



Glen Iris

PRIMARY SCHOOL



2023

Parent Information



TERM DATES 2023

Term 1: 27 January - 6 April

Term 2: 24 April - 23 June

Term 3: 10 July - 15 September

Term 4: 2 October - 20 December

CURRICULUM (STUDENT FREE) DAYS 2023

Friday, 27 January

Wednesday, 22 March

Wednesday, 23 August

Wednesday, 15 November

SCHOOL TIMES

Bag Bell :	8.50am
School starts:	9.00am
Recess eating time*:	10.40am - 10.45am
Recess play time:	10.45am - 11.10am
Lunch eating time*:	12.50pm - 1.00pm
Lunch play time:	1.00pm - 1.50pm
School finishes:	3.30pm

*** students are supervised in the classroom during these eating times.**

SCHOOL COMMUNITY

Established over 150 years ago in 1865, Glen Iris Primary School is a family and community-oriented school serving families in Glen Iris and the surrounding areas. In 2023, our student enrolment is 383 children and we have 17 classes. The grounds, buildings and facilities are well maintained and include:

- adventure playgrounds for each year level
- shaded play areas
- air conditioned buildings
- a dedicated performing arts room
- an art room
- a well-resourced library
- an artificial turf oval
- a vegetable garden and chicken pen with our two school hens
- landscaped gardens

GIPS STAFF LIST

Leadership:

Acting Principal: Debbie McDermott

Acting Assistant Principal: Shelley Morrison

Education Support:

Business Manager: Gina Hasapis

Office Administrative Assistants: Sally Pace and Nicole Ralph

Integration Aides: Andrew Dong and Meg Ritchie

Foundation:

Sammy Chapman

Brooke Clarkson

Meagan Cofield

Grade 1:

Lily Cribbes

Mary-Anne Jansen

Mae Wellington

Grade 2:

Bindi Tod/Niki Judd

Jill Gorman/Amy Lauritz

Year 3:

Kyle Hosking

Lee Laier/Jessa Trang

Lucy Gargano/Jessa Trang

Year 4:

Adriana Bisognano

Tanya Tomic/James Smith

Year 5/6:

Shanae Hill

Charlie Collopy-White

Peter McClure

Ashlee Patterson

Specialist Staff

PE: James Smith

Performing Arts: Prep – Gr 4 Kate Watycha

Performing Arts: Yr 4-6 – Rachael McGrath

Visual Art: Michele Freeland-Small

French – Laurence Barré

Librarian – Krista Morris

Tutoring – Robyn Challis

Literacy Specialist – Meagan Cofield

Numeracy Specialist – Shelley Morrison

MESSAGE FROM THE PRINCIPAL

Welcome! I would like to take this opportunity to introduce new families to Glen Iris Primary School. We believe you will find our community to be an open and friendly one, with a sincere desire for parents to take an active part in their children's schooling.

Glen Iris Primary School is a supportive and engaging learning environment for children. Programs that develop student self-esteem and resilience underpin a positive approach to student wellbeing and management. The Resilience Program, Buddies, Respectful Relationships and Life Education build lasting friendships and harmonious peer relationships. Our shared school values - **Empathy, Honesty, Resilience, Gratitude and Respect** - focus our expectations of attitudes and behaviours and are central to the life of our school and community.

Great emphasis is placed on the essential learning areas of Mathematics and English where we strive to develop each child's skills to their maximum individual potential. Our motto "Aim High" inspires a proud tradition of excellence and high expectations for our students and of ourselves as learners and role models. We also recognise the importance of providing a comprehensive curriculum with Humanities, Science, the Arts and Health all being incorporated into classroom programs through an inquiry based curriculum that focuses on student engagement and critical and creative thinking.

At Glen Iris, we value the opportunity to work with you to guide the development of your child. We recognise the significant responsibility and commitment this involves. Your input and feedback is genuinely welcome and sought to ensure the best possible learning experience is provided for every child. Together, we can enable each child to be their very best. Please feel free to contact myself at the school at any time. School tours are available by contacting the school office on (03) 9885 3624 or by booking online at www.gips.vic.edu.au

I look forward to getting to know you and your children and hope your association with Glen Iris Primary School is a happy and productive experience.

Deborah McDermott
Acting Principal

SCHOOL VALUES

At Glen Iris Primary School students will develop life skills through developing our values, whilst encouraging friendship, connecting with others and celebrating our successes together.

