



Fabulous!
SINCE
1972

SHERBOURNE PRIMARY SCHOOL PARENT HANDBOOK



Welcome to our community!



PRINCIPAL'S MESSAGE

Welcome to Sherbourne Primary School. We are very proud of our beautiful school, its location, facilities, programs and the wonderful people who make up our community – students, families and staff.

We are united in our vision for all students to be literate, numerate and curious with a love of learning and the skills to pursue this. We aim to develop articulate, collaborative and compassionate community members who care about the environment and each other.

We see our school as the hub of our community, providing a sense of community, connection and belonging whilst providing a “whole child” focused education for our students- academic, social, emotional and physical. Our whole school approach to high quality teaching and learning practice, delivering the Victorian Curriculum, is built upon curiosity, appropriate challenge and growth, enabling the best achievement outcomes for all students.

It is important our students understand what they are learning about, why they are learning it and how they will know they are successful. Students are taught to reflect upon their learning, understand their learning progress and, together with their teacher, set “stretch” goals in their learning. Activating agency in their learning develops engaged, connected students who are self-motivated, flexible, creative collaborators.

Sherbourne students take pride in their school and learning. Our shared values of Respect, Responsibility, Learning and Teamwork are a framework for how our community members work, learn and play together. Our students have authentic voice in our school. We value their thoughts, opinions and ideas in making Sherbourne the best school it can be.

We welcome you to make a time to visit and tour. Please contact the school office on 9434 7142 to arrange a mutually convenient time during the school day. We like you to experience a real day in the life of Sherbourne PS and have the opportunity to interact with our students and teachers to really appreciate the warm, vibrant feel of our school.

I look forward to meeting you and introducing you to the Sherbourne community,

Charee Seymour



Sherbourne Primary School's objective is to enable all students to be literate, numerate and curious with a love of learning and the skills to pursue this. We aim to develop articulate, collaborative and compassionate community members who care about the environment and each other.

VISION

Our school is committed to creating a community where all students feel accepted, respected and encouraged to reach their full potential, and are empowered to embrace learning, and strengthen their emotional, social and physical wellbeing.

MISSION

At Sherbourne our mission is to provide a positive learning environment by:

- Engaging learners in motivating and challenging programs that are fun and enjoyable
- Ensuring our children are safe and happy
- Operating within a spirit of teamwork, co-operation and in partnership with the community
- Delivering quality, well planned and evaluated learning
- Maximising the opportunities for all individuals to achieve and succeed
- Fostering tolerance, respect and acceptance of others



SCHOOL VALUES

RESPECT

- Treat others how you would like to be treated.
- Respect for property, environment, others, and self.
- Respect we are all different and that makes the world a great place.
- Good manners in words and action, show respect.
- Appreciating others' strengths and understand others' challenges/difficulties.
- Tolerance and acknowledgement of different ideas and preferences.



RESPONSIBILITY

- Be the best person you can be.
- Taking ownership of your actions and choices.
- Making wise choices, doing what is right. (Good decision making).
- Trying your best.
- Showing leadership (eg in class, the yard, group work etc).
- Taking responsibility for the care of your belongings and others
- Show initiative in taking care of each other, our belongings and school.
- Take pride in all you do.



TEAMWORK

- Together we can achieve so much more.
- Being co-operative.
- Listening to and respecting others' opinions.
- Compromise.
- Friendship and inclusion.
- Communication.
- Kindness.



LEARNING

- Challenging yourself, enjoy the challenge.
- Work hard, get smart.
- Have a go, take a risk.
- We learn from our mistakes.
- We love learning – we are inspired, curious and self driven in our learning.
- We value curiosity.



CONTACT DETAILS	
School phone number	9434 7142
Email	sherbourne.ps@education.vic.gov.au
Teacher emails	Will be distributed at start of school year. Teacher first name. surname@education.vic.gov.au
OFFICE STAFF	Cazz (Carolyn Kyte) will be very happy to help with your enquiries.

