

# Aitken Creek Primary School



## ***Parent Information Handbook***

**2025**

Please refer to the Aitken Creek Primary School website to read additional information about the school and your child's education. It is important that you read the school policies, particularly the Attendance, Uniform, Digital Technologies, Student Engagement and Wellbeing policies.

# Welcome to Aitken Creek Primary School

Aitken Creek Primary School is a school that caters for year P-6 students. It is located on Grevillea Street, Craigieburn. The school is built under the Public-Private Partnership (PPP) government initiative that centres around the school leadership team focusing on their core business of education rather than on facility management. This means that the provision of cleaning, security, grounds and facilities are managed by an external provider.

Our buildings consist of 48 general Learning and Teaching areas, 5 Shared Learning Environments in the core building, a Library, Gymnasium, two Performing Arts/Music rooms and four Art/Science/Technology spaces. For your convenience, we have a virtual tour on our school website that provides an excellent tour of the school.

All teachers work in professional learning communities that operate within an inquiry framework that emphasizes improved student outcomes in literacy and numeracy. Teachers collaborate in teaching teams so that the individual social and academic needs of their students are met. We uphold high expectations of all and provide an exciting and inclusive experience for staff, students and families.

The curriculum at Aitken Creek Primary School is focused around Literacy and Numeracy where these subjects are explicitly taught on a daily basis. The full breadth of curriculum is developed using an inquiry approach, where students are supported to take an active role in investigating and responding to personal and class inquiries. Overall, the Victorian Curriculum Framework forms the basis for teacher planning and curriculum implementation. Specialist programs offered include Physical Education, Visual Arts, Performing Arts and Spanish as an additional language.

A range of extra-curricular opportunities are developed every year as part of our clubs program, offering students a variety of options to engage with during break times as well as enjoying the play options available to them on the school grounds. The school grounds are designed to offer a range of play experiences, these include hardcourt areas for ball games, sandpit for creative and tactile play, three playgrounds, an oval, nature play spaces as well as passive play options scattered throughout the grounds.

We have developed a strong partnership with the neighbouring Hume Tennis Centre and offer all our students tennis lessons as part of our Physical Education program. We provide an intra-school sports program for our senior students and encourage student involvement in district sporting events such as cross country and athletics. We also partner with Genesis Music School who offer private music lessons which are conducted during the school day for your convenience.

The Student Leadership system at Aitken Creek Primary School provides the student leadership body with leadership training and skill development such as public speaking and collaboration. Across the school, all students are encouraged to activate their voice and agency through weekly community meetings where they are supported to express their voice, make decisions about school life and to take on responsibility about their learning

The wellbeing of our students and staff is of the utmost importance to us. Our Student Wellbeing Team consists of a Student Wellbeing and Engagement Assistant Principal, two Student Wellbeing Officers and three Leading Teachers supporting families of students with disabilities. These professionals along with the broader staff offer support and guidance for our students, staff and families. We also have access to the Education Department's psychologists and speech therapists as well as the ability to refer families to additional community support services.

## Context

Aitken Creek Primary School opened in 2011. The school is located within the City of Hume, approximately 26 kilometres north of Melbourne. The area is under constant development and has become very urbanised over the last few years.

ACPS opened its doors at the start of the 2011 school year with a total population of 67 students. The school has attained a steady increase of enrolments since its opening and has a current enrolment of

approximately 1050 students. Our student cultural profile is diverse with 65% of the student population speaking a language other than English at home. There are 42 reported languages spoken among the population with the languages of Punjabi, Urdu, Hindi, Turkish, Arabic and Assyrian being the most.

## School Vision

At Aitken Creek Primary School our students will achieve personal success in their learning and become responsible and productive citizens.

An environment that is caring, safe and supportive will be provided so that each student achieves their full potential. Parents, students and staff are strongly encouraged to work together in partnership to ensure our students succeed.

The core beliefs that we base our work on are:

- Through effort everyone can succeed and personal achievements are celebrated.
- Active engagement as well as positive work habits and attitudes are essential to learning.
- Social skills are fundamental in the way we interact with each other.

## School Wide Positive Behaviour Supports (SWPBS) Framework

Aitken Creek Primary School has adopted the School-Wide Positive Behaviour framework (SWPBS). Through this we have developed a range of strategies to promote engagement, positive behaviour and respectful relationships for all students in our school. SWPBS is a research based and proactive approach that focuses on explicitly teaching all students agreed expected behaviours and pro-social skills re-aligned to our school values rather than just reacting to inappropriate behaviour. It is a systems approach for establishing the social culture and behavioural supports needed for a school to be an effective learning environment for all students. The ACPS expectations are clearly stated in our SWPBS Matrix and are part of the ACPS school life. Further information can be found on our website.

## School Values

The values which underpin the actions for the whole school community are:

**Respect:** Showing care and concern for ourselves, other people, property and our environment. Developing a sense of pride, self-esteem and personal identity.

**Teamwork:** Achieving success by working cooperatively with others to achieve common and personal goals.

**Achievement:** Setting goals, showing persistence and taking pride in our achievements.

**Responsibility:** Showing commitment to our learning by being accountable for our actions.

## Intent

We aim to offer a service to our students and their carers that is responsive and forward thinking, targeting student needs.

Our core business is to offer the most effective teaching and learning program, in a caring and supportive manner which focuses on the explicit teaching of skills and behaviours so that each child can be the best that they can be.

Our facilities and resources will be aligned to our core business and our priorities so that our educators are well equipped to offer the best service possible.

We endeavour to respond to concerns in a timely manner that is solution focused and where possible with mutually agreeable outcomes.

