

ARDEER PRIMARY SCHOOL NEWSLETTER

THE PURPLE PULSE

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September 5th, 2024

Key Dates

RACV Incursion P-6
Monday 16th September

Writer in Residence Book
Launch

Thursday 19th September

Last day Term 3 (early
dismissal- 2:15pm)

Friday 20th September

First day Term 4
Monday 7th October

Camp Grade 3-6
Wednesday 23rd – 24th
October

Life Ed Program
P/1 & 23
Wednesday 23rd October

Twilight Activities P-2
Monday 29th October
3:15pm – 6:30pm

PRINCIPAL'S MESSAGE

Dear Families,

In Term 4, 2024, families with a child enrolled in a government school from Prep to Year 12 in 2025 will receive the one-off \$400 School Saving Bonus.

The \$400 School Saving Bonus provides families with support for education-related costs, such as school activities and/or school uniforms and textbooks.

The School Saving Bonus is not available for full-fee international students, home schooled students, TAFE students and students attending kindergarten in 2025.

Actions for parents and carers

Before 18 October 2024, the Department of Education is asking parents and carers to:

- **Complete enrolment:** If your child, or children are changing government school for Term 1 2025, or starting Prep or Year 7 in 2025. For more information, read about [Enrolling in School](#).
- **Check your contact information:** Ensure your email address and phone number is up to date with us. You can check this information by contacting us directly.

We need to ensure your contact information is up to date as the Department of Education will email you twice:

- in October, to verify your email address
- in November, with your \$400 School Saving Bonus and access to an online system.

PRINCIPAL'S MESSAGE (CON'T)

TO AVOID MISSING OUT ON THE FUNDS, PLEASE ENSURE THAT YOU NOTIFY THE SCHOOL OF YOUR CORRECT AND OR UPDTATED EMAIL AND CONTACT DETAILS.

Please check your junk mail regularly to make sure you do not miss an important email.

To learn more about the School Saving Bonus, download the [School Saving Bonus Information sheet for government school parents and carers](#) [school to attach or link doc] or visit vic.gov.au/school-saving-bonus.

As we embark on the process that will see the renewal of our school logo and motto, this will result in the introduction of new school uniform elements through a gradual implementation process. Some of the funds may be used by families in the purchasing of new items should they wish to do so.

Take care everyone, I look forward to seeing you all in and around the school.

John Mifsud

WACKY HAIR DAY, OUT OF SCHOOL UNIFORM DAY AND EARLY DISMISSAL

A reminder that **Friday September 20th, 2024**, will be the last day of Term 3. Students will be dismissed at the earlier time of **2:15pm**. Families are asked to please ensure arrangements are made for the collection of their children at this earlier time. Alternatively, please contact TheirCare to discuss care arrangements.

An out of school uniform and wacky hair day event will also be held on this day. Students that participate in the event by coming to school out of school uniform or with wacky hair are asked to please bring along a gold coin donation. All funds raised will go toward the installation of pathways in our school garden.

ASSISTANT PRINCIPAL'S MESSAGE

Dear Families,

Our wonderful school has been a hive of activity over the last couple of weeks, with excursions and incursions and the excitement of some upcoming programs taking place at the school. We've had our launch of our SWPBS 'Reward Shop' in recent weeks and the students who have been recognised for demonstrating our School Values of Respect, Responsibility and Effort have been very excited. Well done to the students who continue to show our values each week.

Camp reminder

Just a quick reminder to those families who expressed an interest in having their child attend camp that consent forms, medical forms and payment must be finalised by Thursday 19th September (two weeks from today). We do have a wait list for camp so we will start contacting those families if forms and payment are not made by this date.

Healthy Eating Workshop

On the 20th August we held a Healthy Eating Workshop run by Foodbank – this was for students in Grades 3 / 4, 4/ 5 and 5/ 6. Foodbank have provided me with some Healthy Eating brochures and I have printed these off and left them at the office if you would like to collect one.

Pick up and drop off reminders

School yard supervision commences at 8.30am each morning and concludes at 3.30pm each afternoon. If you are needing to drop your child at school earlier than 8.30am or pick them up after 3.30pm in the afternoon, we are so fortunate to have an on-site before and after school care program running. Please remember to use this service if you are needing to have your child supervised outside of the hours listed above. If your child is on-site outside of these hours, they will be taken to Their Care for supervision.

Late arrivals procedure

We know from research just how important it is to have children attend school every day, as it leads to significantly improved learning and wellbeing outcomes. Arriving on time each morning is just as vital, as arriving late means that your child misses out on valuable learning time, may feel nervous entering a classroom when instruction as commenced and can be disruptive to the other children. Sometimes arriving late is unavoidable, in these circumstances, please ensure your child checks in at the office to receive be signed in and receive a pass, they will then be taken to the classroom by a member of the leadership team. This helps to minimise disruption to the other students in the class, but also means that additional support can be put in place to ensure they settle in once in class. Thank you for your understanding with this.

