

ALEXANDRA PRIMARY SCHOOL

PARENT INFORMATION HANDBOOK



RESPECT · CARE · INTEGRITY · ACHIEVE

Alexandra Primary School

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Principal

Mrs Vicky Draper

Business Managers

Ms Jess Massingham

Reception

Mrs Tracey Kells

School Council President

Dr Elise Anderson

ACKNOWLEDGEMENT OF THE TRADITIONAL CUSTODIANS OF THE LAND

Alexandra Primary School acknowledges the Taungurung People as the traditional custodians of the land on which our school is built. We pay our respects to the Elders, past and present of the Kulin Nation and extend that respect to other Aboriginal people joining our learning community.



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Dear New Families and Learner(s),

Welcome to the Alexandra Primary School learning community!

On behalf of the learners, parents, staff and School Council, I would like to extend a warm welcome to all children, parents and extended family members who are joining our learning community as we are incredibly proud of our caring school.

We are a family orientated school where each child is valued and encouraged to reach their full potential. Just as each child is an individual with their own character and needs, so too their educational growth is unique. The teachers are committed to nurturing and developing the ability of each child through carefully planned teaching programs which are rigorous, authentic and deep.

As a school we acknowledge the importance of:

- Catering for individual differences in the children's ability
- The role technology plays in education and
- A caring and disciplined family environment.

All Alexandra Primary School staff are enthusiastic highly professional educators that bring a wealth of knowledge and commitment to the crucial task of guiding students towards a fulfilling and productive seven years of primary education. Our staff understand that the teacher is but one part of a team, hence parents are encouraged to communicate with teachers and the school leadership on issues that are of interest or concern to them. We are also committed to encouraging teachers, parents and students to be involved and contribute in all aspects of the child's learning and school life.

Included in this document is just some of the crucial information a family requires when commencing at a new school. May I take this opportunity to suggest that you also access our school website (www.alexandraprimaryschool.com) and subscribe to our school Facebook page.

In closing, once again I welcome you to the Alexandra Primary School family and please do not hesitate to see or contact a member of staff or myself when the need arises.

Yours sincerely,

Vicky Draper

PRINCIPAL

Our Vision

Our purpose is to build a learning community that challenges and supports young minds to develop as independent and lifelong learners, continually striving for excellence.

At Alexandra Primary School, we strive to create safe, positive and engaging learning environments to provide our students every opportunity for success. We want our students to be the best they can be, to support them to be happy, well rounded, confident members of their community. Our strong commitment to student learning is supported by quality teaching practice, regular team planning and ongoing professional learning by our dedicated staff.

Our school is committed to developing a school environment that:

- Maximises learning, personal growth and wellbeing for all students
- Creates a stimulating and supportive environment for all teachers
- Assists, informs and involves all parents
- Is welcoming and engaging
- Creates a positive school culture with a focus on relationships and establishes a learning community with diverse opportunities
- Builds a safe school environment with high teacher expectations and fair and respectful whole school behaviour management systems
- Applies the principles of School Wide Positive Behaviour Supports (SWPBS)
- Encourages students to take responsibility and provides multiple opportunities for parents/carers to play an active part in the life of the school
- Encourages student participation by providing all students with opportunities to contribute and provide feedback resulting in them feeling valued and empowered

Our comprehensive curriculum ensures a strong emphasis on the development of literacy and numeracy skills across a range of applications. Programs are provided through a mix of classroom and specialist teaching and innovative programs and approaches.

Learning programs are active, relevant, engaging and purposeful, catering for individual needs and levels of development.



OUR SCHOOL VALUES

Our school values underpin our school and have significant importance towards the way we represent ourselves and how all members of the school community should conduct themselves:

INTEGRITY

- Being consistently honest and trustworthy.
- Having strong moral principles.
- Being truthful and honest in our actions.
- Being consistent in our behaviours and standards.
- Acting according to intrinsic values, beliefs and morals.

RESPECT

- Appreciating diversity and the worth of others.
- Being fair, kind and sensitive to self and others.
- Mutual respect - treating others the way you wish to be treated.
- Being attentive, ready to learn.
- Respecting school property.
- Respecting our environment and our place in the world.

CARE

- Taking care of our belongings.
- Looking after our uniform, ensuring that we wear it with pride.
- Looking after furniture and equipment that is shared.
- Watching out for others in the playground.
- Taking care of our school environment - being mindful of litter, gardens and play equipment.
- Taking care of our world – being responsible for the choices we make and how they impact on our world.

