



KNOX GARDENS PRIMARY SCHOOL

INFORMATION BOOKLET

2024

Table of Contents

	Page Number
School Profile Statement, School Values, School Objectives	2
Contact Details, School House System	3
School Dates and Times, Bell times, End of Term Dismissal Times	3
Staff	4
Uniform	5
School Hats/Beanies, Personal Belongings, Mobile phones	6
Lost Property, Attendance, Absences, Late Passes, Leave During School Hours	7
Out of School Hours Care Program	8
Communication, Class Dojo, Compass, School Reports	9
Food and Drink, Brain Food, Canteen, Sustainability	10
Payments, Book Club, Student Supplies, Excursions/Incursions	11
General Information, Assembly, Emergency Procedures, Parent/Guardian Helpers	12
Working With Children Checks, Visitors to the School, Transferring Students	13
Travel Arrangements, Car Park, School Crossing, Bikes and Scooters	14
Medical Information	15, 16
Specialist Programs	17 - 19
ICT, Digital Technologies, Bring Your Own Device (BYOD), Coding, Cyber Safety	20, 21
Camps, Student Wellbeing Programs	22
Student Representative Council, Student Leadership Programs, School Council	23
Extra-Curricular Activities, After School Activities	24, 25

School Profile Statement

Knox Gardens Primary School's vision is to provide an inclusive and supportive environment, underpinned by our School values of Respect, Honesty, Responsibility and Fairness. We strive to develop individual who have an active voice in their learning so that they can achieve their personal best. We are committed to building a culture of achievement and success where our school values underpin a supportive, engaging and inclusive learning environment. Student Achievement, Engagement and Wellbeing are strengthened and enriched through challenging and inspiring learning environments. Our differentiated curriculum provides learning programs that engage and extend students, cater for different learning styles, develop collaborative learning, independence and resilience. Digital technologies such as iPads and notebooks are utilised within all classroom programs. A Bring Your Own Device Notebook Program has been introduced at Year 4. Specialist Programs include Physical Education, Performing Arts, Visual Arts and Mandarin. We have an established relationship with a sister school in China and we participate in a Cultural and Language Exchange Program. Our school population includes families from many different nationalities. Additional learning support, extension and extra-curricular programs are offered. Inclusive programs assist children with disabilities and those from non-English speaking backgrounds. Individual Education Plans are implemented for students who are working either at twelve months above or below the expected standard in English and Mathematics. The school prides itself on the success of its student engagement and wellbeing programs which are supported by our Student Support Services Officers (Psychologist and Speech Pathologist). Our open plan learning spaces enhance our teaching practices and programs. The school's extensive facilities and grounds, which are maintained to an excellent standard, further enhance and enrich our curriculum programs. The School Strategic Plan provides future directions and targets for the school. The Principal, Assistant Principal, Classroom and Specialist staff and Education Support staff make up the composition of the Knox Gardens team.

School Values

The school's agreed set of values underpin the philosophy of Knox Gardens Primary School:

- Respect – valuing ourselves and each other by being tolerant, caring and supportive
- Responsibility – accepting a task or role that you are required or expected to complete
- Honesty – speaking and acting truthfully
- Fairness – treating everyone equally and following the rules

These values are embedded in the culture of the school, and it is our expectation that everyone will model these on a daily basis. Students are expected to uphold these values throughout their primary schooling.

School Objectives

To foster empathy, inclusiveness and acceptances of others

To build each student's resilience and self-esteem

To instill a growth mindset across all learning areas

To develop collaborative citizens of the local and global community

**To enhance each student's mental, emotional and social wellbeing,
where voice is encouraged and supported**

To work collaboratively with our school community to assist students in reaching their full potential.

Contact Details

Address: 80 Argyle Way, Wantirna South
Phone Number: 9800 2320
Email: knox.gardens.ps@education.vic.gov.au
Website: www.kgps.vic.edu.au

School House System

Students are placed in a house once they enrol at our school. They remain in this house for the duration of their time at Knox Gardens. Siblings are placed in the same house.

House Name	Named After	Colour
McCubbin	Frederick McCubbin	Green
Lawson	Henry Lawson	Blue
Banks	Joseph Banks	Red
Chisholm	Carolyn Chisholm	Yellow

School Dates and Times

2023 TERM DATES

Term 1	30 th January	28 th March
Term 2	15 th April	28 th June
Term 3	15 th July	20 th September
Term 4	7 th October	20 th December

BELL TIMES / THE SCHOOL DAY

	8:55 am	Morning organisational bell. All students come inside to get organised for the day
9:00 am	11:00 am	Classes
11:00 am	11:30 am	Recess – play outside
11:30 am	1:30 pm	Classes
1:30 pm	1:40 pm	Students eat lunch inside
1:40 pm	2:30 pm	Lunch – play outside
2:30 pm	3:30 pm	Classes

INCLEMENT WEATHER TIMETABLE

During inclement weather conditions, we operate an inclement weather timetable. The most common reasons for implementing this timetable are rain, extreme heat or wind. An announcement is made over the PA system and teachers are timetabled to supervise students indoors.

