

# INTERNATIONAL STUDENT PROGRAM HANDBOOK



# About Australia

## **GEOGRAPHY**

Australia is a large island continent and is split into six states and two mainland territories – Western Australia, Queensland, New South Wales, Victoria, South Australia, Tasmania, Northern Territory and Australian Capital Territory. Each state and territory has its own capital city, but the national capital of Australia is Canberra, which is located in the Australian Capital Territory.

## **POPULATION**

Australia has a population of just over 24.6 million people (*as of August 2017*). Over a quarter of Australia's population was born overseas, with most people immigrating from the United Kingdom, New Zealand and China. Australia prides itself on being a multicultural and diverse population.

## **GOVERNMENT**

Australia is a democracy. This means that the people of Australia (*everyone over the age of 18*) vote to elect members of their community into parliament to make decisions and laws on their behalf. In Australia, there are three levels of government – local councils, state and territory and federal.

## **MELBOURNE**

Melbourne is one of the world's most livable cities, and is the capital of Victoria, Australia. Melbourne enjoys a temperate climate with warm to hot summers, mild and sometimes balmy spring and autumn weather, with cool winters.

Melbourne's appeal is built around the city's distinctive physical characteristics:

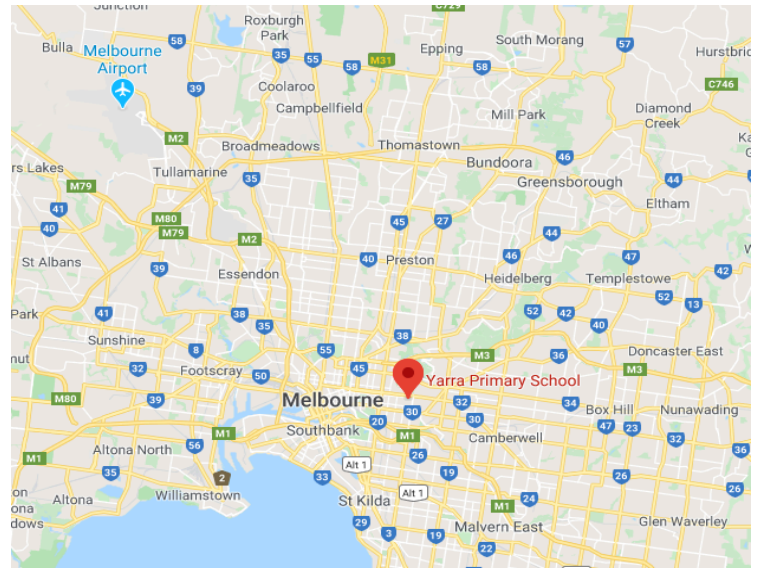
- An unusual street and laneway network
- The Yarra River
- Extensive parks and gardens
- Public transport infrastructure which includes an extensive train and tram network
- Beautiful heritage buildings and cutting-edge new structures.

Melbourne has a population of over 4.8 million. It is home to people of many different cultures including – Aboriginals and Torres Strait Islanders, post war European migrants, and recent arrivals from India, Vietnam, China, Cambodia, Somalia, Malaysia, Thailand, Africa and beyond.

Map of Australia



Melbourne Map



# Introduction

Welcome to Yarra Primary School. We hope that you will enjoy the exciting and challenging opportunity of living and studying in Victoria. This information handbook is for prospective international students and their families to gain an understanding of the programs and administrative practices that relate to our international students. We hope you both enjoy and make the most of living and learning Melbourne’s vibrant heart.

# School Profile

Located in the heart of Richmond, Yarra Primary School is a vibrant, welcoming learning community with beautiful outdoor facilities and open learning spaces. Our beautiful outdoor facilities include a basketball and netball court, soccer field, parkour area, two sets of play equipment, sand pits and shady courtyards for passive play. Eco-sustainability is an expressed value and priority for the school. For children, our vegetable garden and kitchen garden program provide them with authentic learning experiences.

Yarra Primary School has in place a set of core values that underpin the vision of the school. The school values – Caring, Respect and Commitment – are unique to our school in that they have been developed by parents, staff and students, however, they are all linked through their direct relationship to the nine core values of Australian schools as outlined in the National Framework for Values Education. We believe that values education is an integral part of our school and as such needs to be clearly reflected in school policies, codes of conduct and school documentation. These core values are the cornerstone on which we build our vision and underpin all that we do.

