



Portland Primary School



Information Booklet



Portland Primary School

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Principal:

Stephanie Carter

Success... Nothing Less!

Ngatanwarr / Welcome

Portland Primary School is a vibrant school in the heart of Portland. With an enrolment of approximately 230 students, we boast large school grounds with a wide range of facilities, both indoor and outdoor. Our classrooms are spacious & engaging, providing a perfect environment for learning to take place.

Our programs are tailored to suit the needs of the individual students, with explicit literacy & numeracy lessons daily. We offer a range of supports for students to assist in scaffolding their learning and to ensure their needs are met; including their academic, social & emotional needs. Specialist classes offered include The Arts, PE, Science & Health.



Portland Primary staff are enthusiastic, dedicated & experienced. Staff are committed to best practice teaching & learning, catering to the needs of the individual students, in order to ensure success for all.

Our school values of Respect, Effort & Care are reflected in everything we do at Portland Primary. Our school community work together to ensure school is a positive and enjoyable experience for all. We are closely linked to the local community and work to develop our student's community connectedness through various local events.

Parent involvement is an integral part of the way our school community runs. We invite parents to be involved in the school in a range of ways.

We offer a variety of extra curricular activities for students of all ages, from camps & excursions, to sporting activities, artist in residence programs, surfing, sporting schools, community activities and more.

Please take the time to read through the information included in this booklet, as it outlines some of the wonderful things our school has to offer you & your children in their educational journey. If you have any further questions, please feel free to call the school on 4505 3333.

Steph Carter

Principal



Enrolment Procedures

Before enrolling we encourage parents to make a time to bring your child along to school and have a look around the grounds and classrooms. This is a great opportunity for parents to ask questions, meet staff and view the learning opportunities that Portland Primary offers. You can contact the school to make a time to meet with the Principal and have a tour at any time, on 4505 3333.

You will be provided with an enrolment pack, which has a copy of the enrolment forms that need to be accurately filled out and returned to the school. This can also be found on our website. You will also need to provide a copy of your child's birth certificate and immunization history. In this pack there is also a blanket approval form for local excursions, photographs and head lice checks, which needs to be filled out and returned to the school at your earliest convenience.

If your child is enrolling in a class other than prep, you will be notified of which class they will be going into upon enrolment. Students starting in a new class will also be buddied up with another student from that class who will help them to find their way around for their first few days.





Why Portland Primary?

- Small Class Sizes
- Exemplary teaching practices in literacy & numeracy
- A school environment where every student is valued for who they are
- A school community where everyone knows one another
- We offer a very thorough transition program for preps, as well as Grade 6 to Secondary School
- Experienced and dedicated staff
- A range of experienced as well as young teachers
- Up to date technology available to all students
- iPads, screens and Apple TVs in all classes
- Large, spacious grounds & play areas
- Large, open & engaging classrooms
- A wide range of extra-curricular activities
- Clear Anti-Bullying Policy & behaviour management procedures.
- Strong student leadership program
- Strong focus on healthy lifestyles
- Explicitly teach and live by School Values; Respect, Effort, Care
- Explicitly teach all grades the foundations of Positive Psychology
- Great range of specialist classes (Art, Physical Education, Health & Science, Music)
- Gunditjmara Language & Culture



School Uniform

We expect all students to take pride in their school by wearing the school uniform. Our school colours are bottle green, grey and white with a touch of maroon in our rugby top.

Our school is a Sun Smart School and as such requires students to wear school hats whilst outside in Terms 1 and 4 (Mid August - End of April). Students without a hat are required to play in the central courtyard.

The rugby top, jacket, polo and hats are available from the office, all other items of clothing can be purchased from local retailers (Squidly Dids, Prestige Promotions) or online.

Boys

- Green & White School Polo
- Grey Shorts / Grey Pants
- Black shoes
- Bottle Green Windcheater / Polar Fleece Jacket
- School Rugby Top
- School Winter Jacket
- School Bucket Hat

Girls

- Green & White Polo Shirt
- Grey School Shorts or Pants
- Green & White Check Dress
- Green & Maroon Polo Dress
- Grey Skorts / Skirts
- Black Shoes
- Bottle Green Windcheater / Polar Fleece Jacket
- School Rugby Top
- School Winter Jacket
- School Bucket Hat

Sports / PE

- School Rugby Top
- Hat

Sports Uniform (Boys and Girls)

- Black Basketball Style Shorts
- Black Track Pants
- Green Windcheater / School Rugby Top / Green Polar Fleece Sleeveless Vest
- Green School Jacket
- White Socks
- Runners
- Green Bucket Hat (term 1 and term 4) - available at the office.

