Welcome To Sale Primary School ‘545’

Dear Parents/Guardians,

We are very pleased to welcome you and your child to Sale Primary School, No ‘545’. Whether commencing school for the first time, or transferring from another school, this is a time of anticipation and excitement, for all involved. We endeavour to ensure that settling into this new environment is a trouble free and happy time.

Our vision at the school is to develop growth in the whole child – academically, socially and emotionally. Your child’s education is a cooperative venture between home and school. The teachers at ‘545’ acknowledge that parents are a child’s first and most important teacher and provide their children with the foundations on which to build. We try to maintain close links with parents and encourage them to become involved in their child’s learning at school.

Having parents active in our school not only increases their knowledge of how their child is performing and their needs, but it also encourages communication between parents and teachers as well as helping to foster a strong community spirit.

This handbook is presented with the view to helping pupils and their parents become more familiar with some of the activities and organisational matters that exist at Sale Primary School No 545.

As part of the Annual Reporting to Parents process, the school community will be able to access a copy of our school’s Annual Report, once available.

If you would like more information, please don’t hesitate to contact us.

We wish you and your child a very happy association with our school.

Yours sincerely,

Chris Malone
Principal

Ewen Jondahl
Assistant Principal
History and Outline of Sale Primary School

Sale Primary School – known locally as “545” – was first established in 1853 but has occupied its current site adjoining historic Victoria Park near the city centre since 1883. 545 draws its pupils from the city itself and from outlying areas including the R.A.A.F. Base at East Sale, with students of defence force families making up around 10% of the student population. The school currently has an enrolment of 398 children.

545 prides itself on providing a safe, supportive and inclusive environment for all students, staff and members of our community. Our school recognises the importance of the partnership between our school and parents and carers to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, creating an inclusive and safe school environment for our students.

The traditional Maypole Dance, performed each year since 1893 by senior students at the annual Garden Party, symbolises the link between our school and the community that has developed over a number of generations.

Sale Primary School’s mission is encapsulated in the school motto, “At 545 we care”, and expressed in the following values:

- **RESPECT** - the individual, we value the whole person, we treat people equally and we strive to maintain a safe environment where “risk taking” with learning is encouraged.
- **ENJOYMENT** - Having fun is essential in maintaining a healthy work ethic.
- **SUCCESS** - We value learning that strives for excellence, has high expectations and works towards continuous improvement.
- **RESILIENCE** – Building resilient, life-long and resourceful learners through challenging learning and overcoming issues as a school wide team.
- **HONESTY** – is a positive characteristic of a person modelled by telling the truth and showing integrity.

Schooling takes place in a combination of old and new buildings, which include an art/craft room, library/resource centre with state-of-the-art technology facilities, a large gymnasium/hall and music room. Each 3-6 classroom has access to multiple networked computers for student use, and the Foundation – Grade 2 students have ipads. The school also has beautifully landscaped gardens which continue to be further developed, grassed play areas, netball/basketball court, rebound wall, cricket nets and adventure playgrounds for junior, middle and senior school students.

‘545’ provides a broad curriculum that ensures opportunities and successes for all children within a safe and orderly environment. We promote excellence in learning by providing quality programs that challenge and interest all students, and foster self-esteem, confidence, independence and cooperative skills. We offer students a balanced educational program in English, Mathematics, The Arts, Humanities (Social Studies), Health and Physical Education, Science, Technology and Language (Japanese), placing particular emphasis on the development of Literacy and Numeracy skills.

All students have the opportunity to participate in a range of extra-curricular activities including a Swimming Program, Camps and Excursions, Band & Choir, School Productions, Traffic Education, Perceptual Motor Program, Tournament Of Minds, and House Sports in Cross Country, Swimming & Athletics.

The school ensures the opportunity for continued high levels of parent participation in the school’s daily routines, and provides for the active involvement of the whole school community using collaborative processes.

The school is supported by an enthusiastic Parents’ & Friends and School Council.
School Calendar 2019

Term Dates

Term 1
Staff commence: Tuesday 29 January
Children commence: TBC
Last day term 1: Friday 5 April
*Easter Good Friday: Friday 19 April
*Easter Monday: Monday 22 April
*Anzac Day Public Holiday: April 25

Term 2
Term commences: Tuesday 23 April
Last day of term: Friday 28 June

Term 3
Term commences: Monday 15 July
Last day of term: Friday 20 September

Term 4
Term commences: Monday 7 October
Last day of term: Friday 20 December

Please note on the last day of each term the dismissal time is 2.30pm.

