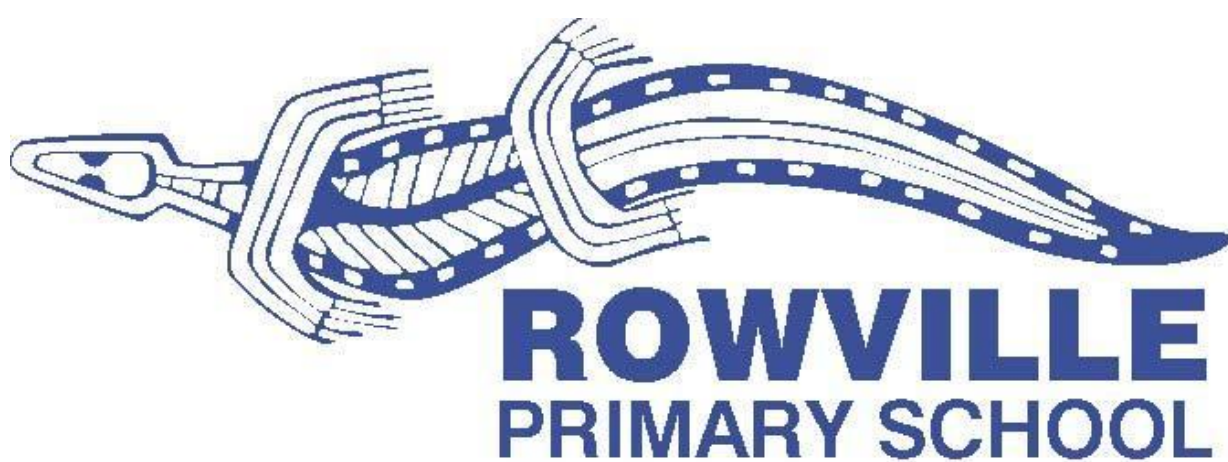


INTERNATIONAL STUDENTS' ENROLMENT HANDBOOK



MISSION

Value added
learning through
quality teaching

Learning for
everyone

Communication
through
connection

Individual and
community
well being



Rowville Primary School
Paratea Drive,
P.O. Box 2439
Rowville, Victoria 3178 Australia
Telephone: 61 3 9764 1955
Facsimile: 61 3 9763 8658
Email: rowville.ps@education.vic.gov.au
DET International CRICOS Code - 00861K
Principal: Anne Babich

Thank you for your enrolment at Rowville Primary School. In terms of location, our school is in the District of Knox and the Department of Education & Training North Eastern Victoria Region. Our school number is 5000.

Positive School Culture

The foundation of our positive school culture is the active participation of all members of the school community, so they feel valued, safe and secure; are provided with meaningful opportunities to contribute to the school; and have every opportunity to meet their personal and educational potential. A key component of the school's approach to prevention is the ongoing personal and social learning throughout the whole school.

The leadership team regularly consults with staff, students, parents/carers, support organisations and the broader community to ensure we are responsive to students' social, emotional, cognitive and cultural needs. Student voice is encouraged through participation in the student parliament, formulation of classroom protocols and various student forums.

Students have multiple opportunities for input into the creation of their educational experience, including their physical learning environment, which provides them with a sense of ownership and allows them to feel safe and supported in the environment they have created. The school explores opportunities for our students to take on meaningful responsibilities within the school.

Our positive school culture is also predicated on student engagement being the basis for learning. To support this, the leadership team and the teaching staff are actively engaged in developing classroom practice to ensure that our pedagogy and curriculum engages all students by recognising and responding to their diverse learning needs. Effective teaching, inclusive and engaging curriculum and respectful relationships between staff and students is promoted through professional learning teams that encourage innovative pedagogy.

We are committed to your child's ongoing journey of learning and our aim is to provide the best education possible for all our students through exemplary staff performance and program diversity and regular upgrades to our school environment. We have many new curriculum plans in place which provide an exciting learning environment for now and the future.

School Values

As well as encouraging our students to develop academic skills we also aim to nurture the development of good citizenship and values.

At Rowville Primary School, the following values underpin student behaviour in the classroom and at all school events and activities:

Respect (Relationship Value)

Students, staff and the school community promote an attitude of respect and kindness for everyone by developing positive relationships, teamwork and communication.

Pride (Organisational Value)

Students, staff and the school community strive to do their best in all aspects of school life - their learning, relationships and school environment.

Responsibility (Societal Value)

Students, staff and the school community model through their actions, relationships and attitudes, the importance of following a path that represents a common good and which balances individual interests with those required to create a positive learning environment for everyone.

