

# PREP PARENT HANDBOOK



*Information for Prep Parents at Yarra Primary School*

# WELCOME

Dear Prep Parents/Guardians,

Welcome to Yarra Primary School. We hope your family grows to appreciate our school values, spirit and performance as thousands of other children and parents have done for over 130 years. Yarra Primary School is a welcoming and dynamic learning community that offers a sense of belonging to all students, staff and parents.

Yarra Primary School values community and strives to inspire all to be life-long learners who make a positive contribution to a better future. Our purpose is to ensure a positive learning experience for all children within a safe and healthy environment, to provide a vibrant and engaging curriculum and to foster a happy, supportive and inclusive community. Yarra Primary School is situated in Richmond and embraces its rich and diverse community.

The curriculum at Yarra Primary School is responsive to student learning needs and choice. It is integrated, planned and implemented collaboratively by teaching teams. All assessment is based on the Victorian Curriculum Standards.

The school's Kitchen Garden program is an environmentally sustainable initiative that all students participate in. It encourages community involvement and builds environmental awareness. Students learn to share space, food, and knowledge, while also gaining hands-on cooking skills using ingredients they have grown themselves.



# PREPARING FOR SCHOOL

Below are some recommendations to prepare your child for what will be one of the most important transition stages of his/her life:

- Encourage your child to look forward to school by highlighting positive aspects of their new experience.
- Try to avoid talking in a way that may make your child apprehensive or let your own anxieties be reflected in your child.
- Encourage your child to take care of and be responsible for their own belongings. At first children need lots of time to learn to do these things independently; please allow them extra time in the short term as it will reap rewards in the long term. For example, give your child plenty of opportunities to practise independently putting on and taking off their socks and shoes, tying up shoelaces, doing up buttons and zippers, and pulling up their pants.
- Encourage your child to wear clean clothing and be tidy.

Your child will find school easier if he/she has started to learn to:

- Say their full name and address
- Put their things away after finishing
- Recognise and care for their named belongings
- Go to the toilet and adjust clothing, boys should be familiar with the use of urinals
- Flush the toilet after use and wash hands
- Use a tissue or handkerchief properly
- Cover their mouth when coughing or sneezing
- Take off their jumper/jacket
- Pack their bags and place them in bag boxes.

# ESSENTIAL YARRA PS KNOWLEDGE

## TERM DATES 2026

Term 1: 27th January (Year 1-6 students begin on 28th January), Prep students begin 29th January to 2nd April

Term 2: 20th April to 26th June

Term 3: 13th July to 18th September

Term 4: 5th October to 18th December

## TERM DATES 2027

Term 1: 27th January (Foundation to Year 6 students begin 28th January) to 25th March

Term 2: 12th April to 25th June

Term 3: 12th July to 17th September

Term 4: 4th October to 17th December

## THE YARRA NEWSLETTER

Our school newsletter is available monthly via [Compass](#) and the school's website. Please read it as often as possible as it contains important notices, dates, reports, articles and issues of interest.

## SCHOOL WEBSITE

Additional information is available on our [school's website](#). The website contains news articles relating to the school, general curriculum information and photo highlights of recent school events.

## ONLINE COMMUNICATION - [COMPASS](#)

Compass is an online system of communication that we use at Yarra Primary School. The website and app is used for the distribution of information and permission forms for excursions, incursions and other events. Each parent has an individual username and password to access Compass. Notification of new information or permission forms is sent via email or mobile notification. Student achievement reports are accessed through Compass via the 'View Academic Reports' link next to your child's profile photo.

## STUDENT-LED SCHOOL ASSEMBLIES

Assemblies are scheduled on a fortnightly basis (subject to change, updates will be communicated via Compass) on Thursday afternoons at 3:00pm either on the soccer pitch or the multipurpose room (weather

permitting). Our school student leaders lead the meeting providing updates about school events, introduce class performances and give out achievement awards. Parents are encouraged to attend when they can.

### **RECESS, LUNCH AND FRUIT SNACK**

During each morning, students are allowed to eat a piece of fresh fruit or vegetable for 'Fruit Snack'. Remember to prepare the snack in a way that your child can eat it independently (berries, cut up apples, peeled and cut oranges or carrots are all suitable).