School Closure Days

The Department of Education and Training provides for pupil-free days for professional development, curriculum development, school-based planning and reporting.

These pupil-free days will be confirmed as soon as possible with the only confirmed day being Tuesday 29 January 2019.

School Times

Current arrangements are as follows:

Morning sessions:
- 8.50am - 11.00am (Monday only)
- 9.00am - 11.00am
- 11.00am- 11.30am (Morning recess)
- 11.30am- 1.00pm
- 1.00pm - 1.10pm is a supervised lunch eating session
- 1.10pm - 2.00pm (Lunch)

Afternoon session:
- 2.00pm - 3.30pm (3.20pm bell for bus travellers)

Children should arrive at school prior to 9.00am to allow sufficient time to settle in at school.

The school grounds are supervised by teachers from 8.45 am to 3.45 pm. No responsibility can be accepted for children who are on the premises outside these hours (children participating in special teacher-supervised activities excepted).
Curriculum at ‘545’

Providing a stimulating, varied and challenging curriculum

A broad and balanced educational program is provided throughout the school and is based on the Victorian Curriculum. Your child’s progress in this curriculum will be reported to parents via student their academic report both in June and December.

**Visual Arts**
Each year grade 1 - 6 classes are programmed to attend a specialist art and craft session in the art room for two terms. Foundation classes attend art lessons all year around. This program provides the children with opportunities to creatively express themselves through a variety of media and experiences in painting, drawing, threads and textiles, modelling, construction and printing.

**Languages**
Japanese is the second language taught at ‘545’. In the Junior School the focus is on developing oral language skills in Japanese. In the Middle School children learn the Japanese hiragana script, as they develop basic reading and writing skills, as well as participating in our biennial Japanese bilingual musical. In the Senior School, students use their developing language skills in meaningful ways through the use of ICT and by making connections outside the classroom. Children's developing Japanese language and intercultural skills support their learning of their first language, as well as the development of thinking skills.

**Health & Physical Education**
Physical Education provides children with opportunities to be involved in active and participatory physical activities, to sequentially develop physical skills and to assume healthy attitudes and habits. Activities may include ball handling, dance, minor and major games, outdoor adventure activities, athletics and general fitness. Each class is involved in the school’s swimming program at the Sale heated pool, which covers water safety, and stroke development. Children are encouraged to dress in clothing and footwear suitable for physical education activities or to bring a change of clothing and joggers as required. Children may only be excused from physical education on medical grounds. Parents are asked to provide such a request in writing to enable alternative arrangements to be made.

**Performing ARTS**
All classes participate in a music program provided by a specialist teacher. Grade 1-6 students are provided with specialist weekly music classes, for two terms using a variety of resources, equipment and instruments. Foundation classes attend music/dance and drama lessons throughout the year. Private weekly music tuition is also available at the school covering a range of instruments, many of which can be hired from the school.

**Extra Curricula Opportunities**
- Transition programs
- Visiting performers
- Family Maths /Science Night
- Traditional Maypole Dance
- Camps and excursions
- Information technology access
- Junior School Council
- Tournament of Minds
- Sustainability
Parent Involvement

At ‘545’ we believe that the education of our students must be a partnership between home and school. Parents have both a right and a responsibility to actively participate in their child’s education. Parents are encouraged to participate in a wide range of areas including:

- School Council
- Canteen Duty
- Classroom Assistance
- Excursions
- Camps
- Parents & Friends
- Garden Party
- Perceptual Motorskills Program (PMP)
- Sporting Carnivals
- Parent Representative Program

Parents are invited to indicate their interest and availability to become involved in these programs via notes in the weekly Newsline.

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

- Insights into the school’s programs and planning
- Sharing and passing on ideas to benefit the student’s schooling
- Raising funds for improving school facilities
- Providing practical ways for parents to get involved in school life

School Council

Our School Council is the governing body of the school and operates in accordance with the various School Councils Acts.

Responsibilities of the school council include:

- Relevant Policy and Curriculum
- Finance and Budget
- Buildings and Environment
- Fundraising

There are sub-committees of the council to deal with the above areas, as well as for special events, such as the annual Garden Party.

The structure of the ‘545’ School Council consists of; eight parents, four teachers and the Principal as the ex-officio voting member and up to two co-opted members (one being from Parents & Friends). The School Council also has the power to co-opt members from time to time to assist with specific tasks.

