



# **Tecoma Primary School**



## **2019 Information Handbook**

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Dear Families,

**A very warm welcome to Tecoma Primary School.**

Our mission is to ensure that your family's association with our school is a rich and rewarding one and that you take away many relationships and happy memories from your time here.

Tecoma Primary School prides itself on providing a caring and stimulating learning environment for all children. Developing the whole child is a major school focus; preparing our students to take their place successfully in further education and adult life; providing each child with the foundations for a confident future.

This is reflected in the vision and values statement we developed in 2008.



**Vision:** At Tecoma Primary School we strive to create a responsive, cooperative, innovative teaching and learning environment. We aim for development of the whole person as a committed life-long learner, who embraces self-development, achievement and contributes to their community.

Our **School Values** are:

- Respect
- Integrity
- Community
- Creativity / Innovation
- Learning
- Personal Best

The school community is actively involved in supporting the school and its programs; in turn the school works very closely with its community to develop programs of mutual support.

At Tecoma Primary School we have a Code of Conduct that establishes clear expectations for appropriate behaviour with children. This has been put into place to ensure appropriate behaviours with children are enforced in the school, to help protect children from abuse.

At Tecoma Primary School we have a commitment to zero tolerance of child abuse. Staff at our school have a responsibility to respond to the safety, care and welfare of students, in all school environments and outside of school hours. This is a commitment which is led by our School Council, School Leadership team, all staff and is shared openly and transparently with all members of our school community.

The strength of Tecoma Primary School comes from the strong, close links between each of us. To that end I look forward to our ongoing association.

Yours sincerely,  
**Rohan Thompson**  
**Principal**



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# General Information

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**Address:** *Tecoma Primary School  
1536 Burwood Hwy  
TECOMA 3160*

**Telephone:** *9754 2354*

**Fax:** *9754 2049*

**E Mail:** [tecoma.ps@edumail.vic.gov.au](mailto:tecoma.ps@edumail.vic.gov.au)

**Web Page:** [www.tecomaps@vic.edu.au](http://www.tecomaps@vic.edu.au)

**School Hours:**

9.00 am. -	11.00 am.	Learning programs commence
11.00 am. -	11:30 am.	Recess (30 minutes)
11.30 am. -	1.00 pm.	Learning programs continue
1.00 pm -	1.10 pm	Lunch eating time (in class)
1.10 pm. -	2.00 pm.	Lunch
2.00 pm. -	3:30 pm.	Afternoon Learning Program
	3.30 pm.	Dismissal of classes

## ***Term Dates - 2019***

Term 1 Year1-6 Students start	<b>Wednesday 30/01/2019</b>	Friday 5/04/2019	Last day Finish 2.30pm
Prep students	<b>Thursday 31/01/19 9:30am – 1:00pm</b>		
Term 2	Tuesday 23/04/2019	28/06/2019	Last day Finish 2.30pm
Term 3	15/07/2019	20/09/2019	Last day Finish 2.30pm
Term 4	7/10/2019	20/12/2019	Last day Finish 2.30pm

## ***Term 1 Prep Starting Times***

### **First Day – Thursday 31<sup>st</sup> January 9:30am – 1:00pm**

From Week Two until the week commencing with Labour Day, a four-day program is in place, with no school attendance for Preps on Wednesdays. Parents will be required to make appointments for Early Literacy and Numeracy testing which is done on the Wednesday during these times. This, not only helps with the transition process, but also allows your child's classroom teacher to establish a baseline for your child's learning. Children start Wednesday attendance the week commencing with Labour Day.

## **Absences**

Parents have a responsibility to ensure that their children attend school regularly and are only absent if ill or absolutely necessary. By law all children of school age are required to be in fulltime attendance at school unless they have been granted an exemption. All schools must keep attendance records and reasons for absences. If your child is absent for any reason, **please notify the school on the morning of the absence**. A written note is required on your child's return, stating the dates and the reason for the absence. Student absences can also be entered on FlexiBuzz (if you have downloaded the app), as this can be recorded as the note. If a long absence is expected (e.g. family holidays or a contagious disease) please advise the school. Either a written note or an absence entered on FlexiBuzz is still required on your child's return. **New laws require the school to contact parents on the day of the absence if no notification has been received.**

## **Assembly**

The whole school is involved in an assembly in the hall at 9.00am on Monday mornings. As well as singing the National Anthem and reciting our school Oath, whole school announcements are made, student awards are presented and weekend achievements are celebrated. Occasionally there are performances by students in our school, such as Choir, Aerobics, etc. Our Year 6 student leaders conduct the assembly as part of their School Leadership roles. Parents are strongly encouraged to attend to participate in the life of the school and to assist us to recognise and celebrate individual children's achievements.

## **Children's Book Club**

The school operates a Children's Book Club as an extension to the library program. A specially selected range of highly recommended books is available for purchase periodically throughout the year.

## **Excursion Levy**

An excursion levy form is sent out at the start of each term outlining excursions and incursions that the children will be attending in that term, and the cost involved. Money sent to the school must be handed to the classroom teacher, enclosed in an envelope marked with your child's name, grade and room, the purpose for which it is intended and the amount. Please try to have the exact money so the need for change is avoided. **Credit card and EFT facilities are available at the office and payment through the Qkr! app or by telephone is also possible.**

## **Guardianship**

It is vital that the school be made aware of special custody arrangements. Where custody restrictions are in place the school requests a photo copy of the court order to ensure enforcement adheres to legal requirements. Newsletters and academic reports will be made available to a non-custodial parent upon his/her request. If your child has dual guardianship you will need to complete an alternate family details form.

