

GENERAL INFORMATION BOOKLET



Friends Learning Together



**Frankston Primary School
Davey Street
Frankston
Vic 3199**

PH: 9783 3769

FAX: 9781 4402

Email: frankston.ps@edumail.vic.gov.au

A Message from the Principal

Welcome to *Frankston Primary*, a community of *Friends Learning Together*.

Frankston Primary School was established in 1874, and as such has a long history and highly regarded reputation for excellence in the delivery of curriculum. Our school combines a rich heritage, with modern teaching techniques, programs and facilities that provide the best learning opportunities for all children.

The *Frankston Primary School* community is committed to providing a safe and nurturing environment. It is an environment where everybody feels valued, takes responsibility for their own choices, actions and consequences and is able to take risks while exploring new concepts. This in turn allows each child to reach his or her full potential, academically, socially and emotionally.

A feature of the teaching in our school is the significant emphasis placed on the development of skills in reading, writing and numeracy. This is achieved through a commitment to the Early Literacy and Early Numeracy programs.

Throughout the school, teachers use an integrated approach to curriculum delivery. This is supported by the latest in computerised learning technologies which is an important part of the modern classroom environment.

We also encourage the personal qualities of CONFIDENCE, PERSISTENCE, ORGANIZATION, GETTING ALONG AND RESILIENCE – all components of the “You Can Do It’ program and well regarded as the foundations for character development and future success.

We welcome you to our school community and look forward to your support in establishing a partnership in the education of your child.

Morry Rubinstein
Principal

Welcome to Frankston Primary School

Hopefully this booklet will assist you and your family's entry to out school. Please feel free to ask at the office if you need to clarify any of the information contained in this guide.



SCHOOL HOURS

During the remainder of the year, the school hours are as indicated, unless you are notified of a change.

COMMENCE @ 9.00 a.m. MORNING RECESS @ 11.00 to 11.30 a.m.
LUNCH @ 1.30 to 2.30 p.m. DISMISSAL @ 3.30 p.m.

THERE IS A 2:30 P.M. EARLY FINISH AT THE END OF EACH TERM and AT 1.30PM FOR THE END OF THE YEAR

Parents are reminded of the importance of a punctual 8:55 a.m. line up ready for a 9 o'clock start to avoid disruption of learning time. Parents wishing to speak with teachers need to arrange a mutually suitable time, for either before or after school. Parents are requested to say farewell to their children at their designated lining up area. This saves on congestion inside the building and assists in maintaining security. It also allows your child to develop independence and self-reliance.

PERSONAL INFORMATION

IT IS VITALLY IMPORTANT THAT DETAILS OF ADDRESS, TELEPHONE NUMBER, WORK DETAILS, DOCTOR, EMERGENCY CONTACTS, ETC. ARE KEPT UP TO DATE.

Please notify the office of any alteration to these details as soon as possible, even if only for a day, as it is vital that we can contact you if your child is unwell or injured.



soon

SCHOOL NEEDS

Your child should bring to school –

- a) school bag big enough to carry his/her books and lunchbox and one with a strong zip.
- b) art smock-must have long sleeves.
- c) library bag – cloth, approximately 30cm x 40cm, with a drawstring.

ON THE FIRST DAY (Prep beginners)

You will be notified what time your child will be starting. Parents are asked to leave the vicinity of the classroom after adequate time for your child to settle in and when requested to by the teachers. The teacher will assign a class buddy to assist with your child's transition to school. (Prep children are assisted by an assigned Gr 6 buddy on enrolment.)

PLAY LUNCH

Play lunch needs to be substantial as it comes several hours after breakfast and two and quarter hours before lunchtime.

LUNCHES

All children commence lunch at **1:20 pm.** and eat in their own classrooms until **1.30 pm.** under teacher supervision. Children are not permitted to go home for lunch unless the teacher has received a note from the parent. Prep children are given a lengthier period of time until they settle into school life.



SCHOOL UNIFORM

Wearing the Frankston Primary School uniform is compulsory and this can be purchased from the official Uniform provider - "Beleza" - in Frankston. A copy of the Beleza pricelist can be obtained from the office.

SUN SMART SCHOOL

As a "SUN SMART" school, hats must be worn in 1st and 4th terms during outdoor times at school. Broad brimmed or Legionnaire hats provide best protection against the sun and are the only School Council approved styles. Sunscreen is made available in all classrooms and children are encouraged to use this added protection against the sun's harmful rays.

SCHOOL NEWSLETTER

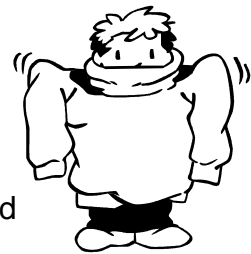
Each Friday, the oldest child in a family is given the weekly newsletter to deliver home. Please read it carefully, as it will keep you up to date with all the happenings in and around the school and forms a vital link in our communication with you.