Current School Council Office Bearers are:

- President: Michael Hatwell
- Vice President: Mick Peverill
- Secretary: Clare Baldwin
- Treasurer: Jenny Martens

Council elections are held in March each year for elected members - half retiring each year. All eligible councillors may stand for re-election. Meetings are held on the third Wednesday of each month. Sub-committees meet regularly prior to council meetings.

Working with Children Checks

Schools are required to ensure student safety and supervision by insisting that parents/volunteers for such activities as camps, excursions, sleepovers etc. have suitable Working with Children Checks. Please contact the office for information if you need / wish to organise one of these.
Student Welfare Programs at ‘545’

Creating an optimum learning environment

At ‘545’ we endeavour to provide the best possible learning environment that we can for our students. The school motto is “We Care” and this is exemplified in the promotion and nurturing of a caring school environment. We believe that students learn best when they feel safe, are happy, and feel valued as people. We deliver a number of programs that are targeted at ensuring our students’ needs are met in this important area of student welfare:

Peer Support (Buddies Program) - Involves Foundation students and their grade 5/6 buddies being timetabled to meet and participate in activities together. Buddies also assist Foundation students in the yard at recess and lunchtimes early in the year by creating games and helping them to join in and make friends.

Sequential Social Skills program taught at all grade levels - Specific social skills are taught at different levels of the school so that students know how to successfully interact and cooperate with their peers, and the adults with whom they come into contact.

Anti Bullying Policy - The school has a zero tolerance to bullying, and acts promptly when staff witness any bullying issues, or when they are drawn to the attention of staff.

Student Wellbeing and Engagement Policy - Our School Values encapsulate what we at ‘545’ want to instil in all of our students. Staff throughout the school refer to these values while teaching and expect students to reflect and make the ‘right’ decisions when it comes to their learning and behaviour.

Our traffic light colour coded system is part of our student management program in all classrooms, during specialist sessions and out in the yard. Within learning teams across the school, teachers have established a set of expected behaviours for each colour, as well as strategies for moving students to green behaviours. These behaviours have been explained in detail with our students; e.g. –

GREEN = Acceptable Behaviours = Positives & Rewards
ORANGE = Corrective Behaviours = Student choice to reflect on behaviour (Students take some responsibility as supported by the teacher)
RED = Unacceptable Behaviours = Serious Consequences (Staff Intervention)

This approach helps students become more reflective on their own behaviours and learn to make better choices. We look forward to working with you and your children in the ongoing development of this approach, and your feedback is most welcomed.

Positive Rewards – All classrooms operate on rewards systems that encourage students to act responsibly. These usually involve the class choosing a reward if they meet a certain class target eg. marbles in the jar, points, or stickers on a chart etc. Rewards range from a casual day or special lunch to ‘lucky dips’ in the class at the end of each week.

Peer Assistant Leaders (PAL’s) – Senior School students trained as peer assistants to help junior students in the playground to participate in positive games, and to develop friendships with students their own age.

Chaplain – A chaplain is available 2 days per week to support students and parents in times of need.

Defence School Transition Aide – A Defence School Transition Aide is available for Defence Force Families to access in times of need especially regarding initial enrolment and settling in as well as transfers out when postings change.
We wish to take this opportunity to welcome all new families to Sale Primary School and introduce you to Parents and Friends (P & F) and what we do for our school.

The main purpose of Parents & Friends is to bring together members of our school community for friendship and fundraising. We fundraise to contribute much needed items benefiting the school and the students. Below are some examples of the long standing activities at 545 that the P & F organise and run:

- Garden Party (along with School Council)
- Special lunch days & canteen (throughout the school year)
- Mother’s & Father’s day stalls
- School Photos
- Pie Drives
- Grade 6 Graduation
- Assisting with Foundation information seasons.

*Present Members of the 545 Parents & Friends*

Over the last two years we have raised over $55,000 that has gone directly back into the school through purchases of:

- New foundation (prep) tables and chairs
- 50 Laptops and covers for the junior classes
- School sports singlet & jackets used for sporting teams e.g. basketball, athletics, swimming

We proudly support our school and its community. We are always looking for new members or people willing to help out (no strings attached and jobs vary greatly, so all levels of assistance are greatly appreciated). There is always work to be done and more hands make light work and more laughs. We do meet once a month but look out in the weekly newsletter and on the school app for our upcoming events.

