

# An introduction to our school community



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Education  
and Training

# OUR SCHOOL

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Thank you for your interest in Essex Heights Primary School (EHPS). This booklet has been prepared to give an overview of our school community as you consider your child's primary school education.

EHPS is a Victorian government primary school for Prep to Year 6 students, situated in Mount Waverley in the eastern suburbs of Melbourne within the municipal boundaries of the City of Monash. The school was established in 1962, and officially opened in 1965. A major facilities upgrade funded through the *Building Futures* and *Building the Education Revolution* programs saw the old 1960s buildings replaced with 21<sup>st</sup> century learning spaces that opened in 2012. The total expenditure of just over \$10 million has transformed the facilities (both classroom and specialist) and the physical environment, setting our school up for many years into the future. Our facilities include:

- Flexible learning spaces in four blocks, providing 24 classrooms.
- Large Stadium (incorporating Gymnasium, Music and Indonesian classrooms, and Canteen; this space is used by the school and community after hours).
- Networked computers in each classroom.
- A purpose built Music Room featuring an extensive variety of instruments and technology, computer facilities, individual instrumental teaching rooms and access to a keyboard laboratory.
- Modern, well-stocked, computerised Library.
- Large Hall, including kitchen facilities (including Outside School Hours Care program, and community use).
- Well equipped Art Room with kiln.
- Modern and bright Health Centre for the provision of first aid.
- Fully equipped Canteen, operating Monday, Wednesday and Friday.
- Ramps and bathroom facilities for children with disabilities.
- Intercom facilities in all classrooms.
- Extensive playground areas, including ovals, basketball and netball courts.
- Chicken coop and garden.
- Shade protected modern playground equipment.



EHPS provides a primary education of the highest quality for children and is recognised as a school of excellence. Our student population reflects the diversity of the local community, and also caters for a number of students funded under the Program for Students with Disabilities (PSD). As a school, we are committed to meeting the needs of all students by catering for their large range of interests and capabilities with a differentiated approach. We see education as a partnership of children, staff, parents, and the local community.

Through our core **values** of friendliness, respect, honesty, persistence and inclusiveness, children develop positive attitudes and acquire skills that equip them for their future. All students are valued and nurtured within a safe, caring and stimulating school environment. Each child is encouraged, supported and inspired to reach their potential. Importantly, through the provision of a diverse team of highly capable teaching professionals, children develop a zest and interest for life long learning.

EHPS is led by our Principal, Mr George Perini, and Assistant Principals Ms Ina Kuehlich, Ms Carolyn Wilson and Mr Ben Wooster.



## SCHOOL PROFILE

Our current enrolment of about 570 students are distributed across the school as follows:

EHPS IN 2020			
Level 1	Prep	4 classes	(average 21 students per class)
Level 2	Year 1	4 classes	(average 20 students per class)
	Year 2	4 classes	(average 21 students per class)
Level 3	Year 3	3 classes	(average 27 students per class)
	Year 4	3 classes	(average 26 students per class)
Level 4	Year 5	3 classes	(average 31 students per class)
	Year 6	3 classes	(average 25 students per class)

## CURRICULUM

The Victorian Curriculum F–10 was introduced in 2017. 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 Victorian Curriculum F–10 incorporates the Australian Curriculum and reflects Victorian priorities and standards.

The Learning Areas are:

- The Arts (Dance, Drama, Media Arts, Music, and Visual Arts)
- English
- Health and Physical Education
- The Humanities (Civics and Citizenship, Economics and Business, Geography, and History)
- Languages (Indonesian)
- Mathematics
- Science
- Technologies (Design and Technologies, Digital Technologies)

Capabilities within the Victorian Curriculum F-10 are:

- Critical and Creative Thinking
- Ethical
- Intercultural
- Personal and Social (ArtSEL)

Comprehensive detail of the Victorian Curriculum F-10 can be found on the Victorian Curriculum and Assessment Authority (VCAA) website at <http://victoriancurriculum.vcaa.vic.edu.au/>

Teaching at EHPS is in English. It is our expectation as a mainstream primary school, that our students have the English language ability to communicate with and understand their teachers and peers. If a student's language background is other than English, it is our experience that eligible students who complete the intensive English curriculum at Blackburn English Language School (BELS) of two terms experience a greatly enhanced integration and participation in the curriculum at EHPS. For students not eligible for enrolment at BELS, it is recommended that parents/guardians arrange private English language tuition to support their child's transition to EHPS.

All students participate in the following four specialist subjects for 40 to 60 minutes per subject every week:

**Art:** The Visual Arts program enables all students to participate in artistic experiences that foster individual creativity as they explore expressive, creative and communicative forms that reflect their own ideas and the world around them. The program is organised into two dimensions:

- *creating and making* involves the children using their imagination and experimentation of materials in open-ended or teacher originated activities applying art elements, skills and techniques, equipment and technologies to complete original and interesting art works.
- *exploring and responding* - children are encouraged to respond to their own art work and art works of those around them. The children participate in discussions about the content, techniques and materials used in artworks, using arts language and to think about where these artworks fit into our history.

Our Art Room provides a warm, inviting space that encourages an atmosphere of personal satisfaction artistically while working with and appreciating the achievements of their peers. The children's work is displayed around the school, and each child is encouraged to keep their work in an art folio which is sent home at the end of the school year.





**Music:** The *Classroom Music Program* covers a large range of thematically-based activities which are designed to engage students and develop a lifelong passion for music. Children are especially encouraged to sing, listen and analyse a wide variety of styles of music, dance and movement (particularly in the junior years), play a variety of instruments including non-tuned and tuned percussion instruments (including marimbas and anklung) and guitar (senior level), interpret and write graphic and conventional notation, and compose and record their own music. Activities exploring the fundamental elements of music and group work are highlighted. The children are encouraged to work co-operatively and discuss the steps and processes required to prepare for an audience.



*Music Extension Activities* are available for students at all ages and are targeted towards appropriate age levels. All Prep to Year 2 students are involved in a Year Level Choir. Students may elect to be involved in the Years 3 and 4 Choir, or the Years 5 and 6 Choir. Students in Years 5 and 6 Choir may audition for a place in Chamber Choir which perform at a range of places in Melbourne, throughout the year. We also offer Recorder for Year 3, and Marimba for Years 4 to 6. We also run a Snare Drum Ensemble for Year 6 students. Members of this ensemble are selected by the Music teacher and Year 6 teachers.

Our annual music concert, *Showcase*, prepared for by all students, is performed at Robert Blackwood Hall at Monash University in Term 4.

The whole school participates annually in the National Celebration Day of Music: Count Us In, Australia's largest school initiative celebrating the value of music education. More than half a million students across Australia sing the same song (written by students, for students, with the guidance of professional mentors), on the same day, at the same time.



Students are also encouraged to participate in the North Eastern Victoria Region (NEVR) Concert at Hamer Hall at the Arts Centre in Melbourne in May.

**LOTE (Language Other Than English) – Indonesian:** Our Indonesian program immerses students in rich experiences with a language and cultural focus. Themes and topics of study are designed to cater for different interests and abilities and provide students with a building block approach throughout their study of the language.



Formal activities include a range of speaking and listening, reading and writing. As the students' language develops, they will increase their learning through interactive games as a whole class, with a partner or in small groups where they will be required to draw on their reading, writing, speaking and listening skills.

The Indonesian program has offered students the opportunity to participate in extra curricular activities such as the Sayembara Lisan: Indonesian Speaking Competition. Students have also been immersed in Indonesian culture through dance, drama, music and games on our annual Indonesian Day incursion.

All students focus on introductory language such as greetings and building their familiarity of Indonesia's geography, culture and diversity. They reflect on similarities and differences between the Indonesian culture and their own culture. They then build on their learning with other everyday vocabulary such as days of the week, telling the time, colours, numbers, classroom items, food, and family members. They draw on their language to build their conversational skills to apply to everyday scenarios.

Learning a language is not just about the vocabulary. It develops the students' awareness of the ways people communicate, interact and celebrate across cultures. Regardless of the nominated language for future study, learning a second language helps students to extend and deepen their overall literacy.

