Welcome! 2015
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WELCOME TO NORTHCOTE PRIMARY SCHOOL

We warmly welcome you and your child to Northcote Primary School and the wider school community.

The next seven years of primary education are vitally important to your child. Developing a strong partnership between you and the school will benefit your child greatly. If you have any questions or concerns, we encourage you to contact the office, either in person or by phone. The office staff can direct your enquiry to the right person.

N.B. Throughout this booklet the term “parent” includes carers, guardians or others with children at the school.

Our Story

Northcote is known for its strong sense of community connectedness, and Northcote Primary School has this in spades.

Over our 140 year history the school has evolved into a place where community matters and where our students continue to achieve academically. We are proud of our consistent teaching and learning and the high standards we set for our staff and students.

At our school we celebrate the individual. Our students are highly engaged. They are motivated and happy to be here. Every day our students show how much they care for each other – in both the classroom and the playground.

Northcote Primary School students come ready to learn and leave ready for the next adventure. They are encouraged and equipped to solve life’s challenges, which we know is a vital skill.

We are a welcoming school community. Strong relationships are a hallmark of our school – among students, parents, staff and within the Northcote community.

As a school we are doings lots of great work and we are always challenging ourselves to keep improving. We need to pause from time to time to reflect on our achievements and remember what makes Northcote Primary such a special place.

Our staff, School Council and broader school community are working together to support our students on their learning journey. We encourage parents to lend a hand and to continue to get actively involved in Northcote Primary School.
**Attendance: Prep Starting Dates and Times**

From **Thursday 29th January** all Prep Students will attend school every day from **9:00 a.m. to 3:30 p.m., except for Wednesdays** which will be set aside for prep assessments. Preps are not required at school on these Wednesdays unless your child’s teacher has organised an appointment time for you.

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Thu 29 January</td>
<td>Fri 28 March</td>
</tr>
<tr>
<td>Term 2</td>
<td>Mon 13 April</td>
<td>Fri 26 June</td>
</tr>
<tr>
<td>Term 3</td>
<td>Mon 13 July</td>
<td>Fri 18 September</td>
</tr>
<tr>
<td>Term 4</td>
<td>Mon 5 October</td>
<td>Fri 18 December</td>
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**Northcote Primary School Communication**

1. Copies of the School Policies are available on our school website at [www.northcoteps.vic.edu.au](http://www.northcoteps.vic.edu.au). Our newsletter link to the website is emailed to parents/guardians every Thursday (see page 7 for information on how to receive it electronically).

2. For further information, please contact:

   **Principal** Kerrie Williams  
   **Assistant Principal** Karen Rush  
   **Office Admin.** Jo Hurst  
   **Business Manager** Lyn Ramsay

**School Contributions**

School Council is in the process of determining the fees for 2015. A Parent Payment Statement detailing payment arrangements for essential education items and levies will be mailed to all families early in Term 1, 2015.
School Times - 9.00 a.m. to 3.30 p.m.

On the last day of Term 1, 2 & 3, the children are dismissed at 2.30 p.m. while the dismissal time for the last day of Term 4 is 1.30 p.m. Any changes in school times will be announced in the newsletter or a special note or via email.

A normal school day runs as follows:

<table>
<thead>
<tr>
<th>Session</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session One</td>
<td>9.00 - 10.00 a.m.</td>
</tr>
<tr>
<td>Session Two</td>
<td>10.00 - 11.00 a.m.</td>
</tr>
<tr>
<td>Morning Recess</td>
<td>11.00 - 11.30 a.m.</td>
</tr>
<tr>
<td>Session Three</td>
<td>11.30am - 12.30 p.m.</td>
</tr>
<tr>
<td>Session Four</td>
<td>12.30 - 1.30 p.m.</td>
</tr>
<tr>
<td>Lunch Eating</td>
<td>1.30 - 1.40 p.m.</td>
</tr>
<tr>
<td>Lunch Play</td>
<td>1.40 - 2.30 p.m.</td>
</tr>
<tr>
<td>Session Five</td>
<td>2.30 - 3.30 p.m.</td>
</tr>
<tr>
<td>Home Time</td>
<td>3.30 p.m.</td>
</tr>
</tbody>
</table>

**Home Group Teacher**

The most important person your child and you will have contact with throughout the year is their home group teacher. If you have any questions or issues about your child’s wellbeing or learning, please make a time to speak with their teacher.

