



2024

SCHOOL INFORMATION BOOKLET

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WELCOME

On behalf of the Rockbank Primary School community and the Rockbank Primary School Council, I would like to welcome you and your family to our school. By enrolling in our school, you become part of our learning community, where we work together to support all aspects of your child's wellbeing and future as a learner. We understand the education we give young people is the greatest gift of all and it is not only a responsibility, but a privilege. Be assured that by enrolling your child in our school, they will experience an education that addresses the needs of the whole child.



At Rockbank Primary School, we believe it is important to recognise that a great school isn't just about academic achievements.

- *it's about creativity,*
- *it's about curiosity,*
- *it's about engagement in a broad curriculum,*
- *it's about friendship,*
- *it's about young children living and working together in harmony,*
- *it's about fun,*
- *it's about embracing new opportunities,*
- *it's about developing open and enquiring minds in a changing world.*

At Rockbank P.S., we greatly appreciate the involvement of parents in the life of the school and through working together our school will continue to grow and strengthen as it meets the challenges and demands of a rapidly changing world. Parents are encouraged to involve themselves in our school – there is something for everyone and the children love seeing their parents involved.

I hope this Information Booklet provides the answers to many of your questions and contains the information that you will need to transition your child and family into the school community. However, if at any time you have queries please contact the school via email – rockbank.ps@education.vic.gov.au or phone - 97471210. Timely communication between the home, school and your child is central to our positive school. Enthusiastic students, dedicated staff and committed parents will ensure a successful and enjoyable time at Rockbank Primary School, for children and parents alike.

Kind Regards,
Krista Barnes
Principal

ABOUT ROCKBANK PRIMARY SCHOOL

Mission

Mission Statement

At Rockbank Primary School we aim to provide a learning environment that supports the educational, social, and emotional development of every child across all aspects of their primary school lives and beyond, so that they are better equipped to:

- *make informed responsible choices throughout their lives*
- *make valuable and positive contributions to their community, and*
- *achieve their very best*

Office Hours

The school office is open from 8:30am – 4:00pm Monday to Friday during school terms.

All visitors must report to the office when entering the school grounds.

School Council

School councils play a key role in Victorian government schools. Participating as a school council member is a rewarding and challenging experience. The school council supports the principal to provide the best possible educational outcomes for students.

School councils have three main responsibilities:

- **finance:** *overseeing the development of the school's annual budget and ensuring proper records are kept of the school's financial operation*
- **strategic planning:** *participating in the development and monitoring of the school strategic plan*
- **policy development and review:** *developing, reviewing and updating policies that reflect a school's values and support the school's broad direction outlined in its strategic plan.*

School council elections are held in March each year.

Committee Members

President:	Lyn Courtice
Secretary:	Sharon Alton
Treasurer:	Maria Swasbrick
Parents representatives:	Ranjit Kaur
School representatives:	Nicholas Randich & Kate Zemunic

Staff

Principal:	Krista Barnes
AP Wellbeing:	Christopher Daxecker
AP Curriculum:	Kate Zemunic
Learning Specialist WB:	Nerida West
Learning Specialist Curr:	Chloe Walker-Pierce
Classroom Structure:	4 x Foundation Classrooms 6 x Grade 1 – Grade 2 Classrooms 6 x Grade 3 – Grade 4 Classrooms 4 x Grade 5 – Grade 6 Classrooms
Support Staff:	Sharon Alton (Business Manager) Cathy Wheelahan (Office Administration) Rebecca Wyatt (Office Administration) Briallan Shaddock (Office Administration) Caelen Sutherland (IT Support)
Wellbeing Team:	Gethsi Venema Daniel Beeson

don't fully replace information being sent home in school bags. Occasionally, notifications can include information about upcoming events, school photos etc.

It is important school bags are checked each night.

Permission to Publish

When you enroll your child at Rockbank Primary school, as part of the enrolment paperwork, you will be asked for permission to publish student work and photos on our website and social media sites, in newsletters and in local newspapers.

These consents will be applicable for as long as your child attends the school. If you no longer give your consent, please contact the school promptly.

Privacy Information

During the ordinary course of your child's attendance at our school, school staff will collect your child's personal and health information when necessary to educate your child, or to support your child's social and emotional wellbeing or health in the school context. Such information will also be collected when required to fulfil a legal obligation, including duty of care, anti-discrimination law and occupational health and safety law. If that information is not collected, the school may be unable to provide optimal education or support to your child, or fulfil those legal obligations.

