



## Directory of Information for Parents



***DARE TO BE EXCELLENT***

# A

## ***After School Care / Before School Care***

Care is available for our students both before and after school each school day. The Kidzone Program is conducted at an adjacent property by a local church group. Students are collected after school each day from the courtyard and taken to the program by after school care staff. Contact for the program is 5429 6327. Students in Foundation/Prep are delivered to and collected from classrooms in Term 1.

## ***Assembly***

School assemblies are held in our gymnasium every Monday afternoon at 3.00pm. Assemblies usually last for 20 minutes. The focus is to acknowledge and celebrate student achievement and success. There are weekly Toot Toot award presentations, as well as reports of events that students have attended.

## ***Assessment and Reporting of Student Progress***

Our monitoring of student progress and achievement is ongoing. Our first parent/student/teacher conference is held early in the year when student goals and specific classroom programs can be discussed. Reports are available through the \*Sentral Parent Portal at the end of each semester and a second round of parent/student/teacher conferences is held in the last week of Term 2.

\* See *Sentral*

## ***Asthma***

All students who have asthma must have a documented asthma management plan. Students may carry their own puffers or leave them with the class teacher. Romsey Primary School is registered as an Asthma Friendly School.

## ***Attendance***

Daily attendance at school is very important. If students miss school regularly, they miss out on learning the fundamental skills that will set them up for success in the later years of school. Each missed day is associated with progressively lower achievement in numeracy, writing and reading. There is no safe number of days for missing school – each day a student misses puts them behind. There are always times when students need to miss school, such as when they're ill or have a medical appointment. It is vital that holidays are planned during school holidays where possible, and not during the term if it can be avoided.

When your child is away the school requires contact on the morning of the absence by 9.15am via phone, email or it can be logged via the Sentral portal. Parents will be sent an SMS message when their child's absence is not explained. Please respond to the school if this SMS message is received.

## ***Auslan***

All students participate in an Auslan language lesson each week. This is taken in the Auslan Room which is located adjacent to the art room.

# B

## ***Bell Times***

8.57 am:	Music plays as a prompt for students to assemble outside their classroom. Students only enter the classroom before school if their teacher is present.
9.00 am:	Bell rings for the school day to commence.
10.40 am:	Commencement of morning recess eating time.
10.45am	Students go out for recess.
11.07 am:	Music plays to prompt students to move to classroom ready for the commencement of the next session.
11.10 am:	Classroom session begins.
12.00pm:	Bell for start of lunchtime run/walk
12.07pm:	End of lunch time run/walk
12.50 am:	Lunch is eaten with teacher supervision. At the beginning of the school year the Prep teachers will allocate extra time on a needs basis to ensure that students have adequate time to eat their morning snacks and lunch.
1.00 pm:	Commencement of lunch recess.
1.47 pm:	Music plays to prompt students to move to classroom ready for the commencement of the afternoon session.
1.50 pm:	Afternoon session begins.
3.30 pm:	Students dismissed.

We recommend that students arrive at school **no less than** 15 minutes before the first bell.

On the last day of each term students are dismissed at **2.30 pm**.

Dismissal on the last day of the year is at **1.30pm**.

**The school yard is supervised from 8.45am in the morning and till 3.45pm after school.**

**Students are not supervised outside these hours.**

## ***Bicycle Safety***

We strongly recommend that students in Prep - Year 3 do not ride their bicycles to school as research shows that they have not yet developed adequate peripheral vision and road awareness to be safe on the roads. Students in Years 4-6 who ride their bicycle to school must wear a helmet and demonstrate good road sense and awareness. Bikes are not to be ridden within the school grounds. Bikes are placed in the bike shed during the day. A bicycle safety lock is strongly recommended. The bike shed is out of bounds for all students for the duration of the school day.

## ***Buddy Program***

Prep students will be allocated one or more year 4 buddies that will spend time with them during their transition days and over the course Semester One. At the commencement of each year cross-age buddy classes will also be established. This program fosters a caring relationship between students of

different ages. Cooperating and working together to meet common goals are important aspects of this program.

## ***Bus Travel***

A school bus runs from Monegeetta on a daily basis. To be eligible to use the free bus service students must reside more than 4.8 km from the school. Application forms are available at the school office. Bus protocols and arrangements are also available from the school office.