You can contact them by email (preferable) or by calling the school. They will endeavour to get back to you asap. Teachers are also in their classrooms before and after school, so you can sometimes arrange an appointment to have a chat with them if convenient. Teachers email addresses will be available before the end of Term 4.

**Before and After School Supervision**

Children should not come to the school before 8.45 a.m. as the schoolyard is not supervised prior to this time. The school expects all children to be picked up or to have left the school grounds by 3.45 p.m.

Children can be booked into the Before School Care Program from 7.30 a.m. to 8.45 a.m. or After School Care Program from 3.30 p.m. to 6.00 p.m. Please contact the Co-ordinator on 9489 0347 to enquire about availability of a place for your child. (See page 8).
Tea and Sympathy on Day 1

We put a lot of effort into making sure the start to your child’s first year at school is a smooth Kinder to school transition process. We know that you also, will work in partnership with us, to support this transition process. So usually day one arrives, and we hold our collective breaths whilst we watch the children take their first steps of their primary school journey. It comes as no surprise to us that they walk excitedly with their new classmates and teachers into their classrooms.

This is a time for parents and carers to celebrate, take a breather, talk, laugh and even cry with other prep parents about the journey so far. We are aware of the need to look after you too! It is a joyous time and an emotional time for all.

We therefore, would like to invite all prep parents on day 1 for coffee and tea, after the children have settled. This is also an opportunity to get acquainted with other parents/carers in your child’s class. We gather outside the school library/canteen. Other parents will help if you can’t find it. Please make some time to come along and join us.

Monday Morning Whole School Assembly

We like to begin each school week together as a community. Parents, families, and friends of our children are invited to attend our whole school ‘Monday Morning Assembly’. Each week a different class showcases something their class has been working on. It is also a time to make important announcements, provide opportunities for our students to experience public speaking and performance. We make this an inclusive time for the community where we come together to celebrate children’s achievements and share their school experiences. The ‘Pupil of the Week’ is presented at assembly.

Pupil of the Week

Part of our approach to student wellbeing is to acknowledge children for their efforts and achievements. All teachers use positive rewards in their classes to encourage and celebrate children’s efforts eg. VIP awards (very important pupil); stickers; table and group points, etc. A whole school approach is the ‘Pupil of the Week’ award, where each teacher selects one pupil per week to receive a certificate at assembly. This is a very proud moment for children and parents alike. Children receiving Pupil of the Week will have their name published in the school newsletter prior to assembly so that parents/carers can arrange to attend when possible. Every child will receive a Pupil of the Week certificate throughout the course of the year.

Grade 6 and Prep ‘Buddy Program’

The program aims to support our youngest children, our new preps, with their very important transition from Kinder to Prep, and also to develop leadership skills for our older children. Every new prep is assigned a year 5 or 6 student to be their official ‘buddy’. The buddies will be there to be a big brother or sister and help care for the preps, particularly in the first few months of their school life. The buddies will participate in activities with the new preps to get to know them, and build a supportive friendship eg. Have lunch together during the first week; read stories together throughout the year; spend time in the yard together to build confidence and familiarisation in the school setting.

Buddies can be easily identified in the schoolyard with a distinctive “Buddy” hat.
Twilight Games & Picnic Tea and Annual School Fete

Very early in the year we will hold a Twilight Fun Evening and Picnic tea for our school Community. Next year it is on Monday 9th February from 6.00 p.m. to 7.30 p.m. We do this to welcome our new families to the school. It is an informal evening, where the teachers organise fun events for the little kids, and the big kids (parents) are encouraged to join in.

