



Tootgarook Primary School

Achieving personal excellence, empowering students in a supportive community.

Foundation Information Booklet



Principal: Mr Wayne Whitworth

7 Carmichael St, Tootgarook

Phone: (03) 5985 2864

Message from the Principal

I am honoured and feel very privileged to be the Principal of Tootgarook Primary School. I am always excited and look forward to working with our students, staff and parents to make Tootgarook PS the best school it can be.

My commitment to our community is to lead the school with enthusiasm and passion to enable us to reach our goals.

We will continue to develop and enhance a school that:

- Focuses on achieving personal excellence
- Strives for empowering student voice
- Reflects the RICH values of its community
- Involves the community in learning
- Develops true partnerships that value each child

Tootgarook is a school dedicated to providing the best learning opportunities for each and every student. School Council, Parent's Association and Staff are committed to providing the environment and resources that will empower all of our students with the skills and social competencies that will enable them to achieve personal excellence. We are committed to continuing the school's tradition of providing excellence for all. We offer a curriculum that is both innovative and comprehensive. Our focus on high achievement is unrelenting. We hold the expectation that all our students will achieve high levels of Literacy and Numeracy upon completion of their educational journey with us.

There is a commitment to a curriculum approach through inquiry learning. We acknowledge and cater for different rates and styles of learning. The development of higher order thinking skills, risk taking, adaptability, cooperation and sound communication techniques are fostered. The core Literacy and Numeracy curriculum is complemented with a very active specialist program where students experience learning within the Performing Arts, Visual Arts, Language other than English (Polish) Music, STEM and Physical Education areas.

We truly have a fantastic school with a supportive and involved parent community, dedicated and highly skilful staff, excellent resources and buildings and the most fantastic students to work with.

Sincerely,
Wayne Whitworth



Acknowledgement of Country

We acknowledge the Traditional Custodians of the land on which we teach, learn, play and grow, the Bunurong people of the South-Eastern Kulin Nation and recognise their continuing connection to the land, the bay, the wetlands and the community.

We also pay our respects to the Elders, both past and present and to those of the future, for they hold the memories, the traditions, the cultures and the hopes of Aboriginal Australia.

Our Vision Statement

Achieving personal excellence, empowering students in a supportive community.

School Strategic Plan

As part of the Department of Education and Training (DET) guidelines, we have a four year School Strategic Plan 2018 - 2021, which outlines our priorities and shows in which direction our school is headed within this time frame. Parents are invited to ask at the office for a copy of the School Strategic Plan or Annual Implementation Plan or view a copy on our website at <https://www.tootps.vic.edu.au/>



Our Values



Respect:

- We treat others how we would like to be treated
- We respect the needs and rights of others
- We are mindful and considerate
- We practice empathy
- We are thoughtful
- We are communicators
- We practice kindness
- We are trustworthy
- We practice appreciation
- We act with dignity



Integrity:

- We strive for personal excellence
- We learn from our mistakes
- We are punctual
- We are trustworthy
- We are problem solvers
- We take responsibility



Celebration:

- We value the uniqueness and talents of others
- We acknowledge the efforts, behaviours and achievements of others
- We acknowledge the cultural and personal celebrations of others



Honesty:

- We practice truthfulness
- We practice fairness
- We are prepared and ready to learn

General Information

Contact Details

Tootgarook Primary School
7 Carmichael St, Tootgarook, 3941

Principal: Wayne Whitworth
Business Manager: Stella White
Administration Staff: Justine Beagley, Kristie Greer, Melisa Peterson

Phone: (03) 5985 2864

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

Web page: <https://www.tootps.vic.edu.au/>

Facebook <https://www.facebook.com/TootgarookPrimarySchool>

2024 Term Dates

	Start Date	Finish Date
Term 1	29 th January Students start 30 th January in government schools	28 th March
Term 2	15 th April	28 th June
Term 3	15 th July	20 th September
Term 4	7 th October	20 th December

An SWPBS framework promotes a proactive approach to teaching behavioural expectations and acknowledges students for following them, rather than waiting for errors to occur before responding. This ensures a consistent approach to preventing problem behaviour with clearly defined expectations and routines which are developed and taught by school staff. Like academic skills that have been learned initially, social skills must be regularly practised and acknowledged frequently to ensure mastery and sustained use.

