

# PARENT INFORMATION BOOKLET



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## *In pursuit of personal best!*

Dear Families,

Guthrie Street Primary School prides itself on innovation in education providing an environment that will build these strengths across our Foundation to Year 6.

- At Guthrie Street we place a high priority on the core development of literacy and numeracy skills for all students and provide enrichment and support opportunities in these areas.
- We are the only primary school in Shepparton to have a deaf facility as our second campus, where we offer specialised teaching and the integration of Auslan into the school.
- Guthrie St is highly regarded for its EQ Program, which helps our students develop their social and emotional capabilities to improve success in academic work. By developing our students' abilities to be emotionally intelligent we believe they will journey well with meaningful relationships, purpose, and with their wellbeing intact and learn to be Grateful, Empathetic and Mindful.
- We boast an exemplary art program that emphasises skill development, creativity, appreciation and presentation.
- We were the first school to introduce a very unique staff member in bringing a well-being dog on board!

Being innovative also means having high-end information and communications technology to complement our modernised classrooms. Our students even enjoy podcast facilities.

Catering to students from Foundation to Year 6, we have more than 50 staff, including a full-time nurse, and some 470 students on large premises featuring an indoor gymnasium and outdoor classroom. Our "backyard" extends to the nearby Broken River and its natural environment, accessed by a network of walking and biking tracks. A footbridge connects our school community to the Australian Botanic Gardens and its outdoor learning opportunities.

To fully appreciate our uniqueness, the tone of our school and the range and quality of the programs we offer, we recommend you take a tour of our school. Please contact us to arrange this, or for any other queries.

*Yours Sincerely,*

*Brendan Bicknell  
Principal*

**Guthrie Street Primary School**  
**P.O. Box 1310**  
**Shepparton Vic 3632**  
**33-69 Guthrie St**  
**Shepparton Vic 3630**

**Phone: 5821 1944**

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**[www.guthriestps.vic.edu.au](http://www.guthriestps.vic.edu.au)**  
**Guthrie Street PE website:**  
**<https://sites.google.com/view/guthriestreetpe/school-sport>**



Louie



## SCHOOL'S CORE INFORMATION

### TERM DATES FOR 2024

<b>Term 1:</b>	Tuesday 30 <sup>th</sup> January (Foundation to Yr 6)	-	Thursday 28 <sup>th</sup> March
	(Easter): Friday 29 <sup>th</sup> March – Tuesday 1 <sup>st</sup> April		
<b>Term 2:</b>	Monday 15 <sup>th</sup> April	-	Friday 28 <sup>th</sup> June
<b>Term 3:</b>	Monday 15 <sup>th</sup> July	-	Friday 20 <sup>th</sup> September
<b>Term 4:</b>	Monday 7 <sup>th</sup> October	-	Friday 20 <sup>th</sup> December

### TERM DATES FOR 2025

<b>Term 1:</b>	Wednesday 29 <sup>th</sup> January (Yr 1 to Yr 6)		
	Thursday 30 <sup>th</sup> January (Foundation)	-	Thursday 4 <sup>th</sup> April
	(Easter): Friday 18 <sup>th</sup> April – Monday 21 <sup>st</sup> April		
<b>Term 2:</b>	Monday 22 <sup>nd</sup> April	-	Friday 4 <sup>th</sup> July
<b>Term 3:</b>	Monday 21 <sup>st</sup> July	-	Friday 19 <sup>th</sup> September
<b>Term 4:</b>	Monday 6 <sup>th</sup> October	-	Friday 19 <sup>th</sup> December

### FOUNDATION STUDENTS

A special timetable is organised at the beginning of the year for Foundation students. **Foundation students commence schooling on Thursday 30th January 2025.** They observe the same hours as all other children but **do not attend school on the following Wednesday's 5th, 12<sup>th</sup>, 19<sup>th</sup> & 26th February 2025.** Foundation Teachers organise time with parents during these Wednesdays to test Foundation students to establish existing ability levels.

### HOURS OF INSTRUCTION

9:00 am – 11:00 am                      11:30 am – 1:30 pm                      2:15 pm – 3:15 pm  
(Children may enter their classrooms at 8:45 am) when the bag bell goes.

Music plays two minutes prior to the bell to give students time to get a drink and go to the toilet if needed.

### PLAYGROUND SUPERVISION

There are three teachers on duty in the yard at all recess and lunch periods, after 8:35 am and until 3:30pm. Morning recess is from 11:00 to 11:30am. Lunch recess commences at 1:40 pm, finishing at 2:15pm. There is separate bus supervision until the last bus at 3:40pm.

### PUNCTUALITY

Parents are asked to make every effort to have their children at school at 8:45am, as it is felt that training in punctuality is an important aspect of character development. Parents are reminded that children are not supervised in the playground before 8:35 am. Under no circumstances should children be habitually sent to school before 8:30am, especially in winter. At the end of the school day, children need to be collected as soon as possible. If you are running very late please contact the school so that we can let your child and the teacher know.

## STUDENT INFORMATION

### AWARDS

#### Student Certificate of the Week

Classroom teachers select a student each week to receive an Emotional Intelligence Student Certificate of the Week Award.

#### Kiwanis Terrific Kids

At the end of each term each year level selects a boy and a girl to receive a Kiwanis Terrific Kids Award.



**Terrific Kids** is a student recognition program that promotes character development, self-esteem, and perseverance. Students work with their classroom teacher and establish goals to improve behaviour, peer relationships, attendance, or schoolwork. Students then work toward achieving the goal during a specific time period. The teachers and principal determine the best schedule for recognition. Some schools recognize Terrific Kids during each grading period; others recognize students more often.



At the end of the designated time period all students who achieved their goals are recognized as Terrific Kids. Recognition includes presentation of certificate and a giveaway.

Shepparton Kiwanis help support the Terrific Kids program at our school.

The Terrific Kids program provides teachers with a tool to reward students for special achievements that may otherwise go unnoticed.

**TERRIFIC** is an acronym meaning:

Thoughtful Enthusiastic Respectful Responsible Inclusive Friendly Inquisitive Capable

### CAMPS – Yrs 3 to 6 SLEEPOVER - Year 2

#### ACTIVITIES & DINNER NIGHT – Foundation and Year 1

Camps are organised each year for Year 3 – 6 students. Each year students go to a different town. Billabong Ranch – Yr 3, Howqua – Yr 4, Phillip Island – Yr 5 and Melbourne - Yr 6.

An Activity Evening with tea at the school is organised for the Foundation students. An Activity Evening with tea off-campus is organised for Year 1 students.

A Sleepover at the school is organised for Year 2 students to make the transition easier when staying away from home with school friends prior to going away on camps in Years 3-6.

### CONCERTS

Students will be given the opportunity to perform in front of an audience at a public venue at some stage throughout their schooling.

## CULTURAL SUPPORT AND ACTIVITIES

At Guthrie Street Primary School we respect all of our school community who are from many diverse backgrounds and cultures. We begin our school assemblies and meetings with an 'Acknowledgement to Country' and provide our students with learning opportunities through cultural activities, both school lead and visiting artists, that are linked to the curriculum.

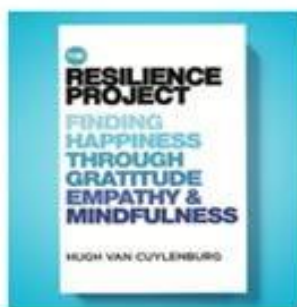
## DEAF FACILITY

Our School has a Deaf Facility. Students who are Deaf and Hard of Hearing are integrated into regular classrooms and supported by Teachers of the Deaf and Auslan Interpreters. Our school receives additional funding to provide for Facility staff and support programs. Our languages Program is Auslan. All students have weekly Auslan lessons.

## DENTAL SERVICES

Public dental services are available through GV Health, phone 5832 3050. Also, a Dental Van visits the school.

## EMOTIONAL INTELLIGENCE – Educating the ‘whole’ child



“Emotional Intelligence is the ability to understand, manage & express emotions to meet the daily requirements of living, learning, and relating to others. We believe emotional intelligence is of equal importance to academic intelligence, and a key predictor of success in later life.”

In January 2007 all teachers at Guthrie Street Primary School began teaching EQ (Emotional Intelligence) formally. It is taught as part of the core program, and the results have been dramatic. In recent times, the staff at Guthrie Street Primary School have further developed our EQ program for students involving professional learning from the Resilience Project and DET Respectful Relationships training. Students are involved in daily practice of Gratitude, Empathy and Mindfulness which stems from the Resilience Project key principles of mental health for young people. Respectful Relationships curriculum is used each week to educate our students about their identity, resilience and rights in society and dealing with daily challenges that they may come across.