**Health & Physical Education:** Health & Physical Education includes fitness, skills, movement, athletics, aquatics, modified games and sport. The program provides sequential fundamental and gross skill development, enhancing participation in games, and an understanding of 'sport' in its broadest sense. Confidence, success, social relationships and the development of self through programmed activity, underlie the far reaching benefits of physical education. The Health & Physical Education program will enhance each student's opportunities to pursue a life long interest in physical activity. As children progress from the fundamental skills, the aim is to enable children to learn enough about sports in terms of rules and skills in order to join an outside school team either socially or competitively. Aims of the program for students:



- Develop a love of physical activity through positive experiences and enjoyment with peers and sport educators
- Encourage all students to be involved in lifelong physical activity, beneficial to the quality of their lives
- Actively involve students in a varied and balanced program with Fundamental Motor Skills acquisition as the priority for juniors, enhanced by performing arts, athletics, movement and object control, games, and aquatics
- Sport specific skill and game play development for middle to upper primary to prepare students for Inter-school sport.
- Maintain and extend appropriate levels of fitness, enhancing wellbeing
- Develop social and personal skills leading to improved self esteem and social competence through playing games and interacting in small and larger groups.

AFL, tennis, soccer, and basketball clinics are held with specialist facilitators throughout the year. Students participate in Athletics and Swimming Carnivals, competing in their Houses. Qualifying students will go on to District, Division, Region, and State competitions. Years 5 and 6 students participate in School Sport Victoria Summer and Winter Inter-School Sport with local primary schools.

Through class programs, including 'Catching On Early' and ArtSEL, students develop the knowledge, understanding and skills to enable students to:

- Access, evaluate and synthesise information to take positive action to protect, enhance and advocate for their own and others' health, wellbeing, safety and physical activity participation across their lifespan.
- Develop and use personal, behavioural, social and cognitive skills and strategies to promote a sense of personal identity and wellbeing and to build and manage respectful relationships.

The EHPS curriculum is further enhanced by:

**ArtSEL (Art and Social and Emotional Learning):** An innovative and important initiative introduced in 2017 to prepare our students to be confident and self-aware young people as they make their way from our school and move on to secondary school, ready to take their place in an increasingly complex society. ArtSEL is a practical, hands on, active educational experience where children learn the tools to



achieve success in emotional management, situational awareness and academic achievement. The social and emotional component of this program is complemented by 2D Visual Arts projects, which are aligned with the Victorian Curriculum, and the social competency that the children are learning each week. As a result of this amazing pilot program many of our classrooms are now filled with beautiful art works that reflect messages about 'positive self-talk', 'recognising and regulating emotions' and 'engaging in positive social interactions'. The ArtSEL program also provides 'home links' to parents where conversations and reflective activities are encouraged as a family to support social competencies at school, and to encourage common language both at home and at school. We believe that by engaging children in discussion on these topics, we are developing their skills and awareness as well as building a common language between us all. ArtSEL has been enhanced in 2019 by the introduction of a Year 6 transition program.

**Language of Learning:** An important part of meeting the goals within our strategic plan has been our focus on ensuring quality teaching and learning occurs in every classroom in a way that is consistent with the latest research on best practice. To guide our work we have engaged the services of and built a strong relationship with educational consultants from Language of Learning. They are linked to the University of Melbourne Graduate School of Education, and work extensively with Professor John Hattie, a world leading voice in what works best in education.



**Michael Ymer:** Michael Ymer is a leading authority in mathematics education and has worked extensively on the Victorian Curriculum guidelines. Michael Ymer continues to work with our teachers on delivering leading edge mathematics teaching.

**STEM with Deakin University:** We commenced a three year partnership with Deakin University in 2018 to look at the teaching of Science and Mathematics together, beginning with students then in Years 1 and 4. The partnership will continue working with these students through the whole partnership.



## PROGRAM FOR STUDENTS WITH DISABILITIES (PSD)

The Program for Students with Disabilities (PSD) supports the education of students with disabilities in Victorian Government schools by providing schools with additional resources. The resources are provided to schools to assist in the education of students with disabilities, not to individual students.

EHPS is recognised as a leader for its inclusive approach to education. The viable provision of the program is dependent on the funding that qualifying students receive for additional support in the PSD.

EHPS has a strong philosophy of inclusion and as such is committed to ensuring that students with special needs have access to all the school has to offer.

Many students will require a support worker to help ensure their inclusion and safety in school activities. The support worker will provide eligible children with the practical help they need to access the curriculum and also promote the development of the child's self esteem and self confidence, both fundamental for optimal learning. EHPS has many experienced support workers who work under the guidance of the classroom teacher to provide a comprehensive and inclusive curriculum.



## CHILD SAFE

Embedding an organisational culture of child safety is critical to reducing the risk of child abuse. EHPS is a Child Safe school. All visitors, including parents/guardians, who will be interacting with our students are required to hold a valid Working With Children Check, and to read and adhere to our Child Safe Policy and Child Safe Code of Conduct.

## SCHOOL WIDE POSITIVE BEHAVIOUR SUPPORT

The School Wide Positive Behaviour Support (SWPBS) approach supports the implementation of the schools' vision, values and expectations. We create and maintain a stimulating learning environment which promotes BEING SAFE, BEING RESPONSIBLE and BEING A LEARNER. It underpins our school culture where we maximise individual academic and social growth.



## Essex Heights PS Expectations

	Be Safe	Be Responsible	Be a Learner
<b>Moving</b>	<ul style="list-style-type: none"> <li>Always walk carefully and calmly</li> <li>Look where you are going</li> <li>Be aware of others</li> </ul>	<ul style="list-style-type: none"> <li>Stay with your partner/class</li> <li>Use manners</li> <li>Report any hazards</li> </ul>	<ul style="list-style-type: none"> <li>Listen to instructions</li> </ul>
<b>Inside</b>	<ul style="list-style-type: none"> <li>Ask to leave the learning space</li> <li>Use noise levels appropriate to the task</li> <li>Follow instructions</li> <li>Use furniture and equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Speak politely to everyone</li> <li>Tidy your belongings and pack up equipment</li> <li>Work quietly in collaborative spaces</li> <li>Make good choices</li> </ul>	<ul style="list-style-type: none"> <li>Stay on task</li> <li>Ask for help when needed</li> <li>Have a go</li> <li>Be an active listener</li> <li>Organise your time/equipment</li> <li>Be a good team member</li> </ul>
<b>Outside</b>	<ul style="list-style-type: none"> <li>Stay in bounds</li> <li>Wear a hat to be Sunsmart</li> <li>Move &amp; play safely</li> <li>Sticks/stones stay on the ground</li> <li>Obey road rules</li> </ul>	<ul style="list-style-type: none"> <li>Listen to &amp; share with others</li> <li>Put rubbish in the bin</li> <li>Seek help to solve a big problem</li> <li>If still eating, sit outside the hall</li> <li>Use bubblers properly</li> </ul>	<ul style="list-style-type: none"> <li>Establish &amp; follow the rules of the game, be honest</li> <li>Be a good sport</li> <li>Accept differences in others</li> <li>Try to solve a small problem</li> </ul>
<b>Toilets</b>	<ul style="list-style-type: none"> <li>Flush, wash hands and leave</li> </ul>	<ul style="list-style-type: none"> <li>Allow others to use the toilet privately</li> </ul>	<ul style="list-style-type: none"> <li>Follow the rules for correct use of this area</li> </ul>
Fairness doesn't mean everyone gets the same; fairness means everyone gets what they need.			

## TERM DATES

Term dates are set by the Department of Education & Training (DET).

Term Dates 2020	
<b>Term 1</b>	Tuesday 28 <sup>th</sup> January* to Friday 27 <sup>th</sup> March*
<b>Term 2</b>	Tuesday 14 <sup>th</sup> April to Friday 26 <sup>th</sup> June
<b>Term 3</b>	Monday 13 <sup>th</sup> July to Friday 18 <sup>th</sup> September
<b>Term 4</b>	Monday 5 <sup>th</sup> October to Friday 18 <sup>th</sup> December

\* The first day of Term 1 is a student-free day in all Victorian government schools.