- Students know and understand our RICH school values: Respect, Integrity, Celebration and Honesty. The language of these values is embedded in the teaching and learning in all areas of the curriculum.
- Students are taught the expected behaviours through the use of our Tootgarook Primary School Behaviour matrix. The TPS Behaviour Matrix was developed through consultation with teachers, students and the school community. It explicitly identifies what is expected when we are in different areas of the school. Our teachers use the matrix to teach Values Lessons where students learn how to become positive role models both at school and in our community.
- Positive acknowledgment is a major component of our SWPBS framework. When students are observed to be displaying positive behaviour they will be acknowledged verbally and with a RICH ticket. When students meet a RICH ticket milestone, they are able to redeem them for a rewards/acknowledgement.



Curriculum

At Tootgarook Primary School, the learner is at the centre of all that we do. Excellence in teaching and learning and high academic expectations underpin our learning programs. We aim to develop inquiring, life-long learners who appreciate the richness of the world, view life through confident eyes and act to promote a peaceful, sustainable world.

The curriculum in our school is based on the Victorian Curriculum and student assessment is completed against the Victorian priorities and standards.

Please refer to the Tootgarook Primary School website for more information about each curriculum area <https://www.tootps.vic.edu.au/>

Learning Areas:

- English
- Mathematics
- Wellbeing
- Guided Inquiry
- Digital Technologies
- STEM
- Physical Education
- Art
- Music
- Language other than English (Polish)

We acknowledge that our students are diverse, they have individual needs and abilities, therefore the teaching and learning at Tootgarook Primary School is differentiated to suit the specific needs of our students. Each student has individual learning goals in English and Mathematics and they are supported to achieve their goals at their own pace.

Additional programs & features

Our students are offered a diverse range of enriching and engaging extra curricular activities to promote interests, skills and experiences.

- Foundation-developmental play-based and outdoor learning program
- Multi-age Buddy groupings fostering pastoral care and relationships across all ages
- Interschool sports/house sports, swimming and PMP (perceptual motor program)
- Student performances and concerts
- Special participation days including Ride 2 School and Walk 2 School

‘Taking a Leap into learning’

- Excursions, incursions and camps linked to curriculum focus areas
- Student Health Ambassador Program
- Energy Breakthrough Challenge
- Extensive transition programs from Preschool to Foundation and Year 6 to Year 7
- Breakfast Club, Running Club
- Programs facilitated by outside organisations such as:
 - Story dogs
 - Equine Therapy
 - Play for change
 - Canine comprehension



'Taking a Leap into learning'

Your Child's Enrolment Form

This confidential enrolment form asks for personal information about your child as well as family members and others who provide care for your child. The main purpose for collecting this information is so that the school can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Tootgarook Primary School and the Department of Education and Training are required by law to protect the information provided by this enrolment form.

Health information is required so that staff can properly care for your child. This includes information about any medical condition or disability your child may have, medication your child may rely on while at school, any known allergies and contact details of your child's doctor.

Current and updated details of parents, guardians or carers are required in the event that we may need to contact you. Family Court Orders outlining any access restrictions and parenting plans must be made available. Please tell us as soon as possible about any changes to these arrangements.

Emergency Contacts

These are people that we may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as an emergency contact and agree to their details being provided. If and when contact numbers or names change, please update at the office immediately.

Student Background Information

This includes information about a person's country of birth, aboriginality, language spoken at home and parent occupation. This information is collected so that the school receives appropriate resource allocations for our students.

Immunisation Status

This assists the school in managing health risks for children and is a requirement upon enrolling.

Updating Your Child's Records

Please let the school know if/when any information pertaining to your child has changed by sending updated information to the school office.

Helpful Information A-Z

Assembly

Assembly is held in our hall on a Thursday at 2:45pm, once a fortnight. You will be advised of dates through the schools Enews. Parents are welcome to attend the assembly where we share special events and achievements of students.

Before and After School Care

At Tootgarook Primary we offer before and after school care 5 days a week, we work in conjunction with Camp Australia to provide this service to our school community.

Bikes and scooters

If your child rides a bike/scooter to and from school, he/she must wear an approved bike helmet. Riding bikes/scooters in the school ground is not allowed. Bicycles/scooters can be stored in bike racks provided.

Booklists

The school supplies the essential items for students' learning. Parents can choose to contribute. A schedule to advise parents of what will be provided will be sent out at the end of the year. Please see [Parent Payment Policy](#) for more information.