The five essential pillars of Emotional Intelligence are empathy, self-control, self-awareness, motivation and managing relationships. These are taught in the curriculum and said to be the essential foundations for success in life. Research estimates the 20% of life’s success relies on academic ability, and 80% on emotional intelligence.

The culture of Guthrie Street Primary School has changed so that EQ is part of our everyday being. It is about knowing who you are, making the right choices and giving back to others. The language of the school has changed and students talk of strong people making good choices, of being responsible for yourself, being brave and doing the right thing. Students know that Emotional Intelligence (EQ) is a way of understanding how we think, feel and act.

Guthrie Street Primary School's EQ curriculum helps students become better learners in the classroom and have better social relationships. The following are some of the tools teachers use during EQ lessons to teach the five pillars of emotional intelligence.

### **Games**

Cooperative games form part of our core lessons. They are a vehicle that allow students to develop EQ skills through active participation in real social situations. The games are fun but require skill to successfully master each level and move on to more challenging levels. The skills learnt include getting along, being a leader, controlling emotions, understanding how others are feeling and being a good winner/loser.

### **Assemblies**

Our student leaders run assemblies throughout each term. The assemblies are based around emotional intelligence themes such as understanding our emotions, being motivated, being a good friend or being resilient. Awards are given for students seen showing positive emotionally intelligent behaviour.

### **Journals**

Journals are a valuable part of our EQ program. They allow students to keep a record of their ideas, thoughts, and abilities, and to document their progress. This leads to increased self-awareness. Journals are open-ended and can be used in a variety of ways ranging from writing gratitude entries to personal reflections and goal setting, to ongoing challenges. The journals can go home with special activities and are a great way to involve parents in the school EQ program.

### **School Wide proverbs**

We aim to teach new proverbs each week and reinforce them at opportune moments throughout the day. Proverbs provide a quick rule for life that can help students in difficult situations. At assemblies, students participate in presentations about their understanding of EQ proverbs. The students then discuss the proverb back in the classroom, clarifying its meaning and seeing how it relates to their lives.

*Please see Appendix 1*

## **ENROLMENT**

The Department of Education & Training have advised that the Family Law Act 1975 has been amended: The child must be enrolled in the name that appears on their birth certificate. The only exemption is if there are other legal documents to the contrary, such as court orders or adoption papers.

For any information on our enrolment process please contact the school office on 5821 1944.

## **EXCURSIONS**

Many excursions are organised throughout the year. Information will be provided through the Compass Parent Portal.



## **FRUIT TIME**

Students are encouraged to eat fruit. Each class provides time for a fruit break.

## **GRADUATION**

A Graduation Night is held for Year 6 students. The family of each student is invited to attend.



## HOUSE TEAMS

Each student is allocated to a House team. Families are included in the one team. House teams meet for their own assembly throughout each term, compete in the Fun Run and school sports and assist with house duty.

There are four teams:

**Ducat (green)** – named after the Ducat family. The Ducat family has been associated with the school since its foundation and have provided much support. Ray Ducat is the longest serving School Council President. **Ducat** stands for industry and work. **Banner Representation** – Represents Industries, Industrious work in our area picture of a cow.

**Kilgour (gold)** – named after the Kilgour family. The Kilgour families were associated with the school particularly in its early years. Late Don Kilgour was a Member for Shepparton and continued to support Guthrie Street Primary School. **Kilgour** stands for the family. **Banner Representation** - Picture of Family – represents the importance of family, democracy, and government.

**Longstaff (red)** – named after Sir John Longstaff who was an early 19<sup>th</sup> Century World renowned artist. Longstaff Street is named after him. The school notoriety for its artwork and Art Exhibition was significant in this selection. **Longstaff** stands for creativity. **Banner Representation** – Represents our creative side - picture of Art Tool e.g. Paint brush or palette.

**Taylor (blue)** – named after the Taylor family who owned the land adjacent to the school. Families in Taylor's Estate have had a long association with the school since its foundation. **Taylor** stands for the environment and sustainability. **Banner Representation** – Represents our surrounding environment land and river – picture of Land/River/Natural Resource.

## INCLEMENT WEATHER PROGRAM

On wet or extremely cold/hot days, children may remain indoors under supervision at lunch and recess times.

**LIBRARY** - For use of children and parents

Children are encouraged to borrow library books at school each week as part of their school program. The wide variety of books available at the school allows for most children's tastes. We stress the importance of reading these books to your child, until such times your child can read them alone. (Even then they still enjoy being read to by Mum or Dad).

Children are asked to have a material library bag (measuring at least 30 cm by 40 cm) with a drawstring at the top to protect their books, which should be brought to school on the allotted library day.

The library opens after school from 3:15pm – 3:30pm on Tuesdays, Wednesday's & Thursday's to return and borrow books.

## LUNCH SERVICE – every Tuesday & Wednesday

School lunches are baked on the premises by Kathryn Darveniza – Canteen Co-ordinator in our kitchen from the library building. All lunch orders are to be ordered on-line through the Qkr app (*pronounced 'quicker'*) by Mastercard by 9am on Tuesdays - Yrs F/1/2 and Wednesdays - Yrs 3/4/5/6. Orders may be placed several days in advance.

Our lunch order list is guided by the 'go for your life' Healthy Canteen Kit which can be accessed on the following link [gfyplan.pdf \(education.vic.gov.au\)](http://gfyplan.pdf(education.vic.gov.au))

## MUSIC – Piano, Keyboard and Guitar

Tutoring in piano, keyboard and guitar is available for students. These lessons are conducted during the school day at an additional fee payable to the tutor. Enrolment information is pushed out on COMPASS at the commencement of each term and when places become available.



## SCHOOL NURSING PROGRAM

The School Nursing program provides free assessments for all students in their first year of school (Foundation). The School Nurse also assesses any other child as necessary. Parents will be notified when this service is available.

## ORIENTATION DAY

Orientation Day is held in December each year. Kinder children come to school from 8:45 to 12noon. They are placed in their classroom with their teacher for the following year.

All other year level students are also placed in their classroom with their teacher for the following year.

All Yr 6 students go to their prospective secondary colleges for the whole day, travelling on school buses if applicable.

## OUTSIDE SCHOOL HOURS CARE (OSHC)

Before & After school care is provided by 'TheirCare' along with a Holiday Program during the term holidays.  
<http://www.theircare.com.au/> or call 1300 072 410.



## SOCIAL & EMOTIONAL WELL- BEING

### Manual

This manual has been created after conducting a major review of our Student Management procedures. The review included close analysis of teacher, student, and parent feedback in the area of Student Behaviour. When developing this document, we have also taken into consideration effective strategies from other school settings as well as current research in the area of emotional intelligence.

Each class discusses both inside and outside rules and the positive and negative consequences associated with these. The fact that each classroom has the same set of procedures provides much needed consistency for our students.

The Social & Emotional Well-Being Manual is pushed out on COMPASS at the commencement of each school year.



### Well-being Dog – 'Louie'

To help support the wellbeing of all students, the school has a wellbeing dog called Louie. Louie is a Labradoodle and works across all classes. The school has also undertaken some training through DogsConnect. Louie has also undertaken some training and is designed to reduce anxiety in students and support them in their classroom. You will also see Louie in the yard before school, recess, lunch and after school.



## **SPORTS at Guthrie Street Primary School**

In addition to physical education and sports classes offered during school hours as part of the curriculum, the following after-school sports are offered - Netball, Soccer, Football and Basketball.

Further information is available on our 'Guthrie Street PE' website at:

<https://sites.google.com/view/guthriestreetpe/school-sport>

### **SPORTS HOODIE**

The Sports Hoodie is not compulsory and is an optional purchase only. The hoodie will keep the children warm before and after weekend sport games and also provides a sense of identity for the school and team!

The Hoodie is available from Quality Teams (Benalla Rd, Shepparton). If a family decides, they can have an name stenciled on the back of the hoodie for an extra cost.

The school is not involved in taking orders or collecting money for its purchase. Families wanting to order this item need to visit Quality Teams and mention that they are interested in ordering a Guthrie Street Sports Hoodie. You will then have an opportunity to choose your size and pay for your purchase.

The Sports Hoodie is **not** to be worn to school as part of the daily school uniform. Children will be permitted to wear it to whole school sporting events (fun run, house sports), when representing the school at a sporting event (division/regional/state sports days) or on Out of Uniform Days. Its main purpose however will be for use at weekend GSPS netball and soccer.



### **SPORTS - SPSSV**

Each Year the Shepparton Primary School Sports Victoria (SPSSV) organise sport competitions on an interschool, zone, regional and state level.

