

Dandenong South Primary School  
*'A World of Learning'*



# 2024 FOUNDATION INFORMATION BOOKLET

This booklet aims to provide you with some useful information that will assist you in preparing your child for school. We hope you will take the time to read it carefully, so that your questions are answered.



If you have any queries regarding enrolments, please contact Nereen Dehal on (03) 97923726 between 9:30am to 3:00pm.

## **Dear Parents,**

We extend a very warm welcome to you and your child as members of the Dandenong South Primary School Community. We look forward to your child starting at our school.

At Dandenong South Primary School, the staff are committed to preparing our students for the future. We provide a very comprehensive and progressive curriculum that acknowledges the importance of our students acquiring a sophisticated set of knowledge, skills, understandings and behaviours. The school promotes excellence in all aspects of learning and strives to cater for the students' individual needs, developing the whole child.

Our Student Well-being Programs, the Restorative Practice, School Wide Positive Behaviour Support and Resilience, Rights and Respectful Relationships, offer students the opportunity to develop values, cooperation, respect, tolerance, resilience, friendships and positive attitudes. These programs also contribute towards a safe, calm and an effective learning environment that aims to enhance the academic and social behaviour outcomes for all students.



## **In Foundation we aim to:**

- ◆ **develop a love of learning**
- ◆ **enable successful literacy and numeracy acquisition**
- ◆ **increase independence and responsibility**
- ◆ **develop self-esteem and self confidence**
- ◆ **promote personal excellence and success**
- ◆ **develop emotional and social competence**
- ◆ **develop a positive attitude to learning**
- ◆ **investigate, explore, develop thinking skills and be challenged**
- ◆ **encourage cooperative skills and team work**
- ◆ **develop oral language skills**



# Foundation Curriculum

Here are some of the programs provided:

**A daily two hour Literacy Program  
(one hour - Reading/ one hour - Writing)**



**A daily one hour Early Years Numeracy Program**

**Investigations (socio-dramatic, exploratory, science, etc.)**

**Digital Technology/ STEM**



**Specialist programs:**

**Physical Education  
Indonesian  
Music**

**RRRR Program (Wellbeing  
Program)**



**Tutoring Program**

**Reading Intervention Program**



## **We also offer a range of programs such as:**

### **Incursions/Excursions**



**LEAP / STA Program**



**STAR Club**



**EAL Intervention Program**



**Breakfast Club**



**Swimming Program**



**Life Ed Van**



**Tutoring Program**



**Community Hub Program**

For some children it may be the first time that they have been away from their parents. Here are some simple steps that you can take to help make your child's time at school more enjoyable and productive.

**Encourage your child to be independent by helping them get used to:**

- ◆ following rules and routines
- ◆ dressing and undressing by themselves – clothes / shoes
- ◆ going to the toilet independently
- ◆ using a handkerchief or tissue
- ◆ identifying his or her own belongings
- ◆ eating and drinking without help

(opening lunchboxes, wrapping and unwrapping school lunches and drinking from drink bottles)

- ◆ carrying his or her own bag
- ◆ caring for and putting away play things
- ◆ using pencils, paper, books and computers
- ◆ using a pair of scissors to cut paper
- ◆ rolling, throwing and catching different sized balls
- ◆ completing simple jigsaw puzzles
- ◆ making models with play dough
- ◆ using a personal computer



### **Your child should get used to:**

- ◆ using the playground equipment safely
- ◆ concentrating on one activity for 10-15 minutes
- ◆ helping you with simple jobs around the home
- ◆ knowing the way to and from school
- ◆ staying with friends or relatives for a few hours without you



### **Your child needs to be able to:**

- ◆ make his or her own needs known
- ◆ speak in sentences to family and friends
- ◆ speak and play cooperatively with others
- ◆ say his/her name, address and telephone number
- ◆ respond verbally when spoken to



