



Welcome to Flinders View Primary School

"Learning Together for a Better Future"

We look forward to working in partnership with you to maximise your child's learning and experiences whilst attending this school.

As a school community we aim to create an environment which is safe and caring by providing quality teaching and learning opportunities for your child/ren. We will support them to reach their potential and become lifelong learners.

The **Five Key Concepts** are embedded into our school programs, daily interactions, classroom operations and everyday practices. The Five Key Concepts are;

1. It takes great strength to be sensible.
2. Pursue your personal best.
3. Treat others how you would like to be treated.
4. Be brave, participate to progress.
5. Have reasons for the things you say and do.

Our **focus is on learning** with an emphasis on:

- Regular attendance at school.
- High expectations.
- Organisational skills
- Developing in your child/ren a sense of identity and tolerance of other student backgrounds and needs.
- Building of confidence, resilience and persistence
- Strategies to address your child and their individual learning needs.

At our school, we endeavour to do our best to meet the needs of your child in all areas of the curriculum. Working in partnership with you, we will instil in your children, the importance of our ethos, regular attendance and learning at school.

This booklet provides you with the necessary information in regard to our school operations, including information about any special programs and how you can be involved in your child's education.

We hope you will be pleased with your decision to enrol your child/ren at Flinders View Primary School.

Yours Sincerely,

Anna Nayda (Principal)

Stacey Waterman (Deputy Principal)

2023 Staff List:

Principal	Mrs Anna Nayda
Deputy Principal	Mrs Stacey Waterman
Counsellor	Mrs Angela McAuliffe
Student Services Teacher	Mrs Raoni Finlay
Teacher & Learning Coach	Ms Danielle Barnes
Preschool Early Years Coordinator	TBC
Preschool Teacher	TBC
Reception/Year 1 (Rm 19)	Miss Alex Madigan
Reception/Year 1 (Rm 18)	Miss Holly Millbank
Year 1/2 (Rm 12)	Miss Carlie Campbell
Year 2/3 (Rm 11)	Miss Geena Kirkham
Year 3/4 (Rm 4)	Mr Michael Wilson
Year 5/6 (Rm 2)	Ms Tori Kay
Year 5/6 (Rm 1)	Mr Kane May
Health/PE	Mr Vinny Urbancic
AET/Adnyamathanha Language/CRT	Mrs Jodie Reid
AET/Math Intervention	Mrs Virginia Chambers
Intervention Teacher	Mrs Daniela Burghof
Permanent Relief Teacher	Ms Ann Rasheed
ACEO	Ms Michelle Coulthard
ACEO/Playgroup	Ms Simone Nunn
Adnyamathanha Program	Mrs Leaha Coulthard
Finance Officer	Mrs Marcia Hill
Front Office Administration	Mrs Sue Trewartha
ICT Technician	Mr Graham Elwood
Library/Classroom Support	Mrs Jenny Martin
Admin/WHS/Classroom Support SSO	Ms Naomi Johns
Student Support SSO	Mrs Amanda Horner
Student Support SSO	Miss Aisha Nunn
Classroom & Student Support SSO	Mr Dale Ellis
Classroom Support SSO	Mrs Cathy Easton
Classroom Support SSO	Mrs Carol Hancock
Classroom Support SSO	Ms Taryn Nunn
Classroom Support SSO	Miss Zali O'Dea
Classroom Support SSO	Mrs Stacey Shinnick
Preschool SSO	Ms Cheryl Jameson
Preschool SSO	Miss Laura Wilson
Groundsmen	Kevin Schwab
Canteen Manager	Ms Vicki Anderson
Pastoral Care Worker	Mrs Varnya Kaitu'u

Aboriginal Education Team

Our Aboriginal Education Team consists of an Aboriginal Education Teacher (AET) and Aboriginal Education Workers (ACEO's) who are available to support student learning and Aboriginal families. In 2021 the Aboriginal Education Teacher position is being shared by 2 teachers over the week.

Accidents/Sickness

All teaching and ancillary staff are trained in First Aid. Details of student accidents and sickness are recorded in Sentral, our student database system. Parents/caregivers are notified by telephone of any serious injuries and illnesses or when it is necessary to send unwell students home. This makes it extremely important for you to notify the school if you change your address or phone number so we are able to contact you quickly when required.

