Tambo Upper Primary School

Student Handbook

2016
Dear Parents and Carers,

Welcome to Tambo Upper Primary School!
At Tambo Upper Primary School we offer your child a high quality, broad curriculum based on the AusVELS in a safe and attractive environment.
We have a strong focus on Literacy and Numeracy at our school whilst catering to the diverse needs of our students in ensuring that all reach their full potential as learners. We strongly believe that all students learn differently and at different rates so an emphasis on differentiated learning is clearly evident in all classrooms. At Tambo Upper, we acknowledge and celebrate the skills and attributes of all students.
In today’s increasingly complex world, it is important for parents and teachers to work together to assist children develop a love of learning and support them achieve their potential at school. At Tambo Upper, a strong partnership between home and school is encouraged in order to maximise educational outcomes through involvement in a range of committees and within the classroom. This participation is one of the most significant influences on a child’s educational progress. Information sessions are conducted throughout the year to communicate with parents about their child/children’s progress and the school programs.
Classrooms are technology rich with interactive whiteboards, computers, I-Pads and netbooks supporting learning and student engagement. The school’s physical environment has been transformed with new playground upgrades giving the school flexible learning spaces and child friendly play spaces.
Please feel free to visit the school to discuss any concerns you have about your child’s education with the class teacher or to have a chat with me.
We are committed to maintaining a caring, friendly school environment where children, teachers and parents support each other and everyone’s rights are respected.
The one very important principle which guides the operation of our school, the decisions we make and the processes we follow is what we believe is in the best interests of your child.
I look forward to working with you in the years ahead.

Simon Blake
Principal
STAFFING 2016

Tambo Upper Primary School will be operating 4 classrooms and the composition of those classrooms will be decided upon as soon as accurate enrolment numbers are ascertained. The classrooms are labelled as colours to further reinforce our philosophy that students are taught at their level as opposed to their year level.

At this stage of the year it will be:

- Prep/Year 1 **(Yellow)**
- Year 1/2 **(Blue)**
- Year 3/4 **(Red)**
- Year 5/6 **(Green)**

**School Times**

- 9:00 am First Session (Literacy)
- 11:00 am Morning Tea
- 11:30 am Middle Session (Numeracy)
- 1:00 pm Lunch
- 1:45 pm Afternoon Session
- 3:15 pm End of Day

**Term Dates**

- Term 1 28th January – 24th March
- Term 2 11th April – 24th June
- Term 3 17th July – 22nd September
- Term 4 3rd October – 20th December
CONTACTING THE SCHOOL

If you have any questions or concerns, please do not hesitate to see the classroom teacher or principal before or after school or ring to organise a mutually convenient time.

Contact Details:
Ph: 5156-4327
M: 0427564327
E: tambo.upper.ps@edumail.vic.gov.au

SENDING PERMISSION NOTES, MONEY etc.

All notes, notices and money should be placed through the slot at the front desk. Money envelopes are provided at the front office for this use.

ABSENCE NOTES

If your child is away from school for any reason, please fill out the Tambo Upper Absence Form. Written absence notes are a legal requirement. A sheet of absence notes will be sent home to all families for this purpose. If your child arrives late or leaves early, please complete the sign in/out register at the front desk.

BOOK CLUB

Ashton Scholastic Book Club order forms will be available occasionally for families interested in purchasing discount books and computer software. Order forms will be attached to the newsletter when they are available. If paying by cheque, please make the cheque out to the school.

NEWSLETTER

Newsletters are handed out weekly as a means of communication between home and school. A calendar of upcoming events and information about what is occurring at school will be included. If you would like to receive the newsletter via e-mail then please notify the school. Newsletters can also be found on the school web site – www.tamboupperps.vic.edu.au

AFTER SCHOOL CARE

After school care is provided on a full-time or casual basis from Monday to Friday, between the hours of 3:15 to 5:30. If you would like to utilise this program, an enrolment form can be collected from the school office.
**Curriculum**

Tambo Upper Primary School provides a differentiated academic curriculum tailored to meet the needs of all our students. Learning programs are designed to meet the needs of all students, so that they are all challenged and supported to extend their learning every day in the classroom.

Our curriculum derives from the Australian Curriculum with its adaptation (AusVels) forming our learning programs and Scope and Sequences. The domains include; English, Mathematics, Science, Health and physical Education, Interpersonal Development, The Humanities (Economics, Geography and History), Technology, ICT and Thinking Processes. Tambo Upper Primary School focusses on Literacy and Numeracy whilst integrating these skills across all areas of the curriculum. The school is also involved in the Stephanie Alexander Program where students participate in Cooking and Gardening lessons. This enables students to make strong connections with the local community.

Our curriculum is differentiated in order to enable personalised learning – we do not believe in a “one size fits all” approach to education.