Perseverance (Individual Value)

Students, staff and the school community work in partnership to do whatever it takes to enable learning.

Attendance

Attendance for international students is monitored and any concerns are reported to the Department of Education and Training International Education Division.

Teachers are persistent in following up on any student absences. An Attendance Policy is in place and is available on the school's website www.rowvilleps.vic.edu.au. International Student Attendance Expectations are detailed in the relevant brochure.

Attendance data reports are reviewed at regular intervals and data is included on academic reports. If absences are unexplained a note is sent home to parents to seek reasons for these absences.

Any time that a student is absent from school an explanation is required through any of the following methods:

- on Compass,
- in writing,
- by email,
- verbally-person to person
- by telephone.

Parents must be granted permission from the Principal to take their child out of school for a holiday. Details of the absence are provided via Compass or in writing. A holiday learning plan is created by the teacher and co-signed by the parent and Principal with an expectation that the plan is implemented during the absence

Curriculum/Academic Reporting

In relation to academic reports, written reports are provided on our communication system, Compass. A username and password will be issued to parents on enrolment. Parent/teacher/student interviews are also available during Semester 1 and Semester 2. Families will be notified of relevant dates via Compass.

All subjects and courses offered to International Students have stated educational outcomes in line with Vic Curriculum as specified in curriculum documents and individual work programs.

Student Safety, Engagement and Wellbeing

Rowville Primary School has a Student Engagement and Wellbeing Leader on staff and a Student, Safety Engagement & Wellbeing policy in place.

At Rowville Primary School we provide international students with a high-quality education in a safe learning environment. Rowville Primary School meets the Department of Education and Training's International Student Program Quality Standards.

Students requiring assistance with their performance will be counselled. Counselling will include suggestions for improving performance such as additional support for subject specific tutoring (e.g. English), personal counselling. Student support services and referrals to external support services are provided at no cost. Please note that services beyond those normally provided within the school's resources may incur additional cost to the family.

- Where appropriate, a performance agreement between the student and the school may be developed to assist with improving performance. The agreement will be for a specified period and outline targets to be met by the student.

- If the performance agreement is not met, the student will be reported to DIBP for non-compliance with visa conditions.
- Please note that any intervention will be discussed with parents.
Additional counselling or support arrangements:
- DET cannot take any responsibility where parents arrange additional counselling or support for the student through private agencies or persons.
Please note information cannot be provided from DET or the school for any such arrangements under the Victorian Government Privacy Act.

Restorative Practices and School-wide Positive Behaviour Support

Rowville Primary School implements Restorative Practices to develop a climate that encourages engagement and builds care and compassion, understanding and inclusion, resilience, integrity, doing your best and responsibility in each individual student. This underpins personal and social learning across the school and all our personal interactions. On those occasions when students make poor choices in relation to their conduct, staff will assist them to learn from the incident so that a similar mistake will not be repeated.

Four Rooms of Change

Through this strategy students are involved in articulating their own emotions and feelings and learning how their words and behaviours impact on others. The Four Rooms provides a common language for a class group to describe feelings, emotions and behaviours. Students are invited to share their emotions throughout the day so that they become aware of their own feelings and recognise that their emotions may change.

School Uniform

All students are required to wear full school uniform at all times whilst at school and travelling to and from school. The School Uniform Policy and Dress Code are available on the website www.rowvilleps.vic.edu.au. School uniform supplier is Spartan School world (brochure attached).

Daily Timetable

Music starts	8.40am
Start school	8:45am
Recess	10:45am -11:15am
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>

A Specialist Timetable operates daily. This is available from the Classroom Teacher.

Policies

The Rowville Primary School policies are available on the Rowville Primary School's website www.rowvilleps.vic.edu.au:

Local Information

Shopping Centres

The local community shopping centre is Stud Park Shopping Centre, which is located on Stud Road, Rowville. There is access from the school to Stud Park via the school exit gate on the north-west corner of the school near the Foundation/Year 1 play area and near the oval fence. A larger regional shopping centre, Knox City, is located at the corner of Stud Road and Burwood Highway, Wantirna South (Melways Map Reference 63 J11). Regular bus services run to and from Stud Park Shopping Centre.