END OF TERM DISMISSAL TIMES

2:30 pm – Terms 1, 2, 3

1.30pm – Term 4

Staff

KGPS Staff 2024			
Principal	Tracy Bancroft		
Assistant Principal	Julia Collins		
Learning Specialist	Michaela Barker		
Learning Specialist	Jessica Sexton		
Teaching Staff	Lauren Hilston	Room 1	PA
	Emily Fung	Room 2	PB
	Jackie Shao	Room 3	PC
	Stephanie Webb	Room 11	1A
	Caitlin Reese	Room 12	1B
	Melissa Zois	Room 13	1C
	Jessica Pearse	Room 5	2A
	Lan Zhang	Room 6	2B
	Toby Cavallin	Room 7	2C
	James Hall	Room 4	3A
	Francoise Godden	Room 18	3B
	Jordyn Parker	Room 19	3C
	Christine Richards	Room 23	4A
	Megan Schultz	Room 22	4B
	Marcia Spirito / Jessica Sexton	Room 21	4C
	Kristy Yukatirat	Room 20	4D
	Amanda Rethus / Caitlin Van Der Pluym	Room 14	5A
	Steven George	Room 8	5B
	Melanie Jones	Room 9	5C
	Rachel Tatterson / Justine Shanks	Room 17	6A
	Maddy Tan	Room 15	6B
	Chris Byass	Room 16	6C
Specialist Staff	Tim Laughlin	Physical Education	
	Cinzia Seabrook	Visual Arts	
	Ellen Scheromsky / Rose Hill	Performing Arts	
	Xueyuan Weng	LOTE	
	Kim Seregin	EAL / Tutoring	
Administration	Kelly Sudomirski	Administration Officer	
	Penny Tudor	Business Manager	
Education Support Staff	Suet Kiew	Claudia Iaconelli	
	Domenica Conte	Reyce Mactier	
	Jacque Connor	Tania Pandov	
	Amanda Norman	Helen Mason	
	Lisa Sinclair	Kellie MacNamara	
School Psychologist	James Willy		
School Speech Therapist	Alice Ritchie		
School Occupational Therapist	Kate Neilson		
Canteen	Daina Mactier		
Before and After School Care	Emma Brockman (OSHclub)		

Uniform

Knox Gardens Primary School has a uniform policy making it compulsory for all children to wear our school uniform to school every day. The school places a high priority on the health and safety of all students. It is therefore the responsibility of the parent or guardian to ensure that students attend school satisfactorily attired and suitably protected for all school activities and from the sun. The Knox Gardens Primary School uniform is considered to be both suitable and versatile to meet the many and varied demands made on clothing throughout the school day.

Our school uniform can be purchased from the **PSW store in Glen Waverley**. Uniform can also be purchased online and delivered to home.

Address: **342-350 Springvale Road Glen Waverley 3150**

Unisex	
Polo Shirt – short sleeve	Sky blue
Polo Shirt – long sleeve	Sky blue
Bomber Jacket – striped rib	Maroon – Sky Blue
Crew Neck Windcheater	Maroon
Polar Fleece Vest	Maroon
Shorts - drawstring	Maroon
Trackpants	Maroon
Ankle socks	White
A-Line - Skort	Maroon
Bootleg pant	Maroon
Summer Dress	Maroon/gold/white check
Winter Tunic	Maroon/black/sky/blue winter check
Winter Tights	Grey
Years 5/6	
Mesh V Neck Sports Shirt	Maroon/Sky blue
Year 6 Windcheater/Polo shirt – short sleeve	Maroon
Accessories	
Hair band with bow	School Colours
Hair bow on elastic	School Colours
Raincoat	Maroon

SCHOOL HATS

School hats must be worn outside at all times between September 1st and April 30th. Our hats are available in each of the four house colours and can be purchased through Compass at a cost of \$15 each. Once hats are paid for your child will be given their new hat (in the correct House colour) as soon as possible. The same process is in place for School beanies which can be worn during winter months. The cost of the school beanie is also \$15.

SUNSMART

Students are to wear their school hat from September through to April. Students without a hat are to play under cover. We also encourage the use of sunscreen. If students apply sunscreen each morning we then encourage them to re-apply prior to going outside at lunchtime. Staff are not permitted to apply this. Students are to supply their own sunscreen for personal use.

HAIR

Extreme hairstyles are not allowed. All students with shoulder length hair, or longer, are to have this tied back to minimise the spread of head lice. Ribbons, clips etc. must be in school colours.

JEWELLERY

Jewellery is not part of the school uniform and is therefore not permitted. Students may wear a watch (not a smart watch that has Wi-Fi capabilities), medical bracelet or standard size studs/sleepers if their ears are pierced.

MAKE-UP/NAILS

Make-up (e.g. lipstick, eye liner, mascara, etc) is not permitted at any time. Nails are to be kept at a safe length and only clear nail polish may be worn.

FREE DRESS DAYS

On Free Dress days appropriate clothing and footwear are to be worn. No tops where the shoulders are exposed ie tank tops, or open toed shoes or thongs are to be worn on these days.

Personal Belongings

The school strongly discourages students from bringing valuable toys or other personal items with them to school. The reason for this is that the school cannot be held responsible if any of these items are lost or damaged during the day. Please note that families are to take out their own insurance for personal property in the event that a child's glasses or personal belongings are damaged.

MOBILE PHONES

The school recognises the need for some students to have a mobile phone at school. **If this is the case, these phones are to be switched off and handed in at the office, before school each day for safe keeping.**

LOST PROPERTY

Our lost property is located just outside the Admin building. Any belongings found in the school yard are taken to Lost Property. If your child has lost an item e.g. school windcheater, lunch container etc. please look in Lost Property. Please ensure that all property is clearly named and that your child/ children can easily recognise their belongings.