Swimming, Football, Netball, Basketball, Soccer, Cross Country, MY Sport and Athletics along with a range of other sports offered on a year-to-year basis are available for students to participate in.

### **SPORTS BORROWING EQUIPMENT**

Sports Equipment is available every lunchtime for students to borrow.

### **STUDENT LEADERSHIP**

In Year 6 students have the opportunity to nominate for the following leadership positions:

- Student Leaders
- House Captains
- Student Voice Team

Children are voted into the above positions by students and teachers. Once elected these students build their leadership capabilities through conducting school assemblies, representing the student body at special event days and coordinating activities for all to participate in. Importantly these students demonstrate through their actions both in class and in the yard the type of effort and behaviour we expect at this school.

A Yr 5 Leaders Day is held in December each year to develop leadership skills and identify futureschool leaders.

## **Student Voice Team**

The Student Voice Team consists of students from all Yr 3-6 classes and is led by students elected from our Yr 6 leadership group.

The role of the SVT is to be a voice for the students at Guthrie Street Primary School and give feedback about ways to improve all areas of the school.

The SVT meets regularly, with each class representative discussing the ideas or concerns from their class. In the past, the SVT have organised fundraisers to raise money for various improvements around the school, for charity and activity days.

The SVT allows an opportunity for our older students to develop leadership skills, such as organisation, confidence and working with others to make a difference in our school.

## **SWIMMING**

All students from F-6 are offered to participate in a swimming program conducted in a heated pool at Aquamoves with fully qualified instructors. This involves five 45-minute sessions at an approximate cost of \$50 (depending on the number of instructors, and number of children in each group) which is separate to the School Fees.

## **Swimming Carnival**

The inaugural Swimming Carnival held in February 2020 will continue for students in Yrs 3-6. This event also replaces the swimming trials for the Division Swimming Carnival and includes fun swimming activities for all students in Yrs 3-6.

## **TECHNOLOGY / ICT**

The school has a range of technology available to students across all levels of the school.

A BYOD (Bring your own device) program operates from Yrs 3-6, whereby each student and their parent signs an Acceptable Use Agreement upon enrolment to use their device at school.

*Please see Appendix 2*

Students in Foundation and Yrs 1-2 have access to a mobile iPad trolley that allows 1 to 1 use of iPads.

All year levels have access to our schools computer room to use for digital skills practice, Esmart and other class learnings.

Technology is integrated into all subject areas. Students use technology to assist their learning and research relevant topics. Classroom teachers use apps, websites and tools to further develop learning in a range of subjects.

Students from F – 6 use the following software programs:



Seesaw is used in all year levels to communicate with families.



Guthrie St Primary school is an accredited eSmart school and is endorsed by the Office of the eSafety Commissioner. [www.esafety.gov.au](http://www.esafety.gov.au)

Students in all year levels learn about staying safe on-line.

*Please see Appendix 2a*

## **TRANSITION**

### **Making the Move from Kinder to Foundation**

Four Transition visits are held for kindergarten children, two in each month of October and November for 3 x 1½ hour sessions & 1 x 1hr session. A Parent Information session is held prior to Orientation Day in December from 8:45am to 12:00noon.

### **Year 6 to Secondary College**

A teacher from the Greater Shepparton Secondary College (GSSC) visits the Year 6 students each year giving a brief overview of the school. The students are also able to visit Greater Shepparton Secondary College at allocated times to help make their choice of secondary education.

Notre Dame Secondary College also visit the Yr 6 students and advertise their Open Day for students to visit.

## **TUTOR LEARNING INITIATIVE**

The Tutor Learning Initiative provides small group instruction for students in Years 1 to 6 needing extra assistance in reading and writing. A trained teacher provides structured learning activities to consolidate and extend the students' learning in literacy.

## PARENT INFORMATION

### ABSENCES

#### Absences

To advise of your child's absence from school, please use the Compass Parent Portal and click on the link- '**Add Attendance Note/Approval**' remembering to select the correct date if completing this after or before the absence day.



Or

You may also phone through to the school office if your child is going to be absent. This telephone message is also sufficient.

Classroom Attendance Rolls are marked each day by 9:30am, if you have not explained your child's absence by this time you will be sent an automated text message through the Compass Parent Portal.

### ASSEMBLIES

Whole school assemblies are conducted on Friday afternoons at 2:45pm throughout the term. Assemblies provide a great opportunity to share information, celebrate achievements and continue to build our school culture.

House assemblies are conducted once a term.

#### Assemblies

Our student leaders run assemblies throughout each term. The assemblies are based around emotional intelligence themes such as understanding our emotions, being motivated, being a good friend or being resilient. Awards are given for students seen showing positive emotionally intelligent behaviour.

### ATTENDANCE

Going to school every day is the single most important part of your child's education. The building blocks for a great education begin with students coming to school each and every day. Students learn new things at school every day – missing school puts them behind. There is no safe number of days for missing school – each day a student misses can affect their educational outcomes. Our Attendance Policy is available on our school website:-

[School Documents | Guthrie Street Primary School \(guthriestps.vic.edu.au\)](http://guthriestps.vic.edu.au)

### ATTENDANCE AWARD

To celebrate good attendance, Certificate of Good Attendance will be provided after the end of each term to students with an attendance of 95% or more.

### AUTHORISATION FOR EXCURSIONS

During the school year we will provide access through the Compass Parent Portal for parents to authorise their child to attend any official school excursions, and in cases of emergency, to receive medical attention.



## **BOOK FAIR**

Each year a book fair is held in the Library. Books are very reasonably priced and are on display before and after school.

## **COLLECTION of STUDENTS from SCHOOL**

**As per the Victorian State Government - Department of Education & Early Childhood Development S605-2010 Collection of Students during School Hours dated 7<sup>th</sup> December 2010, the Early Collection of Students procedure has been updated.**

### **During School Hours**

Students must only be collected by their parents (subject to any specific court orders) or by a person who has been authorised by the parent, i.e. Emergency Contacts. A request for anyone else to collect your child must be received in writing addressed to the child's teacher which will then be forwarded to the school office.

Where someone other than the parent is collecting the child, photo identification will also be required.

If you need to collect your children from school between 9.00am and 3.15pm, including lunch and recess breaks, you must come to the office, sign the release book and collect a 'Release Form' which is then taken to the class teacher. This procedure is in place to protect your child, you, and the school.

*Please contact the office staff on 5821 1944 to keep your child's information up to date. eg.*

- *Emergency contact details*
- *Custody Orders*
- *Change in care arrangements*
- *Phone numbers*
- *Address*
- *Medical*

Similarly, children cannot leave the school grounds at any time without the direct permission of the Principal. This includes going home for lunch. To receive this permission the parent must provide the principal with a letter stating the time of departure and return (if applicable). When leaving the school to go home for lunch, the student will sign the 'Student Release Book' noting their departure and return times.

### **After school hours**

Supervision of students each morning commences at 8:35am.

Supervision of students at the end of each day is until 3:30pm in the school yard and bus travellers are supervised until the departure of the last bus at approximately 3:40pm.

If it becomes known that a student who is normally collected from the school remains at the school well beyond the normal time of collection, attempts will be made to contact the parents/guardians, or the emergency contact person identified in the school records.

Where all reasonable attempts have been made to locate appropriate responsible adults, and the time is well beyond a reasonable time for collection, the child will be placed in Outside School Hours Care – TheirCare. If the child has not been collected by the closure time of OSHC i.e. 6pm, consideration will be given to contacting the police or the Department of Human Services for them to arrange for the care and protection of the student.

The Compass Parent Portal is an integrated, online portal that allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:



- Access your child's Student Semester Reports
- Book Foundation Students Assessment appointments
- Book your Parent/Teacher Interviews
- View up-to-date attendance information
- Approve or enter upcoming or past absences for your son/daughter
- Update your registered email and mobile number (used for SMS alerts) details
- Download, print and approve upcoming excursions
- Access information regarding upcoming events and news
- Pay School Fees, Camps & Swimming

Upon enrolment you will receive a letter with your login details: (Username & Password) and the GSPS Parent Technology Platforms information flyer. You can download the Compass App and login in with your unique parent username and password. If you forget or lose your login details, please see the office staff and they will generate a new password for you.

*Please see Appendices 3*

### FUNDRAISING

The school's major fundraising efforts are through our Fete and Fun Run, which are annual community events. The Guthrie Street Primary School Council also fundraise through the 'School Improvement' Sub Committee in consultation with the Parents Association. Parents Association often hold small fundraising activities throughout the year as well.

### NOTICES/INFORMATION – Guthrie Street PS Gazette

Pushed out through the Compass Parent portal and emailed.