ACHIEVE

- Always do our best.
- Support others to achieve their best.
- Be active learners by giving everything a go.
- Set goals and targets that inspire you to reach for the stars!
- Be proud of your efforts.
- Seek and respond to feedback

Term Dates

2025

	Start date	Finish date
Term 1	28 January (students start 29 January in government schools)	4 April
Term 2	22 April	4 July
Term 3	21 July	19 September
Term 4	6 October	19 December

2026

	Start date	Finish date
Term 1	Tuesday 27 January (students start Wednesday 28 January in government schools)	2 April
Term 2	20 April	26 June
Term 3	13 July	18 September
Term 4	5 October	18 December

School times

School begins	9:00am
Munch and Crunch	10:00am
Recess	11:00am to 11:30am
Lunch	12:30pm to 1:00pm
Afternoon Break	1:30pm to 2:30pm
End of the day	3:20pm

School Operations

Assemblies

Each Friday morning the School Leaders hold a whole School Assembly. Families are welcome to attend these events. Assemblies may include the presentation of awards, grade performances, House announcements and SRC reports. Keep your eyes on our Newsletter for information about these assemblies.

Attendance

It is important that children attend school every day to maintain good learning routines and friendships. If your child is absent, please contact us before 9:05am. This can be done through the Office, on Sentral or in an email.

If you haven't notified us that your child will be absent, we will contact you on the day. This may be via text message or a phone call. The number of days absent is recorded on student reports.

Behaviour Guidance

Learning to get along with each other in a school environment is a skill that is developed just as an academic skill such as reading or writing is. Children at Alexandra Primary School are supported to work with, learn from and help others through collaborative learning opportunities. They are taught to manage their own behaviour, respond appropriately to the behaviour of others and communicate effectively to resolve conflicts. The dignity and the rights of every child are maintained at all times.

Bikes

Being physically active is an important component at Alexandra Primary School and we strongly encourage the use of bikes as a means of transport to and from school, together with use of our mountain bike track during school hours. Families with students in Grades 4-6 may choose to allow their child to ride their bike to and from school. It is highly recommended that students in Prep-3 are accompanied by an adult while riding to and from school.

Bikes can be stored in the bike shed prior to 9am. Please note, the school takes no responsibility for the security of bikes. The mountain bike track is accessible for all students and is timetabled appropriately for student safety.



Book Club

Scholastic partners with our school to provide an opportunity to purchase books approximately twice per term. For every Book Club order placed, Scholastic gives back 20% of the order spend to our school to purchase valuable educational resources via its Scholastic Rewards program. Book Club orders are placed through the Loop App or on the Scholastic website. Book Club is managed by the Student Representative Council (SRC).

Buddies

Grade 5 students have the opportunity to apply to be a buddy when they are at the end of Grade 4. They receive training and meet the Kinder students during transition. The students then apply for a position and a kinder student to buddy up with. These Buddies then work together during the first year at school. Research shows that a Buddy Program

- assists with student transition to primary school
- develops positive cross-age relationships
- contributes to a positive and caring school culture
- contributes to more positive behaviour by providing positive role models
- develops pro-social values and skills
- develops responsibility

Bullies

Many parents worry about bullying in school. Sometimes it is because of memories they have of their own school days! It is important to understand what bullying is and is not. Bullying is a repeated aggressive behaviour where one person (or group of people) in a position of power deliberately intimidates, abuses, or coerces an individual with the intention to hurt that person physically or emotionally.

More often, children have playground disagreements that can be helped by using Restorative Justice (Pg. 14). Children are learning to play with others. At Alexandra Primary School, all children are supported to be good friends and assisted to make the right choices when things go wrong. It is important that schools and families work together when these happen. We are best when we work as a team.



Buses

Eligible students travel to and from school by bus. Bus application forms are available from the office for authorised bus travellers only. All bus travellers are required to complete a new bus application in February to ensure information is current. A written note to the office is required if there is a change to normal bus use, (eg. your child is not travelling by bus on certain days).

Students are required to remain in their seat and respect the rights of the driver and other passengers while on the bus. Seat belts must be worn where provided. Bus rules are circulated to bus travellers when travel commences. Students who risk the safety of others or misbehave on the bus may have their bus privileges withdrawn for a period of time.



Camps

Students in Grades 1 to 6 have the opportunity to attend school camp each year. The camping program provides an opportunity for your child to explore new environments, and supports many areas of the school curriculum including personal, social and academic development. Our program focuses strongly on relationship building, initiative and problem solving.

As an introduction to the program, students in the younger classes have the opportunity to attend the Prep Fun Night and the Grade One Sleepover, both held at our school.

Communication

Staff are more than happy to discuss any aspect of student learning, as well as any factors that might affect a student's happiness. There are two formal opportunities for parents to have discussions with their child's teacher as well as other times throughout the year. These can be negotiated with the teacher. If there is an issue to discuss, the teacher is the best place to start.