Book Club- Scholastic

Under this scheme, children are given the opportunity to purchase a variety of books for their personal libraries. Approximately six times a year they will receive a form describing books from which they can make a selection. The aim of the club is to encourage children to read for enjoyment and to provide a selection of books that appeal to children of all abilities. The school also conducts a Book Fair during the year.

Buddy Program

A year 5 buddy provides your child with additional support in his/her first year at school. This assistance includes specific classroom activities as well as in the playground during recess and lunchtime. The program develops responsibility and empathy in our senior students.

Breakfast Club

Tootgarook Primary Breakfast Club meets every Tuesday, Wednesday and Thursday mornings during school terms, 8.15 - 8.45 am in the school kitchen. We would like to thank local organisations and businesses who have contributed to our Breakfast Club and our Parent who runs the program.

Car Park

The staff car park is provided for the staff and official visitors only. Parents are requested not to use this car park for picking up their children and to adhere to the parking signs around the school (Kiss and Go etc.).

Communication

Communication between staff, families and the community is vitally important to us at Tootgarook Primary School. If you have a question or a concern, please talk to us directly so that we can assist.

Compass

Tootgarook Primary School uses Compass as its communication tool with the families of each student. Compass allows families:

- To access a newsfeed specific to your family. The newsfeed will have information regarding events, changes in events, activities etc. that are happening at the school.
- Monitor attendance and enter any absences your child/ren may have.
- The school's fortnightly Enews, permission forms and school documents are published on Compass.
- Book parent/teacher conferences.
- Reports are published on Compass for each child in terms two and four as a pdf file.
- Consent and payment for camps and excursions.

Compass is available as an app for your smartphone, which you can download via the Google Play or Apple App stores. You will need a log in letter from the school that shows your Compass ID and password to gain access. For further information see <https://tootps-vic.compass.education>



Computers and ICT

At Tootgarook Primary School students use devices as integrated tools in their daily learning and as part of their preparation to participate in the ever-changing world of technology. Your child will have access to networked computers in all of the classrooms. There is also a bank of laptops that can be used, as well as tablets and iPads.

CSEF

The Camps, Sports and Excursions Fund helps ensure that no student will miss out on the opportunity to join their classmates for important, educational and fun activities. It is part of making Victoria the Education State and the Government's commitment to breaking the link between a student's background and their outcomes.

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. Application forms can be downloaded from [here](#) or are available at the office.

Curriculum Days

All Victorian schools have four Pupil Free days per year. The first day of the school year is a mandated pupil free day in all Victorian schools. There will be another three Pupil Free Days throughout the year and you will be advised of these dates well in advance so that you can make alternative arrangements for your children if need be.

ENews

Sent out Fortnightly through Compass. A mobile friendly format containing the Principal's Report, photos of students over the fortnight, information on upcoming events and programs plus a What's On in the community page.

First Aid

We are equipped with first aid facilities sufficient to deal with minor injuries, and for asthma sufferers. Accidents in the playground or in class are treated at school, with contact made to parents or a doctor or ambulance if we believe it is the most appropriate action. You will be notified immediately if your child receives a bump to the head while at school.

Head Lice

Please be vigilant in relation to checking your child's hair and begin treatment immediately upon detection. Notify the school so that we can send a '*Head Lice Alert*' home to other families. If a student is observed to have head lice while in attendance at school, parents will be contacted and the student will be isolated from other children until collected.

Immunisations

Immunisation records must be provided to the office on enrolment and parents are urged to make sure their children have received the appropriate immunisations, to prevent serious illness in their own children and to ensure vulnerable people who are not able to be immunised are not put at risk. If details are not provided, it is assumed the child has not been immunised and may be excluded if there is an outbreak of disease.

Library

At Tootgarook Primary School we have a wonderful library that children are encouraged to access regularly. Children may borrow books with the loan period being two weeks. Please encourage your child to take care of the books they borrow and return them on time.

Lost Property

Please make sure you name each piece of your child's uniform, including their hats! Do not encourage your child to bring items of value to school. The school cannot take responsibility for items lost at school, on camps or excursions.

Lunch orders

Lunches can be ordered on Monday, Tuesday, Wednesday, Thursday & Friday. Menu and price list will be sent home at the start of Term One. Orders are written on a brown paper bag and placed in the box provided in the main office by 9.15am daily. Orders are then returned to school by 1:30pm each day and children collect them from the main office.