Students are supervised between 10:45-11:00am and 1:30-1:40pm to eat their snack and lunch respectively. They will go outside for recess and lunch play from 11:00-11:30am and 1:40-2:30pm. Please have a discussion with your child about eating their snacks and lunches, and practice opening and closing their lunchboxes by themselves. Teachers do their best to ensure students are eating their food for the day.

Students may keep a water bottle in the classroom. Please make sure the top does not leak. Drinks in glass bottles are not allowed. Lollies/sweets of any kind are discouraged. Sharing food is not allowed, due to the risk of allergies or anaphylaxis. Please minimise the amount of wrappers in your child's lunch. Reusable plastic containers are the best option, and buying food in bulk, not individual packets keeps our rubbish levels down.

### **LUNCH ORDERS**

At Yarra, we offer a convenient and healthy lunch order service for students through our provider, 'TK Tuckshop'. This is available throughout the week. Ordering is an easy online process and can be done through the [Spriggy Schools app](#). If you have any further questions, please speak to our office reception.

### **HOME READING**

The Prep class teachers will explain the Home Reading Program in detail at the Prep Parent Information Night. Readers (leveled books designed to assist young readers) will be sent home in the first few weeks of school. Parents are encouraged to read every night to/with their child at first until students can read these independently. It is important to talk about the book before and after to encourage emergent comprehension skills.

### **HOMEWORK**

Formal homework is not required for Preps. Preps will bring home a reader each day in their reading bag.

## **PARENT VOLUNTEERS**

Yarra Primary School has a strong belief in the partnership between the students, parents and teachers in the success of a child's educational outcomes. Parents are involved in our school community in many ways, as classroom helpers on excursions and incursions, being involved in whole school events such as athletics days and whole school productions, or as school councillor and working on various subcommittees. To volunteer at Yarra Primary School, all parents are required to have a valid [Working with Children Check](#) and attend a volunteer induction session.

## **PERSONAL BELONGINGS**

Children like to bring toys and other personal property to school for special occasions. Sometimes these things can give very young children a feeling of security and although we don't wish to discourage children bringing things to school, we expect that parents will keep a close eye on very precious things and perhaps not allow children to bring them to school. The Department of Education & Training (DET) has asked schools to advise parents that the DET is not responsible for the loss of property brought to school by students and property is not insured.

## **LOST PROPERTY**

If something belonging to your child is missing, please check in the classroom, their personal tub. Things may go missing for a few days, but if they are named clearly, they will likely return.

## **SCHOOL UNIFORMS**

Yarra Primary School's uniforms can be purchased through our uniform supplier, 'Lowes'.

Address: Lowes Northland Shopping Centre Shop F006, 2-50 Murray Road, Preston, VIC 3072

Shop Hours:

- Monday and Sunday , 10am to 5pm
- Tuesday and Wednesday, 9am to 5:30pm
- Thursday and Friday, 9am to 9pm
- Saturday, 9am to 5pm

Phone: (03) 9470 1601

Website: <https://www.lowes.com.au/schools-online-landing>

## **TEAMKIDS (OUT OF SCHOOL HOURS PROGRAM)**

TeamKids operates onsite in a shared space using our Visual Arts room, multipurpose area and kitchen facilities.

TeamKids delivers high quality outside school hours (OSH) care through qualified and inspired team members and through outstanding relationships with schools and families. Child wellbeing is the focus of the TeamKids integrated delivery model that has its foundations in the “National Quality Standard Framework for Early Childhood Education and Care” and the “My Time, Our Place Framework” and is delivered through key three promises:

1. Community engagement
2. Staff engagement and development
3. Commitment to delivery and compliance.

### **Operating hours:**

Before School Care: 7:00am – 8:45am

After School Care: 3:30pm – 6:00pm

**To register for TeamKids services, please follow the directions at the following link:**

<https://teamkids.fullybookedccms.com.au/family/login>

### **LEAVING SCHOOL GROUNDS**

No student is allowed to leave the school grounds unless we have written permission from the child’s parents. If anyone other than the parent/s is to collect the child, a note or phone call to the teacher is required. If for any reason your child is late, or is being picked up early, please notify the Administrative Officer, Leanne at the General Office. Leanne will give you a late arrival or early dismissal pass to be given to the classroom teacher.