Our Newsletter is published weekly and is available through the SENTRAL app.

SMS and email is used to communicate reminders and alerts.

Accounts are put in sealed envelopes and sent home via students or in the post.

Our Facebook page has a plethora of photos and reminders.

Our Year Book is available for purchase at the end of each year.

Complaints

Please see our website for our complaints policy.

Sometimes things happen and you need to chat to someone at school to get clarification. Your teacher is always the best person to begin this conversation. You can contact our Office after school to chat to the teacher.

If you still have concerns, the Principal is the next person to talk to. You will need to call the school to make an appointment.

Excursions

Throughout the year excursions are organised as a means of further developing students' experiences and understanding in all areas of the curriculum. They also enhance the school's educational program. All students may have the opportunity to participate in local excursions or to excursions further afield requiring transport. Parents will be notified in advance and asked to give signed permission for all excursions. Parent assistance is appreciated and encouraged on excursions.

Hats

Alexandra Primary School is a Sun Smart school and as such students and staff are required to wear a broad brimmed hat when outdoors during Terms 1 and 4, and for some weeks of Term 2 and 3. All students are expected to wear our school hat which **can be purchased from the school for \$12**. Sunscreen is provided, or students can bring their own. Students not wearing a hat will be required to play in an undercover area at the school. ***Baseball caps are NOT permitted at school as they do not appropriately protect students from the sun.***

For the colder months of the year we have a beanie that can be purchased from the school for \$10. These are not compulsory but they are warm and look fabulous!

Head Lice

Please notify your Child's class teacher or the Office if you find head lice in your child's hair, so all families can be notified to address the issue. It is common for children to have head lice, particularly in the younger grades. The best protection against head lice is to have long hair tied back and to thoroughly treat hair when lice are found. A pharmacist can provide you with advice and a range of treatments. Children can come to school as soon as the treatment has commenced.

Homework

We use current research to inform our practice with regard to Homework. We encourage all students to be engaged in reading, spelling and number fluency at home. Structured homework is not sent home on a weekly basis but we encourage students to read daily. We encourage you to discuss any concerns about your child's homework with your child's teacher.

House System

A House system operates in the school. "Houses" are used to encourage positive behaviours, collegiality, teamwork and a sense of belonging. Each student is placed into a house when they enrol in our school. Our houses are

Yirrip (Green)

Warrack (Red) and

Garrang (Gold).



Lost Property

If all items brought to school are clearly named, they never end up in the lost property basket in the hallway!

Lunch Boxes

We are focused on reducing our impact on the world and an easy place to begin is the lunch box! Whilst considering a healthy and balanced lunch box, please also consider how you wrap the food. Waxed wrap is fantastic as it can be reused. Containers (that are named) keep food from leaking through everything. Ice packs keep the food fresh and healthy.

Each child needs:

- At least one piece of fruit or vegetable for 10:00am Munch and Crunch
- A sustaining snack for recess – tubs of yoghurt, dried fruit, cheese and biscuits, carrot sticks and dip are all great ideas
- Something more filling for lunch – sandwiches and rolls, cold sausage rolls, cold quiche, zucchini fritters, savoury scrolls, wraps and salads are all common lunch items.
- A water bottle that can be refilled through the day

Water is the only drink children need in the day. **We encourage students to not bring nuts or nut products to school. This includes peanut butter, Nutella, nut bars, and trail mix with nuts.**

Lunch Orders

Lunches can be ordered once a week and are provided by Alexandra Secondary College. Orders must be placed in the class basket on Wednesdays and are delivered to us on Fridays. A lunch order list is given out at the beginning of the year. They are also available from our office. Placing money and the order in a Ziploc bag is the most efficient way to put an order in, that way there is no chance of money escaping through holes in envelopes or brown paper bags! The same Ziploc bag can be used each week.





Parents and Friends

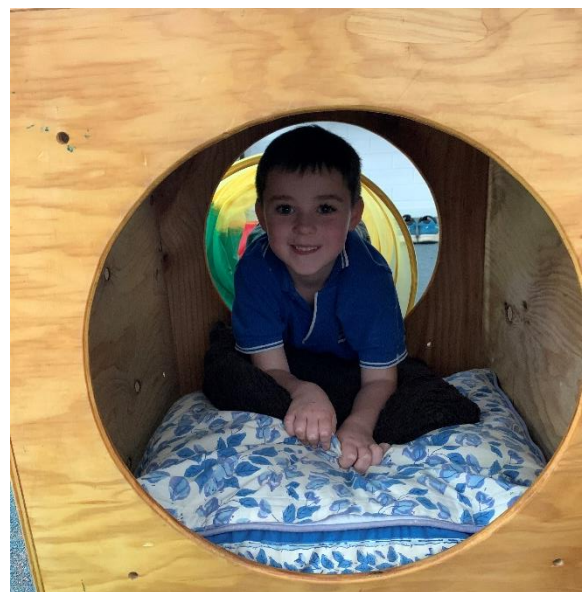
Our Parents and Friends Group is vital to the community life of the school, and relies on a range of help to achieve its aim of catering for the fundraising, social and community aspects of school life. Fundraising is spent on areas that directly assist the students and schools in a range of areas.