At Yarra Primary School we collaborate to sustain a positive learning experience for all children within a safe and healthy school environment. Our well-maintained buildings provides ample spaces for students to work in different learning environments, providing a vibrant and purposeful curriculum and foster an engaged and supportive community. Our children thrive academically, socially and emotionally with the guidance and support of peers, staff, families and local community organisations. We are particularly proud of our integrated environmental program where we recycle, save water, grow, harvest and eat our own garden produce. Learning is active and fun.

The school caters for both local and international students from culturally and linguistically diverse families, and there is a growing cohort of students whose families are employed in professional careers. The school operates in multi-age groups across grade levels. The school is committed to:

- A curriculum that is child centred with a strong commitment to student voice and agency
- Teaching strategies based in inquiry learning, differentiated teaching, student directed learning, cooperative and shared learning
- Differentiated personalised learning through combinations of flexible, multi-age, multicultural and fluid grouping classrooms
- Use of ICT, specialist teachers, extra-curricular opportunities, excursions and camps to extend learning to beyond the school boundaries
- Teaching and learning in programs that are responsive to individual needs and differences.

# School Information

Street Address: 68-76 Davison Street, Richmond 3121

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

School E-mail: [yarra.ps@education.vic.gov.au](mailto:yarra.ps@education.vic.gov.au)

School Phone: +61 3 9428 3286 (Reception)

School Number: 5271

Network: Yarra/Darebin

Region: North-Western Victoria

## **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

# School Requirements

## **ATTENDANCE REQUIREMENT**

International students are expected to attend at least 80% of scheduled classes. The school must be notified of any absences. The law in the State of Victoria is very clear about the requirement of children to attend school. Schools can be asked to furnish evidence in court on a child's attendance. The school's roll is therefore an important legal document. It is not OK to be away.

International students are expected to maintain a high attendance rate in order to fulfill visa conditions. Attendance is marked twice daily and uploaded onto CASES21. Attendance reports are printed and monitored each week. If a student is absent, please call the school on +61 3 9428 3286.

## **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.

## **HOLIDAY PLANS**

To fulfill the 80% attendance requirements, an International student is expected to attend all or most scheduled classes. Holiday plans must be made as not to interfere with school days (where possible).

Our Administrative Officer, Leanne, must be notified, in writing, of all holiday plans that involve travelling interstate or overseas.

# Visa Information

## PERSONAL DETAILS

Please ensure we always have your correct visa and travel details on file.

## STUDY PROGRAM

Students are expected to be engaged in a full time study program and must maintain satisfactory grades.

Our school newsletter is available fortnightly 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.

## CHANGES TO VISAS

The Administrative Officer must be notified of any changes to your visa.

For further information see the [International Student Visa Information](#).

# Melbourne Airport

*Melbourne Airport* (IATA: MEL), is known as *Tullamarine Airport*, and is the primary airport serving the city of Melbourne, and the second busiest airport in Australia. Melbourne Airport is the sole international airport of the four airports serving the Melbourne metropolitan area.

The airport comprises of four terminals – one international, two domestic and one budget domestic terminal. It is 23 kilometres (14 miles) from the city centre, adjacent to the suburb of Tullamarine.

Address:	Departure Dr., Melbourne Airport VIC 3045
Code:	MEL
Website:	<a href="http://www.melbourneairport.com.au">www.melbourneairport.com.au</a>
Phone:	+61 3 9297 1600

## TRANSPORT TO AND FROM THE AIRPORT

There are two main options when travelling to and from Melbourne Airport:

1. SkyBus operates four services from Melbourne Airport, providing passengers fast airport transfers to Melbourne City, Docklands and Southbank, St Kilda and Frankston, and surrounding bayside suburbs.

Further information can be found at: [www.skybus.com.au/melbourne-airport/](http://www.skybus.com.au/melbourne-airport/)

2. Taxis are available at all international and domestic terminals.

# Travel and Transport Systems

A [myki](#) card is a reusable travel card for trains, trams and buses in Melbourne and regional Victorian centres required by the Public Transport of Victoria (PTV). It is the only form of payment on all public transport and must have money on the card before your journey. It is a requirement to *touch on* and *touch off* with your myki card at the myki reader as you travel.

*Where you can use myki:*

- Melbourne's trains, trams and buses
- V/Line trains between metropolitan Melbourne and Eaglehawk/Epsom, Seymour, Traralgon, Waurn Ponds and Wendouree
- Buses in Ballarat, Bendigo, Geelong, Seymour, the Latrobe Valley and Warragul.

*Fares*

Your ticket and fare will depend on where and how you're travelling. PTV defines the metropolitan area as Melbourne and the rest of Victoria as regional. There are some exceptions which PTV explains on the metropolitan fares page.