In addition, the school offers specialist programs in the following areas across P–6:

- Visual Arts
- Performing Arts
- Music
- Physical Education
- LOTE (German)
- MARCVAN (Library)

**Assessment**

At Tambo Upper Primary School, assessment practices are aimed at providing evidence to support and direct teaching practice. An Assessment Schedule was established in 2014/15 that would enable the close monitoring of student progress. The school undertakes various forms of assessment to establish a clear picture of student achievement. Assessment items include; NAPLAN, PAT, SAST, ESI and PSI, Probe, PM, Online English and Mathematics and VCAA English and Mathematics. The school also incorporates an Internal and External Writing Moderation process and the Tambo No Excuse Word List to create a well-rounded assessment program.
Reporting

Tambo Upper Primary School reports to parents on student achievement and progress through formal processes. There are two face-to-face parent/teacher interview opportunities throughout the year (Term 1 and 3). This is supported by the written process of Student Reports in Term 2 and 4. In addition, parents are always welcome to discuss their child’s progress with the classroom teacher.

SPECIAL PROGRAMS

School Camp

Students in Grades 3-6 will be provided with the opportunity to attend camp. The venues are decided on a rotation process and include; Gelantipy, Allanbee, Melbourne and Lake Coolamatong.

Swimming

All students will have the opportunity to participate in a 10 day swimming program conducted at the Lakes Entrance Aquadome. The program is run by trained YMCA staff.

Excursions

Excursions are linked to curriculum areas and are designed to add to the learning experience of students. Parents will be provided with sufficient time to complete the permission forms and return money. The school aims to keep costs to a minimum and we ensure that excursions and performances are relevant and of a high quality.

School Sport

The students in Grade 5 and 6 participate in interschool athletics, swimming, cross country and team sports such as football, soccer, tee ball and netball. The students compete against other school in the local area.

Sporting School Program

The school is registered with the Sporting School Program. We aim to provide accredited sport coaches to run these sessions in each term within various areas. The sessions are conducted after school throughout the year and are free of charge.

Parent Involvement

We enjoy a high level of parent participation at Tambo Upper. Parents are very welcome to help with any activity including – literacy sessions, excursions, Kitchen Garden Program, fund raising, School Council, Working Bee etc. If you are willing to help in any way, please let us know.
School Council

Parents are invited to nominate for school council membership early in each year. Council meetings are open to all parents although only elected members are able to vote. Council members are the voice of the community. All parents can have their say by making sure school council members are aware of their thoughts on school matters. A list of current school councillors will be published in the newsletter following the Annual Meeting in March. Several sub-committees are formed each year and all parents are invited to be involved in an area of their interest – buildings and grounds, curriculum, finance, welfare, fundraising, etc.

ILLNESS

If your child is unwell, please ensure that they have had sufficient time to fully recover and ensure your emergency contact details are up to date so we can contact you in case of illness or accident occurs at school. Some infectious illnesses require exclusion (see table below). Please contact the school immediately if your child is diagnosed with any of the following:

<table>
<thead>
<tr>
<th>Illness</th>
<th>Exclusion period</th>
</tr>
</thead>
<tbody>
<tr>
<td>chicken pox</td>
<td>Fully recovered</td>
</tr>
<tr>
<td></td>
<td>At least one week after first spots</td>
</tr>
<tr>
<td>conjunctivitis</td>
<td>Until no discharge is present</td>
</tr>
<tr>
<td>diphtheria</td>
<td>Medical certificate</td>
</tr>
<tr>
<td>diarrhoea</td>
<td>Until ceased</td>
</tr>
<tr>
<td>infectious hepatitis</td>
<td>Medical certificate</td>
</tr>
<tr>
<td>hepatitis B</td>
<td>Until recovered</td>
</tr>
<tr>
<td>school sores</td>
<td>Until sores fully healed, maybe earlier if treated and fully covered</td>
</tr>
<tr>
<td>measles</td>
<td>Five days after rash – or medical certificate</td>
</tr>
<tr>
<td>mumps</td>
<td>Until fully recovered</td>
</tr>
<tr>
<td>head lice</td>
<td>Until treatment completed</td>
</tr>
<tr>
<td>whooping cough</td>
<td>2 weeks after onset AND medical certificate</td>
</tr>
<tr>
<td>rubella</td>
<td>Until fully recovered – at least 5 days after rash appears</td>
</tr>
<tr>
<td>scabies</td>
<td>Until treatment completed</td>
</tr>
<tr>
<td>streptococcal infection</td>
<td>Medical certificate</td>
</tr>
</tbody>
</table>
Medications
Please discuss any medications your child may be taking, with the classroom teacher. All medications other than Ventolin (Asthma) are to be kept in the First Aid kit or with the teacher. All medication must be clearly labelled with instructions and a signed permission note.

Anaphylaxis
To protect children with allergies we ask you not to bring food to school containing nuts.