Children are encouraged to embrace nutritious habits and all students are encouraged to bring a piece of fruit each day. Prep-2 students have a fruit snack break during the first learning session. Children are also encouraged to have water bottles in the grade and maintain hydration during the day. Soft drinks and cordial are not allowed during learning times.

Lunchtimes

Children are supervised by teachers during the 10 minute eating period either inside or outside (depending on the weather). Lunch wrappers are not to be taken into the school yard to minimise litter and we encourage *Nude Food* wherever possible.

Medications

If medicine is necessary during school hours, a form from the office must be filled in. This medication is then kept in the office and administered from there. If your child is considered unwell, please keep him/her at home.

Parental Involvement

At Tootgarook Primary School we pride ourselves on building a school community focused on developing positive relationships and working collaboratively to give our students the best opportunities possible. When parents take an interest in their child's school life and are actively involved in supporting the endeavours of the school in whatever capacity they can, a greater sense of community is developed and the school functions more effectively. Please consider the ways to become involved in school life and experience the 'connection' to our school and the friendships that develop from your involvement. Here are some examples:

- School Council
- Fundraising and Social Activities
- Information programs
- Special Events
- Perceptual Motor Program (PMP)
- Classroom Helpers' programs
- Sporting activities
- Excursions and camps

Please note that a 'Working with Children Check' is a requirement for all parent helpers in school activities.

Payments

Parents can make contributions and pay for camps and excursions with cash or EFTPOS at the office, bank transfer or via Compass Pay. Banking details available at the office.

Play in Foundation

To assist in the smooth transition between Pre-School and school, the Foundation (Prep) program features Investigative Learning which involves guided, child directed and adult led play activities. These activities are carefully planned to engage students and to make connections with their own inquiry questions and the Guided Inquiry Units studied throughout the school. Oral Language, reading, writing, numeracy, thinking, ICT and social skills develop and are extended from student participation in play based learning.

School Attendance

Full time attendance is vital to your child's learning and development. If your child must be absent from school, please inform the school via a phone call is required to inform the school. Consistent absenteeism will be followed up by the school and reported on according to DET requirements.

School Council

This is the governing body of the school, and together with the Principal, controls the general organisation of the school. Maintenance and development of the grounds and buildings, allocation of finance and the tendering of advice on curriculum matters are some of the main responsibilities of the Council. Council is made up of parent, community and school representatives, and once elected a Councillor stays in office for two years.

Student Leaders

At Tootgarook Primary School we offer our students many opportunities to develop leadership qualities during their years. We have a range of Student Leadership Teams that help influence a broad range of decisions to help manage and organise effective running of the school.

Sun Smart

The school endorses the Sun Smart approach to living. A broad brimmed hat is compulsory from September to April (Terms 1 & 4). Children who do not have the appropriate hat are required to play in designated shade areas. Hats are available from Beleza, in Rosebud.

Transition from Kinder to School

Children's adjustment to their first year at school is strongly influenced by their familiarity with the school setting. At Tootgarook Primary School, we believe it is of vital importance to make the transition from home or a preschool setting to the school situation as smooth as possible. Upon enrolment in Foundation and as the year progresses, we will provide you with further information regarding our transition process.

Uniform

Tootgarook Primary School's Uniform Policy requires that all children wear appropriate uniform. A full range of uniform, (complete with school logo) is available from Beleza, in Rosebud. Open sandals or thongs are not permitted.

Yard Supervision



Yard supervision operates from 8:30am to 8:45am, recess, lunchtime and from 3:15pm to 3:30pm. Parents should make every effort to collect their children on time, but if a delay is unavoidable they should telephone the school.



'Taking a Leap into learning'

Childhood Development

All children have a right to respectful treatment and the inclusion of their perspectives in decision making. Children have a right to participate in decisions that affect them. This requires professionals to provide opportunities and challenges that afford children the space, time, voice, audience and capacity to make a difference in their environment. Children may show ingenuity, creativity and skills that were previously unnoticed. Children construct their own understandings and co-construct understandings with both adults and children, contribute to the learning of others, and initiate and lead their own learning.
(Victorian Early Years Learning and Development Framework)

At Tootgarook Primary School, we work with a range of Victorian Curriculum documents to ensure that we provide our students with an engaging, respectful and challenging curriculum. We recognize that children learn and grow at different rates and therefore have individual learning goals.