There are many different types of tickets, detailed in Concession and Other passes. If you're unsure which ticket is best for you, call Public Transport Victoria (PTV) or 1800 800 007.

- *Metropolitan fares:* Metropolitan fares cover zones 1 and 2. Find out more at [Metropolitan fares](#)
- *Regional fares:* Regional fares cover travel with Regional Victoria. Find out more at [Regional fares](#).

You can buy or top up a myki card at machines located at most train stations, 7-Eleven convenience stores and some pharmacies. The nearest train station to the school is Burnley Station. You can also catch the trams 12 or 109 to Yarra Primary School. Further information on routes, fares and concessions can be found at [www.ptv.vic.gov.au](http://www.ptv.vic.gov.au).

# General Information

## **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>

## **STUDENT-LED SCHOOL ASSEMBLIES**

Assemblies are scheduled on Thursday afternoons at 3:00pm (subject to change, updates will be communicated via Compass) 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.

# Care and Safety

If a student has a concern at school regarding their own personal safety, they should talk to their classroom teacher or the school wellbeing coordinator (Assistant Principal). Students are also provided with a network of peers and staff to provide support.

## Concerns and Complaints

Schools in Victoria are required to develop a policy, and implement procedures, to effectively address parents' concerns and complaints.

Yarra Primary School's approach to handling concerns and complaints is based on our school values of Caring, Commitment and Respect which translates to:

- Providing a safe and supportive learning environment
- Building relationships between students, parents and staff
- Providing a safe working environment for staff.

If you have a concern or are dissatisfied with any aspect of your child's schooling arrangements, you are urged to contact the school to discuss these matters with your child's teacher, or the leadership team.

If a satisfactory resolution cannot be found, families should contact International Education directly.

Phone: + 61 3 7022 1000

Email: [international@education.vic.gov.au](mailto:international@education.vic.gov.au)

## Counselling Services

Yarra Primary School offers a range of DET provided wellbeing services. These include access to social workers, psychologists, speech therapists and general counselling. Referrals can be made through the school Wellbeing Coordinator. In the unlikely event of a significant overseas event (e.g. cyclone, flood, terrorist event, war etc.) in your home country that may impact your child, please contact the ISC for updates on the significant event, or if you require assistance in contacting family members urgently.

Each international student and family is provided an orientation which includes:

- Information on the school
- Academic programs
- Requirements for course attendance and course progress
- Support services
- Special programs
- Student/Parent handbook
- Code of conduct (for secondary schools)
- Parent reporting and other contact procedures
- Cultural information ([www.movingtoaustralia.com.au/australian-culture/](http://www.movingtoaustralia.com.au/australian-culture/))
- Information about relevant legal services ([www.australia.gov.au/information-and-services/public-safety-and-law/legal-aid](http://www.australia.gov.au/information-and-services/public-safety-and-law/legal-aid), [www.accc.gov.au/consumers/consumer-protection](http://www.accc.gov.au/consumers/consumer-protection))
- General health care and personal safety ([www.vicroads.vic.gov.au/safety-and-road-rules/pedestrian-safety/children-and-pedestrian-safety](http://www.vicroads.vic.gov.au/safety-and-road-rules/pedestrian-safety/children-and-pedestrian-safety), [www.healthcareaustralia.com.au](http://www.healthcareaustralia.com.au))
- Complaints and appeals procedures
- Child Safe Policy ([https://www.yarraps.vic.edu.au/uploaded\\_files/media/child\\_safe\\_policy.pdf](https://www.yarraps.vic.edu.au/uploaded_files/media/child_safe_policy.pdf)).

All International students are provided with information on safety and awareness information relevant to life in Australia ([www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety](http://www.studyinaustralia.gov.au/english/live-in-australia/health-and-safety)). For further information, see the school's [Child Safe Policy](#) and [Critical Incident Policy](#) available on the school's [website](#).



**PROTECT**

**Everyone has the right to be safe and be protected from abuse.**

No one should behave in a way that makes you feel unsafe or afraid, including anyone in your family, anyone at school or anywhere else in the community.

Tell a teacher or any adult at your school if you feel unsafe.



# Curriculum

## **VICTORIAN CURRICULUM 2.0**

In accordance with Victorian Curriculum requirements, Yarra Primary School uses the Victorian Curriculum beginning at Level F (Foundation) to Level 6. Teaching and learning programs are planned and implemented by staff to ensure that the core areas of English and Mathematics are taught each day.

Specialist areas of Visual Arts, Music, Japanese and Physical Education are conducted on a weekly basis by specialist teachers. Integrated inquiry units are developed by teaching teams each term, as per our school-wide integrated studies planner. This enables students to broaden their understanding in the remaining curriculum areas, as well as linking with English and Mathematics where possible.