### PARKING AT THE SCHOOL

Traffic flow around the school at drop-off and pick up times is always congested, and optimum care must be taken. At Guthrie Street there are three restricted parking areas adjacent to the school to facilitate traffic flow.

1. Gourlay Street from the School crossing to Maskell Street.  
*(Please do not park at the crossing in Gourlay St, Parking Officers attend on a regular basis.)*
2. In Guthrie St at the front of the school.
3. In Abernethy St near the multipurpose centre – 'Kiss & Go' drop off zone.

Parents and staff are not to park in the designated "Kiss and Go" zone between the allocated times of **8am-9:30am** and **2:30pm-4:00pm**. As the sign shows, you can only stop in the park for 2 minutes and not leave your car. If your child is not there to be picked up, you will have to drive around the school and return to the "Kiss and Go" drop off zone to pick up your child.



Calmness and care are required at all times.

All bike riders are to walk their bikes to the bike gate along Guthrie Street to the bike storage area. If crossing the road, they should do so by the school crossing.



## PARENTAL INVOLVEMENT IN THE SCHOOL

Guthrie Street Primary School welcomes and encourages parental participation in school activities. Involvement and participation include assistance with classroom activities, assistance on excursions, participation in special events or becoming a member of the School Council or Parents' Association.

## PARENTS' ASSOCIATION

Meetings are held once per term in the school. Notification is advised in the weekly Gazette of date and time. The Annual General Meeting is held in February of each year.

All parents are urged to take an active interest in this association which provides assistance to the school particularly in fund raising, which includes Mother's/Father's Day Stalls, Easter/Christmas Raffles and Hot Food Days.

*Office Bearers are -*

President – Chenara Newbegin

Vice President – Tara Gillespie

Treasurer – Kaye-Louise Johnson

Secretary – Chenara Newbegin

School Council Rep – Bec White

2<sup>nd</sup> Hand Uniform Shop Co-ordinator – Ronika Hall

## PARENT/TEACHER INTERVIEWS – STUDENT LED CONFERENCES

Throughout the year, parents will be given the opportunity to visit the school, discuss current teaching methods and talk about their child's progress with his/her class teacher. Two written reports are available through the Compass Parent Portal each year: one in June and the other in December.



Parent/Teacher Interviews for all students are held in March and Student Led conferences are held in July.

Parents wishing to discuss any 'particular problem' with his/her child's teacher may make an appointment with the teacher concerned or the Principal. Personal contact is beneficial for all parties concerned with the welfare of the child.

## POLICIES

The following policies are listed on our website [www.guthriestps.vic.edu.au](http://www.guthriestps.vic.edu.au)

Administration of Medication	Health Care needs
Anaphylaxis Management	Homework
Asthma	Inclusion & Diversity
Attendance	Internet Banking
Behaviour Management	Investment
Bullying (including cyber-bullying)	Mobile Phones – Student Use
Camps and Excursion	Parent Complaints
Cash Handling	Parent Payment
Child Safe Code of Conduct	Photographing Filming & Recording Students
Child Safety and Wellbeing	Privacy Collection Notice
Child Safety Responding and Reporting Obligations	Refund
Curriculum Framework	School Purchasing Card
Digital Learning	Statement of Commitment to Child Safety
Duty of Care	Student Wellbeing & Engagement
Electronic Funds Management	Sunsmart
Enrolment with designated Zone Map	Visitors
First Aid	Volunteers
GSPS Uniform	Yard Duty and Supervision
Guthrie Street PS Statement of Values and School Philosophy	

## **SCHOOL COUNCIL**

The School Council meets twice each term. The School Council is an elected body of parents and teachers. It plays a vital role in the running of the school and its financial management.

Elections are held in March each year.

*Elected Parent members are -*

*Travis Kreeck - President  
Jaclyn Bell - Vice President  
Alan Arthur  
Tom Robinson  
Rebecca White  
Josie Logan  
Kath Bradshaw  
Kate Coghlan  
Ellen Sheils  
Amy Steer*

*Elected DE&T members are -*

<i>Brendan Bicknell</i>	<i>Angela Grumley</i>	<i>Amelia Perkins</i>
<i>Michael Donovan</i>	<i>Jo Pickles</i>	

## **SCHOOL CROSSING**

There are two school crossings. One in Guthrie Street – this is supervised, and one in Gourlay St – unsupervised. These crossings provide safe access for students to cross the road, but care must be taken at all times.

## **STAFF**

A list of 2024 staff and their positions is provided within this document.

*Please see Appendix 4*

## **STUDENT FREE DAY**

Student Free Days are held throughout the school year.

## **VICTORIAN STUDENT NUMBER - VSN**

The VSN is a student identification number that is assigned to all students in government and non-government schools, and students in Vocational Education and Training Institutions. The number, which is unique to each student, is used as a key identifier on a student's school records, and will remain with the student throughout his or her education, until reaching the age of 25. The VSN is nine digits long, randomly assigned, and tied to stable information about the student (name, gender, date of birth).

The Victorian Student Number will provide the capability to accurately detect patterns of student movement through, and departure from, the Victorian education and training system. It will greatly improve the collection and analysis of timely and accurate data about education in Victoria. The Department collects information to track improvements made to the education system, identify areas that require further improvement, and to analyse trends and identify future needs. The VSN will improve the accuracy, reliability, and completeness of this information, providing a better basis for assessing needs and developing policies to meet them.

You will see the VSN appear on student report cards, enrolment confirmations, and exit confirmations.

## **VOLUNTEERING at Guthrie St Primary School**

- **WWCC – Working with Children Check (5 yrs)**
- **GSPS – Volunteer Protocol (annual) (form attached)**

During the year there are many excursions we require parents to support with supervision. Parents are required to have both a WWCC and sign a GSPS Volunteer Protocol form.

If you feel you would be available to volunteer at any of your child's excursion's, along with having a WWCC (information attached) please complete a Volunteer Protocol form in preparation for any excursions:

- Year 2 - Sleepover
- Year 3 – 6 Camps
- Major Excursions – all year levels
- Division/Region/State sports, swimming, netball, football, soccer etc.
- VSSS Melbourne
- Any other activities, including walks

### **WWC (Working with Children) Check - Parents / Volunteers**

During excursions such as a major excursion to Melbourne, Bendigo, Echuca etc. Camps and Sleepovers or any other activity (including walks) you may be asked to supervise a small number of children (5 or less) and consequently we are mandated to ask that you apply for a Working With Children Check (WWC Check.)

The Victorian State Government is committed to a whole government and community approach to safeguarding children in Victoria. As part of this approach, the Victorian Government has introduced a checking system that affects parents/guardians / carers who volunteer to assist with school programs / activities. The WWC Check helps to protect children from sexual or physical harm by checking a person's criminal history for serious sexual, violence or drug offences.

The check is conducted at no cost for volunteers. You can **only** apply on-line for a WWC Check [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au).

**You must apply at least 10 days prior to the excursion to be eligible to attend as office staff need to 'Check Status' online for your WWC Check approval prior to a card being issued.**

When you lodge your application, Australia Post will verify and issue to you your application receipt to prove you have applied for a WWC Check.

**We are directed that if we do not receive a copy of your application, status verified, copy of your card we are unable to allow you to supervise on any excursion.**

Office staff will 'Check Status' on-line prior to the excursion. ***Hence you need to apply for a WWC Check 10 days prior to the excursion to be eligible to attend.***

Further information can be obtained by visiting [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

Thank you for volunteering.

Guthrie St Primary School



# GUTHRIE STREET PRIMARY SCHOOL

## VOLUNTEER PROTOCOLS

### **INTRODUCTION**

Volunteer help both in class and with activities such as excursions, camps, special event days and sporting teams is highly valued at Guthrie Street Primary School (GSPS). We realise that we would be unable to provide quality experiences for the students without the involvement of volunteers. At GSPS we aim to ensure that students benefit from as much help and support as possible, and are provided, at the same time, with the best possible safety and care.

### **DEFINITION**

The term "volunteer" includes parent/guardian helpers as well as other unpaid personnel who assist with the delivery of the school program.

### **SCOPE**

Under this Protocol, individuals wishing to volunteer at GSPS will need to sign the attached agreement acknowledging that they will behave in accordance with the protocols outlined below. The agreement needs to be signed annually.

A signed agreement will be required to volunteer at GSPS for the following activities:

- Excursions
- Camps
- Classroom assistance where it has been requested by the teacher
- Sport coaching
- Other activities as determined by the Principal Class

A signed agreement is not required from volunteers for activities such as:

- Working with the Parent's Association on activities such as Mother's and Father's Day stalls or Hot Dog days
- Helping with morning reading.

