



2023
Information
Booklet



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Principal's Message

Welcome to Seaholme Primary School.

On behalf of the staff and School Council, I would like to extend a warm welcome to all children and parents of the school, and also to those beginning at Seaholme Primary School. I am extremely proud and honoured to be this wonderful school's Principal and cherish the opportunity to assist in the development of our most precious resource – our children.

The school facilities ensure students are provided with an optimal learning environment. These include an architecturally designed main building with spacious classrooms and well equipped specialist areas. This building is complimented with a building completed in 2010 comprising more classrooms, a large open learning space and a library. Our vast grounds include an oval, basketball court as well as 3 play grounds, 2 sandpits and a rebound wall. In addition, we have café style seating to allow students a passive area to enjoy their break.

We offer a broad curriculum and a range of opportunities for all of our students to achieve excellence in academic, creative, social, cultural, sporting and community endeavours. We value collaborative learning, positive relationships and building capacity amongst our students to effectively allow them to engage in the world of the future, where problem solving, evaluating, working in teams, communicating, creating and innovating are not only valued concepts, but expected skills, attributes and capabilities. We are proud to be a high performing school.

We support the individual wellbeing of our students and provide a school environment that allows every student to thrive as they work towards achieving their personal best performance. We set high expectations for our students and partner them in their learning to deepen their knowledge, provide enriching and innovative learning experiences, while also gently supporting our students out of their comfort zone to attempt new challenges.

The staff at Seaholme Primary School are enthusiastic, highly professional educators who bring a wealth of knowledge and commitment to their crucial task of guiding students towards a fulfilling and productive seven years of primary education. Our students' achievements in their learning is a direct result of the dedicated, professional teachers who constantly provide diverse, rich, engaging and outstanding educational programs within an environment which is caring, friendly, respective and responsive to their needs.

We have a very strong emphasis on the professional learning of staff, through rich Professional Learning Communities (PLCs) inquiries. Furthermore, Seaholme Primary School has been acknowledged by the Department of Education and Training, by engaging our services as a PLC Link School to support other schools to further their staff professional learning process.

We value relationships and connections and work hard to develop these with the community. We encourage our students to develop respectful relationships with their peers, teachers and the broader community. We instil in our students a keen social conscience and the capacity to make ethical decisions. Our students leave Seaholme Primary School, with the skills, mind sets and qualities that will best equip them for success in the world of the future. Our students are intelligent, resilient, creative, imaginative, disciplined, dedicated to lifelong learning, respectful and ethical. They are the future leaders and role models of society.

We are very proud of all members of the Seaholme Primary School community and the work they put in to make our school, one of the leaders in education within our region.

Principal - James Barger





Principal Acting Assistant Principal

James Barger Leah McClelland

Office Team

Business Managers: Rachael Stevanovski

Susan Day

Administration Assistant: Ruth Ogden

First Aid Officer: Jennie Dennis

Office Hours

The school office hours are 8:00am until 4:00pm every school day. All enquiries should be directed through the school office. All visitors to the school must report to the school office. An answering machine operates outside of these hours for your convenience.

School Contact Information

School Address: 33 Civic Parade, Altona, 3018

Telephone: (03) 9398 2806

Out of school hours care (OSHC): 0407 351 811

Email: seaholme.ps@education.vic.gov.au

Web: www.seaholmeps.vic.edu.au

Term Dates 2023

Term 1: Monday 30 January to Thursday 6 April

Term 2: Monday 24 April to Friday 23 June

Term 3: Monday 10 July to Friday 15 September

Term 4: Monday 2 October to Wednesday 20 December

Attendance Times for Foundation Students

Foundation students start school on Monday 30 January 2023. Foundation students will then attend school from 9:00am until 3:30pm on Mondays, Tuesdays, Thursdays and Fridays until the week beginning Monday 4 March 2023. Each Wednesday during the month of February will be utilised as a Foundation student assessment day. Each of the new Foundation students will be invited to a one-on-one assessment meeting with his/her teacher on one of these rest days. This enables teachers to get to know your child and his/her strengths to ensure the teaching and learning program meets your child's needs.

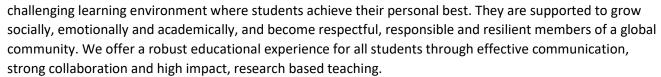
^{**}Pupil free days to be confirmed

School Overview

Seaholme Primary School is situated in Civic Parade Altona, a bayside suburb south-west of Melbourne. The school has an enrolment of approximately 325 children and we have 14 classrooms with a mixture of straight and composite classes throughout the school.