THE 2023 SCHOOL YEAR

Prep 2023 information - FIRST WEEK OF SCHOOL

Monday Jan 30	First day for all students 9.00am -2.00pm
Tuesday Jan 31	9.00am - 2.00pm
Wed Feb 1	NO SCHOOL Preps will not attend school the first 2 Wednesdays, Feb 1 and 8
Thursday Feb 2	9.00am-3.30pm
Friday Feb 3	9.00am-3.30pm

TERM 1

Friday January 27	Student Free Day (Staff induction)
Monday January 30	School Commences- all students P-6 NB Preps finish at 2.00pm Mon Jan 30 & Tues Jan 31 only.
Wednesday Feb 1, 8, 15	Prep students do not attend school,
Monday March 13	Public Holiday- Labour Day
Thursday April 6	End of Term 1 – 2:30 Dismissal (Fri April 7 Good Friday)

TERM 2

Monday April 24	Term 2 commences
Tuesday April 25	ANZAC DAY Public Holiday
Monday June 12	King's Birthday Holiday
Friday June 23	End of Term 2 – 2:30 dismissal

TERM 3

Monday July 10	Term 3 commences for students
Friday September 15	End of Term 3 – 2:30 dismissal

TERM 4

Monday October 2	Term 4 commences
Tuesday November 7	Melbourne Cup Public Holiday
Wednesday December 20	End of Term 4 – 1:30 dismissal

STUDENT FREE DAYS 2023

- Friday January 27
- Two Dates to be advised
- Monday November 6
- Friday December 15

PLEASE NOTE – Up to date information can be found on Compass Calendar.

FOUNDATION (PREP) INFORMATION

Foundation children must always be collected by a parent/guardian, or an adult authorised by a parent/carer. Written notification must be provided before a child is collected by anyone other than a parent/carer or emergency contact.

DAILY TIMETABLE

8.50am	The bell and music commence at 8.50am so children are inside to commence their learning in the classroom at 9.00am.
9.00 – 11.30am	CLASSROOM This learning time is broken up with movement and brain breaks.
11.30 – 11.40am	Lunch eating inside (Preps usually get more time than this especially in Term 1 – we know eating is important for learning!)
11.40 – 12.20pm	Outside play
12.20 – 2.00pm	CLASSROOM
2.00-2.40pm	Outside recess break and snack
2.40 – 3.30 pm	CLASSROOM
3.30pm	Dismissal

A-Z information

ABSENCE

If your child is absent you are required to use Compass School Manager to record your child's absence. Family holiday absences should be put in writing to the Principal in advance.

ALTERNATIVE FAMILY

Families come in all "shapes and sizes". The enrolment form relates to the child's primary family, which is considered the family or parent the student lives with mostly. It may include one adult or stepparent or other guardians. Your child may additionally be a part of another family or parent. If so, it is possible to add an 'alternative family' to your child's enrolment. This means that each family will receive their own unique login to Compass, allowing them independent access to our parent portal. Please contact the office if you require an alternative family form or download a form from the Sherbourne Primary School website.

ART

All students are required to bring an art smock to protect uniforms from paint and paste etc. A large t-shirt or polo shirt is ideal - please remember to name it!

Students participate in a myriad of art, craft and design activities. Displays throughout the school showcase student's creativity and artistic skills.

ASSEMBLY

Whole school assemblies are held fortnightly on a Tuesday morning 9.00am. Families are welcome to attend. If your child is performing, presenting or featuring, we will try to give you advance warning so you can make arrangements to attend if possible.

ATTENDANCE

School attendance is intrinsic to educational opportunity. Students enrolled at this school are expected to attend on a full-time basis. The school acknowledges that consistent attendance depends on pro-active cooperation between the school, parent and student.

Regular and punctual attendance is expected for all school days. Students who are late will be marked late on the roll and must obtain a late pass from the office for the teacher.

BUDDIES

Every Prep student will have a Year 5 or 6 buddy. This helps them to get to know and feel comfortable with some of the "big kids" at Primary school and their friends. They will regularly complete learning activities with their buddy class.

