



**KEILOR VIEWS
PRIMARY SCHOOL**

NOTICE
VISITORS
MUST REGISTER
AT OFFICE

ED CENTRE →

Welcome to
Keilor Views Pr

PARENT INFORMATION GUIDE

Dear KVPS Community,

Keilor Views Primary School, a school where '**we empower every learner with the skills and dispositions to flourish**', in a safe and collaborative learning environment. Keilor Views Primary School (KVPS) is located in the suburb of Keilor Downs and has an enrolment of 408 students from diverse backgrounds.

Keilor Views Primary School officially opened in 2010 and is located on the former Keilor Downs Primary School. We have modern classrooms and collaborative learning spaces throughout the whole school.

We are a highly supportive community that is focused on empowering learners. We bridge the gap between the core knowledge that allows students to succeed and create the opportunities to gain the skills and character traits and dispositions to be innovative, adaptable and emotionally aware citizens of the future.

Please visit our school website www.kbps.vic.edu.au for a virtual and facilities school tour.

For School Tours and all enrolment enquiries, please contact our Administration Team on 9367 7466.

Matt Borg
Principal

Daniel McKerracher
Assistant Principal

EMPOWER

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1. SCHOOL ENROLMENTS

Prep Tours

School tours are conducted each Wednesday morning at 10:00am by appointment. Tour numbers are limited to five families to ensure each family have sufficient time to explore the school and make appropriate enquiries.

Enrolling in Primary School

To start primary school your child must turn five years of age, or older, by 30 April of the year they start school.

Before you enrol your child in a primary school, you may wish to visit a number of schools to decide on the best one for your child.

Once you have made your choice you will then be ready to enrol.

When to Enrol

You can enrol your child in a Victorian government primary school at any time during the year.

Planning ahead, Keilor Views Primary School start accepting enrolments from the beginning of each year, in the year prior to your child is due to start school.

How to Enrol

To enrol your child in a Victorian government school you will need to fill out an enrolment form with the school and provide the school with important information about your child, including:

- Your child's Birth Certificate
- Your contact, phone and address details, and that of any other parent, guardian and/or carer
- Names and contact details of emergency contacts
- Doctor's and and phone numbers
- Immunisation status certificate
- Health and welfare information

- Information about the language/s your child speaks and hears at home

Enrolment forms are available at the front office, and if you need an interpreter to help fill out the enrolment form, the school staff can help organise this for you.

Birth Certificate

All children must be enrolled in the name that appears on their birth certificate, except where there is a legal document to the contrary. The birth certificate, any legal documentation (if applicable), immunisation certificate and evidence of residential status, if born overseas, must be provided on enrolment.

School Entry Immunisation Certificate

A school entry immunisation certificate is a specific document which shows your child's record of immunisation. The certificate is an important record that will assist health authorities in protecting children in the event of a vaccine preventable disease occurrence in school.

Please note that it is a legal requirement to provide a school entry immunisation certificate on enrolment to primary school in Victoria.

Parents will automatically receive a history statement from the Australian Childhood Immunisation Register (ACIR) after your child has completed the 4-year-old vaccine schedule and has completed all childhood immunisations required.

If you have not received one of these statements you can apply at any Medicare office for one.

Amendments to The Family Law Act 1975 Affecting Student Enrolments

Where parents are separated, divorced or are no longer living together, details of any court order that impacts on the relationship between the family and the school must be provided. If there is no court order, written consent is required from both parents agreeing to admission to the school.

Please bring all documents as outlined above to the school to enrol your child.

Privacy Act

The confidential enrolment form asks for personal information about your child as well as family members and others that provide care for your child. The main purpose for collecting this information is so that Keilor Views Primary School can register your child and allocate staff and resources to provide for their educational and support needs.

All staff at Keilor Views Primary School and the Department of Education & Training are required by law to protect the information provided by this enrolment form.

Parents/guardians are also required to sign forms giving permission for the student to attend minor walking expeditions, school photos, head lice checks, to publish your child's name and photo in the school's newsletter, website, etc. to recognise special events and achievements and an agreement for use of the internet, digital technologies and electronic devices.



2. CURRICULUM

Keilor Views Primary School fosters a culture of collaboration amongst teachers. They regularly meet in year level teams to look at assessment and discuss observations to plan lessons and units of work that are engaging and targeted at students' individual level of need. There is daily explicit teaching and learning in every classroom for every session. Teachers employ a range of whole class, small group and individual instructional practices based on the needs of their students.