## Our commitment to child safety

Aitken Creek Primary School (ACPS) is committed to child safety by implementing Ministerial Order No. 870 – Child Safe Standards and managing the risk of child abuse in schools.

We want children to be safe, happy and empowered.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

Child abuse is defined by:

- (a) any act committed against a child involving
- (i) a sexual offence; or

- (ii) an offence under section 498(2) of the Crimes Act 1958 (grooming); and
- (b) the infliction, on a child, of-
  - (i) physical violence; or
  - (ii) serious emotional or psychological harm; and
- (c) serious neglect of a child.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

ACPS is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.

ACPS has robust human resources and recruitment practices for all staff and volunteers.

ACPS is committed to regularly training and educating our staff and volunteers on child abuse risks.

We support and respect all children, as well as our staff and volunteers.

In implementing the minimum child safety standards in accordance with Ministerial Order No. 870, we:

(a) take account of the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable; and

(b) make reasonable efforts to accommodate the matters referred to in clause 6(a).

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

The relationship between the staff, students and parents is a fundamental strength at Aitken Creek Primary School. The school enjoys community involvement. Parent involvement and participation in a variety of school activities is a significant feature of our school life and is actively encouraged and greatly valued.

The strong partnership with the YMCA Early Learning Centre located on our grounds, provides community and children's services in the one location and operate the school's out of school care program. Further links with the Shire of Hume, local kindergartens and network schools strengthens our community involvement.

We encourage parent assistance and welcome your involvement wherever possible. You may like to offer assistance within the classroom, attend school camps or excursions or provide support in any other areas of interest. Please be advised that departmental guidelines require all parent helpers to provide a current "Working with Children Check". Please talk to your child's teacher if you are interested. Several opportunities for families to attend the school are offered throughout the year, such as parent/ student forums, activity nights and special event mornings. These will be advertised via our school portal, COMPASS.

We trust you will find your experience at Aitken Creek Primary School an enjoyable and rewarding one. Responses to any questions you may have about the school may be found in the following pages.

Kind Regards,

*Peter Katsikapis*

Peter Katsikapis  
Principal

This handbook has been prepared to support your family's experience at our school. Most of the important information you will need can be found in this handbook. If you require further information, please contact reception during 8:30 am and 3:45 pm.

### **School contacts**

**School email** aitken.creek.ps@education.vic.gov.au

**School website** www.aitkencreekps.vic.edu.au

**School postal address** PO Box 293 Craigieburn 3064

**Uniform Supplier** PSW (Uniform Group): [www.psw.com.au](http://www.psw.com.au)  
71 Potter St, Craigieburn VIC 3064  
Tel: 9768 0344

**Out of school hours care** YMCA Craigieburn

### **School Leadership**

**Principal** Peter Katsikapis

**Teaching and Learning Assistant Principal** Brendan Thompson

**Student Engagement & Wellbeing Assistant Principal** Lucia Poblete-Katsouris

**School Operations Assistant Principal** Gulsen Vavala

**Business Manager** Shirlene Nicholson

**School Council President** Zaria Asad

### **Online Communication and Service Delivery System:**

The school has embraced the COMPASS secured portal as its main form of communication with families, reporting and management system.

COMPASS is used for the following services:

- To communicate information and notices to parents
- To approve students' absences
- To make appointments for parent- teacher interviews
- To access your child's report
- To access the school calendar
- To update family contact details
- To text alerts to the primary parent as listed on the enrolment form in the event of an emergency
- To make online secured payments

Upon enrolment, every family is provided with individual login details. Parents who have difficulties are able to access support by calling the office during business hours. Compass School Manager can be accessed at [aitkencreekps-vic.compass.education](http://aitkencreekps-vic.compass.education) or by downloading the app from your provider.

You can also keep up to date with what is happening at our school by visiting the year level blogs at our official website: <https://www.aitkencreekps.vic.edu.au/year-level-blogs> or following us on Twitter and Facebook.

### **Reception Hours**

The school reception hours are 8:30 am – 3:45 pm. Payments of accounts (by EFTPOS, credit card or BPAY) are accepted during these times.

# Important information for 2025

## Reception Hours

The school reception hours are 8:30am – 3.45pm. Payments of accounts (by EFTPOS) are accepted during these times. Reception will close for all payments on **Friday 13<sup>th</sup> December 2024** and reopen on **Thursday 23<sup>rd</sup> January 2025**.

## KEY DATES FOR 2025

Term	Commences	Finishes
1	Thursday 30 <sup>th</sup> January Year 1-6 students resume  <b>Thursday 6<sup>th</sup> February Prep students begin</b>	Friday 4 <sup>th</sup> April Last day of Term 1 - Students finish at 2.10pm  <b>School Photo Days:</b> Monday 3 <sup>rd</sup> March Tuesday 4 <sup>th</sup> March Catchup Photo Day: Tuesday 11 <sup>th</sup> March
2	Tuesday 22 <sup>nd</sup> April students resume	Wednesday 2 <sup>nd</sup> July Last day of Term 2 - Students finish at 3.10pm <i>Thursday 3<sup>rd</sup> July – Three Way Conferences (students attend 10 minute conference with parent)</i>
3	Monday 21 <sup>st</sup> July students resume	Friday 19 <sup>th</sup> September last day of Term 3 - Students finish at 2:10pm
4	Monday 6 <sup>th</sup> October students resume	Friday 19 <sup>th</sup> December last day of Term 4 - Students finish at 1:10pm

### PLEASE NOTE

\*Prep Students will not attend school for the first five days of the school year and noted on the Compass school calendar **Thursday January 30<sup>th</sup> to Wednesday 5<sup>th</sup> February 2024**

## Public Holidays 2025

Labour Day	Monday, 10 <sup>th</sup> March
Good Friday	Friday, 18 <sup>th</sup> April
Easter Monday	Monday 21 <sup>st</sup> April
Anzac Day	Friday 25 <sup>th</sup> April
King's Birthday	Monday, 9 <sup>th</sup> June
Melbourne Cup Day	Tuesday, 4 <sup>th</sup> November

## Student Free Days 2025

Throughout the year there will be student free days where students are not required at school.