Second Hand Uniforms

A selection of second hand uniforms are available for sale from the office for a few dollars.

Identification of Belongings

It is important that each item of personal property and clothing be clearly named in a permanent manner.

Lost Property

Unclaimed and unnamed items are housed at the office.

At the end of each term, unclaimed items are recycled as second hand uniforms.



Starting Prep at P.P.S

Starting Prep is a huge step for students and their families. At Portland Primary we offer a thorough transition program aimed to make the transition from Kinder to school as smooth as possible.

- We offer a number of transition sessions where children starting prep the following year can spend time in their classroom, with their teacher, learning the basic routines & expectations of school.
- They will meet staff, meet their buddies and learn their way around the school. These sessions also give parents a chance to become familiar with school expectations, routines, to get to know staff and ask any questions they may have about starting school.
- There will be a parent information session where parents can ask questions, meet each other and hear about the most important aspects of starting school at Portland Primary School.
- All preps enrolled at P.P.S will receive a booklet about starting school, with tips and information to help make starting school as stress free and fun as possible.
- Every new prep will have a grade 5/6 buddy, who will be someone that can help them to find their feet in the yard and at school in general. They will also do a range of activities with their buddies throughout Term 1.
- During the first few weeks of Term 1, children will not attend school on Wednesday's. This time allows children to have a rest day in the middle of the week, as well as being a time for children to come to school for their assessment and testing. This testing plays an important role, as it allows the teacher to determine what your child's strengths are, as well as identifying areas that they may need some extra help with. Initially it also acts as a way of grouping students and planning for future teaching and learning opportunities, based on the specific needs of the children in the class.



Parent Involvement

Some of the ways parents can be involved in their child's schooling at P.P.S:

- Classroom helpers
- Morning reading
- Attending camps & excursions
- Being a part of School Council
- Joining a School Council Sub-Committee
- Helping with special lunches
- Volunteering to assist with sports days and other whole school events
- Working Bees
- School Fundraisers & events
- Attending whole school events such as sports days, cross country, school BBQ's, Parent Teacher Interviews, activity days and more.
- If you have a particular skill or interest that could be utilised at school, you can let your classroom teacher or the Principal know, as we are always looking for new ways to involve our parent community

Communication

Newsletters

School news and requests are communicated in the newsletter each week, distributed via email and on the school app.



Parent / Teacher Interviews

Parents / carers may meet with teachers at any time throughout the year. You will need to make an appointment at a convenient time for both parties.

Parent / teacher interviews are held at the end of first term and at the request of either teachers or parents if desired at other times. Please contact the office or your classroom teacher for any queries.

Concerns / Celebrations

It cannot be emphasised strongly enough, that when you feel that things are not going well, you contact the school immediately. Parents should feel free to discuss any matters relating to their children's education at any time. There may be no way we can know about a problem unless you inform us. The sooner the matter is discussed, the sooner a solution can be found. We would like you to inform us of any problems as we all wish the school to operate as efficiently as possible. We would also love to hear when things are going well, so we can celebrate together.

Student Reports

Written reports are issued at the end of 2nd and 4th Terms in line with DET guidelines. Multiple copies can be made by request.

Assembly

A whole school assembly is held in the Multi-Purpose room each Friday at 3pm. All parents and interested community members are welcome to attend. Our student leaders play an integral role in the organisation and running of assembly. Assembly provides a great opportunity for our school community to come together to celebrate student successes and report on school activities.

Social Media & Apps

Our school has a Facebook page, Skoolbag app, ClassDojo and website you can access for regular reminders, updates & celebrations. This is a great way to share what is happening in our school community, as well as promote our great school in the wider community. We have a user guide for terms and conditions of use on our Facebook page – for more information please see Mrs Carter or Mr Hamilton.



School Facilities

We are lucky enough to have large grounds, spacious double classrooms and various indoor and outdoor facilities for students to utilise.