The Glen Iris Primary School community values are:

- **Gratitude**
- **Resilience**
- **Honesty**
- **Respect**
- **Empathy**

These values are actively discussed and encouraged in the classroom and integrated into the students' wellbeing programs.



ALLERGIES AND ASTHMA

Any students with allergies or asthma must provide the school with a current Action Plan as well as any medication (eg Ventolin, Zyrtec, Epipen). It is up to the parent to ensure that all medication and action plans are current.

At the end of every year, all medication and action plans will be sent home with the students. Please take this time to check the plans and medication, and update if necessary.

ATTENDANCE

Schooling is compulsory for children and young people aged from 6-17 years unless an exemption from attendance or enrolment has been granted.

Daily school attendance is important for all children and young people to succeed in education and to ensure they don't fall behind both socially and developmentally. School participation is important as it maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values which set them up for further learning and participation in their community.

All Victorian government schools are required to contact parents/carers as soon as practicable on the same day of an unexplained student absence. If your child is sick or absent, you are required to notify the school as soon as possible on the day of absence. Please remember to log your child's absence using Compass.

Where you are unable to log onto Compass please call the school on 9885 3624.

More information on Attendance can be found on our website.

BEFORE AND AFTER SCHOOL — Team Kids

The Before and After School Care program is run on school days by Team Kids. A program also operates on some Curriculum Days. The program is very well organised and offers a stimulating range of activities. The program is also available for occasional and emergency use. On school days, the program is available from **7.00am to 8.45am** and **3.30pm to 6.30pm**. The Before and After School Care program can be contacted on 1300 035 000, or <https://www.teamkids.com.au>.

Team Kids also run a holiday program during the three mid year school vacations and for three weeks in January. Details can be obtained from the Team Kids website: <https://www.teamkids.com.au/>

CAMP PROGRAM

Glen Iris Primary School provides a sequential camping program from Prep to Year 6. In Preps, children come to school in their pyjamas, enjoy a breakfast at school and practise getting ready for the school day by dressing in their uniform and cleaning their teeth at school. Year 1 children participate in an evening where they have dinner and games at school. In Year 2, students are introduced to overnight camping with a sleepover at the school in Term 4. School camps are held each year for children in Years 3 - 6. These have an outdoor adventure focus, and the venue and time of year vary according to availability of the selected camp sites.

COMPASS SCHOOL MANAGER (Compass)

All school communications will be made through the Compass School Manager online system and app. You will be given a login and user information when your child commences school. Refer to the Compass School Manager Parent Manual for more information.

COMMUNICATION WITH FAMILIES

Children's success at school is built through a three-way partnership between families, the school and the student.

Parents receive written reports in June and December and will be invited to a parent/teacher meeting in February and July. For Year 3 - 6 students the July meeting is a three way conference (parent, teacher, student), which recognizes that the child is an important member of the partnership. We strongly encourage ongoing informal communication.

If the teacher has any concerns about your child, they will not hesitate to contact you. If parents have any concerns at all, they are encouraged to discuss them with the teacher. This can be done by emailing the teacher via Compass or ringing the school office to make an appointment.

All information is dealt with confidentially and you and your child's privacy will be respected.

EDUCATION

Glen Iris Primary School is committed to offering a thorough, sequential and comprehensive curriculum to our students, based on the F-10 Victorian Curriculum. Glen Iris Primary School places a strong emphasis on literacy and numeracy, as we believe this is an essential pathway to success. Our highly motivated and professional staff members provide a sound education that fosters a love of learning and encouragement for individuals to excel. Numeracy and Literacy are at the core of an integrated curriculum that includes STEM, ICT, Health & Physical Education, French, and the Arts (Visual and Performing).

ENRICHMENT

The school has many very highly able and highly interested students. As a staff, we are keen to see all children do well. With the school's very high academic standards, children are provided with a dynamic and challenging classroom curriculum. Teachers provide a differentiated curriculum that meets the needs of all students, designing curriculum to ensure every student learns to their full potential.

Opportunities such as *Tournament of Minds*, Inspire Program, Maths Olympiad, High Ability Program and *SALT* (Student Action Leadership Teams) are some of the programs that further develop special abilities and interests.

FOOD ALLERGIES

A number of students in the school suffer from food allergies.