## **House Competitions**

On enrolment each student is allocated a School House. The school fosters healthy competition between our four houses: Alinta (red), Binowee (green), Karee (gold), Mungaree (blue).

### ***Insurance***

The school is not insured in any way for injury to students. Parents may take out 24 hour insurance cover through a private company.

### ***Late Arrivals and Early Leavers***

Children are not permitted to leave the school without being accompanied by their parent or an authorised adult. For all children arriving at school late or leaving early, parents and children are asked to report to the office and enter this information on the ipad. This is essential as we must know where **all** children are at **all** times.

Please ensure that your child arrives at school on time, as arriving late is disruptive to both your child and their class. We earnestly seek your help to ensure a prompt start to every school day.

### ***Lost Property***

All personal property (clothing, books, pencils, pens, bags, hats, etc.) should be clearly labeled to ensure ease of identification and speedy return of lost items. Collection of lost property is located in the hallway, outside the staffroom.

### ***Lunch Orders***

Lunch orders are collect by out of school providers by 9.30am on Tuesday, Wednesday & Friday. Orders should be written clearly on a paper bag with the following details:

- student's name
- classroom number
- details of the order
- amount of money enclosed (wrap money in bag please)

An up to date price list is available on the website and on FlexiBuzz.

### ***Lunchtime Clubs and Activities***

A range of opportunities are available for students to engage in during the lunch break, including volleyball, library and a gardening/environmental club. Sporting events practices, Volleyball, Drawing Club, Aerobics, Code Club, Dancing, the school band, the school choir and other extra curricula activities are regularly advertised and run by teachers and student leaders. Robotics, Chess Club, singing and other instrumental tuition groups are also available at an additional cost.

### ***Newsletter***

A school newsletter, 'Tecoma Times' is published, fortnightly to provide a vital link between school and home. This contains up to date information, news, student of the week awards, contributions and other matters of interest to the school community. It can be viewed online at the school website: [www.tecomaps@vic.edu.au](http://www.tecomaps@vic.edu.au) and can be accessed through FlexiBuzz.. If you do wish to have a hard copy, a small number are available at the office.



## ***Parent Payments & Levies***

Parent payments are broken into 3 areas:

### **Essential Items:**

These items will be broadly listed by each year level. The items have been selected by the Teaching staff of each level to assist each student with their learning & development of the Standard Curriculum

### **Optional Items:**

These items are based on a 'user pays' basis. They will be listed at the start of each Term for each year level giving description and costs. In some cases individual Programs ie: Swimming Program will be sent out on an individual basis.

### **Voluntary Items:**

School Council will meet each year and decide on the focus area where of financial assistance with required.

Once School Council has approved the Parent Payment charge, a detailed 'Parent Payment' invoice and accompanying documentation will be issued to families within the first few weeks of Term 4 to allow Parents/Guardians ample time to arrange their payment options.

Once all parents have fulfilled their options, students will be given their Essential Items on the first day of school at the start of the year.

**The overwhelming support with payments from all families has enabled the school to continue to provide high quality programs and materials. An arrangement to pay these costs quarterly can be arranged through the school office, if parents desire.**

## ***Parking***

Car parking presents a serious problem at Tecoma Pre-school and Primary School and common sense and patience is urged at peak times. Parents are requested to park in the correct zones in Burwood Highway, being aware of the school crossing. The school car park is for the use of staff and has a very limited number of parking spots for parents and visitors to the school. No parking is permitted within the school grounds or the car park at the kindergarten. Possible parking spaces may be located in Sandells Road, Walter Street or near the railway station, Tecoma Uniting Church or behind the Salvo's, off Sandells Road.

**We strongly request that parents DO NOT USE the Pre-School and Pathology car parks.**

## ***Pupil Free Days***

It is expected that four days will be allowed by the Department as pupil-free days. These days require School Council approval. The provision of these days is recognition by the Department due to the many and varied tasks to be attended to by teachers and parents, including curriculum development, evaluation, assessment and reporting and professional development. The School will provide advanced notice to parents, so that alternative arrangements can be made for these days. In addition to Curriculum Days staff will be involved in regular after hours, weekend and vacation period training and in-services.

### ***School Crossings***

The crossing supervisors are under the control of the Shire of Yarra Ranges. This is an important task, so please assist the supervisor by making it clear to your child that all rulings must be obeyed. Parents are asked to set a good example.

School Crossings are at the corner of Burwood Highway and Sandells Road and at McNicol Road, near the walking track.

Both crossing are staffed on school days 8.30am - 9.15am and 3.20pm - 4.00pm.

### **SCHOOL CROSSING RULES**

- Students are to wait at the kerb until instructed by the supervisor to cross. The supervisor will blow the whistle twice.
- The students then walk (not run) across the crossing while the supervisor stands in the centre of the carriage way. All people must cross within the crossing lines, in front of the supervisor, not behind.
- No person may begin to cross after the supervisor has blown the whistle once. One whistle, all stop as danger may be ahead.
- Pedestrians must cross at the crossing.
- Cars must not park between the signs, even for a brief moment.

### ***School Photographs***

At the beginning of each year school photographs are taken by a professional photographic company. Prior notice of this will be given through the school newsletter, as well as parents being notified on FlexiBuzz.