At P.P.S we have:

- Large classrooms with Apple TVs, Resource rooms, cloak rooms, computers & withdrawal rooms.
- Large art center for Art classes.
- Multi-purpose room used for sport, assembly, whole school activities etc.
- Library / Music Room
- P.P.S Kitchen Garden – four vegetable patches, fruit trees, undercover seating etc.
- Undercover Sandpit & play area.
- 2 large playgrounds, one undercover & one open.
- Basketball courts, cricket pitch, football oval & running track.
- Easy access to many community resources such as the Lagoon, Town Library, Pool, foreshore & beaches, local childcare centres & kindergartens.
- Canteen used for Breakfast Club, special lunch days, Kidz in the Kitchen class cooking activities & more.
- Lockable bike shed.
- Lots of undercover areas for warm / cold weather.



Technology at P.P.S

At Portland Primary our staff and students have access to a wide range of up to date technology for teaching and learning. We have Apple TVs in all classrooms, iPads in all classrooms, computer banks in all Junior classrooms, as well as other devices such as cameras, iPods, netbooks, teleconferencing units and more.

Our students are encouraged and supported in the use of ICT from Prep through to Grade 6 in a range of ways. We have students who are designing Apps, blogging, designing websites, publishing, recording & editing, designing, reading, researching and much more. Our staff are continually learning about new ways to implement technology into their teaching and learning activities.

We have strict usage policies for internet and technology usage, and all children and parents are required to sign an agreement each year in relation to technology usage at school.

Internet & ICT Usage Policy

Rationale

- The internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide so as to increase skills, knowledge and abilities.

Aims

- To improve student learning outcomes by increasing access to worldwide information.
- To develop skills in discriminate and appropriate internet usage.

Implementation

- Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.

- All students and staff at our school will have censorship filtered internet and email access. All students and staff will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- An ICT coordinator will be appointed, who will liaise with staff and the technical support technician to manage all email access, maintenance of the school's web site, web filters, and all other issues related to internet access by students.
- The school undertakes to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Students email access will be through a class mailbox under teacher supervision.
- All email accounts will be password protected and users will be responsible for clearing their mailboxes regularly.
- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.
- All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked.
- All staff shall be responsible for notifying the coordinator of any inappropriate material so that access can be blocked.
- Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights.
- Signed parent and student consent (see below) is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students, only the student's first name and last initial will be used.



Healthy Lifestyles Policy

Rationale

Portland Primary school recognises the importance of children developing a positive attitude towards healthy nutrition and physical activity. Healthy eating and physical activity will maximise a child's concentration and ability to learn. The school environment has a significant influence on children and their families. We recognise the many positive benefits of pupils walking, cycling and scooting to and from school and encourage these active lifestyle choices.

Aims

- To develop within students an informed appreciation of healthy eating and exercise habits.
- To ensure that any foods provided by the school are consistent with a healthy eating philosophy.
- To improve health through physical activity.
- To educate families about Healthy Lifestyle practices.
- Promote independence and improve safety awareness.
- Reduce the environmental impact of the journey to school.

Implementation

- The development of an appreciation of healthy foods, healthy eating habits and regular exercise form a part of our Healthy and Active Lifestyle.
- Lessons relating to healthy foods, healthy eating, benefits of regular physical activity will form part of each child's annual Health & Physical Education curriculum studies in line with AUSVELS standards.
- All students will participate in Department of Education's mandated times for physical and sport education. Years Prep-3: 20 -30 minutes of physical education a day. Years-4-6: three hours per week of physical education and sport with a minimum provision of 50 percent of physical education.
- All students have regular access to play equipment at recess and lunch breaks.
- The school will ensure that a supply of drinkable water is available at the school at all times.
- Children are actively encouraged to bring healthy lunch boxes and snacks to school.

