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PREP PARENT INFORMATION BOOK

CURIOSITY · KINDNESS · COURAGE · RESILIENCE



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WELCOME MESSAGE FROM THE PRINCIPAL

Welcome to Port Melbourne Primary School and thank you for trusting us to lead the education of your child. As our vision articulates, we are 'Proud to be at Port' and will guide your students with a focus on Excellence, Collaboration and Community.

That sense of community is incredibly strong at Port Melbourne. Our community is driven by our school values of Curiosity, Kindness, Courage and Resilience. You will see and feel these values as you walk through our school grounds and as you enter our classrooms. The values-based focus supports the growth of our students and is reflected in their actions and behaviours.

Learning at Port Melbourne occurs in a co-teaching model that prioritises exemplary instruction that is differentiated for the learning needs of each and every child. The co-teaching model provides opportunity for students to build outstanding collaboration skills and builds an environment where they are appropriately supported and challenged.

Staff at Port Melbourne build outstanding relationships with our students, ensuring both a high rigour of academic learning and a deep understanding of social and emotional learning. Our staff are proud members of the Port Melbourne community and this is evidenced by the strong partnerships between the school and the home, as well as the relationships we have with our local services.

We hope that you will take an active role within our school. There are many sources of evidence that relate outstanding levels of student achievement and positive attitudes to school with family involvement in your local school. We look forward to accomplishing excellence together.



R Cooper

Rohan Cooper
Principal

ABOUT PMPS

Vision and Values

The School Vision is 'Proud to be at Port Melbourne. Excellence. Collaboration. Community.' Our students, staff and families show great pride in our school, strive for excellence in everything we do and build collaborative partnerships within the school and the broader community.

Our School Values support us to live our Vision and underpin the learning behaviours we expect from our students. These Values are Curiosity, Kindness, Courage and Resilience.

Principal Class

Our Principal Class Team consists of Rohan Cooper (Principal), Katie Klajnblat and Kim Nickels (Assistant Principals). The Principal Class Team set the strategic direction of the school, with the focus on excellence in learning supported by a rigorous student wellbeing program.

School Council

The School Council supports the strategic direction of the school and consists of Principal Class members, teaching staff and parent volunteers. School Council elections are held at the beginning of each year, with elected members holding their position for two years. The School Council is supported by several Sub-Committees:

- Education and Policy
- Finance (School Council Members Only)
- Parents and Friends Association (PFA)
- Sustainability

ABOUT PMPS

The School Curriculum is classified into key learning areas, including:

- Literacy (Reading, Writing, Spelling, Speaking and Listening).
- Numeracy (Number and Algebra, Measurement, Chance and Data, Statistics and Probability).
- Inquiry-Based Learning (Civics and Citizenship, Economics and Business, Geography, History, Science).

This is supported by our Specialist Teaching Program, including:

- Health and Physical Education (1 x 50-minutes session per week).
- Language Other Than English (LOTE) - French (1 x 50-minutes session per week).
- Music and Performing Arts (1 x 50-minute session per week for one semester).
- STEM (Science, Technology, Engineering and Mathematics) (1 x 50-minutes session per week).
- Visual Arts (1 x 50-minute session per week for one semester).

Social and Emotional Learning

Positive student health and wellbeing learning and support is critical to the development of our students. At our school this includes a variety of social and emotional learning programs, including:



ABOUT PMPS

Respectful Relationships

The Respectful Relationships program supports schools and early childhood settings to promote and model respect, positive attitudes and behaviours. It teaches our children how to build healthy relationships, resilience and confidence.

School-Wide Positive Behaviour Support

School-Wide Positive Behaviour Support (SWPBS) is a framework that brings together school communities to develop positive, safe, supportive learning cultures.

SWPBS assists school to improve social, emotional, behavioural and academic outcomes for children and young people.

The 'Upstanders' Program

Students are taught the skills to be an 'Upstander'; a person who speaks or acts in support of an individual or cause, particularly someone who intervenes on behalf of a person being bullied.

Class Structure

At our school, we have developed a collaborative team-teaching approach to classroom instruction.

- Prep to Year 4

From the time your child is in Prep until they complete Year 4, they will work in a collaborative classroom environment with two classes of students working with two teachers in a twin-classroom learning space.

Classes are regularly supported by Education Support staff members and Learning Intervention teachers. This collaborative environment supports differentiated student learning and the building of positive peer relationships.

