



SIMPSON PRIMARY SCHOOL

HANDBOOK FOR STUDENTS & FAMILIES

At Simpson Primary School all students are provided the opportunity and encouragement to achieve their full potential academically, socially, and emotionally. We hold high expectations for all members of our learning community and value learning together. Our staff strive towards engaging our students in an education that is relevant to the twenty-first century. Our school is striving to develop a culture that provides quality learning opportunities with a focus on ensuring that all members of the school community develop as the best version of themselves possible.

The school values are:

At Simpson we C.A.R.E, where Cooperative, Accepting, Respectful, and Excellence are the values within the C.A.R.E. acronym.

Our motto of ***"Enriching Learning Through Opportunity"*** guides our daily core business.

We are a little school with a big heart, supporting our students to become active participants in their learning. At Simpson Primary School, every student is valued and nurtured, focusing on the growth of the whole child in all aspects of their learning journey. Our students are happy and connected to our school. As they move into secondary schooling, they go with the passion, skills, and strategies to thrive as lifelong learners and contributors to society.

Our focus is very much on:

- consistent and accountable approaches to assessment processes and instructional practices across the school to ensure learning is maximised for every student.
- enabling our students to become active participants in their learning where they co-create and monitor their learning goals for future success.
- strengthening school and community partnerships that promote high expectations for student achievement and behaviour.

The school provides a comprehensive curriculum with a strong focus on daily instruction for literacy and numeracy which is further supported by inquiry learning units. Instruction is based around high impact teaching strategies including the use of Learning Intentions, Success Criteria, Quality of Task and Feedback. Our program follows the Victorian Curriculum and includes specialist teaching for Science, Physical Education, Art, Library, and Chinese. Curriculum initiatives include the Sounds Write program, VCOP writing process, daily P-6 Literacy & Numeracy, Buddies Program, and a rich ICT Apple based learning environment.

A comprehensive transition program runs from Kinder through the school and beyond into year 7, with staff consulting with key providers to ensure the best opportunities for information exchange are established and maintained. The student wellbeing program is based on a school-wide positive behaviours program and the explicit teaching of C.A.R.E. A 'Restorative Practice' approach is taken when dealing with disruptions throughout the school. School connectedness is central to the development of cultural conditions that value all and ensures a sense of 'village' here at the school.



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We are an 'Asthma Friendly,' 'Sun Smart,' and an 'e-Smart' accredited school. Community partnerships are highly valued by the school. There is a strong sense of community ownership of the school, with parents taking great pride in the school's facilities, supporting fundraising, helping in classrooms and with camps and excursions.

Partnerships with the Simpson Community Centre, Men's Shed, Local Playgroup, and Timboon & District Healthcare services provide a wide variety of health and welfare programs. A joint venture between Simpson Primary School and the Corangamite Shire has resulted in a community Kindergarten and Early Childhood Hub.

In addition to the comprehensive classroom programs offered in Literacy and Numeracy, an inquiry-based curriculum program is used to address all the other key learning areas. General capabilities and interdisciplinary learning are further supported by a range of urban and outdoor education camps and excursions. The school is an active participant in district sporting competitions and private music tuition is facilitated by the school. Leadership roles exist throughout the school ranging from House Captains, student leaders and Junior School Council members.

SCHOOL DETAILS

Term Dates 2024

TERM 1:

Monday, 29th January - teachers resume.

Tuesday, 30th January - all students resume.

Term 1 Ends: Thursday 28th March

TERM 2:

Monday 15th April - Friday, 28th June.

TERM 3:

Monday, 15th July, - Friday, 20th September.

TERM 4:

Monday, 7th October – Friday, 20th December.

School Address

Cockayne Street

SIMPSON, 3266.

Telephone: 03 5594 3298

Fax: 03 5594 3333

Email: simpson.ps@education.vic.gov.au

Website: <https://www.simpsonps.vic.edu.au>



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Contact with School

The school welcomes contact with parents. If you have any concerns, we are always interested in hearing them. The best method is to contact the school by phone or email to arrange a time to speak with the Principal or class teacher.

