

Welcome to 2021

@ Riddells Creek Primary School



For all our school happenings follow us on Instagram;
School: @riddellscreekps
Stephanie Alexander Kitchen Garden: @riddellscreekpskgp

Riddells Creek Primary School
69-77 Main Road (PO Box 255) Riddells Creek Vic 3431
T: (03) 5428 7277 F: (03) 5428 6981
E: riddells.creek.ps@education.vic.edu.au
W: www.rcps.vic.edu.au

Contents

Principal's Welcome	3	Uniform	18
Term Dates	4	Beleza Uniform Shop	18
Introduction		Wellbeing	
Staff & School Council	5	Anti-Bulling/Student Engagement	19
Getting Started		Buddy Program	19
Adjusting To School life	6	Students with Disabilities	19
Preps		Student Support Services	19
Entry Assessment	7	Student Behaviour	19
First Day	7	Cyber Bullying	19
Prep Free Wednesdays	7	Custody & Access	19
Prep Information Booklet	7	Social & Emotional Learning at RCPS	20
Inside and Outside the Classroom		Medical	
Step Up	8	Head lice	21
Class Structures	8	Allergies	21
Day to Day Helpful Information		Immunisation	21
Communications	9	Anaphylaxis Policy	21
Absences	10	Asthma Policy	21
Assembly	10	Primary School Nurse	21
Bring your own Device Program	10	Illnesses & Infectious Diseases	21
Computers	10	Resources	
Crossing Supervision	10	Out of Hours School Care	22
Daily Timetable	10	Instrumental Music Tuition	22
Starting/Finishing Times	10	Emergency Procedures	23
Distance Education	11	Finance	
Events	11	Finance/Parent Payment	24/25
Homework/Home Reading	11	Room Locations	26
House Hats	11	Plan of School	27
Kitchen Garden Program	12		
Late arrivals/Early Leavers	13		
Library	13		
Lost Property	13		
Lunches/Lunch Orders	13		
Money Sent to School	13		
Possessions at School	14		
Photographs	14		
Physical Education	14		
Playground Supervision	14		
Policies	14		
Pupil Free Days	14		
Reporting to Parents	15		
School Leaders & House Captains	15		
Specialist Programs	15		
Visitors/Volunteers/MWCC	15		
Whole School Performance	16		
Swimming Program	16		
Transition Programs	16		
Travelling to & from school	17		
Delivering & Collecting	17		



Principal's Welcome

Welcome to our school!

Located in the town of Riddells Creek approximately 60km from Melbourne, our school has an excellent reputation within the community. Our school motto “Step up and step out for success”, defines what we stand for. We are a school dedicated to building our young people into confident, capable lifelong learners.

Situated on over 2 hectares we have plenty of space for our students to play and imagine. Riddells Creek Primary School runs the Stephanie Alexander Kitchen Garden Program for years 3 and 4. Each week our students cook food from produce they have grown themselves in our veggie gardens located on school grounds and using eggs collected from our very own chickens.

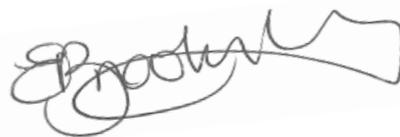
Riddells Creek Primary School strives to provide personalised learning experiences that develop each student's skills, knowledge and character. There is a strong focus on whole school improvement driven by rigour, consistency and teamwork. The key values are confidence, commitment, persistence, cooperation and respect. Student relationships and social skills are enhanced by the “You Can Do It!” and Berry Street programs as well as the use of a restorative framework in dealing with conflict.

Emphasis is placed on Literacy, Numeracy, Science and History, but we also provide a broad spectrum across the curriculum encompassing Auslan, Art, Drama, Music, Sport, Physical Education and Technology. We value our Stephanie Alexander Kitchen garden Program offered in years 3 & 4 and the expanded palette and food appreciation it offers our students. We offer a wide range of enrichment programs including instrumental music, chess, student leadership, choir and an Out of School Hours Care Program, before and after school. Transition into the school, across the school and into secondary school is a major focus.

Riddells Creek Primary School has a long tradition of parent participation in school activities. From helping out in classrooms through to accompanying us on excursions and camps, we encourage you to consider our school a shared space where we meet to partner in developing the skills and talents of each student.



Kind regards,



Emma Brooksby
Principal



TERM DATES

2021

Term 1: Friday 29th January to 1st April (2.30pm)

Preps do not attend Wednesdays in February

Term 2: 19th April to 25th June (2.30pm)

Term 3: 13th July (3 Way conferences Monday 12th July) to 17th September
(2.30pm)

Term 4: 4th October to 17th December (12.30pm)



Introduction

Administration Staff

Principal: Emma Brooksby

Assistant Principal: Amelia Desormeaux

Office Staff: Cathy Calder, Flo Wallace and Edwina Williams

Teaching & Education Support Staff

Sarah Barclay, Claire Davis, Patrice Dullard, Amelia Desormeaux, Olivia Desormeaux, Maryanne Doria, Erica Elliott, James Fedoruk, Jason Fisher, Nick Gibson, Dean Hartland, Annie Horton, Liv Kidman, Jo Kinder, Brigid Krohn, Nicole Macartney, Natalie Massaro, Malanie Matthews (Garden), Cathie McCulloch, Michelle O'Connor, Stacey Scott, Jenelle Stancombe, Sandra Stewart, Erika Surdy, Ben Suter, Deb Taylor, Leanne Vandermeer, Kira Verde, Flo Wallace, Renae Warr, Michelle Webb, Edwina Williams and Jordana Youngman.

Out of School Hours Care (OSHC)

Helen Halliwell, Barb Wersching, and Flo Wallace (admin).

Cleaning

Deb Taylor

Maintenance

Leith Picking

School Council

The School Council is the governing body of the school. The main objective is to act in accordance with the Education and Training Reform Act 2006 and to enhance the educational opportunities of the students of the school.

It is an elected body of parents and Department of Education employees (eg, teachers). RCPS looks for enthusiastic parents who want to help improve learning outcomes for students. Elections are held early in the school year and must be completed by the end of March. All parents of students enrolled at RCPS are eligible to vote.