English

The essential features of our English teaching include explicit teaching of reading and writing (including speaking and listening). Learning Intentions and Success Criteria are explicitly shared and unpacked with students, including clarification of key vocabulary. Through the Gradual Release of Responsibility, our educators vary the practices from teacher modelling, to joint responsibility between teacher and student, to independent practice and application by the student. Independent Reading and Writing are developed in order to build their stamina, enjoyment and practise the skills learnt/taught. Students are explicitly taught the Reader's and Writer's Workshop. Reflection is one of the most important components of the lesson. In concluding lessons, students will take it in turns to reflect on their independent reading or writing task. This may be led by the teacher by specific questions, prompts or agreed protocols to ensure that all students enhance their metacognitive skills.

At KVPS we use a structured literacy approach in Foundation and Year One. Our Literacy program is supported by evidence based research and includes, phonemic awareness, phonics, vocabulary, fluency and comprehension.

We teach using Little Learners Love Literacy (LLLL)- which is a systematic, synthetics phonics approach (SSP) for teaching children how to read, write and spell with confidence. It is carefully sequenced in seven stages to teach the 44 sounds of the English language and the principles of the alphabetic code. Each stage is sequentially taught so that children can learn, practise and apply new skills whilst continuously consolidating their developing skills – working towards mastery.

In conjunction with LLLL, we incorporate Heggerty Phonemic Awareness which are quick and fast-paced beginnings to literacy lessons in order to provide students with opportunities to build awareness and proficiency. The lessons include opportunities to make phoneme-grapheme connections and matching the sounds we hear to letters in print.

We also include the teaching of handwriting skills as an integral part of literacy learning. The teaching of handwriting includes letter formation, pencil grip, starting position and sequence.

Mathematics

The Mathematics Curriculum at Keilor Views encompasses three strands of learning: Number & Algebra, Measurement & Geometry and Statistics & Probability.

Our goal is to ensure that, through carefully scoped learning progressions, our students are highly numerate and engaged as learners. In all year levels the pedagogical release flows from concrete materials and manipulatives, to modelling, abstract and finally transference to real life situations. This sets the scene for depth of learning in numeracy.

In addition, we do place emphasis on refining basic numerical skills and computation, especially in the early years, where this foundation knowledge is critical to build for the years to come.

Themes

In addition to the core subjects of English and Mathematics, all year levels at Keilor Views participate in Theme Studies each day. Our Themes comprise curriculum areas like Science, Humanities, Technologies and Personal and Social Capabilities.

The various themes that each year level learn are also strategically linked with English and Mathematics units, to ensure cross-curriculum priorities are met and students see the link between learning and the real world.

LOTE

At KVPS, students participate in Italian classes from Prep to Year 6 for one lesson per week. Students are immersed in Italian language and culture. We adopt a communicative based approach in our language teaching and use authentic experiences to incorporate language practice, making classes engaging and meaningful to students.

Students participate in weekly classes where they can explore the language through a variety of activities; including stories, songs, drama, music, and games, that focus on speaking, listening, reading and writing skills. Students are encouraged to use Italian as much as possible during classroom interactions with their teacher and peers.

Being in the emerging stage of introducing the language, we plan to hold Italian celebration days involving students in a range of cultural activities including those related to food, art, music and dance.

Physical Education

The Health and Physical Education program at Keilor Views is imperative to our students development. We value the importance of establishing the skills, understanding and knowledge that students need to be healthy, active and safe individuals. Physical education and sport are timetabled and are part of every student's learning at the school.

From Tuesday to Friday, the Year 1 - Year 6 students also take part in the Fitness Program, spending twenty minutes engaging in movement activities with their grades, including skipping, aerobics and relays, to name a few.

Increased physical activity and fitness enhances students' mental and social development.

As well as increasing activity levels, physical education and school sport classes are shown to develop children's sense of fair play, self-confidence and their capacity for teamwork.

STEM

The development of STEM proficient students begins in primary schools, where students apply the rigor of science, technology, engineering, and mathematics content and the STEM Standards of Practice while engaged in learning activities that investigate the natural world.

STEM is an educational approach to learning that uses Science, Technology, Engineering and Mathematics as access points for guiding student inquiry, dialogue, and critical thinking. Students can begin or build on their STEM interests by engaging in hands-on projects. It's these skills that kids must adopt in order to stay relevant in today's tech-centric world.

The Arts

The Arts is a specialist subject area that each grade participates in for one session each week. The subject immerses students in rich, dynamic and interactive learning, allowing each individual to become creative and expressive in their own way.

Students are immersed in a Visual Arts program during Semester 1 that helps the students develop sensitivity to the visual, spatial and tactile world, and provides for aesthetic experience. It helps the students express ideas, feelings and experiences in visual and tactile form. The students enjoy purposeful experiences of different art media and have opportunities to explore, experiment, imagine, design, invent and communicate with different art materials.