These days will be communication via Compass leading up to the event.

Please plan and organise care for your children during these days.

Please refer to the Parent Handbook provided in your enrolment pack or visit our school website for further information.

## Table of Contents

Access to the school/parking.....	9
Assemblies.....	9
Attendance hours.....	10
Bicycles/scooters.....	10
Birthday celebrations .....	10
Books and requisites.....	10
Canteen services.....	10
Childcare .....	10
Coffee and chat & Parents' Committee.....	10
Community building programs .....	10
Curriculum overview .....	11
Early departure.....	13
Emergency information / student records .....	13
Excursions.....	13
Extreme weather conditions .....	13
First Aid .....	13
Fundraising.....	14
Home Learning.....	14
Gates / Visitors register .....	15
Internet use .....	15
Late Arrivals .....	15
Lost property .....	15
Lunch and snacks.....	15
Messages.....	15
Money .....	15
NAPLAN.....	15
Non-attendance days .....	16
Parent support.....	16

Parent / Teacher communication .....	16
Pickup and drop-off .....	16
Reports to parents .....	16
School contributions .....	16
School Council .....	17
Staff and parent code of conduct .....	17
Student wellbeing .....	18
Student leadership .....	20
Sun protection .....	20
Traffic and Parking .....	20
Uniform.....	20
Victorian Student Number (VSN) .....	20
Wet Weather.....	20
Yard Supervision .....	21



## Access to the school/parking

Before entering the school ensure you role model safe behaviour by crossing roads using the pedestrian crossing. When entering the grounds, it is important that children only enter via the pedestrian gates and not through the car park. In the interests of children's safety, please observe parking restrictions in our boundary streets. The rules are for children's safety so your observance is important. Only authorised cars are to use the school's car park. **Please do not use the YMCA and Arcare carparks for pick-up or drop off of children. This is reserved for their customers.**

## Assemblies

Assemblies are held once every two weeks on Fridays in the School Gymnasium commencing at 2:30 pm. The assembly is an important feature of our school's life that creates, nurtures and sustains a sense of community. All parents and community members are encouraged to attend. Dates can be found on the school's Compass calendar.

## Attendance hours

Learning programs begin at 9:00 a.m. Students should be onsite several minutes beforehand and have access to classrooms at 8:50 am. **The grounds are supervised before and after school from 8:50 am to 9:00 am and 3:10 pm to 3:20pm each day. If you require care beyond these times, please contact the YMCA for their Out of School Hours Care program.**

The school and the Department of Education (DE) have high expectations for attendance. This means that students are required to be in class for every session, every day - unless they have a specific reason for absence. Students are required to remain in class for the full school day. Students with high unexplained absences may be referred to the DE Attendance Officer.

If your child is absent please log onto COMPASS, our school management system and approve the absence as soon as possible. Alternatively send an absence note to your child's teacher on the next day of attendance. Please include child's name, reason for absence and the dates of absence on the note.

Children who arrive late for school (after 9:00 am) must report to the office with a parent to sign them in to school. Students will then take a late pass to their class to notify their teacher of their attendance. Parents are not permitted to enter learning spaces without a Working with Children check and approved reason after 9:00 am.

The following is the day's schedule:

Gates	All gates begin to open by 8.45am at the latest and are closed by 9.05am Staff yard supervision from 8.50am – 9.00am
8.50am – 9.00am	Welcome and roll marking
9.00am – 10.00am	Session 1
10.00am – 11.00am	Session 2
11.00am – 11.10am	Lunch Eating Time – 10 Minutes
11.10am – 11.40am	Outside Play
11.40am – 12.40pm	Session 3
12.40pm – 1.40pm	Session 4
1.40pm – 2.10 pm	Outside Play
2.10pm – 3.10pm	Session 5
Gates	All gates are open by 3.00pm and close at 3.20 pm Staff yard supervision from 3.10pm – 3.20pm

## Bicycles, scooters and skateboards

Children are permitted to ride their manual bikes, scooters and skateboards to and from school (please note that it is illegal to ride electronic bikes, scooters or skateboards in Victoria if you are under the age of 16). All children are required to wear a helmet and comply with state laws. For safety reasons riding of bikes or permitted scooters within and around school grounds is not permitted.

Bikes and scooters must be left at the school bike enclosure. The bike enclosure is locked during the day and unlocked before and after school.

The school accepts no responsibility for the security of bikes, scooters or skateboards onsite as the Department of Education does not cover theft or damage for any personal items brought onsite. For added security, it is strongly recommended that an appropriate lock/chain is utilised to secure items in the bike enclosure.

For security reasons, bikes, scooters and skateboards must not be left overnight or on weekends in the bike enclosure and on school site. Students are required to collect their equipment at the end of every day.

## Birthday Celebrations

The best place to celebrate your child's birthday is at a birthday party at home/park or a party planning venue, this is a private matter and does not involve the school. At school, every teacher has a process in place to acknowledge each student's birthday – usually by singing "Happy Birthday" and making them feel special for the day.

If you would like to share a cake, party bags, toys etc. with your child's friends please distribute them during your own private celebration. Do not deliver them to school as they will not be distributed and will be returned to you.