KINDER BUDDY PROGRAM

Our House and Vice Captains have been involved in a kinder buddy program here at the school. Among a range of learning opportunities, the program is aimed at strengthening the social and emotional capabilities of the selected students, whilst supporting the kindergarten students to transition to our primary school in 2025.



BOOK WEEK 2024

It was such an amazing week celebrating all things books! It was brilliant to see so many students and staff get involved in celebrating Book Week 2024. My thanks to Mary Sanelli for organising the incredible Peadar Thomas (Author/Illustrator) to run a series of workshops for our students.



GREAT NEWS!

Elzette Bester is a School Council parent representative and mother of Stella Robertson who is a student at the school. She is also a wonderfully talented local artist. The school and Elzette partnered up in a program facilitated by RAV called the Creative Workers in Schools program back in 2021. Among a range of amazing outcomes, Elzette collaborated with students in the creation of the beautiful artwork that hangs in our main office area. Elzette continues to produce amazing artwork, and you can see more of this by accessing her Instagram page @elzettebest. If any other members of our incredible school community would like to share brilliant stories such as this, please contact the school principal as we would love to share these in future newsletter publications.



Last chance to see their westside

There are only a few days left to enjoy the best art in the area, before the Show your Westside exhibition closes on August 30.

Ardeer resident Elzette Bester has proudly displayed her piece, 'Home time', which she said displays a moment in time where she would go home after playing in the park in Matthews Reserve.

She is a local artist, currently working on a book with local author Hazel Lekkas about growing up in Sunshine.

Elzette moved from South Africa to Australia

in 2002, and came into the Brimbank area in 2010.

Her piece includes the birds 'going home' as well as the sun sets over the park and the Sunshine Silos.

"The area was the one constant for me when I was living in a couple of different houses," she said. "We'd go there, meet friends, and just go for a walk, it's a big beautiful area and you sort of feel like you're in country Victoria."

"Over the years it's been my spot to go and just look at the sunset, and it reminded me of

the sun coming up in South Africa."

The exhibition was organised by artist Sally Walshe also known as Lady Mohawk, who said the lack of a community art space sparked the idea for the exhibition.

"I returned this year to run the exhibition because the community has repeatedly asked me to due to the success of last year," she said.

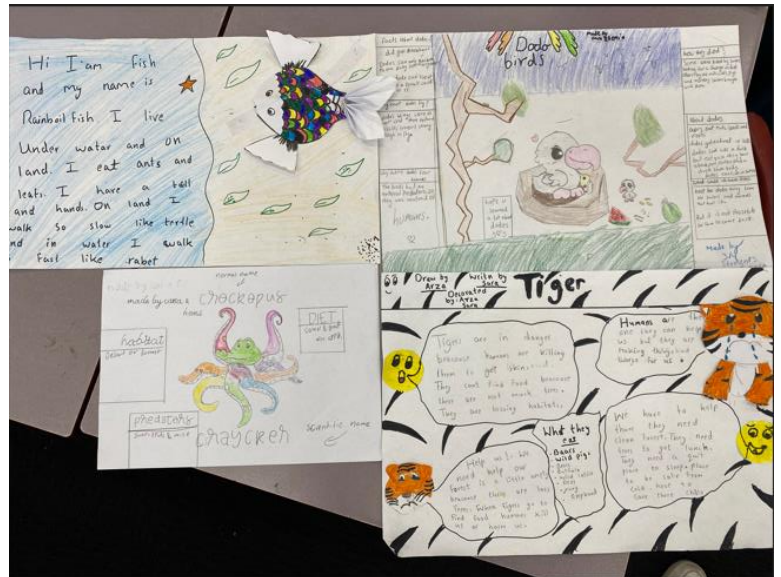
The exhibition will be open until Friday, August 30, and is held at 138 Nicholson Street in Footscray.

Gerald Lynch



SCIENCE WEEK

It was another incredible week of learning and activities aligned with Science Week 2024. My thanks to Nikki Webster for organising the week and for the teachers and ES staff in providing our students with such rich learning opportunities. Through your work you are inspiring the next generation of future STEM experts, scientists and visionaries!



**ARDEER PRIMARY
SCHOOL
BIG STEPS TRANSITION
PROGRAM**

A PARENT INFORMATION SESSION
WILL RUN FROM 9AM -9.45AM ON
8.11.24

**PREP TRANSITION
DATES**

8.11.24(9AM-10.50AM)

22.11.24(9AM -10.50AM)

29.11.24(9AM - 12.15PM)



SUBWAY LUNCH ORDERS

The school will be continue our partnership with Canteen Hub and Subway in Term 3.

Parents will have the opportunity to place an order from a limited Subway menu for their child which will then be delivered to the school at 1PM. Order will then be distributed to students in readiness for the school's lunch break at 1:15PM.

There will be two opportunities scheduled this term and these will take place on **Wednesday 14th August & Wednesday 11th September 2024.**

Parents will first need to create a Canteen Hub Account -

<https://app.canteenhub.com.au/register> register and register as a new user. (Attached is a user guide for your reference)

-Ordering closes – 11.00PM the Monday prior.

