



Paratea Drive, P.O. Box 2439  
Rowville, Victoria 3178 Australia  
**Telephone: 61 3 9764 1955**  
Facsimile: 61 3 9763 8658

Email: [rowville.ps@edumail.vic.gov.au](mailto:rowville.ps@edumail.vic.gov.au)

DET International CRICOS code - 00861K

## Rowville Primary School Information

**Address:** Rowville Primary School  
Paratea Drive  
Rowville Vic 3178

**Postal Address:** P.O. Box 2439, Rowville Vic 3178

**Telephone:** (03) 9764 1955  
**Fax:** (03) 9763 8658  
**Principal:** Ms Anne Babich

DEECD International CRICOS code - 00861K

**Website:** <http://www.rowvilleps.vic.edu.au>

**Email:** [rowville.ps@edumail.vic.gov.au](mailto:rowville.ps@edumail.vic.gov.au)

Whole school assembly is held Monday mornings from 8.45am in the gymnasium.

### 2016 Term Dates

Term 1: 27 January (school teachers start- pupil free day) Students start 28 January to 24 March

Term 2: 11 April to 24 June

Term 3: 11 July to 16 September

Term 4: 3 October to 20 December

### 2017 Term Dates

Term 1: 30 January (school teachers start) to 31 March \*Refer below

Term 2: 18 April to 30 June

Term 3: 17 July to 22 September

Term 4: 9 October to 22 December

\* The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The remaining three student-free days are determined by each individual school. Dates will be provided to the school community once finalised.

### School Timetable:

Music starts	8.40am
Start school	8:45am
Recess	10:45-11:15
Supervised Lunch	1:15pm – 1:25pm
Lunch Playtime	1:25pm – 2:15pm
Dismissal	3:15pm
<i>End of Term Dismissal</i>	<i>2.30pm</i>

## Curriculum

Rowville Primary School bases its whole school curriculum planning on the Australian Curriculum (AUSVELS). It provides a set of prescribed content and common achievement standards and is used to plan student learning, assess student progress and forms the basis of the pupil report to parents.

Parents/carers will receive a written report twice a year that will indicate student progress.

The students in all year levels have access to specialist services such as speech pathologist, social worker and psychologist. Students with disabilities or special learning needs gain access to all facets of the curriculum through the Program for Students with Disabilities.

Specialist programs operate in the following areas:

Stephanie Alexander Kitchen/Garden Foundation to Year 2 – Garden Years 3 to 6 – Kitchen/Garden	Health and Physical Education Foundation to Year 6
Performing Arts Foundation to Year 6	Visual Arts Foundation to Year 6
LOTE Italian Foundation to Year 6	

Additional programs that are offered in the school include:

Stepping into Foundation orientation program	Beyond Boundaries Adventure Program Foundation to Year 6
Cross-age buddy program Foundation and Year 6	Swimming Program Foundation-Year 6
Library borrowing Foundation to Year 6	Performing Arts Program Foundation to Year 6
Choir – Years 1 - 6	Inter-school sport - Years 5 & 6
Mathletics – Foundation to Year 6	

### Inquiry Learning

Rowville Primary School's curriculum is driven by an inquiry-based approach to learning. In an inquiry-based approach, learning starts with teachers provoking students to wonder and then assisting the students to investigate and develop some knowledge around the provocation. The teacher often commences all instruction, including literacy and numeracy, with a question or a statement that hooks the student into thinking. An inquiry based approach moves away from rote learning of knowledge and encourages deep learning through analysis, synthesis, reflection and evaluation.

### Literacy Program

The aim of the literacy program is to develop not only proficiency in reading and writing, but knowledge and skills which enable students to read, write, and talk about texts. Each day begins with a reading, writing and word study session. Parental assistance in the classroom is welcomed.



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## Information and Communication Technology (ICT)

Digital Technology is a major priority in preparing our students for the future at Rowville Primary School, and aims to enhance each student's creativity, imagination, ability to work with others and communication skills. A 1-to-1 Lenovo Yoga 11e Thinkpad laptop program operates from Years 3 to 6. Students in Years 3 & 4 will be allocated laptop for in school use only (\$100 per year lease fee) and students in Years 5 & 6 will be allocated a laptop for use in school and at home (\$175 per year lease fee). Additional banks of laptops, iPads and desk top computers are available to students in all year levels across the school.