Whilst a signed agreement is not required for these activities, volunteers should be mindful that their presence at school sets an example to the students and behaviour should be in accordance with the protocols below.

This protocol has been approved by School Council and will be reviewed annually.

### **DUTY OF CARE**

A duty of care applies while students are under the care of the school. This duty applies equally to school-based activities and out of school activities. The same duty of care applies to employees and volunteers who volunteer their services to the school.

*Legal Responsibility: Teachers and volunteers are required to supervise students adequately. This requires not only protection from known hazards, but also protection from those that could arise (that is, those that the adult should reasonably have foreseen) and against which preventive measures could be taken.*

The health and safety of the whole group is the responsibility of the teacher, but volunteers may be asked to take responsibility for a small group of children. To ensure the level of care is appropriate we encourage volunteers to:

- Count the children whenever they enter a new area and again as they leave it.
- Check and supervise closely children using public toilets.
- Always ensure the children are in full view.
- Raise any concern regarding the risk of an activity immediately with the teacher.
- Sports Coaches: Please do not leave the training venue until all children have been collected by their parents or care givers.

### **WORKING WITH CHILDREN CHECK**

To ensure the safest possible environment for all students the Department of Education and Early Childhood Development (DEECD) requires any volunteers involved in supervision of school students to have completed a Working with Children Check. Working with Children Check Forms are available from the Post Office or available on-line at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au). Volunteers are not required to pay for the check, however a passport sized photo is required.

## **CONFIDENTIALITY**

The most sensitive issue around volunteers in school is confidentiality. A high level of trust is essential when working as a volunteer. Student and teacher information/photos obtained in your role as a volunteer are not to be shared. This includes verbally sharing information in person or by phone, the uploading of content or comment to social media sites (*Facebook, Twitter and any photo sharing apps.*) and sharing comments in written or text form. If you have concern for students' progress, performance, or behaviour this should be directed to the teacher.

If any student tells you information of a sensitive nature, please maintain a high level of confidentiality and report your concerns to the teacher or member of the Principal class. The school has a clear policy for dealing with these concerns.

## **BEHAVIOUR**

The students are expected to behave appropriately, and it is expected that they treat every volunteer with respect. At times some students will "*push the boundaries*" with a volunteer. If a little reminder does not elicit an immediate improvement, please refer this behaviour to the teacher. The teacher is the primary source of discipline. Behavioural sanctions or actions should not be actioned by the volunteer. The teacher will determine what course of action is to be followed in line with the Guthrie Street Social and Emotional Wellbeing Manual.

If you are involved in an activity that does not allow you to consult with a teacher regarding a student's behavior (e.g. weekend sport coach) then it may be appropriate to use a short time-out for a student who is not behaving in a socially acceptable manner. Any time-out should also be reported back to the teacher in charge.

## **RESPECT FOR THE TEACHER**

Respect the guidance of the teacher at all times. The volunteer is not there to confront teachers or make a judgement on the teacher's ability [this is actioned professionally by other professionals]. By commenting to others about the teacher's actions or abilities you are acting unprofessionally and undermining the trust and relationship that a true volunteer-teacher partnership depends on. If you have a concern, address this with the teacher in a respectful and private manner.

## **ADDITIONAL PROTOCOL POINTS**

Ensure you are clear about the expectations of your role and seek clarification if necessary.

You should not put yourself in a position where you are left with a student on your own.

Volunteers are expected to set a good example and be role models to the students.

Volunteers are expected to dress, speak and behave in a professional manner.

Volunteers need to respect every individual student - regardless of their ability, race or sex. Sarcasm, derogatory remarks, bad language or offensive comments have no place in the school program. We must always treat students with respect and without favouritism.

Physical contact or inappropriate familiarity with students is not allowed.

Volunteers must not be under the influence of alcohol or drugs when supporting the school program.

The ***school is a smoke-free environment***, so smoking is not permitted on school premises or in sight of the students. On excursions/camps smoking breaks are not allocated and volunteers need to be aware of this prior to agreeing to help.

Medication may only be administered by a teacher.

Many of our school activities operate under tight timelines; it is very important to be punctual.

Please be aware that your presence as a parent helper may affect your child's behaviour. Prepare your child for the experience by explaining in advance that you will be involved to help all the students; the teacher is in charge, and you have to do what the teacher has asked you.

## **FINALLY**

If the Principal believes it will not be in the best interests of the school program or activity for a volunteer to be involved, the Principal will decline the offer of help/support.

The Principal will address issues that arise when volunteers do not follow the protocols outlined above. If the infringement is of a serious nature the Principal may decide to withdraw future volunteer opportunities for the person concerned.



## GUTHRIE STREET PRIMARY SCHOOL VOLUNTEER PROTOCOLS - 2024

I have read and understood the attached protocols and agree to adhere to them during any activities in which I am a volunteer during the current calendar year.

My Working with Children Check has been registered at the school office.

Name of Volunteer: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

### Children's Names:

1. \_\_\_\_\_ Child's Class e.g. (6KB) \_\_\_\_\_
2. \_\_\_\_\_ Child's Class e.g. (5CB) \_\_\_\_\_
3. \_\_\_\_\_ Child's Class e.g. (2BM) \_\_\_\_\_
4. \_\_\_\_\_ Child's Class e.g. (KKF) \_\_\_\_\_

Please return to the school office at least two weeks prior to excursion / camp.

## FINANCE



33-69 Guthrie Street  
SHEPPARTON VIC 3630

P: (03) 5821 1944

E: [guthrie.street.ps.shepparton@education.vic.gov.au](mailto:guthrie.street.ps.shepparton@education.vic.gov.au)

W: [www.guthriestps.vic.edu.au](http://www.guthriestps.vic.edu.au)

ABN: 26 125 485 741

Dear Parent/Guardian,

Guthrie Street Primary School is looking forward to another great year of teaching and learning and would like to advise you of Guthrie Street Primary School's voluntary financial contributions for 2024.

Schools provide students with free instruction to fulfil the standard curriculum requirements and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support, whether that is through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to continue to provide enhanced learning opportunities, rich experiences, and a diverse range of resources for our students. Guthrie Street Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all parents. We are proud of the outstanding programs and learning environment we provide for all students. The School Council recognises the importance of requesting parent payments and contributions to maintain this high quality.

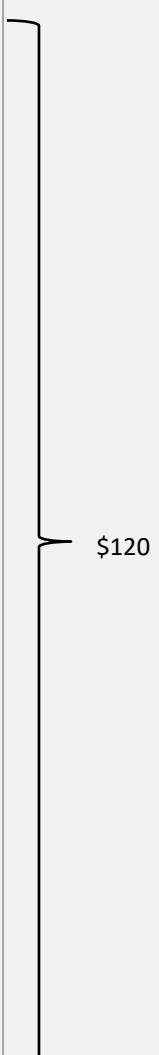
Please find attached details about Guthrie Street Primary Schools Parent Payment schedule for 2024, which includes an overview of what parent payments will contribute towards. All necessary consumable items will be supplied directly to classrooms in bulk and will be distributed to students as and when they are needed.

For further information on the Department's Parent Payments Policy please see a one-page overview attached.

Yours sincerely,

**Brendan Bicknell – Principal**

**Travis Kreeck – School Council President**

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
<p><b>Classroom consumables, materials &amp; equipment</b></p> <ul style="list-style-type: none"> <li>• Art – paint, crayons, canvas, glitter, coloured paper, glue, card, wool, material, wood, beading</li> <li>• Science – ingredients, books, shared classroom materials</li> <li>• Mathematics – numeracy blocks, calculators, textbooks, stationery, maths kits</li> <li>• English – book boxes, class sets, novels, readers</li> <li>• Sports – equipment, ribbons, materials</li> <li>• Library – books, subscriptions</li> <li>• Creative Arts/Music – instruments, dress-ups, games</li> <li>• Classroom – pens, pencils, textas, glue sticks, writing, graph and scrap books, highlighters, post-it notes, folders, display books, scissors, rulers.</li> </ul> <p><b>Online subscriptions</b></p> <ul style="list-style-type: none"> <li>• Essential Assessment</li> <li>• Compass</li> </ul> <p><b>Whole school events</b></p> <ul style="list-style-type: none"> <li>• Harmony Day</li> <li>• Fun Run</li> <li>• Book Week</li> <li>• NAIDOC Week</li> </ul> <p><b>ICT &amp; STEM</b></p> <ul style="list-style-type: none"> <li>• provision of iPads and devices from the shared classroom sets</li> <li>• STEM equipment and devices</li> </ul> <p><b>Printing and photocopying of worksheets and learning materials</b></p>	 <p>\$120</p>
<b>Total Curriculum Contributions</b>	\$
Other Contributions - for non-curriculum items and activities	Amount
<i>Voluntary contributions for technology</i>	\$
<i>Voluntary contributions for playground enhancement</i>	\$
<b>Total Other Contributions</b>	\$



### Extra-Curricular Items and Activities – provided on a user-pays basis

Guthrie Street Primary School offers a range of optional items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides to deliver the Curriculum. These are provided on a user pays basis.