## Books and requisites

All students will receive a book pack containing the necessary books and stationery for the entire year. The book pack will be delivered directly to your child's teacher to distribute and organise before the start of the year. Voluntary payments/contributions can be made on Compass or at the school office.

## Canteen services

Canteen Management Services Group runs our Canteen. This is a private catering company, the menu can be located on our school website or via the office. Canteen offers a Halal menu and can cater for different dietary needs.

To place a lunch order, please either use the My School Connect App. We encourage all families to use the App for lunch orders as there is very limited amount of hot food available over the counter for cash sales. Please be very careful when ordering lunch for your child on the app. **Make sure that you are ordering for the day you intend to and not a different date.**

## Childcare

Our school works in conjunction with the Craigieburn West YMCA to provide before and after school care. The YMCA is a separate organisation that works independently from the school. Parents wishing to use this service should make contact with the YMCA.

## Community building programs

In addition to joining School Council and the Parents and Friends Association, there are many circumstances when parents will be invited to participate in school activities. These include:

- Curriculum information forums
- Performing arts evenings
- Cultural festivals
- Social evenings
- Classroom support for teachers
- Library processing

- Accompanying school excursions as a group supervisor
- Assisting and coaching of sports teams
- Giving talks on crafts, travels and special skills
- Teaching of specific skills and talents
- Assisting with School vegetable patch

If you wish to offer assistance please leave your details at the office. All volunteers will need a current Working With Children Check.

## Curriculum overview



The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

The curriculum for Foundation (Prep) to Year 10 in Victoria is known as the Victorian Curriculum and is the curriculum framework used by schools.

The framework outlines the Standards that are important for students to learn and develop during their time at school. They are designed to encourage deep understanding of essential knowledge, skills and behaviours. The Standards are also used to plan student learning, assess student progress and report to parents.

All curriculum taught at ACPS is a core part of the school curriculum and is consistent with Department policy that all students must receive a comprehensive and age-appropriate education aligned to the Victorian Curriculum. If you have questions related to curriculum topics, you are able to discuss these with your child's teacher or a member of leadership.

Following is a diagram illustrating the curriculum design. For further information visit the Victorian Curriculum and Assessment Authority website on: <http://www.vcaa.vic.edu.au/Pages/index.aspx>

LEARNING AREAS	CAPABILITIES
The Arts <ul style="list-style-type: none"> <li>• Dance</li> <li>• Drama</li> <li>• Media Arts</li> <li>• Music</li> <li>• Visual Arts</li> <li>• Visual Communication Design</li> </ul> English Health and Physical Education The Humanities <ul style="list-style-type: none"> <li>• Civics and Citizenship</li> <li>• Economics and Business</li> <li>• Geography</li> <li>• History</li> </ul> Languages Mathematics Science Technologies <ul style="list-style-type: none"> <li>• Design and Technologies</li> <li>• Digital Technologies</li> </ul>	Critical and Creative Thinking Ethical Intercultural Personal and Social

## ***Assessment ~ Testing Program***

- ✓ Pre and post tests to determine what students know, what they want to know and what they have learnt are undertaken. This information is used by teachers to inform them of students' knowledge, skills and behaviours and to drive their teaching and assessment;
- ✓ A variety of tools and tests are used by teachers for observing, recording and analysing a student's abilities in order to inform future teaching. These include: a range of standardised and diagnostic tests, as well as observational surveys;
- ✓ Appointments and informal meetings are requested when necessary and formal interviews are conducted half yearly;
- ✓ Written reports are provided to parents at least twice a year at mid-year and end of year;
- ✓ Individual Education Plans (IEP's) have a specific focus and are a record of what is being done to assist students requiring additional assistance to achieve short and long term learning goals. Parents are notified and are asked to be supportive of the goals at home. Individual Education Plans are signed off when the goal has been achieved.

## ***Catering for individual learning needs***

Teachers are trained in strategies that support the wide spectrum of student talent and abilities.

Those students who require additional support are assisted within the classroom and through other support programs, with advice and guidance being sought from a wide range of professionals including a psychologist and speech therapist. Parents may be referred to one of these specialists for additional support.

## ***Curriculum Programs***

We provide a nurturing and safe environment that is engaging, supportive and one that meets the learning needs of your child. Dedicated and committed staff work in teams to ensure consistency between classrooms. We promote strong and positive partnerships between parents, teachers and students.

Parents are encouraged to be part of their child's school life. There are parent information sessions, opportunities to assist with classroom programs and participation in various committees within the school.

Aitken Creek Primary School provides:

- ✓ A strong focus on literacy and numeracy
- ✓ Physical Education, Performing Arts, Visual Arts and Spanish Language programs
- ✓ Psychologist and speech pathologist services provided by Regional Network
- ✓ Bring your own iPad program
- ✓ School owned IT shared devices
- ✓ Student leadership opportunities
- ✓ Public speaking opportunities
- ✓ Student awards
- ✓ Athletics carnivals and school sports

## ***How learning occurs in classrooms***

- ✓ Teachers understand that students are at different stages in their learning and plan lessons to meet the variety of learning needs within the class
- ✓ Students co-operate with class activities, sharing their learning and assisting each other
- ✓ Students with similar learning needs are grouped for special attention by the teachers
- ✓ Students as well as teachers assess their progress and set goals for future learning
- ✓ Teachers often have other teachers and support staff working in the same class
- ✓ Learning activities link into students' interests and use modern technologies
- ✓ Different areas of learning are often linked, for instance, students learn aspects of English in every subject
- ✓ Each classroom is a learning community where students develop leadership skills, teamwork and independent thinking

- ✓ Students are taught how to think deeply, be curious and to organise information to demonstrate their knowledge and understandings
- ✓ Students are taught to reflect and act as agents for their own learning

## Early departure

An **Early Leave Pass** is required to be entered by the person collecting the child at the school reception via the COMPASS kiosk prior to any child leaving the school grounds. Students can only be collected by a parent or guardian registered on the school enrolment record. If another responsible person over the age of 16 is to collect your child, prior notification is required.