Research tells us that children come to know and understand things by seeing, hearing, touching, tasting, smelling and doing. The experience and the words go hand in hand and they are usually developed together. Before children can understand what they read they need to have heard the words and know what they mean.

Reading

- Reading and storytelling with your child promotes brain development and imagination, teaches your child about language and emotions, and strengthens your relationship.
- You don't always need to read books. Try looking at picture books, singing rhymes and songs, or telling stories from your culture.
- Babies and young children often enjoy books, songs and stories with good rhyme, rhythm and repetition.
- Anytime is a good time for a book or story! Try to share at least one book or story each day.
- Ask your child questions about the stories that you read to them- e.g. "What happened next?" or "What was your favourite part?"
- Children who enjoy books are always more enthusiastic to learn to read on their own. Help your child to practise holding a book upright and turning the pages.



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Numeracy Skills

- Practise simple counting. If your child is ready for it, practise counting backwards.
- Give your child opportunities to practise identifying numerals from 1-10 and count out the corresponding amount of objects.
- Use words such as “many”, “a lot”, “more”, “less”.
- Encourage your children to distinguish between opposites- up and down, under and over, day and night.
- Discuss colours, shapes and sizes. Practise matching objects that are similar shape, colour and size.

For further information on helping your child to develop essential literacy and numeracy skills, please see *Literacy and Numeracy Tips to help your Child Every Day a Guide for Parents of Children Aged 0-12*

https://www.education.vic.gov.au/Documents/school/teachers/teachingresources/discipline/english/literacy/LiteracyandNumeracyTipstoHelpYourChild_Final.pdf



Preparing your child for school

Parents and caregivers can do a lot to help prepare their child for school before the big 'first day'. In the lead up to starting school, it is beneficial for children to be given plenty of opportunities to practise the following skills.

- Practise putting on and taking off school shoes, socks, jumpers and raincoats independently.
- Give your child plenty of opportunities to practise tying their own shoelaces.
- Familiarise your child with their school bag. Give them plenty of time to get used to wearing it on their back.
- Show them how to take it off and put it on safely.
- Practise taking their lunch box in and out of their school bag and show them how to open and close the zippers.

Preparing for eating breaks

- Make sure your child is able to open any lunch boxes that they will be bringing to school. Give them opportunities to practise this.
- Practise unwrapping packed lunches and disposing of rubbish correctly.
- Familiarise your child with the different eating times and what is eaten when (e.g. morning tea, lunch).
- Show your child how to use their drink bottle and drinking taps

Toileting independently

Children need to know how to go to the toilet independently, including how to:

- Undo and do up any buttons or zips
- Flush the toilet
- Wash their hands
- Manage the taps. Toilet training is usually accomplished over a period of years, and most children are competent by the time they start school. However, 'accidents' can happen at this age. Teachers try to prevent these by programming regular visits to the toilet during the first weeks. In the early weeks of school, parents should consider putting spare underclothes in their child's bag if problems are expected.

Nose Blowing

For health reasons, it is important that parents remind children when noses need blowing and show them the correct use of a tissue.

Gross and fine motor skills

- Practise using scissors safely and holding them correctly to cut along straight lines.
- Practise holding a pencil with control and encourage your child to use the correct pencil grip.
- Encourage your child to enjoy a variety of indoor and outdoor play, and to engage in activities that develop their balance and co-ordination.

Social skills

- Give your child plenty of opportunities to play cooperatively with other children.
- Discuss how their own behaviour can affect others and encourage them to apologise when they make a mistake.
- If possible, arrange some play dates with other children. This is also a good opportunity to help your child learn how to separate from their parent or carer without too much distress.
- Sharing, Turn Taking and Co-operating with Others Children often work in groups at school and this means they will need to take turns, share materials and co-operate. They need the same skills in the playground where adult supervision is not always immediate.

Tidying up after themselves

- At Tootgarook Primary School, we encourage our students to develop a sense of respect and responsibility in the classroom and beyond. You can support your child in this learning by encouraging them to keep their room tidy and to put their toys away. At first parents need to help to tidy up, but gradually more and more can be left for the child to do. These skills will assist your child at school to be ready to learn and between transitions.