Extra-Curricular Items and Activities	Amount	Purchase (Please Tick)
<i>Blue Book Bag</i>	\$ 15	
<i>Interschool winter sports program 5/6</i>	\$ 25	
<i>Excursion levy – which may include the following depending on year level:</i> <ul style="list-style-type: none"><li>• Buses for all Excursions</li><li>• Athletics Carnival</li><li>• Interschool Sports</li><li>• Swimming carnival</li><li>• Junior Sleepover</li><li>• Colour Run</li><li>• Visiting Productions &amp; Incursions</li><li>• Boxes of Hope</li><li>• Major Excursions</li><li>• Mooroopna Pool</li><li>• Activity Evenings</li><li>• End of year break-ups which could include Swimming, Cinemas, Fun Fields, etc</li></ul>	\$ 180	
<b>Total Extra-Curricular Items and Activities</b>		\$

### School Camps

As these are also on a user-pays basis, consent forms and payment arrangements will be provided in a timely manner once all camps have been organised for 2024.

All camps will have clearly stated payment amounts and finalisations dates, and families will be given sufficient time to make payments.

### Financial Support for Families

Guthrie Street Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund (CSEF)
- State Schools Relief (SSR)
- Payment plans for Extra-Curricular Items and Activities

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact: Joanne Pickles or Brendan Bicknell | P: 03 5821 1944 |

E: [Guthrie.street.ps.shepparton@education.vic.gov.au](mailto:Guthrie.street.ps.shepparton@education.vic.gov.au)

### Total

Category	Totals
Curriculum Contributions	\$
Other Contributions	\$
Extra-Curricular Items and Activities	\$
<b>Total</b>	<b>\$</b>

**PARENT NAME:** \_\_\_\_\_ **PARENT SIGNATURE:** \_\_\_\_\_

### Payment methods

- Compass (preferred method) \_\_\_\_\_ receipt number
- Cash
- EFTPOS
- Direct Deposit to school’s bank account. Commonwealth Bank: 063 527 / 1016 2732

I authorise \$\_\_\_\_\_ to be charged to my Visa / MasterCard.

Details as follows:

<b>NAME (as on card)</b>															
<b>CARD NO</b>															
<b>SIGNATURE</b>															
<b>CVC</b>		<b>VISA</b>		<b>MASTERCARD</b>		<b>EXPIRY DATE</b>		<b>/</b>							

### Refunds

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department’s Parent Payments Policy and Guidance, Financial Help for Families Policy, and any other relevant information.

For any further information, please refer to our Parent Reimbursement Policy located on the school website.

# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW



### FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) and the Victorian Pathways Certificate.
- Schools may invite parents to make a financial contribution to support the school.



### PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

Curriculum Contributions	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



### FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



### SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.



# Want \$500 to help you with school costs?



Saver Plus is a financial education program for families and individuals on a tight budget to develop life-long savings habits.

To join Saver Plus, you must:

- ✓ Have a current Health Care or Pensioner Concession Card **AND** an eligible Centrelink payment\*
- ✓ Be studying yourself **OR** have a child in school (can be starting school next year)
- ✓ Have regular income from work (either yourself or your partner)\*
- ✓ Be 18+ years old

\*Many types of income and Centrelink payments are eligible

Here are some of the school costs the \$500 can be used for:



laptops & tablets



uniforms & shoes



books & supplies



sports fees & gear



lessons & activities



camps & excursion

For more information, please contact your local Saver Plus coordinator:



Richard Pemberton



enquiriesSP@berrystreet.org.au



0407 567 312

Saver Plus is an initiative of the Brotherhood of St Laurence and ANZ and delivered in partnership with local community organisations. The program is funded by ANZ and the Australian Government Department of Social Services.

DELIVERED BY



Find out more at [saverplus.org.au](http://saverplus.org.au)

## FIRST AID

Please ensure that if your child is unwell before school, particularly with illness such as diarrhoea or vomiting they are kept home for the day. *(Please remember that children must not return to school until at least 24 hours after the last diarrhoea or vomit.)*

From time to time children will become unwell with illnesses that are particularly contagious and require exclusion from school; some examples include chickenpox, school sores (impetigo), or gastroenteritis. There are minimum periods set by the Department of Health for the Exclusion from Schools and Children's Services Centres that must be followed for the safety of all children.

<https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion>

When a child develops an illness or has an injury at school and is unable to remain at school, Guthrie Street staff will make contact with caregivers or emergency contacts to arrange collection. Please ensure that all details such as addresses and phone numbers are always kept up to date so that you can be contacted when necessary.

Students who are involved in any significant incident or injury including any knock to the head will be notified via COMPASS with a head injury advice sheet and/or a phone call to parents or guardians.

A record of all visits to First Aid is recorded by the school.

If students require medication administration during school hours a few guidelines need to be followed to ensure legal requirements are met.

- A 'Medication Request' form must be completed by a guardian of the student. Instructions must be clear and match to the directions on the medication. This form is available at the office, First Aid room or on the GSPS website or app.
- Medication can only be given when provided in original packaging. If medication can only be purchased with a script, the child's name and details of administration must also appear.

If students suffer from allergies or anaphylaxis please ensure that you provide the school with appropriate paperwork and medication. A discussion with the classroom teacher and School Nurse about these allergies is required so that risk minimisation strategies can be implemented in the classroom and school grounds.

'Allergic Reaction Action Plan' is available from the office.

'Anaphylaxis Action Plan' is available from the office.

Students that have Asthma must have an 'Asthma Action Plan' and 'Care Plan' completed. Both of these forms are available from the office or First Aid. All students that have asthma must have a spacer and puffer clearly named. Puffers and spacers need to come to school with appropriate paperwork to be registered in First Aid before being kept in a central location in the classroom. Teachers will record if students require their medication throughout the day.

If your child has Epilepsy, a medical plan specially for a school-based setting will need to be provided per Doctor/Neurologist and a management plan can be completed and discussed with your child's teacher, the principle and school nurses. A Management Plan is available from the office.

On the rare occasion, that an ambulance needs to be called for your child, it will be done so with the care and wellbeing of the child first. The cost of ambulance transportation is the responsibility of the family, not the school. Please ensure you have ambulance cover or up to date health care card for your family. The Department would like to inform parents that student accident insurance policies are available from some commercial insurers. These cover a range of medical expenses not covered by Medicare or private health insurance.

### Head Lice

Head Lice are an unfortunate part of life. The best way to control headlice in our school is for parents/guardians to keep a regular check on their children at home and treat accordingly. If your child is found to have live headlice they will need to be collected from school and may return when treatment has commenced. Further information on how to treat headlice is available from the school nurse.

## TRANSPORTATION

### **BIKES/SCOOTERS**

Some students ride their bikes/scooters to school. Bikes/scooters are stored in the bike/scooter enclosure and each child needs a lock. Students are encouraged to cross the road at the school crossing. All bike/scooter riders are to walk their bikes/scooters to the bike/scooter gate along Guthrie Street to the bike/scooter storage area.

### **BUSES**

#### **Bus Duty**

Each afternoon a staff member is on duty to check off students going on the bus indicated by the Classroom Bus List. If your circumstances change during the day and your child no longer needs to travel home on the bus please advise the office to take your child's name off the bus list.

#### **Bus Services / Travellers**

If you wish your child to travel on the bus, please sign a Bus Travellers Permission Form. This form needs to be completed by the parent along with the child signing a School Bus Code of Conduct form.

#### **Conveyance Allowance**

A student may be eligible if he/she resides not less than 4.8km by the shortest practicable route trafficable by car from the nearest appropriate school. A form is available from the business manager at the school office.



# UNIFORM POLICY

## Rationale:

- A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the Uniform Policy.