It is important that sick children are kept at home to prevent cross-infection. It is recommended that children are kept home for **24hrs after** illness symptoms have disappeared.

If your child has a health issue a Health Care Plan needs to be developed in consultation with your doctor and a copy provided to the school. It is important for Health Care Plans to be updated annually in discussion with your family doctor.

All Stars

Students who consistently try hard with their learning and behaviour are recognised by their classroom peers. Two students every fortnight are selected from each class as "All Stars" plus one "Reaching for the Stars" student. Selected students attend a celebration session on a nominated Friday with the Wellbeing coordinator and members of the Aboriginal Education Team.

Assemblies

Whole school assemblies are held three times each term; usually on Monday afternoon at 1.50pm. Certificates of achievement are presented, important messages and information shared along with student work displayed by classes. Assemblies are run by classrooms to highlight student achievement and we encourage all parents and caregivers to attend. Please follow our Facebook page to keep up to date with assembly dates and times.

Assessment & Reporting

Formal written reports are sent home at the end of Term 2 & Term 4. Teachers are required to report on all subject areas. During Term 1 we hold an Open Night for parents and caregivers to meet staff and Parent Teacher Interviews take place. We encourage all parents and caregivers to attend to find out information about class structures and student responsibilities. If parents are unable to attend we would encourage them to organise a time to meet with their child's classroom teacher. Family Night is held in Term 3 to demonstrate children's learning in 'The Arts' curriculum area.

Attendance / Lateness

Attendance at school is **compulsory** between the **ages of 6 and 16**. Students are expected to arrive at school by 8:35am. Parents are required by law to contact the school when their child is absent or late. Student absences and lateness are recorded in our data base. A text message is sent daily to families of students who are absent.

Teachers attempt to make contact with families when children are absent without an explanation. The AET, ACEO's and Wellbeing coordinator are available for attendance support.

Unexplained absences of 3 or more days are followed up by letter, phone call or home visit.

Schools are required to **notify the Department of Education** of any students who are away from school with continual unexplained absences.

Early Leavers – Parents/caregivers **must report to the Front Office** to fill in the Early Dismissal Book if they need to take their child home early. Front office staff will arrange for your child to meet you in the office.

Students are only dismissed into the care of an adult when this procedure has been followed; including for illness and behaviour reasons. A student must not leave school grounds without an adult present or without being signed out via the front office.

Extended Student absence from school during term time – Parents who wish to take their children out of school for an extended period, such as family holidays, must obtain permission from the Principal and complete a student exemption form.

Bell Times

Monday		Tuesday - Friday	
8.35	School gates Open	8.35	School gates open
8.50 - 9.00	Daily Organisation	8.50 - 9.00	Daily Organisation
9.00 - 9.50	Lesson 1	9.00 - 9.50	Lesson 1
9.50 - 10.40	Lesson 2	9.50 - 10.40	Lesson 2
10.40 - 11.10	LUNCH PLAY	10.40 - 11.10	LUNCH PLAY
11.10 - 11.20	LUNCH Eating Time in class	11.10 - 11.20	LUNCH Eating Time in class
11.20 - 12.10	Lesson 3	11.20 - 12.10	Lesson 3
12.10 - 1.00	Lesson 4	12.10 - 1.00	Lesson 4
1.00 - 1.20	RECESS Afternoon PLAY	1.00 - 1.20	RECESS Afternoon PLAY
1.20 - 1.30	RECESS Eating time in class	1.20 - 1.30	RECESS Eating time in class
1.30 - 2.20	Lesson 5	1.30 - 2.20	Lesson 5
2.20	School finishes	2.20 - 3.10	Lesson 6
		3.10	School finishes

Books in Homes

To encourage reading in terms 1, 2 and 4 our school, preschool and playgroup children receive 3 free picture books or novels courtesy of B.H.P. Billiton. An award assembly is held to present the children their books. A guest speaker attends the book giving assembly to talk to students about the importance of school and reading.

Camps and Excursions

It is anticipated that all students will have the opportunity to attend an organised school camp at least once during their Upper Primary Years. It is also an expectation that students participate in at least one school excursion per year, although this is not mandatory.

Junior Primary students may be involved in a sleepover in preference to a camp.

