“Learning and growing – safely - together”

Parent Information Booklet

West Campus – Administration
24 Erica Street Springvale

Valley Campus
27-29 Clarke Road Springvale South

springparkspsp.vic.edu.au
Welcome

Spring Parks Primary School is a dual campus primary school with an enrolment of around 430 students. The school is rich in its multi-cultural diversity including families from Vietnamese, Chinese, Cambodian and Sudanese backgrounds.

Spring Parks Primary School delivers every child, every opportunity for learning and excelling, developing and belonging.

We provide a comprehensive curriculum from Foundation (Prep) to Year 6 on each site, based on the Australian Curriculum (AUSVELS).

Extensive support is given to students for whom English is a Second Language and general Literacy support is also provided. Specialist classes include Performing Arts, Physical Education and Visual Arts. Instrumental Music lessons are also offered on a user-pay basis. Extracurricular activities include Breakfast Club, Homework Club and our Active After School Sports program.

Spring Parks Primary School has strong support from the school community and importantly, provides considerable support to that community. We have strong partnerships with our adjoining kindergartens and also offer free playgroups for younger children. A Speech Pathologist, Wellbeing Officer and a number of Education Support Staff provide valuable assistance to students and staff. Office administration is provided on both campuses and Multicultural Aides provide support for families who need assistance with translation (oral and written) and school notices and newsletters are translated into community languages. Representatives of the School Council are committed to ongoing school improvement.

We are very proud of our school and would love you to contact us about a school visit.

Julie Fisher
Principal

Anne Burgess
Assistant

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Springvale 3171
Ph 9546 6402

Valley Campus
27-29 Clarke Road
Springvale South 3172
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Spring Parks Primary School is committed to the goal that its students should be independent thinkers who have high self-esteem and caring attitudes. They will be able to apply their knowledge and abilities to the challenges that lie ahead with enthusiasm and confidence.

**Building strong foundations**

Our school provides a broad curriculum with Literacy and Numeracy being our key priority areas. Our team of dedicated teachers work together to provide a comprehensive, sequential and broad based curriculum in the following areas:- English, Mathematics, Science, History, Health & Physical Education, L.O.T.E (Spanish), Visual & Performing Arts.

Throughout the year there will be a number of student free days, where teachers participate in Professional development to support new and current innovations in curriculum.

Our team of dedicated staff cater for a variety of learning styles such as thinking skills and creative and critical thinking to enable all children to reach their full potential.

- Key learning areas are further enriched by: -
  - Literacy Intervention Program
  - English as an Additional Language Classes
  - Participation in Australian Maths Competition & Premiers Reading Challenge
  - On site Welfare Officer and resident speech therapist
  - Access to digital technologies in all classrooms – ipads, cameras, netbooks, laptops, desktops, interactive whiteboards
  - Camps, excursions, swimming, interschool sport
  - School Performances including school concert, musical, choir
  - Optional Instrumental lessons (at an additional cost)
Building a community of
life-long learners

The diversity of our community is a special feature of our school and we value this greatly. Our population largely encompasses Vietnamese, Cambodian, Chinese and English-speaking children and our community partnerships include the local Chinese School and Samoan Church. Adult English Classes, Computer and cooking classes are also conducted on our site to further engage with the wider community. Throughout the year we run family fun nights to support the curriculum areas of physical education, maths and science. Community partnerships with Bunnings, Officeworks and the Dingley Church offer our children Breakfast Club on both sites. Homework Club, lunchtime clubs and Active After School Sport Programs offer support to students and their families, and allow students additional time to develop skills and engagement within the school community. Participation in National Tree Planting Day, ANZAC Day Ceremonies, Clean Up Australia Day, and Active April give families an opportunity to engage within the broader community. Parent forums are held throughout the year on topics such as:-

- Getting your child ready for school
- Helping your child to read
- What should I pack for lunch?
- The importance of the swimming and camp programs

Individual and family intervention and support is available to our families as required. Our school has a student support services officer, speech therapist and counselling support available.
Our School Values:

At Spring Parks Primary School we have a strong set of core values:

Spring Parks Primary School delivers
every child
every opportunity
for learning and excelling,
developing and belonging.