Content is developed within the following Victorian Curriculum Learning areas:

- The Arts
- English
- Health and PE
- The Humanities
- Languages
- Mathematics
- Science and Technology.

### *The Capabilities*

The Victorian Curriculum F-10 includes four capabilities, which are a set of discrete knowledge and skills that can and should be taught explicitly in and through the learning areas, as opposed to being taught as separate learning areas themselves.

The four capabilities in the Victorian Curriculum F-10 are:

- Critical and Creative Thinking
- Ethical Capability
- Intercultural Capability
- Personal and Social Capability.

# Student behaviour and wellbeing

Yarra Primary School uses a combination of the Berry Street Education Model (BSEM) and School Wide Positive Behaviours framework (SWPBS) for our whole school approach to behaviour and school culture. Our school values – Caring, Respect and Commitment – are core to all decisions and our value’s matrix explicitly identifies what our school values look like as preferred behaviours.

## 3 Step Telling

To help students deal with inappropriate behaviours with other students, we use the “3 step telling”:

- Step 1 – Name the person and the behaviour whilst asking for it to stop
- Step 2 – Name the person and behaviour with a warning, “If you don’t stop, I will tell the teacher”
- Step 3 – “You’re not listening to me. I’m going to tell the teacher now.”

There is an emphasis on positive reinforcement, where students are rewarded for making good choices. For more detailed information, see the school’s Behaviour Management Policy available on the school’s website.

	Learning Spaces	Yard/ During Breaks	Movement
 We value <b>COMMITMENT</b>	<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>
 We value <b>RESPECT</b>	<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>
 We value <b>CARING</b>	<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.

# School times

Music plays to signal students to end their outside play and move towards their classroom. From 8:45am, students can enter the classrooms if they wish. All students must be inside their classrooms and ready for instruction by 9:00am. Students must enter and exit the building using their allocated external door.

8:45	Teachers are available in their classrooms. Children are to take their bags to the room and make preparations to start the school day.
9:00	Beginning of sessions 1 and 2.
11:00	Morning recess playing outside.
11:30	Beginning of sessions 3 and 4.
1:30	Lunch eating time inside the classroom.
2:30	Beginning of sessions 5.
3:30	School dismissal.

# Bikes

Students may ride bikes or scooters to school and must wear an approved safety helmet. Bikes are not to be ridden in the school grounds. Bikes are to be stored in the bike shed located along Buckingham Street. Skateboards and rollerblades can be stored safely in classrooms for collection at 3:30pm.

# Camp Program

A camp program is available to all students across the academic year:

- Year 1/2: Sleepover
- Year 3/4: 3-day camp
- Year 5/6: 3-day camp.

Dates for camps will be published on the school calendar on Compass and in the school newsletter.

# 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.

Compass access is available at [www.yarraps-vic.compass.education](http://www.yarraps-vic.compass.education) and the app can be downloaded via the App store.

# Communication

Home/Communication includes:

- Class Dojo
- School Newsletter – Published monthly on Compass
- Classroom Newsfeed on Compass
- Parent/Teacher information sessions
- Parent/Teacher interview requests.

## *Website*

Our school's website, [www.yarraps.vic.edu.au](http://www.yarraps.vic.edu.au) will be updated at regular intervals and includes general school information and school policies.

# 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.

## **HEALTHY HABITS**

Help your child to learn to attend to their own toilet needs before they come to school. Flushing the toilet and washing hands after using the toilet should become a habit. We would ask all parents to make every effort to ensure your child attends school every day. However, please keep your child home if they have a temperature, cold, cough or signs of contagious diseases. Inform your child's teacher of any unusual health condition.

# Digital Technologies

Yarra Primary School provides access to a range of technologies to enhance teaching and learning opportunities and to enrich the learning environment.

- Students will have access to internet sites to have been previously viewed by their classroom teacher, are quality assured and available through the DET's website or other sources approved by the school.
- Students will always be adequately supervised when using digital technologies. The students will be advised by the teacher to always close websites and inform the teacher if they encounter any material that makes them uncomfortable at any time.
- Students will be made aware by their teachers that they should never disclose any personal information online, including their phone number, last name, home address, photograph of themselves or any information regarding their personal whereabouts at any time.

- Students will be taught explicitly about cyber-bullying, their online behaviour and safety by their teachers.
- Parents and students are expected to sign the Digital Technologies Acceptable Use Agreement at the beginning of each year, agreeing to the above.