Parents and Friends Group meetings are usually held twice a Term and are advertised in advance in the Newsletter. Discussion points may include planned events at the school, discussions with staff, and planning of upcoming fundraising or functions. It is an opportunity for parents to mix and make a valuable contribution to the Alexandra school. Parents and Friends Group news is published in the Newsletter.

The school welcomes parent and volunteer involvement in school programs and activities. We value the contribution parents and volunteers make to our school and believe a strong and supportive home-school partnership enhances learning outcomes. Many opportunities are presented for parents and volunteers to offer their assistance and expertise. These opportunities include:

- Parents and Friends Group
- School Council
- Fundraising
- Classroom assistance / programs
- Excursions / Camps
- Working Bees / Grounds maintenance

Please contact the Office if you are able to help in any way. Your support is valued and appreciated.



Perceptual Motor Program (PMP)

In addition to their regular PE lessons, Prep and Grade 1 students undertake a Perceptual Motor Program (PMP), across 2 terms in the year. PMP is an active and fun program that is designed to enhance and build students' gross and fine motor skills and therefore assisting with the development of skills essential in the learning of reading and writing.

Uniform

School uniform is supplied by Fashion Clubwear, and can be ordered through the online ordering portal www.fcw.com.au. Alexandra Primary School office carries a size range of uniform for try on only purposes to determine correct sizes. Alexandra Primary School uniform will be available for purchase from Alexandra Secondary College, from their onsite uniform shop. Alexandra Secondary College Uniform shop opening hours are Mondays and Fridays, 8.30am to 11.30am. Uniforms can only be purchased onsite at these times.

All enquiries please call Holly 0429 123 846 during the above times only, no uniform enquiries are to be directed to Alexandra Primary or Alexandra Secondary College.



Restorative Justice

The overarching principle of Restorative Justice is to repair harm, promote accountability and develop independence. Restorative practices include the development of strategies to restore positive relationships and solve interpersonal issues. These strategies include problem-solving conversations that help separating the behaviour from the person. Restorative Justice practices give everyone involved a voice, returning power to those who have been the victim.

School Concert

Each year the school concert is a strong focus of Drama sessions. Performing in the concert promotes confidence, team work, school pride and community involvement. Money raised from ticket sales goes directly back into school programs.

School Council

School Council, within the framework of overall state policy guidelines, develops systems and processes that best suit our students. Council has a range of responsibilities, including policy making, general facilities and grounds usage and maintenance, budget approval and oversight. Whilst overall policy is determined by School Council, the day to day programs and operation of the school are the responsibility of the principal and staff. The operation of School Council is assisted by a set of principles and procedures, called Standing Orders and Role Statements.

Composition of Council

School Council is structured to represent the joint interests and responsibilities of teachers and parents for the education of children and is comprised of both parents and staff. School Councillors are normally elected for 2 years, with half the Council positions becoming vacant each year. Elections are held prior to March 31st each year. The Council, as the official management body of the school, is charged with the upkeep of the school grounds, the educational policy of the school, selection of the Principal and provision of educational aids and materials. A list of Council members

will be included with a Newsletter after the annual election. The Alexandra PS Council meets at 6.00pm on the third Monday of each month (except school holidays).

Sub Committees

Whilst School Council has the ultimate decision-making responsibility the sub committees initiate improvements, make recommendations and lead the implementation of plans.

The following sub committees have been established to assist in the operation of School Council: Finance, Education, and Buildings & Grounds. Membership of these sub committees is open to parents and teachers. Nominations for membership are called for annually.

School Photographs

Formal school photos are organised by the school during the year. Information and order forms are sent home in advance. Students are to wear full school uniform.

Staff take photographs during the year. These are used for our Year Book, Website and Facebook page. Each family will receive a Publications Consent form at the beginning of the year for permission for these platforms.

SENTRAL

Sentral is an app available on App Store and Google Play that our school uses to manage all things to do with students and families. This includes reports, attendance and communications. New parents are given login details at the start of the school year.