-All orders will be delivered in separate class cartons and each lunch will be clearly labelled. Parental Support is available via the link below or using the HELP function on the website –

Parents will first need to create a Canteen Hub Account -

<https://parentsupport.canteenhub.com/portal/en/kb/canteenhub> and register as a new user. (Attached is a user guide for your reference)

-Ordering closes – 11.00PM the Monday prior.

(12th August & 9th September)

CHILD SAFE STANDARDS



School Wide Positive Behaviour Support

In Focus: Values Videos

Students in each class have been working with their peers to engage in discussions about our school values and how we can show them. They have made videos that match the expected behaviours that are listed in the matrix.

By doing this, students not only understand the values in greater depth, but also allowed them practise these skills with their peers.

NUMERACY TIPS

Helping your child develop their numeracy skills

Numeracy involves being able to understand how numbers work in everyday situations. We see and use numbers daily. When reading there are numbers on the page, our house has a number and when we buy something we add and subtract numbers.

Help your child to develop a positive attitude towards numeracy.

It's important to build numeracy skills in your home language.

Numbers and counting

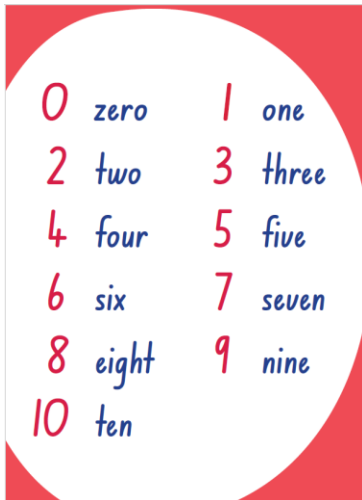
An early skill children develop is counting.

Counting includes:

- saying and recalling numbers in the correct order
- matching number words to objects
- knowing that the last number counted represents the total number of objects.

Words to use

- count forward, count backwards
- number before, number after
- more than, less than
- is the same as



LITERACY TIPS

Speaking and Listening

Speaking and listening skills build the foundation for your child's learning at school. These skills help a child to be able to talk with others, create friendships and actively participate in all activities at school.

If you speak a language other than English at home it's important you continue to support your child to use their home language.

Talking with your child

- Talk with your child about a range of topics, for example, things that happen each day.
- Share stories from your culture, your own stories and your child's stories.
- Describe or talk about things as they are happening, for example, "We are going to walk to school today and go past the park."
- Listen to your child and encourage them to take turns. Show how to listen and interact in a conversation.
- When talking with your child ask questions that require more than a yes or no reply, for example, "What did you do at school today?"
- Use questions that start with how or why. For example, "How many birds do you see in the park?"
- When asking questions give your child time to answer.
- Make conversations fun. Make up funny or nonsense rhymes, talk and sing with your child.

STUDENT WELLBEING AND ENGAGEMENT POLICY

PURPOSE

The purpose of this policy is to ensure that all students and members of our school community understand:

- a. our commitment to providing a safe and supportive learning environment for students
- b. expectations for positive student behaviour
- c. support available to students and families
- d. our school's policies and procedures for responding to inappropriate student behaviour.

Ardeer Primary School is committed to providing a safe, secure and stimulating learning environment for all students. We understand that students reach their full potential only when they are happy, healthy and safe, and that a positive school culture helps to engage students and support them in their learning. Our school acknowledges that student wellbeing and student learning outcomes are closely linked.

The objective of this policy is to support our school to create and maintain a safe, supportive and inclusive school environment consistent with our school's values.

SCOPE

This policy applies to all school activities, including camps and excursions.

CONTENTS

1. School profile
2. School values, philosophy and vision
3. Engagement strategies
4. Identifying students in need of support
5. Student rights and responsibilities
6. Student behavioural expectations
7. Engaging with families
8. Evaluation

POLICY

School profile

Ardeer Primary School was established in 1961 to service the Ardeer area. It is located in the municipality of Brimbank and is within the South Western Region. The school is set on a large suburban block with grassed, open space with a large playground area, school oval, Covered Outdoor Learning Area (COLA), two sets of basketball courts, synthetic race track, attractive gardens and a vegetable garden. The original school buildings are still in use and include seven classrooms, a support staff room, PLC/Data room space, Wellbeing room, STEM room, Visual and Performing Arts room, Library, OSHC, canteen and storage / maintenance sheds and a classroom used as a Baseroom for Sunshine Special Developmental School. The school has a strong commitment to providing a curriculum which is both supportive of the needs of individual students and which challenges them to achieve their best. The school is committed to strengthening student achievement across all curriculum areas with a major focus of the Strategic Plan, being English and Numeracy. The school is dedicated to empowering students with the core values that will assist them in developing the attributes of responsible global citizens. The values of the school; Cooperation, Perseverance, Honesty, Responsibility, Respect and Kindness are visible throughout the school, reinforced daily and celebrated through assemblies. At Ardeer Primary School, we promote frequent and varied opportunities to develop student voice, agency and leadership. This is evident through the appointment of School Captains, House Captains and Vice Captains, Student Voice Team and leadership

programs that are run through the chaplaincy program. Parental input is very much valued at Ardeer. Many opportunities exist for parents and the community to be involved in the life of the school at many and varied levels.