Respect – we develop knowledge and promote actions that demonstrate our understanding and recognition of each person and our environment at school and in the broader community.

Engagement – we participate with enthusiasm and a sense of commitment in all opportunities for learning, in every facet of school life.

Achievement – students and staff are constant learners, continually seeking new knowledge and skills, celebrating and sharing our learning achievements with parents and the community.

Community – we embrace the diversity of the local area and welcome each family to the Spring Parks PS community, knowing that we each have something to learn from and contribute to each other.

Hope - we are a positive community of families, staff and students working in partnership to create a future that sees every individual valued in and contributing to their world.
Student Code of Conduct

- Move and play safely
- Care for yourself, others and property
- Resolve problems calmly, fairly and sensibly
- Respect others through speech and manners
- Work as well as you can and allow others to do the same
- Correct uniform should be worn at all times

Student Leadership

Students are supported and encouraged to ‘lead’ at all levels of Spring Parks Primary School. The School Values of Respect, Engagement, Achievement, Community and Hope (REACH) reflect our commitment to the development of all aspects the child; physical, social, emotional and academic. Developing strong student leaders is a key component of our philosophy.

Along with the formal positions of School Captains and Vice Captains, Sport Captains, Environment Captains and the four House Captains, students in the senior years run a number of ‘clubs’ or programs such as; Running Club (daily) encouraging the student body to exercise, Sports’ Clubs such as Basketball Club and the School Magazine Committee who write, edit and publish the School Magazine. Students are encouraged to ‘have a voice’ and present ideas for clubs and/or events they wish to organise and run, which will often reflect what is happening in the wider community.

Junior School Council (JSC) students are elected by their peers to represent their Home groups. They have the responsibility, as representatives of the school student body, to discuss issues and present ways in which the school can be improved. They meet regularly with the Principal to report on their progress and activities so updates can be given to School Council. JSC also coordinate a variety of Charity fundraising events throughout the school year, which support such groups as State Schools’ Relief.

The Buddy system is an important part of building both confidence and relationships at Spring Parks. Foundation (Prep) students have Senior School buddies with whom they work throughout the year on cross age activities. Whilst some of these activities represent significant events in the school calendar such as Literacy and Numeracy Week many activities are designed so the students can provide good role modelling, teach skills and concepts or just enjoy each other’s company. It is important that the younger students have someone to look up to and trust.

Leading takes many forms and it is our goal at Spring Parks to bring out the leader in all our students.
# Expectations

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<thead>
<tr>
<th>Students</th>
<th>Parents</th>
<th>Teachers</th>
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<tbody>
<tr>
<td><strong>Achievement</strong>&lt;br&gt;• Know when to ask for help&lt;br&gt;• Actively involve in our own learning</td>
<td><strong>Communication</strong>&lt;br&gt;• Read the newsletter&lt;br&gt;• Contact the office if student is going to be absent&lt;br&gt;• Check your child’s diary each day&lt;br&gt;• Contact the school if there are any changes in circumstances that may impact on your child’s learning</td>
<td><strong>Curriculum</strong>&lt;br&gt;• Deliver a comprehensive curriculum based on AusVELS standards&lt;br&gt;• Recognise and respond to the individual needs of students&lt;br&gt;• Develop curriculum that is engaging and appropriate</td>
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<td><strong>Engagement</strong>&lt;br&gt;• Use diary to record reading log and important dates&lt;br&gt;• Bring equipment&lt;br&gt;• Be punctual&lt;br&gt;• Do regular homework&lt;br&gt;• Keep work space tidy</td>
<td><strong>Assessment &amp; Reporting</strong>&lt;br&gt;• Make regular assessments&lt;br&gt;• Complete a written report at the end of each semester&lt;br&gt;• Participate in Parent teacher interviews twice a year</td>
<td><strong>Modelling</strong>&lt;br&gt;• Articulate the value and purpose of what is being taught&lt;br&gt;• Be a model of respect and tolerance to all students&lt;br&gt;• Promote a learning environment where all students are valued for their ideas, backgrounds and beliefs</td>
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<td><strong>Respect</strong>&lt;br&gt;• Be courteous and respectful towards all members of the community&lt;br&gt;• Show commitment to school sporting teams, productions and other events&lt;br&gt;• Wear School Uniform correctly and with pride</td>
<td><strong>Homework</strong>&lt;br&gt;• Ensure your child has a light, quiet space to do regular homework&lt;br&gt;• For students who don’t have homework, read, revise tables or discuss current learning</td>
<td><strong>Welfare</strong>&lt;br&gt;• Ensure your child gets at least 8 hours sleep&lt;br&gt;• Ensure your child arrives at school on time&lt;br&gt;• Ensure school uniform is presentable and ready for your child to wear each day</td>
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Communication