Attendance

Daily attendance is important for all children and young people to succeed in education and to ensure they don't fall behind both socially and developmentally:

- School participation maximises life opportunities for children and young people by providing them with education and support networks
- School helps children to develop important skills, knowledge and values that set them up for further learning and participation in their community
- School helps them to make the most of life opportunities.

Parents/guardians are legally required to ensure that their child attends school every day or provide an explanation for their child's absence from school (for example: illness, medical and dental appointments etc.).

Parents have an obligation to notify the school by 10am on the day of any absence. This can be done via:

- Compass notification
- Phone call
- Email
- Note to the teacher/school.

Parents must also notify the school in writing, in advance, of any upcoming absences, eg: family holidays etc.

The school will contact parents, after 10am, or as soon as practicable on the same day, of any unexplained absence.

LATE PASSES

If your child arrives at school after 9:05am, an adult is required to sign them in at the office. Your child will then be provided with a Late Arrival Pass, which they need to hand to their teacher upon arriving at their classroom.

LEAVE DURING SCHOOL HOURS

If you wish for your child to leave the school early (for a dental or medical appointment, etc.), it is necessary that you inform the class teacher. Parents/guardians are required to come to the front office to collect their child at the designated time. Each child needs to be signed out prior to leaving the school grounds.

CURRICULUM/REPORTING DAYS

The Department of Education and Training allow all schools to conduct four Curriculum Days per year. On these days, students do not attend school. Staff participate in Professional Learning activities within the school or at an external venue. Curriculum Days are ratified by School Council and then the school community are advised of these dates.

Out Of School Hours Care Program – OSHC

OSHClub operates our Out of School Hours Care Program which is available to all children attending our school. OSHClub works in partnership with Knox Gardens Primary School to provide Outside School Hours Care (OSHC) services to the school community. Both permanent and casual bookings are offered, as well as Vacation Care during school holiday periods.

The OSHC service is located on site at Knox Gardens Primary School.

Service Contact Details: Ph: 0432 212 821

Email: knoxgardens@oshclub.com.au

HOURS OF OPERATION

Before School: 7.00 am. to 8.45 am.

After School: 3.30 pm. to 6.00 pm.

ENROLMENT

An online OSHClub enrolment form must be completed via www.oshclub.com.au prior to your child's first attendance. Once enrolled with OSHClub you are able to log into your account and then book the sessions you require. Students must be separately enrolled with the program before they can be taken into care.

PROGRAM

A program of fun activities is offered to the students being cared for. Activities including arts and crafts, games, sport, drama, board games are all part of the program. A typical afternoon's program will take the form of a roll call, afternoon snack and organised activities. Please note that breakfast and afternoon tea are provided to all students as part of the program.

FEES

Many families are eligible for Child Care Subsidy (CCS), which reduces the out of pocket expenses for this care. To establish what level of CCS you may be entitled to please contact the Centrelink Family Line on 13 61 50.

Communication

COMMUNICATION

You are welcome to pass on a short message to the class teacher before or after school. Please do not expect the teacher to talk to you when she/he has a class. If the matter needs discussion, please make an appointment directly with the teacher. If you wish to discuss a matter with the Principal, Assistant Principal or a Specialist Teacher, do not hesitate to make an appointment at the front office.

CLASS DOJO

Across the school, each class uses Class Dojo to share messages, updates and photos from the classroom and wider school community. It is an easy way for all parents to keep in touch with what is happening in the classroom and the school community. Class Dojo can be used to share images of events and school work that occur during a school day to keep parents informed of what is happening at school.

COMPASS

Compass is used as our main platform for communication between home and school. We use Compass to communicate with families about upcoming events, to gain parent consent, for parent payments and to notify the school that your child is absent from school. Compass also has a News Feed in which posts are put on that contain information about upcoming events and activities, photos are posted on the feed and we also post up important updates for our school community.

Compass is also the school's web based school software system that assists with daily organizational tasks. A Parent Portal password is provided to each family in order to access student information such as school reports and student absence data.

SCHOOL WEBSITE

A large amount of important information is available on the school website. School policies, important dates, upcoming events, contact information, etc. is all included on the site. The website address is:

www.kgps.vic.edu.au

GETTING TO KNOW YOU MEETINGS

A Parent/Teacher 'Getting to Know You Meeting' is held in February each year. This meeting is an opportunity for teachers to learn more about their students and for parents/guardians to share any information/concerns they may have. This meeting is not for the reporting of academic progress.

REPORTING TO PARENTS

Written reports on your child's progress will be issued in June and December each year. Parent/Teacher/Student Conferences are held mid-year in conjunction with the distribution of the Student Report. School reports can be accessed on line via Compass.

Food and Drink

BRAIN FOOD

Students need to eat at least every 80-90 minutes to keep blood sugar levels high and to energise their brains for thinking and learning. There are definite links between effective learning and good nutrition; hence we encourage students to bring 'brain food' to eat in class during our two-hour learning sessions each morning. We specifically request the foods be healthy and be convenient to consume, e.g a piece of fruit, carrot sticks etc.

WATER

Brains dehydrate rapidly, leading to concentration lapses, boredom and drowsiness. Students are encouraged to bring a full water bottle each day, all year round, for sipping during class time. Drink taps are available for students to use at recess and lunch breaks.