### ***Scooters and Skateboards***

Scooters and skateboards are not permitted to be used at school (during school hours) for safety and security reasons.

### ***Staff Meetings/Conferences***

All teachers will be involved in staff meetings every Monday from 3:30-5.00pm. Teachers are, therefore, generally not available for any other purpose on Monday afternoons, unless in urgent circumstances.

### ***Student Leadership***

As part of our Year 6 Leadership Program a number of Year 6's are members of the Junior School Council. These children visit classrooms to present ideas and receive feedback and suggestions from all students. These ideas may then be presented to School Council for consideration. All Year 6 students have a Leadership Role which they hold for the year. These roles may include, Sport House Captains, Art Captains, Music Captains, Performing Arts Captains, Environment Captains, Science Captains and Computer Captains. Senior students are encouraged to develop responsibility and confidence by participating in a public speaking program and have many opportunities throughout the year to practise their leadership skills.

School Captains perform a valuable function by representing students at official gatherings, leading school assemblies, reporting to School Council and participating in discussions on student welfare and discipline. The involvement of students in a variety of decision-making options is considered extremely important and is actively encouraged.

## **Total Fire Ban Days**

On Code Red “Catastrophic” Days, our school will be closed (refer to School Closures). However on other Total Fire Ban days children are required to attend school unless parents decide otherwise. A note regarding absences will still be required on the morning of the absence (refer page 2 *Absences*). Special precautions are taken on these days by collecting a student attendance roll in both the morning and afternoon sessions.

- All children, staff, volunteers and onsite workers will evacuate to our school hall. This is our ‘safer place’ building that has been established to ensure safety for Tecoma students and staff, Tecoma Preschool students and staff and anyone working onsite at the time. The school has adequate drinking water supplies and biscuits for the children to be held in this location for up to 24 hours. Parents please note: our school hall is not a refuge for the community or parents. You will **not** be able to join your children in the hall in the event of an evacuation.
- The school will determine the time of the implementation of evacuation plans and will then liaise with the CFA and police response teams.
- Parents, who have supplied up-to-date mobile numbers will receive an SMS message advising them of what is taking place at our school.
- Parents who have uploaded the school’s FlexiBuzz app will also receive a message advising them of what is taking place at our school.
- The release of students to parents will be determined by the CFA, only when it is deemed safe to do so. Parents will not be able to collect children from the school until this time. This may mean that the school’s duty of care extends into times outside normal school times.
- Before and After School Care children are included in our plans.
- CFA and emergency services strongly recommend that people are not travelling on roads, even for short distances, during these conditions. With expected road blocks, there is no guarantee that you will be able to travel to or from your destination.
- Parents are strongly encouraged to implement their personal fire safety plans in the event of an emergency.
- Parents are urged not to phone the school as this line may be required to contact the Department of Education and emergency officers. We cannot assume that mobile phones will be operating.
- Parents are urged not to attempt to come to the school as this will often be very unsafe to do so. The school car park will be required for authorised vehicles
- CFA information will be broadcast on ABC radio and local radio stations as well as their website [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au) In the event of an emergency parents are strongly encouraged to listen to this for further information. Part of our emergency plans include a portable radio and a broadband scanning device.

## **School Closures**

Schools (government and non-government), kindergartens and child care facilities determined by the Department to be at high-risk of fire danger have been placed on the Bushfire At-Risk Register (BARR) and will be pre-emptively **closed on days when a Code Red (Catastrophic)** fire danger warning is issued. Due to our location, Tecoma Primary School is a BARR school. Where possible, up to 4 days’ notice of a planned closure will be provided; parents and carers should however, expect that in some instances fewer than 3-days notice may be provided.

Once the final decision to close is confirmed at 1:00pm the day prior, this decision will not change – regardless of any changes in the weather forecast. This will help limit confusion and help your family plan for how your children will be cared for when their school, kindergarten or child care centre is closed.

When our school or children's service is closed on a CODE RED day, no-one, staff included, are allowed to be on site. The safety of children and staff is paramount.

**The school does have an SMS system in place, as well as the use of our FlexiBuzz app, to advise parents of school closures. Therefore it is imperative that we have up-to-date contact numbers. Please always advise in writing of any changes to your contact numbers.**

### ***Transfers***

When your child transfers from one school to another a transfer note is obtained and presented upon arrival at the new school. We ask that you give reasonable notice when requesting a transfer, preferably not less than a week in advance. It is helpful if such requests are made in writing, signed by the parent, stating the expected final day of attendance at Tecoma, the destination address and the new school. An educational and social report is also forwarded, by the class teacher, to the new school. Copies of Immunisation and Birth Certificates on file at the school are also forwarded to the new school. Please note that schools in the Dandenong Ranges District adhere to a common protocol when children transfer between member schools.

### ***Valuables***

Please do not allow children to bring valuables to school. This would include jewellery, large amounts of money, hand held digital games, mobile phones, i-pods, i-pads, tablets and remote control toys, except in exceptional circumstances, which would require prior arrangement with your child's classroom teacher. We cannot accept any responsibility for the damage or loss of personal or valuable items.