# **C**

## ***Canteen***

The canteen operates Monday to Friday and is run as a service to our students. The school employs a canteen manager, Mrs Trish Castle who oversees the smooth running of the canteen and ensures that volunteer helpers comply with food handling guidelines. Notices requesting volunteers appear in the newsletter. A canteen menu and price list is published each term, and is available on our website. Lunches can be ordered via the the Qkr! App and orders close at 9:00am sharp daily. Counter sales for snack items take place each recess and lunch time.

## ***Car Parking***

Cars should only be parked in designated car parking spaces in Station Street. All pedestrians must use the school crossings when crossing Station Street and White Avenue. Parents are not to use the staff car parks, unless prior permission has been sought, as this creates a danger with student pedestrian traffic in a vehicle area.

## ***Clothing***

As students often take off items of clothing and misplace them, especially during changeable weather. It is important to have all items of clothing and personal belongings clearly labeled with your child's name so that they can be returned if found. Lost property is displayed for students to claim in the front foyer area.

## ***Code of Conduct***

The Student Code of Conduct reinforces the *Positive Behaviour Management* strategies used throughout the school. This is underpinned by our school values. This is documented in the Student Wellbeing and Engagement Policy and is available on the school website.

## ***Communication***

Our school has open, honest, accessible and respectful communication with parents and the wider community. It is important that parents read regular publications such as the school newsletter, special notices and class newsletters to keep up to date with school events. The fortnightly newsletter is emailed to parents every second Friday, and the school has implemented electronic delivery of all notices. Formal parent/teacher/student conferences are held twice each year in Term 1 and Term 2. Parents can request interviews at other times with classroom teachers, the Assistant Principal or the Principal.

If you have an issue concerning your child, your first contact is with their classroom teacher.

## ***Computers / Information & Communication Technology***

All students have access to modern information technology equipment. Our Year 3-6 students have a 1-1 BYOD (Bring your own device) program. Computer trolleys with class sets of netbooks are available for classroom use for all students in Prep to Year 6. Computer use is integrated into all curriculum areas.

## ***Curriculum***

All students currently partake in a comprehensive curriculum based on the Victorian Curriculum. At Romsey Primary School we call the first year of schooling Foundation/Prep.

**Physical, Personal and Social Learning:** Students learn about themselves and their place in society. They learn how to stay healthy and active. Students develop skills in building social relationships and working with others. They take responsibility for their learning, and learn about their rights and responsibilities as global citizens.

**Discipline Based Learning:** Students learn the knowledge, skills and behaviours in the arts, English, humanities, mathematics, science and other languages.

**Interdisciplinary Learning:** Students explore different ways of thinking, solving problems and communicating. They learn to use a range of technologies to plan, analyse, evaluate and present their work. Students learn about creativity, design principles and processes.

## ***Curriculum / Reporting Days***

All staff are required to undertake professional development, and days are set aside each year for this purpose. These days are advertised in the newsletter and are pupil-free days when students do not attend school.

# **D**

## ***Dental Health Services***

Semper Dental offers school-based dental assessment and treatment on a yearly basis. Dates will be confirmed at the beginning of the year and communicated with families.

## ***Dress Code***

The school colours for Romsey Primary School are black and red. The wearing of the school colours by students is compulsory and is a collective responsibility of parents, students and staff. It is strongly recommended that clothing featuring the school logo is worn. Our school uniform supplier is PSW in Sunbury (near Aldi). They are open Wednesday to Friday 10am to 4pm and Saturday 10am to 1pm. Uniform can be purchased in person or online at [www.psw.com.au](http://www.psw.com.au). Second hand uniform is also available at school on a regular basis. Stock is updated regularly on our Facebook page and is coordinated by one of our parents.

# E

## ***Early Collection of Students from School***

If you are aware in advance please notify your child's teacher or the office that your child will be leaving early. In an emergency you may phone the school to arrange for your child to be brought to the office for collection. Parents will need to sign their child out via the Sign In—Sign Out kiosk computer which is at the front office, collect an early leave pass and proceed to the classroom to collect their child.

## ***Enrolment Procedures***

Children are able to attend school from the beginning of the school year, if they have turned five years of age by April 30 of that same year. All children must attend school when they are six years of age. When being enrolled in school, parents need to provide:

- A birth certificate for Australian born residents or citizenship papers, passport or travel documents for non-Australian resident or non-Australian born students.
- A *School Entry Immunisation Certificate* which is issued by your local council health department.
- Non-immunised children will be excluded from school if there is an outbreak of measles or diphtheria.