Camps and excursions are organised by class teachers and notes are sent home to inform parents of details and costs involved well before the event. Sometimes classes hold fundraising events to reduce the cost per student.

Consent from parents/caregivers is necessary before any students take part and leave the school grounds.

Canteen

Our Canteen is open for students at recess and lunchtime. Our school promotes healthy eating in line with the Education Department Guidelines. We constantly review our menu to ensure we offer healthy food options. Students order their lunch from their classroom each morning and eating time is 11:10am to 11:20am for lunch, 1:20pm to 1:30pm for recess. Students eat in their classroom.

Students must have written permission from their parents to leave the school grounds for lunch.

We welcome parent involvement in our canteen and are always looking for volunteers. If you are interested in helping with food preparation please speak with staff in the Front Office.

We have a breakfast club each day which runs from 8:30am until 9:00am.

Fruit is provided for each classroom and we have an Emergency Lunch program where sandwiches are available for students at the cost of fifty cents. Lunches are available daily and must be ordered from the Aboriginal Education Room.

Car Parking

Parents are requested to park on the road in front of the school when dropping off or picking up their children. Apart from being unsafe, we request parents do not use the staff car park as accidents involving parent vehicles are not covered by the Education Department insurance policy.

We encourage you to be safe around school traffic and be good role models for all students when dropping off and picking up your children. Please avoid stopping in the middle of the children crossing or parking in the bus zone.

Communication Book / Diaries

All students are issued with a communication book/diary for recording homework and for teachers to communicate with home. Please read and sign the book regularly to keep communication lines open between teachers and parent / caregivers. Some teacher choose to use an app called SeeSaw for communicating information with parents.

Computers / Information Technology

Each class has access to an interactive whiteboard and at least 1 laptop computer per classroom. We also have a Computer Room and Resource Centre where students have access to Information Technology. Staff use Information Technology; including digital cameras, video cameras, iPads and scanners, throughout the curriculum to support the development of student ICT skills across all year levels.

Preschool

Our Preschool operates Monday to Thursday from 8:35am - 3:10pm.

Families book regular sessions and are asked to attend these sessions only; this allows for adequate staffing and learning to be planned around the booked attendances. Four year old children are eligible to attend 3 days per week and eligible 3 year olds may attend 2 days per week.

Playgroup operates in the Preschool building on **Friday mornings 10:00am – 12:00pm.**

School Starters

There is one intake for School Starters; students are enrolled into Reception at the beginning of the school year only. A transition program (pre entry) occurs on Tuesday mornings in weeks 6, 7 and 8 of Term 4. The transition program supports students moving from Pre School into Reception classes.

Duty of Care

Teachers have a “duty of care” for all students under their supervision during the school day. We appreciate parental support explaining to their children the importance of listening carefully and following teacher instructions in regard to rules and practices which are designed for the safety of all students.

Emergency Contact Numbers

We ask all parents/caregivers to **keep us updated with their latest contact details and emergency contact people.** This is extremely important in the event of an accident or when following up student behaviour incidents. We also like to contact you with positive information about your child’s learning and behaviour as we work together to support their education.

Fridges

There are fridges in each wet area of classroom blocks for students to keep drinks and food cool. If you are unsure where the fridge may be located please ask your child’s teacher.

Governing Council

We encourage parents and caregivers to consider becoming a member of our Governing Council. Taking a position on Governing Council enables you to be directly involved in whole school decision making and your child’s education.

Meetings are held twice a term on a week night that suits members and a crèche is provided if necessary.

Hat/Sun Smart Policy - NO HAT; Play in the Shade or Stay Inside

We are a Sun Smart School and students are required to wear a school approved bucket hat. Hats are to be worn when outside during Terms 1 & 4.

Students must wear clothing which covers their shoulders and midriffs. Students are not permitted to wear thongs as they provide no protection to the feet.

Homework

Homework is not compulsory but expectations are negotiated.

Library Borrowing

Students may borrow in lesson time or during library lessons. Preschool students are able to borrow 1 book at a time, Year 1 & 2 students 2 items and Year 3 - 7 students up to 3 items for a period of 2 weeks (If they lose books their limits may be decreased). Parents are encouraged to help children look after the books and return books when finished. Overdue reminders are issued regularly.