- Years 5 and 6

When your child enters Years 5 and 6, they work in an extended collaborative environment in our new senior learning space. They will work as a 'cohort' group, with four classes working together with four classroom teachers and again supported by Education Support staff members and Learning Intervention teachers.

This collaborative environment builds on the foundational learning and wellbeing skills taught in Prep to Year 4 and extends students to work in dynamic, collaborative groupings and best prepares them for their secondary school education and beyond.

ABOUT PMPS

Assessment and reporting

Parents and carers receive formal feedback on their child’s progress via:

- Parent-Teacher Interviews

Parent-Teacher interviews are held in Week 3 of Term 1 and again in Week 3 of Term 3.

The interviews at the beginning of the year provide an opportunity for parents / carers to share pertinent information about their child with the teacher, whilst the mid-year interviews address student achievement in Semester 1 and learning goals for Semester 2.

- Student Reports

All students receive progress reports at the end of Term 2 and again at the end of Term 4.

Students are assessed against the curriculum standards in the key learning areas. These assessments are supported by an overview of the curriculum that has been taught, personalised comments on student achievements and individual learning goals.



ENROLMENT

We encourage all families to attend a tour of our school with our Principal and student leaders to ask any questions you may have before enrolling your child.

To enrol, you can download a copy of our enrolment form from our website or collect one from the school office. All Prep enrolments for the following year must be completed and returned to the office with additional documentation (as detailed on our school website) by the 31st of August.

School Tours

Our School Tours are held every Friday at 9:30am. To book [click here](#).

School Zone

To find out if you are zoned for our school please use the [Find My School website](#).

School hours

The school day commences at 9:00am and ends at 3:30pm.

8:30am	Office Opens
8:45am	Classrooms Open for Supervision
9:00am	School Commences
10:50am	Morning Recess
1:05pm - 1:50pm	Lunch Time
3:30pm	School Concludes
4:30pm	Office Closes

Learning is structured in six 50 minutes lessons across the day, with breaks for recess and lunch.

ENROLMENT

School Uniform

Known for our royal blue and red colours, our Port Melbourne PS uniform creates a sense of belonging and security in our students, school and Port Phillip community.

The Port Melbourne Primary School Uniform can be purchased from the PSW shop, which is located at Unit 1/128 Bertie Street, Port Melbourne. Information about our summer and winter uniform options can be found on the PSW website [here](#).

Second Hand Uniform

Our second hand uniform shop is run by volunteers of the PFA and operates at specific times throughout the year, which is communicated to parents via Compass each term.

Personal belongings and lost property

It is important to clearly label all clothing (and bags) with the students first and surname. This prevents confusion in the case where multiple students have the same first name. It is recommended that grades are not included on the labels due to students changing grades each year.

Any lost property can be found near the First Aid Room. Lost property items are sorted by Student Leaders on a regular basis and named items are then returned to the applicable classrooms.

NOTE:

Any unnamed clothing is taken to the second-hand store.



ATTENDANCE

Parents will receive a notification via text message if their child is away with no explanation.

To avoid these text messages please notify the school via Compass of any full day absences. Any half day or late arrivals can ignore the text message and instead sign in at the office upon arrival.

Any student who leaves the school between 9:00am - 3:30pm, must be signed out by a parent or legal guardian via the School Office.

Anyone other than a parent or legal guardian collecting your child is required to be on their emergency contact list. If the person(s) are not listed on the emergency contact list, parents/legal guardians are required to phone the school to authorise the person(s) with office staff.

Please remember it is a parents responsibility to contact us to provide an explanation for your child's absence, any unexplained absences will result in an unexplained absence letter sent home to families.



SCHOOL COMMUNICATION

The school communicates regularly with parents through our main platform Compass.

Compass

Using Compass will allow you to:

- Receive important information from the school and teachers
- Provide consent/payment for excursions and/or events
- Payment for stationery and voluntary contributions
- Book parent/teacher interviews
- View student reports

Parent Hub

The Parent Hub is run by our Parents and Friends Association (PFA) and is where you can purchase items for PFA run events. You can register for the [Parent Hub here](#).

School newsletter

The school newsletter is sent to families via Compass every fortnight on a Friday afternoon.

Our newsletter includes a principal report and provides families with important information about calendar dates and school events as well as celebrating student achievements.

WhatsApp groups

WhatsApp groups are run by our parent community.