School values, philosophy and vision

Ardeer Primary School is committed to providing a safe, secure and stimulating learning environment for all students. Students can reach their full educational potential only when they are happy, healthy and safe, and when there is a positive school culture to engage and support them in their learning. Our school acknowledges that student wellbeing and student learning outcomes are inextricably linked.

Our school is also committed to preventing and addressing bullying, including cyberbullying. Please see our Bullying Prevention Policy for more information.

Our mission:

Ardeer Primary School is committed to graduating students who achieve academic excellence. We develop lifelong learners who value the power of education. Our students will value the importance of being environmentally responsible and contribute effectively to the diverse society in which they live.

Our vision:

Ardeer Primary School's vision is to provide a comprehensive program that supports and develops each student's academic, emotional, physical, social and cultural needs in a positive, calm and supportive environment. Students are empowered to take ownership of their learning through actively monitoring their own improvement. We work to establish strong home – school connections.

Ardeer Primary School Statement of Values and School Philosophy Updated: AUGUST 2020

We prioritise developing skills and building capacity in Literacy and Numeracy in order to ensure that each child has every opportunity to achieve their greatest potential. We aim to stimulate curiosity about the world around, using technology to bring education to life with an engaging and interactive curriculum. Central to all our work is our belief in high expectations for all students.

Our values:

Ardeer Primary School's values are:

Cooperation-We provide frequent collaborative learning opportunities for our students. We promote the importance and power of teamwork.

Honesty- We promote the importance of truth and integrity. The value of personal reflection and being open to and providing honest feedback.

Kindness- We promote the need to be mindful and considerate of our own and others' social and emotional wellbeing through our words and actions.

Perseverance- We reward effort and encourage our students to strive for their personal best, accept challenges, try hard, and remain resilient when challenged.

Respect- We encourage students, teachers and parents to treat themselves, each other, and their environment, with respect.

Responsibility- We encourage our students to take ownership of their actions, reflecting on them, and dealing with consequences of those actions with integrity.

Engagement strategies

Ardeer Primary School has developed a range of strategies to promote engagement, positive behaviour and respectful relationships for all students in our school. We acknowledge that some students may need extra social, emotional or educational support at school, and that the needs of students will change over time as they grow and learn.

A summary of the universal (whole of school), targeted (year group specific) and individual engagement strategies used by our school is included below:

Universal

Whole of school strategies to promote positive behaviour and inclusion.

- *high and consistent expectations of all staff, students and parents and carers*
- *prioritise positive relationships between staff and students, recognising the fundamental role this plays in building and sustaining student wellbeing*
- *creating a culture that is inclusive, engaging and supportive*
- *welcoming all families and being responsive to them as partners in learning*
- *analysing and being responsive to a range of school data such as attendance, Attitudes to School Survey, parent survey data and school level assessment data*
- *deliver a broad curriculum including high quality specialist programs*
- *teachers at Ardeer Primary School use the Ardeer Primary School Instructional Model to ensure an explicit, common and shared model of instruction to ensure that evidenced-based, high yield teaching practices are incorporated into all lessons*
- *teachers at Ardeer Primary school adopt a broad range of teaching and assessment approaches to effectively respond to the diverse learning styles, strengths and needs of our students and follow the standards set by the Victorian Institute of Teaching*
- *carefully planned K to Prep and Year 6 to year 7 transition programs to support students moving into different stages of their schooling*
- *positive behaviour and student achievement is acknowledged in the classroom, and formally in school assemblies and communication to parents*
- *monitor student attendance and implement attendance improvement strategies at a whole-school, cohort and individual level*
- *students have the opportunity to contribute to and provide feedback on decisions about school operations through the Student Voice Team. Students are also encouraged to speak with their teachers and Principal whenever they have any questions or concerns.*
- *create opportunities for cross—age connections amongst students through the Buddy program, school concert and special activity days*
- *all students are welcome to self-refer to the Student Wellbeing Coordinator, School Nurse, Year Level Leaders, Assistant Principal and Principal if they would like to discuss a particular issue or feel as though they may need support of any kind. We are proud to have an ‘open door’ policy where students and staff are partners in learning*
- *our teachers deliver structured school wide Social and Emotional Learning P-6.*

Targeted

- *all students in Out of Home Care will be appointed a Learning Mentor, have an Individual Learning Plan and will be referred to Student Support Services for an Educational Needs Assessment*
- *all staff will undertake health promotion and social skills development in response to needs identified by student wellbeing data, classroom teachers or other school staff each year*
- *connect all Koorie students with a Koorie Engagement Support Officer*

Individual

- *Student Support Groups, see:*
<http://www.education.vic.gov.au/principals/spag/participation/pages/supportgroups.aspx>
- *Individual Learning Plan and Behaviour Support Plan, School Support Plan*
- *Program for Students with Disabilities*
- *referral to Student Welfare Coordinator and Student Support Services*
- *referral to ChildFirst and Headspace*
- *Navigator*
- *Lookout*