Students transferring from other schools are also required to provide these documents. In most cases these can be passed on from the exiting school. Students will also need a transfer note from their previous school.

## ***Excursions, Activities & Camps***

Excursions, activities and camps are arranged at regular intervals throughout the school year to enable students to engage in a variety of experiences. Excursions vary from a short walk to a local point of interest to day trips. Workshops and Incursions by visitors are also facilitated at school. Students in Years 3 to 6 participate in a camps program that relates to the area of the curriculum being studied at each year level. All excursions and activities have a strong educational focus and are closely related to class work. Every effort is made to run these activities at a reasonable cost, with the expectation that all students participate. For all excursions, (except for very local activities), and camps, a parent permission form must be returned prior to your child participating in the activity. Local Walking Excursion forms need to be signed when children enrol at school to enable them to participate in local walking activities. Without the permission form at school, children will not be able to participate.

# F

## ***Facilities***

Romsey Primary School opened on its present site in 1994. Situated on 11.5 hectares, the school has sixteen permanent classrooms, two re-locatable classroom blocks, atrium areas, a library, a performing arts centre, an art room, a gymnasium, and a canteen. Our "Learning Neighbourhood" was completed during 2010, with 6 classrooms and flexible learning spaces for our senior students. In 2021/22 the school embarked on a 3 million dollar building refurbishment to provide an enhance performance space, STEAM and Stephanie Alexander Kitchen Gardening Program facilities. Our generous grounds boast four adventure playground areas, football oval, soccer pitch, cricket oval, irrigated sports oval, two



basketball courts, two tennis courts, a kitchen garden and an Amphitheatre.

## ***Fees & Charges***

In consideration of expected student requirements School Council sets an annual parent payment. At present we are able to structure these to enable them to be GST exempt. Parents will be notified in Term 4 of the payment structure for individual stationery packs, essential curriculum items and a family contribution for the safe upkeep of the buildings and grounds for the following year. Fees may be paid at the office in December when this information is distributed or at the beginning of the new school year. Parent payments cover the cost of all day-to-day materials, printing and computer program subscriptions. Fees do not cover additional school expenses such as excursions and special events.

## ***First Aid***

The First Aid room is used by students in need of attention or waiting to be taken home by parents. The majority of staff are First Aid trained. In the case of minor injuries, first aid will be administered at the school. In the case of a serious accident or illness, medical aid will be called and every effort made to contact parents. It is most important to ensure that the school office is made aware of any changes to telephone numbers/addresses for home or business, and that names and phone numbers of your emergency contacts are kept up to date. It is also important to notify the school of any known medical problems that your child may experience.

## ***Fundraising***

Fundraising activities facilitate the provision of additional equipment to support your child's learning at Romsey Primary School. Fundraising activities are coordinated by volunteer parents, with the support of staff and School Council. Parental assistance and support is essential to ensure that we are able to raise the additional funds necessary to provide the best learning environment for our students. Some regular fundraisers in the past have been walkathons, comedy nights, product promotions, as well as produce drives and other special events.

# **H**

## ***Handwriting***

Victorian Cursive handwriting is taught at all year levels and can be accessed via the Department of Education and Early Childhood Development website. Teachers use a variety of activities to assist in the development of good handwriting skills. All students are encouraged to develop pride in their writing and work presentation.

## ***Head Lice***

From time to time all schools need to deal with incidents of nits and head lice. Parents should check their children's hair on a regular basis. Any sign of students scratching their heads and complaining of an itchy scalp needs to be investigated immediately. If you find head lice or nits on your child, please contact the school immediately so we can send a notice home with all members of the class. Students must be treated before returning to school. If a student is identified as having nits or lice at school, parents will be notified to enable treatment to be undertaken. See also *Illness/Infectious Diseases*.

## Homework

Homework is intended to provide students with opportunities to build on their learning and development at school as well as helping parents to follow their child's progress. Our homework policy can be found on our website. Teachers will outline to parents expectations of homework at the commencement of each year.