CANTEEN

The canteen complies with Government guidelines, as closely as possible, to serve healthy and nutritious foods. Our canteen relies on parent volunteers to assist each week. A copy of the canteen menu and price list is available on the school's website or from the office. Our Canteen is offering lunch orders on a Wednesday and Friday and orders are placed via Compass. **There are no over the counter sales available for students.**

SUSTAINABILITY

Our school is committed to becoming more sustainable. We encourage all students and staff to come to school with a Rubbish Free Lunch Box every day, using labelled containers, drink bottles and lunch boxes.

Suggestions include:

- Baking your own snacks or buying larger packets of snacks and dividing them up into reusable containers, rather than individual packets
- Bringing all brain food to school in reusable containers or as a whole piece of fruit
- Packing sandwiches in reusable containers or beeswax wraps
- Providing reusable cutlery in lunchboxes
- Bringing a reusable drink bottle

Compost bins and paper bins are provided in classrooms. **Any rubbish brought to school by students or staff that can't be placed into compost bins or paper bins will need to be taken home to be disposed of.**

Payments/Collection of Money

PAYMENTS

All payments can be made via Compass, credit card or cash.

BOOK CLUB

Our school offers a book club through Scholastic Book Company. Your child will bring home order forms throughout the year and you are then able to order and pay on line. Any books purchased contribute towards bonus books for our school Library.

STUDENT SUPPLIES

Student Book Packs can be purchased through the school and they contain stationary and books that your child requires for the year. Families are welcome to ask for a copy of what is included in the Book Pack and purchase their own equivalent supplies if they would like. At some year levels, staff buy some of the student supplies in bulk so they don't go home in a book pack. **All of the items that your child brings home in their book pack needs to be returned to school on the first day of the school year.**

Excursions/Incursions

All classes organise excursions (external school events) and/or incursions (internal school events) to complement classroom programs. A permission slip is required for all incursions and excursions. Parents/guardians are required to sign this form, giving permission for their child to receive any medical attention in the event that this is necessary. We are unable to take any student on an excursion if the permission form has not been signed and returned to school.

It is important that any monies required for an excursion are received by the due date as indicated on the form. Payments can be made via Compass, credit card or cash. If the Excursion Levy* has been paid, or a payment has been made on Compass, the permission form still need to be completed.

*Excursion Levy (per student) – We offer an optional Excursion Levy, which may be paid any time before your child's **first excursion** for the year.

For each activity, a note will be sent home with the cost of the activity identified. If you have already paid the Excursion Levy all you will be required to do is complete the permission form and return it to school, indicating you have paid. **Alternatively, you may wish to pay for excursions as they occur throughout the year.**

General Information

ASSEMBLY

Every Friday morning at 9:00am we have a Whole School Assembly during which time we celebrate student achievements, hear about relevant issues, listen to children's performances, sing the National Anthem, etc. Parents are very welcome to attend assembly and you will be notified if your child is to receive an award at Assembly.

SCHOOL SECURITY

The school buildings are protected by an alarm system; however, we do rely on support from our community in relation to the security of the exterior of buildings and our grounds during out of school hours. We have 12 security cameras located throughout the school that monitor our facilities 24/7. Please report any suspicious behaviour immediately to the Police on 000.

SCHOOL YARD SUPERVISION

The schoolyard is under the supervision of teachers from 8.45 am until 3.45 pm. In the interests of your children's safety we request that they do not arrive at school before 8.45 am. If your child is left unsupervised in the playground after 3.45 pm they will be taken to the general office and a parent or an emergency contact will be called. There are 4 teachers on duty at all times during all recess and lunch breaks. Teachers on duty in the school yard wear an easily identifiable high vis vest.

EMERGENCY PROCEDURES

Occupational Health and Safety (OH&S)

The school has in place a set of plans, actions and procedures to systematically manage health and safety in our workplace. We follow Department guidelines in developing these processes to maintain a safe and healthy workplace and to reduce/prevent the incidence of illness and injury to students, staff, volunteers, visitors and contractors.

Emergency Management Plan (EMP)

Our school has a regularly updated Emergency Management Plan (EMP) that contains a risk assessment which addresses hazards and potential threats to the school and covers the four components of preparedness, prevention, response and recovery. Our staff have a clear understanding of the EMP and its procedures. All students, staff and visitors to our school know what they are required to do during an emergency. Emergency drills are held at regular intervals during the year to ensure that our emergency procedures are effective.

PARENT/GUARDIAN HELPERS

Parent/guardian participation is of paramount importance for the smooth running of our school. There are many ways in which parents/guardians can be involved in classroom programs and can support the school. Helpers need to sign in and out at the office each time they volunteer their services. In order to be involved, the office must have a copy of a current Working with Children Check (see below). We also have a parents' and volunteers' Child Safety Code of Conduct which we expect parents to sign and comply with. This document needs to be signed at the beginning of each school year.

WORKING with CHILDREN CHECKS (WWCC)

Any person who volunteers in our school must have a current WWC Check in order to assist with reading in the classroom, attend excursions, help out on sports days, and assist in the canteen etc. If you do not have a WWC, unfortunately you won't be able to assist at school. This check determines the suitability of the person to work with, and in the vicinity of, children. Any person who works or volunteers in our school will be required to hold a current WWC card. If you are a current employee of DET you will not require a WWC card, as you will have completed a criminal history check as part of your VIT registration.

