

PARENT INFORMATION BOOKLET 2021



10-12 GRANT STREET, FORREST, VIC PH : 5236 6393

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PRINCIPAL: DARRYL HARTY

WELCOME

A special welcome to the Forrest Primary School and Early Years Centre. We very much view our School, Pre-School, Child Care, and Out of School Hours Care as a “learning community” open to all members of our community for the extension of their learning. We hope this Information Booklet will assist you to understand the workings of our school family and lay the basis for a sustained co-operative relationship.

We encourage and value inclusive behaviours, respecting cultural differences and barriers, striving to ensure that all children enjoy success and that positive behaviours are reinforced at every opportunity. We encourage parent and caregiver participation whenever and wherever possible and welcome you into our classrooms for both formal parent helper programs and special events to encourage you to become part of our school family.

Few children enter school/pre-school without enthusiasm and optimism. Part of the role of the

centre is to maintain this attitude. We seek to provide a warm and caring environment for students, parents and staff where the welfare of everyone is of the utmost importance.

Furthermore few parents bring their child to primary/pre-school without a keen interest in their child’s educational welfare. Again, part of the role of the centre is to assist parents to participate in their child’s education, and to feel comfortable in this environment during the period of their association with the centre.

We hope the material in this book will help, however it cannot do the task alone. Newsletters, centre’s website- www.forrestps.vic.edu.au , Skoolbag, parent/teacher interviews and parent information evenings help also, but the best way is to talk to your child’s teacher or the principal.

Please keep this information book for reference.

Darryl Harty

Principal

FORREST PRIMARY SCHOOL PROFILE

Forrest Primary School is situated 35 km south east of Colac in the Otway Ranges. It has proudly served the rural community for over 125 years. Our school enrolment hovers between 30-40 students drawn from the Barwon Downs, Gerangamete, Yeodene, Colac areas and the Forrest Township.

The school has extensive gardens and grounds providing active and passive play areas, and several well maintained play equipment areas. The grounds cover four hectares with an oval, a tennis/basketball court and a safe adventure playground with ample room for further development of play and environmental study areas.

Buildings include the original building which has been refurbished as part of the Building Education Revolution and a well-maintained portable which serves as a learning space for the P-2 class. In 2011, the refurbishment was completed and staff, students and parents have access to a large flexible learning area and modern administration areas.

At Forrest we believe that children deserve the opportunity to fulfil their potential. We know this can best occur when children are actively engaged in learning tasks in a safe, positive and supportive environment, where individual assistance is readily available. Multi-level class structures are a feature of our school and pre-school, which encourages cross-age learning. To realise these aims we encourage community support with active participation.

Our Curriculum is currently determined according to the Victorian Curriculum, which recognises the differing learning needs of students within three main strands:

- Physical, social and personal learning (Health and Physical Education, Interpersonal Development, Personal Learning and Civics and Citizenship)
- Discipline based learning (The Arts, English, The Humanities, Mathematics, and Science)
- Interdisciplinary learning (Communication, Design, Creativity and Technology, Information and Communications Technology (ICT) and Thinking Processes)

Our teachers work together in a purposeful and professional manner to plan and implement a curriculum, based on inquiry learning and the use of student data to personalise learning in order to strengthen and enhance each student's potential - academic, social and physical. The school is proud of its commitment to providing a wide variety of programs and activities to complement its strong core curriculum. Particular strengths are its Values ethos, use of technology as a tool to support student learning, commitment to the environment, and intervention and enrichment programs which caters for individual student needs.

Teachers explicitly plan to embed ICT across all learning areas as a vehicle to engage students and to improve student outcomes. A range of learning technologies are used to engage students and to connect them to each other and their learning. The school now provides a device for each student and interactive smart boards in each classroom.

Since 2000, School Council has held the licence to manage Preschool and Occasional Care services in Forrest. This has empowered us with exciting challenges that has provided for the Forrest and district community an education package spanning Pre-school to grade 6.

The Out of School Hours Care program offered to students five nights per week is well supported. It has allowed many parents to work out of town and at the same time keep their children at the local school.

Effective communication is a feature of our school. Weekly newsletters communicate school/EYC happenings and allow for local groups to advertise coming events. The school website, which may be found at <http://www.forrestps.vic.edu.au/> is another great source of information. The School & Centre utilises an App, Skoolbag, as another effective means of communication and encourages all parents to subscribe.