Developing independence and responsibility

Children at school have to learn to accept responsibility for their behaviour as well as consequences for their actions. This is an attitude, which is developed by home and school working together. A sense of responsibility indicates increasing independence in children and helps them have a pleasant start to their formal learning.

We can assist children to develop a sense of responsibility by encouraging them to:

- Care for their own property – e.g. put own bag in bag locker; put reading book in box
- Take care of school property

- Listen to and follow simple directions
- Speak politely at all times
- Put their belongings away and pack up after themselves
- Obey reasonable requests and instructions
- Show care and respect for other children and adults
- Wait for their turn
- Check that they have the things they should bring to school each day, e.g. lunch, reading book etc.
- Hand notices to teachers in the morning.

As soon as possible you should arrange to leave and meet your child at a school gate or other designated area in the yard. Walking to and from the classroom by themselves develops independence and responsibility.

What to do on the first day

The first day is a very exciting event, but it can also be overwhelming! The following will help the first day of school to run as smoothly as possible for you and your child.

The night before

- Help your child to pack their bag the night before school starts to make sure they have everything they need- hat, jumper, water bottle, spare pair of underwear etc.
- Make sure that EVERY item is clearly named.
- Ensure a good night's sleep.

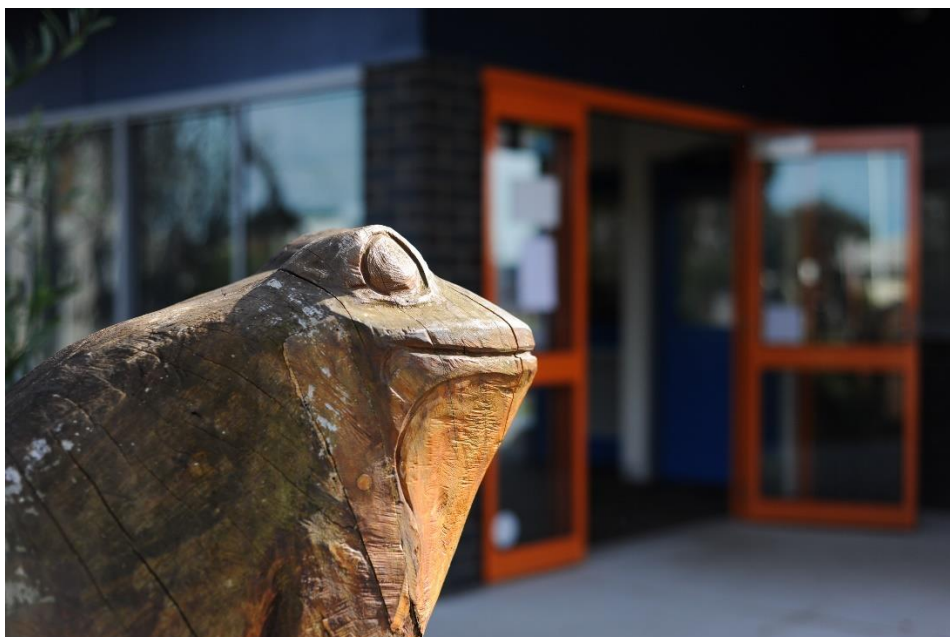
In the morning

- Eat a healthy breakfast.
- Prepare a healthy lunch for your child. Show your child what they have for each food break. Ensure they are able to open everything themselves.
- Talk to your child about what they are looking forward to about the day ahead. Reassure them that they will receive instructions from their teacher about when it is time for food breaks etc. and that they just need to ask the teacher if they are uncertain about anything. While they are still calm, discuss how you will say goodbye so that your child knows what to expect. Let them know that you will leave once you've said goodbye, even if they are a bit upset. Reassure them that they will be all right, even if they are feeling a little bit nervous!

- Leave plenty of time to get to school- running late is always very stressful for children.
- Once at school:
- Show your child where you will pick them up in the afternoon. Remind them where the toilets and drinking taps are.
- Once children are lining up and moving off to their classrooms, please say goodbye to your child and leave them to their school day. If your child becomes upset, do not prolong the farewell. They will be well looked after and will always calm down once they are distracted by all the exciting activities that they are doing in the classroom! We will always call you if there are any problems.

After school

- Please be on time to pick up your child.
- Your child will be brought to the designated meeting spot with the classroom teacher at the end of the day.
- Spend time asking questions and listening to your child talk about their day.
- Give them lots of opportunities for play and rest!



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