✧ Term 1 end was brought forward to finish on Monday 23<sup>rd</sup> March due to COVID-19.

Term Dates 2021	
<b>Term 1</b>	Wednesday 27 <sup>th</sup> January* to Thursday 1 <sup>st</sup> April
<b>Term 2</b>	Monday 19 <sup>th</sup> April to Friday 25 <sup>th</sup> June
<b>Term 3</b>	Monday 12 <sup>th</sup> July to Friday 17 <sup>th</sup> September
<b>Term 4</b>	Monday 4 <sup>th</sup> October to Friday 17 <sup>th</sup> December

\* The first day of Term 1 is a student-free day in all Victorian government schools.

Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The first day of Term 1 is a student-free day in all Victorian government schools, and the remaining three student-free days are determined by each individual school.

Students do not attend school on student-free days (sometimes known as curriculum days) or public holidays.

## SCHOOL DAY

EHPS School Day	
<b>8.50am</b>	First bell – students go to classroom <i>Bags away, change reader, hand in lunch orders, school banking, notices or payments handed in to teachers. Roll marked at 9am.</i>
<b>9.00am – 11.00am</b>	Learning Session
<b>11.00am – 11.30am</b>	Morning play/recess
<b>11.30am – 1.30pm</b>	Learning Session
<b>1.30pm – 1.40pm</b>	Lunch – supervised eating time in classroom
<b>1.40pm – 2.30pm</b>	Lunch play/recess
<b>2.30pm – 3.30pm</b>	Learning Session <i>Roll marked at 2.30pm</i>
<b>3.30pm</b>	Dismissal

Dismissal time on the last day of Terms 1, 2 and 3 is at 2.30pm, and at 1.30pm on the last day of Term 4 (the end of the school year).

Playground supervision commences at 8.45am each day and concludes at 3.45pm. If students need to be at school before 8.45am or after 3.45pm then it is expected that they be booked into our outside of school hours care program.



## GENERAL INFORMATION

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### ADMINISTRATION

**Government Responsibility:** The Department of Education & Training (DET) is responsible for schools throughout the State. The Government owns the land on which schools stand and the buildings in which schools are housed. Money for certain aspects of the school operation is provided by the Government to pay for such things as teachers' salaries, administration costs, cleaning, heating, lighting and power. This amount depends on factors such as location and size of the school, and the number of children attending, composition of the school population (eg children from non-English speaking backgrounds, children who have disabilities).

**School Council:** The School Council is a legally constituted body consisting of elected members from the parent body, staff members, including the Principal, and members co-opted by the elected council.

The powers and duties of School Councils are laid down by legislation and include:

- Developing the educational policy of the school
- Managing the school's finances
- Responsibility for maintenance and improvement of school grounds and buildings
- Providing for necessary cleaning and sanitary services
- Stimulating interest in the school
- Appointment of sub-committees to assist in carrying out its functions.

### ASSEMBLY

School Assembly is conducted weekly on Monday afternoon. Assembly includes recitation of the School Oath, singing the National Anthem and the School Song, and is an opportunity to celebrate recent events and activities, presentations, special commendations, musical items, and promote upcoming activities. Parents/guardians are welcome to attend.

### ATTENDANCE AT SCHOOL

Students attend school every day of school terms, except on student-free days and public holidays. Any absence from school must be explained by parents/carers online through the EHPS Parent Portal on Compass.

## BIKES & SCOOTERS

Walking or riding to school is encouraged at EHPS, being great ways for children to keep active and get the recommended one hour of physical activity each day. Children who walk or cycle to school are more likely to be independent and are generally more physically active and healthy. An added benefit of students who walk or ride to school is that traffic congestion around the school is reduced.



Students may ride a bike or scooter to school if they are able to ride in a safe manner, observing the road rules, and can securely store their bike or scooter at school. Bikes and scooters are stored in the Bike Shed located at the front of the school in front of the Art Room. A bike lock must be supplied from home; students must be able to independently use their bike lock. Students must wear a helmet to and from school. Bikes and scooters are not to be used during school hours. They should not be ridden in the school grounds. Students may not bring skateboards, rollerskates, or similar, to school.

The school community is encouraged to participate in the National Ride2School Day each year.

## BOOKS & STATIONERY

All books and stationery requirements for students are purchased by the school. The cost of these items is included in the annual student charge. Books and stationery are distributed by the classroom teacher as required throughout the year.

## BUDDIES

Our school has a buddy system for Prep children. The buddy system helps older children learn to take on responsibility, whilst younger children know that they have a fellow student they can go to. Buddy systems help children make friends and create a sense of belonging with the school community. At EHPS Prep students are allocated a Buddy from the Year 5 cohort to help children have a welcoming experience from the very beginning. The system continues into Year 1. The school also trains Years 5 and 6 students in leadership to provide support and connection through the Playground Pals program.

## CAMPS

Camps form an integral part of our educational program, encouraging independence, confidence, responsibility, personal growth and respect, and social interaction among the children and staff. For students in Year 4 at Taskworks in Mulgrave, Year 5 at Sovereign Hill in Ballarat, and Year 6 at Forest Lodge Farm Camp in Gippsland.



## CAMPS, SPORTS & EXCURSION FUND (CSEF)

The Camps, Sports and Excursions Fund (CSEF) is provided by the Victorian Government for eligible students to cover the costs of school camps or trips, swimming and school-organised sport programs, outdoor education programs, and excursions and incursions. Families holding a valid means-tested concession card (eg Health Care Card) or are temporary foster parents are eligible to apply for the CSEF. If approved, \$125 per primary school student is provided. These funds are paid to the school and applied to relevant activities across the school year until used. CSEF cannot be used for school fees or voluntary activities, such as instrumental music lessons. Prep students who receive CSEF are also eligible for a uniform pack provided by State Schools Relief.

## CANTEEN



We have an onsite Canteen that operates on Monday, Wednesday and Friday, providing ordered lunches to students. It runs with a Manager supported by parent volunteers. There are no over the counter sales to students. With a healthy food focus, the menu offers sandwiches, rolls, jaffles, potatoes, sushi, a variety of hot food including meals from Good Food Hero, snacks, frozen items and drinks. The menu is accessible on our school website.

## COMMUNICATION

At EHPS we really value the communication between staff and parents. Our primary methods of communication to our school community are:

1. **Parent Portal on Compass:** The EHPS Parent Portal is accessed online through Compass School Manager via your web browser and/or app downloaded to a smart phone. Compass is used to communicate with the school community, provide consent and payment for activities/excursions/incursions, provide explanation for a student's absence from school, distribute the weekly school newsletter, record permissions for your child, book parent teacher discussions/interviews, email teachers, access to your child's reports. Every family is provided with a Compass login for the duration of their child's enrolment at EHPS.
2. **Contact Newsletter:** Our school newsletter, *Contact*, is published weekly and distributed electronically to the school community via Compass.
3. **Term Newsletter:** Provides information on curriculum, learning, events and organisational details relevant for each student's year level.



It is still sometimes necessary to send home information in paper form, although this is kept to a minimum.

Our school website provides information to the wider community, including school reports, policies, and enrolment details, and resources for our school community.

The school communicates with families by email to send their family account statement. Families nominate the email address to be used for this communication on their child's enrolment form.

Our staff are very pleased to provide feedback and meet with parents when required. We also value and encourage a good work life balance for our staff, so it is recommended that parents arrange a meeting time with teachers when required.

## EXCURSIONS, INCURSIONS, ACTIVITIES & EVENTS

Excursions, incursions, activities and events are an important part of the school curriculum, and are usually linked to a unit of study and assist in enhancing student learning. They are planned to enhance classroom instruction and discussions, and often allow children insights they would not gain in the classroom. Learning to conduct themselves well as a group outside their normal boundaries is a vital part of their education and social development.

Information about an event/activity is communicated, including consent and payment, on Compass. Most activities will incur a cost, covering the cost of the activity.

Families who qualify for the Camps, Sports and Excursion Fund (CSEF) can use these funds to pay for eligible activities throughout the year until used.