**Our 2018 Committee is:**

President: Katie Weire
Vice President: Helen Holliday
Secretary: Melinda Garratt
Assistant Secretary: Myra Lindrea
Treasurer: Kate McKenzie
Canteen Co-ordinator: Helen Holliday
School Council P & F Rep: Hannetjie Swanepoel
Ensuring a safe and secure environment for your child

Absences
When your child is away from school, an explanation is required before 10am on the day to avoid receiving a phone call or text (this is a Department of Education requirement). If your child returns home during the day without permission please contact the school immediately.

Punctuality
Please insist your child arrives at school on time. Late comers interrupt the class activity, some get very upset at being late and some develop an attitude that they do not have to obey rules because this rule is not observed by parents. We seek your help to ensure a prompt start to the school day.

Late Arrivals
To ensure student safety, it is required that students who arrive late to school must attend the school office (with a parent or guardian) to receive a ‘late slip’ which then must be handed on to the classroom teacher.

Picking Children Up From School
If you wish to pick your child up from school before the end of the school day it is essential that you visit the office and sign them out. This assists us in managing any emergencies.

The school cannot allow students to leave the school during the school day unless signed out by a parent.

Supervision
Teachers supervise the school grounds before school from 8.45 – 9.00am, throughout each recess and lunchtime and after school from 3.30 – 3.45pm. On wet days and days of extreme heat, a special program exists to allow children to remain in their classrooms under teacher supervision whilst engaged in suitable indoor activities. Children are not permitted to remain in or enter the classroom unless under the direct supervision of a teacher.

Emergency Information
In case of accident or illness, it may be necessary to contact you in a hurry. As a result you will be asked to complete a Confidential Student Information Form when enrolling which should include emergency contacts.

Please remember to notify the school of:
Change of address
Change of telephone number
Change of contact person who will care for your child in an emergency
If you will be late collecting your child
Medical needs (including medical ‘Action Plans’)

Meetings With Class Teachers
Teachers at ‘545’ are regularly involved in meetings or attend professional development before and after school. If you require a meeting, please ring to ensure their availability.

Toilet Procedures
All Foundation to Grade 2 students must be accompanied by a friend to travel to the toilets during class time.
Emergency Management
Each year, students and staff routinely practise such drills as classroom evacuation, yard evacuation and lock down procedures in order to prepare the students and staff should there ever be a need to apply this process.

Family Court Orders
Copies of all Family Court Orders are required for students who have custody and access arrangements as negotiated legally with the Family Court.
The school will only act on these orders as literally as presented. The school acts on behalf of the child according to legal written documentation.

Mobile Phones
The school has an existing mobile phone policy. Students are NOT permitted to have mobile phones at school unless notification and arrangements have been made by the parents via the Principal.

Bus Travel
Two town bus services and privately organised child care bus services are available for school students. Only children who are regular bus travellers are to be dismissed on the bus bell. Please let the classroom teacher or the office know if your child will be catching a town or child care bus.

Safety to and from School
The safety and welfare of our pupils is of paramount importance. Please make sure that your child is familiar with the following information and observes all necessary rules and directions:

a. Own name and address
b. The need for going home directly after school by the usual route and the time expected home
c. Obeying the road safety code - particularly the use of school crossings. Children who ride bicycles to school should be made fully aware of appropriate road laws and safety precautions. Remember: The wearing of bicycle helmets is compulsory. **Road safety authorities recommend that children under the age of 10 should not be independent bicycle riders on our roads**
d. The dangers of talking to or going with strangers
e. Getting out of and into parked vehicles

For children being picked up by parents or other authorised adults:-
1. wait inside the school grounds by the entrance you have designated
2. parents - please notify the school if you cannot pick up your child on time

Parents are asked to observe parking restrictions around our school for the safety of students and families.

After School Care and School Holiday Program
Gumnuts Early Learning Centre operates an After School Care program, and a School Holiday Program, at Sale Primary School. For further information or to make a booking, please contact Gumnuts on 51 44 6952.