Lost Property

Please encourage your children to have equipment, hats and clothing clearly labelled. Any lost property is stored in the Aboriginal Education Room (Room 10).

Mandatory Reporting

All employees of Department for Education are considered mandated notifiers under the "Child Protection Act 1993". There is a legal obligation for all mandated reporters to notify the Department for Child Protection of all suspected cases of child abuse or neglect. All staff and volunteers are required to participate in the necessary training with refresher sessions conducted at least once per year.

Medicines

Medicines brought to school **must** be in a container dispensed from the Pharmacy and are stored in a locked medicine cabinet in the front office. Medicines will only be administered to students if they have a "Medication Authority for education" completed and signed by the doctor.

Students with Management Plans have information, including a photo, displayed in the staffroom. Class Teachers are also issued with student Management Plans.

Money Collection

Money for School Fees, visiting performances, fundraising, camps, excursions etc. should be handed in to the front office. Forms should be collected by the class teacher.

Music

Instrumental music tuition may be available for Year 5, 6 and 7 students.

Newsletter

Our newsletter is published for the school community and is distributed Thursday fortnightly to the oldest member of each family. Should your child be absent or unable to collect the newsletter they are available from the front office.

No Relief Teacher/Class Splits

At times a teacher may be absent without a relief teacher being available. In this instance, students may be split across other classrooms for all or part of the day. We split classes in consultation with staff and students in the fairest possible way. Teachers leave set work for students to continue in their absence and follow up completion upon their return. If we are required to split three or more classes on the same day, due to teacher illness, it may be necessary to send some students home.

Non-Instruction Time (NIT)

Class teachers receive 5 lessons of release time every week. Non-Instruction Time (NIT) is designed to provide teachers with planning and preparation time and to attend to work related issues including meetings that cannot be dealt with at other times.

Parent Concerns

If you have a concern, we ask that in the first instance, you:

1. Arrange a meeting to discuss your concern and a possible solution with the appropriate staff member i.e. your child's class teacher.
2. If necessary ask an appropriate support staff member (i.e. Special Needs, Counsellor, AEW etc) to attend the meeting with you when you meet with the teacher.
3. If the problem is not resolved then a meeting with the Principal, Deputy Principal or Counsellor can be arranged.
4. As a last resort, staff from the District Office may be involved to help reach a satisfactory outcome.

Physical Education

We promote a healthy lifestyle by involving all students in fitness and PE lessons. Please encourage your child to take part in Physical Education and ensure they have appropriate clothing and footwear (no thongs etc).

School Card

School card applications are now available online. Please see our Finance Officer for more information and about School Card eligibility and Centre Pay options.

Staff Meetings

Staff meetings are held each Monday after school.

Student Behaviour and Learning

Please refer to our FVPS School Behaviour Code for an outline of Staff, Student and Parent responsibilities toward behaviour and student learning. Teachers create a positive classroom environment to support student success as they develop positive behaviour and learning.

We encourage parents and teachers to work closely together to help students make responsible choices in regard to their behaviour and learning. Please notify your child's teacher of any issues that may affect their learning; such as grief, medical condition or changes in family living arrangements.

The Principal, Deputy Principal and Wellbeing Coordinator work as a team to support students, parents and staff to solve any problems through counselling, mediation and logical consequences.

Harassment is not tolerated at this school. Class teachers include social skills learning throughout the curriculum. If a student is exited from class, parents are informed and action taken to help encourage the student to make a positive change to their behaviour. If a student is suspended they will be sent home with work to be completed and a re-entry meeting is held before returning to class. The meeting involves a member of the school leadership team, the child and their caregiver to plan strategies together that will assist the student with a successful re-entry to class.

Student Free Days / School Closure

All schools have **3 student free days per year** for staff training and development. There is usually **1 school closure** each year which ties in with a day of local significance.

Swimming Lessons

Swimming lessons are held each year. Receptions to Year 2 students have 5 lessons and Year 3 to Year 5 students have 10 lessons. Year 6 and 7 students participate in the aquatics.

The school subsidises the cost to encourage full student participation.

Toilets

There are multiple toilet blocks on site. Junior Primary toilets are accessed from outside the Preschool toilet block. Primary students (Years 4 – 7) access the toilet block from the walkway. We encourage all children to follow hygiene processes including using the toilets in a sensible manner and washing their hands afterwards.