Early departure and late arrival to school is discouraged and should be avoided at all costs as this practice reduces learning opportunities for our students. If in the rare case you are required to collect your child early please note that you will not be able to access your child instantly. Upon arrival at reception requesting your child to be released we will firstly contact your child's teacher asking them to send your child to the office for the early dismissal. This process can take up to 10-15 minutes so please ensure you factor this into your schedule.

Please **avoid collecting your child during break times** or at assemblies as it is very difficult getting a message to your child and then arranging access to their room to collect their belongings. Break times are from 11:10 am to 11:40 am and 2:10 pm to 2:40 pm. Assemblies are on Fridays and are published on Compass. Please be aware that if you arrive wanting to collect your child during these times you will be asked to wait at reception until they are available.

## Emergency information / student records

To help us and your child, you will be required to fill in our Family Record Sheet upon Enrolment. Please advise us of any medical condition in your child's medical history such as asthma, epilepsy, vision or hearing problems and learning difficulties. In addition, advice of any temporary disability would be appreciated. It is important that we have current telephone numbers, private and business, where you can be contacted, and the names, addresses and phone numbers of two people who are able to look after your child in your absence should he/she become ill at school. Please advise the school immediately of any changes to emergency information.

## Excursions

Students must have parent permission to attend excursions. Most excursions require a payment for transport and entry to a venue. Teachers will send a permission form to parents with the details, including cost. Our preferred method of payment is through the COMPASS portal.

### Local excursions:

All children are required to have a local excursion permission form signed at the commencement of the year. This form covers all local excursions involving walking.

## Extreme weather conditions

During extreme weather conditions, children are supervised indoors during recess and lunch play. Extreme weather includes hot days, windy days and wet days.

## First aid

Minor ailments and injuries are treated sympathetically at school. We will notify parents to collect their child in the case of an accident or illness that requires more than general first aid treatment. If any emergency situation arises, we will take prompt action to ensure the best interests of your child are protected and your needs are met. It is therefore imperative that all emergency information recorded at school be up to date and accurate.

## Student medical expenses

Parents/carers are liable for all medical expenses incurred as a result of a student's injury or medical need, including transport costs such as ambulance costs (this may include an air ambulance should that be considered necessary).

Although we normally contact/notify parents/carers when a child is injured or ill whilst at school, in the event of an accident or sudden illness where medical attention beyond first aid is required an ambulance will be called without notifying you. This will also be the case if we are unable to reach you.

We encourage all parents/carers to have up-to-date ambulance cover and medical insurance.

### **Immunisation Certificates**

All children starting school should have an Immunisation Certificate. This certificate can be obtained from Medicare.

### **Infectious Diseases**

Parents are requested to promptly pass on to the school any information related to infectious diseases as this allows us to take appropriate measures. If your child is to be absent for an extended period (for whatever reason), a phone call to the school is required.

### **Head lice**

Parents are required to notify the school if their child has head lice. The school will then send home a generic notice to advise parents in that class, that there has been a case of head lice and their children's hair needs to be checked. Children should stay home if they have live head lice. If there is a problem with a particular class, the class will be checked by a trained person. All parents are required to fill out a form on enrolment to consent / not consent to hair checks.

### **Medication**

Students requiring any medicine during school hours:

- ✓ Parents must send a signed note giving permission for us to administer the medication detailing the type of medication, the dosage and accompanying times. No medication is to be kept in the classroom excepting Asthma medication. A Medication Authority form can be downloaded from our website (under Student Wellbeing and Engagement/First Aid) or is available from reception.
- ✓ Panadol / paracetamol is not provided by the school.

### **Personal Hygiene**

Hygiene is especially important when large numbers of children work and play together. Please talk to your child about the correct use of urinals and communal toilets stressing the need for frequent washing of hands and that toilets are not places in which to play etc.

### **Health Services**

A School Nurse visits annually. The nurse carries out examinations of all Prep children and any other child referred by teachers or a parent for possible visual/hearing difficulties and medical reasons for behavioural problems. You will be notified of the visits. Many other services, listed below are available to schools and referrals are made if required.

- Speech Therapy
- Psychologists
- Special Educational Services
- Counselling, Guidance and Clinical Services

If you believe that your child has a particular need for any of these services, please discuss your requirements with a member of the Principal Class Team.

### **Asthma**

If a student suffers from Asthma, parents are required to complete a School Asthma Management Form and provide a Ventolin and spacer to be stored in the First Aid Room.

### **Allergies**

Students with any allergies should inform the school and obtain information from their medical practitioner about their condition and any medication to be administered. All students with Anaphylaxis must have an Anaphylaxis Plan filled out. It is highly recommended for students with hayfever to have a Hayfever Action Plan. Students requiring Epi-pens must provide the First Aid Room with an Epi-pen.

## **Fundraising**

Money raised from fundraising activities is used to buy equipment and improve resources for our children. We strive to keep fundraising within affordable limits, so please support these when they are promoted through COMPASS.

## **Home Learning**

- ✓ Teacher's role: To set achievable learning tasks;
- ✓ Students' role: To practise reading and learning tasks. Students may also need to complete unfinished class tasks;

- ✓ Parents' involvement: To encourage and support your children's learning and education, particularly homework tasks that are to be completed and practised at home.