The tasks of our School Council are to:

- determine the education policy of the school within Ministerial guidelines. Policies can be found on the website
- draw up an annual financial budget and monitor expenditure
- keep buildings and grounds in good repair
- recommend asset improvements and extensions
- provide cleaning and sanitation
- stimulate parent and community interest in the school
- report Council's activities

Current members:

- President - Lachlan Milne
- Vice President - Kristin Barton
- Treasurer - Anthony Vavallo
- Secretary - Amelia Desormeaux
- Parent Members: Lachlan Milne, Kristin Barton, Renee Griffiths, Elissa Doolan, Amy Swan, Anthony Vavallo, Mardi Durling, Lubica Grogan, Sonja Lobos and Grant Redman.
- Department of Education and Training Members: Emma Brooksby, Amelia Desormeaux, Sandra Stewart, Erika Surdy and Claire Davis

The School Council meets twice per term, in the 4th and 9th week on a Thursday evening. Dates can be found on the school calendar (accessed via the website)

Getting Started

Adjusting to school life

- Starting school can be enormously challenging and often exhausting experience for children. Ensure that regular and suitable sleeping habits are kept. A quiet time after returning home from school often helps.
- Encourage your child to look forward to this great event
- Talk to your child about making friends, playing games, singing and making things
- Talk positively about the school and never use school or school teachers as a threat. Teachers love kids!
- Encourage your children to see them as friendly and helpful
- Provide clothes that are easy to manage
- Label possessions that your child will take to school: hats, jumpers, raincoats, lunch bottles, shoes, etc
- Have a recognisable tag/label on their school bag so they can easily know which one is theirs
- Organise the mornings so that your child arrives at school at 8.50am
- Encourage your child by admiring work brought home. Give paintings pride of place for a few days
- Increase your child's interest in books by reading/listening to stories before bed each night. It is largely what happens at home, which determines how keenly a child will take to reading at school
- Carefully control the amount and type of television your child watches and sit with them during shows to discuss puzzling things
- Train your children in road safety, the route to and from school and the correct use of the school crossing
- Familiarise your child with public toilets - and establish confidence in using cubicles and urinals
- Encourage your child to practice removing jumpers and coats and doing up buttons and shoe laces
- Be sure that your child knows safety procedures and the dangers of accepting rides from strangers
- Walk to school with your child over the vacation and play in the grounds. They will feel familiar and know how to reach home

Children can be encouraged to help themselves become more independent by being taught to:

- Dress and undress themselves
- Tie their own shoelaces (if possible) or have shoes with buckles or velcro
- Help with simple tasks
- Put away toys and tools
- Employ good eating habits
- Manage themselves in the toilet and wash their hands
- Listen carefully - look at the person who is speaking
- Follow simple instructions
- Obey promptly
- Speak politely - using kind words
- Care for their own and school property
- Use a handkerchief or tissue
- Open and close their school bag, lunch box and drink bottle



Some things to bring

On the first day of school your child will need to bring along:

- Named Art Smock (preferably with long sleeves and elastic at the neck and wrists)
- Pop Top Water Bottle for table - No juice or cordial please
- Piece of fruit for fruit time
- Healthy snack (for recess) and lunch (each day)
- A change of clothes in case of accidents, especially underwear

As all stationery and consumable materials are provided through the school book box. There is no need to provide these, unless you obtain a list from the office.

Preps

Entry assessment

All Prep children starting school at RCPS will undertake an initial online assessment to assist in planning the most appropriate educational program.

The initial assessment will consist of a maths interview, a language assessment and an introductory reading skills assessment.

The teachers use this information, together with classroom observation and information provided by parents and the kindergarten director (if applicable), to plan the most appropriate learning experiences for your child.

At the beginning of the first day

- On the first day your child will require a school uniform, including a school reversible hat (provided at no cost by the school), a school bag, play lunch, lunch and a drink of water.
- Be organised, so there's no panic about finding socks, shoes, lunches, etc. at the last minute.
- Try not to change the normal morning routine too much; for example breakfast as usual. It's best to get children used to waking up early enough to prepare for school well before the first day arrives.
- Try to remain calm yourself so your fears (if any) do not affect the child's mood. If you show you have faith in your child's ability to cope, they will be more confident themselves.
- Arrive a few minutes before your allocated time but not too early though as a long wait for class to begin may add to any strain or tension already existing. It is natural for children to experience some fears about school.
- Try not to be upset if there are tears; your child probably isn't as upset as you, or as upset as he/she might sound. Even the most confident and well prepared child can cry, after all it's a very new situation.

At the end and after the first day

- Children will need to be collected from outside their classroom at 3.30pm. Be there! Or at least make sure some other trusted adult or older brother or sister is there to escort them home.
- Expect your child to be tired, and perhaps uncommunicative. Too often parents barrage children with questions about how they went, what happened, did they enjoy it? They may be in no mood to be quizzed. Show an interest, be supportive, make sure they get plenty of sleep; they'll tell you in their own time how they're feeling and what they've been doing. Asking what was the best thing about your day and why, is a possible opener to promote discussion.
- Assume an attitude that the next day will be the same routine; it's not just a one day experience and life has changed forever.

In following weeks, look for signs of tiredness and nervous distress. Some children will think after a few weeks or months that they're sick of school and it's time to stay at home again. Tiredness is common and may show up in symptoms such as crying, reversion to 'baby talk', clinging, poor eating and sleeping patterns, headaches, etc. If such problems persist, follow the slogan 'See your family doctor'. Or rather, 'your family teacher'. The teacher is now a partner with you as parents in the child's upbringing and learning development. Never forget that. Teachers are helping you in your task of raising children to become competent, independent adults and you have every right to be consulted, to be listened to, to be treated as the person most involved in the outcomes for your child. Our school welcomes close communication with the parents, so don't hesitate to initiate this yourself.

Prep free Wednesdays

The Department of Education prioritises one-on-one assessments so teachers can meet the needs of each prep child entering the school. To support this, each Wednesday in February is a 'Prep free Day' to enable teachers to meet with each student and caregiver and conduct the assessments.

Prep Information Booklet

A Prep Information Booklet is given to all preps at transition. Copies can be found at the front foyer.

INSIDE AND OUTSIDE THE CLASSROOM

Step up and Step Out for Success!

Riddells Creek Primary School provides the opportunities for individual growth in a supportive atmosphere that promotes confidence, enthusiasm, and success.

Our program and approaches develop personal and academic success, the growth of each child's unique abilities and interests, the growth of enthusiasm in their endeavors, the growth of confidence in their abilities, the growth of self-discipline and the development of the skill to operate as a successful, contributing member of society.