Forrest Primary School and Early Years Centre is firmly committed to providing excellence in education and is continually assessing school, pre-school and student needs for further plans and improving student outcomes.

ADDRESS AND PHONE NUMBERS (SCHOOL/ PRE-SCHOOL/ OSHC)

School Telephone:	(03) 5236 6393
Facsimile:	(03) 5236 6470
Pre-School Telephone	(03) 5236 6540
Early Years Centre	(03) 5236 6540
Out Of School Hours Care	(03) 5236 6540

Address: 10/ 12 Grant Street
FORREST 3236

E-mail: forrest.ps@edumail.vic.gov.au
Website: www.forrestps.vic.edu.au
Mobile Phone No. 0427 366 393
Principal (Darryl Harty)

ADDRESSES AND PHONE NUMBERS (PARENTS)

It is important that school records are accurate and current. Please advise the Principal/Office Manager immediately of any change in your address, home or work telephone numbers.

ADMISSIONS

Enrolment-Admission forms are available at the school, to be filled in during third term prior to your child commencing school, in order to assist in the smooth planning for the upcoming school year. Please refer to the School Readiness Checklist included on this page.

BIRTHDAYS

Children's birthdays are announced at assemblies on Fridays. You may wish to bring a cake (or cakes) to share to celebrate the event. Please refrain from supplying any product containing nuts, due to the likelihood of a child with a nut allergy.

Please discuss this with the classroom teacher first.

BUS

A school bus is available for the collection and delivery home of some children. You should consult with the Principal to confirm the availability of the free bus service for your eligible children.

School bus routes will be reviewed regularly to determine their current suitability.

The following list is a guideline for readiness. You can teach children to help themselves by teaching them to:

- Know their name and address well enough to repeat them.
- Obey when requested to do something.
- Listen carefully.
- Speak politely.
- Know simple safety rules.
- Put away their toys and tools after using them.
- Dress and undress themselves.
- Manage in a toilet by themselves.
- Know the importance of washing hands after using the toilet.
- Know how to use a handkerchief/tissue.
- Have shoes they can easily remove/put on e.g. Velcro fasteners
- Care for property of others.
- Respect rights of others.
- Have good eating habits.
- Can unwrap/ open their own lunch boxes/ drink bottles.
- Make use of rubbish bins.
- Mix happily with other children.
- Follow simple instructions.
- Get by without the continuous attention of a parent or adult.
- Go through the length of a school day without a sleep.
- Accept that she/he will not always get her/his own way.

The School has a Code of Behaviour for travel on the School Bus, which should be read by you and your child prior to commencement of travel on the Bus.

Students are expected to be on the bus if notification of other arrangements (eg. Out of School Care or collection by parent) is not received at School Office prior to 3 pm.

CHILDCARE

For interested parents, the Forrest Early Years Centre offers child care during holiday periods. Please contact the school for further information.

CODES OF PRACTICE

Forrest School has 'Codes of Practice' for School Council, the Principal, all staff, the Community as well as a Student Code of Conduct. In addition, the Safeguarding of Children and Young People Code of Conduct 3

has been ratified by School Council and this document details a specific focus on supporting the safety of all children. These are all available for reading in the School policy documents and will give you a better understanding of the way the Centre expects to operate. A copy of the current School Strategic Plan and Annual Implementation Plan are available from the School Office.

DUTY OF CARE

Children should not arrive at school prior to 8.45 a.m. After 3.45 p.m. teachers will sign-in any children still remaining at school to the Out of School Hours Care program, if operating. Every effort will be made by teaching staff to contact parents. Parents will be liable for any OSHC cost incurred.

EMERGENCY MANAGEMENT PLAN

The School, Pre-school and Out of School Hours Care have an Emergency Management Plan which is available from the school office.

FIRE SAFETY/BUSH FIRE SAFETY

Fire safety is covered in detail in the School's EMERGENCY MANAGEMENT PLAN which is available from the school office, and is displayed near each telephone in the School and Pre-School. The School will be shut on **Code Red** days. The Child Care program will not run on either **Code Red** or **Extreme rated** fire days. The School and Pre-School will relocate to Colac South West Primary School in Colac on Extreme rated days.