You can also help your child at home by:

- Praising your child's efforts so that they continue to gain confidence and accept challenges.
- Encouraging your child to have a go and to take risks.
- Making regular times to read together each night.
- Looking through the school bag regularly for notices and samples of work.
- Talking with your child in a positive manner about what occurred at school.
- Sharing your child's achievements with family, friends and neighbours.
- Getting to know your child's teacher and joining in with classroom activities if possible.
- Taking an interest in school events by reading newsletters and attending functions.
- Remembering that children all progress at different rates, therefore in your child's class, students will be working at a range of levels.

## Illness / Infectious Diseases

While regular attendance is critical for student learning, the best place for genuinely sick children is at home. The following information on infectious diseases is included for parental information. These conditions present a risk to fellow students and staff and so require caution. Exclusion from school for the following conditions is a mandatory requirement of the Department of Education and Early Childhood Development.

<i>Chicken Pox</i>	Exclusion from school until fully recovered or at least one week after the eruption first appears. Persons in contact with an ill student are not to be excluded.
<i>Covid-19</i>	It is recommended that students that test positive for Covid stay home for a minimum of 5 days. Parents are asked to please notify the school if their child tests positive.
<i>Conjunctivitis</i>	Until discharge from eyes has ceased. Persons in contact with an ill student are not to be excluded.
<i>Hepatitis</i>	Until a medical certificate of recovery is produced. Persons in contact with an ill student are not to be excluded.
<i>Impetigo (school sores)</i>	Exclusion from school until sores have fully healed. A child may return provided appropriate treatment is applied and sores on exposed surfaces are properly covered with dressings. Persons in contact with an ill student are not to be excluded.
<i>Head Lice</i>	Exclusion from school until treated.
<i>Measles</i>	Exclusion from school for at least five days from appearance of rash or until medical certificate is produced. Persons in contact with an ill student



are to be excluded for 13 days after last contact.

*Meningococcal Infection* Until receipt of a medical certificate of recovery from infection. Persons in contact with an ill student are not to be excluded.

*Mumps* Exclusion from school until fully recovered. Persons in contact with ill student are not to be excluded.

*Rubella (German measles)* Exclusion from school until fully recovered and at least five days from the onset of the rash. Persons in contact with an ill student are not to be excluded.

*Ringworm* Until appropriate treatment has commenced, supported when requested, by a medical certificate. Persons in contact with an ill student are not to be excluded.

*Whooping Cough* For two weeks or until a medical certificate of recovery is produced. Persons in contact with an ill student are not to be excluded.

*Other infectious diseases* – Please contact the school principal for withdrawal periods which apply. It is a condition of enrolment that all parents provide an Immunisation Status Certificate from the Health Officer or local government council. A child who has not been fully immunised may be excluded if there is a case of that unimmunised disease within the school.

## K

### ***Kimochis***

At Romsey Primary School we are fortunate enough to be a Mental Health and Wellbeing Pilot School. This means we have a dedicated MHAWL (Mental Health and Wellbeing Leader) who undergoes professional learning in this area and supports staff and student wellbeing. She is responsible for delivering our Social and Emotional Learning Program KIMOCHIS. The Kimochis lessons help students become more aware of their own feelings and how they communicate, not only with their words, but also with their facial expressions and body language. Kimochis help children learn to identify with the feelings of others, too.

## L

### ***Late Arrival at School***

Students arriving at school after 9.00am must be signed in at the school office. A late arrival slip must be given to the teacher on entering the classroom.

### ***Late Collection of Children***

If you are going to be late collecting your child please contact the school. Your child will be called to the office to await your arrival. Similarly, it would be helpful if you could instruct your children to go to the office to wait for you if you are late arriving to collect them from school. If you know in advance that you will not be able to arrive on time it is important for alternate arrangements to be made or to contact the Out of School Hours Program to see if there are any available places. This will ensure that your child is

suitably supervised. (The Kidzone Out of School Hours Program number is 54296327).  
Messages for children will not be accepted at the office after 3.00pm unless it is an emergency.

## ***Library***

The school has a very well-resourced school library. All classes have a weekly library lesson taken by their classroom teacher. The library is also open some lunchtimes for quiet reading or other passive activities. Students need a library bag to protect borrowed library books and cannot borrow unless books previously borrowed, are returned. It is the responsibility of parents to replace or pay for books lost or damaged by their child.

