skill level and age of the student. The tasks should be interesting, stimulating and where appropriate open ended. Home learning tasks should be purposeful, meaningful and relevant to the school curriculum.

In the Early Years they may include -

- Reading on a daily basis. Reading to, with and by parents/caregivers or older siblings.
- The continuation and/or extension of class work by gathering additional information and/or resources.
- Activities relating to classroom units of work.
- Simple number familiarization games

In the Middle Years they may include:

- Independent reading on a daily basis.
- Continuation and/or extension of class work by gathering additional information.
- Activities relating to classroom units of work.

Families can enhance their child's learning by participating in a wide range of recreational, family, cultural and life experiences. One of the most important things you can do for your child is to encourage thinking, talking, reading, writing, viewing, problem solving and exploring as you go about your everyday life. This gives your child a strong and solid foundation for future success. Activities, which may encourage children to develop these skills, can include: cooking, experiments, excursions and board games.

Houses

Our Houses are named after Australian birds of prey. **Falcons – BLUE, Kestrels – GREEN, Kookaburras – RED, Owls – YELLOW.** During the year we hold our House Cross Country, Athletics and Fun Run. Students are awarded House points during class and in the schoolyard.

Illness

When a child becomes ill at school we place them in the First Aid Room and contact parents via their emergency details. Parents are always our first point of contact. **It is therefore crucial that the information we have is kept up to date.** Any accident of a minor or serious nature is recorded in the School's Accident Register. Any child who receives first aid in the first aid room is provided with a note of explanation for parents.



Prescribed medicines will be administered to children by staff. Details must include: the name of the medication clearly marked on the container; name of child; the dosage, and time medication is to be given. A pink form with these details must be completed - it is available at the Office. A letter must be provided authorising administration of medication and include details listed above. If your child suffers from an Allergy, Anaphylaxis or Asthma, an appropriate Management Plan, signed by a medical practitioner, is required.

Infectious Diseases

During a child's life at school, it is possible that a child will contract some of the common diseases of childhood. The following table is binding on all doctors, teachers and parents.

DISEASE	EXCLUSIONS FROM SCHOOL
Chicken Pox	Until fully recovered, N.B. some remaining scabs are not an indication for continued exclusion
Diahoerah / Vomiting	In an outbreak of gastroenteritis, exclude until there has not been vomiting or a loose bowel motion for 48 hours, and for all other diarrhoeal illnesses exclude until there has not been vomiting or a loose bowel motion for 24 hours
Mumps	Until fully recovered
Rubella	Until fully recovered and at least 4 days from the onset of the rash
Impetigo (School Sores)	Until sores have fully healed
Ringworm	Until appropriate treatment has commenced and is supported by a medical certificate
Scarlet Fever	Until a medical certificate of recovery is produced
Viral Hepatitis	Until a medical certificate of recovery is produced
Whooping Cough	Until a medical certificate of recovery is produced

For any further information about other diseases please contact the school office.

Information Nights

We organise information sessions to provide you with the opportunity to learn about the range of programs in our school. These will be advertised in our weekly newsletter.

Instrumental Music Lessons

We have instrumental music lessons available for: keyboard and guitar, drums and vocal/singing for Years 1 – 6. The lessons are held in school time. More information is available from the school office. Enrolments and payments are made directly with the private instrumental music teachers who come on-site to teach.



Kitchen Garden Program

We have a fabulous Kitchen Garden Program staffed by our garden specialist and chef. The Years 2, 3, 4 & 5 students have timetabled sessions in the kitchen and garden. All other classes are encouraged to make use of the wonderful facilities. This truly enhances our focus on environmental studies.

Late Arrival

If your child is late for school, please accompany him / her to the Office to register their arrival. This will be recorded electronically by the office staff. Please collect a **YELLOW Late Pass** which your child will hand to the teacher.

Leaving School Early

Children are not permitted to leave the school ground at any time unaccompanied during the school day. Parents wishing to collect their child from school prior to 3.30pm dismissal must first call at the Office to register their departure. Parents are required to collect a **BLUE Early Leavers Pass** that your child will hand to the teacher. The Early Leaver's pass must be given to the class teacher so they are fully aware of the departure. All entry to and from the school during the day must be via the Office.

Please try to avoid early collection at break times 11.00am to 11.30am and 1.40pm to 2.30pm, as it is more difficult to contact a child and retrieve their personal belongings from their classroom, during recess and lunchtime.