For example, health information may be collected through the school nurse, primary welfare officer or wellbeing staff member. If your child is referred to a specific health service at school, such as a Student Support Services officer, the required consent will be obtained. Our school also collects information provided by parents, guardians and carers through the School Entrance Health Questionnaire (SEHQ) and the Early Childhood Intervention Service (ECIS) Transition Form.

Our school may use online tools, such as apps and other software, to collect and manage information about your child. When our school uses these online tools, we take steps to ensure that your child's information is secure. These online tools enable our school to efficiently and effectively manage important information about your child and also to communicate with you. If you have any concerns about the use of these online tools, please contact us.

School staff will only share your child's personal or health information with other staff who need to know to enable the school to educate or support your child, or fulfil a legal obligation.

When our students transfer to another Victorian government school, personal and health information about that student will be transferred to that next school. Transferring this information is in the best interests of our students and assists that next school to provide optimal education and support to students.

In some limited circumstances, information may be disclosed outside of the school (and outside of the Department of Education and Training). The school will seek your consent for such disclosures unless the disclosure is allowed or mandated by law.

Our school values the privacy of every person. When collecting and managing personal and health information, all school staff must comply with Victorian privacy law. For more information about privacy including about how to access personal and health information held by the school about you or your child, see our school's privacy policy: <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

Throughout this notice, 'staff' includes principals, teachers, Student Support Service officers, youth workers, social workers, nurses and any other allied health practitioners and all other staff at our school. This includes employees, agents and service providers (contractors) of the Department, whether paid or unpaid.

Reporting to Parents

A mid-year and end of year parents are given a report which indicates student progress with a series of dots. These indicators are linked to the Victorian Curriculum and your child's progress on this curriculum. The report also contains a summary of work completed and absences.

Additionally, individual education plans (IEP's) are written for all students which have clear targets for reading, writing, math and social/behavioural supports. Parents are invited to meetings with the classroom teacher in terms 2, 3 and 4 to discuss the IEP.

School Assemblies

The whole school assembly is held each Friday at 2.50pm. Everyone is welcome to attend. Along with the Acknowledgement of Country and singing our national

anthem, we celebrate student successes over the past week with the presentations of awards. It is also an opportunity to share any upcoming news and events.

Class Dojo



We use Class Dojo to engage families with school happenings and to help them gain a window into their student's learning.

Class Dojo is a student-driven digital portfolio that captures student learning. Students can use photos, videos, drawings, text notes and links to show what they know.

We use Class Dojo in all classrooms including our specialist classes so families can view their children's work.

Each student is sent home with an invite to Class Dojo, with a unique QR code. Simply follow the instructions to connect.

Compass

We use Compass as our primary source of communication to engage families with school news and events.

The Compass Parent Portal is an online portal that allows you to access up-to-date information about our school and your child's progress. The portal is accessible via the web and also via the Compass School Manager App (available for download via the App store on your device).



You can use Compass to track and add notes for your child's attendance, to consent and pay for excursions and events and also for school reporting.

Each family is forwarded an email from Compass, simply follow the instructions to connect.

MONEY, FEES & CHARGES

When you send your child to a government school, there may be some costs involved. School councils are responsible for developing and approving a school-level parent payment policy that is compliant with the Department's policy.

There are three categories of items or services that school councils can request payments for from you:

- **essential education items**, which you need to buy for your child or pay the school to buy for you, these can include stationery, text books and school uniforms
- **optional extras**, which are offered on a user-pays basis and you can choose whether or not your child will use, such as school magazines or extracurricular programs
- **voluntary financial contributions**, which your school may ask you to make.

Essential Education Items

2024 School Fees and Essential Item charges will be communicated to families throughout the transition process.

Optional Items

These are items, activities or services that are offered in addition to the standard curriculum. They are provided on a user-pays basis and if parents/guardians choose to access them for students, they will be required to pay for them. E.g. excursions, swimming, school photos and whole school programs.

Money Collection Procedure

When there are optional items (see under MONEY, FEES & CHARGES for description) you will be provided reasonable notice, ensuring you have a clear understanding of the full financial contribution being sought.

Any events including payment will have a clear due date. **It is important payments are made and consent is returned by the due date. Late payments will not be accepted.**

All payments must be made via BPAY or through Compass. Each family will have a unique biller code and reference number. If you need a copy of these numbers please let us know.