In order to apply for a WWC Check you need to fill in an application form and submit the completed form at your nearest Post Office or online. There is no cost involved in applying for a volunteer WWC Check and the card is valid for 5 years. You can find more information at <http://www.workingwithchildren.vic.gov.au/utility/home/>

We really value all of the people who volunteer and assist with a wide range of activities at our school. We introduced the WWC Check as part of our school policies to ensure safety for everyone. If you already hold a current WWC, please drop into the school office so that the office staff can take a copy of your card and add your name to the list of current card holders.

VISITORS TO THE SCHOOL

All visitors must report to the office and sign in on the iPad. They will be provided with an identification sticker, which must be displayed during the period of their visit. Persons in the school buildings or grounds without such identification will be questioned as to their purpose for being on school property.

CONFIDENTIAL STUDENT INFORMATION

It is vital that all student information is kept up to date in case of emergencies. If any details are changed, such as address, telephone number, work telephone number, mobile phone numbers or emergency contact numbers, please send a note immediately to the school office or the classroom teacher. It is particularly important for the parents' places of work and telephone numbers to be accurate. Please ensure there is an emergency contact number if you are not available during the day.

TRANSFERS FROM OTHER SCHOOLS

If transferring from another school, please forward any previous reports or information files to your child's classroom teacher. We would also appreciate any background information from parents regarding your children's health and any social or emotional needs.

Travel Arrangements

CAR PARKING

Car parking for parents is available in Argyle Way and surrounding streets. Parking is also available in both the Tennis and Football Club car parks. Parents are to check the road signs for parking times. Knox Council parking restrictions apply and fines will be issued for illegal parking.

The car park is for STAFF ONLY.

If you require access to the car park please call the school on 9800 2320 and the office staff will be able to assist you.

ROAD SAFETY

When driving around the local streets please observe the 40 km speed restriction. Never allow your child to leave the car straight onto the road (exit cars from the footpath side). Knox Council patrol the area regularly to maintain the safety of all children and families.

SCHOOL CROSSINGS

Children must cross roads around the school at the designated school crossings. Please ensure that your child is familiar with the correct use of these crossings and where they are located. Crossings are located in Argyle Way and Fewster Drive.

BICYCLES/SCOOTERS

Students must walk their bikes/scooters whilst in the school grounds. Bicycles are to be kept in the bike shed where they are secured for the day. Younger students (Foundation, Years 1, 2 & 3) are to be accompanied by an adult. Older students (Years 4, 5 & 6) can ride to school by themselves. All students must wear a helmet.

TRANSPORTATION OF STUDENTS IN PRIVATE VEHICLES

Occasionally the need arises where parents or teachers may be required to transport students to various events and school activities. Drivers must have comprehensive insurance cover. Written permission must be obtained from the parents of students who are to travel in private vehicles. Forms for this are provided by the office.

Medical Information

FIRST AID

The school's First Aid trained staff attend to all students who are sent into the first aid room and they also oversee the running and organisation of our first aid room. The majority of staff in our school are Level 2 First Aid trained. Staff administer first aid when necessary for minor problems. If any injury requires medical attention, we first try to contact the parent/guardian, then the emergency contact. If we are unable to contact anyone we may arrange for a child to receive such medical attention as deemed necessary. Should an ambulance be required, it is the parents/guardian who are billed for the service. If a child is unwell or sustains a significant injury through an accident at school, we immediately contact parents and suggest either taking the child home or seeking medical advice, whichever course appears appropriate.

It is school policy that a parent/guardian be notified if their child has received a bump or knock to the head. Please assist us in this matter by keeping both parents' and emergency contacts up to date.

ANAPHYLAXIS

Anaphylaxis is a severe and sudden allergic reaction that can occur when a person is exposed to an allergen. The most common allergens in school-aged children are eggs, peanuts, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, certain insect stings and medications.

We have the following in place for our anaphylactic students:

- an Anaphylaxis Management Plan for each student, developed in consultation with the student's parents/guardian and medical practitioner
- prevention strategies for in-school and out-of-school settings
- student EpiPens are located in the school First Aid Room
- a communication plan to raise staff, student and school community awareness about severe allergies and the school's policies
- regular training and updates for school staff in recognising and responding appropriately to an anaphylactic reaction, including competently administering an EpiPen.

ALLERGIES

We have a number of students in our school who have been diagnosed with allergies.

We have the following in place to support students with allergies:

- a school policy outlining ways in which students with allergies are supported and managed
- all students diagnosed with an allergy have an Allergic Reactions Management Plan (ASCIA) completed by the student's medical/health practitioner in consultation with the parents/guardians
- student medications are stored in the First Aid Room.

ASTHMA

As we have a number of students in our school who have been diagnosed with asthma, it is our responsibility to manage and support these students.

We have the following in place to support students with asthma:

- a school policy outlining ways in which asthmatic students are supported and managed
- all students diagnosed with asthma have an Asthma Action Plan (Asthma Australia) completed by the student's medical/health practitioner in consultation with the parents/guardians
- student's asthma medications and spacers are stored in the First Aid Room
- the school implements an asthma first aid procedure consistent with current national recommendations
- staff asthma awareness training is completed once every two years.