All students have regular access to computers and other forms of digital technology in every classroom and other curriculum areas of the school. Interactive smart boards are located around the school. Digital Technology Internet Use Agreement to govern use of digital technology at school is included in the enrolment form and must be completed for all students from Foundation to Year 6. Please discuss the requirements of this agreement with your child. From the day that they begin school, students use digital technologies to share and communicate their ideas with others.

## The Arts

All students participate in weekly visual arts sessions in the art room. An art smock or an old shirt is required for art room activities. These are retained at school in class sets and should be clearly named. Students also participate in a weekly performing arts session. These sessions encourage students to develop creativity and imagination.

## Notes between Home and School

1. Check your child's school bag each night for newsletters, notices and diaries. These will be sent home in your child's book bag.
2. Parents of separated children are encouraged to agree on methods of communication between home and school so that the child is not adversely affected. To allow for effective communication with both parents, please request an Alternative Family form from the office.

## Travelling to and from School

1. Walking or riding to school is a great way to get a healthy start to the day.
2. Parents are encouraged to walk children into the playground. A drop off in the car park is discouraged for safety reasons.

## School Uniform

Rowville Primary School has a compulsory school uniform. Also the Sun Smart Policy requires that students wear a wide brimmed hat (with school logo) from 1<sup>st</sup> September to 31<sup>st</sup> March. Students are also encouraged to wear sunglasses during this time.

Uniform can be purchased from Klad Sport, Factory 2, 9 Macro Court, Rowville between 8.30am and 4.30 pm Monday to Friday during school terms and the last week of each school holiday break. For further information and to confirm school holiday opening times, please contact Klad Sport on 9763 0266.

## Official School Uniform and Dress Code

### Unisex Items

- Short and long sleeve polo tops with school logo
- Bomber jacket and windcheater with school logo
- Drawcord shorts (navy blue)
- Straight leg track pants (navy blue)
- Blue, white or black socks
- Waterproof jacket with school logo (navy blue)
- Wide brimmed hat with school logo (navy blue)
- Sports top (senior school students)
- Official school bag with school logo
- Sunglasses (optional – available at the school office)

### Boys' Items

- Drawcord trouser (navy)

### Girls' Items

- Dress (official school dress)
- Pinafore/skirt
- Skorts (navy)
- Bootleg pant (navy)
- Navy blue or black tights (leggings are not acceptable)
- Navy blue or black bike shorts can be worn under dress

### Sun Smart

- Rowville Primary School supports the Sun Smart philosophy and practices.
- The official navy blue wide brimmed hat with the school logo is to be worn outside at all times from 1st September to 31st March.
- Students without appropriate hats must play under sheltered/shaded areas.
- Sunscreen lotion should be applied before school during hot weather. Sunscreen lotion, provided at the discretion of parents/carers, can be reapplied at school by students.

### Hair Colour/Styles

- Extreme hair colours are not acceptable.
- Extreme hair styles (for example Mohawk or rat's tail) are not acceptable.

### Headwear

- Headbands, hair ties and ribbons should be navy blue, pale blue and/or neutral to blend in with hair colour.
- Religious or cultural headwear should be in school colours.
- Hair below the shoulders should be worn back with either a headband or hair tie.

### Shoes

- Black school shoes or runners.
- Open toe styles, high or wedge heels and thongs are not permitted.

### Jewellery/Adornments

- Acceptable earrings are small studs or sleepers
- The following items are not permitted, necklaces, bracelets, bangles, anklets and rings.
- Watches are permitted.
- Jewellery can be worn for medical, religious or cultural reasons.
- Trimmed, manageable fingernails are encouraged for safety reasons. False/acrylic nails or nail polish are not permitted.
- No makeup is to be worn by students.



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## Student Engagement and Wellbeing

### Student Engagement and Wellbeing Policy

A Student Engagement and Wellbeing Policy has been developed and is included in the enrolment pack. At Rowville Primary School we believe that all people have the right to be safe, respected and cared for. Everyone has a responsibility to care for one another and the environment.

### Buddy System

Rowville Primary School has a buddy system where Prep students are allocated a Year 6 buddy to ensure a stimulating and welcoming experience from the beginning of school.

### Eating Arrangements

The lunch period is an important part of every child's social development. Children spend ten minutes eating lunch in their classrooms after which they go outside to play.

The school canteen operates five days a week and offers a range of items at reasonable prices. The canteen is staffed by two school council employees and a team of parent volunteers. A price list is produced at the beginning of each term and attached to the newsletter, on the website ([www.rowvilleps.vic.edu.au](http://www.rowvilleps.vic.edu.au)) and tiqbiz.