Students will complete their primary education at Riddells Creek Primary School with the skills, attitudes, and enthusiasm to meet success in secondary school and beyond.

The extensive, balanced curriculum covers the four main strands or areas of:

- knowledge and understanding from the key subjects of the Victorian Curriculum.
- physical, personal and social skills such as being active and healthy, developing self confidence, managing personal learning and working with others
- other essential skills that apply across curriculum areas such as thinking, design, problem solving, communicating, and using information and communications technology.

These areas are all important to the development of a well-rounded and confident young person.

The breadth of curriculum responds to the various needs of students and their stage of development while retaining an emphasis on developing the basic skills of English and Mathematics.

The experienced classroom teachers implement integrated approaches and open-ended activities that effectively cater for the differing needs and abilities of students. Stimulating activities within a supportive, encouraging environment ensures the learning of basic concepts, enrichment, and extension.

Enrichment for all is provided by appropriate excursions, visiting artists, cross age programs and a camping program.

Class Structure

There are two learning communities operating at Riddells Creek Primary School: a prep to year 2 community (Banksia) and a year 3 to 6 community (Melaleuca).

Within these communities children are organised into various groupings. There are times when children have the opportunity to work in multi-age groups depending on their needs and the purpose of the lesson or activity.

Multi-age groupings allow the teacher to provide:

- Opportunities for social interaction between the different age groups
- A spirit of mutual assistance and acceptance between students
- For each child to work at different times in different ways for different purposes.
- Opportunities for extension of students beyond traditional year expectations
- Students are also allocated a house colour for sport days. Students also participate in multi-age house meetings on a regular basis and earn points for their respective houses.



Day to Day Helpful Information

Communication at RCPS

Calendar Of Events

As the diary changes and is updated regularly please refer to either the:

- The fortnightly Riddell Wrap
- Compass Calendar
- Calendar can be accessed also via the website www.rcps.vic.edu.au

Compass - Parent Portal

Our school uses Compass as our Parent Portal. It allows you access up-to-date and meaningful information about our school. Every family receives a separate login to Compass which will be provided to you by our school. To access the parent portal, go to our school website and click the Compass link on the homepage. Please download the app and ensure you have the notifications set to on. A good tip is to always 'open in browser', this ensures you will see everything such as 'events'. (Click on the menu button).

Website

Our website address is rcps.vic.edu.au. The website contains many useful documents and information, please familiarise yourself with it. Other information such as copies of past and current newsletters; links to the current Riddell Roundup, Compass, SeeSaw and the school calendar; school's policies; the lunch order menu; the Welcome Booklet and enrolment documents can be found here .

SeeSaw

Our school uses SeeSaw as a way to share student learning with families. It is available as an app or via the school website. You will receive a login so you can access these posts. SeeSaw is updated at least twice per term.

School Newsletters - The Riddell Wrap



Reading the Riddell Wrap is a good way to learn about what is happening at RCPS and activities that you and your child can become involved in. The newsletter reminds you about important dates, promotes student achievements and helps you to understand elements of teaching and learning. The newsletter is published every fortnight on Thursdays. A notification is sent via Compass to let them know when the Riddell Wrap can be accessed. The Wrap can also be accessed via the website. Several copies of the newsletter are kept at the Communication Hub in the front foyer.

Instagram

For all our school happenings follow us on Instagram;

School: [@riddellscreekps](https://www.instagram.com/riddellscreekps)

Stephanie Alexander Kitchen Garden: [@riddellscreekpskgp](https://www.instagram.com/riddellscreekpskgp)

Day to Day Helpful Information

Attendance Policy/Absence Notification

In Victoria, education is compulsory for children aged between 6 and 16 years. Once enrolled in primary school, your child is expected to attend school every day of each term. It's important that children develop regular attendance habits at an early age. Children who are regularly absent from school risk learning the basic building blocks in subjects, and this can lead to long-term learning difficulties.

Adding an Attendance Note/Approval - If your child is absent from school the parent/guardian will need to log into Compass. From the home screen (or from your student's profile) click the 'Add Attendance Note/Approval' item. From the pop-up window select the reason, enter a brief description of the absence, select the start and finish time then click the save button. Where possible notes should be entered prior to the absence occurring.

Assembly

RCPS whole school assembly is at 3pm every Friday in the Performance Centre. Everyone is welcome. Each class is rostered on to run the assembly. On the last day of term 1, 2 and 3 assembly is at 2pm.

Bring Your Own Device Program - Melaleuca Students

The program allows students to bring to school devices that can be used to complement their learning. Students sign an agreement at the beginning of the year. Examples of suitable devices include: iPads, Chromebooks and Laptop/Notebooks.

Computers: Information and Communications Technology

RCPS aims to provide ICT information, communication and technology across the school in all subject areas. Students sign an 'Acceptable Use' agreement at the beginning of the year which outlines correct use of the computers.

Crossing Supervision

A Macedon Ranges Council employed Crossing Supervisor monitors the crossing between the following times 8.15am to 9.10am and 3.15pm to 4pm.

Daily Timetable

Warning Music is played at 8.50am - Class Bell 9am

Morning Recess 10.40am to 11.00am

Eat Lunch Inside 12.40pm - Play Outside 12.50pm to 1.50pm

School Ends 3.30pm

Starting Times

There is a teacher on yard duty from 8:45am until the bell at 9:00am. It is recommended that students are at school by 8.50am when the warning music is played. This will be the signal to come inside and get organised for the day. The bell will still ring at 9am for the start of classes. Any child who arrives after the 9am bell must go to the office and be signed in by the parent/guardian. A late pass is given to the student. Please remember if children are dropped off early or picked up late they should be booked into before school care.

Finishing Times

School finishes at 3.30pm each day.

The last day of each term usually has a 2.30pm finish time.

The last day of the year usually has a 12.30pm finish time.

These time will be confirmed in the newsletter/school calendar

Day to Day Helpful Information

Distance Education

There are times when children may need temporary access to education away from their home school. The Distance Education Centre Victoria (DECV), which is a DET school, can provide course materials in print or online. Children may require DECV when travelling around Australia or overseas; when parents or guardians have an overseas posting; when the student has a medical, social or emotional condition; or if the student is unable to attend school due to expulsion.