PLEASE NOTE THAT CASH & DIRECT TRANSFER PAYMENTS WILL NO LONGER BE TAKEN AT THE OFFICE.

PARENT INVOLVEMENT

Involvement in schools by parents and carers helps children achieve the best possible learning outcomes. If you hold a current Working with Childrens you can participate in school life, both formally and informally, through school councils, helping with school excursions and school events, assistance with reading programs and volunteering.

Working with Children Check

If you are interested in volunteering, you will be asked to apply for a Working with Children (WWC) check and supply the school with a copy. If you have recently applied and are waiting to receive your card you are able to supply a copy of the email which confirms that your application has been approved. Working with Children Checks are required by law for people who engage in child-related work.

Parking

PARKING

KEEPING OUR CHILDREN SAFE

- Children up to nine years old should hold an adult's hand in traffic
- School crossings are the safest place to cross the road
- Model safe crossing procedure: STOP, LOOK, LISTEN and THINK
- Drivers must stop at flagged children's crossings if a pedestrian is on, or entering the crossing, even if there is no crossing supervisor present
- Children should exit the vehicle from the rear kerbside door where possible
- Plan your trip, don't change direction of travel
- U turns should be avoided, please use roundabouts to turn your vehicles around where possible

CHILD RESTRAINTS & BOOSTER SEATS

- Children aged 4 years to under 7 years must be properly fastened in an approved adjustable forward-facing restraint with built in harness OR an approved booster seat with a properly fastened and adjustable seatbelt or child safety harness
- Did you know? The Victorian road rules allow a child aged 7 years and over to travel in the front seat of a car, however research shows that children under 12 years of age are at a greater risk of serious injury when travelling in the front seat
- More information can be found at www.vicroads.vic.gov.au/ChildRestraints

HANDY TIPS FOR SAFE PARKING

- Park a few streets away and walk to and from school. Use this time to teach your child about road safety and be a good role model
- Allow enough time to get your child to the school gate safely and without rushing
- Always observe the parking signs around the school
- Never park illegally in a driveway, or on/near a school crossing
- Never double park or wait on the road at a pick-up / drop off point. It blocks the vision for other drivers, forces children onto the road, obstructs the flow of traffic and may force other drivers to make inappropriate driving choices
- Do not use staff car parks or driveways to drop off your children
- Please remember to be patient, courteous and respectful when driving around schools
- More information can be found at www.melton.vic.gov.au/Services/Building-Planning-Transport/Roads-and-traffic/Car-parking

DRIVING SAFELY AROUND ROCKBANK PRIMARY SCHOOL



Safety around our school is everybody's responsibility



PREPARING YOUR CHILD FOR SCHOOL

You can start preparing your child for their transition to school in the year before they start. Talk to your child about school and ask what they think about starting school. Your child's preschool may provide transition-to-school programs and activities.

The Year before School



Preparing your child for the start of primary school will help them feel more confident about the changes that are about to happen and what to expect at their new school.

The year before your child starts primary school is a good time to begin to focus on different aspects of school life. Having discussions about school and encouraging your child to become more independent can help them better adjust to the new learning environment.

Things that you can do to help your child prepare include:

- Ask your child what they think about starting school.
- Encourage your child to ask questions about going to school.
- Help your child stay healthy, making sure they have regular health and dental checks and keeping immunisations up-to-date.
- Encourage your child to try to do things on their own such as dressing, going to the toilet, washing their hands, unwrapping their food and opening and closing their drink bottle.
- Talk to friends and other families about what school is like.
- Talk to your child's early childhood educator about things you can do at home to help your child's learning and development.
- Talk to the school about how you can engage in your child's learning and development at school.
- Ask the school what time your child starts on the first day and where to take them.

Over the Holidays

- Show your child where the school is and talk about how you will get there
- Arrange play times with other families whose children will be going to the same school. It helps if your child knows another child at their school at the start of prep.
- Practice the things your child will need to do to get ready for school (e.g. putting things in their bag, remembering to take a hat).
- Confirm your before or after school care arrangements and explain these to your child.
- Be positive about starting school and enjoy your child's excitement.
- Visit your local library and read books with your child about starting school.