### **Help your child to communicate by:**

- ◆ talking to your child about what you are both doing
- ◆ listening to your child
- ◆ answering questions from your child
- ◆ reading a story every day
- ◆ borrowing books from your local library
- ◆ teaching songs, rhymes, colours and body parts (in English and in your own language)

## Establishing a routine



- ◆ Encourage your child to get ready the night before
- ◆ Establish a sleep routine with a set bedtime so that your child gets sufficient sleep and is well rested. Medical advice recommends that Foundation and Year 1 children have 10-12 hours of sleep each night
- ◆ Have a regular home routine
- ◆ Check your child's school bag daily for notices/newsletters and respond if necessary
- ◆ Establish a regular homework time

## The First Day at School

- ◆ Take your child to the classroom between 8.45am - 9.00am
- ◆ Meet your child's teacher
- ◆ Leave the classroom as soon as possible — children take longer to settle down with parents present
- ◆ Don't be surprised if your child cries - our experience is that tears don't last very long once a parent leaves
- ◆ Be at school at 2.00p.m. to collect your child







## At the beginning of the year

- ◆ School times are from 9.00am - 2.00pm
- ◆ Students may place their bags on the pegs, and then go back into the yard
- ◆ When they hear the music, students walk to their classrooms
- ◆ Students need to become progressively more independent during the first few weeks
- ◆ If you wish to speak to the teacher, please do so before 9.00am or after school

## Normal Session Times

From the 26th of February Foundation students attend school from 9.00am - 3.30pm.

Foundation students will follow the normal session times as the other grades. In the mornings, students are required to remain outside until the music begins to play. Students are not permitted in the classrooms unless a teacher is present.

If you need to pick up your child before 3.30pm, please report to the office before coming to the classroom. You will be given a 'early leaver slip' to hand to the teacher before you collect your child.

## ASSEMBLY

Foundation students will attend assembly from Monday, 26th February. The whole school meets fortnightly on alternate Mondays at 3.00pm in the school gymnasium.

## **DAILY SESSION TIMES**

**30th January to 23rd February 2024**

<b>First Session:</b>	<b>9.00am – 10.20am</b>
<b>Supervised Eating:</b>	<b>10.20am – 10.30am</b>
<b>Recess:</b>	<b>10.30am – 10.50am</b>
<b>Second Session:</b>	<b>10.50am – 12.30pm</b>
<b>Lunch - supervised:</b>	<b>12.30pm – 12.40pm</b>
<b>Lunch Play:</b>	<b>12.40pm – 1.20pm</b>
<b>Last Session:</b>	<b>1.20pm – 2.00pm</b>
<b>Parents collect children – 2.00pm</b>	

**From Monday, 26th February 2024 onwards**

<b>9.00am – 10.50am</b>	<b>on task time, including fruit break</b>
<b>10.50am – 11.00am</b>	<b>supervised play lunch eating inside</b>
<b>11.00am – 11.30am</b>	<b>supervised recess outside</b>
<b>11.30am – 1.30pm</b>	<b>on task time</b>
<b>1.30pm – 1.40pm</b>	<b>supervised lunch eating inside</b>
<b>1.40pm – 2.30pm</b>	<b>supervised lunch playtime outside</b>
<b>2.30pm – 3.30pm</b>	<b>on task time</b>
<b>3.30pm</b>	<b>collect children from classrooms</b>

The playground is supervised before school from 8.45am - 9.00am.



## LUNCHES

### We encourage healthy eating for healthy students

- ◆ Foundation students eat their lunch earlier than others and under teacher supervision
- ◆ Parents are advised that 'Fast Foods' are not permitted at our school
- ◆ Ensure that lunches brought from home arrive by 1:15pm
- ◆ Pack an appropriate snack and lunch for your child
- ◆ Playlunch and lunch should be wrapped separately



## FOOD AND ALLERGIES IN THE CLASSROOM

*It is requested that students **MUST AVOID HAVING ANY NUT PRODUCT BROUGHT TO SCHOOL IN LUNCHES**, e.g. Nutella. We have students in the school with severe life threatening allergies to nuts.*

*Please note: NO food is to be brought to school to share in the classrooms.*

It is part of the school's values and curriculum that teachers do celebrate and recognise the achievements and milestones of the students in relation to learning and special events. It is good to celebrate these special events; however, this causes great concern because of the children who have life threatening allergies and their inability to eat certain foods.