## EXTRA CURRICULAR & AFTER SCHOOL ACTIVITIES

Some of the extra curricular activities our students are encouraged to participate in are:

- NEVR Youth Concert at Hamer Hall
- Victorian State Schools Spectacular
- Science Talent Search
- Indonesian language speaking competition – Sayembara Lisan

A variety of activities run by external providers are currently available to students:

Activities run by external providers	
Monday	<b>Kelly Sports</b> 3.40pm to 4.30pm. Prep to Year 6 students. A range of fun and stimulating programs that develop children's fundamental sporting skills in an environment that encourages children to give sport a go. New program each term. More information: <a href="http://www.kellysports.com.au">www.kellysports.com.au</a>
Tuesday	<b>Dance Classes</b> Lunchtime – 1.40pm to 2.10pm – Years 1 to 6 students (not running Term 1). After School – 3.30pm to 4.30pm – Prep to Year 2 students. Children participate in a variety of warm up routines, create their own movements through dance creation activities, and learn a choreographed dance to be performed at the end of the last session for family and friends. Creative Dance & Drama - <a href="http://www.creativedanceanddrama.com">www.creativedanceanddrama.com</a>
Wednesday	<b>Chess</b> 3.40pm to 4.30pm. Prep to Year 6 students. Chess Ideas – <a href="http://www.chessideas.com.au">www.chessideas.com.au</a>
Thursday	<b>Special Religious Instruction (Christian)</b> 3.40pm to 4.10pm. Prep to Year 6 students.
	<b>Special Religious Instruction (Buddhist)</b> 3.40pm to 4.10pm. Years 3 to 6 students.
	<b>Essex Heights Netball Club</b> 3.45pm start. Years 3 to 5 students.

## FOOD AT SCHOOL

Students bring their own snacks, lunch and water bottle to school every day.

**Snacks:** Snacks (sometimes referred to as “brain food” at EHPS) are eaten before morning recess. Fruit and vegetables are recommended.

**Lunch:** Lunch is eaten in the classroom between 1.30pm and 1.40pm supervised by their teacher before lunch play, and must be provided from home. Food should be independently manageable by the student at school. If utensils are required, these must be supplied from home. There is no facility to heat food at school. Rubbish Free Lunches are an initiative of our Sustainability Team and encouraged at least twice weekly.

**Lunch Orders from Canteen:** Our Canteen provides a lunch order service to our students on Monday, Wednesday and Friday.

**Students with food allergies:** EHPS has a number of children who suffer from severe or life threatening food allergies known as anaphylaxis. Any food can cause anaphylaxis, but generally the following foods account for 90% of all reactions: peanuts, tree nuts, shellfish, fish, milk, egg, sesame, soy and wheat. We also have a large number of children with other various food allergies. Any food brought into the school can have serious consequences for children at risk. Therefore, parents, students and staff must be sensitive to the critical needs of the children at school who have severe food allergies. Due to the large number of children with nut allergies we request that nuts, foods that contain nuts and nut products such as Nutella and peanut butter are not consumed at school at any time.

If food is brought in to share for a birthday or special occasion, this must be discussed with the classroom teacher; any food brought to school must have a printed list of ingredients provided before it can be distributed.

Parents of children with food allergies may choose to provide an alternative “treat” to be kept with the class teacher for these occasions.

## GROUNDNS

We are very proud of our schools grounds. A variety of playground areas are enhanced by gardens that are maintained by our gardener and maintenance worker (both employed with funds raised through the Grounds & Maintenance voluntary fee), and working bees hosted by our Grounds & Maintenance Committee. A Sensory and Meditation Garden has recently been constructed, and a Mathematics Garden is in the planning phase. A Memorial Garden is located at the front of the school. This space was created with the assistance of a grant and installation from Bunnings, and features a Friendship Chair (donated by the graduating class of 2016 and their families), and another chair in memory of our former Principal, Andrew Crossett, who died in 2017. Recent graduating classes and their families have donated artwork for the school grounds, including the tree sculpture at the front of the Administration building (class of 2017), and the metal piece on the external wall of the Library (class of 2018). We are looking forward to the planting of a mature tree in the Memorial Garden that has been contributed by the class of 2019.

## HEALTH & WELLBEING

Promoting and maintaining the health and wellbeing of students is a vital aspect of our school’s commitment to student care. Our Health Centre is attended by a highly qualified First Aid Officer from 11am to 3pm Monday to Friday, and by other Level 2 First Aid qualified staff outside these hours, ensuring that all students have access to first aid and health care with minimal disruption to their schooling.



**First Aid:** The Health Centre is a well equipped first aid area which can respond to illness and injuries. Children and staff have access to the Health Centre throughout the school day for management of any issue (physical or emotional) that may arise. In addition to this, classrooms and teachers are equipped with mini first aid kits to manage minor classroom mishaps, so as to ensure minimal disruption to your child’s learning wherever possible.

**Health Issues:** Unwell children should be kept home until they are well and can return to school and participate in the full school day. This promotes healing for the child and prevents the spread of infection to other students and staff.

Children who become unwell during the school day and are not well enough to return to class to fully participate in their learning, must be collected as soon as possible by a parent/guardian, or someone arranged by the parent/guardian (eg grandparent, neighbour).

Health issues such as anaphylaxis, asthma and allergies are increasing amongst primary school age children. If your child is asthmatic, has an allergy, diabetes, or epilepsy, you are required to provide a management plan prepared by your child's doctor, and medication (if required), and you should make a time to speak with the First Aid Officer and formulate a specific plan for optimal management of your child's health whilst at school. Medical forms are sent out at the beginning of each school year to ensure information is kept up to date, and parents are required to notify the Health Centre of any change in their child's condition.

**Medication:** Some children require medication administered whilst at school. For example, some children may have ongoing medication needs for conditions such as attention deficit disorders; other short-term needs such as an antibiotic for several days. Whatever your child's needs, our First Aid Officer is available to manage children's medication in a safe and appropriate manner whilst they are at school.

**Other Medical Needs:** Sometimes students have greater medical needs which may be supported in the school environment by our First Aid Officer, enabling greater attendance and productivity from their schooling. This may include adjustments to routine following hospital admission (ie assistance with toileting), short-term wound and dressing management, or liaison with hospital staff to ensure all the child's medical needs are being met whilst at school.

**Headlice:** Whilst headlice are relatively common, they are uncomfortable and can be quite a distraction to the child. Our First Aid Officer performs checks of children's hair when required and supports the school community in managing headlice in the most appropriate manner. Headlice checks require parental consent, which should be provided when a child commences at EHPS.

**Infectious Diseases and School Exclusion:** If a student contracts an infectious disease, they are to be excluded from school according to the *Minimum period of exclusion from primary schools and children's services for infectious diseases* defined by the Department of Health. This document is accessible on our school website.

**Parent Support:** Our First Aid Officer is on duty in the Health Centre between 11am and 3pm each school day. Parents/carers may make an appointment or just drop in after recess (11.30am to 1.30pm) or after lunch play (2.30pm to 3pm) to chat about any issues they may have with their child's health or welfare. Whether this is just a sympathetic ear or the first step in obtaining further support and intervention, the First Aid Officer is happy to listen and assist.

**Dental Check:** Link Health and Community visit the school each year and provide a free dental check-up to students with their Keeping Kids Smiling program. Consent from parents/guardians is required for students to receive a check-up.

## **HOMEWORK**

Homework is considered to be of value in giving children some training and discipline for their post-primary years of schooling. Homework assists children to develop organisational and self-management skills. It is suggested that parents encourage children to carry out any set tasks at home. In junior primary grades children bring home books which they share with their parents. Each child should be encouraged to read each night. The Homework Policy is accessible on our school website.

## HOUSES

The Houses at EHPS are named for famous Australian artists - Drysdale (red), Boyd (blue), Lindsay (yellow), and Nolan (green). Students are allocated to a House when they are enrolled. Siblings are allocated to the same house. Students compete in their house in activities such as House Athletics and Swimming Carnivals, and the School Fun Run.