Please consider allergies when packing your child's lunch or when sending in food for any occasion, including school excursions. Foods labelled 'May contain traces of xx' are fine for the non-allergic students to consume at school. Class groups that have food allergic students will receive a class note asking parents to not send in that food. Nuts, egg, sesame and soy are the most common triggers.

Students are not allowed to share food, and please check with your teacher before sending any food to school, e.g. for birthdays.

HOMEWORK

Homework is intended to complement and reinforce the classroom program and to assist students to develop sound, independent homework habits required in later stages of education. It is not intended to be unnecessarily arduous or a chore. At each year level, there is a regular, consistent expectation regarding homework that is outlined by teachers at the start of the year. All students are expected to complete homework in the given time. It is the school expectation that all students read each night. Homework increases in complexity and duration as children progress through the school in readiness for secondary school.

Should homework become an issue for any family, we ask parents to contact the classroom teacher to discuss.

ILLNESS AT SCHOOL

We are unable to cater for sick children at school. If any child becomes ill, we will contact the parents to come and collect the child. We ask that parents give us an alternative contact in case they cannot be reached. The sick bay is used for treating children at recess and lunch times. Parents are discouraged from sending unwell children to school as they may spread infection, and struggle to cope with the rigors of school life. A list of infectious diseases and the required exclusion times can be found on the school website (under Parents > Student Health & Safety > Student Health > Infectious Diseases Exclusion Table for Primary Schools)

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

The incorporation of digital technology into the curriculum provides the opportunity for students to become confident and capable in their use of contemporary digital technologies. Students at Glen Iris Primary enjoy access to an infrastructure that is consistent across all classrooms and the Library/Lab Resource Centre. Prep and Year 1 classes have access to iPads and a selection of Apps designed to enhance their learning experiences. Years 2 to 4 have access to both iPads and PC laptops which enable our students to work competently across multiple platforms. All Year 5 and 6 students participate in our iPad program and have their own personal iPad as well as access to laptops when required. Classrooms have interactive display panels which integrate with the IT systems in use. Cyber Safety is a key component of the ICT program, ensuring students develop safe usage practices when online.

LOST PROPERTY

To save time and expense, please label all your child's property clearly. If an item does go missing, there is a lost property tub under the stairs in the main school building. It is far quicker and easier to re-unite named items with their owners. Please also regularly check your child's clothing to ensure that it is his/her own. The Office does not store lost clothing.

LUNCH ORDERS

Classroom Cuisine provides lunch orders on Mondays, Wednesdays and Fridays. Parents must order lunches online before 8am on the day. Order via www.classroomcuisine.com.au

Icy poles are sold each Friday lunch time for 50c.

MEDICATIONS

We are not able to administer any medication without a doctor's prescription. If you require us to administer medication during the day (eg antibiotics), please come to the front office to complete a Medication Authorisation Form.

OUTDOOR LEARNING SPACES

We are fortunate to have access to a custom-built, multi-purpose room in the Uniting Church next to our school. This room is used for out-of-school-hours care programs, and occasionally for larger school groups. We also use the church hall on a regular basis for school assemblies and other community events.

PARENTS' ASSOCIATION

Parents' Association at Glen Iris Primary School is an open, inclusive group for any parent, guardian, friend or relative who would like to take part in their child's school life. The Parents' Association runs social occasions and organises fundraising. We welcome your input and suggestions, whether you're a regular attendee at our meetings, or you just want to be involved from time to time. We always start the Term 1 off with "An Evening on the Green", where all families get together on our school oval and have fun. Last year we had The Australian Army Band play. Fundraisers are also event throughout the year. The Parents Association' are a committed and enterprising group who pitch in and help create a vibrant learning community.

PARENT HELPERS IN THE CLASSROOM

Parental involvement is an important part of learning at Glen Iris, and participation in the learning process can take many forms, ranging from assisting in classrooms and programs or helping at working bees, through to involvement on the Parents' Association and School Council. Whilst parental involvement is a welcome assistance to the teachers, it is, most importantly, an active, "hands-on" involvement in the development of your children that has many benefits for the child, family and wider community. Regular assistance is required in the junior classes, while assistance in the middle and upper school classes is generally associated with special programs and Events.

PETS

Pets are not allowed on the school grounds.

PLAYGROUND SUPERVISION

Three staff members are on duty during recess and lunch in the school yard. When Preps first start school, they will play in their exclusive play area and will be supervised by their teachers. As they are ready to venture to other areas of the playground with their friends, they are supervised by the staff members on duty. All teachers keep a close look out for our Preps.