Ardeer Primary School implements a range of strategies that support and promote individual engagement. These can include:

- *building constructive relationships with students at risk or students who are vulnerable due to complex individual circumstances*
- *meeting with student and their parent/carer to talk about how best to help the student engage with school*
- *developing an Individual Learning Plan and/or a Behaviour Support Plan*
- *considering if any environmental changes need to be made, for example changing the classroom set up*
- *referring the student to:*
 - *school-based wellbeing supports*
 - *student Support Services*
 - *appropriate external supports such as councilbased youth and family services, other allied health professionals, Headspace, child and adolescent mental health services or ChildFirst*
 - *Re-engagement programs such as Navigator*

Where necessary the school will support the student's family to engage by:

- *being responsive and sensitive to changes in the student's circumstances and health and wellbeing*
- *collaborating, where appropriate and with the support of the student and their family, with any external allied health professionals, services or agencies that are supporting the student*
- *monitoring individual student attendance and developing an Attendance Improvement Plan in collaboration with the student and their family*
- *running regular Student Support Group meetings for all students:*
 - *with a disability*
 - *in Out of Home Care*
 - *Koorie*
 - *and with other complex needs that require ongoing support and monitoring.*

Identifying students in need of support

Ardeer Primary School is committed to providing the necessary support to ensure our students are supported intellectually, emotionally and socially. The Teacher plays a significant role in developing and implementing strategies to help identify students in need of support and enhance student wellbeing. Ardeer Primary School will utilise the following information and tools to identify students in need of extra emotional, social or educational support:

- *personal, health and learning information gathered upon enrolment and while the student is enrolled*
- *attendance records*
- *academic performance*
- *observations by school staff such as changes in engagement, behaviour, self-care, social connectedness and motivation*
- *attendance, detention and suspension data*
- *engagement with families*
- *self-referrals or referrals from peers*
- *handover records*

Student rights and responsibilities

All members of our school community have a right to experience a safe and supportive school environment. We expect that all students, staff, parents and carers treat each other with respect and dignity. Our school's Statement of Values highlights the rights and responsibilities of members of our community.

Students have the right to:

- *participate fully in their education*
- *feel safe, secure and happy at school*
- *learn in an environment free from bullying, harassment, violence, discrimination or intimidation*
- *express their ideas, feelings and concerns.*

Students have the responsibility to:

- participate fully in their educational program
- display positive behaviours that demonstrate respect for themselves, their peers, their teachers and members of the school community
- respect the right of others to learn.

Students who may have a complaint or concern about something that has happened at school are encouraged to speak to their parents or carers and approach a trusted teacher or a member of the school leadership team.

Student behavioural expectations

Behavioural expectations of students, staff and families are grounded in our school's Statement of Values. Student bullying behaviour will be responded to consistently with Ardeer Primary School's Bullying Prevention policy.

When a student acts in breach of the behaviour standards of our school community, Ardeer Primary School will institute a staged response, consistent with the Department's Student Engagement and Inclusion Guidelines. Where appropriate, parents will be informed about the inappropriate behaviour and the disciplinary action taken by teachers and other school staff.

Disciplinary measures may be used as part of a staged response to inappropriate behaviour in combination with other engagement and support strategies to ensure that factors that may have contributed to the student's behaviour are identified and addressed. Disciplinary measures at our school will be applied fairly and consistently. Students will always be provided with an opportunity to be heard.

Disciplinary measures that may be applied include:

- *warning a student that their behaviour is inappropriate*
- *teacher controlled consequences such as moving a student in a classroom or other reasonable and proportionate responses to misbehaviour*
- *withdrawal of privileges*
- *referral to other staff*
- *restorative practices*
- *detentions*
- *behaviour reviews*
- *suspension*
- *expulsion*

Suspension and expulsion are measures of last resort and may only be used in particular situations consistent with Department policy, available at:

<http://www.education.vic.gov.au/school/principals/spag/participation/pages/engagement.aspx>

Corporal punishment is prohibited in our school and will not be used in any circumstance.

Engaging with families

Ardeer Primary School values the input of parents and carers, and we will strive to support families to engage in their child's learning and build their capacity as active learners. We aim to be partners in learning with parents and carers in our school community.

We work hard to create successful partnerships with parents and carers by:

- ensuring that all parents have access to our school policies and procedures, available on our school website
- maintaining an open, respectful line of communication between parents and staff
- providing parent volunteer opportunities so that families can contribute to school activities
- involving families with homework and other curriculum-related activities
- involving families in school decision making
- coordinating resources and services from the community for families

- including families in Student Support Groups, and developing individual plans for students.

Evaluation

Ardeer Primary School will collect data each year to understand the frequency and types of wellbeing issues that are experienced by our students so that we can measure the success or otherwise of our school based strategies and identify emerging trends or needs.