### ***Visiting the School***

Throughout the year we have numerous visitors to the school who participate in many valuable areas with our curriculum program. These visitors are asked to enter their details on the iPad at the office and obtain a 'visitor' tag before starting work in any area of the school. This is especially important if parents are working in the yard as students are regularly reminded to report anyone they see in the grounds without a visitor badge. The school requires that all visitors entering our school need to have a Working With Children Check (WWCC card), which needs to be presented at the office, so that a copy can be kept on file. All visitors working directly with children need to have read and signed a copy of Tecoma Primary School's Child Safety Code of Conduct.

### ***Yard Supervision***

Our school grounds are supervised by teachers on duty from 8.45am - 9.00am, throughout morning and lunch recess and after school from 3.30 - 3.45pm. Please note, children playing in our school grounds outside these hours will not be the school's responsibility. In inclement weather, children will remain in classrooms during recesses with teachers moving throughout the rooms to supervise students' activities.

# School Curriculum

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## **Curriculum**

The Victorian Curriculum Foundation–10 (F–10) sets out what every student should learn during their first eleven years of schooling. 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 design of the Victorian Curriculum F–10 is set out below:

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



### **Strategic Plan:**

The school undertook a school review in 2015 and is due for review in 2019.

The 2015 review led to the following school goals (as outlined in our Strategic Plan-2016-2019):

- To support student learning growth in all areas of Literacy and Numeracy
- To support student engagement through empowering students to be lifelong learners
- To nurture a supportive learning community which promotes health and wellbeing
- To effectively manage school resources to ensure ongoing school improvement

Our focus during this period is to:

- Build teacher capacity to support deep understanding of highly effective learning strategies and the curriculum to support student learning growth.
- Use data to identify a student's point of need and offer learning opportunities which effectively cater to their learning needs
- Establish and implement a structured curriculum quality assurance process based on quality criteria which has student learning at the centre.
- Establish and implement whole school measures of student engagement and support shared understanding and assessment of engagement.
- Maintain and enhance our 'KidsMatter' program.

### **School Choir**

Children from Years 3-6 have the opportunity to join this active and enthusiastic musical group. Rehearsals are usually held once a week and children perform at various concerts and occasions throughout the year.

### **Class Programs**

The school is divided into 4 units – Prep (Foundation) Junior (Years 1 & 2), Middle (Year 3 & 4) and Senior School (Years 5 & 6). Unit leaders promote teamwork enabling the sharing of ideas, cooperation and enrichment of programs. During professional development meetings and programs, staff are able to share their skills across the whole school.

A combination of a variety of programs enables students to participate in a comprehensive curriculum which is outlined in our Policy Statements, which are all available on our website.



**Early**

**Years**

## ***Literacy Program***

Tecoma Primary School implements the Victorian Early Years and Middle Years Literacy Programs throughout the school. These two programs are designed to bring success in Literacy to all children in their early years of schooling and to continue this success through the later years of primary schooling and onto Secondary school. Tecoma has a dedicated staff fully committed to this program and supported by our schools' administration and School Council. Other literacy programs, such as 'The Seven Steps to Writing Success' and 'SMART Spelling' complement these programs.

## ***Homework Expectations***

### **Prep to Year 4**

In the early years, the objective of homework should be to practice and consolidate the concepts that have been introduced during class time. It is also intended to introduce the concepts of self-discipline and responsibility and prepare them for the upper grades.

Assigned homework tasks will build on concepts explored in the classroom and encourage students to use their initiative by gathering additional information or materials.

Homework will mainly consist of daily reading to, with, or by parents/carer or older siblings.

Students are generally not expected to complete more than 30 minutes of homework per day and no homework tasks will be assigned over the weekends or during the holidays.

On occasion Year 4 students will digitally access homework through Google Classroom.

### **Year 5 to Year 6**

In the upper year levels, the objective of homework is to build on the concepts of self-discipline, responsibility and initiative to prepare students for secondary school.

Assigned homework tasks will include daily independent reading and may include extension assignments, class work, essays and research. These may be in the form of worksheets, research activities, or digitally (as accessed through Google Classroom).

Students are generally not expected to spend more than 45 minutes per day on homework and no homework tasks will be assigned over the weekends or during the holidays.

## ***Digital Technologies***

At Tecoma Primary School all classrooms have multiple computers/notebooks and/or i-pads, which are linked to the network, allowing for full integration of Information Technology into all program areas. All classrooms have Interactive Whiteboards, or televisions which can be mirrored from a computer or i-pad.



### ***Individual Learning Plans***

When necessary, Individual Learning Plans are developed for students in areas of support or extension. These plans provide for the implementation of learning experiences matched to the particular needs of each student. Parents and teachers meet regularly to review the progress of students with Individual Learning Plans.

If you have a particular concern about your child's progress please contact the class teacher at the earliest opportunity.

### ***Musical Instrument Tuition***

Tecoma Primary School offers private tuition during school hours of several musical instruments including piano, guitar, keyboard, voice and drums. Please see the school office for further information.

### ***Musical Production***

Children have the opportunity to experience involvement in theatre and the dramatic arts at Tecoma Primary School. A biennial musical production is held and all children from Prep to Year 6 are involved. Tickets are available for families to purchase for evening performances.



### ***The Reading Room***

A daily Literacy Intervention Program takes place in 'The Reading Room'.

This program is designed to assist students who may not reach the standard benchmarks which other children at their year level are able to reach without intervention.

The program is open to students from Prep to Year 6 and relies on the voluntary and regular support of adults (parents, grandparents, aunts, uncles, student teachers, etc.) working with the students, on a daily structured program, during the literacy block.