Our office is open:

Monday/Tuesday/Thursday: 8:45am - 3:30pm

Friday: 8:45am - 10:30am

House Names and Colours

Wiridjil – Yellow

Coradjil – Red

Cooriemungle – Blue

Children are allocated to a house when they commence school and are in the same house as siblings if possible.

SCHOOL STAFF

Principal

Mrs Melissa Berry

Teachers - 2024

Mrs Maddison Lucas

Ms Jannique Hannegraaf

Mr Wesley Hollick

Ms Naomi Marr-Vogels

Education Support - 2023

Mrs Tabatha Robb

Mr Marc Heffernan

Mrs Paula Newcombe

Mrs Tiffany Jones

Mrs Tarni Rankin

SCHOOL PROCEDURES

Bell Times

8:55 Students line up, ready to enter class

10:00 Fruit break (non-processed items only)

10:55 Recess commences

11:25 Students line up

1:25 Lunch in classrooms

1:35 Lunch

2:15 Students line up

3:10 Pack-up: chairs up, room left tidy

3:15 Dismissal/buses depart



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Change of Address

Parents are requested to notify the office promptly of changes of address, home, or mobile phone. Any change to emergency contact names and telephone numbers must also be advised promptly.

Transferring School

The office should be notified in advance of any child transferring to another school, as a transfer note needs to be prepared.

Homework

Children are expected to read regularly at home. Homework with younger children may involve parents listening to the child read each night until they are at a stage of reading by themselves. Older children should be encouraged to read regularly and learn their times tables, spelling etc. The upper grades will be given weekly homework and be expected to do some work at home.

POLICIES

Child Safety Standards

Simpson Primary School is committed to child safety.

- We take a preventative, proactive and participatory approach to child safety.
- We have a zero tolerance of child abuse.
- We want our children to be happy, safe, empowered and to participate in decisions which affect their lives.
- We aim to create a culture of openness that supports all persons to safely disclose risks of harm to children.
- We respect diversity in cultures and child rearing practices while keeping child safety paramount.
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- We provide written guidance on appropriate conduct and behaviour towards children.
- We strive to engage only the most suitable people to work with children and have robust human resources and recruitment practices in place.
- We let children know who to talk with if they are worried or are feeling unsafe.
- We are responsible for reporting suspected abuse, neglect, or mistreatment promptly to the appropriate authorities and have robust policies and procedures in place to support this. If staff form a reasonable belief that a child is at risk of harm, we are mandated to report to Child Services.
- We share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk.
- We highly value the input of and communicate regularly with families and carers.



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- We have specific policies, procedures and training in place that support the school to achieve these commitments.
- If you believe a child is at immediate risk of abuse, phone 000.

School Policies

When you enrol your child at Simpson Primary School you understand that you are agreeing to the following policies being used by the school:

- Anaphylaxis
- Asthma
- Attendance
- Bullying Prevention
- Child Safety & Wellbeing Policy
- Child Safety Responding and Reporting Procedures (Mandatory Reporting Processes)
- Complaints Processes
- Digital Technologies
- Duty of Care
- First Aid
- Health Care Needs
- Medication
- Sun Smart
- Volunteers

These policies can be found on the school website [Simpson Primary School \(simpsonps.vic.edu.au\)](http://simpsonps.vic.edu.au)

The school has around eighty current policies and procedures that we follow in compliance with DET requirements. If you are interested in reading any of our other policies, please contact the school so that a copy can be provided.

Parent Payment Policy

A booklist is provided to families to purchase their child's essential education items. Please refer to our Parent Payment Policy for more information. If you are not paying the school for the essential education materials, families are expected to arrange their own memberships for sites and provide the school with log in details.

Behaviour Policy

Once your child enters the school gate, we are responsible for their safety. We are sure you will appreciate our challenge and will understand why we must impose certain codes of behaviour and rules. Your child is expected to maintain a certain level of behaviour in the classroom and school yard. The school has a Student Engagement policy which is used to further support students understanding of suitable school behaviour.



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At Simpson Primary School, we aim to develop a safe and positive environment for all. Our school wide positive behaviour model helps all students learn how to treat each other and the environment in a respectful way. The school values underpin a little school with a big heart:

At Simpson Primary School we C.A.R.E:

Consideration - we show consideration towards each other.