Due to the diversity of our community all communication is available in a variety of languages. We also have Educational Support Staff who are available to assist parents with an interpreting service.

Assembly

- A campus assembly is held in the Hall (West Campus) and Learning Enrichment Centre (Valley Campus) at 3.00pm each Friday. Parents are welcome to attend and celebrate the “Star of the Week’ Certificates with students.
- Students from both campuses also come together to celebrate whole school achievements throughout the year. This usually occurs during term 1 & 4.

**Spring Parks Primary School Creed**
*(Read at each weekly Assembly)*

I am proud to be an Australian.
I enjoy the peace and freedom of my country.
I’ll obey the rules and laws of my country and look after the world I live in.
By caring about the environment,
I’ll do my best,
To make this country great.

Excursion Notices

- All notices that require your signature for permission will be sent out on yellow paper. These notices will need to be signed giving your permission for the relevant activity and returned to school as soon as possible.
- There is a red mail box located at the school office. All notices should be placed in there with any money due.

Information Evenings

- Information evenings are held in relation to various events throughout the year. These include:- curriculum, school swimming and camping programmes.
Newsletters

- The school newsletter goes out once a fortnight. The newsletter is translated into Vietnamese, Khmer and Chinese. This contains up to date information about current events, student contributions and other matters of interest.

School Council

- The school council is responsible for the management of the school, including finances, buildings, grounds and equipment. The school council reports to parents through a formal written report and an annual meeting, as well as articles in the newsletter. School council elections are held each year, usually in March. School Council is made up of 8 elected parents, 4 elected teachers, the Principal and provision for 2 co-opted members. Any parent of a child at the school can be nominated for school council.

Student Assessment & Reporting

- Parent teacher interviews are held during Term 1 and Term 2.
- Term 1 is an informal “meet your child’s class teacher” information evening. This is where we can begin to develop the home/school relationship.
- Formal written report are also available in June and December of each year.
- Term 2 Parent Teacher interviews will be to discuss your child’s academic progress throughout the semester and what your child should complete by the end of the year.
- Additional interviews can be made throughout the year with the classroom teacher at your request.

Student Attendance

- If your child is absent for any reason please contact the office on the day of absence
  - West Campus 9546 6402  Valley Campus 9547 3222  (Press 1 for Student Absences)
- If your child is going to be away for an extended period please notify the office prior to your departure.
- Students that arrive late to school will need to collect a late pass from the office before going to class
- Students who are leaving early must be accompanied by an adult. This adult must sign the student out at the office.
Information

Assembly

- A campus assembly is held in the Hall (West Campus) and Learning Enrichment Centre (Valley Campus) at 3.00pm each Friday. Parents are welcome to attend and celebrate the “Star of the Week’ Certificates with students.
- Whole school assemblies are also held, parent will be notified before they occur.

Active After School Sport

The Australian Sports Commission’s Active After-school Communities Program is delivered nationally and is designed to engage children in structured physical activities. Students from Foundation to Year 6 have an opportunity to participate in this program run after school from 3.45pm to 4.45pm at various times throughout the year. Sports that have been offered include: Netball, soccer, circus training, dance, basketball and volleyball. Each program is age appropriate and runs for 7 weeks.

Breakfast Club

Breakfast Club is run on both campuses, in the LEC at Valley Campus and in the Art Room at West Campus. Volunteers run the program in the mornings and children are offered a drink, toast and cereal. Children who arrive at school early must stay at Breakfast Club until 8:30. Breakfast is served until 8:50 to enable children to have enough time to eat and then pack up and not arrive late to class.
Diaries

All students use a diary to write down their daily timetable from the communication board in their learning space and remind them of excursions and special events. This may also be used as a reading log. Parents are asked to sign their child’s diary each day.