Library

We are always seeking volunteers to help in the Library. The Library is used by all classes in the school and children are encouraged to borrow library books on a regular basis. We have an automated borrowing system that tracks borrowing and we ask that you ensure any borrowed material be returned by the due date. Please make sure your child looks after their borrowed books. The library is open at 8.45am - 9.00am and 3.30pm - 3.45pm daily. It also houses a range of parenting support books that can be borrowed.

Lost Property

All clothing, drink bottles, lunch boxes, school bags etc. **must** be clearly labelled with your child's name. We attempt to return lost property to the owner however this is difficult without clear names. Lost Property is displayed on racks outside the Staff Room located in the Administration building.



LOTE - Language Other Than English (Chinese – Mandarin)

All classes are taught Mandarin as part of our Language program with fully qualified Mandarin Teachers. All levels will have a range of cultural experiences linked to Asia and China specifically. We also offer extended lunch time Mandarin classes for students who are interested.

Mobile Phones

In accordance with the Department's Mobile Phones Policy issued by the Minister for Education, personal mobile phones and personal mobile devices must not be used at Aspendale Gardens Primary School during school hours, including lunchtime and recess, on excursions and camps unless an exception has been granted.

Aspendale Gardens Primary School understands that students may bring a personal mobile phone and other personal mobile devices to school, particularly if they are travelling independently to and from school. Students who choose to bring mobile phones and other personal mobile devices to school must have them switched off, given to the classroom teacher to be securely stored during school hours.

NAPLAN (National Assessment Program - Literacy and Numeracy)

The National Assessment Program - Literacy and Numeracy (NAPLAN) involves students in Years 3, 5, 7 and 9 from all States and Territories in Australia. The NAPLAN will be administered at the school during March each year.

Newsletter

Our school newsletter is produced weekly on a Thursday and is emailed electronically to all parents who have provided the school with an email address. It is distributed via Compass. If you do not have an email address you may collect a hardcopy of our newsletter from the office at the end of the school day on Thursdays. It is also uploaded to our school website.



Out of School Hours Care Program

TheirCare manages a comprehensive Before & After School Care program in our C.L.C. The OSHC program is available before school 7:00am – 8.45am, and after school 3:30pm – 6:15pm. TheirCare provides a service on Pupil Free Days if enough students are enrolled for that particular day. Information regarding enrolment can be obtained from the Office.

During school holidays TheirCare also provides our vacation holiday program.

Parent Involvement

Parent helpers are most welcome in our school. We offer a wide range of opportunities for parents to become involved in school life, which gives both parent and child much joy and satisfaction. Some examples are -

- Parent School Councillors and committee members
- Parents who help in classrooms. They are supported through the *Classroom Helpers Literacy and Numeracy Programs* that provide extra skills and a greater understanding about parent involvement in the classroom
- Parents attending excursions
- Parents assisting with sporting activities and Prep Perceptual Motor Program (PMP)
- All families assisting fund-raising opportunities
- Parent Class Representative program
- Assisting with School Productions

We really value and encourage parental participation at school. All parent helpers are required to have a WWCC (Working With Children Check) and to have read and completed Volunteer Agreement.



Payment of Parent Contributions

Parent contributions fall under three distinct areas:

- **Curriculum Contributions**
Costs of material including stationery items, cooking ingredients, online subscriptions to learning activities and art supplies used in the classroom, expendable materials used for science and technology and all other specialist classes.
- **Other Contributions – For Non-Curriculum Items and Activities**
The Aspendale Gardens Primary School Council is extremely appreciative of the generosity of parents who are able to support the school through the payment of the non-curriculum items. They help AGPS provide greater wellbeing support, first aid and hygiene costs, enhanced students support and our building and grounds maintenance.
- **Extra Curricular Items and Activities**
AGPS offers a range of items and activities that enhance and broaden the schooling experience of students that are above and beyond what the school provides in order to deliver the curriculum. These are provided on a user-pays basis. The students at AGPS have the option of attending swimming and sporting programs, school camps and other excursion and incursion activities.

The contributions also include classroom supplies for Maths, English, Inquiry, Science, Visual Arts, Performing Arts, ICT including Essential Assessment, Wushka & Nussy. There is also an Excursion levy, SAKG levy (Years 2, 3, 4 & 5 students), and a Grounds, OH&S and Maintenance fees which alleviates the need for parents to attend Working Bees each term. Purchase of the school Yearbook is optional. The Excursion Levy may be paid in full at the start of the year, or you may pay for excursions as they arise. For accurate budgeting for the school year, we would appreciate payments of your contributions by the end of February each year.