Aspiration - we give 110% and aim to be an inspiration to others by our actions.

Respect - we respect ourselves, others, and property.

Engage - we engage to do our best at all times.

Throughout the year, students receive awards based on their behaviours that demonstrate our C.A.R.E. values. These awards are given at our assemblies.

Permission to Leave the Grounds

No child is permitted to leave the school ground without permission.

Please do not take a child from the school ground during school time without letting the class teacher and administration know. Remember, children are legally in our care, and we must know where each one is between 8:45am and 3:15pm. If you wish to speak to your child, please come to the office.

ATTENDANCE

Class Rolls

The class roll is marked each day, morning and afternoon. Class teachers record absences on Compass. In the event your child is late to school, they should be accompanied by a parent or guardian and signed in at the office. Children departing school early must be signed out through the office.

Absences from School

Legal requirements are that in the event of an absence the class teacher and school must be advised. A written note, Compass note, in-person notification by adult, or a telephone call is required in order that the reason may be recorded and the absence approved. DET requires all absences to be followed up daily.

Illness

While students are required to attend school, we ask that parents please not send their child if they are unwell. Your child is not going to learn if they are unwell, and it is best to avoid the spread of illness.

Preps – Term 1

Preps are not required to attend on Wednesdays up until the Labour Day weekend. This provides them with a rest day to transition into the school week. Students will be rostered to attend on one of these days for assessment activities.



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CURRICULUM

Specialist Programs

Science, Physical Education, Library and Art will operate as specialist programs for 2023. LOTE Chinese will be accessed via streaming with classroom teacher input. Our STEM Studio 4985 will be used by all classes throughout 2023 to support and develop their curiosity and links into a world rich with science, technology, engineering, and maths.

Grade Structure

Allocation of teachers to specific grades and specialist areas for the forthcoming school year are decided at the end of the previous year.

Composite Grades

During your child's schooling it is likely that they will experience being in a composite grade. Composite grades are classes that have students from more than one year level. These are common in primary schools. In fact, more than 50% of classrooms across Victoria are structured this way. Students are always provided with a curriculum for their level and ability.

SCHOOL UNIFORM

Uniform

School uniform is always required. The school provides parents with the opportunity to purchase some uniform items, with the school logo. School bags and hats with the logo may also be purchased. A list of approved uniform items is published annually. A small selection of second-hand uniform items is available for purchase here at the school.

Approved School Uniform Items 2023

- Yellow/gold polo shirt – short sleeve (can have school logo)
- Green Year 6 polo shirt – short sleeve (grade 6 students only)
- Green half-zip polar fleece jumper (school logo)
- Green full-zip polar fleece jumper (school logo)
- Black track suit pants or leggings (no logos)
- Black basketball shorts or plain cotton shorts (mid length)
- Green gingham checked school dress
- Green spray jacket – Simpson Primary School embroidered
- Simpson Primary School backpack (available at office)
- Green reader satchel (available at office)
- Bottle-green broad brim hat (school logo)
- Sturdy, enclosed footwear in solid, dark colours, suitable for the safety requirements of an active school day (black school shoes or Asics style runners are preferred)
- Socks (plain white or grey)
- Any jewellery needs to be minimalistic and meet the safety requirements of an active school day



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- Any non-uniform items being worn under uniform must not be visible.

Non-approved uniform items

Any branded items with large noticeable logos, jumpers with hoods, cargo pants and short shorts must not be worn to school.

Footwear

See that your child has comfortable, secure, and sensible footwear (especially on sports days). Slippers and gumboots are ideal for inside during winter months. Sturdy enclosed footwear in dark basic colours is recommended. Thongs and sandals are not permitted at school.

Hats

The Parent's Club provides each child with a Simpson Primary School broad-brimmed hat when they commence school in prep. These hats are compulsory in Terms 1 and 4 and need to be kept at school during this time. Mirrors are provided for children to apply their own sunscreen.