Every class is nominated a Parent Representative, whose role is to support the class teacher by organising class volunteers for events, welcoming new families and supporting the PFA.

Parents are able to volunteer for the Parent Representative position by responding to an email that is distributed by the school during Term 1.

GENERAL INFORMATION

Assembly

Assemblies are held each fortnight on Mondays at 9:05am.

During assembly, the children sing the National Anthem, learn important information about the week ahead and recognise individuals for their achievements. Parents are always welcome to attend assembly and to catch up with other parents prior to or after the assembly.

Bikes and Scooters

Students can store their bikes and scooters in a secure area near the Poolman Street end of Clark Street (refer to map for location). The gate to the area is locked at 9:15am and unlocked at 3:15pm.

TeamKids

The school's Before and After School Care program - TeamKids- caters for students who require supervision on school days before 8:45am and after 3:45pm. The program runs between 7:00am-8:45am and 3:30-6:15pm.

A School Holiday Program also operates during the school term holiday periods.

TeamKids and sessions costs are reduced for families registered to receive the Child Care Subsidy. Registration with TeamKids is free of charge, and can be completed on their website, www.teamkids.com.au

We encourage all families to register with TeamKids should the need arise to use the program at the last minute. Further information is available from the TeamKids website, or the staff at Port Melbourne TeamKids can be contacted on: 0448 056 705 or at: portmelbourneps@teamkids.com.au

Car Parking

Our school has a marked drop off zone (Kiss and Go) outside the school in Clark Street.

Parking enforcement officers regularly issue parking fines for cars parked illegally in Clark St and surrounding streets.

Please be mindful of our neighbours and do not park across driveways. If you do need to drive your child to or from school, it is recommended to park a block or two from the school (for example in the off-street parking area near the Trugo Club) and enjoy a short walk to/from school with your child.

Crossing Supervisors

The City of Port Phillip provides crossing supervisors on the Graham Street crossing between 8:15am-9:05am and again between 3:10pm-3:50pm daily.

GENERAL INFORMATION

House Systems

Port Melbourne Primary has a house system, which organises students across all year levels into four house groups.

The house system provides opportunities for students to identify as a member of a team, to collaborate and build relationships across the school. It also provides important leadership opportunities for students and supports role modelling across age groups.

Each House has a name created from a physical/geographical feature representing the Port Melbourne area and their own designated colour. These are:

- **Beacon**
The Port Melbourne Lighthouse that can be viewed from the school.
- **Hobson**
The name of our school’s closest bay.
- **Lagoon**
The large saltwater lagoon originally in the middle of Port Melbourne.
- **Sandridge**
The historical name for Port Melbourne.

House Points are earned during the school year through student participation in various competitions and activities. Students are assigned to a house when they start with the school. Siblings are put in the same house.

Lunches

It is recommended that students bring their lunch to school in their own clearly labelled container including a water bottle that can be easily refilled throughout the day.

Any lunch orders need to be placed before 9:00am on the day the lunch is required and can be ordered via the Flexischools App or [website](#). If you require any further information, call Renatta Catering on 1300 361 769.

Port Melbourne Primary school is an allergy aware school due to an increasing number of severe reactions and anaphylaxis. We ask parents and guardians to refrain from sending nut and nut products to school in their children’s lunch boxes. Please contact our school nurse, Ruth, if you wish to discuss further.

GENERAL INFORMATION

Play Areas

For the first few weeks of term, the Junior Playground and the asphalt area adjacent to it is reserved specifically for Prep students. Some of the play equipment at the rear of the oval is reserved specifically for students in Years 1 and 2, with the remainder reserved for students in Years 3 to 6.

School Yard Supervision

The school yard is supervised by Yard Duty staff, between 8:45am and 3:45pm. Students are not permitted on the school grounds outside of these times unless they are supervised by a parent or TeamKids. Any child that has not been collected by 3:45pm will be taken to TeamKids, and emergency fees will apply.

Sun Smart

From the 1st September (or before, depending on the UV level) to 30th April, all students are required to wear a wide-brimmed school hat when outdoors. Any child without a school hat will be asked to sit in a shaded area. During this period, parents are encouraged to ensure their child is wearing sunscreen before coming to school, as staff are not allowed to apply sunscreen. Students may re-apply their own sunscreen and it is recommended roll-on types are used.