### **ABSENCES**

All absences from school must be explained via the Compass information system. Parents can give their ‘parent approval’ prior to any absence via the attendance tab on your child’s profile

### **SCHOOL LIBRARY**

The Library at Yarra Primary School is computerised and operates much the same as your local municipal library. On your child’s library day he/she has the opportunity to choose and/or change their books. Each child may borrow up to two books for a period of two weeks.

## **FUNDRAISING EVENTS**

Fundraising events are held throughout the year and may include trivia nights, auction nights, fêtes, car-boot sales, arts galas etc. You are encouraged to participate and offer your assistance at some of these events.

## **INFORMATION NIGHTS**

Information nights are held throughout the year and you are encouraged to attend when you can. We acknowledge your time is precious and information provided is always of a high quality and valuable to you as a parent.

## **CURRICULUM EVENINGS**

These evenings are designed for parents to hear about learning and teaching strategies used in schools today and how you can support your child in a modern teaching environment.

# WELLBEING AT YARRA

## BERRY STREET EDUCATION MODEL

The Berry Street Education Model (BSEM) is a practical approach to teaching and learning that enables teachers to increase engagement with students with complex, unmet learning needs and successfully improve all students' self-regulation, growth and academic achievement. The pedagogical strategies incorporate evidence-based trauma-aware teaching, positive education, and wellbeing practices.



## SCHOOL WIDE POSITIVE BEHAVIOUR

School Wide Positive Behaviour Support is an evidence-based framework for Victorian government schools for preventing and responding to student behaviour. It aims to create a positive school climate, a culture of student competence and an open, responsive management system for all school community members where we can maximise individual academic and social growth.

YARRA PRIMARY SCHOOL	Learning Spaces	Yard/ During Breaks	Movement
	COMMITMENT	RESPECT	CARING
	<ul style="list-style-type: none"><li>• Persistence is key</li><li>• Present your work neatly</li><li>• Strive for improvement</li><li>• Focus on your Learning Goal</li><li>• Sit where you will learn</li><li>• Encourage and celebrate your peers' successes</li><li>• Work collaboratively</li><li>• Use learning time to learn</li><li>• Be ready to learn</li><li>• "See 3 before me"</li></ul>	<ul style="list-style-type: none"><li>• Clean up after yourself</li><li>• Nude Food Only</li><li>• Respect differences</li><li>• Agree on the rules. Play by the rules.</li><li>• Right words, right place</li><li>• Play safe</li><li>• Be mindful of those around you</li><li>• Use equipment for its purpose</li><li>• Borrow it, use it, return it</li></ul>	<ul style="list-style-type: none"><li>• Allow others to work and learn</li><li>• Walking feet</li><li>• Respect school resources</li><li>• Respect other people's belongings</li><li>• Follow instructions from all staff</li><li>• My space, your space</li><li>• Be aware of the people around you</li></ul>
	<ul style="list-style-type: none"><li>• Hand up, wait, contribute</li><li>• Track the speaker</li><li>• One person speaking at a time</li><li>• Whole body listening</li><li>• My space, your space</li><li>• Allow others to learn</li><li>• Right words, right place</li><li>• Right place, right time</li><li>• Respect school resources</li><li>• Respect other people's belongings</li><li>• Do you need to ask permission?</li></ul>	<ul style="list-style-type: none"><li>• Clean up after yourself</li><li>• Respect differences</li><li>• Agree on the rules. Play by the rules.</li><li>• Use your manners</li><li>• Right words, right place</li><li>• Play safe</li><li>• Be mindful of those around you</li><li>• Use equipment for its purpose</li><li>• Borrow it, use it, return it</li></ul>	<ul style="list-style-type: none"><li>• Allow others to work and learn</li><li>• Walking feet</li><li>• Respect school resources</li><li>• Respect other people's belongings</li><li>• Do you need to ask permission?</li><li>• Follow instructions from all staff</li><li>• Be aware of the people around you</li></ul>
	<ul style="list-style-type: none"><li>• Follow directions carefully</li><li>• Use your manners</li><li>• Keep areas organised and tidy</li><li>• Share classroom resources</li><li>• Support your peers</li></ul>	<ul style="list-style-type: none"><li>• Help others</li><li>• Use your manners</li><li>• Treat people the way you want to be treated</li><li>• Be inclusive</li><li>• Share equipment</li><li>• Take care of school property</li><li>• Be mindful where you play games</li><li>• Breath, 1 2 3, Respond</li></ul>	<ul style="list-style-type: none"><li>• Use your manners</li><li>• Keep areas organised and tidy</li><li>• Wait your turn and be patient</li><li>• Breath, 1 2 3, Respond</li></ul>

Developed through a collaborative process in 2017.