Lost Property

It is essential that **all belongings be clearly marked with your child's name** - bags, lunch boxes, drink bottles, clothing etc. Personal goods brought to school by students are their own responsibility and are not insured nor is DET responsible for any loss. During the first years at school, children often misplace things and think they have been lost or stolen. Lost property is located at the office. If your child has lost something, please contact the office. At the end of each term, unnamed/lost uniform items will be transferred to the second-hand uniform shop.

COMMUNICATIONS

Newsletter

Our newsletter is called "Dragon Tales" and will be published monthly. You can access our newsletter via the school webpage or Compass.

Compass

A communication app, 'Compass,' is available to download on phones and other devices. This app plays a vital link in our emergency management planning, with all families asked to download the app. This allows communication notices to be sent between school and home. Individual login details will be provided.

ICT Platforms

Other ICT platforms used here at the school include:

- Mathletics
- Reading Eggs



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- EPIC
- Seesaw
- Essential Assessment

Assemblies

School assemblies are held on fortnightly on Thursdays at 2:45pm. Please refer to the school calendar. These assemblies are for the whole school to come together for notices of school events, procedures, and the presenting of any awards. Parents are welcome to attend.

Parent/Teacher Interviews

There are timetabled parent/teacher interviews and student-led interviews conducted in Terms 1 and 3. These are designed for parents and teachers to get to know one another and to understand the child better. Our student-led interviews allow each child to share their learning journey. Parents or teachers may request interviews at any other time by appointment.

Written Reports

Written reports are posted on Compass at the end of term 2 and term 4. These are descriptive reports in each of the main curriculum areas and based on Victorian Curriculum.

SCHOOL COUNCIL

School Council makes decisions about the policies, finances, and buildings and grounds. It is made up of five elected parents, two elected teachers, two co-opted community members and the Principal. It has three sub-committees: Finance, Curriculum and Buildings/Grounds. Each member of school council is expected to be on at least one subcommittee. School Council meetings are currently held on the fourth Tuesday of every month during the school term at 7.00pm. Committee meetings are currently held in the third week of each month. School Council elections are held in March each year, for half of the parent and teacher positions. Councillor's names are listed on the weekly newsletter.

Parents' Club

Parents' Club holds four formal meetings a year at a time determined by the membership at the February meeting. Our Parents' Club does a wonderful job for the school by raising funds to purchase class and playground equipment items. We encourage everyone to

become a member and encourage members to attend as many meetings as possible during the year. At these meetings you get to hear directly from the Principal and school staff about teaching and learning across the school. You will also get to have input into school policy and become involved in fundraising.



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Junior School Council

Junior School Council allows the children to have a voice in school affairs. There are grade representatives elected for a semester at a time, from each classroom on this council. They are elected by their classes. Junior School Council organises lunch time activities, fundraising and provides a communication link between students and the school.

PARENT INVOLVEMENT

Parents play a vital role in the day to day running of our school. Parents are always welcome in our classrooms and their assistance is appreciated. Training and support sessions are offered to help parents gain an understanding of what is involved through the year. Parents assist in many other ways e.g., sports days, excursions, camps. Requests for assistance will be made in the school newsletter. If you can assist in any way, please contact your child's teacher or the office. In line with School Council policy, all parent helpers must provide the school with a current Working with Children Check card.

Grounds Working Bee

We have two parent working bees to help maintain the school grounds each year. If everyone participates, it only takes a couple of hours. It also saves enormous amounts of money which means we do not need to charge a grounds fee. In line with OH&S work requirements, crews clean up long grass in areas inaccessible by mower or slasher, particularly around picnic tables and playgrounds.

Before School Starts

The weeks leading up to the new school year are an ideal time to prepare your child for the big event, and the best way to prepare your child is to make all aspects of school as familiar as possible. It is also important to remember that the way you feel about your child starting school plays a big part in this preparation. Therefore, the more positive, excited, and confident you are about your child starting school, the happier your child will feel about it.

How Can Parents Help With Schooling?

There are many ways you can become involved and some things you could do include:

- talking about school with your child pointing out that they will meet new friends, play games, sing, and make things and enjoy themselves.
- encourage your child, admire the work brought home, and give paintings a place of honour for a few days.
- never use school as a threat.
- be a good listener.
- read with your child daily.
- teach your child to be independent and responsible.
- help in the classroom and with excursions and activities.
- get to know your child's class teacher.
- attend meetings and other sessions where explanations are given about what goes on at school.