NOTE:

Sunscreen is available at events where students are outside for extended periods of time. For further information, the school’s Sun Smart Policy is available on our website at <https://portmelb.vic.edu.au/download/sunsmart-policy/>



FINANCE

Payment and Consent for Events

The school's preferred method of payments for camps, excursions and family contributions is via Compass.

Where this is not possible, payments can also be made by credit card over the phone or at the School Office during office hours.

Consent and payment for events needs to be provided at least two school days prior to the activity. If a parent's consent and payment are not received within this time frame, your child will be unable to attend the event. Therefore, it is important to note the dates payment and consent are due, so your child does not miss out.

Year 3-6 Camp

Children in Year 3-6 have the opportunity to attend school camps off site.

Families holding a concession card or who are temporary foster parents are eligible to apply for the Victorian Government Camps, Sports and Excursion Fund (CSEF). If you believe you are eligible, please bring your card to reception for assistance in applying for this fund.

Prior to the camp dates, the school will provide sufficient time for parents to pay or set up payment plans, which can be made through Compass.

FINANCE

Voluntary Contributions

Voluntary Contributions helps us to continue to provide our quality programs that cater to the needs and interests of all our students. In particular, these contributions have allowed us to enhance our specialist programs including increased digital learning opportunities and extensive STEM resources.

Tax-deductible donations

The school has two tax deductible gift recipient funds for Building works and the Library. A tax deductible receipt is issued for donations to either of these funds.

- Building Trust Fund (Tax Deductible) allows us to maintain and update our school grounds such as providing air-conditioning to our new classrooms that were built as part of our recent building project.
- Library Trust Fund (Tax Deductible) allows us to build our schools reading resources. This Fund recently enabled the purchase of additional technology and furniture for the library - creating a contemporary and welcoming space to foster the children's love of literacy.

Stationery

In Term 4, families are notified to make payment for their child/ren's stationery for the following year. This covers the cost of all stationery items students will use in class, including a Mathletics subscription.



FIRST AID HEALTH

Anaphylaxis, Severe Allergic Reactions, Asthma, Diabetes and other medical plans

If your child has a diagnosis of Anaphylaxis or Severe Allergic Reactions, please provide the school nurse with the coloured ASCIA Anaphylaxis or Severe Allergy Action Plan. This form will be required to be completed by your child's doctor. When submitting the form, please also ensure a recent photograph of your child is attached and an in-date EpiPen and/or antihistamine is provided.

If your child has a diagnosis of Asthma, please provide an up-to-date coloured Victorian School Asthma Action Plan, an in-date inhaler and a spacer.

If your child has a diagnosis of Type 1 Diabetes, please provide their coloured Diabetes Action and Management Plan completed by their Doctor or Diabetes Educator. Please also include several Hypo Kits of appropriate foods for use when needed.

NOTE:

Should your child suffer from any other serious medical condition, please contact our school nurse and she will provide you with the form(s) required to be completed. She can also be contacted to discuss your child's health care needs whilst attending Port Melbourne Primary School.

Medications at School

If your child is required to take medications while at school, a Medication Authorisation Form will need to be completed and returned to the school nurse. This form is available on the school website or can be picked up from the school office/school nurse.

On site, student medication is kept in secure storage and administered in accordance with the instructions provided by the doctor or pharmacist. It is important to know, staff are not permitted to administer medications without written consent from a parent or guardian. For any questions or concerns regarding how medications are administered at the school, please feel welcome to contact our school nurse between 10:30am and 3:30pm, Monday - Friday.

NOTE:

A new form will be required to be filled out each year your child attends the school.

FIRST AID HEALTH

Infectious Diseases

From time to time students will need to be required to stay at home if they have contracted a communicable illness such as Chicken Pox, Measles, Mumps, Ringworm and Rubella, amongst other illnesses.

For further information relating to the exclusion periods for these types of illnesses, please visit the Better Health Channel at: <https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion>

Should you have any other queries or concerns relating to whether your child should attend school or not, our school nurse will be able to assist and is available between 10:30am – 3:30pm Monday through to Friday.

If there is an incident at school, you or someone you have nominated as an emergency contact will be contacted. Please inform the school if any of your emergency contact details change. This can be done by sending an email to port.melbourne.ps@education.vic.gov.au



LIBRARY

Our school Library is a vibrant, welcoming and well-resourced open space for students to enjoy and immerse themselves in the wonderful world of books. It also plays a crucial role in supporting our students' learning across the curriculum, and provides them with a place of comfort.