- Parents are given information about healthy lunch boxes for children.
- Healthy foods and drinks will be available, where possible, to all students at activities such as sporting events, camps and excursions.
- Staff members will be encouraged to model healthy lifestyles whilst at school.
- Students will have access to their own water bottles during class lessons, and have permission to eat fruit / vegetables (brain food) during the first two hours learning session, unless it is deemed by the class teacher to be inappropriate to do so.
- Staff are to inform the principal of students who regularly appear to be provided with inadequate lunches and those who appear not to be having breakfast.
- Appropriate healthy lifestyles (diet, physical activity and limited screen time) will be promoted with flyers, displays and information in the newsletter.
- Parents of children with medical conditions will inform the school of their special dietary needs.
- In the case of food allergies, the parent must inform the school. If necessary the school will take an exclusion policy of that food e.g. peanuts.
- Students will participate in activities, like weeding, mulching, planting, watering and harvesting plants in the kitchen garden.
- Students will also be engaged in preparing and cooking the produce from the kitchen garden, following the health department's food handling practices.
- Breakfast Club





Road Safety Policy

Parents / carers are responsible for children riding bicycles to and from school.

Note: Research shows that most children under the age of twelve do not have the neuro-physiological and psychological development to cope with complex traffic situations on their own.

Road safety authorities recommend that before the age of nine or ten years children should not ride a bicycle in traffic without adult supervision. Depending on their cycling skills and experience, some children over this age may still require supervision. We strongly recommend students be accompanied by an adult until grade four.

Children under the age of twelve may ride on footpaths as may a supervising adult. They are required to give way to pedestrians and to wheel their bicycles over pedestrian and children's crossings. Children aged twelve years or older are required by law to ride on the road.

Parents and students should be reminded that the law requires that all cyclists wear an approved bicycle helmet. Approved helmets have the Australian Standards Mark TM (AS/NZS 2063) and will be marked as suitable for cycling. We recommend that all cyclists and scooters wear approved bicycle helmets.

- Students will be encouraged to walk, scoot or ride to school and must wear an approved helmet if riding or scooting.
- Students must dismount from their bicycles and scooters at the school entrance. Riding is not permitted inside the school grounds but they may scoot if it is safe to do so.
- Students who break school rules will not be allowed to bring their bike or scooter onto the school grounds for a period of time determined by the principal or their delegate.
- The school will provide a secure storage for scooters, bicycles and helmets.
- Lessons relating to road safety will form part of the student's regular curriculum studies using a variety of resources like, 'Kids on the Move' that are in line with AUSVELS standards.
- Year 4/5/6 students will be offered a Bike Education program every second year to support the principles of safe riding in this policy.
- Within the above context, cycling and scooting will be promoted as healthy activities for students and as an environmentally friendly alternative mode of travel to and from school.

P.P.S Anti-Bullying Policy

Portland Primary School is committed to providing a safe and caring environment which fosters respect for others and does not tolerate Bullying in any form.

Our Definition of Bullying

Bullying is defined as repeatedly hurting another person who is less powerful, either physically or psychologically. Bullying is an ongoing behaviour, not just a single incident. We consider the following behaviours to be Bullying when they are repeated.

Physical

- Hitting, kicking, and punching.
- Pushing, shoving, spitting.
- Pulling someone by the hair or clothing.
- Making rude gestures.
- Forcing others to hand over; food, money, property.
- Taking or damaging property belonging to someone else.
- Making someone do something they don't want to do.
- Taking, or flicking off, people's hats.

Verbal

- Name-calling.
- Teasing.
- Threatening.
- Making fun of, or putting down, someone because of his or her appearance, cultural background, religion, race or any perceived difference.

Emotional

- Whispering behind someone's back.
- Passing notes.
- Imitating someone's speech or behaviour in a mean way.
- Passing around nasty gossip.
- Putting down a person's family.

Indirect

- Excluding others from a game or group.
- Spreading rumours.
- Aggressive or threatening non verbal gestures.
- Being a bystander and doing nothing.

Strategies We Will Use To Deal with Bullying

At Portland Primary School we will;

- Create an awareness of the problem by talking openly about Bullying, what it is, how it affects us and what we can do about it.
- Teach our children the skills which will build their self esteem, empower them to take responsibility for themselves, and, give them the opportunity to practice these skills through;
 - Learning How To Learn Program
 - You Can Do It Program
 - Restorative Practices Conference Process
 - Formulate a policy which clearly states the action we will take to deal with Bullying
 - Explicitly teaching and modelling school values

Responsibilities of Staff

- To model appropriate behaviour at all times.
- To deal with all reported and observed Bullying incidents.
- To ensure that children are supervised at all times.
- To report Bullying incidents in the yard duty book and to the Principal if needed.
- To teach children values that disapprove of Bullying and to support those being bullied.
- To teach children assertive behaviour including positive strategies to deal with Bullying.