## RESPECTFUL RELATIONSHIPS

A whole-school approach to Respectful Relationships draws on the Victorian Curriculum and links what is taught in the classroom with:

- The social, physical, cultural and spiritual environment of the school
- The school's policies and procedures
- Community partners and organisations that can support the school community.

This whole-school approach to Respectful Relationships draws on a significant body of research, including the Victorian pilot of Respectful Relationships Education in Schools (RREiS), which demonstrated that changes in attitudes and behaviour can be achieved when:

- Positive attitudes, behaviours and gender equality are promoted across the school community
- Classroom learning is reinforced by what is modelled within the school community.

A whole-school approach to Respectful Relationships recognises that schools are more than spaces for young people to learn. Schools are also an important hub in the community, with the opportunity to influence and contribute to healthy community culture.

# HEALTH AND SAFETY

## SAFETY

The school makes a practice of teaching habits which ensure the safety and welfare of your child. We feel children are safer if their parents have taught them the following:

- To look both ways before crossing streets and to understand traffic lights and school crossings
- Not to accept rides from, or talk to strangers. If you wish another parent to pick him/her up from school, you must let your child, and us know who this is
- Not to leave the school ground without permission or an adult
- Toys and articles that cause or mimic injury must not be brought to school - guns, arrows, slings, fireworks etc.
- Reinforce that sticks, stones, sand and tan bark must not be thrown (even though it may be fun!).

## SUN SMART

Yarra Primary is a SunSmart school. All children must have a broad-brimmed hat during the warmer months or they will need to stay in the shaded courtyard. As this is not much fun for the kids or staff, please make sure your child has an approved hat and that they take it/leave it each day. The best place to keep the hat is in their classroom tub so that it does not get left at home. From September, Victoria's UV levels are on the rise, so it's time to dust off the sun protection gear and Slip, Slop, Slap, Seek, Slide whenever you are outside. Check the daily sun protection times – you can find them on the free SunSmart app, online ([sunsmart.com.au](http://sunsmart.com.au)), in the weather section of newspapers, or as a free SunSmart widget. If you can't check the sun protection times each day, make sure you use sun protection every day from **September to the end of April in Victoria**. Don't just wait for hot, sunny days.

## HEALTH

During the first year at school, childhood infections are common. Infections spread quickly at school. If your child is sick or has been experiencing vomiting/diarrhea hours prior to school, he/she should be kept at home. Your child must be kept home if he/she is suffering from one of the infectious diseases identified by the Education Department. A separate listing of the relevant diseases is available at

<http://www.education.vic.gov.au/school/principals/spag/health/Pages/infectiousdiseases.aspx>. Please call/ask the office if you are unsure.

## **HEAD LICE**

Head Lice are common to all schools and do not indicate that the child's head is dirty. Checking by the Health Department has ceased so parents need to check regularly for head lice. If you find any eggs or lice in your child's hair, please treat the lice immediately and let your class teacher know so we can inform other class members to be extra vigilant about checking.

## **ASTHMA, ALLERGIES AND ANAPHYLAXIS**

If your child suffers from an allergy, anaphylaxis or asthma; please see the office for the required medical form to complete or check the website. An Action Plan must be filled out by your GP and given to the school along with any necessary medication from day one. The school must have direct access to any medicine your child needs.

## **IMMUNISATION DETAILS**

It is mandatory for all enrolled students to provide the office with a record of their immunisation status certificate. Parents or guardians must provide an immunisation status certificate to the school regardless of whether the child is or is not immunised. The immunisation status certificate can be obtained from the local municipal council, Australian Childhood Immunisation Register or your General Practitioner.

## **FIRST AID**

Qualified first aid staff look after children injured at school and all accidents are recorded. If need be, you will be notified either by phone or letter of any first aid treatment. Please ensure that the school has up-to-date emergency contact telephone numbers at all times, especially after moving house, changing jobs or mobile phones.