## Aims:

The wearing of the Guthrie Street Primary School Uniform aims to:

- Develop a sense of identity and belonging to our school.
- Contribute to safety through ease of identification, especially when engaging in activities outside the school boundaries.
- Promote a positive image of both the student and the school to the general community.
- Develop a sense of pride in the school.
- Be cost effective and promote equality.
- Be practical and allow children to engage fully in the many and varied activities that take place at school.
- Be in line with the Sunsmart Policy

## Implementation

1. All children are expected to wear the school uniform.
2. The school uniform is to be worn during school hours, while travelling to and from school, and when students are on school excursions.
3. All school uniform **must** be clearly named so that lost items can be identified.
4. Long hair should be tied back. Extreme hair colourings and hairstyles are not encouraged.
5. Jewellery is kept to a minimum for safety reasons. Stud earrings and sleepers worn only in the ears (maximum 2 per ear), plus wristwatches are the recommended acceptable jewellery.
6. Other than clear nail polish, cosmetics may not be worn at school.
7. **The only hats that are acceptable are navy blue broad brimmed hat or broad brimmed bucket hat with red school logo which are consistent with our Sunsmart policy. They are compulsory in terms from the start of the year until the end of April and again from 1<sup>st</sup> September till the end of the year.** Guthrie Street beanies can be worn in winter.
8. Parents will inform the school by written note, telephone or in person if there is a legitimate reason a component of the uniform cannot be worn for a day.
9. If a student is continually out of uniform then an arrangement may be made for them to wear a loan uniform, if there is one available.
10. Appropriate action will be taken where necessary to enforce the uniform policy.
11. Every endeavour will be made to provide second-hand items.
12. Assistance will be provided to families who may have difficulty meeting the cost of uniform items.
13. The student Uniform Policy, including details of uniform items, will be published in the Parent Information Booklet and the school newsletter.
14. Parents seeking exemptions to the Uniform Policy due to religious beliefs, ethnic or cultural background, student disability, health condition or economic hardship must contact the Principal.

This policy was last ratified by School Council on 29<sup>th</sup> October 2019

# ***Guthrie Street Primary School - Student Code of Dress***

## **Girls' Uniform**

### **Summer**

Blue and white check dress with fine red line (only available through the uniform shops)  
Guthrie Street dress – Butterick Pattern 993 (fabric available from Parents Club \$10 per metre)  
Royal blue polo shirt with red school logo  
Navy blue skirt or skort  
Navy blue dress shorts (no stripes)

### **Winter**

Navy blue tracksuit pants or shorts/school navy drill trouser (no stripes)  
Royal blue short/long sleeved polo shirt with red school logo  
Royal blue skivvy  
Navy blue skirt or skort  
Navy blue tights  
Red windcheater with blue school logo  
Red polar fleece short zipped jumper with blue school logo  
Red bomber jacket with navy stripes on cuffs with blue school logo  
Red soft-shell jacket with blue school logo  
Navy blue spray jacket with red stripes on sleeves with red school logo  
Navy blue polo beanie hat with logo (optional - purchase at school)

### **All year**

White, black or blue socks

**Sneakers or black or brown leather shoes**

**Navy blue broad brimmed hat or broad brimmed bucket hat with red school logo which are consistent with our Sunsmart policy.**

Muslim scarf – white

Hair ties/bands/ribbons – red, blue, black or white

## **Boys' Uniform**

### **Summer**

Royal blue polo shirt with red school logo  
Navy shorts - (no stripes)  
Navy tracksuit pants (no stripes)

### **Winter**

Navy blue tracksuit pants/shorts or school navy trousers (no stripes)  
Royal blue short/long sleeved polo shirt with red school logo  
Royal blue skivvy  
Red windcheater with blue school logo  
Red polar fleece short zipped jumper with blue school logo  
Red bomber jacket with navy stripes on cuffs with blue school logo  
Red soft-shell jacket with blue school logo  
Navy blue spray jacket with red stripes on sleeves with red school logo  
Navy blue polo beanie hat with logo (optional)

### **All year**

White, black or blue socks

**Sneakers or black or brown leather shoes**

**Navy blue broad brimmed hat or broad brimmed bucket hat with red school logo which are consistent with our Sunsmart policy.**



**School Bags**

School bags with Guthrie Street logo are encouraged and are available in two sizes.

**General information**

- Please ensure all items of clothing and other belongings are clearly named.
- School logo transfers in red & blue are available for \$2.50 at the office.

**UNIFORM STOCKISTS:**

- School Uniform Shop – 5821 3232 - 183 Corio Street, Shepparton.
- Shepparton School Uniforms – 5831 3355, 62 High Street, Shepparton.
- Quality Teams – 5831 1944 - 25-27 Benalla Rd, Shepparton.
- Second-hand Uniform Shop - Guthrie Street Primary School

**OTHER REQUIREMENTS****Art Smocks**

All students in the school are asked to have an Art Smock. Art Smocks protect the student's clothes whilst working in the Art Room.

The Art Smock should be named and left at school (an old shirt is quite suitable). Please make sure that your child can put on and do up his/her own smock.

## **NAMING OF PROPERTY**

All jumpers, coats, hats, bags, lunch boxes, drink bottles and possessions should be clearly labelled.

## **LOST PROPERTY**

A lost property cupboard is kept in the passage way of the main building beside the ramp exit doors to the tiger-turf, however unnamed items still left at the end of each term are sent to charity.

## **SECOND HAND UNIFORM SHOP**

If you would like any pre-loved Guthrie St Uniforms, please ring Ronika on 0458 281833 to arrange a time to view any garments.

Please deliver any donated items to the office.

## **SUN SMART POLICY**

The Sun Smart Policy insists that students wear a navy blue broad brimmed hat or broad brimmed bucket hat when outdoors in Terms 1, 2 to the end of April and 4 for sun protection and their own safety. Children will be requested to play in the covered areas if not wearing a hat.

**Sunscreen** – Parents are encouraged to send along sunscreen for their child's use.

## **THINGS NOT WANTED AT SCHOOL**

- Skateboards, rollerblades, glass containers.
- Water pistols and toy guns.
- Swap cards, toys and special items belonging to students. are not encouraged to be brought to school – they can be lost, broken or taken in the classroom or the yard.
- Mobile phones are discouraged at school, however if mobile phones are to be brought to school, parental approval is required. Please make prior arrangements with the Assistant Principal. Mobile phones are stored in the Administration area during the day.
- Children should not carry money or leave it in their bags or lockers.
- Valuable articles can be given to the teacher for safe keeping, if it is essential to bring them to school for a particular reason.
- Children are responsible for their own possessions

# Appendices

1 - 4

# Five Pillars of Emotional Intelligence

We are committed to providing our students with an education that facilitates high academic achievement and wellbeing in life. To achieve this, we have incorporated emotional intelligence as a core subject in our curriculum. Current research supports the notion that cognitive abilities alone are not enough to guarantee success in life. Children need to be given an education in managing and understanding their own and other's emotions.

**What skills does this program teach children?**

PILLARS	INDICATORS
<b>Self-Awareness</b>	Can identify emotions and name them
	Can describe ways we can recognise how other people are feeling i.e. facial expression, sounds, body language
	Can link feelings to thoughts
	Recognises personal strengths and weaknesses
	Able to understand the causes of feelings
	Can describe the sequence of thoughts and emotions that lead to an action or actions
	Recognises the differences between feelings and actions
<b>Self-Control</b>	Expresses emotions appropriately to the situation and time
	Ability to change and alter moods
	Displays less impulsive behaviour by controlling impulses
	Less physical & verbal expressions of anger directed at others and self
<b>Motivation</b>	Able to avoid distractions and stay on task
	Able to deny immediate gratification
	Able to organise and manage themselves to improve the chances of success
	Able to marshal emotions in the pursuit of goals and persevere in the event of failure
<b>Empathy: Awareness of Others</b>	Able to appreciate another person's point of view and are more tolerant and accepting of others
	Able to identify and respond appropriately to another's emotional cues
	Respects the personal space and property of others
	Actively listens to and shows interest in and compassion for others
<b>Managing Relations</b>	Communicates effectively to manage and placate the emotions of others to resolve conflicts and disagreements
	Values the rights of others and can work and play with a wide range of people
	Can negotiate, compromise, cooperate, and problem-solve to achieve objectives
	Is helpful, considerate, honest, fair, and tactful when relating to and engaging with others

*Wilson McCaskill 2006*



## Guthrie Street Primary School Bring Your Own Device (BYOD)



Guthrie Street Primary School will continue to run a BYOD program this year from Yrs 3-6. We prefer Apple iPads for our BYOD program. We have partnered with JB HIFI who have offered iPads at a discounted price for us. A link to the Guthrie St JB HIFI page will be provided upon enrolment.

The purpose of the BYOD program is for devices to provide instant access to a vast number of resources. As well as upskilling students to be prepared for secondary school and further studies. The program also assists flexible learning by allowing students to access information at any time, on any subject and in any classroom.

Current learning programs are not changed with the use of BYOD devices in the classroom. The electronic devices will be used as a tool to assist student learning.

Families may be asked to put some apps on their child's device to assist learning. All students have access to Google Workspace including Google Docs, Slides, Drive & Gmail (3-6) and Microsoft Suite including Word and PowerPoint. Students also have Internet Access to Guthrie Street's filtered service provided by the Victorian Department of Education.