The First Day of Prep

There are a range of things you can do to help your child have a successful and stress-free first day at school including:

- Make sure your child knows who will take them to school and pick them up on the first day.
- Help your child to organise their clothes, hat, shoes and socks the night before.
- Help your child to pack their school bag with a snack, drink, lunch and a hat.
- Place a spare pair of underpants and a change of clothes in a plastic bag. Let your child know these clothes are in their bag in case of any accidents at school.
- Put sunscreen on your child in the morning if it's needed.
- Show your child where you will meet them at the end of the school day.
- At the end of the day talk to your child about what happened at school.



SCHOOL PROGRAMS & PROCESSES

Attendance

In accordance with the Education and Training Reform Act 2006, schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption has been granted.

If your child is sick or absent, you are required to notify the school as soon as possible **on the day of absence** by actioning an attendance note on Compass, by calling the school via telephone and speaking to our Office staff or leaving a message on our absence line. Please include your child's name, class, date of absences and reason.



Notifying the school of your child's absence either prior to, or on the day that they will be away, helps ensure the safety and wellbeing of children and will fulfil your legal responsibility.

If your child is absent and the school has not been contacted, you will receive a text message notifying you of their absence. We will ring you as soon as practicable on the same day if we have not had any response. If we are unable to contact you, the absence will be marked as unexplained.

Late Arrivals at School and Early Departures

It is important that children arrive on time. If your child is late for school (after 9:00am), **they must report to the office** to register their late arrival and receive a late pass which will be handed to the class teacher.

Children are not permitted to leave the school ground at **any time** during the day.

Parents wishing to collect their child from school prior to 3:15pm dismissal, **must go to the office** to register their early departure.

At any time you require someone else to collect your child early from school, you will need to contact the office on 9747 1210 to let them know who is authorised to do so.

Canteen

Icy Pole Sales

Icy poles and ice creams are sold every Wednesday and Friday from our school canteen at 11:10am. They are \$2 each.

First Aid



Rockbank Primary School has a dedicated first aid room. There is always a first aid officer who can:

- assist an injured or ill person
- has current qualifications covering all the school's first aid requirements.

First aid involves emergency treatment and support. The goal of first aid is not to diagnose or treat the condition.

Please note: It is school policy that parents will be contacted by phone in the event of any bump to the head. Parents will be informed of the severity of the injury and any symptoms being experienced by the student. Parents can then decide if they will collect their child and seek further medical advice. Parents will not be notified when students receive first aid for minor issues e.g., a Band-Aid.

Responsibility of Parents/Carers

- To inform the school of any prescribed medication that they may need to take on the appropriate documentation. Where medication is provided, detailed administration instructions should be provided and the Medical Authority Form completed.
- To inform the school of the current medical contact details concerning themselves or others initially and then on an ongoing basis as they change.
- To assist the school First Aid Officers in consultation with their medical practitioner in developing 'Action Plans' where required.

Illness and Infectious Diseases

- students with cold or flu-like symptoms or vomiting or diarrhoea are encouraged to seek medical attention, limit contact with others and stay at home until symptoms have passed
- if a child becomes ill at school with these symptoms, the school will contact the family and arrange for the collection of the child

- *good general hygiene remains the best defence against infection and we encourage children to regularly wash their hands and cover their nose and mouth if sneezing and coughing*

Anaphylaxis Management in School

A copy of our School Anaphylaxis Management Policy is available on our website. The policy includes:

- *a statement that the school will comply with MO706 and associated guidelines*
- *a statement that in the event of an anaphylactic reaction, the school's first aid and emergency management response procedures and the student's Individual Anaphylaxis Management Plan must be followed*
- *the development and regular review of Individual Anaphylaxis Management Plans for affected students*
- *prevention strategies to be used by the school to minimise the risk of an anaphylactic reaction*
- *the purchase of 'backup' adrenaline auto-injector(s) as part of the school first aid kit(s), for general use*
- *the development of a Communication Plan to raise staff, student and school community awareness about severe allergies and the School's Anaphylaxis Management Policy*
- *regular training and updates for school staff in recognising and responding appropriately to an anaphylactic reaction, including competently administering an EpiPen*
- *the completion of an Annual Anaphylaxis Risk Management Checklist.*

Head Lice

Head lice continues to cause concern and frustration for some parents/guardians/carers, teachers and children. Head lice do not transmit infectious diseases – they are transmitted by having head to head contact with someone who has head lice.