Building Fund (tax deductible) and Grounds Beautification

\$50.00 per child

This amount will be paid into our tax-deductible Trust Fund and a receipt will be issued for you to claim at tax time. Payment of this voluntary contribution amount will help to maintain and develop the school. Your support will allow us to consider development beyond the basic funds provided through school grants. This fund assists with the payment of our maintenance person and items such as upgrading our air conditioners.

Pre-Payments

Excursion Pre - payment \$120.00

This amount will cover payment of excursions and in-school visits up to a value of \$120.00. For each activity a note will be sent home and the cost of the activity identified. If you have pre-paid, you tick the pre-paid box. If you do not avail yourself of this, you will be asked to pay for each excursion separately. Please note - this is a non-compulsory request, although School Council encourages families to consider using this system.

Personal Goods Liability

Personal property is often brought to school by students, staff and visitors. This can include mobile phones, calculators, toys, sporting equipment and cars parked on school premises. The Department of Education does not hold insurance for personal property brought to schools. It is brought at the owners own risk.

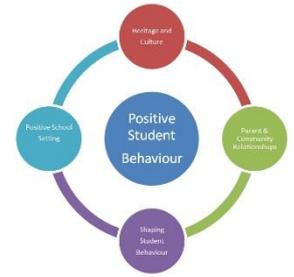
Student Photographs

Every year we have school photos and these will be taken early in Term One.

Positive School Culture

For students to learn in the ultimate learning environment a positive school culture is vital. All students are responsible for their behaviour. We have school attitudes that we promote which are:

- Balanced
- Communicators
- Knowledgeable
- Principled
- Courageous
- Caring
- Inquirers
- Open Minded
- Reflective
- Thinkers



Each class develops their own behaviour agreement and natural consequences for inappropriate behaviour are adopted as part of our Behaviour Management Program.

Pupil Free Days

Each year all schools are allocated four pupil free days. The first day of school is the first one with the remaining three being spread across the school year. Pupil free days are used for staff professional learning and planning.

Reporting to Parents

On-going student assessment using a variety of strategies enables teachers to have a comprehensive knowledge of each student.

The report card's A to E rating will tell you how your child is progressing against the expected standard. For example, a 'C' rating means your child is at the expected standard and that his or her learning is on track. The reporting scale has the following consistent meanings across the state:

- A – well above the expected standard at this time of year
- B – above the standard expected at this time of year
- C – at the standard expected at this time of year
- D – below the standard expected at this time of year
- E – well below the standard expected at this time of year

Individual student reports are provided to parents twice a year and we hold a comprehensive Student Progress Conversation halfway through the year. We welcome on-going dialogue with parents at any time.

Restorative Practices

We adopt a **restorative practices** approach to solving issues between all members of our school Community. The guiding philosophy behind Restorative Practices is to resolve the conflict whilst maintaining the relationship.

How Does it Work?

- The students involved agree that a conflict or argument has taken place and they want to address the issue.
- All those involved have a chance to tell their side of the story.
- Each student has a chance to say how things can be repaired.
- An agreement is reached
- It may still involve discipline procedures
- The objective is to repair the relationship



It will involve a Restorative Chat where the following questions will be raised

1. What has happened?
2. Who has been affected / harmed?
3. How can we fix it?
4. How can we do things differently in the future?

Road Safety Around the School

It is imperative that everyone - walking, driving or riding - are very careful near the school. The speed limit around the school **at all times** is 40kph. We have a 'lollypop' manned crossing at the front of the school and at the crossing on Wells Road and Narelle Drive. These crossings are manned from 8.15am to 9.15am and 3.15pm to 4.00pm. If your child comes to school past one of the crossings, please ensure they make use of it.

School Strategic Plan

The School Strategic Plan is a formal document, detailing the school's goals and priorities for a period of four years. It is created by the school community and validated by DET. The Plan is reviewed and publicly reported on every year via the Annual Report. Our present Strategic Plan is from 2022 – 2025.

School Council

The School Council comprises of elected parents and DET staff who represent the school community. The Council meets throughout the year, to decide future directions for the school and oversee operations. All School Council positions are occupied for two-years at a time and half of the positions are up for election each year.

School Hours

Our school day begins at 9.00am and concludes at 3.30pm. The day is set out as follows-

9.00am to 11.00am	Session 1	10.00am	Fruit Snack eaten
11.00am to 11.30am	Recess		
11.30am to 1.30pm	Session 2	1.30pm – 1.40pm	Eating of Lunch
1.40pm to 2.30pm	Lunchtime Break		
2.30pm to 3.30pm	Session 3		

Children may enter classrooms at 8.45am if teachers are present.