*Doctors/General Practitioners**

Rowville Health, St Lawrence Way, Rowville – phone 9764 1617

Stud Park Medical & Dental Centre, Stud Park Shopping Centre, Rowville – phone 9764 8877

Rowville Central Medical Centre, Fulham Road, Rowville – phone 9763 8899

Wellness on Wellington, 1101 Wellington Road, Rowville – phone 9780 8900

*Dentists**

Rowville Dental Clinic, 110 Kelletts Road, Rowville – phone 9763 0566

Rowville Health Dental Clinic, St Lawrence Way, Rowville – phone 9764 1617

Wellington Dental, 2/1100 Wellington Road, Rowville, Rowville · 03 9755 8768

Wellness on Wellington / Australian Unity Dental, 1/1101 Wellington Road, Rowville · 1300 700 541

***Please note** that neither Rowville Primary School nor the Department of Education & Training endorses or recommends these services.

City of Knox

Knox City Council, 511 Burwood Highway, Wantirna South VIC 3152 Telephone 9298 8000

Community Centre

There is a community centre and neighbourhood house located on 20 Fulham Road, Rowville. The contact number is 9764 1166.

Transport Services

Bus services operate from the northern side of Stud Park Shopping Centre. There is a linked service with Glen Waverley railway station and buses travel regularly to and from Knox City Shopping Centre.

Local bus services:

Venture Bus Lines: 9730 7620

FlexiRide will operate between Rowville and Ferntree Gully, an extension to the area previously serviced by Telebus 7, 8 and 9. Passengers can book a trip from their nearest stop to or from Stud Park Shopping Centre or Ferntree Gully Train Station.

FlexiRide services will run Monday to Friday from 6am - 8pm. You can book up to seven days in advance. Services do not run on weekends or public holidays.

To find your nearest stop location or book FlexiRide, call [\(03\) 8710 6377](tel:0387106377) between 5am – 7.30pm or download the FlexiRide App via [Google Play](#) or [Apple App Store](#). Bookings via the App can be updated or cancelled at any time.

Pre-Schools & Early Learning Centres/Child Care centres close by:

- Rowville Pre-School 965 Wellington Road (corner Tirhatuan Drive), Rowville
- Taylors Lane Pre-School, 130 Taylors Lane, Rowville
- Eildon Parade Pre-School 75 Eildon Parade, Rowville

Pre School Enrolment can be made through Knox City Council. Please call 9298 8000 for further information.

Early Learning Centres/Child Care centres close by:

- Good Start Early Learning Centre, 966 Stud Road, Rowville – phone 9753 3688
- Good Start Early Learning Centre, 2-4 Superior Ave, Rowville – phone 9763 7362
- Aurora Early Education, 2 Bernard Hamilton Way, Rowville – phone 9755 7444
- Haven Early Learning Rowville, 1 Taylors Lane, Rowville – phone 9755 5558

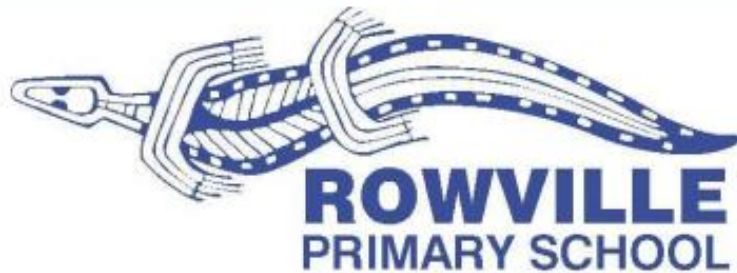
If you require any further information, please contact the office staff by phoning 9764 1955, emailing rowville.ps@education.vic.gov.au or call at the school office and we will assist you.



SPECIALIST PROGRAMS AT ROWVILLE PRIMARY SCHOOL



LOTE: Italian



Visual Arts

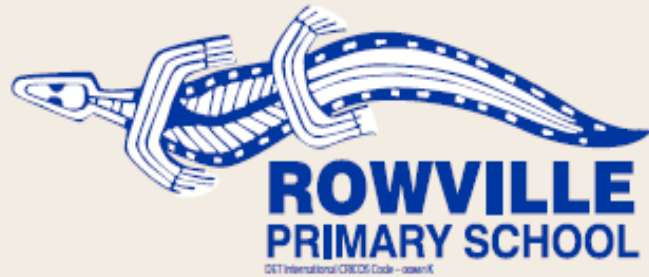
Physical Education



Performing Arts



OUR VISION



Through reflective and collaborative practices, we will create a powerful and inspiring learning environment that promotes a sense of community and ensures student focused decision making to develop confident, motivated students who develop a lifelong love of learning.



Our instructional practices will be research based, engaging, and challenging while supporting different learning styles.



Our student - centred environment will be safe, positive, and nurturing in which student diversity is embraced and caring relationships are evident.



Our staff will create a learning environment that promotes collaboration, reflection, and ongoing professional growth.



Our school and the community will work together to share the responsibility of educating students through ongoing communication.