MONEY

Loose money must not be handed directly to the teacher. It should be placed in an envelope bearing the child's name, grade, amount and what the money is for. The student is then able to hand the envelope to the class teacher. Suitable money envelopes are available for purchase from the school office.

LOST PROPERTY

Please ensure that removable ITEMS OF CLOTHING ARE **CLEARLY LABELLED** WITH YOUR CHILD'S FULL NAME. Should any item of clothing be lost please check the lost property bin in the sick bay near the General Office. *Unmarked and unclaimed* items are sent to the secondhand shop at the school to be resold.



SAFETY

- If students are to walk home, please warn your child not to accept rides from strangers and to go *straight* home.
- Children in Grades Prep to Grade 3 are not permitted to ride bikes unless accompanied by a parent. Special permission for a Grade 3 child to ride may be given by the Principal if a letter of request is provided by the parent. It is important that parents take the students through a practice run a few times to ensure the safest route.
- Please **DO NOT** allow your child to bring articles to school which could cause harm to others e.g. arrows, knives, guns, pointed sticks. Skateboards and scooters are not to be brought to school.
- Drinks in glass bottles and cans are not permitted at school – plastic bottles or drink cartons are safer and allowable.
- The school does not accept any responsibility for lost or damaged items so precious articles are best left at home.

EXCURSIONS

First hand experiences are a vital part of a child's educational program and participating in these group outings is also a valuable aspect of each child's social development. The Local Excursions Form is signed to cover the period of one year, but when organizing an excursion beyond our locality, we will seek your written consent and money to cover costs. Sometimes your assistance with supervision will be requested.

SWIMMING

All children at Frankston Primary School participate in a swimming program each year utilising local facilities such as Frankston Lifesaving Club and the new Recreation Center. This is usually conducted in the early and later part of the year depending on availability of facilities. Preps have a swimming program based at the PARC towards the end of the year.

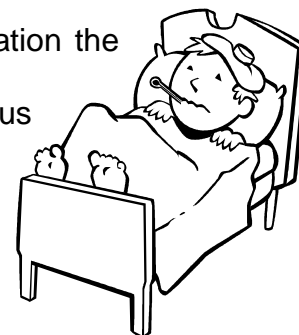


ABSENCE FROM SCHOOL

Please encourage your child in punctuality and regular attendance. However, if your child is ill, he/she should be kept at home. If your child is absent, a written note is required to advise us of the reason.

If your child is absent for three consecutive days without notification the school will make personal contact with you by phone.

Please make every effort to ensure your child is conscientious about school attendance. It should never be a REWARD to stay at home! Reasons for staying home do NOT include shopping with mum, a birthday celebration, weather (too cold / too hot). Nanna's coming over etc etc



LEAVING SCHOOL DURING SCHOOL HOURS

If you wish your child to leave early for dental or medical appointments, etc. it will be necessary for you to complete the sign-out register in the Office and then collect your child from the classroom teacher after filling in the 'sign out' book. In the interests of your child's safety, we will not send a child home unless we have a written request or personal contact with you.

LATE ATTENDANCE

If your child is late for any reason, you are required to personally escort your child to their classroom teacher and provide a note stating the reason for the lateness.

ART

A long sleeved smock or old shirt is necessary to protect clothing during art sessions and some classroom activities. This should be clearly named.

LIBRARY

Frankston Primary School has an excellent library. Before your child can borrow a library book, he/she will need a cloth library bag.



SOME WAYS TO BE INVOLVED IN THE SCHOOL COMMUNITY

ALL VISITORS TO THE SCHOOL MUST SIGN IN AT THE GENERAL OFFICE WHERE THEY WILL BE GIVEN AN IDENTIFICATION BADGE. THIS BADGE MUST BE WORN VISIBLY AND THEN RETURNED TO THE OFFICE AT THE END OF THE VISIT.

Become a member of a school committee

Assist in the canteen events e.g. special meal days

Participate in classroom programs

- hear children read
- type children's stories
- assist in Literacy activities
- help supervise on excursions
- help with the swimming program
- take a Perceptual Motor Program (PMP) group
- join in Numeracy activities
- give a Talk
- join in at Music, Art or Sport



Assist at Working Bees and Fundraising events

Become a member of the Fundraising Committee

Care for a school pet over a weekend and/or during the holiday breaks.

FUNDRAISING COMMITTEE

The FUNDRAISING COMMITTEE is a group of friendly people who enthusiastically work to create extra funds that will benefit all children at the school. Fundraisers include stalls (Mothers' and Fathers' Day, Christmas etc.) discos, food days and various activities.

The fundraising the Parents and Friends of Frankston Primary School achieve is a very important function in the school. Your support is a practical way of supporting your child's education. We sincerely welcome all parents and interested others to our meetings.

SCHOOL COUNCIL

The School Council is responsible for determining School Policy, for maintenance of school grounds and equipment and for monitoring school finances. The dates for our School Council meetings are published in the newsletter and are normally held at 7.00 p.m. in the school Staff Room.