## IMMUNISATION

Provision of an Immunisation History Statement is mandatory for enrolment. The Australian Immunisation Register (AIR) immunisation history statement issued upon completion of a child's five year old immunisations must be submitted with enrolment.

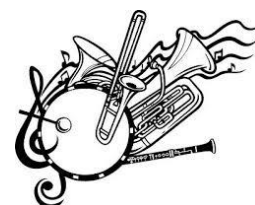
For children whose immunisation record is incomplete, missing, or who have been vaccinated overseas, or your child has never been vaccinated:

1. Visit the City of Monash Council Immunisation Service (Monash Civic Centre, 293 Springvale Road, Glen Waverley) and request an Immunisation Status Certificate for school entry; provide us with the lodgement document initially, and then the Immunisation Status Certificate from the City of Monash when this is received.
2. When vaccinations are up to date, provide the AIR immunisation history statement.

## INSTRUMENTAL MUSIC PROGRAM

The Instrumental Music Program (IMP) has been a dynamic part of EHPS for over 30 years. Tuition is available in the following:

- Strings – Violin, Viola, Cello, and Double Bass
- Brass & Woodwind – Flute, Clarinet, Saxophone, Trumpet, and Trombone
- Ukulele
- Piano and Keyboard
- Guitar
- Drum Kit and Percussion
- Harp
- Exam Class and Theory Class
- Essex Ensembles



Handbooks detailing tuition, guidelines and payment information, are accessible on our school website. The IMP is a user pays program. Students have opportunities throughout the year to perform in a variety of concerts, including our annual Showcase concert in Term 4.

## LIBRARY

Our Library is a well-stocked multi-functional facility which provides for the fiction and non-fiction needs of children and classes, and serves the literature and research needs of teachers. Resources are accessed via a computerised catalogue which the children are taught to use so that they may become independent and competent library users.

Not only is the Library a focus for literature and research, but at lunchtimes it becomes a hive of leisure and enjoyment, open to everyone. Children come to borrow books, play board games, read, work on class library activities, draw or talk, in a calm and pleasant environment.

A highlight of the school year is the annual Book Fair. Other special events, such as visits by authors and illustrators, occur from time to time and form an exciting part of the Library curriculum, as the children are inspired by talented creators whose work they have studied in Library classes.

The Library is open most lunchtimes for children's use. Parents are asked to ensure that borrowed books are cared for as they are a valuable school resource. Library bags minimise damage and should be provided.

## NAPLAN

Students in Years 3 and 5 participate in the annual National Assessment Program – Literacy and Numeracy (NAPLAN) in May each year.

## OFFICE HOURS

Our Office hours are 8.30am to 4.30pm Monday to Friday during school terms. For enrolment enquiries or lodgement of documentation, please contact or visit us between 9.30am and 2.30pm. The School and Office are closed during school holidays. Any enquiries during school holidays should be sent to the school email so they can be followed up when the next term commences.

## OUTSIDE SCHOOL HOURS CARE

Our Outside School Hours Care (OSHC) program provides care to EHPS students. OSHC is an independent, in-house run program, governed by the Essex Heights Primary School Council, offering a high quality community based childcare service to all EHPS students enrolled in the program. Our dedicated and accomplished staff endeavour to provide the highest quality care for all children. Children are involved in a variety of recreational activities, with emphasis on sports and crafts in particular.

Outside School Hours Care Program	
<b>Before School Care</b>	Monday to Friday during school terms 7.00am to 8.45am Breakfast provided \$18 per child per session
<b>After School Care</b>	Monday to Friday during school terms 3.30pm to 6.00pm Afternoon tea provided \$23 per child per session
<b>Vacation/Holiday Care</b>	Monday to Friday during school holidays during school year. The January Vacation Care program commences two weeks prior to the start of the school year. 7.00am to 6.00pm. \$60 per child per session
<b>Student-free/ Curriculum Days</b>	7.00am to 6.00pm – four per year. \$60 per child per session.

OSHC is an approved child care service, and if you receive the Child Care Subsidy (CCS), determined by Centrelink, you are eligible for a fee reduction.

All enquiries about the OSHC program, including program enrolment, are to be directed to the Coordinator, Paul Davis. Please ring direct on 9807 2615 or 0417 941 986.





## PARENT INVOLVEMENT

The support and involvement of parents enhances the successful running of the school. Parents are encouraged to actively participate in a variety of ways, for example:

- School Council
- Classroom representative and class social activities
- Classroom assistance, eg reading with children, changing readers
- Excursions and incursions
- Camps
- Parents and Friends Association (PFA)
- Canteen
- Fundraising
- School banking
- Working bees
- Recycling bin roster
- Inter-School Sport support
- ArtSEL

All parents assisting in any capacity at school are required to hold a Working With Children Check (WWCC), and to have read and adhere to our Child Safe Policy and Child Safe Code of Conduct, and signed and submitted the Child Safe acknowledgement.

## PARENTS & FRIENDS ASSOCIATION (PFA)

The Parents & Friends Association (PFA) aims to be of service to the whole school community through social and fundraising activities, with emphasis on ultimate benefits to the students. Any members of the school community with a common interest in the school are most welcome to join the PFA.

The PFA comprises of office bearers, committee members, and members. Office bearers are elected at the Annual General Meeting held in March each year, the remainder of committee being co-opted. There is no limit on numbers; an invitation to the whole school community is issued each year to become a PFA member for that year. We have found our PFA works best with a large committee. Past experience has shown new ideas, as well as many willing hands, make a successful club.

Activities during the year are many and varied. The projects carried out on a regular and continuing basis include a variety of social and fundraising activities, including the Welcome Picnic, Mother's and Father's Day breakfast and stalls, secondhand uniform stall, and the Fun Run.

## PARENT TEACHER DISCUSSIONS/INTERVIEWS

Parent Teacher Discussions/Interviews are held in Terms 1 and 3. In Term 1 a discussion with your child's teacher is an opportunity to meet your child's teacher and discuss your child. Interviews in Term 3 are held after the Semester 1 report has been issued. Both these discussions/interviews are usually set at 10 minutes duration to ensure that all families have an opportunity to meet with their child's teacher, and are booked on our Parent Portal on Compass. If a longer discussion is required, teachers are happy to meet with parents at a mutually arranged time.

Student Support Group (SSG) meetings are scheduled each term for parents of students with an Individual Learning Plan (ILP), students in the Program for Students with Disabilities (PSD), PSD students in out of home care, and Koorie students.

## PAYMENTS

School charges are advised to families on their family statement, provided regularly by email. BPay or Compass Pay on the Parent Portal are the preferred methods of payment for school charges. Eftpos/credit card, cash or cheque can also be accepted at the Office. Annual school fees are advised and payable in Term 1. Payment is due for all charges on the family statement when it is received, or by the due date when specified.

## PERMISSIONS

Parents/guardians are required to consider and provide permission at the start of their child's enrolment for:

- Local excursions
- Student photos for displays, media and website
- Internet use, publication of children's work on school website (includes student contract)
- Viewing of PG media
- Headlice inspections
- Administration of medication at school

Permissions are recorded on the Parent Portal on Compass for the duration of a student's enrolment at EHPS.

## PLAYGROUND SUPERVISION

Students are supervised in the playground from 8.45am at the beginning of each school day, and until 3.45pm after the dismissal bell at 3.30pm.

Supervision of Students	
Before school	8.45am – 9.00am
Morning play/Recess	11.00am – 11.30am
Lunch play	1.40pm – 2.30pm
After school	3.30pm – 3.45pm

Students play outside at morning recess and lunch play supervised by teaching staff. Some year levels are allocated specific areas of the playground (eg senior school climbing equipment, Years 4, 5 and 6 sections of the adjoining council oval at lunchtime). In the first months of school Prep children are closely supervised in the play area by their teachers.

If students must be at school before 8.45am and after 3.45pm, then it is expected that students will be booked into the Outside School Hours Care program.

When it rains, is excessively hot, or weather conditions are extreme, a Wet Day timetable operates and children are supervised indoors.

EHPS is a SunSmart school. Students are required to wear a hat outside during Terms 1 and 4.