Sources of data that will be assessed on an annual basis include:

- student survey data
- incidents data
- school reports
- parent survey
- case management
- CASES21
- SOCS

RELATED RESOURCES

- Ardeer Primary School's:
- Statement of Values
- Bullying Prevention Policy
- Child Safe standards

REVIEW CYCLE

This policy was last updated in March 2021 and is scheduled for review in March 2024.

FIRST AID POLICY

PURPOSE

To ensure the school community understands our school's approach to first aid for students.

SCOPE

First aid for anaphylaxis and asthma are provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*
- This policy does not include information on first aid requirements for COVID-19. Our school follows the Department's operational guidance for first aid management relating to COVID-19.

POLICY

From time to time Ardeer Primary School staff might need to administer first aid to students at school or school activities.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

Staffing

The Principal will ensure that Ardeer Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Our school's trained first aid officers are listed in our Emergency Management Plan (EMP).

This list is reviewed on an annual basis.

First aid kits

Ardeer Primary School will maintain:

- A major first aid kit which will be stored the cupboard in the Assistant Principal office.
- There are 2 portable first aid kits which may be used for excursions, camps, or yard duty. The portable first aid kit/s will be stored:
 - Assistant Principal's office
 - Leeanne Yates will be responsible for maintaining all first aid kits, ensuring they are managed in accordance with the Department's policy and guidance on first aid kits – refer to [First aid kits](#).

Care for ill students

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to sick bay and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

First aid room/sick bay area

Our school follows the Department's policy and guidance in relation to our sick bay area to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

First aid management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.
- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition, Ardeer Primary School will notify parents/carers by an automated email from Compass. Parent contact via phone will also be made when a more serious injury/illness presents or when a child is needing to be collected.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Whenever first aid treatment is administered to a student resulting from a student incident, injury or illness, Ardeer Primary School will:
 - record the provision of first aid treatment on using Compass Chronicle.
 - if care was provided in response to a medical emergency or reportable incident, follow the Department's [Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126 where required to under that policy.

In accordance with Department of Education and Training policy, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatment. This is because they can mask signs of serious illness or injury. For further information refer to the Department's Policy and Advisory Library: [Medication](#)

This policy will be communicated to our school community in the following ways:

Available publicly on our school's website

Included in staff induction processes and staff training

- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required

- Discussed at parent information nights/sessions

- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [First Aid for Students and Staff](#)
- [Health Care Needs](#)
- [Infectious Diseases](#)
- [Blood Spills and Open Wounds](#)
- [Medication](#)
- [Syringe Disposals and Injuries](#)

The following school policies are also relevant to this First Aid Policy:

- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Health Care Needs Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2023
Approved by	Principal
Next scheduled review date	November 2026

VISITORS POLICY

PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Ardeer Primary School.

SCOPE

This policy applies to any visitors who may attend school grounds when the school is open and when the office is staffed to monitor/receive visitors at reception. Outside of these times, our front office is not staffed and the only visitors who are permitted on school grounds are parents/carers or their delegates who are dropping off or picking up students from Outside School Hours Care, school events such as parent teacher interviews, concerts, sport or other school activities, and community and other groups who have entered into contracts or agreements with the school to use school premises outside of school hours.

DEFINITIONS

Child-related work: As defined by the *Working with Children Act 2005* (Vic), child-related work is work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional contact with children that is incidental to the work.

POLICY

Ardeer Primary School strives to create an open and inclusive school community, and encourages parents and carers to be actively involved in their child's development and education. We also strive to foster strong partnerships with local community services, schools and other organisations.

Ardeer Primary School is not a public place. The principal has the authority to permit or deny entry to school grounds, and encourages all visitors to familiarise themselves with our school's *Statement of Values, Child Safe Policy, Statement of Commitment to Child Safety, Child Safe Code of Conduct*.

From time to time, different members of the public may visit our school. Visitors may include, but are not limited to:

- Parents
- Volunteers – see our school's Volunteers Policy for more information
- Prospective parents, students and employees
- Invited speakers, sessional instructors and others addressing learning and development
- Public officials (eg Members of Parliament, local councillors)
- Persons conducting business eg: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Tradespeople
- Children's services agencies
- Visiting teachers and students (including university placement students)
- Department of Health and Human Services workers
- Victoria Police
- Persons authorised to enter school premises (eg Worksafe inspectors, health officers etc)
- Other Department of Education and Training staff (including allied health staff) or contractors
- NDIS therapists or other allied health or health practitioners
- Delivery personnel

Sign in procedure

All visitors to Ardeer Primary School are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

Record their name, signature, date and time of visit and purpose of visit on the Compass Kiosk or alternatively on a visitor attendance sheet in the classroom provided by staff on special events days.

- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by this policy (see below)
- Carry a visitor's card or lanyard at all times *if one has been provided to you*
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including: Child Safety Code of Conduct, Sexual Harassment Policy, Workplace Bullying Policy, Respect for School Staff, Statement of Values etc.
- Return to the office upon departure, sign out and return visitor's card or lanyard

Ardeer Primary School will ensure that our school's Child Safety Code of Conduct/Child Safety Statement of Commitment is available and visible to visitors when they sign in.