## ***Lost / Unclaimed Property***

All articles that children bring to school including clothing, shoes, sports items, balls, lunch boxes and drink bottles should be clearly labeled with the child's name. Many items eventually arrive at the lost property boxes located in the atrium areas and without names they cannot be returned. Valuable items such as expensive toys, clothing and electronic devices should not be brought to school. Lost uniform items that are unnamed will be sold at the second hand uniform stall. Other unclaimed clothing may be donated to the op shop.

# **M**

## ***Medication (with the exception of asthma medication)***

Occasionally students need to be on a course of medication that requires a dose to be administered at school. In this instance parents need to ensure that all medication is labelled with the child's name and class, and that clear directions are given of dosage and frequency of medication. All medication is to be given to the office and will be administered by a designated staff member. Written consent, clearly stating the dosage, from a parent or guardian is required before medication can be administered to a student using the Authority of Medication Form. **No medication apart from asthma medication is to be kept by the student or in the classroom.**

## ***Mobile Phones***

In keeping with the government's policy on mobile phones, any student bringing a phone to school must sign it in at the office upon arrival at school for safe keeping, and sign it out upon collection at the end of the school day.

## ***Money***

When paying for excursions, camps or other events cash payments should be placed in a sealed envelope with the child's name, class and the purpose of the money clearly written on the front. Money collection envelopes are available from the school office. All payments are to be given to the classroom teacher. Another, safer method of payment is via the Qkr! App. Cash payment for items with the correct amount is always appreciated. The school office can accept credit card and EFTPOS payments. Students should not bring large amounts of money to school for personal spending. Younger students may hand spending money to the class teacher to look after until recess or lunch time.

# N

## ***Newsletter***

The school fortnightly newsletter is published every second Friday. This is distributed to families electronically via email. The newsletter can also be accessed online on the school website at [www.romseyps.vic.edu.au](http://www.romseyps.vic.edu.au). The newsletter includes current information about curriculum programs, celebrations, excursions, and general school news as well as samples of student work. Unit Teams send home regular newsletters with additional information.

# O

## ***Office Hours***

Normal school office hours are from 8.30am to 4.00pm, Monday to Friday.

# P

## ***Parent / Classroom Helpers and Volunteers***

We welcome parents and volunteers in our school. Those helping out at school are required to have a current Working With Children check. This must be presented to the office before undertaking voluntary work at school. They are also required to attend a Parent Helpers induction at the school – dates will be communicated. See also *Working With Children Checks*.

## ***Parent / Teacher / Student Conferences***

See *Assessment & Reporting of Student Progress*

## ***Photographs***

School photographs are usually taken early in the school year and families may order their required prints by using the relevant access key. All students are expected to wear uniform on this day. The purchase of school photos is a contract between parents and the photographers, and the school has no responsibility for resolving any disputes.

## ***Physical Education***

The school has a very active and well-resourced Physical and Sport Education program for all students. All classes participate in a Physical Education session once a week and an extra Health and Physical Education session for one semester. Students should come to school in appropriate clothing and footwear, ready to take part in these active sessions throughout the school week. Junior classes participate in the Perceptual Motor Skills Program. Senior students take part in inter-school sport with other schools in the region throughout the year.

## ***School Policies***

In this enrolment pack you will find the following policies:-

- Child Safety Code Of Conduct Policy
- Statement Of Values And School Philosophy
- Volunteers Policy
- Student Wellbeing And Engagement Policy
- Visitors Policy
- Yard Duty And Supervision Policy
- Bullying Prevention Policy
- Student Dress Code

All of our other policies can be found on our website.

## ***Positive Behaviour Management***

The school has developed school-wide strategies and protocols in positive behaviour management. Facilitated by our trained staff, students are supported to make positive behavioural choices, with agreed consequences implemented for negative choices. If an identified behavioural problem arises, parents will be contacted. Focus is placed on fostering student engagement through student goal setting, student self-assessment and quality work which is highlighted through positive reinforcement such as the 'Toot Toot' Awards. These awards are presented at assembly each Monday.

## ***Public Holidays***

In addition to Christmas and Easter holidays the school is closed on the following days when these fall during the school term: Labour Day, ANZAC Day (if a weekday), King's Birthday and Melbourne Cup Day.

## **Q**

### **Qkr App**

The Qkr (pronounced quicker) app is a phone app that parents can use to make secure payments to the school. All school fees, camps, excursions, incursions, sports events and other special events can be paid using this app. Parents can also find the canteen menu and order and pay for school lunches from the canteen using Qkr. Using Qkr minimizes the need to send cash payments to school.