It has been decided for this reason to request that parents **do not** bring birthday cakes or any food to school to share. Grade teachers will continue to recognise and celebrate student birthdays as part of the normal practice in the classrooms.

***You must let the school know if your child is allergic to certain foods.***



## ATTENDANCE



Students are encouraged to attend school every day unless they are ill. Try to schedule appointments outside of school hours, if possible. If your child is sick, ensure they stay in bed so that they recover quickly. Please notify the school of your child's absence by telephoning, writing a note or entering it on **SENTRAL**. It is vital that students attend school without unnecessary interruptions to their learning.



## PROCESS FOR LEAVING EARLY

Should you need to collect your child early, you will be required to sign out and present an early leavers slip to the class teacher before collecting your child.

If another person is collecting your child at any time, please inform the office and class teacher of your arrangements. It is expected that all students will be collected by their parents or older brothers/sisters. Please use the side entrance near the Foundation playground when bringing or collecting your child or, if you have a pram, you could use the entrance with a ramp which is near the school staff car park .

Please do not use the office entrance when bringing your child to their classroom or when collecting your child after school.

## PUNCTUALITY

Arriving on time is essential for the following reasons:

- ◆ On task time begins at 9:00am. All important instructions, processes, collections, etc. occur during this session.
- ◆ If you arrive late, your child will require a late pass and the class roll will need to be marked again by the teacher.
- ◆ Being late can be unsettling for your child which is not a good start for the day.
- ◆ Late arrivals disturb working classes.
- ◆ Good habits should be developed early.
- ◆ Crossing flags are removed soon after classes commence.

## SCHOOL UNIFORM IS COMPULSORY

Navy blue tracksuit pants  
Navy blue shorts  
Blue checked school dress  
Sky blue polo shirt  
Navy blue windcheater  
School hat



Students who wear head scarves or head bands should select from the colours: white, light blue navy blue or black.

Students must wear flat shoes in plain colours, black, white or blue (not bright fluoro colours). They must always wear shoes that fully cover their toes, even on free dress days.



### Sun Smart Policy

## NO HAT, NO PLAY

Students are required to wear a hat outside during recess and lunch from September to the end of April. Please purchase a navy blue slouch hat with a wide brim for your child to keep at the school. If the hat is lost or damaged, you will be asked to purchase a new hat for your child.



### ART SMOCK

An art smock is an essential item for your child to wear during Art sessions and other craft activities in order to protect your child's uniform.

**All clothing and belongings should be clearly labelled.** School uniforms, in particular jumpers, must be named as students take them off during sport, etc. We are unable to return lost property to it's owner if we have no way of knowing who it belongs to.

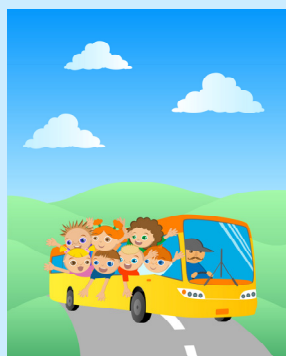
## Communication Bag

Foundation students are required to bring their blue communication bag every day. Please ensure that you check this daily as excursion notices and other important information will be placed in this bag for you to read. You can use it to return notices, money, absence notes or any other items that need to be sent to the teacher.



## Treasures From Home

While we do not wish to dampen your child's enthusiasm, it would be appreciated if all toys, jewellery, games, etc. are left at home. Treasures can be lost or broken and they are safer at home. The school cannot take responsibility for any loss or damage of these items.