Canteen orders are sent to the canteen each morning from the classroom. Orders need to be written on a paper lunch bag and payment included in the bag. Lunch bags are available to purchase from the canteen.

The importance of good eating habits is emphasised at every grade level and supported by the school canteen. Please support this concept when you prepare a lunch from home.

All students are able to have water during class time and a fruit snack at a designated time. Please send a fruit snack and water in a plastic container. For safety reasons drinks in cans or bottles, lollies and chewing gum are not to be brought to school.

On wet days children will remain indoors during recess and lunchtime.

### Illness/Injury at School

Should your child become ill or injured at school and parent contact is necessary, in the first instance we will endeavour to contact parents. If neither parent can be contacted, we will then phone your child's emergency contacts provided on the enrolment form. We will ask that they arrange for the child to be collected from school. If a situation arose where we were unable to make contact with the parents or any of the nominated emergency contacts, appropriate first aid action would be taken. This could involve calling an ambulance.

Please sign your child out at the office if collecting early from school.

Parent & emergency contact information is provided via the student enrolment form. Please communicate any changes to the office as soon as possible. An update form is available from the website [www.rowvilleps.vic.edu.au](http://www.rowvilleps.vic.edu.au) or at the office. Student detail forms are sent home twice yearly for updating and returning to the school.

## Other Issues Relating to Illness

1. Some infectious diseases require a period of exclusion from school. A schedule of common diseases is included below.
2. Children who are unwell before school or have not fully recovered from illness should not be sent to school.
3. Please ensure that the school is made aware of medical conditions, such as asthma, epilepsy, anaphylaxis and diabetes.
4. Regulations require parents to forward a written explanation for all absences.
5. Important - Please report all cases of Chicken Pox to the school office. This is to assist students who have low immunity.

## Exclusion from School

**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) – Part list provided below. For the full list of exclusions or for further information, please contact the Department of Health's Communicable Disease Prevention and Control Unit on 1300 651 160 or visit [www.health.vic.gov.au/ideas](http://www.health.vic.gov.au/ideas).**

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
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
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
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
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
<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. 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
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
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
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

## Medications at School

All medication that is brought to school must be handed in at the office with clear instructions including child's name, grade, dosage, time of dose, signed by the parent/carer. A first aid trained member of staff will administer the medication at the designated time. If your child is regularly taking medication which is to be administered at school, please see the office staff to obtain an individual medical management form.

## Asthma Management

If your child suffers from asthma, please make sure the school is aware of his/her condition. A student's Asthma Action Plan must be completed. This form is available from the office. It is important that appropriate medication (with name and grade) is sent to the school with the child and kept in his/her school bag (or kept in the office if required) should it be needed. Please note that Asthma Foundation and DEECD guidelines require that each child has their own named puffer and spacer.

Acting on the recommendation of the Asthma Foundation, the school does not have an asthma pump. If your child requires an asthma pump, please provide one for your child to use at school.

## Assessments

If your child has had speech, psychology, vision or hearing assessments, please provide reports to the office to copy and place on file.



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## **Anaphylaxis**

The school has an anaphylaxis policy that is in line with the Department of Education and Training policy. To support this policy:

- Parents are asked not to send nuts, nut products (including peanut butter and Nutella) or kiwi fruit to school.
- Students are instructed not to share food.
- Eating is supervised.
- If parents intend to send food to school for the class, such as birthday cakes, you are asked to let the teacher know the day before and provide a list of ingredients.
- Parents of students with allergies are asked to provide an alternative snack or treat that can be left at school.
- Parents of children with severe allergic reactions to particular foods are asked to ensure their child understands what foods they can and cannot eat.

Please advise the school office if your child is at risk of anaphylaxis and complete a management and alert form.

## **Head Lice (Pediculosis)**

We recommend that parents check their children's hair regularly. The most effective way to do this is with a fine toothed comb and conditioner. It is recommended by the Department of Health that parents/carers carry out weekly head lice checks on their children during school terms. If lice or eggs are found, treat hair immediately with a commercial head lice product available from your local pharmacy or supermarket. Treatment must be repeated seven days later.

Department of Education and Early Childhood Development regulations state that children must not return to school until after treatment has commenced.

## **Visiting Dental and Medical Services**

Foundation students have vision, hearing and general health screening examinations performed once a year by a visiting school nurse provided by DET, with written parent permission. Forms are sent home with children prior to this occurring.