Medical Conditions
Many students attending school need medication to control illness such as asthma, epilepsy, anaphylaxis and conditions causing hyperactive behaviour.
Every student who has a medical condition or illness should have a written “Individual Medical Condition Management Plan” that outlines symptoms, treatment, medication etc.
Medication Protocol
1. Classroom teachers should be informed by the parents/guardians of any medication taken by children.
2. With the exception of asthmatic sprays (Ventolin, Respoln), which may be held by children trained in their use, no other medication is to be in a child’s possession at school.
3. To assist teachers, medication should be in a container which gives details of the name of the student, the name of the drug, the dose and the time it is to be administered.
4. If medication for more than one day is supplied, it will be stored in a locked drawer/cupboard/filing cabinet, or the staffroom refrigerator and be clearly labelled.
5. At no time will staff dispense ASPRIN to children.
6. Other analgesics – eg paracetamol – will only be given with the permission of parents/guardians and be issued by nominated staff members – who will keep a record and monitor student intake.
7. If teachers are required to regularly dispense medication to students (eg daily Ritalin), secure storage will be provided in the classroom. Teachers will be required to keep a record of the administration of this medication – using the Medication Dispersion Record Proforma.
8. Parents are required to provide an epipen or other medication for any student prone to anaphylactic or severe allergic reactions. These are stored in the main office with the student’s individual management plan.

First Aid
There are many staff trained at Level 2 First Aid and these staff members are on duty during recess and lunch time in the event of a student needing first aid treatment.
All staff are also trained in Anaphylactic Management inclusive of the administration of an epipen.
School Uniform

Footwear
- Black Shoes, black boots or plain black runners
- White or multi coloured runners are only to be worn for actual sports activities
- Black sandals can be worn with the summer uniform only
- Plain white school socks or plain grey school socks with all uniform (not ankle socks)

SOCKS MUST BE WORN AT ALL TIMES

Summer Uniform
- Girls
  - Dress/culottes in "545" material
  - Red "545" t shirt/polo shirt
  - Red "545" windcheater
  - Red "545" hat (compulsory in Term 1, April of Term 2 & 4)

- Boys
  - Grey school shorts/grey knit shorts
  - Red "545" polo/t shirt
  - Red "545" windcheater
  - Red "545" hat (compulsory in Term 1, April of Term 2 & Term 4)

Winter Uniform
- Girls
  - Grey pinafore/skirt
  - Plain black trackpants
  - Red "545" polo/t shirt/skivvy
  - Plain grey tights
  - Red “545” polar fleece jacket

- Boys
  - Plain black trackpants/trousers
  - Red "545" polo/t shirt/skivvy
  - Red "545" windcheater
  - Red “545” polar fleece jacket

Sports
The school uniform for the following sports events is as follows.
1: ‘545’ House events – (swimming/athletics/cross country)
   - Plain black shorts, grey school shorts, culottes or black netball skirt or plain black track pants
   - House colour shirt, (otherwise normal 545 red polo shirt)
   - i.e. LOUGHNAN-blue, SCHULTZ-white, CARPENTER-green & RUFF-yellow
   - School windcheater with logo
   - White sports socks   Sandshoes (any colour)   (School Hat in Terms 1 & 4)

2: ANY carnival where students are REPRESENTING ‘545’
   - Plain black shorts or black netball skirt, or plain black track pants
   - School shirt with logo
   - School windcheater with logo
   - School sports jacket (provided by school for the day of event only)
   - White sports socks   Sandshoes (any colour)   (School Hat in Terms 1 & 4)

N.B. All tops must have the “545” logo.

General
- Hair - long hair should be tied back.
- No jewellery except simple “studs” in ears.
- Black track pants must be plain (no coloured stripes)

Sales: Uniform sales are conducted from the Parents’ Club Shed, Tuesday and Wednesday mornings from 8.45 - 9.30 am. Prices will be published from time to time in Newsline.

Please Note:- School hats are a compulsory part of our school uniform in Terms 1, April of Term 2 and Term 4.

Children will not be permitted to attend excursions or out-of-school activities unless they are in full uniform.

PLEASE ENSURE ALL ARTICLES WORN OR BROUGHT TO SCHOOL ARE LABELLED CLEARLY WITH YOUR CHILD’S NAME - this helps prevent loss to parents and wasted time for staff.
GENERAL INFORMATION FOR PARENTS

School Educational Charges and Voluntary Financial Contributions
Students at 545 are provided with all of the supplies that they need at school and we ask parents to contribute in the form of an Essential Student Learning Items charge to cover the following:

- Essential Student Learning Items (Student Supplies)
- Visiting Performances
- Swimming Program

Essential Student Learning Items
Includes physical materials and resources that are essential to support the course of instruction in the standard curriculum provided to your child as part of their educational program at Sale Primary School. This also includes activities that the school deems compulsory; items students consume i.e. cooking; items students take possession of; handouts; as well as entry to compulsory school activities i.e. swimming and visiting performances.