Responsibilities

Parent/Guardian/Carer - responsibilities include:

- *Regularly inspecting their child's hair to look for lice or lice eggs and regularly inspecting all household members and then treating them if necessary;*
- *Ensuring their child does not attend school with untreated head lice;*
- *Notifying the school if their child is affected and advising the school when the treatment has started.*
- *Notifying parents or carers of your child's friends so they too have the opportunity to detect and treat their children if necessary.*

School - responsibilities include:

- *Distributing policies and information on the detection, treatment and control of head lice to parents/guardians/carers and staff.*
- *visually check a student's hair, i.e. with no physical contact with the child, if the presence of head lice is suspected;*
- *Encouraging parents/guardians/carers to continue to regularly check their child for head lice*
- *Being aware that there is no requirement in the Health (Infectious Diseases) Regulations 2001 for a child treated for head lice to obtain a clearance certificate to be issued either by a general practitioner or a municipal council, on return to school.*
- *Where appropriate, and at the principal's discretion, providing an alert notice to the school community, when head lice has been detected in the school;*
- *Encouraging parents/guardians/carers to identify treatment used and the commencement date, via an Action Taken form.*

Further related policies including our First Aid Policy, Administration of Medication Policy, Anaphylaxis Policy and Health Care Needs Policy are available on the school website.

Lost Property

Please make sure all school uniform items are clearly labelled with your child's name. We recommend that the name is written in permanent marker on the collar of the uniform as tags tend to be cut off.

At the end of each term all unnamed and unclaimed lost property will be washed and used as spare uniform.

Mobile phones and Other Valuable Equipment

In general, students should not bring any valuable items to school – as they can be easily lost or stolen, which is often distressing for a child.

From Term 1, 2020 there will be a new mobile phone policy for all government schools. The policy means phones brought to school must be switched off and taken to Office to be stored securely during the school day.

The aim of this policy is to provide:



- a safe environment to learn without inappropriate mobile phone use (including cyberbullying) or distractions
- greater opportunities for social interaction and physical activity during recess and lunchtimes.

If a mobile phone is required for the reasons of safety for travelling to and from school the child will be required to deliver the phone to the School Office for safe keeping until the end of the school day.

Parents and students are advised that in bringing mobile phones to school, they are doing so at their own risk.

Outside School Hours Care

We are proud to host an Outside School Hours Care program for our families with Big Childcare. The team provide before school, after school and curriculum day care onsite at school.

If you have any questions, please call the team on 0402 700 979 or email rockbank@bigchildcare.com. You can also visit their website www.bigchildcare.com for more information.

Child Safe Standards

At Rockbank Primary School we are required to comply with and implement all aspects of the 11 Child Safe Standards listed below.

Each of the standards are expressed as a statement of an expected outcomes that we at Rockbank Primary School must achieve.

If you require and additional information regarding child safe standards, please visit the link below.

<https://ccyp.vic.gov.au/child-safe-standards/the-11-child-safe-standards/#TOC-2>

Standard 1

Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.

Standard 2

Child safety and wellbeing is embedded in organisational leadership, governance, and culture.

Standard 3

Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

Standard 4

Families and communities are informed and involved in promoting child safety and wellbeing.

Standard 5

Equity is upheld and diverse needs respected in policy and practice

Standard 6

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Standard 7

Processes for complaints and concerns are child focused.

Standard 8

Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through ongoing education and training.

Standard 9

Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

Standard 10

Implementation of the Child Safe Standards is regularly reviewed and improved.

Standard 11

Policies and procedures document how the organisation is safe for children and young people.

Policies and Plans

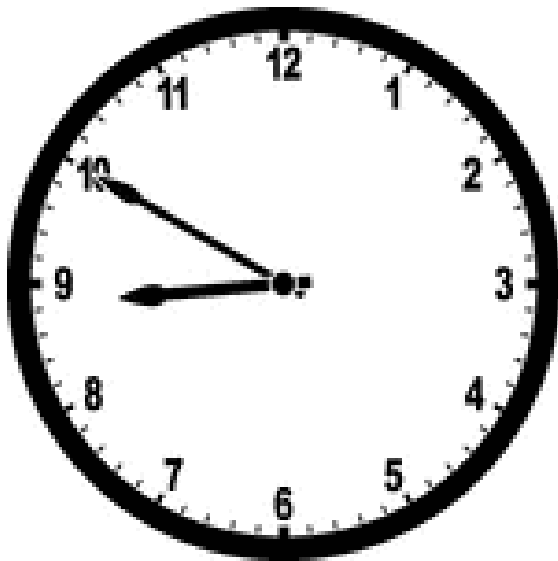
Everyone within the Rockbank Primary School community is expected to abide by the school's policies. They allow students to experience success in a safe and caring environment that supports their resilience and achievement.