## Gates / Visitors register

All visitors to the school including Parent Helpers must sign in and out of the visitor's register, wear a visitor's badge and have a current Working with Children Check. School gates will be closed shortly before school starts and opened before school ends. The front entrance on Grevillea Street is the only entrance that remains open. If you are visiting the school during this time please report to the office to sign in and get a visitor's badge. It is important that we have a record of who is in the school at all times in case of an emergency.

## Internet use

All students are given access to the school network using a protected password. Students sign an agreement to protect themselves, others and the network from unauthorised use. Consequences apply for unauthorised use of the school's ITC network. The ITC network has very high levels of filtering of unacceptable material.

## Late Arrivals

A reminder to parents that teaching starts at 9:00 am and teachers will be opening their doors at 8.50 am. Students arriving after 9.00 am must report to the Office to collect a late pass. The school's focus is on literacy and Numeracy, and a simple means of improving outcomes is to have students on task at 9.00 am rather than starting late.

## Lost property

Lost property is kept outside the prep learning neighbourhood behind reception. Parents are most welcome to check the lost property for any items of lost clothing. All found items that are named will be returned to students. Please support us by naming everything that your child brings to school – including clothing. Personal property is often brought to school by students, staff and visitors. It can include mobile phones, toys, sporting equipment and items of family or personal importance. **Please note that private property brought to school is not insured, and the Department of Education does not accept any responsibility for any loss or damage. We encourage parents to enquire with their household insurance and investigate cover for these items. Special items are best left at home.**

## Lunch and snacks

Children eat their lunches inside their classroom every day. Children are to bring a water bottle and snack for play break times. Water is also available via drink fountains. All children need a good breakfast for energy and concentration requirements. Wrap and label lunch and play lunch separately, and ensure your child can identify each one. Any food that your child does not eat is sent home to help you gauge how much food your child is eating. Please encourage a piece of fruit or a healthy snack for play lunch. Children are encouraged to drink water at school. No fizzy drinks are allowed.

## Messages

Please note that the procedure for leaving messages at school for teachers and students is as follows:

- Messages for students are recorded and relayed to the students before the end of the school day at 3:05pm.
- During lessons, messages for teachers will be passed on to the teacher concerned and the teacher will return your call later if required.

Only in cases of extreme emergencies will teaching time be interrupted.

## Money

As we do not keep money on the premises we are unable to give change over the counter. Keep all receipts as we are unable to give duplicates. When paying for camps/excursions/incursions, our preference is for you to do so through COMPASS. Please contact the office for help

## NAPLAN

National assessment of children's skills (NAPLAN) will take place twice during their Primary years: once in Year 3 and once in Year 5. Results are sent home to parents/ guardians.

## Non-attendance days

All government schools have non-attendance days each year (Curriculum Days or Student Free Days). Parents will be notified of these days, which are added to our school calendar, which can be found on Compass.

## Parent support

Learning at Aitken Creek Primary School is a partnership between a student, their family and the school. It can only be successful when all three parties work closely together for the benefit of the child. Please be actively involved in all aspects of your child's education, e.g. Participate in school activities, join committees, read communications, but most importantly talk to your child's teacher. A quick conversation or a note is sometimes all that is needed to explain what might be happening at home or at school that could be having an impact on your child's learning; be it a celebration or an issue. This also sends a strong message of support to your child and demonstrates our shared belief in him/her.

## Parent / Teacher communication

We are always happy to discuss your child's welfare and learning development. Parent/Teacher interviews provide formal opportunities for you to discuss your child's report and progress with your child's teacher, but please take advantage of the many casual and social opportunities. Please arrange a mutually convenient time to speak to your child's teacher by contacting the office.

## Pickup and drop-off

When arriving at school and leaving the classroom at the end of the day, children should be encouraged to be independent by allowing them to be responsible for their own belongings and actions. When picking up your child please ensure you wait outside the entrance of their learning area. The school does not have corridors where parents can wait outside their child's classroom. All central areas are learning spaces and extensions to the classroom.

## Reports to parents

Parents are encouraged to contact teachers or the relevant Student Wellbeing and Engagement Leader (Prep-2 or Years 3-6) at any time if information or assistance is required in relation to a student's academic or social progress.

Student Report Cards are issued via COMPASS at the end of terms two and four and opportunities for a discussion with class teachers in relation to reports are provided. Students are invited to take an active part in goal setting and reflecting on their progress.

## School contributions

The Voluntary Curriculum Contributions and Other Contributions for the 2025 school year will be advised to parents in November of 2024, after school council approval. The voluntary payments assist us with providing a book/stationery pack for each student and all consumable materials and requisites required for literacy, numeracy, inquiry learning and specialist sessions including art, science, technology, health and physical education as well as general classroom resources. All materials are ordered by the school before the start of the year and delivered straight to your child's classroom for distribution. An individual student licence for home and school use for each child to participate in the online Mathematics and Literacy Program is also included in this amount. Voluntary contributions can be made to the school at any time via the Compass parent portal or via BPAY. Family BPAY details are available from the office.

## School Council

The role of the School Council is to serve the interests of students and staff and to promote the school in the wider community.

The Council is a legally constituted body obligated under the Education and Training Reform Act (2006) to fulfil the following responsibilities:

- developing the strategic plan (the document that tells people what the school wants to achieve in the future and how it plans to get there);
- approving the annual budget (the financial plan for the calendar year that tells people how the school is going to provide money so it can implement its strategic plan in that year);



- setting and reviewing policies (guiding principles designed to influence decisions, actions that the school makes);
- developing, reviewing and monitoring both the Student Code of Conduct (how the School expects students to behave, how bullying will be managed and the school's approach to managing student behaviour) and the School Dress Code (this includes how students are expected to dress during school hours including travelling to and from school, if the school has a uniform and what that looks like, and any arrangement with clothing suppliers that the school might enter into);
- raising money for things that the school needs;
- making sure the school's grounds and buildings are maintained;
- entering into contracts for things like uniform and canteen management;
- creating interest in the school within the community; and
- Principal selection.