The 2015 School Fete will be held on Saturday 14th March from 12.00pm to 5.00pm. This is also a fantastic community event for our school and we welcome and encourage you to watch the newsletter for details of how you can participate and become part of the day with your family.

Supervision

At the school we do our utmost to ensure your child receives quality care and attention.

1. The grounds are supervised from 8.45 to 9.00 a.m., recess and lunch times, and 3.30 to 3.45 p.m. Parents are requested to ensure their child leaves the grounds before 3.45 p.m. All gates, with the exception of the main front gate, are locked between 9.30 a.m. and 3.15 p.m.

2. Despite supervision, accidents can occur and therefore it is important that the Office has current emergency telephone numbers on which parents can be contacted. It would be appreciated if you could supply at least one other emergency contact person and telephone number other than yourself, in case you are unable to be contacted. Please advise the Office if and when any of these numbers change.

3. No child is allowed to leave the grounds between the times of arrival and dismissal. Parents wishing to collect their children from the school prior to 3.30pm are required to sign their child/children out using the Student sign-in/out book located in the school reception area. Children arriving at school after the 9.00am need to be signed in by their parent(s).

Weekly Newsletter

The link to our weekly newsletter is emailed to families on Thursdays and lists upcoming dates and events. It is very important that you read it, as it provides information about the day to day functioning of the school. Copies of the latest newsletter are available on our website or simply email the school with your name and Newsletter in the subject line to northcote.ps@edumail.vic.gov.au or visit www.northcoteps.vic.edu.au
Out of School Hours Care Program (Tel. 9489 0347)
42-44 Henry St Northcote (Next to the School)

Administrator – Michel Stanley (Tuesdays 10.00 a.m. to 3.00 p.m.)
All programs are run from the Community House, 42-44 Henry Street, which is next to the school. The Out of Hours programs often make use of the school’s rooms and grounds.

HOURS OF OPERATION

Before school – 7.30 a.m. to 8.45 a.m.
After school – 3.30 p.m. to 6.00 p.m.
Curriculum day – 7.30 a.m. to 6.00 p.m.

Opening times adjust for the last day of each Term.

FEES - 2015
Permanent Care
Before school - $12.00 Per Child per session
After school - $17.25 Per Child per session

Casual Care
Before school - $14.10 Per Child per session
After school - $20.40 Per Child per session

Curriculum Day - $42.00 per child

Late fee of $1.00 per child per minute is charged if children are not collected by 6.00 p.m.
For your children’s safety, an adult or designated responsible person must sign them in on arrival and out on departure each session.

Make sure you have registered with the Family Assistance Office in order to claim Child Care Benefit.

A copy of the Out of School Hours Care Handbook and booking form is available from the school office or the house.
Beginning School

Young children tire easily during their first month at school; it is a long day especially if the weather is hot. If you feel your child is finding the full day too much, discuss this with the teacher. It is better to pick them up early rather than allowing them to become overtired and stressed.

By March, it is anticipated that all students would have adjusted to school. Ensuring they are here each day before 9:00 a.m. gives them the best start for the day. Students arriving on time prevent disruptions to programs, reduces student anxiety, and also assists by establishing a positive working tone for the day.

Prep Assessment Wednesdays – Prep children will not attend school on Wednesdays until early March. You will receive an appointment for you and your child to have a one on one assessment with their homegroup teacher, which usually takes about an hour.

Absences

If your child is absent from school, you do not need to ring the school. However, you are required to give a written reason for their absence. Please send a note/email detailing the reasons and give it to the home group teacher.

If your child is going to be absent from school for an extended period of time, you will need to provide a letter containing the date you will be absent and the date for return. For extended absence periods, an absence plan may need to be provided by the teacher.

The only reason to ring the school is if your child has a contagious illness, e.g. measles, chickenpox, etc.

It is very important that you provide the school with a number of emergency contacts in case the school cannot reach you if your child becomes ill or is injured.

Road Safety

Parents are encouraged to discuss and demonstrate pedestrian safety with their child.