HEAD LICE

Head lice infection can be a sensitive issue for children and parents/guardians and can also be difficult to manage. Responsibility for treating and detecting head lice rests with you. There is no way to prevent head lice so it's important to check your child's hair regularly even when you don't think they have head lice. Consent to Conduct Head lice Inspection Forms are distributed to parents, via Compass, at the commencement of a student's enrolment at the school. Students identified with live head lice are provided with a Head lice Check Report Sheet and are excluded from school until the day after treatment has commenced.

IMMUNISATION

An Immunisation Certificate must be provided to the school for every child upon enrolment. Children not immunised, or without a certificate, will be excluded from school as necessary if a child in their class has an infectious disease.

ILLNESS

The best place for a sick child is at home. If a child becomes unwell at school and the parent/carer cannot be contacted, the emergency contact will be called. Our First Aid Room is available for minor problems, or for your child to rest until collected. It is most important that emergency contacts recorded on Student Enrolment Forms are kept up to date. Changes in information should be provided immediately, as illness or an accident can occur at any time. Wherever possible, parents will be contacted before medical attention is sought. **If your child is not well they should not be sent to school.**

MEDICATION

If your child requires medication whilst at school, parents/guardians are responsible for supplying this. Parents/guardians must complete an Administration of Medication form, available from the school office. Office staff will then supervise the administration of this medication. **No medication (including asthma medication) should be left in children's bags.**

INFECTIOUS DISEASES

A child must be excluded from school if suffering from a communicable (infectious) disease. Generally, a child should not return to school after a long illness until advised to do so by a doctor. Please refer to the attached link for further information. <https://www2.health.vic.gov.au/public-health/infectious-diseases/disease-information-advice>

Specialist Programs

At Knox Gardens Primary School, your child will have the opportunity each week to participate in a variety of specialised programs. We are very lucky to have such a large number of programs to offer.

PHYSICAL EDUCATION

Part of our students' educational journey here at Knox Gardens Primary School, includes participation in Physical Education and sport. Students are provided the opportunity to participate in a wide range of sports and learning experiences. These learning opportunities are not only celebrated but are also considered an integral part of the overall growth of our students.

Students engage in these learning experiences in a variety of environments such as our outdoor hardcourts and hangar with synthetic turf, school gymnasium as well as access to the Knox Gardens Reserve and Tennis Courts.

Our Physical Education Program aims to instil a lifelong enjoyment of physical activity, with positive associations to moving the body. Our program assists in achieving these aims by introducing students to a range of health, sports and other recreational activities, and further developing relevant skills each year. Our key goals in PE include developing essential fundamental motor skills, participating positively in a cooperative environment, promoting physical fitness, developing positive social interactions and sportsmanship, creating new relationships and providing differing and exciting experiences for all students while most importantly, having fun when learning.

At a junior level, we aim to build a strong foundation of sports skills to enable students to participate in varied mini games and sports as students progress through their schooling years. At a senior level, we aim for students to use these skills to implement game tactics and strategies to improve sporting outcomes and discovering how these strategies can be applied to varied sports.

Students have the opportunity to participate in a variety of sports days at a school level, as well as a District, Divisional, Regional and State level. Each year we run a Whole School Athletics Day and House Cross Country Event. At a District level, students can participate in Football, Soccer, Netball, T-Ball, Softball, Tennis, Cricket, Volleyball, Rounders, Swimming, Athletics, Cross Country and Basketball.

In addition to these events, the school offers a 10-day Intensive Swimming Program for all students from Prep to Year 4. This program is conducted by instructors at Aquanation in Ringwood. A Water Safe Program is organised for our senior school students each year. Swimming and Water Safety is an integral part of our curriculum, and it is an expectation that all students participate in this program.

Bicycle Education is a program offered to our Year 5 students in Term 1. This program helps build students' physical capacity, improves overall bike riding capabilities, knowledge of bicycle components and ensures students understand the importance of safe riding practices and high awareness while riding their bicycles. In addition to this, the program aims to encourage students to ride their bicycles regularly, as it is seen as an important life skill.

VISUAL ARTS

At Knox Gardens Primary School we create and present Visual and Media Arts by exploring painting, drawing, threads and textiles, construction, modelling, clay and technology.

Art is a valuable part of a learning process that contributes to the development of an individual's creativity, recreational skills and the ability to express and communicate their ideas. All students from Foundation to Year Six attend a Visual Arts session for one hour, once a week.

Art activities are also integrated with class units of work. Visual Arts learning standards have been developed by the Department of Education and Training (DET) and form the basis of curriculum planning and assessment.

The Visual Arts Program is planned in the following Strands:

- Explore and Express
- Visual Arts Practices
- Present and Perform
- Respond and Interpret

Visual Conventions

Students explore traditional, contemporary and evolving visual conventions used in artworks of diverse styles and composition. These may include combinations of the:

- conventions such as composition and style, the art elements of line, shape, colour, tone, texture, form, sound, light and time
- art principles of emphasis, movement, rhythm, unity, variety, space, repetition, balance, contrast and scale.

Responding

Responding includes exploring, analysing and interpreting artworks. Students discuss, analyse, appreciate, interpret and evaluate artworks and the practices used to create them. They view the exhibition of artworks in different locations and cultures and develop an understanding of the values and belief systems of the artists, communities and cultures that have created artworks. Students develop an understanding of aesthetic knowledge when they view artworks and view, discuss and evaluate the characteristics of artworks from different cultures, locations and periods of time.