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- attend parent/teacher interviews.
- get involved with Parent's Club or School Council.
- maintain open communication with the school. If you have any concerns about your child's welfare or development, discuss them with your teacher.

Research evidence indicates that a child's educational performance is enhanced by positive parental involvement.

EMERGENCY PROCEDURES

It is essential that all families are familiar with our emergency procedures and are always contactable while their child is at school. Making sure emergency contacts know they have been nominated is essential. You will find the annual emergency management book on our webpage. All families are asked to have 'Compass' installed on their phone so that a message informing details of any event can be issued very quickly to many families without blocking our phone lines. Follow up calls can then be issued as needed.

Emergency Drills

Emergency drills are held throughout the year catering for several types of evacuation e.g., building fire, bush fire, lock down, etc.

Accidents

The Department does not provide personal accident insurance for students. Parents and guardians are responsible for paying the cost of medical treatment for injured students, including any transport costs. Student Accident Insurance Policies are available from some commercial insurers. These cover a range of medical expenses not covered by Medicare or private health insurance. Please make sure the school is aware of your ambulance cover at enrolment.

First Aid Information

Each year an Emergency Information Sheet is filled out by parents which lists any illness, allergies, or conditions your child might suffer from. It also includes phone number and address which are essential in emergency cases. This information is confidential and should be filled in accurately to allow us to take the best care of your child. **When information changes, please notify the school.** If your child has any illness that you feel the school should know about, then it is wise to notify the school as soon as possible. Early notification is of immense help to teachers and could save your child discomfort. School is a place for healthy children. If your child is not well, please keep them home until they are well enough

to take part in the school program. If your child becomes ill or injured at school, the school will notify you and suggest you take your child home or to a doctor. This is because there are no suitable facilities in the school for sick children.



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Visitors Book

Parents and visitors coming into the school during school hours must sign the visitor's book. This is a requirement for our emergency management procedures.

PROGRAMS AND EVENTS

Sport

The school conducts its own Inter-House Athletic Sports and Cross Country each year, with a focus on total participation. Students are encouraged to dress in their house colours on these occasions. The school also has representatives in Inter-School Athletics, Cross Country, Winter Sports Competition and other sporting competitions. Representing our school at these events is a privilege not a right.

Swimming

Swimming is timetabled during the year. All the students are bussed to the Bluewater Fitness Centre in Colac, where trained instructors take the children in small groups for water safety and basic swimming instruction. It is essential that the school is informed of any conditions your child suffers that may require them to be more closely supervised while in the pool. Swimming is charged for individually.

Cultural Activities

The school regularly invites performers to the school. The school asks parents to pay a cultural levy of \$30.00 which covers the costs of visiting performers. Anyone not paying the levy will be required to pay for each event individually at a cost of \$10 per performance.

Excursions/Camps

Each grade usually participates in one or two excursions per year which relate to class themes or school curriculum. Students are charged the cost of these excursions. Grades 3 to 6 can participate in a 3-day camp each year. Students are charged the cost of these activities. Parent helpers on these occasions must have a Working with Children Check.

Music Tuition

Mrs Eileen McKenzie provides private piano, keyboard, guitar and singing lessons for students. If your child is interested, please contact the school.



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THINGS TO BRING TO SCHOOL

Lunches

Lunches can be ordered each day, throughout the school. To order a lunch, write **'name of child, room number and order'** on an envelope and enclose the money (correct money if possible). A current price list will be sent home at the beginning of the year or when appropriate thereafter. Lunch orders are collected from the school by Settlement Supermarket by 9.30am. The school promotes a healthy eating policy. **Lollies should not be sent to school in student's lunches or bags.**

Art Smocks

Send an old shirt or art smock along to protect clothing during Art sessions but ensure that the art smock is not too large, or it may impede on your child's movements. Some activities will not be done by children unless they wear protective clothing.

Reader Satchel/Library Bags

Reader satchels and library bags are necessary for the children to keep library books in when borrowing. These bags protect books and develop pride in our resources. Satchels may be purchased from the school.