Policies are important because they help our school establish rules and procedures in order to function effectively and ensure everyone is connected.

A list of our policies can be found on our school website:

http://www.rockbankps.vic.edu.au/?page_id=2341

SCHOOL TIMES



The school yard is supervised from 8.30am and students should not be in the school grounds before this time. At 8.50am the bell rings and children make their way inside to their classroom to get organised for the start of lessons. Children are expected to be punctual and to be ready to start the day at 9am when the second bell is rung. Music is played over the PA system a few minutes prior to the bell ringing before school and at each recess break.

If your child arrives to school after 9:00am they must be brought to the office to receive a late pass before going to class.

8.50am – 9:00am	Music & first bell rings and students go to classrooms
9.00am – 10:00am	Session 1
10:00am - 11.00am	Session 2
11:00am – 11:10am	Lunch eaten in classroom
11.10am – 11:40am	Morning Break
11:40am – 12:40pm	Session 2

12:40pm – 1:40pm	Session 3
1:40pm – 1:45pm	Snack eaten in classroom
1:45pm – 2:15pm	Afternoon Break
2.15 pm – 3:15pm	Session 3
3.15pm	School Dismissal (Preps to be collected from their classroom)

The school yard is supervised at the end of the school day until 3.30pm.

SCHOOL UNIFORM

Students are required to wear The Rockbank Primary School uniform.

Please make sure all school uniform items are clearly labelled with your child's name.



Safety Slouch Hat



Bomber Jacket



Black Shorts



Polo Shirt



Full Placket Dress



Windcheater



Box Pleat Skirt



Polar Fleece Vest



Backpack



Beanie

Footwear

Runners or school shoes are permitted to be worn to school. We would ask that all footwears worn by students protects their feet, therefor no 'open-toed' shoes are permitted.

All school uniform items are available to purchase through our uniform supplier, PSW Quality Apparel at 4/18 Harrison Court, Melton.

Hours of operation:
Monday to Friday 9am – 5pm
Saturday: 10am – 1pm

You can also shop online at www.psw.com.au

Hair Policy

Hair longer than shoulder length is to be worn tied back as a health and safety measure. Ribbons, clips, bands and 'scrunchies' are to be of school colours, red, gold or black

Sun Smart

We are a sun smart school and hats are recommended from mid-August to the end of April and are compulsory in Terms 1 and 4 and children must have them on whenever they are outside. The hats are available for purchase at PSW.

STUDENT WELLBEING

At Rockbank Primary School we support students at each stage of their development and do this through quality teaching, learning and engagement.

Our wellbeing framework supports us to create teaching and learning environments that enable students to be healthy, happy, engaged and successful.

Bikes and Helmets

Parents/carers are responsible for children riding bicycles/scooters to and from school. The school provides secure storage for bicycles and helmets.

Please be reminded that the law requires that all cyclists wear an approved bicycle helmet. Approved helmets have the Australian Standards Mark TM (AS/NZS 2063) and will be marked as suitable for cycling.

Bullying Policy

Victorian government schools take bullying very seriously and have guidelines for its prevention and management.

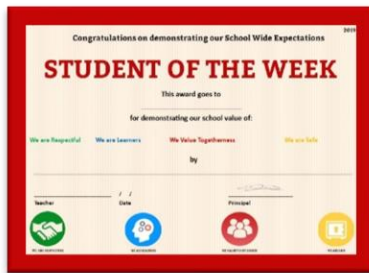
The Rockbank Primary School Bullying Prevention Policy provides clear definitions for understanding bullying behaviour, and the processes for preventing and responding to bullying behaviour. The purpose of this policy is to outline the provision of a safe and respectful learning environment for RPS students, where bullying is not accepted, and clearly explain the schools response if bullying does occur. A copy of our policy is available on our website

http://www.rockbankps.vic.edu.au/?page_id=2341

Rockbank Primary School will provide a positive culture where bullying is not accepted. We take a whole school approach to anti-bullying, and are focused on developing a supportive school culture that includes effective behaviour support plans and processes. This is achieved through formal and informal curriculum delivered by teachers.

Reward & Recognition

When students display our values, their success is acknowledged with positive reinforcement.



Our Students of the Week are recognised in our fortnightly newsletter and weekly assembly.



Making great choices in the yard is acknowledged with our tokens towards our house point system.