At Seaholme Primary School, we work together with our community to ensure 'Success for All'.

We provide a stimulating, creative and



Our school aims to provide an environment where our children can be expressive, creative and engaged. We are committed to a partnership of teachers, support staff, parents and students in providing a caring, friendly and safe learning environment. The curriculum at our school is based on the philosophy that children learn best when their experiences at school are structured and enhanced by student voice and agency. We strive to improve student learning outcomes in literacy and numeracy as the essential foundation for access to future educational pathways.

We aim for all of our students to have a strong sense of community whilst striving for excellence and maximising their potential. We value relationships and connections and work hard to develop these with the community. We encourage our students to develop respectful relationships with their peers, teachers and the broader community.

We instil in our students a keen social conscience and the capacity to make ethical decisions. Our students leave Seaholme Primary School with the skills, mindsets and qualities that will best equip them for success in an ever changing world. Our students are intelligent, resilient, creative, imaginative, disciplined, dedicated to life-long learning, respectful and ethical

Our school values are designed to underpin all that we do. The school values describe the guiding principles and beliefs of the school community. We expect staff, students and parents to model these values in all interactions. We see ourselves as a community of learners, eager to improve and do the best we can for ourselves and others.

Our values are:

Respect - Being honest and valuing ourselves, other people and property.

Responsibility - Behaving sensibly and making good choices.

Resilience - Coping and bouncing back after experiencing difficult situations.



School Operations

Each morning at 8:57am, music plays throughout the school yard to alert students to make their way to their classroom. The bell rings at 9:00am, this signifies the start of the school day. The school day concludes for students with a bell at 3:30pm.

<u>Note:</u> Students should arrive at school between 8:45am and 8:55am. Supervision is provided in the school grounds from 8:45am until 3:45pm. No student should be in the



school grounds outside these hours. Our Out of School Hours Care program is provided beyond these times if required.

Bell times throughout the day are:

8:57am	Music plays throughout the school yard to alert students to move to their classrooms
9:00am*	Bells rings and school day commences

11:00am Morning recess commences

11:30am* Morning recess concludes

1:30pm Lunch commences and students eat their lunch in the classroom

1:40pm Students make their way to the playground

2:30pm* Lunchtime finishes and students return to their classes

3:30pm Students are dismissed from school for the day

Student Absences

Regular school attendance is vital to maintain a high level of student achievement and engagement, supports peer interactions and develops independence. All absences must be reported to the school prior to the commencement of the school day. Parents have several methods of reporting a student absence to the school:

- registering the absence on the Compass App (preferred method)
- leaving a phone message on the auto attend facility (03 9398-2806)
- emailing the school at seaholme.ps@education.vic.gov.au

For extended periods of absence, please email the school: seaholme.ps@education.vic.gov.au

Parent Contact Details

Parents are requested to immediately inform the school office and their child's class teacher if there is a change of contact telephone number, address or any other details at any stage throughout the year. Accurate records and current mobile details are of utmost importance when urgent contact with parents is require.

^{*} Music is played throughout the school ground to alert students to make their way to the classroom prior to the bell sounding

Punctuality

Students are requested to be punctual for all school activities. Students should arrive at school between 8:45am and 8:55am. If your child arrives after the 9:00am bell, they need to report to the school office to have their arrival time recorded and collect a 'Late to School' pass.

This pass is then provided to the classroom teacher by the student.

Late arrival to school is disruptive to class programs

and adds undue stress to the student, teachers and peers. Once a child arrives at school, they should not leave the school grounds without a parent. Once a student leaves school at the end of the school day, they should not return without a parent.

Student Early Release

The school is responsible for the safety of your child during school hours. Parents wanting to collect their child during school hours must report to the school office to have the dismissal recorded and collect an 'Early Dismissal' pass. This pass is provided to the classroom teacher and the child is dismissed. No child is to be collected from the school during the school day without an 'Early Dismissal' pass being issued.

School Uniform

Seaholme Primary School has a compulsory school uniform that is required to be worn by all students. The wearing of a school uniform promotes school identity, a sense of community and school pride. The students at Seaholme Primary School proudly wear the school colours – maroon, gold and white.

Double C Jeanery in Laverton are our uniform supplier. Uniforms can be purchased directly from Double C Jeanery located at 2 Aviation Road, Laverton Victoria 3028. They can also be contacted via phone number 9369 4307.