The playground is supervised from 8:45am—9:00am each morning and from 3:30pm—3:45pm each afternoon. Parents are responsible for student supervision and safety at other times, or students must be signed in to Outside of School Care.

POLICIES

All practices at Glen Iris Primary School are covered by explicit policies. The School Council has a role to review and reshape policies where needed to reflect new directions and the evolution of best practices at school. Most policies are visible by their practical application but if you are not sure, get a copy from the Office of a policy that relates to your interest to clarify any questions you have. You can have input into policies by writing to the School Council about a particular policy or a practice that results from it. Parents are able to view the school's policies on the school website.

SCHOOL ASSEMBLIES

School assemblies are usually held **every second Friday at 2:50pm**. Parents are invited to attend. Assemblies are student orientated and are also a time of communication to the whole school community. Siblings are most welcome. Assembly dates are marked on the Compass calendar.

SCHOOL COUNCIL

All government schools in Victoria have a school council. They are legally formed bodies that are given powers to set the key directions of a school within centrally provided guidelines. In doing this, a school council is able to directly influence the quality of education that the school provides for its students.

Glen Iris Primary School Council has a possible 15 members. It consists of eight parent members, five DET (Department of Education and Training) members and two co-opted members. Members are elected for a two year term with half retiring in alternate years. This creates vacancies each year. Elections are held in first Term each year.

School Council generally meets on the third Wednesday of each month, twice a term, however this date is sometimes adjusted to suit local events. The council runs sub-committees, with all council members being involved. The sub-committees this year are: Buildings and Environment, Communications, Education, Finance, and Parents' Association. Interested parents and teachers are encouraged to join these sub-committees. Our School Council is extremely supportive and proactive in the life of our school.

SCHOOL LEVIES

In 2023, the voluntary financial contributions are follows:

Student funded curriculum materials:	\$160 per child (includes stationery)
Online Subscriptions:	\$45 per child
ICT Program:	\$15 per child
Printing and Photocopying:	\$10 per child
Resilience Project:	\$25 per child
TOTAL:	\$255 per child

Excursions / Incursions

Excursions and Incursions will be charged as these events occur.

Tax Deductible Contributions:

Library/Technology Fund:	\$200 (<i>per student, tax deductible</i>)
Building Fund:	\$100 (<i>per student, tax deductible</i>)

All payments will be made through Compass School Manager.

SCHOOL STRUCTURE

Our school structure currently consists of straight grades from Prep to Year 4. In Years 5 and 6 students learn in multi aged classes. Students are provided with a range of learning experiences during their seven years of primary education. In Years 5 and 6, children are taught inquiry topics in a two year cycle. The learning needs of each child are taken into account as teachers facilitate the development of independent learners moving towards secondary school.

SCHOOL UNIFORM

It is an expectation that all children will wear the school uniform.

Our uniform is available from PSW suppliers in Kew (*12 Strathalbyn St, East Kew*) and online

The Parents' Association runs a Secondhand Uniform Shop. Please come to the school office to get a key to the shop from the office during office hours. All second hand items are \$5.

We are also a Sunsmart school. Hats are compulsory from September 1 to April 30 each year.

SICK BAY

A staff member is on duty in the sick bay to attend to any minor bumps and scratches that may occur. Staff on sick bay duty have up-to-date First Aid qualifications. Details of Sick Bay visits are sent via email through Compass, and families are contacted immediately if children are unwell, or are suspected to have a more serious injury, as may occasionally occur during active play.

SPECIALIST PROGRAMS

The Specialist Programs are Visual Arts, Physical Education, Performing Arts and French. We have a bi-annual concert which is performed by the whole school at the state-of-the-art Besen Centre auditorium at Mt Scopus College in Burwood.

SPORT

Each class has a weekly Physical Education lesson that is based on the fundamental motor skills program. It provides for progressive development of ball and athletic skills for all children. Our physical education teacher may invite visiting professionals to run clinics for students in a variety of sports - eg. tennis, soccer, cricket or football. The school arranges school teams to participate in competitions for schools, such as Hoop-Time Basketball.

All our Year 5 and 6 students represent the school in summer and winter inter-school sport competitions.

The Year 3-6 students have a special sports uniform which they may choose to wear, and all other students wear their normal uniform for sport sessions.