Swimming
Each child in the school goes swimming for a ten week period during the year at the Sale heated pool. For those students who hold a relevant Aqua Energy membership, the cost is reduced.

Visiting Performances
Each year we have four visiting performances at 545 to provide extension activities for students. The visiting performances booked for the year will be promoted through “Newsline”.

Voluntary Financial Contributions
This voluntary financial contribution will assist with the long-term improvement and maintenance of our beautiful grounds and gardens and to help with the continuing upgrading of our student computers so that they are efficient and can operate all of the current education programs.

Extra Curricula Programs - Excursions and Camps (Essential Educational Item)
Details of arrangements and costs of programs associated with, but not considered to be a part of instruction in the standard curriculum program, will be forwarded throughout the year.
Communication

The school provides communication to parents using the following tools:

- Reporting to Parents
- Newsline (School newsletter)
- Facebook
- Website [www.saleps.vic.edu.au](http://www.saleps.vic.edu.au)
- Skoolbag App (mobile app)
- Email

Canteen/Special Lunch Days

Parents & Friends operate a canteen at 545. In 2018, the canteen operates approximately 3 times per term, and is staffed by volunteer parents. Special lunch days have a different menu each term ie; sausage sizzles, pie, soup, pizza etc. Calls for assistance for these days will be made via the Newsline and Skoolbag App. Parent/Carer helpers are always welcome.

Excursions

Local Excursions

All parents are required to fill in and sign a confidential Enrolment and Indemnity form when their students enrol at ‘545’. This form covers excursions and activities, such as sport, swimming, cultural performances and visits to places of interest in Sale. Parents will be informed of these excursions with a note home prior to the event.

Out of Town Excursions

A separate Indemnity Form must be signed and returned for each excursion requiring the students to travel on a bus beyond the Sale area. The form will be accompanied by a notice giving details of the venue, times of departure and return, cost, and any special needs relating to that particular excursion.

Money Required at School

All money sent to school must be placed and sealed in an envelope on which is written the child's name, grade, teacher and what the money is for eg. excursion, book club, etc.
A note will be sent home advising if any money is required at school.

Children's Services

The Wellington Network of Government Schools provides a range of curriculum and student support services through the school at the request of teachers and / or parents.
Referrals for specialist services in the following areas:

(i) Counselling and guidance
(ii) School Nurse
(iii) Speech therapy
(iv) Academic assessment
Foundation Information
BEGINNING SCHOOL - WHAT YOU NEED TO KNOW

Enrolment Procedure
Enrolments can be made at any time from the middle of May each school year. Enrolments for 2019 are accepted from the day of the school’s Education Week Open Day (May each year).

Any child of school –age (must be five before 30th April of their first school year) will be accepted into our Foundation Program via the submission of:

- Enrolment form
- Birth certificate
- Immunisation record (Australian Childhood Immunisation Register)

Parents can legally defer enrolment for their child until the child is six years old. Your child needs to have turned 5 on or before the 30th April before he/she can legally start school. Please consider your child’s overall development - physical, emotional, social as well as intellectual when deciding if he/she is ready for school. You can also talk with your child’s kindergarten teacher regarding your child’s readiness for school.

Towards the end of the kindergarten year your child will be invited to attend orientation sessions with other kindergarten children who will be starting the following year.

February Flexible School Attendance for Foundation
Foundation children will attend school for four full days being Monday, Tuesday, Thursday and Friday. Wednesday has been allocated as the rest day for all Foundation students until the 1st week of March.

Things Your Child Will Need In Foundation
The children will be supplied with all their day-to-day requirements ie. books, papers, clag, pencils etc. However, you will need to supply:

- a school uniform
- a library bag – supplied by the Department of Education
- a school bag which needs to be a close up or zip up type.
- a water/paint proof art smock
- a lunch box

The school has a Sunsmart Policy. Parents & Friends supplies all new Foundation with a complimentary school hat. **All items such as bags, lunch boxes and lids etc. and articles of clothing which are removable** (jumpers, coats, hats, etc.) **MUST BE NAMED.** This helps prevent costly losses for parents and wasted time for staff.