The Seaholme Primary School Uniform complies with SunSmart guidelines. The uniform items are:

- Gold polo shirt with short sleeves
- White polo shirt with short sleeves
- Maroon polar fleece jacket
- Maroon bomber jacket with gold bands
- Maroon shorts unisex
- Maroon boot-cut pants
- School summer dress
- Maroon skort

- Gold polo shirt with long sleeves
- White polo shirt with long sleeves
- Maroon windcheater
- Maroon vest
- Maroon tracksuit pants
- Gold school legionnaire or bucket hat
- School winter tunic
- Tartan skort
- Seaholme primary sports top

Curriculum

The curriculum of Seaholme Primary School is based upon the Victorian Curriculum as set out in the guidelines of the Department of Education & Early Childhood Development and the Board of Studies.

Free Dress / Out of Uniform Days

Junior School Council organises free dress days throughout the year to raise money for various organisations, charities and school fundraising initiatives. These days are held throughout each term and students are asked Parade to bring along a gold coin donation if they would like to come to school in casual clothes on these days. Parents are notified of these days in advance via the school newsletter, school assemblies and via the Compass App. In addition, special activity days such as the Book Week, Multi-Cultural Day and Footy Colours Day may be held during the year and students may come to school dressed accordingly.



SunSmart

Seaholme Primary School is an accredited SunSmart school and adheres to the 'No Hat, No Play!' policy. At recess and lunch times whenever UV levels reach 3 and above, all students must wear a hat when playing outside. Students are required to wear a school hat or another hat style that protects the face, neck and ears when outdoors, for example broad-brimmed, legionnaire or bucket. Students who may not be wearing appropriate protective clothing or a hat may be asked to play in the shade or in a suitable area protected from the sun.

SunSmart school hats are available for purchase either at our uniform supplier Double C Jeanery in Laverton or from the school office. Parents are to ensure that their child's name and grade is clearly marked on the inside of the hat. Parents are also requested to ensure that sunscreen is applied to their child prior to coming to school each morning.

Further information regarding our SunSmart policy can be obtained via the school web page.

School Photographs

Professional photographs of individual students and classes are taken each year. Photographs are usually taken during Term One with parents being notified through the school communication processes. Pricing and order details are provided to parents in advance.

Out of School Hours Care (OSHC)

The OSHC program operates daily at Seaholme Primary School. The hours are before school from 6:45am until 8:45am and after school from 3:30pm until 6:00pm. All parents are encouraged to complete a registration form for each child attending Seaholme Primary School. This allows you to access the program on either a casual or regular basis or in the event of an emergency. Please inquire at the office for further information. Note: Students cannot attend OSHC unless the registration form has been completed. The Seaholme Primary School Out of School Hours Care phone number is: 0407 351 811.

Pupil Free Days

During the course of the year four days are set aside for curriculum planning, professional development and reporting to parents. Students do not attend school on these days. Parents will be notified of these days well in advance via the school communication processes. The Seaholme Primary School Out of School Hours Care Program operates on these days to provide care for students as required. Bookings can be made by calling 0407 351 811.

Lost Property

Parents are asked to mark all of their child's clothing clearly with a permanent marker or printed label. The lost property box is located near the Art Room. Every attempt is made to return lost or misplaced items of school clothing to students when found, however parents should encourage their child to take care of belongings throughout the day.

Personal Belongings

Private property, including expensive toys, brought to school by students is not insured. Neither the school nor the Department of Education & Early Childhood Development is responsible for any loss. Mobile phones need to be left at the school office during the school day, in accordance with our mobile phone policy.

Road Safety

Please ensure that you use the designated school crossings on Civic Parade and Millers Road and the underpass on Millers Road. Do <u>not</u> allow your children to cross the road at any other point. Parents are also asked to observe the normal legal parking regulations in the vicinity of the school. Setting a good example to your child/children is one of the best ways you can teach them to be safe and responsible at all times.

Parking

Due to the limited size of our car-park we are not able to provide parking for parents within the school grounds. Parents are asked to show respect for the neighbouring properties and not park over driveways. Parents delivering or picking up children are <u>not</u> to use the driveway. <u>Note:</u> Parking along the school boundaries on Millers Road and Civic Parade is limited to 10 minutes at the start and end of each school day. A School Zone speed limit of 40kph is in force on both boundaries.

Buddy Program

A buddy program will operate for Foundation students. The buddy program enhances the academic, social and pastoral wellbeing of our Foundation students. Older students are buddied with the newly enrolled Foundation students at the start of the school year and are encouraged to support their buddy.



Parent Payments

The Compass App is the preferred method for making payments and consenting to events such as incursions and excursions.

The QKR App is the preferred payment method for our Out of School Hours Care Program (OSHC) and book list.