Information Communication Technologies and The Arts

Information Communication Technologies (ICT) are powerful tools that can support student learning. Students can develop and demonstrate their understanding of concepts and content in The Arts using a range of ICT tools. It is also important that students know how to use ICT efficiently and responsibly, as well as learning how to protect themselves and secure their data.

PERFORMING ARTS

At Knox Gardens Primary School our Foundation to Year 6 program in Performing Arts is an important aspect of our curriculum. It includes:

- Drama
- Music
- Dance
- Singing

Our weekly lessons encourage thinking, exploration, self-expression, creating, presenting, performing, responding, and audience etiquette.

Students explore the elements of the performing arts through singing, games, improvisation, instrumental work, movement, dance, role-play, interactive whiteboard and ICT activities.

We offer a co-curricular program where students from Years Three to Six can join the school choir where they have many opportunities to perform at school and community events.

Students have opportunities to showcase their talents at our whole school bi-annual concert production in front of a large audience thus developing their confidence and skills in stagecraft.

LANGUAGE OTHER THAN ENGLISH (LOTE) – MANDARIN

The LOTE curriculum is offered as an integrated part of the curriculum, to all students. It is aimed at engaging students in thinking and reflecting on their own culture, wider civilisations that surround them and humanity in a broader sense. All students from Foundation to Year 6 attend one Mandarin session per week. Their listening, understanding and speaking skills are developed through singing, games, rhymes, role play and other language activities. Students also have the opportunity to use technology to develop their language learning. Besides communicating in Mandarin, they build up an awareness and knowledge of Chinese culture.

At Knox Gardens Primary School, we have a sister school partnership with Taicang Chengxiang No. 1 Primary School in China. This provides students with additional opportunities to hear Chinese spoken in authentic contexts and to practise their own Chinese with peers of a similar age. The annual Cultural and Language Exchange Program with our sister school assists our students to develop their language skills and understanding of the Chinese culture.

Information and Communications Technology (ICT)

All students, Foundation to Year Six, are immersed in a technology enriched learning environment. They are introduced to and access a wide range of ICT resources, including desktop and laptop computers, iPads and other digital technologies.

Specific teaching sessions enable students to learn a range of skills utilising an extensive selection of software programs and iPad applications. The programs used by students support classroom themes, the relevant year level and individual skills and abilities.

TV's

All classrooms are equipped with a TV. These are used to present audio visual information and resources, or to enhance learning by incorporating interactive activities to support classroom learning.

iPADS

All students have access to a class set of iPads. They may be used for research, to access online learning programs, such as Reading Eggs, for coding programs, or to use educational applications to support and extend classroom learning.

NOTEBOOKS F-3

Within the school, there is one class set of notebooks, which are housed in customised trollies. All classes have access to the notebooks during the week. They may be used to learn new computer skills, undertake online research, access online programs or complete online assessments. Students learn to use a wide range of programs to create a variety of documents and digital products.

BRING YOUR OWN DEVICE (BYOD)

When commencing Year 4, students are expected to purchase their own notebook as part of the school's Bring your Own Device Program. Staff have completed comprehensive professional learning in Office 365 and how to transfer this program into the classroom. Our Year 4 students learn how to comment on the classroom blogs, use Teams within Office 365 to access homework, collaborate with their peers online and complete classwork

DIGITAL TECHNOLOGIES – ROBOTICS and CODING

Students at Knox Gardens Primary School are learning the Digital Technology Curriculum through a Robotic and Coding Program from Prep to Year 6. Starting in Prep, our students are exposed to simple directional programming using Bee-Bots. In Year 1 and Year 2, students use their knowledge of coding the Bee-Bots to explore coding with Scratch Jnr on an iPad. Ozobots are another type of robot our students learn to use and code. Unlike the other robots, these ones use colour codes to program the speed, direction and cool moves.

Spheros, Pro-Bots and Edison Robots bring a different kind of coding as students move through the school. Coding becomes more complex as they learn to use angles, measure distances and seconds to determine how the robot will turn and how fast and far to move forwards. Not only are our students practising their skills in Digital Technologies, Mathematics and Science, but they are also learning important 21st Century Skills, such as the ability to communicate and collaborate with their team and partners, using their creativity and critical thinking skills to solve complex problems.

CYBER SAFETY

To ensure our students are equipped with the tools and knowledge to navigate the digital world, we work in partnership with the Cyber Safety Project each year. A comprehensive curriculum is taught which covers digital citizenship elements of the digital technologies curriculum, ethical and social capabilities. Every year students are involved with an incursion from the Cyber Safety Project and parents are encouraged to participate in four online information sessions throughout the year that are run by the Cyber Safety Project. These sessions will assist with fostering a positive and safe digital environment at home.

Camps

Year 4 Phillip Island Adventure Resort Camp

Our Year 4 students will attend a three-day camp at Phillip Island, which takes place in early Term 4. This camp provides the students with exciting, educational, living and learning experiences. The Resort provides 'fully air-conditioned' modern facilities, including various sized 'break-out' rooms and large multi-function areas.

Students will visit the Fairy Penguins, as well as be involved in a range of challenging camp activities at the resort, including flying fox, low ropes, bouldering wall, canoeing and initiatives.