Vinny & Vicki are our values mascots. These super kids promote our school values.

When students follow our school values in the classroom, they are acknowledged with Dojo points. Dojo points can be cashed in for prizes at Vinny & Vicki's reward shop. Moving into the yard, we celebrate students displaying the school values. This is celebrated at assembly through our Yard Star of the Week.

Rockbank Primary School also proudly support a House Program. All students are placed in to one of four school houses which were named after well-known historic families to acknowledge the history of the school. Our house system provides students with valuable leadership and teamwork experiences. The cross-age nature of many activities provides positive relationships between different age levels.



Students can earn points for their house through a range of sporting events, and on a day-to-day basis by displaying our school values both in the classroom and the yard.

Additionally, we celebrate high classroom attendance. When students come to school every day and on time, the class is recognised at assembly, in our newsletter, and with an end of term Sausage Sizzle.

School Wide Positive Behaviour Support (SWPBS)

Promoting positive student behaviour and wellbeing is a priority at Rockbank Primary School.

School-wide positive behaviour support (SWPBS) is a whole-school framework which provides an approach to promote improved behaviour at school.

SWPBS has been developed through evidence and data and has shown to reduce inappropriate behaviour, improving school culture, and increasing academic performance.

Instead of using many different behaviour management strategies, a consistent system of expectations for all students within our school is implemented in all areas including classrooms and the yard.

All **students** enhance their social, emotional, and behavioural competencies by

- Regularly reviewing their school’s agreed upon school-wide social values.
- Frequently experiencing specific recognition when they engage in expected behaviour
- Extending expected behaviours to all parts of the school, especially in classrooms to enhance their academic engagement and success
- Experiencing predictable instructional consequences (reteaching) for problem behaviour without inadvertent rewarding of problem behaviour
- Using a common language for communication, collaboration, play, problem solving, conflict resolution, and securing assistance

School Values

OUR SCHOOL WIDE EXPECTATIONS		WE ARE RESPECTFUL	WE ARE LEARNERS	WE VALUE TOGETHERNESS	WE ARE SAFE
ALL AREAS 'I can ...'	CLASSROOM 'I can ...'	<ul style="list-style-type: none"> • Use learning time to learn • Put my hand up to speak • Focus on myself • Show the 5 Ls of learning 	<ul style="list-style-type: none"> • Use a growth mindset • Be ready to learn • Allow others to participate • Use ICT as directed by the teacher 	<ul style="list-style-type: none"> • Make sure all voices are heard • Respect different opinions • Include others 	<ul style="list-style-type: none"> • Be where staff can see me • Ask to leave the room • Ask permission before posting online • Keep my personal details offline
Use my manners	PLAYGROUND 'I can ...'	<ul style="list-style-type: none"> • Use the bins • Follow the game rules • Put equipment away 	<ul style="list-style-type: none"> • Move towards class when the music starts • Use my break times for toilet and drinks • Be on time to class 	<ul style="list-style-type: none"> • Line up calmly and quietly • Use the Buddy Bench • Include others in the game I am playing 	<ul style="list-style-type: none"> • Be where staff can see me • Stay in the school grounds • Use equipment carefully • Follow the rules of the sport I am playing • Be SunSMART by wearing my hat in Terms 1 and 4
Use kind words	LEARNING STREET AND OFFICE 'I can ...'	<ul style="list-style-type: none"> • Use my inside voice • Tidy up after myself • Use furniture appropriately 	<ul style="list-style-type: none"> • Go directly to my destination • Be patient • Be aware of how my actions affect others learning 	<ul style="list-style-type: none"> • Work with my peers collaboratively 	<ul style="list-style-type: none"> • Keep my area clean and clear • Walk at all times
Use a kind tone	TOILETS 'I can ...'	<ul style="list-style-type: none"> • Respect others privacy • Use the taps and dryers appropriately 	<ul style="list-style-type: none"> • Go, flush and wash • Keep quiet and consider classrooms near by 	<ul style="list-style-type: none"> • Wait outside for my partner 	<ul style="list-style-type: none"> • Wash my hands • Report problems to an adult • Keep water in the sink • Use the soap in a safe manner
Keep my hands and feet to myself	ASSEMBLY 'I can ...'	<ul style="list-style-type: none"> • Keep my eyes and ears on the speaker • Show applause when asked • Sing the national anthem with pride 	<ul style="list-style-type: none"> • Sit with my class • Listen to the speaker at the front 	<ul style="list-style-type: none"> • Enter and exit quietly • Celebrate the achievement of others 	<ul style="list-style-type: none"> • Stay in my designated area • Keep my hands and feet to myself
Listen to others					
Ask for help					
Share ideas					
Be present					
Follow adult instructions					
Use people's names					

Rockbank Primary School sets high expectations for all students. These school values link with student behaviour, and are guided by a matrix that promotes School Wide Positive Behaviours. At Rockbank Primary School; We are Respectful, We are Learners, We Value Togetherness and We are Safe.