The Library has a vast array of books categorised into collections such as Picture Fiction, Fiction, Non-Fiction, Big Books, Indigenous Resources, Junior Fiction, Premier's Reading Challenge and Teacher Resources. Students visit the Library on a weekly basis with their teacher, where they may enjoy a captivating story, browse, read, and borrow books. Years Prep to 2 borrow one book, and Years 3 to 6 borrow 2 books, each week.

We also celebrate and commemorate important events in the Library including NAIDOC Week, Literacy and Numeracy Week, Reconciliation Week, Anzac Day, Book Week, Grandparents' Day, and the Children's Book Council of Australia Awards. Additionally, we hold events such as the annual Book Fair and run the Library Legends stall at the school fête.

Furthermore, we are honoured to have popular authors and illustrators regularly visit the school in aid of supporting our students' literacy and learning.

Tax-deductible donations can be made to support our Library Fund. These invaluable donations enable the school to purchase the latest exciting titles to support our students' learning by encouraging them to read.

We also welcome families to volunteer their time in contacting the new library books. This can be done at their own convenience and in the comfort of their own home. Should you wish to become a volunteer at our Library, please contact: nicole.wapling@education.vic.gov.au

The Port Melbourne Primary School Library looks forward to supporting your child in becoming an engaged, skilled and enthusiastic reader.

PARENT INVOLVEMENT

Parent Representatives (Class Reps)

At the beginning of the year your child's teacher will ask for one parent per classroom to be a Parent Representative.

Classroom Help

There are many opportunities for parents to participate and provide support within the classroom. All parents and helpers are required to have a "Working with Children Check – volunteer category". Application forms can be obtained online at www.workingwithchildren.vic.gov.au or at your local post office.

All visitors to the school, including volunteers, are required to sign in at the office each time they attend the school.

Parents and Friends Association (PFA)

At Port Melbourne Primary School, we value parental involvement.

One way to become involved in the school is through the active and friendly Parents and Friends Association (PFA). The PFA encourages social interaction, improved communication and facilitates fundraising.

The PFA is a group, which meets regularly to:

- Provide events which encourage participation and social contact, such as the welcome drinks and grandparents morning tea
- Provide support for school events, including information nights
- Organise regular fundraising events which help bring the school community together
- Regular fundraising events include:
 - Trivia and auction night
 - Community Fete
 - Mothers, Fathers and Special Persons Day stalls
 - Family Colour Run
 - Easter Raffle
 - Christmas concert

Over the last few years, the PFA has raised enough money to contribute to the following, including but not limited to:

- Landscaping of our school grounds.
- Installation of air-conditioning to our new Year 5-6 and STEM building.
- Emergency lunches.

PREP INFORMATION

For the first 5 Wednesdays at the beginning of the year, Prep students are not required at school unless they are booked in for their Prep Assessment.

The assessment form is included in the Prep Information pack given out at the last orientation day. These assessments are held state wide and help our teachers to find out exactly what each child can do and what their next steps are, in Literacy and Numeracy. Each child beginning Prep is required to complete an assessment with his/her teacher. Parents are not required to stay for the session, which will last approximately 60 minutes.

A Typical Week in Prep

Throughout the year, children and families are welcome into the classroom from 8:45am - 9:00am to help settle them into the day.

Mornings may begin with a 'Discovery Time' where there is focus on developmental play, or with a 'Morning Pack' where children work on fine motor skills and letter/number fluency.

'Typical' Weekly Timetable

Monday	Reading	Phonics/Spelling	Writing	Maths	S.E.L
Tuesday	Reading	Phonics/Spelling	Writing	Maths	French
Wednesday	Reading	Phonics/Spelling	Writing	Maths	Sport
Thursday	Reading	Phonics/Spelling	Writing	Maths	Music
Friday	Reading	Phonics/Spelling	Writing	Maths	S.E.L/Inquiry

The first half hour of the day is spent focusing on a range of mathematical concepts including, days of the week, monthly calendar and '100 Days'. This is where we practise various skills in counting, place value, money and writing numerals for the first 100 days of Prep.