## POLICIES

School policies can be accessed on our school website.

## REPORTS

Students receive two comprehensive reports each school year, published at the end of Semester 1 (end of Term 2) and at the end of the school year (end of Semester 2/Term 4). Reports are accessed via the EHPS Parent Portal on Compass, for the duration of the child's enrolment at EHPS.

## SCHOOL BANKING

We participate in the Commonwealth Bank's School Banking program, which provides a fun, interactive way for children to learn about the value of money, and smart saving. Participation in the program also provides our school with fundraising support. To be involved, a child needs a CommBank Youthsaver account. Participation in school banking is voluntary.



## SCHOOL FEES & CHARGES

The School Council reviews and determines the **annual student charges and contributions** each year. School funding comes from two sources:

1. Government - we receive a grant for each student from the Department of Education and Training (DET). This grant is required to cover a wide range of items such as contract cleaning, utilities (electricity, gas, water, postage, telephone), and other matters central to the functioning of the school. In addition, the grant assists with the provision of very basic curriculum materials and equipment.
2. Local contributions from parents - The school relies on and appreciates the financial commitment made by all parents to meet some of the costs of their children's education:
  - (a) The student charge is a levy for essential educational items in a child's individual classroom requirements, and bulk materials (including books and stationery), for the classroom curriculum programs such as Visual Arts, Library, Information and Communications Technology (including considerable computer related materials and consumables), Health and Physical Education, Sport, Music, Indonesian, Science, Literacy materials, and Mathematics equipment. This money directly funds and enables the delivery of high quality teaching and learning experiences for each student.
  - (b) Each family is invited to make three voluntary financial contributions:
    - i. Grounds & Maintenance: This contribution enables our grounds to be kept in a safe and presentable condition, and assists with the purchase of materials for grounds improvements. DET does not provide funds for us to employ a person for this purpose.
    - ii. ICT (Computer) Support: Currently DET funds a network of school-based technicians to work in our school for one day per week. This is not sufficient to

meet our needs in this area. Funds provided in this area enable us to increase the levels of support.

- iii. **First Aid:** The Health Centre is staffed by a qualified first aid officer from 11am to 3pm Monday to Friday. Contributions are needed to support the costs involved in providing this service.

Annual Student Charges & Voluntary Fees	
Student Charge	\$350 per student
Voluntary Fees:	
Grounds & Maintenance	\$30 per family
ICT (Computer) Support	\$30 per family
First Aid	\$30 per family

These annual fees are advised to all families on their family statement early in Term 1, and are payable by the end of the term. Family statements are issued by email. Payment using BPay or Compass Pay is preferred.

Charges for other **activities, excursions and incursions** will be advised and are payable throughout the year. Families who are eligible and have received CSEF may use these funds to pay for many of these.

Split billing of school charges for separated families can be arranged on request.

## SCHOOL PHOTOS

School photos are taken in Term 1. Photos are purchased online from the photographer.

## SCHOOL TOURS

Attendance on a school tour is not compulsory, but recommended for parents/guardians considering enrolment at EHPS in the current or upcoming school year. You will have the opportunity to visit our classrooms and see our school in action. Two tours a week are offered until the end of May (lodgement date for Prep enrolment), and thereafter once a week. Tours commence at 9.30am and conclude by 11am. Children are welcome to accompany parents, but must remain with the tour group. The number of adult participants on each tour is capped, so booking is essential through our School Office.

## SPECIAL RELIGIOUS INSTRUCTION (SRI)

Special Religious Instruction (SRI) in Christianity and Buddhism led by accredited instructors is offered for a half hour weekly session after school. Consent from parents/guardians must be provided for children to participate.

## SOCIAL SERVICES

The school selects charities each year for which students are encouraged to raise money, often chosen and promoted by the Junior School Council. Fundraising is usually associated with an activity or event at the school, and a gold coin donation is requested if students participate. Each classroom has a Money Muncher moneybox in which students can make a donation; these funds currently support children in Timor-Leste.

## SPECIAL ACTIVITIES

There are many special activities held across the school year. Some examples of these are:

- Welcome Picnic and School Disco in Term 1.
- Pink Stumps Day – Year 6 vs Teachers cricket match held in Term 1 – fundraiser for the McGrath Foundation and in memory of our former Principal, Andrew Crossett.
- Fun Run – one of the major fundraisers each year, held in Term 1; students collect sponsorship prior to their run; students participate in their Houses, and older students results are also used for cross country team selection.
- Grandparents and Special Friends Day – currently held on the last day of Term 1.
- ANZAC Day and Remembrance Day commemorations.
- Education Week – your child's work and the school are showcased in Education Week in May. Families are invited to attend the school.
- Mother's and Father's Day Breakfasts and Stalls.
- Hari Indonesia (Indonesian Day) – day of celebrating Indonesian culture through games, craft and an incursion.
- Book Week.
- Book Fair.
- Footy Colours Day, including Hot Dog Lunch – second last day of Term 3.
- Showcase – annual music concert in Term 4.
- Year 6 Graduation – our Year 6 students have a celebration day that includes a sit down lunch with their teachers, and then in the evening a graduation ceremony attended by their family, followed by a student and teacher only entertainment, usually a disco.

## STUDENT LEADERSHIP

There are many opportunities for students to take on leadership roles at school. Four Year 6 students are elected to be School Captains each year; the selection process occurs in Year 5 and involves submitting an application, a presentation to peers, and participating in an interview with the Principal.

Leadership roles held by our Year 6 students include Captains of House (Boyd, Drysdale, Nolan and Lindsay), Art, Library, Sustainability, Indonesian, and Music, and Flag Monitors.

Junior School Council (JSC) representatives are selected each semester from Years 3 to 6. JSC meets regularly, and choose fundraising activities to promote and support. JSC also manage Money Munchers (classroom donations in support of children in Timor Leste), and Bike Shed tagging.

## SUSTAINABILITY

We aim to create a sustainable and aesthetically pleasing environment. The school has a number of recycling initiatives, such as paper recycling run by the Year 5 cohort. A secondhand uniform stall supports reuse of uniform items, and students learn about minimising waste through rubbish free lunches. Several times a term, the school has a Target Tarp Tuesday where students are encouraged to clean the school yard and measure the impact of rubbish in our environment.

## SWIMMING

The Swimming in Schools initiative is designed to increase opportunities for students to learn how to swim, and ensure they develop lifelong swimming and water safety skills to reduce their risk of drowning and





injury. Prep to Year 5 students have a compulsory intensive eight day program as part of their curriculum each year.

## TRANSITION TO SCHOOL

Children commence school with a wide range of skills and abilities and come from a variety of backgrounds and early childhood experiences. They are developing in many ways, including self-awareness, peer relationships, forming simple symbolic concepts, mastering increasingly complex physical skills, moral judgements, acceptance of extended separation from parents and learning independent self-help skills.

The positive and supportive experiences the children will be provided with as they make sense of their new surroundings, routines and procedures will ensure a smooth transition process for the them.

At EHPS, we are acutely aware of the need to ensure that your child commences school life happily and that the relationships developed between teachers and parents become a strong and lasting partnership.

**Prep:** To support a happy and seamless start to school, a comprehensive School Transition Program is offered for incoming Prep students in the year prior to starting at school.

School Transition Program for Preps	
May	<b>Enrolment</b> – lodged by end of May. Placement confirmation advised by end of June.
June	<b>Parent Evening</b> For interested parents/guardians of children who are commencing in Prep to hear about the curriculum for the first years of school, and visit the Prep classrooms.
July & August	<b>Story Time</b> Sessions in our Library (limited numbers due to size of Library).
September	<b>Transition 1</b> Children participate in Numeracy session with fun mathematics activities in the Prep classrooms. Parents may attend a session run concurrently on health matters run by our First Aid Officer.
October	<b>Transition 2</b> Children participate in a Specialists session rotating through activities in Physical Education, Visual Arts, Music, and Indonesian Language. Parents may attend a session run concurrently on preparing your child for learning. <b>Glitter &amp; Glue Art Session</b> Art session in our Art Room (limited numbers due to size of Art Room).
November	<b>Music Sing-A-Long</b> Music session (limited numbers due to room size). <b>Parent Information Evening</b> For parents of children enrolled at EHPS for Prep in the next school year. <b>Transition 3</b> Children participate in a Literacy session, engaging in fun activities in the Prep classrooms.
December	<b>Orientation Day</b> - Day for children enrolled in Prep in the next school year.