Events (Excursions and Incursions)

Excursions and visiting artists are planned to enrich the educational programs of the children. The children are also involved in local excursions within the township to provide first hand experiences to support their learning. Parents are notified via Compass of any upcoming events. Consent and payments can be done electronically via Compass. A medical form is required for all excursions beyond the local community. The excursions are planned in advance and parents are advised of details and costs. We try to provide value for money, so that all children can participate in these educational activities.

If there are any difficulties in meeting the costs of an excursion or event, contact the office.

All buses used are fully seat belted for the safety of students.

Major camps are held on alternate years, ie 2020, 2022 etc. Details are provided by each unit coordinator when there is a camp.



Homework and Home Reading

Homework helps students by complementing and reinforcing classroom learning, fostering good lifelong learning and study habits, and providing an opportunity for students to be responsible for their own learning. Homework is another opportunity for parents to participate in their child's education. Parents, in partnership with the school, should encourage their children to establish good homework patterns from early primary school. Reading is a very important part of your child's education and development. We recommend one on one reading every night with your child/children until they can read independently.

House Hats

All new students are provided with a reversible bucket hat in the colour of their house team - either red, blue, green or yellow. Replacement hats are available at the front office for \$14.00.

Kitchen Garden Program

We have a working kitchen for our Stephanie Alexander Kitchen Garden Program, an innovative approach to food education that encompasses most areas of the curriculum. Year 3/4 students participate in this program.

Four staff members are trained to run this program (hopefully with lots of volunteers). Students have the chance to learn about the planting, growing and harvesting of food crops, weather, season and environmental issues. Michelle Trelour co-ordinates this program for us, with Melanie Matthews as our garden specialist.

The classes in the kitchen are the culmination of the whole cycle of planting, growing and harvesting with the preparation and sharing of food. The program fits well into our integrated school curriculum and support our Victorian Curriculum learning standards.

We aim to educate the whole child and equip them not only with the skills of literacy and numeracy, but also with an awareness of the fragility of our earth, and a desire to care for themselves and the environment. The Kitchen Garden Program touches on all learning areas for primary children and provides a real life context. Look for updates in the newsletter and on the school's website. For all Kitchen Garden Happenings, please follow Instagram @riddellscreekpskgp. Please see your class teacher regarding volunteering.



Day to Day Helpful Information

Late Arrivals / Early Leavers

Rolls are marked at 9am. If you arrive at school with your child after 9am, a parent/guardian must sign the student/students in at the front office, the student/students will then take a 'late pass' to the teacher. This is so we can monitor attendance and movement of children.

Children leaving school early because they are unwell or have appointments must be signed out by a parent/guardian at the office. An early leaver pass will then be handed to the teacher when they are collected from the classroom. If your child is returning to school on the same day, you must sign them back into school at the office. Please note parents must not park in the staff car park when dropping/picking up students.

Library

Children participate in a library session with their teacher and our Librarian, Leanne Vandermeer, they are actively encouraged to read and borrow books. Each class may have an allotted fortnightly library time.

Lost Property

We accumulate large quantities of lost property (named and un-named), most of which is never claimed. All items of clothing should be clearly labelled.

If you have misplaced an item please feel free to take an unnamed piece of clothing from either of the Lost Property Racks located in the Melaleuca and Banksia Units.

Lunches

Children should be provided with a substantial, nutritional recess snack. Recess snack should be packaged separately from lunch. RCPS has taken the 'War On Waste' challenge. We endeavour to lessen our carbon footprint and we suggest less plastics, ie, glad wrap to be used for lunches. Please ensure that containers are clearly named and that your child is able to open and fasten container tops and undo wrapping. Packed lunches from home are encouraged for the first month in Prep.

It is important for the children's health and to ensure they are alert and ready to learn, that they have a range of nutritional foods and limited food that is high in saturated fats and/or sugar.

RCPS is committed to promoting the consumption of fresh fruits and each Friday Banksia students receive free, fresh fruit. It aims to boost fruit and vegetable consumption in young children and help establish a lifetime habit of healthier eating.

If your child/children have any allergies a 'Allergic Reaction Plan' must be provided to the school.

Lunch Orders

All lunch orders are outsourced from a local business. Orders are to be written on a paper bag with the student's name and class (with correct money inside). The orders are to be placed in the class lunch order tubs located in the classroom. The tubs are delivered at 9.30am. They will then deliver the lunch orders back to the school by 12.50pm. Students are required to provide their own snack. The lunch order menu can be found on the website and/or picked up from the Communication Hub located at the front foyer.

Money Sent To School

Should your child be required to bring money to school, please have it carefully sealed in an envelope and clearly labelled with your child's name/s, grade/s and the purpose. All money is to be directed to the front office and placed in the slot at the front desk.

Day to Day Helpful Information

Personal Possessions at School

Children are discouraged from bringing any expensive or electronic games or personal items to school. Our school insurance policy does not cover these items.

Photographs

Signed permission must be given if your child's image is to be published.

Physical Education/Sport

There are opportunities for students in Grade 3 to 6 to participate in a range of activities including swimming, athletics, soccer, netball, cross-country, orienteering, tennis, netball and basketball (Hooptime). In some instances, preference is given to 5/6 students, particularly netball, football and soccer. Selected students can go on to participate at district, zone, regional and state level.

Playground Supervision

There are two teachers on yard duty at all times during recess and lunch. There is also a teacher on yard duty from 8:45am—9:00am and also in the afternoon from 3:30pm—3:45pm. Each day a teacher is rostered on to escort bus travellers to the designated bus pickup point.

Policies

Please refer to our website.

Pupil Free Days

RCPS has pupil-free days throughout year for staff professional development, school planning and administration, curriculum development, student assessment and reporting. Please refer to the school calendar and/or fortnightly newsletter.



Day to Day Helpful Information

Reporting to Parents / Students Reports / 3 Way Learning Conferences

If you have any particular concerns about your child's academic or social and emotional learning at any stage of their schooling our process is as follows:

1. Make an appointment to discuss your concerns with your child's teacher
2. If required, develop a plan with the teacher which may include a pediatrician appointment, assessments with a DET educational psychologist, speech therapist or specialist appointments
3. Follow up with our Wellbeing Coordinator
4. If required, an individual learning plan with strategies recommended by school, home and any professionals involved with your child will be established
5. Regular (term or semester) meetings with the wellbeing coordinator and your child's teacher
6. If required, a meeting with the principal to outline your ongoing concerns

At the end of each semester an electronic report will be given. The student reports provide you with a clear picture of your child's progress. Clearly written comments will tell you what your child knows and can do. Parents will receive annotated work samples over the course of each semester with a Victorian Curriculum summary twice per year. Reports can be accessed via Compass.