The School Dental Service is available for students. If you require further details please call 9757 6210.



## Values

Doing Your Best	<ul style="list-style-type: none"> <li>• Always try your hardest</li> <li>• When you play and work aim to do your best</li> </ul> <p><b>It's okay to make mistakes so that we learn from them!</b></p>
Resilience	<ul style="list-style-type: none"> <li>• Keep trying especially when things get hard</li> <li>• Be positive in everything you do</li> <li>• When things happen I don't like, I will express my feelings in an appropriate way</li> </ul> <p><b>Learn to let go and move on!</b></p>
Understanding, Tolerance and Inclusion	<ul style="list-style-type: none"> <li>• Work and play co-operatively with others</li> <li>• Help to make our environment safe and happy</li> <li>• Help others to join in activities and games.</li> </ul> <p><b>Respect differences in others!</b></p>
Integrity	<ul style="list-style-type: none"> <li>• Tell the truth, always</li> <li>• Follow our school values</li> <li>• Admit your mistakes</li> <li>• Take pride in yourself and our school</li> </ul> <p><b>Stop, Think, Do!</b></p>
Care and Compassion	<ul style="list-style-type: none"> <li>• Consider the feelings and needs of others in all situations</li> <li>• Act in a kind, helpful and generous manner towards others</li> <li>• Respect our environment and creatures in it.</li> </ul> <p><b>A fair go for all!</b></p>
Responsibility	<ul style="list-style-type: none"> <li>• Be organised with your time and belongings</li> <li>• You control your thoughts, feelings and actions.</li> </ul> <p><b>Learn to grow and grow to learn!</b></p>

We welcome you and your child to Rowville Primary School and look forward to working in partnership with you to ensure a harmonious learning environment for all our students. At Rowville Primary School we have agreed on a set of Values and these provide a framework of our expectations of all students. The Values are detailed above and are reinforced within the school on a regular basis.

We resolve issues through an approach known as Restorative Justice. In this approach, conferences will be held to determine: What happened? Who's involved? What harm has been done? How do we make it right? Through this approach, students get to take responsibility for their own mistakes; they learn social skills and the need to follow the school's expectations. They are given support in this process and learn to be part of a group.



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## Parent Involvement

### School Newsletters

Newsletters are issued weekly on every Thursday of the school year and are uploaded onto COMPASS <http://rowvilleps.vic.jdlf.com.au> (families are issued with a user name and password upon enrolment). Newsletters are also published on the website [www.rowvilleps.vic.edu.au](http://www.rowvilleps.vic.edu.au). Other school notices are also available COMPASS and on the school's website.

### Parent Assistance with School Programs

Parents are invited to assist with school programs. Teachers and children value parent involvement in school activities. Parents often assist with reading and numeracy programs in the classroom as well as swimming, beyond boundaries adventure programs, sporting activities and excursions outside of the classroom. Parents/carers who assist with activities outside of the classroom are required to have a Working with Children Check. Application forms are available from Australia Post and there is no cost for volunteers to apply. Please present your current Working With Children Check at the office for copying.

### Assistance with Canteen

The canteen operates five days per week for morning snacks and lunch orders. Managers, Bronwyn & Sue, look after the day to day running of the canteen, but assistance from parents/carers is required between 10:45-11:15am and 1:00-2:00pm every day of the school week. If you are able to assist with the canteen, please provide your contact details to one of the office staff.

### Friends of Rowville Primary School (FORPS)

Our Friends of Rowville Primary School (FORPS) is an active group providing social and fundraising activities for the whole community.

The Friends of Rowville Primary School (FORPS) supports the school through:

- Providing practical ways for parents to get involved in school life.
- Organising community social activities.
- Providing funds for the benefit of the children.

The FORPS group meets monthly and a warm welcome is extended to all parents and carers to come along and join this group.

### Rowville Primary School Council

School Council consists of fifteen members - ten parent members and five DET (Department of Education & Training) members. Notification will be provided for nominations/elections which are held in March each year. School Council meetings are held on the fourth Wednesday of every month during school terms. The meetings are open and all members of the school community are welcome to attend. The meetings are the avenue by which all members of the school community can meet to hear, discuss and formally act on any issues related to the School Council duties and responsibilities. Everyone attending may join in discussions, however, only School Councillors can vote on issues.

The role of School Council is one of helping to set the long term future for the school and maintaining oversight (not management) of the school's operation.