STUDENT COLLECTION

All students in Prep to Year 2 must be collected from their teacher after school. Students in Year 3 and above are released by their teacher and can meet their parents as arranged.

STUDENT SCHOOL COUNCIL

The Student School Council is made up of the two representatives from each of Years 2 to 6. Student School Council meet regularly and report back to their classes. It may provide information for School Council or Staff Meetings on issues relating to the school. It also organizes occasional activities for students and represents the school at civic events. A teacher is assigned to coordinate the meeting schedule and support the agenda.

STUDENT WELLBEING & CHILD SAFE POLICY

The provision of a safe school environment is the responsibility of the entire community. It is an expectation at Glen Iris Primary School that all members of the school community—parents, teachers and students—adopt and model the school values in their dealings with others.

We work within the Child Safety Standards, developed by the Department of Education.

Students are involved in a variety of wellbeing programs. These programs include:

- RRRR Resilience, Rights and Respectful Relationships
- Cyber Safety
- Restorative Practices
- “Speak Up” Child Safety

SUN SMART POLICY

“NO HAT, NO PLAY” It is compulsory for staff and students to wear hats whenever they are outside from Sept 1 to April 30. Volunteers are also encouraged to wear hats and sun-screen. Students who do not have their school hats must sit in a designated shade area. Hats can only be borrowed from the Office for sports sessions.

SUSTAINABILITY

Glen Iris Primary School adopts an environmentally-responsible approach. The school uses recycled rainwater to irrigate the grounds and in the student bathrooms. Classes undertake units of work focusing on various aspects of environmental awareness including the “Reduce, Reuse, Recycle” message, Sustainability, Walk to School days, and shared responsibility for managing the school vegetable garden, worm farms and our chickens. We are proud of our solar panel system which meets a large proportion of our energy needs.

SWIMMING PROGRAM

Swimming is an integral component of the Physical Education National Curriculum. Students in Prep - Year 4 attend a swimming program in Term 4. An intensive program is held, with the timing depending on pool availability. Year 5 and 6 students participate in a water safety program in Term 4, every second year. We conduct an annual House Swimming Carnival for Years 3-6. Successful students join the school swimming team, which competes in interschool swimming sports in February each year. Eligible students have the opportunity to go on and compete at Divisional and State level.

THE BUDDY SYSTEM

Two buddy programs exist at Glen Iris Primary School: Prep/Year 6 buddies and Kinder/Year 5 buddies. These programs underpin the anti-bullying approach of the school, promote social cohesion and are key strategies recommended by the Alannah and Madeline Foundation.

Prep/Year 6 Buddies

Early each year, our new Prep students are matched with a Year 6 student who will offer them friendship, care and support during their first year of school. Teachers plan special opportunities for the Prep and Year 6 buddies to get to know each other well. This is like having an older sibling at school and is an important relationship for many children, regardless of age! Prep children really look up to the older children and enjoy a smile and a quick hello whenever they see each other in the school yard.

Kinder/Year 5 Buddies

Groups of Year 5 students visit the Uniting Church Kindergarten twice a week to join in activities with the Kinder students.

THE SCHOOL NEWSLETTER

The newsletter is prepared fortnightly by the Office and distributed on Fridays via email. The newsletter is our main form of communication. Please make sure you look for it on Friday and read it thoroughly with the whole family.

VOLUNTEER INDUCTIONS

All volunteers working at the school must complete the Volunteer Induction (found on our website, or get a hard copy from the school office), and provide the school with a copy of their current Working with Children Card.

WORKING WITH CHILDREN CHECKS

Our Child Safety Policy requires that Working with Children Checks are necessary for any volunteer (parent, guardian, caregiver, community member) who participates in school activities which require the volunteer to have direct contact with children. All Working with Children Check cards must be registered at the school office before volunteering as part of the Volunteer Induction process.

Working With Children Checks are free for volunteers, and can be applied for at a post office or online.

<http://www.workingwithchildren.vic.gov.au/home/>

The School Teapot



Students who display our school values (Gratitude, Empathy, Resilience, Respect and Honesty) may get a ticket to place in the teapot. Once a month, tickets are drawn from the teapot at Assembly, and lucky students are invited to a special morning tea with the Principal.

CONTACT US:

Debbie McDermott

Acting Principal

Shelley Morrison

Acting Assistant Principal

Sally Pace and Nic Ralph

Enrolment Officers

Glen Iris Primary School

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