## **S**

### ***Safety & Supervision***

Students are supervised by yard duty teachers prior to school from 8.45am and during morning and lunch recess times. At the end of the day teachers supervise school bus travellers and patrol the school crossing in Station Street until 3.45pm. Teachers on yard duty carry with them a small first aid kit for minor injuries, while students requiring further treatment are taken to the First Aid Room and looked after by a First Aid-trained staff member. During school class time students are not to leave the class without the permission of their teacher. Children always travel in pairs in the school. When attending a specialist program or when moving to another area of the school, classes are escorted by their teacher.

## ***School Captains***

School Captains are selected each year through a process of application, interview and recommendation from referees. The selection panel consists of the Principal and Assistant Principal. There are four school leaders appointed each year. These students receive support to develop leadership skills and act as spokespersons for the school for dignitaries, and at events such as ANZAC ceremonies and open days. School Captains are expected to take a leading role in articulating and representing student opinion while maintaining a high profile as student role models.

## ***School Council***

The School Council is responsible for the general administration of the school and the setting of school policy. At Romsey Primary School the School Council is comprised of 11 members, of which 6 are elected parents, 5 are elected Department of Education and Early Childhood Development representatives and the Principal as Executive Officer. All parents are advised that elections will take place early each year, and all those who are interested in taking an active part in the affairs of the school are urged to accept a nomination to the School Council, if approached. Work of the School Council includes:-

- Oversees the maintenance and development of the buildings and grounds.
- Oversees operation of School Council, develops and implements marketing strategy.
- Formulation and monitoring of school budget, development of a long term financial plan.
- Monitors and reviews the School Strategic Plan Annual Implementation Plan and develops and reviews school policies covering learning and teaching programs.
- Monitors student wellbeing programs and policies.

## ***School Crossings***

The school has three designated school crossings. The supervised crossing is on Main Street. There are also crossings on Station Street and White Avenue. Students are to use these crossings and follow the directions of the supervisor or teacher. Reinforcement of good road safety practices from home, as well as from school, is appreciated. Parents are asked to set a good example in this regard and refrain from taking “shortcuts” when a slightly longer walk would enable them to use the crossing.

## ***School Entry Age***

In Victoria, the first year of school is known as the Prep or Foundation Year. To enter Prep students must be five years of age by April 30 of the entry year. It is compulsory for all children to attend school by the time they are six years of age.

Foundation/Prep students begin school at the beginning of the school year.

## ***Sports Houses***

All students are allocated to a sports house at Romsey Primary School. The houses are Shaw (orange), McIntyre (green), Clement (blue) and Clarke (yellow). House captains are students from Years 5 and 6 who are nominated and elected by their house team members at the start of each year. They play an important role in assisting with sporting events and monitoring and managing the use of sporting and games equipment in the school.

## ***STEAM***

All students participate in a STEAM (Science, Technology, Engineering, Art and Maths) lesson each week. This is taken in the STEAM Room which is located adjacent to the multipurpose building.

## ***Student Council***

Early in Term 1 two students from each Year 3-6 class are elected by their peers to our Student Council. These students meet weekly to plan activities and act as a forum for student opinion. Student Council representatives report to their own classes as well as their buddy junior classes. Ideas and suggestions are taken to Student Council via meetings. Our School Captains are members of Student Council.

## ***Student Leaders***

In addition to our School Captains and Student Council, we have the following student leaders who play an important role in our school:

**House Captains** nominate for this position and are elected by after a presentation to their peers. They assist with the sports program at the school.

**Curriculum Leaders in Art, STEAM, Literacy, Numeracy, Auslan, Wellbeing and ICT** are appointed by teaching staff after nominees make a written presentation to the staff.,

All of our student leaders including School Captains come from Years 5 and 6.

## ***School Support Dog***

We have a school support dog named Ollie. In 2019, Ollie started his life from 8 weeks old as a seeing eye puppy in training, attending school with our Principal Mel Stewart daily. In 2020 he returned to Vision Australia to begin his Guide Dog training and successfully passed. Due to a medical complication he was released back for adoption in February 2021. He has been a school support dog ever since. Ollie spends his time supporting students with anxiety, emotions, self-regulation, greeting them in the mornings and spending time with them in their classrooms. If you have further questions regarding our school support dog, please feel free to call to discuss with our principal.