PREP INFORMATION

- Spelling - 3-4 hours
- Reading - 5 hours
- Writing - 5 hours
- Mathematics - 5 hours
- Inquiry - 1 hour
- Social/Emotional Learning - 1.5 hours
- French - 1 hour
- PE - 1 hour
- Art or Music - 1 hour
- Library - 1 hour

What you can do at home:

- Read to/listen to your child read each night
- Practise 'Word of the Week' at home
- Use or find letter sounds that have been taught that week
- Include your child in everyday numeracy opportunities e.g. cooking, counting, shopping
- Socialise with other children and parents

Opportunities to help in the classroom:

- Reading
- Excursions
- Helpful jobs e.g. contacting books



PREP INFORMATION

Preparation for Prep

The following outlines the process involved in determining the skills and knowledge a student possesses including the necessary maturity and development to begin school successfully.

School readiness looks like:

- Independence – students are able to dress/undress themselves e.g. taking off a jumper, put on and fasten their own shoes (velcro), unwrap their lunch, go to the toilet, pack/unpack bags.
- Responsibility – when students arrive to school, they are able to be responsible for their own belongings such as lunch boxes, clothing, class materials etc. This includes unpacking their bags and taking care of a library bag for when they go to the library.
- Resilience – students are able to ‘bounce back’ against life’s accidents/frustrations such as falling over, being told that a friend doesn’t want to play with them, etc. We encourage them to try new things and experience making mistakes or succeeding.
- Listening – students are able to listen and follow instructions - even when they ‘don’t feel like it!’. They can learn this important skill by practising following two instructions at a time. For example, ‘first, then’. This also entails students being able to concentrate when working on age appropriate activities such as playing a board game that requires them to focus on the game’s instructions and rules.
- Confidence - students are able to be confident in themselves, their abilities and situations they may face, e.g. be able to ask for assistance or ask questions. We support students to ask another student if they can play and help guide them to introducing themselves to other children. We also encourage students to interact with a variety of children and most importantly, teach them to be accepting of others and their differences.



PREP INFORMATION

Forming Classes

When forming classes for the upcoming year, Prep Teachers work predominantly with information provided by our feeder kindergartens.

We liaise closely with kinder educators in order to have a clear understanding of individual students’ school readiness. This also includes their socialisation skills within a formal setting, as this is often the best indicator of a student’s behaviour in a classroom environment. We also work to group students into classes, which are balanced in gender, age and learning needs.

Before the beginning of the school year, you will be asked by your child’s kindergarten to fill in a section of their ‘Transition Learning and Development Statement’. This document is completed by kindergarten educators, parents and class teachers to understand the strengths, needs and interests of each student when starting school.

It is important to note that our class groups are organised before these documents are made available to the school. If you have any important information, which the school needs to be aware of, please contact the school rather than noting it on this document.

In some instances we will ask for parents to contact the school directly with information or requests about their child’s group. Please email these requests to port.melbourne.ps@education.vic.gov.au

Examples of when you may be required to provide additional information includes:

- You have multiple children entering Prep e.g. twins or kinship care
- You have concerns that your child may have an additional learning or behavioural need
- Your child is the only one coming to the school from their kinder but have formed friendships with other students e.g. from family friend or sports club

Please note, we do not accept requests for specific teachers or friendship pairings.

PREP INFORMATION

Buddy Program

Each Prep will receive a Year 5 Buddy. The Buddies Program encourages a friendly, caring and supportive school environment amongst the children. Buddies help build a child’s self-esteem by encouraging and developing social and communication skills.

The activities your child might participate in with their buddy include:

- Reading picture story books together
- Playing games e.g. practising sharing, focus, concentration
- Sharing work e.g. a page of writing
- Eating lunch together

Your child’s buddy also becomes a friendly face they can say hello to in the yard, or another source of support when they need help solving a conflict. It is so important that a child can communicate any issues they are having to friends and teachers so they can be dealt with immediately.

We ultimately aim for the students to be able to solve a minor problem or conflict without seeking help from Teachers. We also promote positive behaviours of a friend.

Celebrations

There is always lots to celebrate in Prep! Birthdays, special occasions and student achievements are acknowledged by the class on a regular basis.

Birthdays

Each class often has its own personal way of celebrating birthdays in school. This may be in the way of doing a special job, wearing a hat or badge, or blowing out the candles on a play cake. However it’s done, celebrating together as a class community is something we love to do.

Can I bake or provide a treat for my child’s class on their birthday?

Families will be asked not to provide food to share with other children for birthdays and other celebrations, unless on the designated food celebration day. Teachers will use their discretion to select a non-food related classroom birthday celebration.

PREP INFORMATION

Sharing special items and achievements

Throughout the year, students will have opportunities to share special items and achievements through our ‘Share Time’ topics.