Student Support Programs

Teachers use data obtained from every student to differentiate a program that is targeted to a student's point of need. Teachers use the Victorian Curriculum and various assessment tools to determine where a student needs support in their learning. Every student at Rockbank Primary School has an Individual Learning Plan that is revisited regularly to identify and support learning needs.

Rockbank Primary School also runs a number of intervention programs designed to improve a child's academic performance and/or social skills, or to help with specific learning difficulties.

Parents/carers have the opportunity to discuss the learning needs of their children at a teacher meeting each term and discuss how the home/school relationship can be enhanced.

Wellbeing Centre

The Rockbank Primary School Wellbeing Centre was established in 2019 to promote the healthy development of children's emotional self-regulation, particularly for students whose needs may not easily be met in the classroom environment. Our approach is to ensure all students, whatever challenges they are facing, are fully integrated into the classroom, maintaining a climate of inclusion for all students.



The Wellbeing Centre is a great space to build and maintain self-regulation strategies, support the sensory needs of our students and to promote the social and emotional development and wellbeing of our students.

The Inclusion Leader alongside other staff initiate and oversee programs and resources that promote this school wide approach.

Wellbeing Coordinator

The Wellbeing Coordinator works with students, families and school staff in supporting the emotional, social and educational wellbeing of the students, their families and the school community.

Further, they support concerns regarding attendance as they liaise with departmental services to get the most productive outcomes for all students.

TEACHING AND LEARNING

The core subject areas at Rockbank Primary school are:

- *Literacy – reading, writing, listening and speaking*
- *Numeracy – number and algebra, measurement and geometry, statistics and probability*
- *Inquiry Units of Work – science, geography, economics etc.*
- *The Arts*
- *Languages – Auslan*
- *P.E. (Physical Education)*

Excursions & Camps

We run a school camp program for our grade 3 – 6 students. This camp is usually 3 days. Our students also participate in excursions and incursions throughout the year which are directly related to their classroom learning.

Any letters home in regards to payment will have a clear due date. It is important payments, along with signed permission slip, are returned by the due date. Late payments cannot be accepted.



Information & Communication Technology (ICT)

ICT is utilised as a tool to support and enhance learning at Rockbank Primary School. Students are able to access a range of technologies to complete tasks including desktop computers, tablet and laptops. Our grade 3 – 6 students are encouraged to be part of our Bring Your Own device (BYOD) program.

Literacy

The school implements and ensures a dedicated and balanced daily literacy structured classroom program across all grade levels. The program features focused and explicit teaching of reading, writing and speaking and listening. We have daily independent, shared and guided reading time.

From the beginning of the year, students will bring home books. Encourage their interest in books by finding a quiet time to share and enjoy books with your child.

Please ensure good reading habits are established early and ensure that their book bag is returned to school on a daily basis.

Numeracy

Numeracy is the knowledge, skills, behaviours and dispositions that students need in order to use mathematics in the world and the capacity to use mathematical knowledge and skills purposefully.

The school promotes numeracy by implementing and ensuring a dedicated and balanced daily mathematics classroom program across all grade levels. The program features focused and explicit teaching of number and algebra, measurement and geometry, and statistics and probability.

Please use every opportunity at home to help develop your child's mathematical knowledge. Get them to help count items when shopping, tell you the time, plan a daily schedule, and play lots of board, dice and card games.

TERM DATES FOR 2024

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

TERM DATES FOR 2025

	Start Date	Finish Date
Term 1	28 January (students start 29 January in government schools)	4 April
Term 2	22 April	4 July
Term 3	21 July	19 September
Term 4	6 October	19 December

Our Preps attend normal school hours. There will be some days in the first few weeks where they are not required to attend school. This is for one-on-one interview time required by the Department of Education and Training for your child and one of the teachers. These days will be communicated during prep transition.

Welcome again to Rockbank P.S we hope you enjoy our wonderful school.