## ***SunSmart***

In accordance with the Department of Education and Early Child Development guidelines, the school has a SunSmart policy. This includes the requirement for all students to wear an approved SunSmart hat for all outside activities in Terms 1 and 4. We also require students to wear tops with sleeves and a collar in order to minimise skin damage during the months when the sun's UV rays are at their strongest. We promote the implementation of the SunSmart policy through the classroom Health program, and through the provision of shaded areas for students. Some adventure playground areas are covered by shade structures, and all classroom courtyard pergola areas are under cover.

## ***Swimming Program***

We normally offer all students in Foundation/ Prep a swimming program which runs over a number of weeks and is conducted by qualified swimming instructors. It caters to students of all swimming abilities. Students travel to and from the pool by bus.

# ***T***

## ***Transition: Kinder—Prep***

The transition program for the next year's Prep students starts early in the school year. Formal visits to school for our new students are conducted during Term 3 and 4. During Term 4 a number of structured



visits takes place. Parent information sessions are held in Term 2 and 3 with a more formal session in Term 4 to discuss preparation for school. Throughout this program parents who have particular questions, or who need further information, are encouraged to call the school and talk to the Principal or Transition Coordinator.

### ***Transition: Years 6-7***

The Years 6 to 7 transition consists of visits during Term 2 to our two main secondary education providers, Gisborne Secondary College and Kyneton Secondary College. These days are activity-based and give students a good idea of secondary college programs. We have close contact with transition coordinators from both secondary colleges and work to ensure our students are well placed in regard to their social needs. Special transition programs can be developed for students with special learning or social needs. In Term 4 a state-wide transition day is held for Year 6 students at their intended secondary school on the second last Tuesday of Term 4.

### ***Transition: Whole School***

Throughout Term 4 all students participate in transition sessions which prepare them for their following school year. Students have the opportunity to take part in literacy and numeracy activities in prospective future classrooms with a range of teachers.

## **U**

### ***Uniform Supply***

Romsey Primary School uniform is supplied by PSW in Sunbury. Orders can be placed online, by phone or parents can shop in person. Store details:

Shop 6, 106-110 Gap Road, Sunbury (in the same complex as Aldi).

Phone: 9768 0384

[www.psw.com.au](http://www.psw.com.au)

Opening hours: Wednesday—Friday: 10am—4pm, Saturday 10am—1pm

## **V**

### ***Values***

Romsey Primary School aims to provide students with a supportive, stimulating and challenging learning environment that promotes self-motivated, responsible individuals who will be active and aware global citizens.

Our school values are:

**Respect:** Be co-operative, honest and tolerant of others.

**Responsibility:** Make responsible choices, care for our school environment and the safety and wellbeing of yourself and others.

**Integrity:** Be honest, sincere, truthful and trustworthy.

## ***Visitors***

All visitors to the school (including parent helpers) are to sign the visitor's register at the office before visiting classrooms or participating in activities conducted at the school, and sign out when leaving. Visitor badges are to be worn by all persons visiting the school.

## ***Visual Arts***

All students participate in a Visual Arts lesson each week. This is taken in the Art Room which is located adjacent to the school gym. Through the Visual Arts program students work with a variety of media. Student art work is displayed throughout the school.

# **W**

## ***Web Site:***

The Romsey Primary School web site is [www.romseyps.vic.edu.au](http://www.romseyps.vic.edu.au)

The school can be contacted by email: [romsey.ps@education.vic.gov.au](mailto:romsey.ps@education.vic.gov.au)

## ***Working With Children Checks***

All helpers and volunteers at the school are required to have a current Working With Children Check before they are permitted to participate in school activities and camps. For volunteers there is no cost for this check. The application can be made online at

[www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/](http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/)

Please present your WWC card at the office as soon as you receive it.

Parents must also complete a Parent Helpers training session each year to be able to assist in the school and on excursions and camps.

# **Romsey Primary School**

## **Contact details:**

**Location:**                      **Station Street**  
   **Romsey**  
   **Victoria 3434**

**Phone:**                         **(03) 5429 5099**

**Email:**                         **[romsey.ps@education.vic.gov.au](mailto:romsey.ps@education.vic.gov.au)**

**Website:**                      **[www.romseyps.vic.edu.au](http://www.romseyps.vic.edu.au)**

**Principal:**                      **Mrs Melanie Stewart**