Requirements for visitors to produce a valid Working with Children Check card

For Working with Children Check (WWC Check) and other suitability check requirements relating to parents/carers and other volunteers working with students please see our Volunteers Policy.

Schools have the discretion to decide which visitors, if any, will be required to have a WWC Check above the legal minimum set out in the *Working with Children Act 2005* (Vic). This Act legally requires all people engaged in 'child-related' work (see definition on page one of this template), to hold a WWCC. The Department has a useful flowchart to assist schools in relation to making decisions about suitability checks-

<https://www.education.vic.gov.au/Documents/school/principals/spag/community/WWCCflowchart.pdf>. The text below is an example that follows the recommendations in the flowchart.

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWC Check.

It is **at the discretion of the principal** as to whether to require a WWCC for those not engaged in child-related work, noting that the Department **recommends** that visitors have a WWCC if they will be **regularly present at the school and/or children can reasonably be expected to be present**:

In some circumstances, visitors to Ardeer Primary School who are **not** engaged in child-related work will also be required to produce a valid WWC Check depending on the particular circumstances of their visit. For example, Ardeer Primary School will require a valid WWC Check for:

- **visitors who will be working regularly with children** during the time they are visiting, even though direct contact with children is not a central part of their normal duties
- **visitors (e.g. contractors)**, who will regularly be performing work at the school and in circumstances where they will be performing their work in an area where they will be unsupervised and around children.

Further background checks, including references, may also be requested at the discretion of the principal.

Visitors who will be working in areas away from students (e.g. a visiting auditor who will be located in the front office with administration staff) or who will be supervised and accompanied by a staff member during their visit (e.g. a Member of Parliament, a journalist, a prospective parent on a school tour) will not be required to have a WWC Check.

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWC Check, but may be asked to verify that they are sworn officers by providing proof of identification.

Invited speakers and presenters

On occasion, Ardeer Primary School may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education and Training requirements, Ardeer Primary School will:

- ensure that the content of presentations and programs by external providers contributes to the educational development of our students and is consistent with curriculum objectives
- ensure that any proposed visit, programs or content delivered by visitors complies with the requirement that education in Victorian government schools is secular and is consistent with the values of public education, Department policies and the *Education and Training Reform Act 2006* (Vic). In particular, programs delivered by visitors are to be delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to:
 - elected government
 - the rule of law
 - equal rights for all before the law
 - freedom of religion
 - speech and association
 - the values of openness and tolerance
- respect the range of views held by students and their families.

Parent visitors

We understand that there may occasionally be a reason why a parent or carer may want to speak to or see their child at school, during school hours.

If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents or carers call the school office to make the request to speak to or see their child during school hours.

We also ask that parents avoid arranging to visit their children at school wherever possible, as this can cause inappropriate disruptions to the school day.

All parents or carers who visit our school during school hours, other than for the purposes of school pick-ups and drop offs or for specific school events (eg parent teacher interviews, concerts, assemblies etc.), are required to sign in as a visitor at the school office.

Other visitors

All business operators, tradespeople and other visitors attending the school to conduct work must report to the school office upon arrival for instruction and follow the sign in procedure outlined above.

RELATED POLICIES AND RESOURCES

Related local policies, including:

Statement of Values, Volunteers Policy, Statement of Commitment to Child Safety/Child Safety policy, Child Safety Code of Conduct.

REVIEW PERIOD

This policy was last updated in March 2021 and is scheduled for review in March 2024.

Tuning in to Teens™

A free six-week parenting program
for parents/carers of adolescents aged 10-18yrs

Would you like to learn how to:

- be better at talking with your teen?
- be better at understanding your teen?
- help your teen learn to manage their emotions?
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Tuning in to Teens™ shows you how to help your teen develop *emotional intelligence*.
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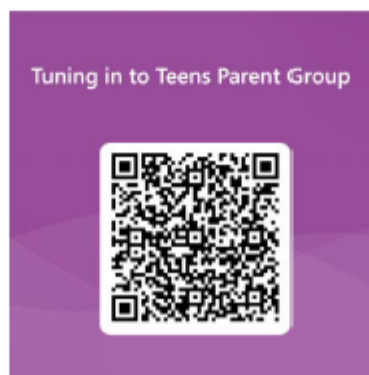
- are more aware, assertive and strong in situations of peer pressure
- have greater success making friends & are more able to manage conflict with peers
- are more able to cope when upset or angry
- have fewer mental health & substance abuse difficulties
- have greater career success (emotional intelligence may be a better predictor of academic and career success than IQ!)

Where: Brimbank Aquatic & Wellness Centre (90 Taylors Rd Keilor Downs)

Dates: Thursday 8th August to Thursday 12th September 2024

Time: 10:00am – 12:00pm (a light morning tea will be provided)

Register your Interest: Via the QR code below or call Lynda or Rachel on 8312 8800



GET CONNECTED



Please follow us on Instagram

Ardeer.PS



All families were sent letters with their own unique code. Please download the Compass app and connect ASAP. Important reminders, updates, letters, notes etc. will be circulated via this platform throughout 2022. Please contact the office if you require a new sign in.