School Sport

In addition to the one-hour Physical Education lesson per class each week, students take part in a wide range of sporting opportunities. A timetabled weekly sport period is held for Year 3 - 6 children. Year 6 children may take part in Interschool Sport against neighbouring schools in a range of sports. Clinics and special events are also held. All classes Foundation – Year 4 children have the opportunity to attend an intensive swimming program held at Bayside Aquatics, Mentone and Years 5 & 6 will attend a life-saving beach program.

Second Hand Uniforms

We have second hand uniform available for sale. Items are stored in cupboards near the staffroom. Please see office staff for access to these items. All items are **\$5.00 each**.

Social Service

Throughout the year, we will support a number of charitable causes such as Royal Children's Hospital Good Friday Appeal and State Schools Relief Footy Day. Please support these if you can.

Specialist Programs

Currently we have specialist programs in Performing Arts, Physical Education, Visual Arts, Language – Mandarin, and our Kitchen Garden program (cooking and gardening). All of these programs are excellent and add to the diverse and rich curriculum in the school.

Student Diaries

Students in Foundation through to Year 6 are supplied with a School Diary. These are used on a regular basis. Parents check and sign the diary once a week.

Student Leadership

We encourage all children to undertake a range of leadership tasks as an important part of their personal development. Official leadership roles include School Captains, House Captains, Performing Arts, Visual Arts, Sport and Language Leaders, Environment Leaders, Library Leaders and STEM Leaders. Also, each Year 3, 4, 5 and 6 class elects a representative to our Student Council. Our Years 5 & 6 students are also involved with our Buddy Program with our Foundation and Year 1 students.



Student Services

The Department provides a range of support personnel, which include a Guidance Officer, Social Worker, Speech Pathologist and Occupational Therapist. Our staff liaises with these personnel if, and when, the need arises to support the development of students.

Student Safety

The safety of our students is paramount. Aspendale Gardens offers a safe and friendly environment for all its students and whilst at school, you can be assured of your child's safety and well-being. We employ various procedures to ensure student safety, such as

- Maintaining safe school buildings and grounds.
- School visitors and classroom helpers are given a badge to wear identifying their role.
- Parents wishing to collect their child from school prior to 3.30pm dismissal must first call at the Office to sign the child out in the Early Leaver's book at the Office window and receive an Early Leavers pass. Also, please ensure the class teacher is fully aware of the departure.
- All entry to and from the school during the day must be via the Office.
- Parents inform teachers when their child has been absent, either by a written note or a phone call to the office.
- Trained staff in First Aid present during school times.
- Behaviour management strategies in place.
- In class time, children must have the teacher's permission to leave the room and must be accompanied by at least one other student.
- Children are not allowed to leave the grounds unless under adult supervision.



SunSmart School

We are an accredited SunSmart School and we have established the following guidelines. A broad brimmed hat must be worn outside at all times from September to April. Children are encouraged to wear their hat to and from school if walking. The school does not supply sunscreen. Students can bring their own from home.



Supervision of Students

Students are supervised by teachers from 8:45am – 3:45pm. The school yard is supervised by teachers before and after school, during recess and lunch times. Yard Duty teachers carry first-aid resources for minor cuts/abrasions and there is a qualified first aider available at school at all times. Parents will be contacted if an injury requires further medical attention and if this is not the case, parents can feel assured that their child will be carefully observed for changes.

Term Dates

Victorian School term dates can be found via this link:

[School term dates and holidays in Victoria | vic.gov.au \(www.vic.gov.au\)](http://www.vic.gov.au)

Transition

In Term 4 we have a transition program for our Foundation students enrolled for the following year. This program aims to help pre-Foundation children start school successfully and cope with the changes they will experience. For Year 6's moving to secondary school we link in with the transition programs provided by neighbouring secondary schools. We also share information from the secondary schools to support a smooth transition for all pupils.

Uniform

Aspendale Gardens PS has an attractive school uniform. Our colours are blue and emerald. Students are expected to wear the correct uniform at all times particularly when attending excursions and sports carnivals. In accordance with our SunSmart Policy, students must wear a broad brimmed or bucket hat when outside from September to April. Primary School Wear is our supplier, and uniforms are available from their Retail Outlet at Unit 22, 13 Gateway Drive, Carrum Downs or online at www.psw.com.au. Forms with prices are available at the Office.



Website

The school website can be found at www.agps.vic.edu.au. The site contains interesting information for all parents and visitors to the site. The school newsletter is up-loaded on to the website weekly.