The First Day
During the first few days of your child’s schooling at ‘545’ we will operate a ‘staggered start’, to ensure a smooth transition and separation. (Parents will be notified of arrival time by letter prior to the start of the school year.)

On the first morning of your child’s start at ‘545’ children with siblings at the school will be asked to arrive at 8.50am and students new to the school will be asked to arrive at 9.10am. It is advisable to leave as soon as possible after introducing your child to the teacher. There will be an array of activities available for your child to do and he/she will soon become happily absorbed.

Should it happen that your child is tearful, it is best to leave him/her in the teacher’s care, as to linger only prolongs the anxiety for both of you.

Children usually settle within the first quarter of an hour and any tears ease.
HOW CAN YOU HELP?

The transition to school requires your child to cope in a new environment which has many and varied demands. Below is a list of suggestions that may help to enhance your child’s intellectual, social and emotional development and which will assist him/her to adjust more quickly to school.

- Talk to the children about school.
- Give them little duties to aid their concentration span.
- Encourage them by admiring all of their learning.
- Select good stories, picture books, and T.V. programs for them.
- Teach them to repeat - name, address, phone number, etc.
- Make sure they know where to wait for you after school.
- Practise several “school lunches”. Children need the practice in handling their lunch.
- Do not allow your child to bring toys to school. We cannot guarantee safe keeping and careful handling at all times.
- School crossings must be used at all times - insist your child does so.
- Practise safe car skills – getting in / getting out of parked cars.

Pre Foundation Program

In 2017, Sale Primary School introduced a new approach to grouping our Foundation students that saw the creation of a Pre Foundation Program.

This exciting new program was developed out of a school and wider community need to better meet the needs of children that commence their first year of schooling that were:

- School-aged but still quite young and not quite school-ready (predominantly those students that turn 5 in their first school year in January-April inclusive).
- School-aged but better suited to learning through investigation (hands-on) rather than more formal learning practices.
- Going to benefit from a modified year of learning followed by a further year in Foundation – in most cases that embeds the learning at this level.
- Ready for 5 days a week of school as an alternative to a second year of kindergarten.

The Pre Foundation Program has many positive features including:

- Small class size – capped @ 18 students maximum ensuring a fantastic start to the school experience.
- Supportive and welcoming teachers with the very experienced Mrs Coleen Goodsell already appointed to the role of ‘Pre Foundation’ teacher.
- Learning Consultants being involved in supporting the transition of all of our Foundation students, particularly our ‘Pre Foundation’ students.
- Education Support Staff being included as additional support attached to Literacy and Numeracy time.
- Individual Literacy and Numeracy assessments conducted in February.
- Individual and small group instruction being a feature of the classroom.
- Inquiry / Play based learning - developing problem solving skills.
- A heavy emphasis on oral language, communication and social skills.
• Student well-being being a priority with a strong emphasis on our School Values and Traffic Lights approach to Student Management.

• All children participating in the Buddy program where they will be matched carefully with a Senior School student.

• Parent participation being both welcomed and encouraged.

• The learning space containing a significant array of learning equipment.

• Specialists programs being provided to the ‘Pre Foundation Program’ as per all year levels throughout the school in Visual and Performing Arts, Japanese and Physical Education.

• Involvement in all school activities including Swimming, Visiting Performances, Excursions, House Sports etc.

Our ‘Pre Foundation Program’ also provides a solid foundation for achievement.

• Each child will be carefully monitored with ongoing assessment initially based on Pre-Foundation standards progressing towards Foundation standards as required throughout the year. This will assist in our ultimate decision (in consultation with parents) at the end of the year as to where to place the child for the following year (Formal Foundation Year or Grade 1).

• Each child’s educational program is to be carefully planned with both long and short-term goals created. The teachers will cater for a wide range of maturity levels, interests and experiences and will liaise regularly with parents, reporting on each child’s individual progress.

Those wishing to be considered for the Modified stream will be required to complete an Expression of Interest Form thus identifying their child as a possible member of this group.

• The Expressions of Interest close at the end of June to allow the school time to co-ordinate plans for 2018 and offer placements to this Modified Program in particular.

• Positions for this Modified Program will then be offered at the beginning of Term 3 (July).

• The Modified Program will be capped at 18 and if over-subscribed the following considerations will be made before offering positions and creating any Waiting List:

1. Completion of a Kindergarten year
2. Family connections with the school
3. Date of Birth
4. Identified needs inclusive of input from parents, kindergarten teachers and health-care professionals