In Semester 2, students engage in Performing Arts involving Music, Dance and Drama. In Music, students use their imagination and creativity to explore pitch, rhythm/time and form, dynamics and tempo using voice, movement and instruments. In Dance, students use choreographic devices to organise dance sequences and take part in practising body actions and technical skills. In Drama, students participate in devised and scripted drama that develops narrative and use performance styles and design elements to engage an audience.

Library

All children from Prep to Year Six attend the school library and have the opportunity to borrow books.

Our Librarian maintains our library and school resources as well as being involved in the planning of special events, eg: Book Clubs, Book Fairs, Book Week and other educational programs throughout the school.

As you walk through our classrooms you will notice a classroom library taking pride of place in every room, with books in abundance that students can access.



Effective Learner Qualities (ELQs)

Keilor Views Primary School has established 'Effective Learner Qualities' (ELQs). These learner qualities are based on highly regarded research that suggests by encouraging students to understand themselves as learners, and how to develop and employ particular learner qualities in the process of learning, will support them to maximise their learning progress and achievement. Building resilient, capable and empathetic learners and citizens of the future. KVPS developed six learner qualities

These are:

- Self Aware
- Determined
- Persist
- Use feedback
- Reflect
- Connect



Our school explicitly teaches, promotes and uses these ELQs across the curriculum.

Effective Learner at KVPS are... Self aware	Effective Learner at KVPS are... Determined	Effective Learner at KVPS are... Persist
 Knowledgeable, alert and informed about oneself 	 Show purpose Make decisions Have intentions 	 Show continued effort Have a go Never give up 
Effective Learner at KVPS are... Use Feedback	Effective Learner at KVPS are... Reflect	Effective Learner at KVPS are... Connect
 Take on advice Set goals Work forward 	 Think seriously Wonder & Question Consider 	 Link learning Associate and relate things 

3. STUDENT WELLBEING

Student Engagement and Wellbeing

Keilor Views Primary School values each student as an individual whom together, creates a diverse community of learners. Our academic, social and extra-curricular activities create opportunities for all students to participate and engage in education in a harmonious learning environment.

Our approach, enhances student engagement and connectedness, through the promotion of positive and supportive relationships. Our focus is to enhance student wellbeing through the delivery of whole school evidence based practices and programs which engage all students socially, emotionally and academically. Student wellbeing is at the forefront of the teaching and learning and is an intrinsic part of our school culture.

Student Wellbeing – Primary Prevention Initiatives

The following primary prevention programs/processes that are implemented at KVPS are evidence based and integrated into the school's ethos:

- ‘Name It’ policy and approach to the building of student resilience
- ‘School Wide Positive Behaviour Support’ – a framework supporting the teaching of expected behaviours both inside the classroom and out in the yard
- ‘Respectful Relationships’ – a DET preventative initiative to reduce family conflict and violence
- ‘Social Skills Programs’ – a variety of programs run internally throughout the year to support children socially and emotionally.

Various school-based strategies are put in place to provide a safe environment for our staff and students.

Student Engagement and Wellbeing Curriculum Initiatives

The following evidence-based classroom programs are also implemented at KVPS and are integrated into the school's ethos and curriculum practices:

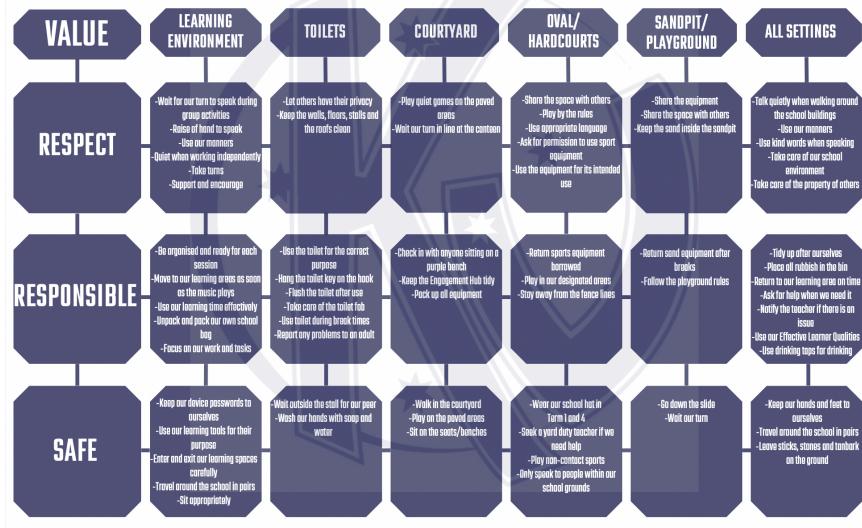
- Mindfulness – a variety of strategies taught to the students to promote calm classrooms
- Cybersafety – Students are informed of the risk factors associated with the use of technology, as a result of the Internet, and are given strategies to support the safe use of the Internet, both at school and at home.
- Better Buddies – a program that is supported by the ***Alannah and Madeleine Foundation*** which promotes safety through peer support and peer education.
- Life Education program – a DET approved program exploring aspects of student personal development, drug education, family dynamics and puberty changes

Student Behaviour Expectations

Keilor Views Primary School takes a School Wide Positive approach to teaching the behaviours we expect to see from our students. Our Student Engagement Policy incorporates student positive attitudes to learning, daily attendance and expected student behaviours.