CHILD SAFETY - OUR COMMITMENT TO CHILD SAFETY

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Sherbourne Primary School is committed to preventing child abuse and identifying risks early and removing and reducing risks.

Sherbourne Primary School has robust human resources and recruitment practices for all staff and volunteers. Sherbourne Primary School is committed to regularly training and educating our staff and volunteers on child abuse risks.

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 have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

CLASS PARENT PROGRAM

The Class Parent Program, which operates throughout the school, involves the nomination each year of one or more class parent representatives who provide communication between the class teacher and parents of children in each class. Class functions, 'social activities' for parents, and other events are organised through this program.

COMMUNICATION

We encourage you to keep up ongoing communication with your class teacher. This can be in person, via email or phone. A meeting can easily be arranged with your teacher. Please note they will not be available to talk at the start of the school day at 9.00am as they will be busy teaching the children. Let them know you wish to talk and a time will be arranged. We welcome your questions - our office staff can also often help.

COMPASS COMMUNICATION PORTAL

Our school calendar, all newsletters, news feeds, notices, student reports and access to teacher



permission
emails
Compass.

takes place through our communication portal, You will be provided a unique student id and password to access this information. Our office staff can assist you if you encounter any difficulties.

CURRICULUM

Sherbourne Primary School offers a comprehensive curriculum for all students. Students engage in learning experiences across all areas of the curriculum through classroom and specialist programs. Individual differences and specific needs of students receive every consideration. Parents and teachers work in partnership to ensure the school life of every student is happy and successful.

The Victorian Curriculum, as part of the Education State, is the Foundation to Level 10 curriculum for Victorian schools. The curriculum includes a strong focus on the foundational skills of literacy, numeracy and on personal, social and critical thinking skills. It provides prescribed content and achievement standards, which schools use to plan student learning programs, assess student progress and report to parents. The curriculum is a developmental continuum and recognises students' progress at individual rates. At Sherbourne our focus is upon the growth of all students along that continuum.

CUSTODY

If there are current legal documents and arrangements in place around custody and access to your child it is vital, we are provided a copy of this information promptly. The school can only act when documentation is provided.

DEPARTMENT OF EDUCATION AND TRAINING (DET) WEBSITE

Parents play a vital role in supporting children throughout their education. To be fully informed about the stages of education and the choices available visit the DET website which is located at www.education.vic.gov.au, select the school tab, click on the parents tab and then select from the menu provided.

EMERGENCY INFORMATION DETAILS

When you enrol your child at SPS details such as address, phone numbers and emergency contacts are required and need to be **kept current**. Email and phone numbers can be updated via Compass, please contact the Office to update any other details.

Only designated emergency contacts may collect children, unless authorised by a parent/guardian.

Medicine

Where special medication is required, it is essential that details of those requirements be documented and signed off by a doctor using a **Medical Authority Form**. This form can be collected from the office.

Anaphylaxis / Epilepsy

Students who are at risk of epilepsy / anaphylaxis (severe allergies) must have an Action Plan. For Anaphylaxis, please complete the coloured form from the office. Parents are required to provide:

- Completed plan to the school office by the first day of Term One each year, include an up-to-date photo and doctor's signature.
- Student's EpiPen® or other medication.

Asthma

All students who have asthma must have an Asthma Action Plan developed with their doctor and submitted to the school. Each year parents of asthmatic children are required to update their details. If medication is used on a regular basis parents need to provide it to the school. Asthma Action Plan forms are available at the office.

FACEBOOK

Facebook users please Like and Subscribe to our Sherbourne Primary School official Facebook page for information, updates and to part of our online community.



FINANCIAL ASSISTANCE

Financial assistance is available to Health Care concession card holders for camps, sports and excursion fund. A CSEF application form is available at the school office.

FIRST AID

Sherbourne Primary School staff are Level 2 first aid trained. CPR and anaphylaxis are updated each year.

Children report firstly to the teacher on duty (unless an emergency). The yard duty teacher will send the injured child to the First Aid room.

Any head injuries are reported directly to parents by phone.