A detailed School Transition Program is provided with enrolment confirmation.

**Years 1 to 6:** An Orientation Day is held for incoming Years 1 to 6 students commencing in the next school year in early December.

**Existing Students:** Throughout Term 4, a number of sessions are in place to support our students as they transition across the school and into secondary school.

**Year 6 to Year 7:** All parents/guardians complete an Application for Year 7 form for their child in Year 6 by May. The primary school manages the process of placement for all students who will be attending a Victorian government secondary school in Year 7. Confirmation of placement is advised by the primary school in August.

## UNIFORM

Wearing uniform is compulsory and all students are expected to abide by the school Dress Code policy. Wearing school uniform promotes a sense of identity and pride in the school. Our uniforms are supplied by PSW. The school logo features on our polo shirts and jackets which is important in establishing a strong sense of school identity and pride. The school colours are bottle green, grey and white with many different clothing options available to cater to the various seasonal needs and preferences of students.

EHPS Boys' Uniform	
Summer	White or green polo shirt with EHPS logo, grey cargo or bottle green gabardine shorts, polar fleece vest, windcheater or bomber jacket with EHPS logo, black shoes.
Winter	White or green polo shirt with EHPS logo, bottle green trackpants or grey cargo pants, polar fleece vest, windcheater or bomber jacket with EHPS logo, black shoes.

EHPS Girls' Uniform	
Summer	Green, white & red check dress or skorts, white or green polo shirt with EHPS logo, bottle green gabardine shorts, polar fleece vest, windcheater or bomber jacket with EHPS logo, black shoes.
Winter	Tartan winter tunic or skirt, bottle green pants, white or green long sleeve polo shirt with EHPS logo, polar fleece vest, windcheater or bomber jacket with EHPS logo, socks or bottle green tights with black shoes.

All Students	
Shoes	Black shoes that fully enclose the student's foot. To be worn with white, grey or bottle green socks.
Hat	Broad brimmed safety slouch, legionnaire or bucket hat that provides protection compliant with our SunSmart policy.
School Bag	The bag with EHPS logo available from PSW is recommended, and should last for the seven years of primary school.

If additional clothing is required for warmth, skivvies, leggings and t-shirts in school colours (green, grey or white) or black are permitted.

**New uniform** is purchased from PSW from their retail outlet in Mount Waverley, or online ([www.psw.com.au](http://www.psw.com.au)). Items of uniform that don't have the school logo (eg shorts, trackpants, and cargo pants) can be purchased from generic school ranges at stores like Target or Big W in the specified colours. The uniform price list is accessible on our school website.

**Year 6 Bomber Jacket:** Year 6 students have the opportunity to get a bomber jacket printed to mark their final year at primary school. Students are involved in choosing the design when in Year 5, and printing usually occurs at the end of Term 1 of their Year 6 year.

**Secondhand Uniform:** The PFA hold a secondhand uniform stall once a term if there have been sufficient donations of uniform received.

**Assistance for financial hardship:** Families of Prep students eligible for CSEF qualify for a Prep uniform pack through State Schools Relief. Other assistance may be available at the discretion of our Principal.

## WEBSITE

Our school website – [www.essexheightsps.vic.edu.au](http://www.essexheightsps.vic.edu.au) – is the public communication source for our school, providing information to the wider community, and resources to our school community.

## WELFARE & WELLBEING

Student welfare and wellbeing is a high priority at the school. The EHPS Student Management Team (Assistant Principals, First Aid Officer, and PSD Coordinator) coordinate services to care for students in need. Some support programs, strategies and approaches at the school include:

- A Restorative Practice approach is followed across the school with a focus on developing positive relationships through the use of Community Circles. Restorative Conversations are used to discuss issues that may occur from time to time.
- DET SSSO Service – specialised practitioners (psychologist, speech therapists, welfare officers, school nurse) may be available for assessment of students or to support referral to external agencies following an application process.
- Kids Hope program with community mentors.
- OnPsych Educational Psychologist – requires a plan and referral from your GP.
- Student Support Group (SSG) meetings.
- Story Dogs – Volunteers and their therapy dog/s from the Story Dogs program visit the school weekly and read with selected students.



The SMT are also able to provide advice and support referrals to a range of external providers to assist parents when dealing with a wide range of academic, social, emotional, physical and family relationship concerns.

## WORKING WITH CHILDREN CHECK

The Working With Children Act of 2005 requires that all people involved in “child related work” hold a Working With Children Check (WWCC). Volunteers in any capacity at our school (eg parent helper in the classroom, attendance on excursions or camps, canteen, fundraising, etc), must hold a volunteer WWCC (holders of an employee WWCC would add EHPS to their organisations list). A volunteer WWCC is free of charge. Before volunteering the first time at school, the WWCC card

must be presented at the Office to be copied, and, after reading the Child Safe Policy and Code of Conduct, the acknowledgement must be signed and lodged at the Office.



## PREPARING FOR SCHOOL

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Starting school is a special milestone in your child's life. It is an exciting time for your family transitioning from kinder to the primary school setting.

As a parent you have assisted your child to learn many things – significant social, emotional and physical milestones – as your child's *first* teacher. At EHPS we encourage you to continue your role in learning and teaching at school. Parents can do a great deal to support their child and ease the transition from pre-school to school.

### Children will learn best when:

- ★ They feel confident because of previous experiences of success.
- ★ Their natural curiosity is aroused.
- ★ They are active and involved – discovering and exploring new concepts, solving problems, explaining what they are doing, and discussing “where to next” in their learning.
- ★ They feel safe and are listened to.
- ★ They feel challenged.
- ★ The task is interesting and makes sense.
- ★ They have opportunities to observe and imitate others positive behaviours and responses.
- ★ They have plenty of chance to practise.
- ★ Parents and school teachers support each other and work as a team.
- ★ They are provided with a healthy diet (including breakfast and school food – snacks and lunches).
- ★ They arrive at school and class on time.
- ★ They are provided with enough rest and sleep.

## Ways you can support the learning process at home

- *Foster reading at home* – give books as presents, join the local library. Encourage children to spend some time with a book before lights out each night.
- *Talk with your children about the stories they have written at school* – express interest in the content, don't be too critical about mistakes in grammar and spelling.
- *After school, talk about things that were seen and done* – one of the most valuable results of children's experiences is found in their use of language to relive and make sense of the experience.
- *Cultivate your children's curiosity* – encourage them to ask questions, to wonder about things, to have hunches ... and then to check them.
- When checking be supportive and encouraging rather than anxious and critical. Check methods being taught in the classroom, especially in mathematics, before showing "the way we used to do it at school".
- Have a family television/screen time policy that balances viewing programs with time for homework, hobbies, reading, play and family conversation.
- Above all, be clear about the difference between pressure (which can destroy self-confidence and the excitement of learning) and encouragement (which stimulates growth and true achievement).

## The year before school

- Ask your child what they think about starting school.
- Encourage your child to ask questions about going to school.
- Help your child stay healthy. Make sure they have regular health and dental checks and keep immunisations up to date.
- Encourage your child to do things on their own. This could be dressing (including doing up zippers and buttons, and putting shoes and socks on), going to the toilet, washing their hands, using a pair of scissors, unwrapping their food and opening and closing their drink bottle and lunchbox.
- Let your child practise the things they will need to know to survive socially – asking for help, sticking to a schedule, looking after their belongings, be able to tidy up, getting along with others and learning to listen.
- Teach your child to be safe. Try to make them familiar with their name, address and phone number.
- Talk to friends and other families about what school is like.
- Talk to your child's early childhood educator about things you can do at home to help your child.
- Attend the School Transition Program sessions, and take these opportunities to talk to our staff about how you can engage in your child's learning and development at school.