Our three school values of **Respect, Responsibility and Safety** are instilled in the students through a variety of classroom friendly lessons to pre-teach the expected behaviour in all areas of the school. The rights, responsibilities and shared expectations belong to everyone in the school community, including students, parents, teachers and other school staff.

EXPECTED BEHAVIOUR MATRIX



The Student Engagement Policy emphasises prevention and early intervention rather than punishment as a way to respond to inappropriate behaviour.

Behaviour procedures and expectations are based on the following premises:

All students:

- Will interact respectfully, responsibly and safely
- Have the right to learn without disruption from others
- Have the right to a safe and happy school, where personal welfare is maintained
- Have the right to come to school everyday
- Should make effective use of their time at school and take responsibility for their own learning

When necessary the school will consult and negotiate with parents about their child's behaviour so a collaborative approach to more positive play can be facilitated.

Three teachers supervise the playground at recess and lunch time and their major responsibility is to ensure students enjoy their time outside safely and responsibly.

Student Management and Behaviour:

At KVPS we have implemented the following student management and behaviour practices and protocols across the school:

- Whole staff approach to record keeping of minor and major incidents
- Behaviour Management Plans – a positive approach used for students who present with more challenging behaviour
- School attendance strategies – monitoring and addressing truancy and punctuality to improve student attendance and engagement.



Better Buddies was initially introduced at Keilor Views Primary School in 2007 as a buddy system for Prep and Year Six students.

The Better Buddies program promotes a supportive learning environment where senior students become peer support 'buddies' to the junior students, therefore reducing the risk of bullying.

Program for Students with Disabilities

The school has an active Program for Students with Disabilities where teachers and education support staff work together to ensure all students are working to their fullest potential.

Students who have special needs are given assistance at various levels including classroom support, extra supervision, personal care support and social development support. External consultants also visit the school regularly to give professional advice for specific learning needs, behaviour or wellbeing support.

All students with disabilities and additional learning needs have the same access to the highest quality educational opportunities alongside their peers. By providing appropriate support and resources, all students are able to participate and achieve success in every aspect of school life.

The program enables students to participate in classroom and specialist programs with appropriate support provided from guidance officers, social workers, speech pathologists, physiotherapists, education support officers and/or program support staff.

Families of students receiving support through the Program for Students with Disability meet each term to discuss the students' individual learning needs and progress, and will collaboratively formulate short and long term social and/or academic goals.

4. GENERAL INFORMATION

Assembly

We hold whole school assemblies every Monday morning from 9:05am (weather permitting), and we invite our whole school community to attend. Our Assembly consists of school news, reports, grade items and student awards.

Attendance

In Victoria, education is compulsory for children and are expected to attend school every day as required by the Department of Education and Training. We encourage punctuality and regular attendance.

All children must arrive at school before 8.45am each morning and remain at school until dismissal time, at 3:05pm.

Once enrolled in primary school, your child is expected to attend school every day of each term. It's important that children develop regular attendance habits at an early age.

Children who are regularly absent risk missing out on learning the basic building blocks in subjects, and this can lead to long-term learning difficulties.

What can you do?

- Encourage school attendance
- Notify your school if your child is absent
- Make medical/dental appointments outside school hours
- Arrange holidays outside school days

In the event of an absence, the parent/carer can notify the school via XUNO, phone or see our administration team at our front office.

Before & After School Supervision

Formal supervision of the school yard is carried out by staff members on school days from 8.30am - 8:45am and 3:05pm - 3.20pm.

The duty roster directs that teachers commence yard supervision at 8.30am. Every recess and lunch time are supervised by our educators.

As the yard is unsupervised before 8.30am and after 3.20pm, children should not arrive prior to 8.30am and any unsupervised students on school grounds after 3:20pm, will be asked to go to the front office.

Canteen

The school canteen is open every school day to provide lunches and window sales at recess and lunch times for the children.

Please use a paper bag with your child's name, room number and grade, lunch order and amount of money enclosed, clearly written on the bag.

Please use the canteen price list and try to send the exact money.

In emergency situations, lunch will be provided for students and a notice of payment will be sent home on that day.

Contact with Children during School Hours

Between the hours of 8.45am and 3.05pm, parents must always report to the office first for direction.

If your child forgets his/her lunch, etc. it may be left at the administration office to be passed on to your child.