### ***Specialist subjects***

Specialist programs are arranged each year according to the school's needs and availability of staff. Specialist teachers provide Art, Physical Education, Japanese and Music. Information Technology, Science and Library are taken by classroom teachers in weekly rotations at each level. The school's Library technician supports this program by managing the day to day organisation of borrowing, returning and cataloguing books. If you wish to discuss your child's progress or aspects of a specialist program, please see the teacher concerned or phone the school office to arrange a mutually convenient time. Also please note the days your child has a specialist lesson and ensure they have the appropriate equipment eg., library books, art smock, runners, etc.



## ***Sport***

Our school seeks out opportunities for children to be involved in a wide range of sporting activities. Many of these are interschool competitions, including athletics, football, soccer, hockey, netball, volleyball, cross country, basketball, rounders, cricket and swimming.

# History

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Tecoma did not exist as a separate entity until 1924, when the provision of a railway station made a new name necessary for this early settled district. The area had formerly been known as Upper Ferntree Gully, Upwey and Lower Belgrave, to the confusion of all concerned. In 1911 a flag stop known as "McNicol's Crossing" was provided east of the existing station. This was changed to Tecoma as the Tecoma plant then flourished in the locality.

On 13th February, 1900, the Education Department approved of the lease of the store-keeper's vacant two-roomed split-paling shack, 'The Pines', situated on the Main Road almost directly opposite the present Tecoma Primary School and named No. 3356 Upper Ferntree Gully. In 1904 the name of the school changed from Upper Ferntree Gully to Upwey No. 3356. In 1907 Mr. Griffiths built a church hall known as Griffiths' Mission Hall. This building stood on part of the existing Tecoma School grounds near the Uniting Church. In 1907 the Education Department leased the Mission Hall to which the classes from 'The Pines' were transferred. In 1908 the school was renamed No. 3356 Belgrave.

In 1960, the Belgrave State School Committee sought permission from the Education Department to change the name of the school to No. 3356 Tecoma, as the pupils were predominantly Tecoma residents. In 1966-67 additional land was acquired to expand the school site.

In 1988 an additional housing block was purchased and in 1989 the Ministry of Education and the Shire of Sherbrooke jointly funded a car park on the school's newly acquired land.

In 1992, a physical education facility/hall, was opened by the Minister for Education, Mr. Neil Pope. The Tecoma school community contributed \$85,000 toward the construction and refurbishment costs.

Refurbishment works and a new building were completed during 1998.

A special feature of 2000 was the centenary of the school. Centenary celebrations included the building of a Federation Rotunda and picket fence, a community knitted mural, children's murals around the school, and a fete which featured a floral carpet and a reunion of many past students. Our Centenary celebrations revitalised the strong community spirit that has always existed at Tecoma and this enthusiasm has continued to drive parent and community involvement in our school towards an exciting future.

Further works were completed from 2007 through to 2017, which has led to the creation of the Prep Learning Centre, the Year 1/2 Learning Centre, the Senior School area, the Science Room, the Reading Room and the refurbishment of the Administration Block, in the 'Old School' building, the Library and the Art Room.

# Parental Involvement and Participation

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Parents have the opportunity to participate in their child's education, and this participation is warmly and actively encouraged at Tecoma Primary School. The implementation of the school's philosophy of developing each student requires an active and dedicated school community. The staff and School Council firmly believe the school community is strengthened by actively encouraging wide ranging participation of parents at all levels of its operation. We believe that we do not only enrol the child in our school, we enroll the whole family and we welcome your involvement.

## ***Areas of Participation***

Parents are invited to participate in the following areas:-

- School Council Sub-Committees (Education, Parents and Friends, Promotions, Facilities, Finance).
- Volunteering your time, on a weekly basis, in 'The Reading Room'.
- Fundraising
- Excursions/Camps
- Sporting Programs
- Working Bees
- Library assistance
- Reading Program
- In the classrooms during the Literacy block
- Specific classroom activities
- Dads/Mates Breakfast
- Concerts/Productions
- Ground maintenance and beautification.

## ***Benefits***

Through these areas of involvement it is hoped parents and students will be able to gain the following benefits:-

- insights into school programs and planning
- becoming an active member of our school community
- sharing and passing on ideas to benefit your child's schooling
- raising funds for improving school facilities
- providing practical ways for parents to get involved in school life
- understanding your child's school life.

## ***For Further Information***

If you are interested in learning more about the areas of parent participation please contact the School Office.

# Communication and Reporting

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The active involvement of parents in the educational partnership ensures the development of an educational program which closely reflects the needs of the community.