1. Find a safe place to cross the road.

2. Use the *Stop, Look, Listen and Think* procedure.

3. It is recommended that parents walk their child’s route to school with them and point out where roads should be crossed and identify any possible dangers. The shortest route may not be the safest.

4. If you travel by car, remind your child about using a seatbelt, where to wait at the school, and to be careful on leaving the school and entering the car.

5. Please use school crossings if at all possible.
**Clothing**

1. Please clearly label *every* piece of clothing and belongings, e.g. lunchboxes, hats, drink bottles, etc. with your child’s name.

2. Dress your child in clothes that are easy to manage. Remember you won’t be there to help them dress after they have been to the toilet, swimming, etc.

3. Teach your child how to do up his/her shoelaces or wear shoes with Velcro straps.

4. Don’t send your children in their best clothes during Art sessions. Paint and glue can be very unkind to a child’s best t-shirt or dress!

5. As our school is a “Sun Smart” school we have a “no hat, no play” procedure at the school. Children without hats (Sunsmart broad-brimmed hats) and appropriate clothing will be asked to play in the shade. Hats are available from the school office from 8.45 a.m. to 9.00 a.m. and 3.30 p.m. to 3.45 p.m. You will need to bring your child with you to obtain the correct hat size. Hats cost $8.50.

6. Children’s shoulders must be covered to prevent sunburn. Please do not send your children to school with shoestring straps on tops and dresses or singlet tops.

7. Please ensure that your child wears appropriate footwear to school, particularly on the PE (Physical Education) day. We do not allow thongs or open-toed sandals. If your child is wearing sandals please ensure that they have a covered toe or socks area to avoid stubbed toes.

**Lunch Arrangements**

Children need play lunch (snack) and lunch every day, which is eaten inside their classroom. Children are encouraged to bring healthy fruit and vegetables to snack on during the day. A plastic water bottle is especially important during the warmer months.

**Your Child’s Work**

To help your child to develop an interest in learning and in school, talk to them about their school day and ask them to explain the work they may have done. You can also come and see them at work in school.

If a young child is to learn to read, they are helped if they know what reading is and you can help by reading them stories and letting them see you reading books, magazines and newspapers.

Students will bring take-home books to read at home in an NPS velcro satchel. Please ensure that the school’s take-home books are returned to the school so that they can be changed. Remember too, that on starting school the young child has significant social adjustments to make, so do not be too anxious for early evidence of formal reading. Any notes, etc. can also be sent to school via the satchel which will be checked daily.
Curriculum – AusVELS (Victorian Essential Learning Standards) incorporating the Australian Curriculum

At Northcote Primary School we provide a positive and supportive learning environment where children are involved in active learning, building on their knowledge and strengths. AusVELS is the Foundation to Year 10 curriculum that provides a single, coherent and comprehensive set of prescribed content and common achievement standards, which we use to plan student learning programs, assess student progress and report to parents. AusVELS is based on three interconnected areas of learning strands: Physical, Personal & Social Learning, Discipline-Based Learning and Interdisciplinary Learning. The levels below are a general guide and teachers will match content and skill development at the level appropriate to each child.

Foundation, Level 1 and Level 2 focus largely on foundational literacy and numeracy skills and the development of physical and interpersonal capacities.

At Foundation- Level 1, (Prep-Grade1) the standards are in The Arts, English, Health and PE, History, Interpersonal development, Mathematics, and Science.

At Level 2, (Grade 2), Information and Communication Technology is introduced.

At Levels 3 and 4, (Grades 3-6), students are also expected to work towards achieving standards in Thinking Processes, Communication, Civics and Citizenship, Design, Creativity and Technology, and Personal Learning.

At Northcote Primary, we have three Specialist teaching and learning areas which provide rich and sequential learning programs throughout the year. Currently these areas are in the Arts (visual/performing), Language Italian, and Physical Education (PE).

Student Reports

All families receive their child’s reports twice a year, in June and December. Your child’s achievement is reported against an A, B, C, D, E scale to give a quick snapshot of the child’s progress against state-wide standards. A ‘C’ actually means your child is performing at an age appropriate level.