Change of Clothes

Prep children, in particular, are asked to bring a change of underpants, socks, and pants in a plastic bag to keep in their school bag for those unavoidable accidents.

TRAVEL

Bus Travel

PTV Victoria provides a free school bus service for any student living more than 4.8 km's from the school provided they are attending their closest neighbourhood school. Access to this service requires bus forms be completed and a code of conduct signed by families.

Buses

Bus 1: Williams Road.

Bus 2: Centre Road.

Bus 4: Kennedy's Creek Road.

Bus 5: Colac Road.

Bus Rules

- It is the parent's responsibility to supervise all pupils at the bus stop. They should refrain from playing on the roadway and should not attempt to approach the bus until it has stopped.
- Parents are required to bring and collect students and should wait on the same side as the bus to eliminate the risks involved in pupils running across the road.



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- No pupil shall board or leave a bus while it is in motion. Pupils must enter or leave the bus in a quiet, orderly fashion.
- Where a pupil rides a bicycle to the bus stop, it should be left in a safe place where it will not cause any inconvenience. Neither DET nor the school can accept any responsibility for the bicycle.
- Seats will be allocated by the bus driver and school in co-operation with the bus captains. This will be done on the first week of term and may only be varied under exceptional circumstances. Children must always use their allotted seats.
- While travelling, pupils must remain seated in their allocated seat for the whole journey. Seat belts must be buckled. No pupil should, under any circumstances, have any part of their body protruding from a bus or throw anything on or from the bus.
- Boisterous conduct or misconduct will not be tolerated, nor will any action which may distract the attention of the driver.
- Pupils should always talk quietly and refrain from calling out. Pupils must not talk to the driver while the bus is in motion. It must be stressed that quiet orderly travel enables the bus driver to give their full attention to driving the bus and the road ahead.
- There could be times when absolute quiet will be requested by the driver in the interest of safety. Pupils are expected to comply.
- On leaving the bus, pupils must wait on the same side of the road until the bus has moved on and they have a clear view of the road in both directions before crossing the road. Parents need to stress that impatience can be fatal.
- Children having problems should report the matter to the bus driver or bus co-ordinator. Misbehaviour on the bus may lead to suspension from bus travel.

Any traveller not returning home by bus, or varying from their normal stop, **MUST** bring a note signed by a parent, contact the office or text/email the school. Please include bus number and date. At the start of each term, we request that any changes to normal bus travel are provided to the school in writing.

Non-Bus Travel

Students not travelling by bus (those who live in town or are being picked up by parents) must line up at the bus shelter and will be dismissed to their waiting parents.

Bicycles

Riding bikes to school is encouraged for students who have an adult ride to and from school with them for supervision or parent permission. A bike rack is available for bikes.



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School Wide Positive Behaviour Processes

At Simpson PS we C.A.R.E.

GREEN

Positive Behaviour

Using and modelling C.A.R.E. in our school and beyond:

Consideration

Aspiration

Respect

Engagement

Always strives to be their best

AMBER

Low Level Misconduct

Minor misconduct

Inappropriate manners

Playing in wrong area

Not giving personal best

Rough play

Non-targeted accidental poor language

Minor property misuse

Unkind teasing

RED

Persistent or Significant Misconduct

Exclusion of others

Belittling of others

Targeted swearing

Disrespect

Refusal to follow instructions

Dishonesty

Persistent class disruption

Dangerous behaviour

Teasing /threatening others

Bullying

Physical aggression

CONSEQUENCES

Affirming responses

Acknowledgement of behaviour:
Newsletter, web page or CARE award

Participation in all school activities & events

Preventative responses

Non-verbal prompts

Remind, remind, warn, act

Move, regroup

Walking with teacher

Calm down break

Conference

Explicit C.A.R.E. teaching

Behaviour goals

Restorative responses

Minor responses

Buddy class

Reflection activity

Apology restorative conversation

Incident report recorded

Rectify damage/costs

Community service

Withdrawal of privileges

Restricted play areas

Mediation

Parent contact

Referral to senior staff

Major responses

Support personal involvement

Behavior management plan

Attendance protocols

Meeting with parents

Suspension

Expulsion