3 Way Learning Conferences

While parents are welcome to have an interview with a teacher at any mutually convenient time, formal interviews on progress are held in late February and June.

The February interview is aimed at sharing knowledge and expectations between parents and teachers to ensure that schooling is happy and successful. Please provide the teacher with any background information about your child that may be relevant, such as health problems, speech difficulties, motor coordination or special interests. The June interview will be led by each student, showcasing their achievements and how they are progressing against the goals they have been set and areas for further and future development.

School Leaders and House Captains

Grade 6 students have the opportunity to be nominated for positions of responsibility within the school. There is a selection process which includes written application, interview and speaking to house and school groups.

Specialist Programs

A team of specialist staff provides Visual Arts, Music, PE and Drama to support and enrich the classroom programs. The specialist programs are 'hands-on' and strongly connected to learning in the classroom. The focus is to foster creativity and imagination, learn skills and solve problems.

Our language program starting in 2021 is AUSLAN. This will be delivered by our teachers with a trained Education Support Staff member and used daily in the classroom.

Visitors / Volunteers / Working with Children Check

All Visitors and Volunteers (including all parents, carers, or relatives) who attend our school to assist in any way are required to obtain a Working with Children Check. We are required to hold a photocopy of the check in a register held at the office. Parents are encouraged to participate in their children's education. If you are able to assist please let your child's teacher know. **You must nominate RCPS as one of your volunteer organisations.**

All visitors other than drop off or pick up to the school must sign in and out of the Visitors Book located on the counter at the front office. Visitors must wear an orange visitor badge before presenting to the classroom or activity. This is a legal requirement in case of an emergency.

Day to Day Helpful Information

Whole School Performance- 2019 'Wizard of Oz'

Every two years all students participate in a whole school production. In the past we have performed 'The Wizard of Oz', 'Alice in Wonderland', 'Peter Pan' and 'Charlie and the Chocolate Factory'.



Swimming Program

The children in grades Prep to 2 are involved in an intensive swimming program run by qualified swimming instructors. The program runs for 8-10 sessions over a two-week period. The program is held at Gisborne Aquatic Centre during term four for all students. Children require a swimming cap and goggles. Swimming is part of our PE curriculum and exemptions will only be granted for medical reasons. Please see the Principal if there are financial issues that make participation difficult.

Transition Programs

RCPS offers a transition-to-school program in the year before starting school. This program includes in-school time of a couple of hours, once a week for 3 weeks, to help you and your child get a better understanding of what school will be like. It also allows families to start getting to know school staff, other families and children.

Students are given the opportunity to meet and spend time with teachers within the learning communities for the following year. This helps students feel more comfortable and confident with the year to year movement of classes.

Day to Day Helpful Information

Travelling to and from School

Walking or riding to school is a great way to get a healthy start to the day. It is also a good opportunity to teach your child about traffic safety.

In some locations, students who live more than 4.8 kilometres from the nearest government school may be eligible for transport support (Conveyance Allowance). Please contact the office to find out further information.

Children riding bikes or scooters to and from school must obey the road and school rules. **THEY MUST ALL WEAR A HELMET AND NOT RIDE ON THE CROSSING OR IN THE SCHOOL GROUNDS.** A bike rack is outside the front office and all bikes and scooters must be kept there for the duration of the school day.

Delivering and Collecting Your Children Safely and Legally

Please have a look at the map below and note the areas where parking and dropping off is and is not allowed.

- **NO PARENT PARKING IN THE STAFF CARPARK**
- **WHEN USING OSHC - NO PARENT PARKING IN THE STAFF CARPARK AFTER 8.15AM**
- **STUDENTS ARE NOT TO WALK THROUGH THE STAFF CAR PARK**



Parking

- angle car parking along the ONE WAY service road near the Performance Centre.
- angle parking in 'Memorial Drive'. Please travel slowly.
- service road across the crossing



NO Parking

- on grassy areas in the service road near the Performance Centre
- staff or overflow carpark
- grassy and driveway to the CFA (you must park further towards the park)
- drop off zone in front of the Performance Centre



Drop Off & Pick Up Zone Only - Cars are to pull up to the front of the zone whenever possible to drop off or pick up students



Disabled Parking - Reserved for Disabled Parking ONLY.



Uniform

All students are expected to attend school in uniform. A uniform dress code reinforces in students a pride in their own appearance, instills recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health, safety and expense are also factors that contribute to the establishment of the Dress Code.

- The Dress Code applies during school hours, while travelling to and from school, and when students are on school excursion
- Footwear such as clogs, thongs, scuffs, high heels, party type shoes, high top boots (all brands), skate shoes (all brands), Converse all stars (Standard and high tops) and billie (happy) shoes (laced or unlaced) etc are unsafe and unsuitable for school activities. Suitable footwear will be runners with appropriate support or lace up shoes or ankle boots that are PREDOMINANTLY BLACK. Fluorescent colours are not suitable
- Jewellery can cause unnecessary injury during play and Physical Education lessons and is not recommended for school for safety reason. Earrings should be limited to studs and sleepers. The wearing of necklaces is seen as a major risk to safety conditions and therefore not to be worn
- The only headwear that is acceptable are Sunsmart hats consistent with our Sunsmart Policy and with the school logo. All students have reversible bucket hats with their house colours on the inside. During winter a bottle green beanie with logo from Beleza Uniform Shop, in Gisborne
- Students will be actively discouraged from wearing extreme hair colours, apart from special days. Where there is a breach of this, students will be asked to address the matter, parents will be contacted and their support requested
- The student Dress Code, including details of uniform items and places of purchase, will be published in the newsletter at the start of each year
- Families experiencing economic hardship can make arrangements with the Principal
- Parents seeking exemption to the Dress Code due to religious beliefs, ethnic or cultural background, student disability or health conditions must apply in writing to the Principal or School Council
- Should there be occasions when children are unable to wear their uniform, a note from home should accompany the child
- Parents will be notified of breaches to School Uniform (Dress code) Policy in writing and an explanation/note will be required from the parent
- All clothing must be of reasonable and clean condition. Torn or ripped clothing must be mended, patched or replaced as appropriate. Tracksuit pants with coloured detail or logos are not permitted. Black or green leggings and netball skirts are not part of the school uniform

Winter Uniform

Boys: Bottle green tracksuit (cuffed/bootleg) or grey pants and bottle green polar fleece windcheater and/or bomber jacket with school logo, bottle green or white shirt (polo or buttoned shirt), bottle green beanie with logo, grey or white socks, black shoes or suitable runners.