How are the students assessed?
The curriculum provides a clear set of standards for assessment of student achievement. Students achieve the standards by successfully completing a wide range of learning and assessment activities.

To see what achievement is expected of your child’s year level visit: http://ausvels.vcaa.vic.edu.au/
To find out more about the student reports visit: http://www.education.vic.gov.au/aboutschool/studentreports/default.htm

We also provide programs that support, develop and extend learning for specific purposes. These are embedded into our whole school learning program and include:
**School Excursions & Camps**

Off-site visits to special places are an essential part of your child's education. They are an extension of the classroom and school environment - class-learning situations revolve around what has been experienced on an excursion or camp. Where possible, you are welcome to attend and help, so please contact your child’s teacher to check whether your assistance is needed.

Children will be required to return permission and payment envelopes for excursions and camp. This is very important and we appreciate their prompt completion and return. We are unable to take children on any excursion or camp without written permission.

Please note the due date for payments and signed permissions, as no late payments and permissions are able to be accepted.

**Extra-curricular Programs**

Extra-curricular programs include cultural performances, gardening, literacy intervention, the reading support program, school camps, gymnastics and our Bounce Back Resilience and Social Skills Program.

**Instrumental Music Tuition (during school)**

To be advised.

**Kelly Sports Lessons (after school)**

Small group lessons with a registered coach – for children from Prep to Grade 4.
Library

Northcote Primary School Library
The school has a well-stocked Library with approximately 15,000 book titles.

We encourage the children to share books with family members at home. There is a two week borrowing period with a limit of 5 books at a time. Please ensure that your children look after their books, returning them promptly, so that others may borrow them.

Darebin Library - Northcote
Although the school has a wide range of reading materials, it is suggested that you join the Northcote Library to allow your child to borrow their books. Books are costly and libraries are a great way of accessing free, quality books.

Return of Material
Since parents are the most important people in a child’s life, children may bring home books, materials, etc. from school to show you. They want to share their delight in these new things with you. Share their pleasure and then explain that if other children are to enjoy these materials, they must be returned to the school.

Parent Involvement
At Northcote Primary school we encourage parent involvement and participation in aspects of the school. Parents may be unsure about how to become involved. Some ways you can help include:

- Assisting with excursions
- Becoming a classroom helper – assisting teachers & students with reading and maths
- Helping in the library
- Maintaining the grounds (sweeping and weeding)

Some other ways are:

- Helping out occasionally or regularly at Working Bees.
- Joining School Council or one of its sub-committees.

If you can suggest other ways you could assist in your child’s grade and the school, please let your child’s teacher know or see Kerrie or Karen. Parents will be invited to attend special meetings and many other events that occur at the school.
School Council

This comprises 8 elected parent representatives, 4 elected Department of Education and Early Childhood (DEECD) employees, Principal and 2 non-DEECD people co-opted by the School Council.

The Council is responsible for the school budget, raising funds, principal selection, maintaining and developing the buildings and grounds and developing the school strategic plan and policies within DEECD guidelines.

Northcote Primary School Council has a number of sub-committees to assist it in carrying out its work. These committees also allow for the participation of the wider community, interested parents are welcome to join.

Sub-committees are:

1. Education
2. Finance
3. Northcote Out of School Hours Care Programs (Before & After School) - Also known as: NOOSHC
4. Community
5. Environment

The Council meets monthly, usually on the third Wednesday of the month at 7.00pm in the staffroom. The dates of School Council meetings are published in the Newsletter.

Sub-Committees usually meet in the week prior to the school council meeting.

School Council meetings are open and all parents are welcome to attend. Please let the office know if you wish to attend.

Northcote Primary School (No. 1401)
33 Helen Street
P.O. Box 210 Northcote 3070
Ph: 9481 0009 Fax: 9481 4080
Email: northcote.ps@edumail.vic.gov.au
www.northcoteps.vic.edu.au
Other information available at: www.education.vic.gov.au/parents
Meet the Staff!

The Principal

The Asst. Principal