Urgent messages for students can be messaged via XUNO, phone call or seeing our administration team at the front office.

Car Parking in Street

Co-operation, courtesy and caution from all drivers will do much to alleviate our traffic congestion and ensure that our children arrive and leave school safely.

Please observe normal parking regulations. This means no double parking, clearway zones, disabled parking bays, restricted

parking times and no standing areas must be obeyed. Please consider our neighbours and do not park on nature strips.

The school appreciates the difficulties concerned with parking but has no control over Council by-Laws.

Collection of Children during School Hours

If for any reason you need to collect your child during the day, you must report to the general office. You will be asked to sign out via our iPad kiosk and your child will be brought to the office from the classroom.

Any person other than the parent or nominated emergency contact persons wishing to collect a student during school hours must provide a written request and/or a phone call from the parent. Students will not be permitted to leave the school grounds during school hours without the supervision of an adult.

Curriculum Days

Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes.

The first day of Term 1 each year is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students.

The remaining three student-free days are determined by the School Council and are advised to the school community.

Daily Fitness

Students from Year One to Year six are involved in a morning 20 minute daily fitness activity which includes aerobics, fitness track, skipping, ball handling, relays and kilometre club.

Emergency Management Plan

The school has an emergency management plan which outlines emergency management procedures. These are displayed in all rooms throughout the school, including the administration block. Children often practice leaving their classrooms in a calm and

orderly manner to assemble at pre-determined areas. This plan is updated annually.

Out Of Hours Program (Before and After School Care)

Our OSH Program is operated by Big Childcare in the Big Childcare building each school day. Parents have access to a separate car park entrance off Morcambe Crescent at the rear of the school to drop off and collect their children from the program.

The OSH Club program is run each school morning from 6:30 am to 8:30 am and the after school from 3.05pm to 6.30pm in the afternoon.

All programs are funded by the Commonwealth Government. Please enquire with Big Childcare on 0499 579 235 or keilorviews@bigchildcare.com for information about our OSH Program.

An enrolment form through OSH Club must be completed to be able to attend. This can be done online [https://bigchildcare.com/
enrol/](https://bigchildcare.com/enrol/)

Holiday Program

The holiday program is run through our OSH program provider, Big Childcare 0499 579 235 or keilorviews@bigchildcare.com.

Lost Property

Please mark clearly your child's name on all items of clothing, including jumpers, shoes, wind-cheaters, school bags, lunch boxes and drink flasks. Lost Property is displayed near the main office in a lost property box.

Parents are welcome to check this box before and after school each day.

Please help us to help you - mark your child's name on all articles and items of clothing.

Newsletter

We provide a fortnightly newsletter called, 'The Views', every Friday of the school term and is published on XUNO. If you require a paper copy, please inform the school office.

Parent Notices

Special notices for a range of activities, particularly excursions, may be sent home from time to time. You will always be notified through XUNO of any excursions, incursions or events.

Personal Belongings

Parents are reminded that personal property brought to school by students is brought at the owners' risk and is not insured by the Department of Education & Training and the Department is not responsible for any loss or damage.

These items could include electronic games, iPads, mobile phones, calculators, toys, musical instruments, sporting equipment, etc.

School Photographs

Class and individual photos are usually taken during term one each year by our school photographer Arthur Reed Photography. Parents have the choice of several individual photo packs.

School Records - Are Your Contact Details Up-To-Date?

The safety of all students and staff is paramount. It is important that the school has your current contact details, so if they need to be updated please contact the school.

If a serious accident should occur, we endeavour to contact the parents before seeking medical assistance, including calling an ambulance. This is not always possible. Any decision made regarding treatment of your child will be with the intention of performing our duties in the child's best interests.

It is therefore imperative that the school is immediately notified whenever you have a change of address, home, business or mobile telephone number so the school has a point of contact.

Student Accident Insurance

If someone is injured at school or during a school organised activity the Department of Education and Training will not pay their medical and other expenses.

Parents and Guardians are generally responsible for paying the costs of medical treatment for injured students, including any transport costs. Most medical costs will be refunded by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund.

DET does not hold accident insurance for school students.

SunSmart Policy

Our Sun Smart policy has been developed to ensure that all children attending Keilor Views Primary School are protected from skin damage caused by the harmful ultra-violet rays of the sun. All children are required to wear a school broad brimmed hat at all times. It is to be implemented throughout the year but with particular emphasis in Terms 1 and 4.

Visitors to the School

During school hours all visitors, including parents, must report to the general office. Authorised visitors will be issued with a "Visitors Pass" to assist the school with security and supervision.

Teaching staff are generally involved with student instruction, class programs and supervision and are not available for parent discussion during class time, without prior arrangement.