Both the Compass App and QKR Apps are available to download in the applicable store for android and apple devices. If you require assistance using the Compass or QKR Apps, please contact the school office for assistance.

EFTPOS payments can be processed at the school office, however this is not the preferred option. Payment envelopes are available at the school office for this purpose. Once completed, payment envelopes can be provided to the school office.

Please note that cash will only be accepted for fundraising initiatives such as special lunch days, raffles etc.

Excursions / Incursions

All students are encouraged to participate in class incursions/excursions as they are a valuable learning experience and are organised to broaden classroom experiences. We recognise the need to keep costs to a reasonable level and therefore we have introduced an Excursion Contribution of \$120. It will cover the cost of all classroom and curriculum-based activities for the year. Where possible, notification of the excursions planned for the term will be made at the start of the term. Notification of upcoming incursions/excursions will be communicated



via the Compass App. Parents will be required to grant permission for their child to attend excursions via the Compass App.

Parental Assistance

Throughout the year, many tasks have to be performed which are essential for the great variety of educational programs organised by the school. Some examples are: listening to students read, minor maintenance, gardening, sport, art/craft, computer support, changing students' library books, shelving, repairing and processing library books and assisting on excursions. We welcome any assistance parents can give, whether occasional or regular. All parents volunteering at the school must have a valid Working with Children check and provide a copy of the card to the school office.

Inclement Weather Timetable

If it is wet during recess or lunch time students will remain in the classrooms where they will be supervised by teachers. This may also occur during very windy or very hot days.

Library

All students are encouraged to borrow library books on a regular basis. They are able to change their books each week. It is most important that books are returned on time. Students must have a 'borrowing bag' for collection and storage of library books.

School Property

In the event of any home reading books, library books or other school property becoming lost or damaged during the year, payment to cover this loss may be requested.



Communication

Good communication between home and school is essential for your child's welfare. We value a close working relationship between home and school and if you have concerns about your child's school life, please make an appointment to discuss this personally with the class teacher. Parents are requested to make a mutually suitable appointment time either before class in the morning or at the end of the school day. If after meeting with the class teacher the issue has not been satisfactorily resolved, please contact the school office to make an appointment with a member of the Leadership Team.

Newsletter

A school newsletter is communicated to parents/carers on a regular basis with information regarding forthcoming events. This is an important part of our communication to you and we do urge you to read the newsletter. The link to our newsletter is communicated via Compass.

Compass

The Compass parent portal was introduced in 2017 at Seaholme Primary School. Compass provides parents with information relating to student progress, events, attendance and is a key communication tool between the school and parents.

Regular newsfeeds are sent to parents via the Compass App and there is an events calendar for parents to view.

The free Compass App is available for download on iPhone, iPad, android phones, android tablets and on PC's. Parents are requested to download the App to their device. Each family is provided with a login id on commencement at Seaholme Primary School.

Whole School Assemblies

Whole school assemblies create a cohesive school community and foster school spirit. They provide the opportunity for sharing and celebrating student achievement and communicating information about school programs and events. Our school captains and vice captains proudly host our assemblies each week, leading by example and celebrating our school successes. Parents are welcome to attend our whole school assemblies.



Parent Teacher Conferences

Parent-teacher conferences are an important part of the school's educational program and your attendance is vital. Our reporting to parent's program includes the following:

- 1. A meet the teacher information session is conducted during Term One. This meeting is an opportunity for parents to inform teachers of any special needs or concerns they have in regards to their children and for the teacher to discuss different aspects of the upcoming year's work. It is not an interview to discuss academic progress.
- 2. Mid-year student reports are provided to all parents/guardians at the end of Term Two with a follow-up parent/teacher conference at the beginning of Term Three to discuss student progress.
- 3. Our Student Portfolios are sent home bi-annually. Parents are invited to comment on the work samples provided.
- 4. End-of-year student reports are provided in December.
- 5. Parents are encouraged to arrange meetings with class teachers at mutually agreed times any time throughout the year to address concerns.



Health of Your Child

It is imperative that the school has an accurate and upto-date record of all contact names and numbers to be used in the case of an emergency with a student. If there is any change of address or contact numbers, either at home or at work, please inform the school immediately.

Accidents at school

If a student is injured, trained staff will administer first aid but will not give medication. Parents will be

notified immediately if there is the slightest doubt regarding the severity of an injury.



Illness at school

Parents will be notified to collect their child from school at any time he/she shows signs of being unwell. In the event that a parent cannot be contacted, the school will endeavour to make contact with an Emergency Contact as listed on the students enrolment form.