CANTEEN

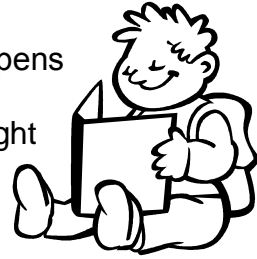
The school canteen operates on a volunteer basis from time to time providing special lunches or snacks for fundraisers such as hot dog days or pie days.

In the warmer weather ice-cream days have been quite popular.

We always look forward to any assistance from parents on these days to help make them successful.

WAYS YOU CAN HELP YOUR CHILDREN AT HOME

- ☺ Take an interest in your child's school and what happens there.
- ☺ Encourage him/her by admiring work when it is brought home.
- ☺ Listen to your child read each day.
- ☺ Read to your child each day.
- ☺ Send your child to school on time, each and every morning.
- ☺ Encourage your child to talk about the things that you see and do.
- ☺ Display your child's work at home.



***** Remember ENCOURAGEMENT is the key to success!*****

EXPECTATIONS FOR READING

Throughout your child's school life we try to foster a love of reading and to improve reading skills. We expect that all children will develop the ability to read with confidence and enjoyment.

The idea of taking books home is to encourage an interest in reading. Please read the books to and with your child, allowing and encouraging them to join in as they are able. The reading time should be a pleasant and interesting time for you and your child. Homework expectations for *every* level include some time set aside for reading either quietly alone (for independent readers) or to another adult or older brother or sister.

HELPING YOUR CHILD TO READ ("PAUSE! PROMPT! PRAISE!")

- ☺ Praise *any* reading effort. Emphasize the enjoyment of reading. Encourage your child and try and show how pleased you are with his/her achievements.
- ☺ If your child is too tired or frustrated to read, put the book away until another time. Nothing will be gained from a "tense" reading session.
- ☺ Make every effort to read to and/or listen to your child read every day.
- ☺ If your child makes a mistake, give him/her a time to solve the problem. (Self correct.)
- ☺ If a mistake doesn't make sense, ask questions about the meaning of the story.
- ☺ If the child says nothing, ask him/her to read on to the end of the sentence or to go back to the beginning of the sentence again. (This will help him/her gain clues from the words around.)
- ☺ If the word is still not correct after two prompts, you should tell him/her.

WRITING DEVELOPMENT

Children learn to write *by writing* and will progress at different rates. Stages of writing through which young children usually progress are as follows:

1. ***Scribble***
2. ***Invented letters***
3. ***Strings of conventional letters***
4. ***Groups of letters with spaces between them***
5. ***Writing which reveals developing knowledge of sound and symbol relationships***



As they progress through these stages, encourage your child's writing efforts by allowing them to write at every opportunity – shopping lists, letters to relatives, thank you notes, reminders on the fridge etc

ILLNESS

Children who are not immunised will be excluded from school if there is an outbreak of measles, diphtheria or polio. This will reduce the chance of these diseases spreading throughout the community. It is also required that children be excluded if they have certain infectious diseases as follows:

CHICKEN POX: Until fully recovered. Some remaining scabs are not an indication for continued exclusion.

IMPETIGO (School Sores): Until sores have fully healed.

MEASLES: For at least seven days from the appearance of the rash.

MUMPS: Until fully recovered.

WHOOPIING COUGH: For four weeks or until medical certificate of recovery is produced.

RINGWORM: Until appropriate treatment has commenced, supported when requested by a medical certificate.

GERMAN MEASLES: Until fully recovered and at least 4 days from the onset of the rash.

NOTE: MENINGOCOCCAL VIRUS: In case of any child with symptoms remotely relating to meningococcal virus, parents will be called IMMEDIATELY! (This is why it is so important to keep emergency numbers up to date.)

Note: ALL ABSENCES MUST BE COVERED BY A SIGNED WRITTEN NOTE TO THE CLASS TEACHER. IN CASE OF AN EXPECTED PROLONGED ABSENCE, YOU ARE ASKED TO CONTACT THE SCHOOL AS SOON AS YOU ARE ABLE.

HEADLICE

These have been very prevalent in ALL schools during the last few years. The fact that your child has clean hair does not mean that it cannot be infected. Please inspect hair regularly. The 1mm long, off-white coloured eggs are laid on the hair and are difficult to remove. Lotions to kill eggs and nits, and a fine metal comb for the removal of the eggs are used if infection is present. The child can return to school as soon as treatment has commenced. Note: Many over the counter lotions are not effective. The treatment must be repeated again in 7 days.

Because of the infectious nature of this problem, once the presence of head lice has been identified, we are required to call a parent who will see to treatment immediately. This is included in the General Permission form signed on enrolment to our school.

THE STAFF OF FRANKSTON PRIMARY SCHOOL WILL ENDEAVOUR TO MAKE THIS NEW ENVIRONMENT AS HAPPY AS POSSIBLE FOR YOU AND YOUR CHILD AND IT IS OUR WISH THAT WE WORK TOGETHER TO PROVIDE THE BEST EDUCATION PROGRAMS AND CONDITIONS FOR YOUR CHILDREN.