Girls: Bottle green tracksuit (cuffed or bootleg) pants or green check tunic/skirt/pinafore, green polar fleece windcheater and/or bomber jacket with school logo, bottle green or white shirt (polo or buttoned shirt), bottle green beanie with logo, grey or white socks or green tights, black shoes or suitable runners.

Summer Uniform

Boys: Grey or bottle green shorts, bottle green polar fleece windcheater and/or bomber jacket with school logo, bottle green or white shirt (polo or buttoned shirt), grey or white socks, sun smart school hat with logo, black shoes or suitable runners.

Girls: Bottle green and white checked dress, bottle green skorts or shorts, bottle green or white polo shirts, bottle green polar fleece windcheater and/or bomber jacket with school logo, grey or white socks, black shoes, or suitable runners, sun smart school hat with logo.

This policy will be reviewed as part of the school's review cycle.

Please ensure all clothing is clearly labelled with the student's name.

Beleza Uniform Shop - Uniforms can be purchased at Beleza School Uniforms, 42C Aitken Street, Gisborne 3437. Phone: 03 5428 1285. Please contact them for their hours of operation. Visit: www.beleza.com.au

WELLBEING

Anti-Bullying/Student Engagement Policy

The school has policies and guidelines in place which implement effective whole-school approaches to the prevention and management of bullying. These policies are available upon request. Discovering that your child is being bullied or that your child is bullying others is very stressful and upsetting. RCPS recommends that parents, students and the school work together to solve the problem by establishing a plan for dealing with the current situation and future bullying incidents. Please refer to the website for policy documents.

Buddy Program

RCPS has a 'buddy system' which involves Grade 6 students caring for a Prep 'buddy'. This ensures a stimulating and welcoming experience from the very beginning of school. The benefits are two-fold. As the older children learn to take on responsibility, the younger children know that they have a fellow student they can confidently turn to for support.

Students With Disabilities

RCPS is committed to the delivery of an inclusive education system that ensures all children have access to a quality education that meets their individual needs. Eligible children enrolling with disabilities at RCPS may receive additional support from the Education Department to meet their individual needs.

Student Support Services

RCPS has student wellbeing staff to support students with additional learning and wellbeing needs.

This is co-ordinated by Amelia Desormeaux. These include:

- Department of Education psychologist who assist with assessing students who may qualify for Department of Education.
- Visiting teachers (for visually, hearing and physically impaired students)
- Speech pathologists

Student Behaviour

RCPS has a duty of care to provide a safe, secure and supportive environment for all of its students. It also develops strategies to promote care, tolerance, courtesy and mutual respect. RCPS has personal development programs to equip children with positive attitudes and values, such as self-confidence, persistence, organisation, 'getting along with others' and resilience. These attitudes and values are the foundation for academic achievement, sound interpersonal relationships and the overall healthy psychological living, as well as ensuring the successful transition from school to adult life.

Cyber Bullying

Cyber bullying is a serious concern and bullying behaviour is unacceptable and has a huge impact on those being bullied. Cyber bullying is also a criminal offence. Please inform us if you know that your child is being cyber bullied or is aware that another student is being cyber bullied. Our school is required to:

- Put in place whole-school strategies and initiatives as outlined in the Department's anti-bullying policy Safe Schools are Effective Schools
- Update and implement a Student Code of Conduct that identifies goals and standards for student behavior
- Involve students, staff and parents in updating the Student Code of Conduct
- Work in partnership with parents to reduce and manage bullying. Use the Working with the Web Guide which has been developed to support schools in developing and maintaining websites that meet current government guidelines and standards

Custody and Access

It is very important that the Principal is advised of any custody or access orders that are in place. Copies of such orders must be kept by the School Office.

Social and Emotional Learning at RCPS

At RCPS we celebrate the individuality of each of the children in our care and genuinely work towards meeting their needs. To facilitate this, we encourage children, parents and our teachers to work together, sharing information and supporting each other.

This emphasis on each individual child's social and emotional wellbeing is as paramount as academic outcomes. As part of our school teaching academic skills, it is important to teach resilience, wellbeing and positive social attitudes. The early years of your child's education are important as they provide the foundation upon which they build the rest of their lives. It is in the early years that positive attitudes to learning are developed as well as understanding about friendships and caring and working with others.

We teach evidence based programs that explicitly foster personal and social capabilities (Social and Emotional Learning) based around the Department's guidelines of resilience, rights and respectful relationships and the work of the Berry Street Educational Model. In Prep to Grade 2 we have developed a play based model so the students are able to role play what is explicitly taught in class lessons and encountered in the yard.



Medical

If your child has a medical condition, you need to inform staff at the front office and your child's teacher. If your child needs to take medication during school hours, you should talk with their teacher and front office staff about necessary arrangements and provide written instructions for storing and administering the medication. Paracetamol or aspirin is not available at school (Permission forms can be picked up from the office).

School is not the right place for a sick child. A child who has been ill during the night or before school should remain home on that day. If your child has been absent from school, please add an attendance note on Compass. If your child is to be absent for a prolonged period, please phone the school and notify the Principal. We do not have the facilities to provide extended care for sick or injured children. Minor problems are dealt with in the sick bay and if warranted, a parent or the emergency contact person is notified. Sick children will be sent home. In emergency situations, an ambulance will be called.

Head Lice

RCPS have a policy for managing head lice. Detecting them early is the best way to avoid an outbreak because there is no guaranteed method of prevention. Regular checks of your child's hair are recommended.

Allergies

You must let your child's teacher and front office staff know if your child is allergic to certain foods, or if they have any other serious allergies. An Allergy Plan will need to be provided to the school.

Immunisation

When enrolling their child in RCPS, parents need to bring the child's immunisation status certificate to the school. Children who are not immunised can still attend school, but must also present an immunisation status certificate. However, if an outbreak of an infectious disease occurs at the school, parents will be notified.

Anaphylaxis

If your child has anaphylaxis, you must provide the school with the action plan (including a photo) developed by your child's doctor, along with your child's medication, including an EpiPen, EpiPen Junior or Anapen.

