Welcome to all our families and students as we commence the 2017 school year, along with the following new members of staff - Linda James (teacher aide), and teachers Lucy Clyde, Rosie Fiumara, Tara Gray and Sarah Alihos (who is undertaking Souad Kabalan’s role while she is on five weeks long service leave).

The organisational structure this year is within two professional learning teams, Years Prep to 3 and Years 4 to 6 with four learning neighbourhoods - Prep/1, Year 2/3, Year 4/5 and Year 6. The children’s learning is targeted and differentiated based on their learning needs, informed by their progress towards the next stage on the Victorian Curriculum continuum. This occurs through the teaching teams planning collaboratively to best meet the needs of the students in their PLTs and learning neighbourhoods. The structure and locations of learning groups is determined by teams and can include a range of flexible and adaptable groupings within home groups and/or learning neighbourhoods. Children also spend time in other locations such as the library, art room, Italian room, hall and school grounds with the teachers from their LN and specialist teachers.

We believe high expectations and authentic relationships increase our students’ confidence and curiosity, increasing their engagement and commitment to learning. In the first five weeks, across the school, we are focusing on building relationships and working with students to build a shared understanding of our school values and expectations and establishing the ways we work and learn together.

Families are welcome to drop off their children to their learning neighbourhood each morning. From 08:50 - 08:57am, teachers will be engaging with the children to establish routines and be ready for the start of the first session at 09:00am. To support this, we ask that if you need to speak with the teacher please phone the office or send an email to pascoe.vale.south.ps@edumail.vic.gov.au or via tiqbiz. Your request will be passed on to the teacher, who will get back to you to arrange a mutually suitable time.
COMMUNICATION

tiqbiz
This app is the primary means of communication with families in our school and includes notices, news and events.

This free app can be downloaded onto computers, tablets and smartphones (Windows, IOS, Apple, Android) [www.tiqbiz.com.au](http://www.tiqbiz.com.au) If you have previously used tiqbiz, please be sure to check that you are using the current version. You may also need to remove previous boxes and tick the boxes for 2017.

2017 boxes:
Prep/1 2017; Year 2/3 2017; Year 4/5 2017; Year 6 2017 and Prep 2018

Website
The school website, provides general information and school documents for families and the wider community [www.pvsps.vic.edu.au](http://www.pvsps.vic.edu.au)

Notes requiring parent permission and/or responses are provided in printed format to students.

Permission/consent forms
Where parent consent or permission is required printed copies of notes will be sent home with students.

School Assembly
There will be an informal school assembly on Friday February 3rd at 3.20pm. On Monday February 6th at 9.00am there will be a school assembly including the school declaration, acknowledgement of country and national anthem. The 2017 school leaders, school captains - James W and Elizabeth, and vice captains - Jimmy K and Sofia P, will be introduced.

Handbook for families 2017
This is available on the school website. If you require a printed copy you can request one at the office.

Lunch orders are available on Mondays and Wednesdays commencing Monday February 6th. Orders should be placed online at [https://classroomcuisine.com.au/](https://classroomcuisine.com.au/)
**STUDENT SUPERVISION**

**School hours for students - 8.50am to 3.30pm**
At school, on time, every day, for all students

**Access to the school grounds – 7.00am to 6.00pm**

*It is important for parents to be aware that supervision of students by school staff occurs between 8.50am and 3.40pm only.* Outside of these times families are responsible for their children’s behaviour and safety. You are welcome to stay in the school grounds with your children before 8.50am and after 3.40pm. Please note that there are single entry and exit points before 8.45am and after 3.45pm (see information in Before and After School Care)

**Unaccompanied students 8.45am to 9.15am**
Pedestrian gates are located on Parkstone Avenue, The Boulevard and Reynard Street. All pedestrian gates are unlocked at 8.45am and locked again at 9.15am. Families requiring childcare/supervision before this time are able to arrange for their children to attend the Before School Care Program run by Camp Australia.

**Before School and After School Care – 7.00am to 8.50am & 3.30pm to 6.00pm**
The Before and After School Care program operates primarily from the hall.

**Before School Care** – from 7.00am to 8.50am when children go to their learning areas.
The front door of the school is the access point to take children across to the hall to be signed in.

**After School Care** – from 3.30pm to 6.00pm. Children go directly to the hall at 3.30pm. Families enter the school via the pedestrian gate, alongside the car park driveway in Reynard St, to collect their children.

**STUDENT HEALTH - ILLNESS/INJURY**

Children’s health and wellbeing is paramount at school and this is the first consideration of staff when dealing with illness or injury. It is unfair to all concerned to send a sick child to school.

If a child becomes ill at school, parents or emergency contacts will be contacted to collect the child. The school does not have facilities or staff to look after children who are unwell. The first aid room at school, located in the administration area, is for treating minor ailments and as a waiting area for children who are to be collected.

Occasionally children are injured at school. Minor injuries (such as grazes) are treated on the spot, in the classroom or in the yard by the teacher on duty.

In the event of more serious injuries (head injuries, suspected sprains/fractures) or there is concern for the child’s wellbeing, the child will be attended by staff and emergency services and parents will be contacted.

It is recommended that families take out an ambulance subscription as in serious cases of illness or injury an ambulance will be called (at family’s expense).

**STUDENT HEALTH - MEDICATION**

If children need to take medication during the course of the day, a *Medication Authority Form* must be completed and handed in to the Office. Medication will be administered by staff in the office and will be entered into a logbook. This is to ensure the correct dosage and minimise incorrect use by children. Please ensure all medication/containers are clearly labelled with the child’s name and that expiry dates are checked regularly. The exception to this can be reliever asthma puffers where a child’s condition requires them to have it on hand for immediate access.

*If your child has a diagnosed medical condition such as asthma, diabetes, allergies that produce an anaphylactic response please be sure to provide the management plan, signed by your medical practitioner, along with the necessary in date medication to the school office.*

All asthma puffers should be supplied with a spacer.

Spacers are single user only. If a school spacer is required to be used families will be advised and will be invoiced for the replacement cost of the spacer.
Buildings and Grounds

During the school holidays a number of building and grounds tasks were undertaken including removal of the old boiler room (as part of a Department of Education program), mowing of grounds, and arborist inspection of trees and removal of damaged trees/shrubs in front garden bed.

In addition to this, a parent led project (thank you to the Lee and Hills families) to restore/rejuvenate the external seating in the school commenced, with a trial of three seats. The timbers have been replaced and painted in the colours representing the school values. Information about how you can contribute/participate in this project will be sent home shortly.

School drop off and pick up @ PVSPS

Help keep our children, families and community safe

We ask all families and visitors to our school to be aware of traffic regulations and pedestrian safety, along with being mindful and considerate of all our neighbours. Please follow all road rules and council regulations and park only in designated street parking areas/boys.

The car parks inside the school grounds are for staff only. For safety reasons do not use car park driveways for turning, drop off or pick up.

We ask that you consider walking/riding, where possible to minimize traffic congestion and optimize pedestrian safety.

The Boulevard is not recommended for school pick up and drop off by vehicles. Please avoid using this street.

On Parkstone Avenue please be mindful of the pedestrian crossing as you turn in from Coonans Road and ensure that this is kept clear. On Reynard Street keep the required distance from the pedestrian crossing and do not pick up or drop off in no standing areas.

A safer option is to park on one of the main roads, Coonans Road, Reynard Street, Gallipoli Parade/Lemnos Avenue and then walk.