You are welcome to give short messages to class teachers before or after school. Please do not expect teachers to spend time speaking with you when he/she has a class. If the matter requires discussion please make an appointment either directly with the class teacher or through the school office. If you wish to discuss a matter with the Principal or Assistant Principal, please call the school office to make a suitable time. If there is a problem between your child and another child please do not approach the child or attempt to deal with this matter yourself. Speak with the teacher or Principal and we will act upon your concerns. Alternatively email the Principal, via the school website: [tecoma.ps@edumail.vic.gov.au](mailto:tecoma.ps@edumail.vic.gov.au)

Opportunities for formal and informal communication include:-

- Parent-teacher information sharing.
  - Term 1 - Mid February - A parent/teacher meeting encourages parents to discuss issues, concerns, future learning and/or social goals and expectations that they have for their child/children for the year.
  - Term 2 - Late June – A parent/teacher interview and mid-year written report.
  - Term 3 - An interview, by request, from either parent or teacher in late September.
  - Term 4 - An interview by request from either parent/teacher after written reports have been distributed.
- Parents are warmly encouraged to arrange a mutually convenient time to discuss any areas of concern at any time during the year.
- The school provides a written report to individual parents of their child's progress in June and December of each year to focus on achievement and areas for further progress.
- Parents are discouraged from leaving messages for their children at the office unless in exceptional circumstances. Not only does this provide a disruption to your child and their class, it also often confuses children if it means a change in routine. Please note: messages will only be forwarded to children at 3.25pm in exceptional circumstances.
- The major methods of on-going communication with the school community are through 'Tecoma Times', the school newsletter, the school's FlexiBuzz app and the School Website, [www.tecomaps.vic.edu.au](http://www.tecomaps.vic.edu.au)
- The newsletter and other important information is also sent via the FlexiBuzz app.
- The Principal and School Council President report to parents at the Annual General Meeting in March/April of each year. This meeting outlines activities from the previous year and discusses goals and objectives for the coming year. All parents are encouraged to attend.
- Parents are invited to attend the School Council and committee meetings. Times and dates for these meetings are published well in advance in the school newsletter.

# Student Welfare and Health

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The school has the responsibility of providing a secure, supportive and positive teaching and learning environment. We aim for development of the whole person as a committed life-long learner, who embraces self-development, achievement and contributes to their community.

We have a code of conduct that establishes clear expectations for appropriate behaviour with children. This has been put into place to ensure appropriate behaviours with children are enforced in the school, to help protect children from abuse.

At Tecoma Primary School we have a commitment to zero tolerance of child abuse. Staff at our school have a responsibility to respond to the safety, care and welfare of students, in all school environments and outside of school hours. This is a commitment which is led by our School Council, School Leadership team, all staff and is shared openly and transparently with all members of our school community

In providing for the physical, social and emotional needs of all students, the school seeks to develop the characteristics of good citizenship.

Here at Tecoma we:-

- Encourage students to develop self-discipline and a sense of self-worth, to respect the rights and feelings of others and to take responsibility for their own actions;
- Ensure that all students feel safe, secure and confident to seek support within the school environment;
- Teach social skills to enable the children to be accepted, resilient, valued, make friends and effectively solve interpersonal problems;
- Provide students, staff and parents with a clearly understood, accessible and consistent student welfare structure, based on the Assertive Discipline Model, along with an established set of principles for dealing with unacceptable behaviour. The major focus of Assertive Discipline is encouraging and rewarding the most appropriate behaviour thereby training the child to choose appropriate behaviour while inappropriate behaviour is discouraged through the use of consequences set up at the beginning of each year in consultation between students and teachers;
- Encourage students to be responsible for their personal appearance and cleanliness, the tidiness of the classroom, corridors and grounds, to care for school equipment and to be punctual in school routines.

Occasionally it may be necessary to contact parents or consult with other agencies regarding welfare concerns. The appropriateness of this action will be determined by consultation with the teacher, principal or assistant principal and parents.



### ***KidsMatter at Tecoma Primary School***

Since 2012 we have been a KidsMatter school. **In 2017 Tecoma Primary School gained KidsMatter accreditation, something that we are really proud to have achieved.**



KidsMatter is an Australian mental health and wellbeing initiative set in primary schools and in early childhood education centres. It is not a program, but a framework that helps us take care of all the mental health needs by focusing on:

- creating positive school and early childhood communities
- teaching children skills for good social and emotional development
- working together with families
- recognising and getting help for children with mental health problems.

KidsMatter is funded by the Australian Government and *beyondblue*, and is a partnership between education and health sectors. It was developed by experts - mental health professionals and education and childcare staff - in response to the high rates of school-age children with mental health difficulties and the problems they face getting help.

KidsMatter is the first of its kind in Australia, and has the mental health of children top of mind.

### ***Emergency Contact***

To facilitate emergency contact with parents or their nominated agents, the school expects that all parents will ensure up-to-date and accurate information is available to the school **at all times**. Changes to emergency contact numbers should be notified to the school immediately. Failure to notify the school in such circumstances may cause a delay in the provision of emergency medical treatment.

### ***Head Lice***

Tecoma Primary School has a Head Lice Policy in order to provide support for parents and students in the management of head lice infections whilst acknowledging that parents have the primary responsibility for the detection and treatment of head lice.

A Head lice proforma is attached to our Student Enrolment forms requesting permission to complete inspections of your child's hair. Please complete this and return to school as head lice is extremely difficult to manage when many children refuse to be checked. This form will be kept on record for your child's entire primary school years.

### ***Sick Bay***

Bumps, grazes or injuries of a minor nature are attended to within the sickbay by our first aid staff but cases where some doubt exists or the child is unable to participate in classroom activities, parents will be contacted to collect their child. Please remember that sick children must be kept home. Children who visit the sick bay with an illness/injury will be given a notice indicating their injury and the attention they received for them to take home.

### ***Medications at school***

If medication is still being taken when the child returns to school after an illness, the medication and written instructions must be handed to the office. If your child suffers from asthma a completed Asthma Management Plan, completed by your Doctor must be provided to the school. Asthma medication and a spacer is also to be provided and will be kept at school. Tecoma PS is an Asthma accredited school.