### **The Constituted Membership of the School Council:**

The Aitken Creek Primary School Council shall be constituted as follows: -

- 5 parents elected by the school community;
- 1 staff member elected by the school staff;
- 1 Community Member;
- The Principal who is a member ex-officio;

All parents are eligible for nomination to the School Council, with those elected normally serving a two-year term, being eligible for re-nomination when their term expires. Nominations are taken at the start of every school year. Request for nominations is advertised via COMPASS.

School Council meets at least eight times each year.

### **Other ways to be involved**

There are many ways you can become an active participant in the education of your children:

- Helping with classroom programs- reading, preparing materials, typing children's writing;
- Assisting with excursions- extra adults are required to meet the minimum adult/child ratio in supervising groups;
- Assisting with sports. Games- umpiring, coaching and time keeping;
- Helping in the library- covering books, cataloguing and filing;
- Supplying art/craft materials- egg cartons, cereal boxes, scrap material, wool etc.
- **Note: Parents and family members who help in the school are required to have a current Working with Children Check.** You can find out more information from the school office.

### **Smoke free environment**

The School is a smoke free zone. All Department of Education properties are smoke free.

### **Staff and parent code of conduct**

All staff will conduct themselves within the Code of Conduct for Victorian Public Sector Employees and the School Staff Code of Conduct. Additionally, for teachers, The Victorian Teaching Profession Code of Conduct applies.

When entering a school, parents and other visitors are expected to contribute positively to contact with school staff by following the guide below. The school is not a public place and therefore all parents/carers and visitors are permitted to remain on school grounds at the discretion of the principal.

Teachers are generally available for appointments after school on most Wednesdays, Thursdays and Fridays. On Mondays, Tuesdays and some Wednesdays teachers are involved in staff meetings from 3.30pm onwards.

### ***When planning a visit to the school it is best to:***

- ✓ Make an appointment with the teacher or someone in leadership, upon arrival always go to the office during business hours.

***If a parent has a concern:***

- ✓ *Always* speak respectfully to a teacher first
- ✓ *Never* approach another student or parent with your concern
- ✓ Understand the common goal is to achieve an outcome acceptable to all parties

***Staff and parents can reach an acceptable outcome for all by:***

- ✓ Being on time for appointments
- ✓ Maintaining confidentiality of all parties
- ✓ Acting in good faith and in a calm and courteous manner
- ✓ Showing respect for each other's point of view rather than judge and blame
- ✓ Recognising that all parties have rights and responsibilities which must be balanced
- ✓ Allowing sufficient time to resolve complex issues

Unreasonable behaviour and/or failure to uphold the school values may lead to further investigation and the implementation of appropriate consequences.

This may include:

- utilising mediation and counselling services
- alternative communication strategies being applied
- formal notice preventing entry onto school premises or attendance at school activities.
- an intervention order being sought
- informing the police which may result in a charge of trespass or assault

Other than your child's classroom teacher, there are a number of leaders who will be able to offer assistance. Please contact the office with your concern and you will be connected to one of them.

The Principal leadership structure for 2025 comprises of the following staff:

**Peter Katsikapis** - School Principal

**Brendan Thompson** - Teaching and Learning Assistant Principal

**Lucia Poblete-Katsouris** - Student Wellbeing and Engagement Assistant Principal

**Gulsen Vavala** – Operations Assistant Principal

2025 staff lists will be published on Compass at the beginning of the 2025 school year.

## **Student Wellbeing**

The wellbeing of our students and staff is of the utmost importance to us. The Student Wellbeing team provides support and guidance for our students, staff and families.

All students and staff at the school have the right to work in a safe, secure and supportive environment. We believe in a positive approach to student management, focusing on personal responsibility, self-discipline and a personal contribution to our school of learners. The school has comprehensive policies around Anti Bullying and Student Wellbeing.

Please see our School Wide Positive Behaviour Supports (SWPBS) framework below (also on our website). Students will explicitly be taught these school expectations whilst also developing their individual classroom expectations. Students thrive when they have clear expectations that are taught positively.