This is an important part of our Speaking and Listening curriculum and a great way for children to share what is important to them. If there is something extra special that your child would like to share outside of these times we ask that they bring in their item for their teacher to keep and to share at an opportune moment. To ensure that personal items are kept safely and do not get lost or broken, please inform your child’s teacher on the day it is brought to school.

Can I ask my child’s teacher to hand out invitations?

If you have a few invitations that are difficult to hand out before or after school, we can support your child in delivering these at an appropriate time during the school day.

Can my child hand out cards during class?

A big part of celebrating special days can be exchanging cards and messages. We always love to see our students using their writing skills for real life purposes and are happy for students to deliver cards within school. However, we do ask that students deliver their cards to friends outside of learning or eating time, to avoid disruption to these times.

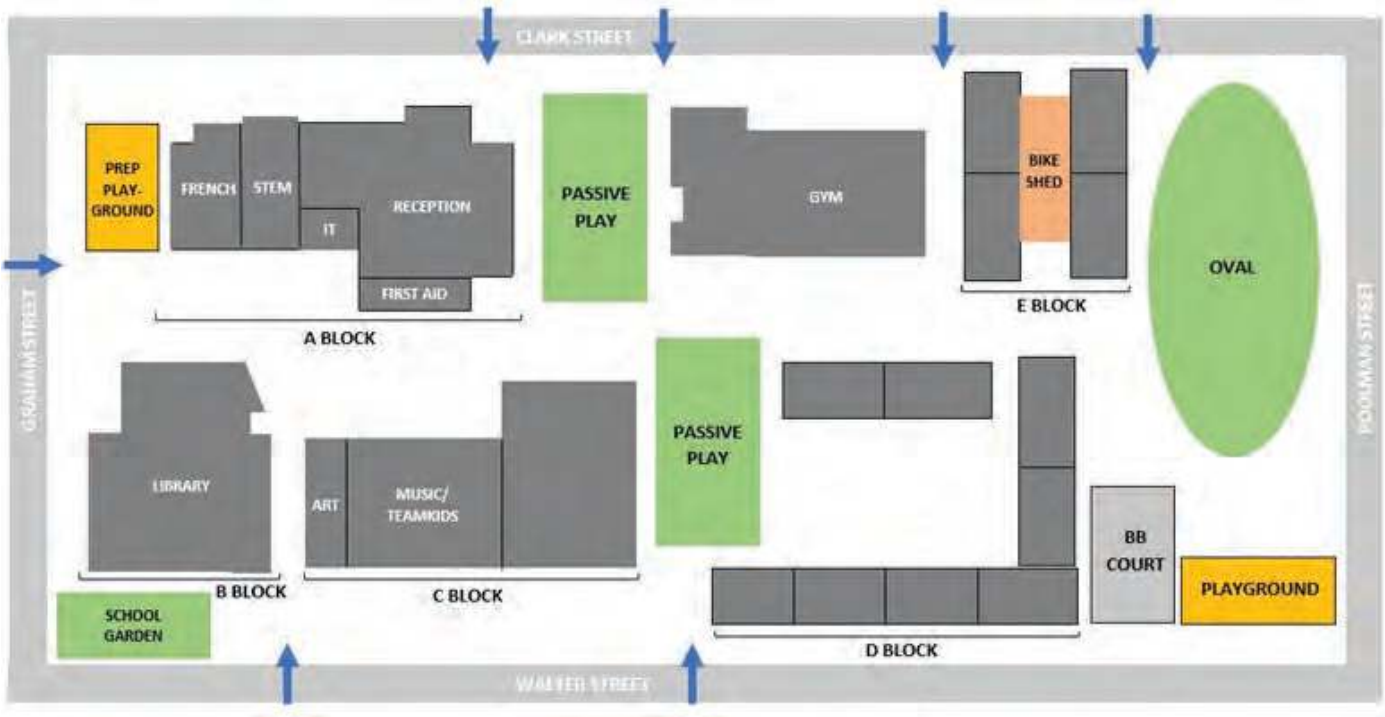
Can my child hand out gifts and sweet treats for special events such as Christmas?

We request that sweet treats such as lollies and cakes, are not handed out. It is important that the school respects families who have their own preferences for what their children eat and eliminates potential allergic reactions.

NOTE:

If your child suffers from any allergies or anaphylaxis, please provide the classroom teacher with a supply of clearly labelled foods for special celebration

MAP





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