The school also has an anaphylaxis policy outlining all the details required for children with severe allergies.

Please be aware student accidents are NOT covered by school insurance.  
If you wish to take out insurance for your child please refer to:  
[www.studenthealth.com.au](http://www.studenthealth.com.au) or call 1800252263

**Please ensure the school has an emergency contact for you or someone who can collect your child if he/she is ill. It is school procedure to call parents when a child is ill. The school will call an ambulance in the case of an accident or serious illness.**

### ***School Exclusions***

For some illnesses and infectious diseases, your child may need to be excluded from school. Please refer to the following table for further details:





# Minimum period of exclusion from primary schools and children's services centres for infectious diseases cases and contacts

health

Public Health and Wellbeing Regulations 2009

## Schedule 7

Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (*Public Health and Wellbeing Regulations 2009*).

In this Schedule, medical certificate means a certificate from a registered medical practitioner.

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Amoebiasis ( <i>Entamoeba histolytica</i> )	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Dianthoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immuno-deficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
<b>Measles*</b>	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility
Meningitis (bacteria —other than meningococcal meningitis)	Exclude until well	Not excluded
<b>Meningococcal infection*</b>	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
<b>Mumps*</b>	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
<b>Pertussis*</b> (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
<b>Poliomyelitis*</b>	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
<b>Rubella*</b> (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

## Statutory rule

A person in charge of a primary school or children's services centre must not allow a child to attend the primary school or children's services centre for the period or in the circumstances:

(a) specified in column 2 of the table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the table in Schedule 7; or  
(b) specified in column 3 of the table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 1 of the table in Schedule 7.

The person in charge of a primary school or children's services centre, when directed to do so by the Secretary, must ensure that a child enrolled at the primary school or children's services centre who is not immunised against a vaccine preventable disease (VPD) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note—VPDs marked in **bold** with an asterisk (\*) require the department to be informed immediately. Contact the department on 1300 651 160 for further advice about exclusion and these diseases.)

## Further information

For further information about exclusions mentioned in this document, please contact the Department of Health's Communicable Disease Prevention and Control Section on 1300 651 160 or visit [ideas.health.vic.gov.au](http://ideas.health.vic.gov.au)



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Department of Health

# Transition

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## ***Buddies for Prep children***

Year 4 students visit Tecoma Pre-School with their teachers to establish friendships with the Pre-school children. These sessions involve shared story-time with the Year 4 students reading to the Pre-schoolers, as well as other activities. When the students begin school they are assigned a Year 5 buddy.

## ***Year 6 Transition***

During Years 5 and 6 information is available to parents which will assist them in making decisions about their child's secondary education. During Year 6 students are required to complete transition forms to select the secondary college they will attend and lodge appeals if necessary. Teachers from Tecoma liaise with staff from Secondary Colleges. As part of the transition program, orientation day, information sessions and informal meetings are implemented to assist students through this process.

## ***Prep Children***

During the Pre-school year the school's administrative staff and Prep teachers liaise with local Pre-schools to assist children with their transition to primary school.

An Information Evening for parents of prospective Preps is held at the school in late November/early December. During Term 3 & 4 children have the opportunity to make regular visits to the school to take part in our 'Step into Prep' program, for short sessions based around curriculum activities. These visits familiarise the children with school grounds, classrooms, teachers and other children.

## ***School Entry Immunisation***

By law parents of children enrolling in the Prep level are required to present the school with an Immunisation Certificate or a 'Conscientious Objection Form', at the time of their enrolment at the school. This is available from your local Council. The school is required to take a copy of this for your child's file.

All primary schools maintain records of the immunisation status of children, so that in the event of an outbreak of one of the diseases covered by the certificate, appropriate action can be taken e.g. excluding non-immunised children from school.





# School Council

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The School Council is a representative body with a membership reflecting the important partnership between the school and home.

- Membership comprises both parents and teachers.
- Elections are conducted during Term 1.
- The School Council is the focal point for decision making on overall school policies. It is the governing body of the school. All parents are welcome to attend as observers at monthly meetings held at 7.00pm in the meeting room.

## ***School Council Standing Committees***

### **a) Finance Committee**

- Provides advice and assistance to the Principal on the financial management of the school.

### **b) Education Committee**

- Encourages participation and involvement of the school community in the development of educational programs. Attention is focused on programs and activities occurring in school and the development and review of school policy statements.

### **c) Facilities Committee**

- Encourages participation of the school community in the development and maintenance of the schools buildings and grounds. Parent attendance at Working Bees is vital to ensure the upkeep of our beautiful school environment.

### **d) Out of School Hours Care (OSHC)**

- Encourages participation of the school community in having input into the running of OSHC.

### **e) Promotions Committee**

- Encourages participation of the school community in promoting the school and its programs to the school's parent population and the wider local community.

### **f) Tecoma Parent Network (formally PFA)**

- All parents, but especially those new to the school are encouraged to become part of our vibrant Parent Network, as it is a wonderful opportunity to meet people and be involved in the life of your child's school. While the main focus of this group is to provide social and friendship opportunities, the group also oversees all functions related to the Uniform shop and Fundraising for the school. All Parent Network meetings are listed on our term overviews and in our school newsletter.

# Excursions/Incursions and Camps

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Excursions are undertaken at all year levels and are planned to provide the children with first hand experiences designed to complement the classroom program being undertaken.