Immunisation

A School Entry Immunisation Certificate is required before a child can be enrolled. Should we have contagious diseases such as measles in the school it is a requirement that we send the child home if we have not been provided with a current Immunisation Certificate.

Medical History

Please inform the school if your child has an illness or disability. All information is regarded as confidential.

Medication

Please inform the teacher of any medical conditions and the medication currently being taken by your child. If medication is to be administered at school, parents must complete a *Student Medication Notification* form and hand it in to the office together with the medication. These forms can be obtained from the school office and are also available on the school website. A copy is also included in this booklet. All medication must be clearly labelled with the child's name and dosage required.

<u>Please note:</u> Students must <u>not</u> be in possession of any type of medication at school. An exception is made for asthma puffers, but the school must be informed of any student who needs to carry a puffer with them.

School Nursing Program

A School Nurse visits the school annually to carry out vision, hearing and general health screenings for Foundation students. Information regarding this service and the timing of the visit will be communicated when available. The visits generally occur in Term Four.

Infectious Diseases

Victoria regulates to prevent the spread of infectious disease by requiring some children to temporarily stop attending primary school and children's services, such as childcare and kindergarten if their attendance will put them or others at risk of contracting or spreading an infectious disease.

Primary schools and children's services are settings where there can be an increased risk for transmission of certain infectious diseases. Exclusion of children with particular infections (known as cases) is the most important way to reduce transmission of infectious disease in these settings. In some limited circumstances, it is important to exclude children who have been exposed to particular infections (known as contacts).

Conditions	Exclusion of cases	Exclusion of Contacts		
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded		
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded		
Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded		
Diarrhoeal illness ¹	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded		
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Chief Health Officer		
Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded		
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded		
Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded		
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded		
Hepatitis B	Exclusion is not necessary	Not excluded		
Hepatitis C	Exclusion is not necessary	Not excluded		
Herpes (cold sores) Young children unable to comply with go hygiene practices should be excluded what the lesion is weeping. Lesions to be covered by dressing, where possible		Not excluded		
Human immuno-deficiency virus infection (HIV)	Exclusion is not necessary	Not excluded		
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded		
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health officer		
Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded		

¹ Diarrhoeal illness includes instances where certain pathogens are identified including Amebiasis (*Entamoeba histolytica*), Campylobacter spp., Salmonella spp., Shigella spp. and intestinal worms, but is not limited to infection with these pathogens.

Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility		
Meningitis (bacterial —other than meningococcal meningitis)	Exclude until well	Not excluded		
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy		
Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded		
Molluscum contagiosum	Exclusion is not necessary	Not excluded		
Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment		
Poliovirus infection	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded		
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded		
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded		
Severe Acute Respiratory Syndrome (SARS) Exclude until medical certificate of recovery is produced		Not excluded unless considered necessary by the Chief Health Officer		
Shiga toxin or Verotoxin producing <i>Escherichia coli</i> (STEC or VTEC)	Exclude if required by the Chief Health officer and only for the period specified by the Chief Health Officer	Not excluded		
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded		
Tuberculosis (excluding latent tuberculosis) ²	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded		
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer		

² Diarrhoeal illness includes instances where certain pathogens are identified including Amebiasis (*Entamoeba histolytica*), Campylobacter spp., Salmonella spp., Shigella spp. and intestinal worms, but is not limited to infection with these pathogens.

School Wide Positive Behaviours



Our school has a strong set of values, RESPECT, RESPONSIBILITY and RESILIENCE, which underpin all we do. These are explicitly taught to the students and they are encouraged to display our values at all times. Students are acknowledged for demonstrating our school values, RESPECT, RESPONSIBILITY and RESILIENCE, in the classroom and in the playground.

Students receive stickers which they place on a chart in their classroom. When students receive the nominated number of stickers for a particular value, they receive the corresponding wristband.

Parents, careers, students and staff all share responsibility for ensuring that Seaholme Primary School is a positive, respectful and safe school environment.

Our School Wide Positive Behaviors Student, Staff and Community Matrices clearly detail our commitment to our values of Respect, Responsibility and Resilience. Our School Wide Positive Behaviors are the centre of all of our decision making and are the foundation for our success.



Notes			



We warmly welcome you to our wonderful community at Seaholme Primary School.



We at Seaholme Primary School acknowledge the Yalukit-Willam people of the Boon Wurrung are the traditional custodians of the land on which our school has been built. We pay our respects to Aboriginal and Torres Strait Islander people past, present and emerging.