Responsibilities of Children

- To tell if they are being bullied or see someone else being bullied.
- To help someone who is being bullied.
- To not bully others.
- To realise that bystanders support the bully just by being there.

Responsibilities of Parents

- To watch for signs that their child may be being bullied.
- To watch for signs that their child may be bullying others.
- To speak to someone at the school if their child is being bullied or the parent suspects this.
- To instruct their child to tell if they are being bullied.
- Parents will be given information to assist them – “Beat Bullying”.

Reporting of Bullying

Children and their parents can report Bullying incidents to any teacher or the Principal. As Bullying incidents are dealt with they will be recorded and kept in a separate file. This way we can see if the bullying continues or stops after the initial conference.

Process for Dealing with Bullying Incidents

- A restorative conference will be held to;
 - See what has been happening.
 - Allow the victim to express their feelings and the way the bullying has affected them.
 - Work out the specific behaviours that have to stop and record them.
 - Write up a contract between both parties stating the bullying behaviours and that these behaviours will stop. Both parties will sign the contract.
 - Copies will go to; students, parent/s of both parties, principal and class teacher.
 - Meet weekly for 4 weeks to see if the contract is being upheld.







General School Information

Curriculum

Every day we have an uninterrupted Literacy & Numeracy block. Our school day begins at 8:50, with 10 minutes of school wide reading time. This is then followed by our formal two hour literacy block. A literacy lesson consists of reading, writing, speaking & and listening and spelling activities. In addition to these areas we also specifically teach handwriting and various vocabulary building activities. Classes in P-2 do daily Sounds Write Lessons.

Our Numeracy lessons focus on all areas from the Victorian curriculum. We use a number of teaching and learning approaches to cater for all children's needs and varied learning styles. Our numeracy lessons are based on real life experiences and hands on activities to allow children to develop a deep understanding of all mathematical concepts. We use a range of technology in our literacy and numeracy lessons, to provide engaging activities for the children.

In addition to literacy and numeracy, children will participate in integrated studies lessons, where they will cover curriculum areas such as science, geography, history, cultural studies and more. Classroom teachers also offer ICT, music, drama and sport activities for the children to engage in. All classes explicitly learn about our school values.

We also offer a range of specialist areas with specialist teachers. These are Visual Art, Physical Education, Health, Science and Music.

Extra-Curricular Activities

- P.P.S Runners Club
- Lunch time music group
- Gardening
- Fitness Track
- Various Sporting teams / events
- Library (games & quiet activities)
- Camps & excursions
- Swimming program
- Surfing
- Bike Ed
- Music Festival
- Choir

Bell Times and School Sessions

8.50 am - Morning Reading
9.00 am - Learning Session 1
11.00 am - Recess Eating time
11.10 am - Recess Play
11.30 am - Learning Session 2
1.30 pm - Lunch Eating time
1.40 pm - Lunch play
2.15 pm - Learning Session 3
3.15 pm - School dismissed

Notifying Absence

The school has a legal obligation to maintain accurate attendance rolls. All absences are to be notified through the office with either written or personal explanations required. Verbal explanations can be made through a visit or phone call to the office or a message can be sent through the Skoolbag app or ClassDojo. If a child is absent for more than three consecutive days due to illness, we ask for a medical certificate.

Collecting Students / Visiting in School Hours

All visitors, (including parents) between 9.00 - 3.00pm must report to the office on arrival. Visitors are required to sign in and out and collect a visitor's badge. If a parent is collecting a child during school hours they are also required to present at the office and document this in the 'Collection of student' book.

Supervision of Children

Staff members commence yard duty at 8.30 am. Should assistance be needed before this time the office is manned from 8.15 am.

School Council accepts responsibility for students on premises for fifteen minutes before and after school and bus supervision times. Teachers are rostered for yard supervision in designated areas of the yard throughout the morning, lunchtime breaks and after school.

Students have 10 minutes in classrooms for eating of playlunch and lunch and if longer is required they remain in designated courtyards.