It is school policy that all buses used for both camps and excursions are fitted with seatbelts.

The camping program provides opportunities for students in Years 3 to 6 to develop skills and abilities out of the school environment. Students can experience activities not normally available in day to day school activities. The program is designed to assist the gradual development of independence, self-responsibility, confidence and social skills for all students.



Parental involvement on camps and excursions is sometimes required and is very much appreciated. Every effort is made to allow those parents who wish to attend excursions to have the opportunity over the year, however this is not always possible. The Principal and Camp Coordinator reserve the right to select parents attending camp. This decision will be made by taking due consideration of staff gender requirements, the expertise and experience in relating to children and their child's independence. School Council approves parents attending camps and a current Working With Children's Check (WWCC) and the signing of the School's Child Safety Code of Conduct, is required by all who attend.

The school reserves the right not to include students in the educational excursions, tours and camp programs due to behavioural or safety reasons, as outlined in Department of Education guidelines. Any exclusions where this may be the case will be discussed with the parents of the child concerned.

School Council reviews and approves all camps and excursions.

The children go to the following destinations for their camps:

Level	Destination	Number of days
Grades 3 & 4	Phillip Island (odd year)	3
	Ferngully Lodge (even year)	3
Grades 5 & 6	Derby Hill Police Camp, Maldon (odd year)	4
	Coonawarra Adventure Camp (even year)	5

# Uniform

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There are many sound educational, social and economic reasons why school uniforms are suggested for school children. It adds to the atmosphere, prestige, tone and spirit of our school, it is the most economic way that parents can dress their children for school and it prevents unhealthy competition with 'expensive gear' and last minute decisions on 'what to wear'. We encourage and expect **ALL** children to take pride in their school by wearing the school uniform.

Grade 6 students have a separate uniform (bomber jacket and polo shirt) which are black. These are ordered the year prior to their grade 6 year.

*Most items are available from the Uniform Shop at school which is open on Wednesday's 8:45am – 9:15am (subject to change, you will be notified). Order forms are available from the school office at other times.*

## **SUMMER**

- Green/white pleated dress
- Red Polo Shirt
- Green Unisex Shorts
- Green Skorts (shorts which look like a skirt)
- Black or white socks, preferably over the ankle
- Black school shoes or black or white runners
- On cool/cold days, the school's windcheater or bomber jacket may be worn.

## **WINTER**

- Red Windcheater or red and green Bomber Jacket
- Green Pinafore Dress
- Red Polo Shirt (long or short sleeve)
- Green Tracksuit Pants
- Green Bootleg Pants
- Black or white socks, bottle green tights or black leggings
- Black school shoes or black or white runners

On cold or rainy days, a rain jacket may be worn over the uniform.

The Year 6 Black Bomber Jacket is listed as an Essential Item.

Year 6 students have the opportunity to purchase a black polo shirt if they so wish.

Please note:

- All clothing items should be clearly labeled with your child's name.
- Earrings are to be sleepers.
- Facial body piercings must be covered with a bandaid at all times.
- Thongs are not be worn at any time to school.
- Hair colour must be a natural hair shade.
- Extreme hair styles, deemed inappropriate by the Principal will not be permitted.
- Provide your child with a clean handkerchief or tissues daily.
- School bags are also available from the Uniform shop.
- Second hand uniforms are available for sale at very reasonable prices as supplies exist.
- The school maintains a small stock of clean used clothing to cater for students who, for some reason, need to be changed. Please launder and return with minimum delay if these are provided to your child.



# Out of School Hours Care

Tecoma Primary School Council operates a Before and After school program to provide a safe and secure environment with worthwhile activities for primary aged children. Parents can be assured that the children are safe and happy and are under quality care when placed in our Out of School Hours Care.

Care is available to children on either a regular or occasional basis.

Details of fees are listed below. Fees per session are established by the School Council.

**An annual enrolment fee of \$15.00 is required at the commencement of Before and After School Care use.**

## **BEFORE SCHOOL CARE (BSC) FEES**

<b>7.00am – 8.45pm</b>	<b>\$18.00 (includes breakfast up until 7:40am)</b>
<b>8.00am – 8.45am</b>	<b>\$ 9.00</b>

## **AFTER SCHOOL CARE (ASC) FEES**

<b>3.30pm – 4.30pm</b>	<b>\$ 9.00 per child</b>
<b>3.30pm – 6.00pm</b>	<b>\$ 18.00 per child</b>
<b>Please Note: A fee of \$5.00 per 5 minutes &amp; \$10.00 every 5 minutes thereafter is required for late pickups after 6.00pm. a full day fee of \$18 for BSC and \$18 for ASC will incur if the service is not notified, in advance, for a child's absence.</b>	

Children must be booked into Out of School Care. If your child/ren are booked in and will not be attending on a particular day please contact the Coordinator in this regard. Time is often lost searching for children who have changed their arrangements.

Admission forms must be completed **prior** to students using this program however it is strongly recommended that ALL parents complete an enrolment form to allow access to this service in case of an emergency.

Homework sessions take place four days a week between 3:40-4:00pm.

Out of School Hours Care is a Sunsmart Service.

For further information please either come into the office where we have the enrolment forms or contact Chris, our coordinator, on 0477 725 824.

## **Child Care Rebate/Benefit**

Contact *Centrelink* to enquire regarding your eligibility for Child Care Benefits and Child Care Rebates