# ENROLMENT

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## ENROLMENT ELIGIBILITY

In Victoria, all children are entitled to be enrolled at their designated neighbourhood school as a legislative right of the Education and Training Reform Act 2006 (Vic). Designated neighbourhood schools are generally the public school within closest proximity to the student's permanent residential (home) address. EHPS also has an official enrolment ceiling applied by the Department of Education & Training (DET) due to site capacity.

The official and up to date school zones site, Find My School – [www.findmyschool.vic.gov.au](http://www.findmyschool.vic.gov.au) – will identify your designated neighbourhood school. If EHPS is not your designated neighbourhood school, enrolment is at the discretion of our Principal if site and year level capacity allows, in accordance with our Enrolment Policy and DET Placement Policy.

A child must be five years of age by 30th April of the year they start to be eligible for enrolment in a Victorian Government School. A child must be at school in the year that they turn six years of age (the compulsory school starting age).

**Children not born in Australia or not an Australian Citizen:** You may be required to enrol via the International Education Division of the Department of Education & Training. The child's residential status in Australia (permanent or temporary) and the visa subclass number (and sector where specified) advised on their Visa Grant Notice determine if this is required; our Office staff will assist you with this.

**Children with a language background other than English:** Students from language backgrounds other than English are eligible to attend the intensive English program at Blackburn English Language School (BELS) if they are:

- aged between 5 and 18 years; and
- a permanent resident of Australia; or
- the holder of an eligible temporary resident visa in Australia; and
- have been in Australia less than six months (or 18 months for Prep enrolment)

The highly effective BELS program is two full time terms. We strongly recommend eligible students complete the BELS program, as it is our experience that BELS graduates will transition more successfully into mainstream primary school. Blackburn English Language School (BELS) is located at 120 Eley Road, Burwood East, and contacted by phone on 9803 4022. Go to the BELS website - [www.blackburnels.vic.edu.au](http://www.blackburnels.vic.edu.au) - for further information.

If students are not eligible for enrolment at BELS, it is the responsibility of parents/guardians to arrange private English language tuition to support their child's transition to EHPS.

## ENROLMENT PROCESS

Contact our Office between 9.30am and 2.30pm Monday to Friday during school terms to enquire about enrolment.

### Prep

Prep enrolment is lodged in the year prior to a child's entry to primary school. Parents/guardians of Prep students are encouraged to attend a school tour in the year prior to their child's entry. Enrolment documentation for Prep, regardless of school zone, will be accepted until the end of May. This enables our planning and preparation, and ensures children offered a place can fully participate in the School Transition Program. All families who have submitted enrolment

documentation by the end of May will receive written advice from EHPS in June (by the end of Term 2) if placement can be offered. Families who receive an offer also receive detailed information about the School Transition Program, and a reply form. The reply form must be returned by the specified date to accept or decline the offered place, and if accepting the place also advise the child's attendance at the School Transition Program sessions.

If EHPS is not your designated neighbourhood school it is the responsibility of parents/guardians to ensure they have another school/s chosen for Prep entry in the event that EHPS is unable to offer enrolment.

If enquiring about Prep 2021 after the end of May, please contact our Office to confirm that placement is available before submitting enrolment documentation.

If your child requires placement in Prep in the current school year, please contact our Office to confirm that placement is available. Enrolment documentation must be provided a minimum of one week prior to the commencement date of the student, or one week prior to the end of the preceding term if starting at the beginning of term. A meeting with the Year Level Coordinator and other relevant staff prior to commencement may be requested to assist a child's transition to EHPS.

Enrolment Lodgement Dates for Prep	
<b>Prep 2020</b>	Contact our Office to confirm if a place is available before lodging documentation.
<b>Prep 2021</b>	By Friday 29 <sup>th</sup> May 2020. EHPS will confirm in writing in June (by the end of Term 2) if a place can be offered. After 29 <sup>th</sup> May 2020 - Contact our Office to confirm if a place is available before lodging documentation. Lodge by 27 <sup>th</sup> November 2020.

## Years 1 to 6

Contact our Office to confirm that a place is available in the required year level. On receipt of an enrolment offer, lodge enrolment documentation at our Office within a month of the offer, and not later than a minimum of one week prior to the proposed commencement date. A meeting with the Year Level Coordinator and other relevant staff prior to commencement may be requested to assist a child's transition to EHPS. If this is required, the start date will be confirmed after this meeting/s take place.

If enrolment is required at the commencement of term, documentation must be received a minimum of one week prior to the end of the preceding term.

For enrolment in the next school year, documentation must be received by the end of November to assist planning and preparation, and so incoming students can attend our Orientation Day in early December. Enrolment documentation for the upcoming school year should be lodged within a month of receiving a placement offer and not later than the end of November.

Enrolment, including start date, will be confirmed by letter from our Principal. A reply form will be included in this correspondence which is to be returned to our Office by the specified date to accept or decline the place offered at EHPS.

Enrolment Lodgement Dates for Years 1 to 6	
<b>Term 3 2020</b>	By Friday 19 <sup>th</sup> June 2020
<b>Term 4 2020</b>	By Friday 11 <sup>th</sup> September 2020
<b>Term 1 2021</b>	By Friday 27 <sup>th</sup> November 2020

## Enrolment Documentation

The following documentation is required to enrol at EHPS:

1. Student Enrolment form
  - a. Primary Family is the family that the child lives with the most. For separated families where there is shared custody, another form is also required; please request this form from our Office.
  - b. Adult A of the Primary Family should be the parent/guardian who is best able to respond to issues that might arise during a school day.
  - c. Read the 'Enrolment form - Information for parents, guardians and carers' document before completing the enrolment forms.
2. Student Learning Needs form
3. Medical Details form
4. Birth certificate
5. Immunisation certificate
  - a. Australian Immunisation Register (AIR) immunisation history statement if the vaccination schedule for the child has been completed in Australia and is up to date; we cannot accept the records in a child's maternal and child health book.
  - b. If your child's immunisation records are incomplete, missing, or your child has been vaccinated overseas, or has never been vaccinated:
    - i. You must request an Immunisation Status Certificate for school entry from the City of Monash Council Immunisation Service (Monash Civic Centre, 293 Springvale Road, Glen Waverley). Provide us with the City of Monash Immunisation Service lodgement document initially, and then the Immunisation Status Certificate from the City of Monash when received; and
    - ii. when vaccinations are up to date, the AIR immunisation history statement.
6. Address verification documents – minimum three documents required identifying child's permanent residential (home) address at the date of commencement at EHPS:
  - a. Contract of Sale OR Lease Contract (minimum twelve months); **AND**
  - b. Utility bills (most recent electricity, gas, water) and;
  - c. Driver's licence; and/or
  - d. Home and contents insurance policy
7. Asthma Management Plan (if applicable)
8. Allergy Management Plan (if applicable)
9. Anaphylaxis Management Plan (if applicable)
10. School Reports – last two academic reports (for students who are transferring from another school). Also, the most recent NAPLAN report if completed.
11. Court Orders (if applicable)
12. For child not born in Australia or not an Australian Citizen, the following documents are also required:
  - a. Passport
  - b. Immigration/Residency documentation:
    - i. Visa Grant Notice
    - ii. Certificate of Citizenship (if applicable)
  - c. Confirmation of Placement for students enrolled through the International Education Division
13. *If EHPS is not your designated neighbourhood school:* A letter addressed to our Principal explaining your choice of EHPS for your child (not longer than one page).

**PLEASE NOTE:**

1. The Student Enrolment, Student Learning Needs, and Medical Details forms (items 1 to 3) are provided in the EHPS information pack that includes this guide.
2. Items 4 to 12: the original document must be presented when lodging enrolment at our Office, and a copy of the relevant part will be taken.
3. Shared Custody: Where a child lives with both parents at different addresses, an additional form is required. Please speak to our Office if this applies.

Lodge enrolment documentation at our Office between 9.30am and 2.30pm Monday to Friday during school terms. No appointment necessary, but please allow time for the copying of the supporting documentation. If you are unable to attend between these hours, please contact our Office on 9807 4944 to make other arrangements. Please note that our Office is closed during school holidays.