Asthma

If your child has asthma, you need to inform the Principal and your child's teacher. An Asthma plan and appropriate medication needs to be given to the school and updated every year. Asthma medicine will be held in the child's classroom.

Primary School Nurse

Primary school nurses offer a service to all Prep students and their families and are part of a network of local health and support services. The school will provide you with a questionnaire to complete about your child's health, development and wellbeing. This information will assist the nurse to undertake a health assessment of your Prep child and to provide you with follow-up information and advice if needed.

Illnesses and Infectious Diseases

Remember that infections spread rapidly at school. Please make sure that your child's full immunisation history statement has been provided to the front office staff.

To see the minimum period of exclusion from Victorian Primary Schools and children's services centres for infectious diseases cases and contacts please go to <https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table>

Resources

Out Of School Hours Care (OSHC)

The school runs a before school program and after school program to provide care for primary school aged children. The program offers a range of activities in a safe and convenient location. While there are fees for the program, the Commonwealth Government has assistance available to help with the cost of child care, through Centrelink childcare benefit and childcare rebate. There is a cancellation fee when permanent bookings are cancelled within 48 hour of the booking.

For further enquiries please email OSHP@riddells creekps.vic.edu.au

Fees are:

Before School

Flat Fee	\$20.00
Absent no notification fee	\$20.00

After School

More than 1 hour (3.30pm - 6.30pm)	\$23.00
Less than 1 hour (3.30pm - 4.30pm)	\$18.00
Absent	\$18.00 per child (48 hrs notice required)
Late Fee (per Minute)	\$7.00 per minute
Absent no notification fee	\$20.00 per child

Instrumental Music Tuition

A team of private instrumental music tutors are available for lessons. These include guitar, violin, drums and keyboard/piano. Accounts are issued independently by the instrumental teacher. Additional information is available from the school.



Emergency Procedures

During Bushfire Season

Riddells Creek Primary School will be closed on Code Red days. Families will be informed of school closure days via email, the website, and/or notes to families, and phone calls to families. It is essential that a response is received from every family.

On days of High Fire Risk/Total Fire Ban families must decide whether to implement their family fire plan and to keep their children at home/under the supervision of the parents.

Parents must ensure the school has their most current mobile phone number and that phone communication is always available during the fire season.

In the event of fire activity in the local area - Lockdown/Shelter in Place procedure

- Parents are notified by a Compass notification and email
- All students, staff and visitors are to go to Banksia and are accounted for
- No visitors are to be admitted to the building or allowed to leave
- If possible, staff will continue to keep parents/guardians updated
- All students, staff and visitors to remain in Banksia until CFA emergency services give the all clear
- Parents will be notified that all clear has been given

On EXTREME and SEVERE days Riddells Creek Primary School will operate normally with before and after school care also operating normally.

In the event of a major fire the emergency services may close roads or areas, thereby preventing students and buses from travelling. If there is a fire risk in our area on the advice of the CFA, all buses will be held at Gisborne Secondary College. RCPS students will then be required to stay at school until the emergency has passed, or until provision has been made by Emergency Services and/or DET.

If a fire incident occurs after leaving Gisborne Secondary College, the buses will be directed to the closest safe area (RCPS has been nominated as a safe area for buses). They would be required to remain there until the fire emergency has passed and it is safe to travel.

On total fire ban days, parents/guardians should make sure that children who walk or ride to and from school are accompanied by an adult.

Any plans for excursions or camps on total fire ban days will be reviewed in relation to possible risk. When a school is closed for bushfire, no staff will remain on site.



Finance/Parent Payment Charges

Book Packs 2021

Dear Parents and Carers,

Riddells Creek Primary School is looking forward to another great year of teaching and learning and would like to advise you of our parent payment arrangements for 2021.

Provided below is our fee summary and then breakdown of fees for the coming year. We make every effort to keep the cost of items and activities to a minimum and affordable for all parents.

In summary, families attending Riddells Creek Primary can expect to pay:

Book Pack	\$165
Excursions throughout the year	\$135 (not required as a lump sum)
Total \$300 (over the course of the year)	

Voluntary Contribution (per family) – \$100.00

For a breakdown of the charges, please refer to the attached Fee Schedule

Payment Methods

Available from 15th January 2021 via COMPASS

Refunds

Refunds are available for certain items and expenditure in some circumstances. Contact the Cathy Calder or the school office regarding refunds.

Family support options

- Second-hand and low-cost options: school lost property/ unidentified clothing
- Camps Sports and Excursion Fund (CSEF) provides payment for eligible students to attend camps, sports and excursions. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. Refer to www.education.vic.gov.au/csef for more information.
- State Schools Relief
- Private arrangements with school principal in times of hardship

Consideration of hardship

- Should you be experiencing financial hardship please speak to the Principal to discuss possible support options and flexible payment arrangements. Any information about your financial circumstances will be kept strictly confidential. No child is to miss out.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Cathy Calder Ph: 03 5428 7277 | Email: riddells.creek.ps@education.vic.gov.au

Fee schedule

Please find the itemised list of Essential Student Learning Items and Optional Items for your child. Riddells Creek Primary School also continues to welcome your voluntary contributions for 2021.

Essential Student Learning Items

Below is a list of items and activities which are essential for your child to learn the standard curriculum. You may choose to purchase these items through the school or provide your own. Please indicate which items you would like to purchase through the school on the table below:

Note:

- *Book packs will be distributed to students who have paid on the first day of school by their Home Group teacher.*
- Parents may choose to provide or purchase the stationary pack themselves. If you choose to do this, you must consult with the school so that your child has the right items

Book packs will be distributed to students on the first day of school by their class teacher

Section A Parent Payment \$165 materials and requisites package is as follows:

Item	Specifications	Cost
Book Pack	Note: Parents may choose to provide or purchase the stationary pack themselves. If you choose to do this, you must consult with the school so that your child has the appropriate items.	\$35
Subject areas:	Items that the student takes temporary or permanent possession of	
Science		\$10
Humanities	Civics and Citizenship; Economics and Business; Geography and History	\$10
Music		\$10
Technologies (ICT)	Digital Technologies; Design and Technologies; Digital Support	\$30
Visual Art		\$20
Physical Education (PE)		\$10
Languages (Auslan)		\$10
Mathematics		\$10
English	(includes library)	\$20
TOTAL		\$165

Optional Items

Riddells Creek Primary School offers a range of optional items and activities that are additional to the delivery of the standard curriculum. These items and activities are designed to broaden the school experience for your child. If you would like for your child to attend these activities, the notes will be sent home throughout the year for permission and payment. These charges are a guide only.