All students/parents have signed an ICT Acceptable Use Agreement. Early in Term One, classroom teachers will let students know when they can start bringing in devices to use in the classroom.

iPads are owned by families and students are free to have their own apps / photos / music on their device. iPads will be used for learning purposes only at Guthrie Street and no free time will be allowed on student iPads whilst the devices are at school.

Guthrie Street Primary School has many policies, rules and guidelines to support the BYOD program. If you require any more information please contact -

**Michael Donovan**—[Michael.Donovan@education.vic.gov.au](mailto:Michael.Donovan@education.vic.gov.au)

**Ian Wright**—[Ian.Wright@education.vic.gov.au](mailto:Ian.Wright@education.vic.gov.au)

or phone 5821 1944



GUTHRIE STREET PRIMARY SCHOOL

### BRING YOUR OWN DEVICE (BYOD)

ACCEPTABLE USE AGREEMENT for Years 3 - 6

#### All BYOD participants will:

- Only use their device for educational purposes that have been approved by school staff
- Not initiate or participate in Cyber bullying
- Report incidents of Cyber bullying and inappropriate use of devices to a member of staff
- Not use digital devices to record audio and visual material that is not authorised as part of the school curriculum program.
- Not breach the privacy of students, staff and members of the school community through any unauthorised recording or filming.
- Not disseminate inappropriate information through digital media or other means.
- Not use the schools network for any illegal activities.
- Clearly label their devices with their name and class.
- Take care of their devices, storing them safely, and protecting them with appropriate covers
- Students will not use the devices in the school yard before and after school.

#### Information for Parents

- Tablets will be stored in students' bags and or at students' work stations when at school
- The classrooms will be locked during recess and lunch time so devices will not be accessible to other students. Please note this does not guarantee the security of the devices at all times and there may be circumstances where a classroom is not locked during a recess or lunch break.
- Personal apps can be on the devices: these apps will not be used at school under any circumstances. Some additional apps will be required to be downloaded at home for use at school. More information will be provided on this at a later date.
- If inappropriate content is found on devices e.g. photos, images, videos, etc devices will be confiscated by a teacher. Parents will be contacted for a discussion before returning the device to the student.
- It is expected that tablets will come to school fully charged each day. Charging of devices at school will not be available.

## Safe, responsible and behaviour

When I use digital technologies I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies



# Parent Technology Platforms

## COMPASS and Seesaw apps

### How to keep in touch with your child's school news.

The School Newsletter 'Gazette' is available fortnightly on a Tuesday

You will be notified through email and a COMPASS push notification

You can access the Gazette on-line through

- COMPASS PARENT PORTAL
- GSPS Website—[www.guthriestps.vic.edu.au](http://www.guthriestps.vic.edu.au)

**Download the COMPASS app** from the App Store or Google Play Store for Android devices



**Troubleshooting**— if you cannot log-on for the first time on iPhone, try your computer, laptop or iPad first.

**Your username and password is issued upon your child's enrolment.**

**If you need a new password please contact the school office in person or phone 58211944.**

### Using our COMPASS Parent Portal you will be able to:

- Access your child's Student Semester Reports
- Book Foundation Students Assessment appointments
- Book your Parent/Teacher Interviews
- View up-to-date attendance information
- Approve or enter upcoming or past absences for your son/daughter
- Update your registered email and mobile number (used for SMS alerts) details
- Download, print and approve upcoming excursions
- Access information regarding upcoming events and news



**Download the Seesaw app** from the App Store or Google Play Store for Android devices

**Seesaw is a great communication tool between teachers, parents and students.**

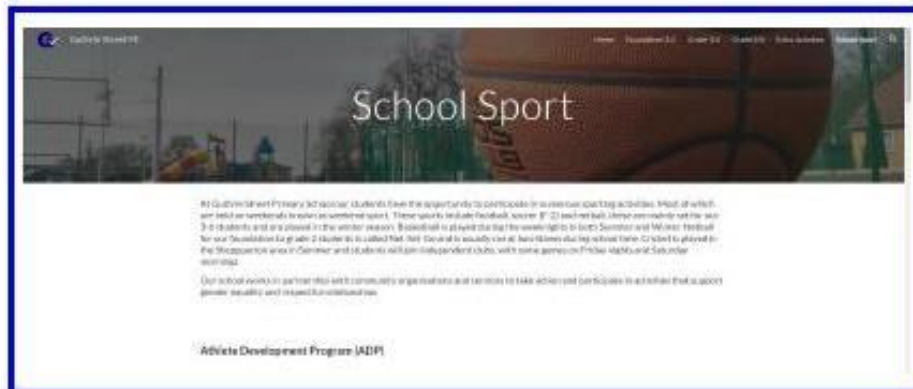
A password is issued on your child's enrolment.

**If you need a new password please contact the school office in person or phone 58211944.**



# Parent Technology Platforms

## School & PE Websites — Qkr!—Facebook—Twitter—Instagram—YouTube



Download the Qkr app to order your child's lunch, buy a school beanie etc.







# 2024 STAFF

**Principal** – Mr Brendan Bicknell

**Assistant Principal** – Mr Michael Donovan

**Assistant Principal** – Mrs Angela Grumley

## Office Administration

Business Manager – Mrs Joanne Pickles

Office Administrators – Mrs Wendy Hendrickson, Mrs Sarah Freer, Mrs Kat Bartlett and Mrs Bec White

## Foundation Teachers

Ms Emily Meagher / Ms Emily Steuart

Ms Emalea Pruden

Ms Naomi Wright

Mrs Jacinta Propsting

## Yr 1/2 Teachers

Ms Paula Hanlon / Mrs Heidi Deane

Mrs Megan Newport

Ms Lauren Creed

Ms Prue Pfahlert

Ms Jade Newey

Ms Carlyn Giles / Ms Peta Hinchliffe

Ms Leanna Kremor / Ms Ash Cooney

## Specialists / Curriculum Support

Numeracy Learning Specialist - Ms Emily Meagher

Art – Ms Bethany MacCurrach

Leadership Release – Ms Ash Cooney

Creative Arts – Miss Bella Walker

Science – Mr Will Kop

Tutor Learning – Mrs Kathy Gibbs

Koorie / EAL – Mrs Jenni Pugh

Education Support – Miss Olivia Kirby

Education Support / Library – Ms Lisa Dullard

Education Support – Mrs Rebecca Joyce

Education Support – Mrs Shellee Kenna

Education Support – Mrs Jo Wilson

Education Support – Miss Elly Jeffery

Education Support – Mrs Tracey Brassil

Education Support – Mr Rory Gordon

Education Support – Mr Dylan Wilkie

Trainee – Mr Kaleb Carrafa

Trainee – Miss Lainey Short

Trainee – Miss Aimee Hooper

## Deaf Facility

Teacher of Deaf – Mrs Helen Banting

Education Support / Interpreter – Mrs Renee O’Loughlin

Auslan Teacher – Ms Stephanie Hargreaves

## Instrumental Tutoring

Piano / Keyboard - Ms Heather Taylor

## Yr 3/4 Teachers

Mr John Ford

Mrs Claire Ratten / Mrs Tamara McLarty

Miss Josie Caruso

Mrs Kara Budge / Ms Mikaela Grimes

Ms Liss Lothian

Ms Christine James

## Yr 5/6 Teachers

Mr Jarrod Minogue

Mrs Natalie Ralph

Mr Joel Hildebrand

Miss Amelia Perkins / Mrs Deb Robinson

Ms Stephanie Barber

Literacy Learning Specialist – Miss Amelia Perkins

Tutor Learning / CRT - Ms Peta Hinchliffe

Speech Therapist – Mrs Amy Denny

Physical Education – Mr Ian Wright

Tutor Learning – Ms Lorraine Greenaway

Welfare / Disability Inclusion – Ms Suzy Turton

Student Wellbeing Officer – Ms Alicia Fox

First Aid – Mrs Tamara Coad / Miss Jorja Freer

Education Support – Mrs Conny Bloom

Education Support – Ms Rebecca Ash

Education Support – Ms Stephanie D’Elia

Education Support – Miss Zoe Walker

Education Support – Miss Maddi Newey

Education Support – Miss Tahnee Brassil

Education Support – Miss Charli Boschetti

Education Support – Mr Joshua Kooiman

Computer Technician – Mr Jason Rogers

Canteen Co-ordinator – Mrs Kathryn Darveniza

Teacher of Deaf – Mrs Angela Joy

Auslan Teacher – Ms Alicia Fox

Guitar – Mr Nick Teague