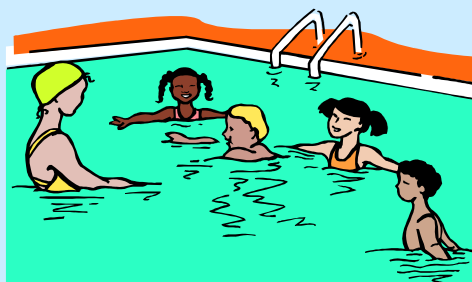


## Excursions

You will be informed via SENTRAL or by excursion notices sent home of an excursion arranged. You are required to read and give permission on SENTRAL or sign the permission note and, promptly return it to the teacher. We cannot take a student on the excursion if we do not have permission on SENTRAL or a signed permission note from the parent.

## Swimming Program

Students are given the opportunity to participate in a swimming program later in the year. Prior to the program starting, parents will be informed of the cost and the details.



## **Parent Helpers/ Volunteers**

To ensure that we maintain our Child Safe Standards, in accordance with Ministerial Order 870, the prevention of child abuse in schools, all parents, carers and volunteers wanting to assist in school activities need to have a current Working With Children Check (WWCC) card.

**Website: <http://www.workingwithchildren.vic.gov.au/>**

In 2024 all parent helper/carers/ volunteers will be required to produce their WWCC photo identification at the school office before they can assist in classrooms or with all other school activities.

For more information or clarification, please speak to the administration staff.





## School Crossings

Please ensure that your child uses the school crossing correctly. They need to wait for the cars to stop and then cross between the lines. It is only operational when the flags are displayed. For the safety of the children, parents are requested to obey all parking restrictions near the school. Council traffic officers regularly enforce parking restrictions near all schools.



## Primary School Nurse

Foundation students are provided with a free service as part of a network of local health and support services. Early in the year, parents will be provided with a questionnaire to complete about your child's health, development and wellbeing. The nurse will use this information to conduct a health assessment of your child and you will be provided with follow-up information.

## Contact Information

Please provide the office with details of any changes in your address, telephone numbers or email address. It is extremely important that the office is aware of these changes in case of an emergency. Please provide the office with an email address to receive a copy of the fortnightly newsletter.





## **SCHOOL COSTS FOR 2024**

- ◆ **The School Council will decide on the cost of school items later in 2023**
- ◆ **The school office is open Monday to Friday from 8.30am to 4.30pm. If you have any enquiries, please speak with our friendly office staff**
- ◆ **We have an EFTPOS facility for card payments which is the Department of Education's preferred method of payment**
- ◆ **If you have a valid 2024 concession card, please bring it to the school office to apply for the Camps, Sports and Excursion Fund (CSEF). If your application is successful, this Government funding will reduce your excursion costs.**



**Elenore Turner**  
Administration



**Salwa Aslam**  
Administration



**Val Korcari**  
Business Manager

## **TERM DATES 2024**

### **TERM ONE**

Monday 29th January —staff only at school.

Tuesday 30th January — Thursday 28th March

### **TERM TWO**

Monday 15th April — Friday 28th June

### **TERM THREE**

Monday 15th July — Friday 20th September

### **TERM FOUR**

Monday 7th October — Friday 20th December

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## **PUBLIC HOLIDAYS FOR 2024**

Friday 26th January — Australia Day

Monday 11th March — Labour Day

Friday 29th March — Good Friday

Thursday 25th April — ANZAC Day

Monday 10th June — King's Birthday

Friday before the AFL Grand Final— TBC

Tuesday 5th November — Melbourne Cup Day

**STUDENTS DO NOT COME TO SCHOOL ON PUBLIC HOLIDAYS**



*Please don't hesitate to discuss any queries or concerns that you may have regarding your child's education with your child's teacher.*

*We trust your association with Dandenong South Primary School will be a happy and rewarding one.*