In my learning space:	When I move around the school:	At the canteen:	When I play outside:	When I use the toilet:	When in a digital environment:
<p><b>I am respectful.</b></p>  <p>Respect is about how you feel about someone and how you treat someone.</p>	<ul style="list-style-type: none"> <li>I care about and include people.</li> <li>I speak politely to others.</li> <li>I listen to others.</li> </ul>	<ul style="list-style-type: none"> <li>I use a quiet voice when lining up.</li> <li>I use my manners.</li> <li>I keep to the left when walking on footpaths and in corridors.</li> <li>I follow teacher instructions.</li> </ul>	<ul style="list-style-type: none"> <li>I wait my turn.</li> <li>I am considerate of others.</li> <li>I spend my own money.</li> </ul>	<ul style="list-style-type: none"> <li>I am kind to others.</li> <li>I play safely.</li> <li>I respect others' property.</li> </ul>	<ul style="list-style-type: none"> <li>I take care of equipment.</li> <li>I get permission before I post things online.</li> <li>I only say things online that I would say out loud in front of my teacher and class.</li> </ul>
<p><b>I am responsible.</b></p>  <p>Responsibility is doing the right thing.</p>	<ul style="list-style-type: none"> <li>I take care and look after all the equipment.</li> <li>I am ready for learning.</li> <li>I stay focused on my learning.</li> </ul>	<ul style="list-style-type: none"> <li>I line up.</li> <li>I place my rubbish in the bin.</li> <li>I eat my own food.</li> </ul>	<ul style="list-style-type: none"> <li>I follow the rules of the games.</li> <li>I use equipment safely.</li> <li>I care for the environment.</li> <li>I wear a hat when playing outside.</li> </ul>	<ul style="list-style-type: none"> <li>I wait my turn.</li> <li>I keep the toilets clean.</li> <li>I practice good hygiene.</li> </ul>	<ul style="list-style-type: none"> <li>I keep personal details private.</li> <li>I follow the acceptable use agreement.</li> <li>I handle, use and store equipment safely.</li> </ul>
<p><b>I am a team player.</b></p> <p>A person who plays or works well as a member of a group.</p> 	<ul style="list-style-type: none"> <li>I work with others to learn.</li> <li>I include everybody.</li> <li>I share equipment and space.</li> </ul>	<ul style="list-style-type: none"> <li>I have my money ready.</li> <li>I know what I want to purchase.</li> <li>I help others if needed.</li> </ul>	<ul style="list-style-type: none"> <li>I take turns and play with others.</li> <li>I include everyone.</li> <li>I show sportsmanship.</li> </ul>	<ul style="list-style-type: none"> <li>I wait for my partner.</li> </ul>	<ul style="list-style-type: none"> <li>I work collaboratively both online and face to face using digital technologies.</li> <li>I only communicate with people I know and trust.</li> </ul>
<p><b>I achieve my best.</b></p>  <p>Doing the best I can.</p>	<ul style="list-style-type: none"> <li>I try my best and challenge myself.</li> <li>I speak up if I'm unsure.</li> <li>I celebrate success.</li> <li>I seek to improve my behaviour and performance.</li> </ul>	<ul style="list-style-type: none"> <li>I make healthy choices.</li> </ul>	<ul style="list-style-type: none"> <li>I keep the yard clean.</li> <li>I play safely and fairly.</li> <li>I have fun.</li> </ul>	<ul style="list-style-type: none"> <li>I am respectful and responsible when I use the toilet.</li> </ul>	<ul style="list-style-type: none"> <li>I use digital technologies for my learning.</li> <li>I challenge myself to try new things.</li> <li>I persist and problem solve when using digital technologies.</li> </ul>

## Acknowledgement System

Positive acknowledgement is a major component of our SWPBS framework. In recognition of students who are following our school values, students at Aitken Creek Primary School receive Gotchya tokens. We believe that catching kids doing the right thing at the time they are doing it is a positive approach to teaching expected behaviours.



Students develop community goals within their class during their weekly community meeting. This goal is recorded and students receive recognition through Gotchya tokens. Gotchya tokens are recorded in each class and work towards class rewards and our house system. Students may also receive weekly awards at assembly in recognition of positive rewards.

## Student leadership

The School's Student Leadership program provides students with leadership experience, skill development, and many opportunities to experience positions of responsibility. Our students are supported to make decisions, take on responsibility and have an input into the direction of the school. Each year elections are held to determine our school leaders.

## Sun protection

We promote active protection from the sun. All children are required to wear a school hat when outside during Terms 1 and 4. Children without a hat are required to stay under cover so that they have protection from ultra-violet rays.

## Traffic and Parking

We ask that parents observe the **40km School Zones** outside the school during drop off and pick up times. Please also ensure that road rules are observed when parking (double parking outside the school obscures people's view and endangers our students). Ensure you teach your children to use the supervised crossings at all times. **The area is often patrolled by traffic officers; if you receive an infringement there is nothing the school can do.**

## Uniform

Full school uniform is compulsory. A Uniform Policy brochure and pricelist is available from reception. Shoes – All students are to either wear traditional black school shoes or all black runners. On sport days they must wear runners (can be any colour, non-marking preferable).

Parents are strongly advised to label articles of clothing and belongings such as lunch boxes, drink bottles, school bags, pencils and balls that are brought to school. Mislaid garments and possessions that are not labelled often find their way to the unclaimed property area.

## Victorian Student Number (VSN)

The VSN is a unique student identifier known as the Victorian Student Number (VSN). A central system, the Victorian Student Register (VSR), maintains student identifying details, associated VSNs, and records of enrolments and exits from education providers. The VSN has the potential to provide accurate information on a student's movement through the educational system. The VSN covers students from Prep to the age of 24. A VSN will be allocated to each student enrolled within Victoria's school sector and students enrolled in qualifying training at a VET Provider. Once allocated, students will require their VSN to enrol at any subsequent school or VET Provider.

## Wet weather

During wet weather, accidents such as falling into puddles can occur. Unfortunately, as we do not have any additional supply of school uniform items at First Aid we cannot offer students a change of clothes. If your child gets wet during the day we will be contacting you to bring a change of clothes to school. To minimise the need for this, perhaps you may consider placing a change of clothes in your child's bag as a backup.

Please ensure all your child's clothes are clearly labelled with their name so that any lost items can be returned when found.

## **Yard Supervision**

Teachers supervise students during all breaks. Teachers are also on yard duty before school from 8:50 am to 9:00 am, and after school from 3:10 pm until 3:20pm.

**PLEASE DO NOT ALLOW YOUR CHILDREN TO COME EARLY OR STAY LATER AT SCHOOL AS THE YARD IS UNSUPERVISED BEYOND THESE TIMES.**

If you require supervision beyond these hours, please inquire about the YMCA Before and After School Care Program.