Year 6 Coastal Forest Lodge Camp

Our Year 6 students will attend a three day camp at Coastal Forest Lodge which is situated near Anglesea. Coastal Forest Lodge is a fun, safe and educational camp that encourages environmental sustainability, teamwork, initiative and individual development.

Students will participate in some onsite activities such as archery and feeding animals along with a visit to the Marine and Freshwater Discovery Centre in Queenscliff, where they will participate in a biology classroom session as well as a beachcombing/rockpool session. Another very exciting part of the program is spending the day at the Anglesea Main Beach learning to surf! The surfing lesson, wet suits, surfboards etc are all provided by the qualified and experienced team at Sea Earth Adventures who run the sessions with the students. On the way home students visit Werribee Zoo to participate in an educational program that focuses on gorilla conversation.

Student Wellbeing Programs

Student Wellbeing is the cornerstone of all our school policies, programs and activities. It addresses student health, safety, wellbeing and learning. Physically, socially and emotionally healthy students are able to deal positively with life's challenges, experience a sense of connectedness to the school, socialise well with others, are receptive learners and develop into resilient young people.

At Knox Gardens, we provide a child-centred learning environment that recognises, nurtures and promotes the intellectual, social and physical development of each student. Our school has a Student Engagement and Wellbeing Policy, an Anti-Bullying, Cyber Bullying and Harassment Policy, Child Safety Policy and Child Safety Code of Conduct. These policies are regularly updated allowing input from staff and families.

The Wellbeing Programs at our school include:

- Respectful Relationships Program
- School Values: Respect, Responsibility, Honesty and Fairness
- BOUNCE BACK Program: focuses on life skills and how to bounce back from any situation
- Protective Behaviours: a Personal Safety program
- Restorative Practice: a program which promotes social strategies and problem solving.

Student Representative Council

Our Student Representative Council (SRC) allows students the opportunity to experience a leadership role at our school. Membership includes our two School Captains as well as elected student representatives from each class, Years 2 – 6. The Student Representative Council meets regularly with a staff member where they are encouraged to participate in some of the decision making processes at the school. The Student Representative Council aims to provide an opportunity for the development of ‘student voice’ within the school.

Student Leaders

The school offers numerous opportunities for students from Years 2-6 to take on leadership roles. Students are able to apply for these roles at the beginning of each school year, with the exception of our School Captains and House Captains, they are selected in December each year for commencement in their roles in the following year.

We have student leaders in the following areas:

School Captains
House/Vice Captains
ICT Committee
Student Representative Council

Garden Leaders
Environmental Committee
LOTE Committee
Art Committee

Library Committee
Peer Activity Leaders Committee
Choir Captains

School Council

The School Council is a legal body consisting of parents, teachers and the Principal. Council members are appointed in accordance with Government policies and guidelines. The School Council, in liaison with the Principal and other interested parties, is responsible for the efficient functioning and development of the school in the areas of curriculum, policy, resourcing the school (including financial management), facilities and environment development, management of goals and promoting interest in the school. The Knox Gardens Primary School Council convenes at least eight times throughout the year at 7pm. Various sub-committees operate in conjunction with School Council and parents are encouraged to join.

School Council elections are held each year, usually in March. Council positions are held for a two-year period.

Extra-Curricula Activities

Knox Gardens offers a variety of Extra-Curricular Activities, both during and after school.

CHESS CLUB

Friday lunchtime – Years 2 – 6

Coaches from Northern Star Chess provide comprehensive and enjoyable chess tuition to students from years 2 – 6. Guiding students through all aspects of the game, these tutors cater for varying abilities. Playing chess is a great way to engage a strategic mind and build friendships across the school. There is a cost involved to participate in this program.

GARDEN CLUB

Students from Prep to Year 6 are selected to be a part of our Garden Club each year. Students and staff come together three times a term to develop and maintain our school grounds. During Terms 2 and 3, those students who are involved in the club, complete a variety of gardening tasks. Tasks include; planting new plants, weeding, and pruning, mulching, picking up rubbish and sweeping up leaf litter. After their hard work, both the students and volunteers enjoy a morning tea together. Our school also has a vegetable garden where students have the opportunity to learn about planting, growing and harvesting seasonal herbs and vegetables.

G.A.T.E.WAYS

G.A.T.E.Ways is an independent organisation that offers challenging and enriching activities and experiences to develop and extend highly able children. At various times throughout the year, selected students are offered the opportunity to attend one of their specialised programs. Information relating to these programs is distributed throughout the year. There is a cost involved to participate in this program.

ICAS (International Competitions and Assessments for Schools)

Students in Years 3-6 are provided with the opportunity to be assessed on their ability to apply classroom learning to new contexts, using higher-order thinking and problem-solving skills. These tests are held at school and families opt in and need to pay for their students to sit each test. We currently offer students the chance to sit the Literacy and Numeracy ICAS tests at our school.

After School Activities

DANCE EXPRESS ACADEMY

Dance Express is a company that offers dance lessons to children of all ages. The company delivers lessons in Jazz, Hip Hop, Acrobatics, Contemporary and Classical Ballet. These lessons are held after school and on weekends. Information relating to these lessons is available from the front office. There is a cost involved to participate in this program.

CODE CAMP

Code Camp is an after school coding program that is offered to students in Years 2-6. The sessions are run from 3.45pm - 5.00pm in our Library. There are 8 sessions offered each term and parents will need to pay for their child/ren to be involved in this program.