## Homework

### *Home reading*

At Yarra Primary School, it is expected that all students read at home. Students in the lower years require 1:1 listening and encouragement while reading. All students should have access to a wide range of reading materials and be encouraged to read regularly for pleasure.

## Personal Belongings and Lost Property

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. 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.

## 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.

## 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.

## Visitors

All visitors to the school during school hours must report to the office and sign in with our Administrative Officer, Leanne. Visitors are required to wear a visitors' lanyard. Visitors are required to sign out on departure. This includes parent helpers, trades people, visiting specialists etc. By following this process, the school is able to account for all people in the event of an emergency situation.

## Play Areas

The school has a number of play areas that facilitate students' engagement in a range of quiet or energetic activities. This includes a soccer pitch, basketball court, parkour and playground. All areas are made available to all students, and provides tables and chairs and raised garden beds.

## Wet/Hot day timetable

In the event of extreme weather conditions, students are kept inside during morning recess, lunchtime and/or afternoon recess. Teachers supervise students in classrooms and direct them towards positive play.

## 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>

# Transition

## **PREP TRANSITION**

Kindergarten to Prep transition is an important part of preparing students for school. Students and families are supported during their transition to Yarra Primary School with four Prep transition sessions in term four and a Parent Information Session at the beginning of the school year.

## **YEAR 6 TO HIGH SCHOOL TRANSITION**

The school follows the DET transition timeline for Year 6 students going to secondary school. Information regarding transition dates and timelines will be distributed by the Principal to the Transition Coordinator. Students participate in a number of transition days at local secondary schools to provide them with a range of options within the local area.

## **INTRA-SCHOOL TRANSITION**

At the end of the year, students participate in transition sessions with their new teacher(s). Activities have a specific focus on “getting to know you” and provides a safe environment for students to adapt to change. For students with high needs, additional opportunities to meet their new teacher will be provided. For further information, see the school’s Transition Policies available on the school’s website.

## **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.

# School Tours

School tours are conducted every Wednesday commencing at 9:30am. You can book a tour by contacting our Administrative Officer, Leanne by email or phone during school hours.

Email: [Leanne.Kennedy@education.vic.gov.au](mailto:Leanne.Kennedy@education.vic.gov.au)

Phone: (03) 9428 3286

# School Council and Subcommittees

The school council meets twice each term and consists of the School Council President, the Principal, the Assistant Principal, one teacher and five elected parent members from the school community. The school council sub-committees are: Education, Finance, Buildings and Grounds, Out of School Hours Care, Fundraising and Community Events (FACE). Teachers and other members of the school community comprise the sub-committees and work together to form recommendations for the School Council.

## **SCHOOL COUNCIL AND SUBCOMMITTEES**

### *Overview of School Council*

Government school councils are established for the purposes of the Education and Training Reform Act 2006 (Act) and operate under the Act, their constituting Orders, the Education and Training Reform Regulations 2007 (Regulations) and Government policy. The objective of School Council is to:

- Assist in the efficient governance of the school
- Ensure that its decisions affecting students of the school are made having regard, as a primary consideration, to the best interest of the students
- Enhance the educational opportunities of students at the school
- Ensure the school and the council complies with any requirements of this Act, the regulations, a Ministerial Order or a direction, guideline or policy issued under this Act.

The functions of School Council include:

- Establish the broad direction and vision of the school within the school's community
- Raise funds for school related purposes
- Regulate and facilitate the after-hours use of the school premises and grounds

- Ensure that all money coming into the hands of the council is expended for proper purposes relating to the school
- Inform itself and take into account any views of the school community for the purpose of making decisions in regard to the school and the students at the school
- Generally, stimulate interest in the school in the wider community.

#### Subcommittees:

- Finance
- Education
- Fundraising and Community Engagement
- Buildings and Grounds
- Out of School Hours Care (OSHC)

If you are interested in joining a subcommittee, please contact the school.

## School Crossing

Yarra Primary School has a supervised school crossing in Buckingham and Kent Street. We urge you to talk to your child about the purpose and rules of the school crossing. Please observe the Road Laws and exercise care about dropping and picking up your child adjacent to the school crossing.



\*Crossing supervisors have the authority to report blatant law breakers

## Smoking

From 13 April 2015, smoking is banned within four metres of an entrance to all primary and secondary schools in Victoria, and within the school grounds, under an amendment to the Tobacco Act 1987.

The smoking ban applies to:

- Anyone present on school premises during and after school hours including students, teachers, contractors, parents/guardians or the wider community, such as sporting groups

- All activities that take place on school premises including pre-schools, kindergartens, outside school hours care, cultural, sporting or recreational activities and school events.