FRUIT SNACK

Every day the class will pause learning for a fruit snack. This is an important brain break and refreshment. Please pack a piece of fresh fruit or vegetable each day.

HEAD LICE

Regular checks should be made of your child's hair, particularly if he/she appears to have an itchy scalp. Parents must report the incidence of headlice to their class teacher of office. This advice will be treated confidentially but assists us to notify others in the class to check.

School exclusion – Under legislation exclusion of children suffering from head lice is required. Please note that the legislation refers to exclusion 'until appropriate treatment has commenced'. **For further information contact:** Department of Health—Victoria
www.health.vic.gov.au

INSURANCE

Insurance for students is the responsibility of parents. Parent/guardians of students, who do not have student accident insurance, are responsible for paying the cost of medical treatment for injured students, including the cost of ambulance attendance/transport and any other transport costs. This is particularly important when students attend camp from year 3-6

Parents/guardians can purchase insurance policies from commercial insurers. The Department of Education does not hold insurance for personal property brought to schools and it has no capacity to pay for any loss or damage to such property.

EXCURSIONS, CAMPS, INCURSIONS and ACTIVITIES

Excursions, camps, activities and incursions are an important component of your child's educational program.

Each excursion/incursion (other than local walking excursions) will be published through the Compass Portal. Parents will be required to complete consent via the portal. Students without consent will not be able to participate in the excursion/incursion. Payment cannot be made through Compass at Sherbourne but can be made through the school office including through Direct deposit

Parental permission for local walking excursions is recorded on the consent form distributed at the commencement of the new school year.

Students in levels 3—6 participate each year in the school's camping program. Parents are notified in advance of camp dates.

LATE ARRIVAL/EARLY LEAVING

If your child is late for school you are required to enter via the administration office, and collect a late pass, which is handed to the class teacher. Similarly, when you are taking your child from school early, you must also obtain a pass from the office to hand to your child's teacher.

LIBRARY

All levels attend the library on a weekly basis with their class teacher. Books may be borrowed from the library during the weekly library session, for a week.

It is most important that all children return their books by the due date to allow all students to access books. Parents are requested to support their children with this responsibility and see that the books are properly cared for at home. Books are expensive to replace and lost or damaged books must be paid for by parents.

LOST PROPERTY

Please ensure that your child's clothing and belongings are clearly labelled. Please check labels regularly if using a permanent marker as it tends to fade over time.

'Lost items' are placed in a box near the classroom. Parents may check this at any time. Periodically, lost items are displayed for all classes to inspect.

LANGUAGE PROGRAM - Japanese

A Japanese language program is taught at Sherbourne Primary School. All students will have one session per week which will explore Japanese culture and language.

NEWSLETTER

The Sherbourne Primary School newsletter is published every second Thursday during the school terms on Compass. The newsletter is an important avenue of communication between the school and the parents and highlights student work and activities. Compass sends an alert when each new issue is available.

NUT FREE SCHOOL

Sherbourne PS is a **nut free school**. This means students and staff cannot bring nut products to school. This includes peanut butter, Nutella and other products with whole nuts. It does not include items that "may contain traces of nuts".

Please do not send any nut products to school e.g., school lunches, cake stalls.

OUT OF HOURS SCHOOL CARE PROGRAM

Camp Australia runs the BEFORE & AFTER school care program at Sherbourne. Students must be enrolled prior to attending. If parents have not collected their child by 3.45pm the yard duty teacher will bring the child to the school office and contact parents for further advice. If pick up is unavoidably detained, we will take the child to Outside School Hours Care. Registration/enrolment will be required, as such we ask all families to register at the beginning of the year in case the service is needed.

Program Hours: Before School Care 7am – 9am

After School Care 3.30pm – 6pm

Student Free Days (*subject to minimum enrolments) 8am – 6pm

The program offers children a wide range of activities in the OHSC room and grounds (weather permitting). Breakfast and afternoon tea are provided.

PARENT PARTICIPATION

Sherbourne Primary School welcomes parental assistance in many areas across the school including classroom learning programs, excursions and camps. As part of DET Policy parents must undergo a Working with Children Check prior to being involved in activities.