Emergency Evacuations
♦ Evacuation areas for emergencies such as fires are up on the tennis courts or down on the bottom deck of the playground near the road, depending on circumstances.
♦ Children must be collected by their parents or person nominated by them.
♦ We have evacuation drills so that children become familiar with the procedure.

Flooding/Fires
♦ If there is a risk of the river rising over the bridge or roads, parents will be contacted to collect their children and the school will be closed. Parents will be notified via the school SMS service. Emergency contacts may be called if parents can’t be contacted so that evacuation of students and staff is carried out as quickly as possible.

Asthma plans
If your child suffers from asthma, it is essential that he/she has their puffer with them every day – even if attacks are rare. You must also provide the school with a copy of the Asthma Management Plan that has been worked out by your doctor.

Head lice
A permission form will be sent out at the start of each year for you to sign so that your child can be checked for these ‘pesky critters’.

Immunisation certificates
All children must have an immunisation record kept at school. Non-immunised children may attend school but in the event of an outbreak of certain infectious diseases, they must be excluded from school for a designated time.

PICK UP AND DROP OFF
♦ When dropping children off, please use the bottom carpark.
♦ If you are coming into the school, please use the very top car park.
♦ Children should not be playing or standing in any car parking area for safety reasons.
♦ Please do not leave children at school or at an excursion venue until you are sure a teacher is present. Children should be dropped off after 8.30am. A teacher will be on duty at the bottom carpark each afternoon until 3.30pm. If you are going to be late, we appreciate a phone call as a teacher will always remain at school until all children
have been picked up or alternatively you may place your child(ren) in after school care.
- If you are taking your child out of school early, please see the teacher before leaving, and sign the register.
- It is a good idea to let us know if someone different will be picking up your child or if there are any changes to the usual routine. Your children should know who is picking them up each day.

**SCHOOL BUS RUN**

Our school offers a daily bus service before and after school. There are two bus runs – one which goes to Wiseleigh and Mossiface and another down Duncan’s Road. There are limited places on the bus. There is a minimal daily charge. Please ask for a copy of the school’s bus policy for further information.

**CONVEYANCE ALLOWANCE**

If you live at least 4.8km away from Tambo Upper and it is your closest school, you are eligible for the conveyance allowance. If Tambo Upper is your second closest school you may be eligible for a part allowance. Please see the office for details.

**SCHOOL UNIFORM**

Our school colours are jade and black. A range of shirts, pants, jumpers and shorts are available from the school. We are also able to order additional sizes for a local provider. The timeframe between placing an order at the school and delivery is approximately 2 weeks.

**SUNSMART POLICY**

As we are a Sunsmart School, students are required to wear a wide-brimmed hat outside during Terms 1 and 4. Please make sure your child’s hat is clearly named. Baseball caps are not permitted at school during these two terms. Please do not send your child to school in singlets or tank tops. Shoulders need to be covered at all times. Thongs are not permitted at school as they are a safety risk.
JUNIOR SCHOOL COUNCIL

This is a student-elected group of children with representatives from all grades. They meet regularly to deal with student concerns and issues, fund-raising ventures and fun days. Junior school council brings issues to the attention of staff and school council.

Personal Learning Goals

- Every student at TUPS will have a Personal Learning Goal in both Literacy and Numeracy (Prep students focus on Literacy)
- The Personal Learning Goals will be developed in consultation with the student (will vary in process depending on age and capacity)
- The Personal Learning Goals will be developed throughout every term and reported on in Week 10.
- The Personal Learning Goals will be communicated to parents through diaries, communication booklets and any other means necessary
- Time should be allocated to monitoring the Personal Learning Goals within the classroom
- All Personal Learning Goals must be achievable and measurable

My Personal Learning Goals

Literacy
By the end of the term I will be able to ___________________________

Numeracy
By the end of the term I will be able to ___________________________
Responsible Behaviour @ Tambo Upper

Tambo Upper Primary School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

This Responsible Behaviour Plan for Students is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

Learning and behaviour statement

All areas of Tambo Upper Primary School are learning and teaching environments. We consider behaviour management to be an opportunity for valuable social learning as well as a means of maximising the success of academic education programs.

Our Responsible Behaviour Plan outlines our system for facilitating positive behaviours, preventing problem behaviour and responding to unacceptable behaviours. Through our school plan shared expectations for student behaviour are plain to everyone, assisting Tambo Upper Primary School to create and maintain a positive and productive learning and teaching environment, where ALL school community members have clear and consistent expectations and understandings of their role in the educational process.

Our school community has identified the following school rules to teach and promote our high standards of responsible behaviour:

- Be Safe
- Be Responsible
- Be Respectful
- Be a Learner
- Be a Friend

The Responsible Behaviour Plan can be found at www.tamboupperps.vic.edu.au