Victorian Student Number

The Victorian Student Number (VSN) is a student identification number that is assigned by the Department of Education and Training to all students in government and non-government schools at the time of their initial enrolment in a Victorian school. The number, which is unique to each student, is used as a key identifier on a student's school records and will remain with the student throughout his or her education, until reaching the age of 25.

The VSN is available by request from the student's school. Students transferring to a Victorian school from interstate or overseas will be assigned a VSN as part of their enrolment.

Website

The school's website provides comprehensive information on the school, its functions, activities, current events and much more. It is a great resource for both current and prospective parents.

Check us out on www.kvps.vic.edu.au



XUNO

XUNO is the online communication platform the school uses as its primary method of communication for our community. It can be accessed as an app on your phone, or through a browser on your PC/device. The school regularly submits important information for parents to view together with regular updates from class teachers showing 'what's happening" in the classrooms and around the school, school activities, excursions and camps. Parents can also make payments for fees / events though Xuno.



5. TRANSITION

Transition-to-school activities help you and your child get a better understanding of what school will be like. Most importantly, they allow families to familiarise themselves with school staff, other families and children.

The school has planned orientation sessions for pre-school children to heighten their awareness and familiarity with the school. These sessions are held during the latter part of the year, prior to the child's commencement at school.

A “Book Bugs” Program is provided for pre-school children who have enrolled at Keilor Views Primary School. They are able to attend scheduled sessions in our school library and will be read a book and participate in a hands-on activity, as part of our Prep Orientation Program.

We will also run an Orientation Day which is a state-wide day for our Prep students.

All dates will be released in the latter half of the year once finalised.

All preps enrolled will receive a special “My Big School” T-shirt to celebrate their enrolment.

6. SCHOOL DAY & BEGINNING OF YEAR

The First Weeks...

Our Prep students will typically commence school a week later than the rest of our school. These dates will be communicated to you prior to the beginning of school year.

Over the course of this first week, our educators will do a one-on-one session with your child to complete some assessments and get to know your child.

Our Prep students will then begin full-time the following week.

School Day

Start Time	8:45am
Session 1	9:05am – 10:00am
Session 2	10:00am – 11:00am
Recess	11:00am – 11:25am
Session 3	11:25am – 12:25pm
Session 4	12:25pm – 1:20pm
Eating time	1:20pm – 1:30pm
Lunchtime	1:30pm – 2:15pm
Session 5	2:15pm – 3:05pm
School Finish	3:05 pm

Remember, that if your child appears upset, it rarely lasts once you are out of sight. Tearful farewells are not confined to the first week.

It is upsetting for a child to arrive late or fail to be collected on time. If you are unable to collect your child or are late, please let us know what arrangements you have made by notifying the school.

If you know in advance that you will be unable to collect your child or are running late, make them aware of your plans and inform the classroom teacher, or if late, call the administration office.



7. FINANCIAL INFORMATION

Parent Payments in Victorian Government Schools

Victorian government schools provide free instruction in the standard curriculum program. However, the school may charge for the materials and services used by students.

The School Council is responsible for developing and approving a policy about parent payments at the school, which must comply with the Department of Education and Training's policy.

School Council can ask families for payment for:

- Essential education items, for example, stationery, textbooks and school uniform
- Optional extras, for example, school magazines or extracurricular programs or activities
- Voluntary financial contributions, for example, building and library funds.

Parent Payment Structure 2022

Keilor Views Primary School Council has set the following two school charges for 2022:

1. Student/Class Supplies

The student/class requisites cost is \$160.

This charge incorporates a student supplies fee of \$80, where the student receives an individual bag of stationery/books for their personal use and a class supplies fee of \$80, which is the contribution towards computer printing, class sets, photocopying costs, materials and services.

This represents outstanding value for money and offers parents a simple and convenient means of purchasing their children's stationery/consumables at a minimal cost.

If parents prefer, they may consult with the school and purchase equivalent materials for their children's pack from other sources.

This will ensure that these materials are to the school's specification.

If parents choose not to purchase student requisites from the school, the class supplies fee of \$80 is still due and payable at the start of the school year.

2. Student Activity Levy

This Activity Levy covers the cost of all the student excursions and incursions for the whole year. Families make a "one off" annual payment at the beginning of the year, which is a simpler, easier and substantially cheaper method of payment.

For years five and six the levy also includes \$50 for inter-school sports, with a major end of year excursion plus any administration costs associated with inter-school sports.

For years three to six the levy includes the athletics day and the swimming carnival.

The following are the rates applicable for 2022:

Years Prep-4	\$125 per student
Years 5-6	\$175 per student

Any optional school programs such as swimming, school camps etc. are not included in the levy.

CSEF (Camps, Sports & Excursions Fund)

The fund provides payments for eligible students to be paid towards camps, sports and excursions.

Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. Eligible primary school students are paid \$125 per year.

Parents only need to submit a new application form for new enrolments or transferred students and where family circumstances have changed such as a change of custody, change of name, concession card number, or new siblings attending the school.

8. MEDICAL

Medical Conditions

If your child has a medical condition you need to inform the school office and your child's teacher. In particular, the school needs to know if your child has any serious medical conditions like epilepsy, haemophilia, asthma, diabetes or severe allergic reactions.

You will be asked to provide this information when you enrol your child in the school.

It is important to keep information about your child's medical condition/s up-to-date. If there is a change in your child's care plan or medication, you should advise the administration office immediately.

All children with a medical condition or illness will have a health support plan developed in conjunction with the school, your child's doctor and you. This plan will be attached to your child's school records.

You may also need to provide this information again when your child attends school excursions or camps.

It's also a good idea to consider having your child wear a medical alert bracelet as these provide essential information in times of emergency.

Asthma

If your child suffers from asthma it is very important that you provide the school with up-to-date and accurate information in relation to your child's asthma management. Please provide the school with an Asthma Management Plan if your child suffers from asthma.

The Asthma Foundation recommends that parents instruct children in the effective use of their medication and for this reason we encourage parents to provide puffers/medication for students to keep at school.

Parents/Guardians of children who require asthma medication during school hours (e.g. Ventolin) must leave a spare puffer at the school to be administered in sick bay.

Anaphylaxis

Every student who has been diagnosed as at risk of anaphylaxis must have an individual Anaphylaxis Management Plan and lodge it with the school together with the required device, e.g. Epipen, Anapen,

All teachers and other school staff receive training in how to recognise and respond to an anaphylactic reaction, including administration of adrenaline auto injector and risk minimisation strategies.

Emergencies

Please help to take the best possible care of your child by keeping the information on the emergency file up to date (e.g. change in workplace, telephone, address, etc.).

Please let the school know any time emergency contacts and/or personal details have changed.

Head Lice

Head Lice can be picked up by any child and are present from time to time in every school. Please notify the school immediately if your child becomes infected and must treat their hair with a suitable medical treatment. Parents need to check their children's hair regularly. Once hair has been treated your child may return to school.

Health Issues

It is important to inform your child's teacher of any particular physical or emotional problems which your child may have. These can be communicated via XUNO or make an appointment to see your child's classroom teacher.

Health Screening and Services

During the year the school nurse will visit our school to conduct health screening as follows:

- All students in prep year check on the progress of previously referred students
- Investigate, as appropriate, all students referred by parents or teachers

Illness

Infections spread quickly at school. Home is the place for a sick child. The school does not have the facilities or staff to care for a sick child. When a student becomes unwell at school suitable first aid is given and the child is placed in sick bay. If necessary, the parent is contacted and asked to collect the child from school.

Medications

Should it be necessary for your child to take medicine, tablets for non-infectious illness etc. during school hours, a signed medical permission form, giving clear instructions as to the dosage and time must be completed and signed by the Parent/Guardian and left at the school office. Please ensure that you label the medication with the child's name. The form is available from the school office.

Sick Bay

The school is equipped with first aid facilities sufficient to deal with minor injuries. It is operated at recess and lunchtimes by school staff that are first aid trained. Care and attention is always given to the extent considered appropriate.

If the injury is more serious, we will telephone you, or if you are unavailable we will ring the emergency contact you have provided on the student's enrolment form.

When a child attends the sick bay, a SMS is sent to a parent/guardian.

Each classroom has its own first aid kit and first aid kits/packs are always taken on activities outside the school.

Sometimes your child will be too ill to send to school and are far better off in the comfort of their own home. Our school is well

equipped, but does not have the facilities or staff to look after sick students at school.

9. COMMUNICATION WITH SCHOOL

Positive Partnerships

Positive partnerships between families and school help support children's learning. One important aspect of such a partnership is communication, which is a two-way process: the school informs you about your child's experience and progress; you can let the school know about your child's learning at home.

Meetings with the principal and teachers can be arranged during the year. Communication channels, such as reports, interviews and newsletters, all play a positive role in supporting partnerships.

Positive promotion of our school in the wider community is also very important. Any problem should be addressed by arranging to speak to the classroom teacher, Student Wellbeing Officer (if applicable) or Principal Class, so that every effort can be made to quickly resolve the issue.

Appointments with Staff

Staff are always happy to speak with you about any matter concerning your child. However, it is not possible to speak to classroom teachers during class time because of their duty of care to the students and their learning. It is therefore not always possible to speak with you immediately.

Please see your child's classroom teacher, XUNO message or ring the school so that an appointment can be arranged if need.