Optional Item	Amount over the year
Optional excursions as scheduled throughout 2021. The cost of these excursions will be advised throughout the year.	No more than \$
This is a minor camp year – a long day excursion occurs for each unit	\$75.00
TOTAL	\$ 135.00

Voluntary Contributions

Riddells Creek Primary School continues to welcome your voluntary contributions to support our school.

You can make a general voluntary contribution that goes towards all of our school’s important priorities for 2021 as well as providing additional activities and services for all students.

Alternatively, you can make a voluntary contribution to any of the specific priorities outlined in the table below:

Voluntary Contribution	Tax deductible?	Suggested Voluntary Contribution (or part thereof) per family
General Contribution	No	100.00
Shading over playgrounds	No	100.00

Your child will not be disadvantaged if you do not make a voluntary contribution. All records of voluntary contributions are kept confidential as well as your decision about whether to make a contribution or not.

Room Locations

Principal	Emma Brooksby
Assistant Principal	Amelia Desormeaux
Business Manager	Cathy Calder
Support Staff (Office)	Flo Wallace & Edwina Williams

Banksia

BU1	PREP/1	Erika Surdy
BU2	PREP/1	Liv Kidman
BU3	PREP/1	Michelle O'Connor
BU4	PREP/1	Jenelle Stancombe
BU5	2	Michelle Webb
BU6	2	Natalie Massaro



BANKSIA

Melaleuca

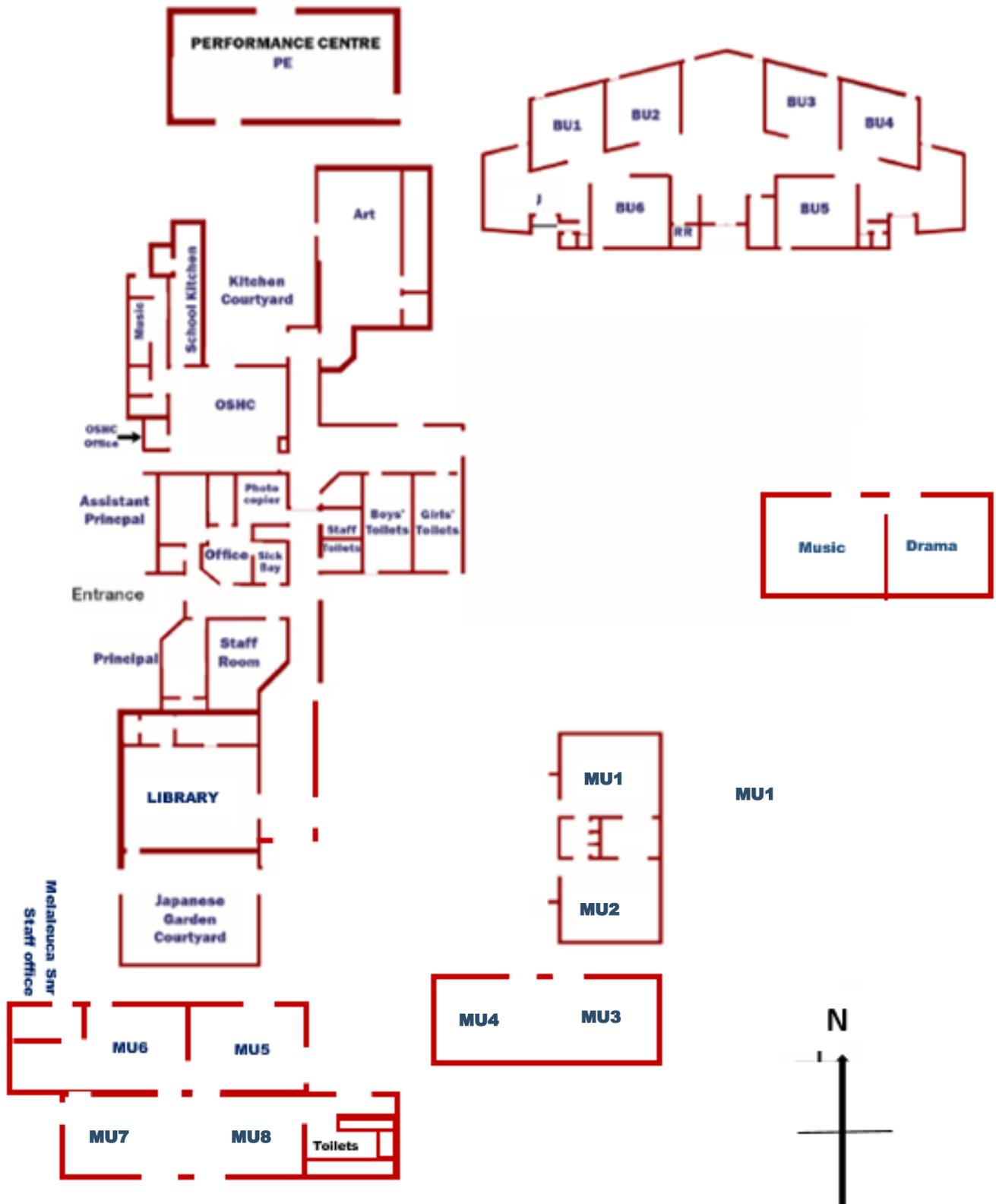
MU1	3/4	Jo Kinder
MU2	3/4	Erica Elliott/Sarah Barclay
MU3	3/4	Dean Hartland
MU4	3/4	Annie Horton
MU5	5/6	Ben Suter
MU6	5/6	Renae Warr
MU7	5/6	Claire Davis
MU8	5/6	Patrice Dullard/Nick Gibson



MELALEUCA

ART / DESIGN	Cathie McCulloch
DRAMA	Kira Verde
MUSIC	Brigid Krohn
PE	James Fedoruk
LITERACY TUTOR	Stacey Scott

Plan of School





*Riddells Creek PS acknowledge the Wurundjeri people who are the Traditional Custodians of this Land.
We pay respect to the Elders past, present and emerging of the Kulin Nation.*



Riddells Creek Primary School
69-77 Main Road (PO Box 255) Riddells Creek Vic 3431
T: (03) 5428 7277 F: (03) 5428 6981
E: riddells.creek.ps@education.vic.gov.au
W: www.rcps.vic.edu.au