Uniforms

Our school colours are predominately maroon with black pants/skirts. ***It is an expectation of enrolment at Flinders View Primary School that students wear our school uniform.*** This decision was made by our Governing Council in 2015, which is made up of parents and staff, and has been enforced since then.

Students have been involved in choosing our uniform and hats, which are available for sale from the front office.

Visitors

All visitors are required to report in via the Front Office. It is mandatory that visitors sign in and out at the front office in line with Work, Health and Safety regulations.

Wet Weather and Hot Weather Policy

Our weather policy has procedures in place for wet weather as well as hot and extreme heat (40 degrees or higher). This policy ensures children are safe during lunch and recess breaks and play area is limited to either under cover areas or air-conditioned rooms; depending on the weather conditions.

If you would like any further information regarding this Policy please see the Front Office staff.

Overview of Responsibilities for Parents at Flinders View

1. Provide child with school uniform, including hat, and appropriate footwear.
2. Provide either written or verbal explanation for **ALL** absences and/or lateness.
3. Ensure contact details are kept up to date; including telephone numbers, contact details and medical concerns *immediately* when a change occurs.
4. **ALWAYS** report to the front office before entering the school for any reason other than student drop off and/or pick up.
5. Smoking is not permitted on school grounds.
6. Keep staff car park clear at all times – No access for student drop off or parking.
7. Follow our school Grievance Procedure when raising concerns.
8. Parents to drop off and collect young children.
9. Provide adequate/sustainable food for children everyday (healthy options from canteen or home).
10. Respect guidelines for appropriate and inappropriate behaviours.
11. Take an active role in your child's education.
12. Ensure homework set by teachers is completed each night.
13. Listen to your child read regularly.
14. Read all notes, newsletters and communication books/diaries taken home, and return them within the time guidelines.

Our School Code

Vision Statement:

At Flinders View Primary School we value staff, parents and students working together as a school community to create an environment that is safe and caring.

Our Mantra is: *“Learning together for a better future”*

We aim to provide an opportunity for all students to reach their own potential and become lifelong learners.

Our rules are:

- ❖ *Be safe*
- ❖ *Take responsibility for your own learning and behaviour*
- ❖ *Respect the rights of others*
- ❖ *Look after the School*

Our School Values are:

- ❖ *Respect*
- ❖ *Responsibility*
- ❖ *Honesty*
- ❖ *Teamwork*



Yard Rules and Logical Responses At Flinders View Primary



Rule	Logical Consequence	Rule	Logical Consequence
All students to assemble in front of room 1/2 before 8:35	Room 9 (safety)	Sun safe Policy - hats must be worn outside at all times	Room 9 (safety)
Look after all property, own, other's and school's	Clean/repair/replace and spend reflection time in office	Students must have a school hat to access library/comp room during breaks	Room 9 (safety)
Students must stay within boundaries during school time: <i>(any area not in view of or patrolled by yard duty teacher)</i> <i>see code for details</i>	Room 9 (safety)	Toilets are not for playing in	Send offender/s to spot for 5min
Use pathways for walking. Stay off garden areas	Send offenders to spot for 5min	No riding bikes, roller blades, skate boards or scooters in buildings area at any time	Room 9 (safety)
Wait at playground edge until yard duty teacher is present	Sent off of equipment for 5min	Walk on paved areas; no running	Send offender/s to spot for 5min
Always use bins for rubbish	Fill a plastic bag of rubbish	No kicking balls in front of rooms 1 & 2 before school	Confiscate ball. Return at recess
Students only allowed in rooms if accompanied by a staff member: includes library, computer rooms, hall, sheds, offices, classrooms	Room 9 (safety)	<i>Oval rule:</i> No tackling	Send offender to play else where
No chewing gum	Put in bin straight away	No kicking balls on netball court or in front of rooms 1/2	Take ball away
No wearing hats/beanies inside	Take off immediately	No playing with balls in building area	Take ball away
Defiance/repeat of any minor rule within a reasonable time frame of 1 st offence	Room 9	No food or drink on oval or playground	Send to spot for 5min
Come forward with truth at all times, do not withhold any information	Room 9 for 1 session		