If there are matters that are concerning you, please feel free to come and discuss them either with the Principal, Assistant Principal or Student Wellbeing Officer.

Parent-Teacher Interviews

At the beginning of each school year a Meet the Teacher Interview occurs, which is the opportunity to discuss your child's learning goals and an opportunity for you to meet your child's teacher.

A formal opportunity is provided mid-year for Parents/Guardians to attend a Parent-Teacher Interview with your child's teacher, this is always the week after our Semester reports are handed out. This provides parents the opportunity to ask questions and more insight into your child's social, emotional and academic growth. This enables you to become more involved in your child's learning and be able to support them where needed.

Student Reports

The student report provides you with your child's progress measured against the Victorian Curriculum and is used in all Victorian government schools to report student achievement in Prep to Year 10.

Reports are provided for parents in term two and four every year, which are uploaded to XUNO.

10. SCHOOL UNIFORM

The school policy requires that children wear the accepted and agreed school uniform. We have an established, official school uniform which the students must wear and the parents support on this issue.

The school uniform is practical, attractive and affordable for parents and creates a renewed sense of school spirit and identity for the Keilor Views community. We strongly endorse the policy that children wear our uniform because it helps them to identify with the school and with each other as a group.

In line with the school's Sunsmart Policy the wearing of school hats is compulsory in terms one & four.

School Uniform Supplier



Unit 2, 51-53 Westwood Drive,
Ravenhall, 3023

Phone: 9768 0337
Website: www.psw.com.au
Email: retail@psw.com.au

Trading Hours

Monday - Friday	9.00am to 5.00pm
Saturday	9.00am to 2.00pm

#Store hours subject to change.

Please label ALL pieces of uniform.

Uniform that is not clearly labelled will be placed into lost property.

11. 1-1 IPAD PROGRAM

Keilor Views Primary School is a school community that empower all learners with the skills and dispositions to flourish. We have introduced 1-to-1 iPads from our Foundation students through to our Year 6 students, meaning we run a whole school 1-to-1 iPad Program. One of the school's key learning and teaching principles is to utilise innovative pedagogical practices that effectively integrate technology.

Through implementation of devices, students are able to leverage learning opportunities that are interactive, differentiated and collaborative. The precise application of technology and high-quality instruction enhances students' learning.

KVPS integrates technology into all curriculum areas to enhance learning. Students have had the opportunity to explore learning with the iPad and their weekly specialist,

STEM. Each student brings their own iPad to use at school for their learning, enabling communication and collaboration among peers and teachers, and connects parents to their child's learning. The 1-to-1 iPad Program is cutting edge and enables students to experience growth in many areas - self-confidence, organisation, motivation to learn and learning in a range of modalities.

Schools play an important role in introducing technology to children, ensuring it is used appropriately to enable efficient and effective learning and teaching practices and set up students for future success.

Many schools have a 1-to-1 learning program in which each student will have access to a device to complete learning tasks as planned by teachers.

The development of technological devices such as laptop computers or tablets and the explosion of online information enables our students to interact with and create high quality content and resources that place students at the centre of learning to equip them with the digital technology skills for their future.



Please visit our school website and see our policy:
‘Keilor Views Primary School Acceptable Use Agreement for Internet, Digital Technologies and Electronic Devices.’

12. OTHER PROGRAMS

Interschool Sports

The years five & six students participate in Interschool Sport competing against other schools. Students who do not partake, as sports are subject to the amount of players on each team, participate in the Sports Club at school. School sport also provides important connections to community sporting organisations that help encourage a child's lifelong participation in healthy activities.

Swimming

We aim to have students at Keilor Views Primary School feeling safe and confident in the water. A ten day extensive swimming program is run during term four, for years Prep to Four. This program forms part of the Health and Physical Education Program

School Camp Program

All children have the opportunity to attend a school camp from year three to six. School camps give students the opportunity to become more confident and self-reliant in a secure environment away from home.

The program is designed to introduce the school's camping program and explores the student's full potential through the facilitation of unique outdoor adventure experiences.

Students attend a three day (two nights) camp at either a bush or seaside setting each alternate year.

The locality and camp programs are approved by the School Council and are all Department of Education & Training approved venues.

Excursions/Incursions

Each grade has excursions (outside school) and incursions (at school), which are held for specific educational purposes aligned with the Victorian Curriculum, so it is an expectation that all students attend.

Excursions/incursions are generally selected to reinforce topics studied in the classroom. Children usually research prior to each excursion and the excursion itself acts as a catalyst for spontaneous oral and written expression.

As well as excursions, there are some activities or experiences for students that come to the school, called incursions. These could be drama groups, puppets, storytellers, etc. It is also important for all children to attend to extend knowledge, enjoyment and group participation.

The annual Student Activity Levy covers the cost of these excursions/incursions.