Parent helper courses are conducted at the commencement of each year for parents wishing to assist with classroom learning programs. Please do not hesitate to offer your valuable assistance. Parents may also wish to become involved in the School Council, or alternatively join a subcommittee of School Council such as Buildings and Grounds, Finance, Parents and Friends, Brand, Publicity and Marketing.

PARENT PAYMENTS, FINANCES AND BUDGET

Each year School Council carefully plans the financing of the school and its educational programs. The Government provides funding for staffing.

For all Victorian Government schools there are 3 types of charges

- a) Essential Student Learning Contributions- items your child takes possession of, considered essential for the curriculum.
This includes, stationery, student digital subscriptions and other consumables.
- b) Optional Items – each term we will list activities, incursions, excursions, camps (Yr 3-6) that your child's class will be involved in.
- c) Voluntary contributions. Parents are invited to make a voluntary contribution towards specific projects.

Parents will receive payment information for the year ahead in November each year. An education contribution notice is distributed to parents each year. The notice is distributed in November prior to the commencement of the new school year. School Council invites donations to our Voluntary Contributions. Without parent contributions we would not be able to cover the shortfall in funding received from the government.

SCHOOL COUNCIL

The School Council is the body responsible to the community, DET and State Government for the general direction and conduct of the school. It is through the Council that the local community can participate in decision-making at the school level.

Sherbourne Primary School is governed by an elected school council made up of parents and school staff. The main responsibilities of the School Council are to review and update policies, participate in the development and monitoring of the school's strategic plan and oversee budget expenditures.

Further information regarding School Council can be found on the DET website or our website.

SCHOOL STRATEGIC PLAN

The School Strategic Plan is a document that is developed by each individual school in consultation with the broader school community. It is an integral component of the accountability framework for Victorian government schools, outlining the school's strategic directions for a consecutive four-year period.

An Annual Implementation Plan (AIP) is developed each year based on the school's

Strategic Plan. It describes how the key improvement strategies in the School Strategic Plan and other significant projects will be put into operation in each of the four years of the Strategic Plan. The monitoring of progress and success is ongoing and reported to the school community in the annual report each year.

SNACK TIME

Water is encouraged as the drink of choice; water bottles are always permitted in the classroom. Drinks in cans or bottles, sweets, and chewing gum are not to be brought into the school. Students are encouraged to bring a piece of fruit to eat at snack time.

SPORT

SPS places emphasis on participation, co-operation, enthusiasm and positive encouragement of others through team games. We believe that 'doing your best' is more important than winning. All students are placed in a house team upon their enrolment at Sherbourne. The house teams are Lewis, Freeman, Moneghetti and Lewis.

STUDENT PROGRESS MEETINGS AND REPORTS

There are formal student progress meetings with your child and teacher in Term 1 and 3 and a written report in Term 2 and 4. These are all organised through COMPASS. However, if you have any concerns or wish to discuss your child's progress at any time, please make a time to do so.

UNIFORM

Students wear a maroon polo top and black bottom (trackpants, leggings, skirt, shorts) Students can wear black school shoes or runners of any colour. Uniform items can be bought at any department store. You can purchase items online or in person through the Spartan uniform store located in Main Road Lower Plenty. There is a range of second-hand uniform items also available.

There is a summer dress also available only through the uniform shop.

The Sherbourne sun smart hat is compulsory and must be worn whenever outside from September 1 through to May 1. A Sherbourne PS school bag is available but is an optional item.

WEBSITE

The school website has lots of useful information. Please visit it frequently

www.sherbps.vic.edu.au

YARD SUPERVISION

Parents are advised that children should not arrive at school earlier than **15 minutes before** school starts as there is no official supervision of the yard or toilets facilities available before this time.

As Staff members are on duty before and after school as well as at lunch and recess time to monitor the safety of all students. They wear visible fluorescent vests for easy identification. If parents have not collected their child by 3:45pm the yard duty teacher will bring the child to the school office and contact parents.