House Teams

Students are placed in a school house team. Falcons (yellow), Kestrels (orange), Hawks (purple), & Eagles (aqua) Throughout the year students have the opportunity to represent their teams in whole school competitions or fun activities.

Lunch

- Spring Parks does not have a school canteen
- Fast food is not permitted.
- Children have the opportunity to eat fruit during morning classes
- Students are supervised eating their lunch from 11.40am-11.55am
- Parents wishing to bring hot food to school should leave it on the table outside the office, where children will collect it.

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<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8.15 – 8.50</td>
<td>Breakfast at home or Club</td>
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<tr>
<td>9.00</td>
<td>Learning Session 1</td>
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<tr>
<td>10.00 – 10.05</td>
<td>Morning Healthy Snack</td>
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<tr>
<td>10.05 – 11.00</td>
<td>Eating in classroom</td>
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<tr>
<td>11.00</td>
<td>Play outside</td>
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<tr>
<td>11.40</td>
<td>Lunch</td>
</tr>
<tr>
<td>11.55</td>
<td>Learning Session 3</td>
</tr>
<tr>
<td>12.55</td>
<td>Learning Session 4</td>
</tr>
<tr>
<td>1.55</td>
<td>Play outside</td>
</tr>
<tr>
<td>2.25</td>
<td>Afternoon healthy/fruit</td>
</tr>
<tr>
<td>2.30</td>
<td>Eating in classroom</td>
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<tr>
<td>3.30</td>
<td>Finish</td>
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</tbody>
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Parent Classes

Spring Parks Parents can attend classes at either campus

- English Language Classes – Valley Monday 9am & West Thursday 9am
- Cooking Classes – Alternating campuses Wednesday 9.15am
- Computer Classes – West Campus Wednesday 9am
Playgroup

Playgroup operates on our West Campus on Tuesday at 9am. All preschool children are welcome to attend at no cost.

Prep (Foundation) Transition

- For our Pre-school students beginning school we run a transition program during November. There will be 5 sessions that run from 9.15-10.15am. Parents may contact the campus office for dates

School contributions

- School contributions are paid on an annual basis. The contributions are currently $150. This covers cost for student resources.
- Additional cost will be incurred for swimming and excursions
- The Education Maintenance Allowance or EMA is an allowance paid to holders of a Centrelink Pensioner Health Benefits Card. Applications should be completed at the school office with the first two weeks of the school year.

School Hours

- Classes begin at 9am and end at 3.30pm
- Please ensure that your child arrives on time and is ready to begin the day. Children may enter the classroom from 8.50am to allow them to prepare for the day.

School Uniforms

- Students are expected to dress in complete school uniform in a way that reflects a sense of pride for their school and themselves. The uniform is an important symbol of our school. It provides a means of identification and helps to ensure safety of our students, in the schoolyard and in transit to and from the school.
- Please ensure that all uniform items are clearly labelled.
- It is compulsory to wear school uniform at all times.
- All items of uniform can be purchased from Primary School Wear
- Hats can be purchased from the school office. They must be worn during term 1 and term 4 of each year in line with our SunSmart Policy.
School Nurse

The school nursing service is offered at Spring Parks. The school nursing program offers an assessment of all children during their first year at school. It also offers assessment of children in Year 1-6 where students have been referred by teachers or parents. The School Nursing Program covers general health, dental, speech and vision development checks.

Spanish (LOTE) Classes

Spanish is one of the most spoken languages in the world. At Spring Parks Primary School each class has a one hour Spanish lesson where the students are given the opportunity to develop an understanding of the Spanish language, its speakers, culture and learn about the countries where Spanish is spoken.

Students at each level learn specific skills relevant to their stage of development.

Following are some examples of the learning that takes place at each level:

Foundation Level - Students begin to use and respond to basic Spanish language related to topics such as self and family.
Levels 1 and 2 - Students start to understand and use Spanish in more structured situations and activities related to self, family, home, classroom and community.
Levels 3 and 4 - Students consolidate their learning and begin to extend their personal vocabulary and knowledge of the Spanish language structures.
Levels 5 and 6 - Students begin to understand, use and extend their Spanish vocabulary within the world of their own experience and imagination.