All families should now be connected to their child's 2022 class. This is a wonderful platform to see your child's learning progression as you connect with their learning portfolio. If you have not connected and require a new sign in code, please see your child's teacher ASAP.

Caring Support & Help
Care Giving & Disability Support Services

Fred & Kannika
Mobile: 0400 069 292

Po Box 65
Deer Park VIC 3023

caringsupporthelp@bigpond.com
<https://caringsupportandhelps.com>

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PLAY CRICKET FOR SUNSHINE UNITED TODAY

INFORMATION PAMPHLET

COME DOWN AND JOIN IN ON THE FUN AT SUNSHINE UNITED CRICKET CLUB!

Season Start	11th October, 2024
Juniors Fees	\$50 Registration Plus \$36 CA and WRJCA Fees
Junior Sides	Under 10s Mixed, Girls, and Boys teams Under 11s Mixed, Girls, and Boys teams Under 13s Mixed team
Training Nights	Monday and Wednesday Nights. Commences Monday, 2nd of September 5pm

Woolworths Blast

Woolworths Cricket Blast is Cricket Australia's entry level program for kids aged up to 10. Through game-based activities, kids will learn the skills of cricket, makes new friends, and experience the thrill of being part of a team. Plus, they receive an awesome Cricket Blast pack. All this for the low price of **\$99!**

CRICKET BLAST PACKS

Participants will be provided with the choice and the ability to build their skills and their connection with cricket.

Starter



- Shirt
- Bucket Hat
- Ball
- Bat

Progression



- Shirt
- Swing ball
- Ball on a string
- Sticky Wickets

Match Day



- Carry bag
- Shirt
- Hat
- Clappers
- Plastic Drink Bottle

Scan the QR Code and register now!







Junior Co-ordinator
Terry Nicholls
0418 392 180

Club President
Paul Cini
0438 309 189

Brad Rego
0413 117 622

David Connolly
0417 983 338

James Wild
0412 178 525

five tuition

Person-centered

- Five Tuition complements school-based approaches by providing personalised help for each student.

Values-driven

- Humility, Helpfulness, Honesty, Hope and Honour – these FIVE values drive everything we do at Five Tuition.

Impact-focused

- We focus on impact because we take our mission of helping students thrive in school and life seriously.

Evidence-based

- Everything we do is informed by academic literature, learning theories and careful consideration of the evidence.

Inclusivity-embracing

- We believe everyone should be entitled to a person-centered, values-driven, impact-focused, and evidence-based approach to learning.

DERRIMUT

Opposite Derrimut Village Shopping Centre
Level 1 Suite 20 1-11 Elgar Rd
Derrimut, Victoria 3030

WILLIAMS LANDING

Williams Landing Shopping Centre
Level 1 Suite 4, 100 Overton Road
Williams Landing, Victoria 3027

OUR WEBSITE:

<https://www.fivetuition.com.au>

Please call 0477 690 323 or email hello@fivetuition.com.au

five tuition

At Five Tuition, we believe learning happens most naturally and effectively when someone you respect sits humbly beside you, helps you with something, speaks honestly to you, has hope for you, and honours their commitment to bring about positive changes for you – in school and life.

Everything we do at Five Tuition supports that learning process. It sounds simple because learning is simple! Learning doesn't require complex programmes, a detailed curriculum, or the latest technology – as helpful as they might be. Learning simply requires someone with the competence to teach, the character to model, and the commitment to pass on their knowledge.

We recruit and train the nicest, brightest, and most talented university students living in Melbourne's West. All our tutors have attained exceptional VCE scores, have a heart for younger people and a passion to share their knowledge, skills, and experiences with others.

DERRIMUT

Opposite Derrimut Village Shopping Centre
Level 1 Suite 20 1-11 Elgar Rd
Derrimut, Victoria 3030

WILLIAMS LANDING

Williams Landing Shopping Centre
Level 1 Suite 4, 100 Overton Road
Williams Landing, Victoria 3027

OUR WEBSITE:

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WHAT MAKES PAUL SADLER SWIMLAND DIFFERENT TO OTHER SWIM SCHOOLS?

AT PAUL SADLER SWIMLAND SURVIVAL SKILLS ARE THE FOUNDATION OF OUR LEARN TO SWIM PROGRAM

PLACES
FILL QUICKLY
BOOK YOUR
CLASS
TODAY!



**ZERO
DROWN**
TOLL IS OUR GOAL!

AT PAUL SADLER SWIMLAND WE TEACH SURVIVAL SKILLS AT EVERY LEVEL:

10 minutes per class is spent in deep water, where we teach treading water, deep water recovery (safety circle) and mobility on both front and back until children have achieved 2 minutes treading water.

**LEARN FROM
THE SURVIVAL
SPECIALISTS**



SCAN & BOOK

Paul Sadler Swimland Braybrook
67 Darnley Street, Braybrook
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