FOUNDATION STUDENTS

The classroom curriculum develops co-operative learning. Children are encouraged to help each other when the occasion arises and to respect staff and students. Children need to be able to take care of their belongings and respect the equipment of other students.

Children's stationery is provided by the school so all children are expected to appreciate this privilege by naming their equipment and looking after their property. Many books, equipment, computers, software, tapes etc. are shared among all students so need to be treated with respect.

All children have their own named peg for their coat, bag, art smock and their Sun Smart hat. They also have their own table in which to keep their school equipment.

Due to the damp Forrest climate, the children are required to remove their shoes when entering the school during the winter months. Consequently we require the children to bring a pair of slippers or an extra pair of socks to wear on these days.

An appreciation of books is needed before children desire to read themselves. Children have a daily home book that they read with their parents. This special time with the home book requires a happy and relaxed atmosphere to develop their interest in words, pictures and stories that is needed for your child's future success in language, reading, spelling and literature.

GARDENING

School Council has a Buildings and Grounds Sub-Committee that plans (with input by parents) grounds layout and use. School Council employs a groundsman to help maintain the school playground. If you would like to assist please see the School Office- much appreciated!

HELP

Parents are able to assist with school programs in many ways i.e. via School Council, Working bees (publicised in newsletter), Reading, Gardening, Fundraising (school and pre-school), Drama Productions, Music and so on. If you feel you have something to offer - talk to the Principal or a School Councillor. This school wouldn't be the great place it is without the wonderful support of the parent community.

HYGIENE

Children are provided with ample opportunities to go to the toilet, particularly while they are in the Junior Room. No child should feel that they are not allowed to go to the toilet at such times that it becomes 'urgent' for them. The children should feel that they could approach the teacher with confidence to request that they leave the room when required. However all children are encouraged to use the toilet at recess times.

Washing hands after visiting the toilet should be encouraged and before having their lunch.

Tissues are provided in every classroom, but each child should provide their own tissues or handkerchief, especially when they have a cold. Likewise a toilet bag kept in the child's school bag may be valuable to cleanliness (eg. soap in a container, washer, small hand towel, comb.)

Worms Whenever children mix, it is quite possible for threadworms to infect your child. It would be wise if parents kept a check for such occurrences. Children who lack appetite, tend to scratch their bottoms and pick their noses. These behaviours are likely to be "candidates" for treatment.

Head lice Head lice periodically spreads around schools. It is easy for one person to catch lice from another. 'Nits' are the eggs laid in the hair by a louse. They attach the eggs to hairs with a gummy substance. If you observe head lice in your child's hair it is best to obtain treatment advice from a chemist, and it is important to notify the school immediately. Children with head lice are not to return to school until treated.

Colds & Flu Illness such as cold & flu are a common problem as your child/ren build up immunity. To stop the spread of infection & re-infection please keep your child at home to rest while the problem exists.

IMMUNISATIONS

As part of school enrolment an Immunisation History Statement is required from each child. The statement is available on MyGov and a copy must be provided (regardless of vaccination status). Photocopies will be required for our files.

INFECTIOUS DISEASES

Please read the appendix attached to this booklet, from the Department of Health. Any questions can be directed to the office staff or classroom teachers.

LOST PROPERTY

Children's possessions and clothing left behind at school are placed in the white lost property bin (main passage way). Please remember that

belongings identified with your child's name on them are easily identified and promptly returned by staff to the owner. Staff will have no choice but to donate any long term unclaimed possessions to the op-shop.

LUNCHES AND FOOD

School Council ratified a Healthy Food Policy in 2013 (available from the office). Healthy lunches are encouraged. Soft drinks are unavailable for purchase through the lunch order system. Drinks should only come to school in plastic containers - not glass or tin cans.

Lunch orders are available via the Neighbourhood House on a Thursday. Students leave clean containers with their orders. Current price and product lists will be sent home as available.

Fruit breaks occur at 10am daily, and children are encouraged to bring fresh fruit (not tinned or in roll up form) to eat at this time. Water is the preferred drink for during class time.

MEDICAL PROBLEMS

You may wish to annually inform your child's teacher of any past or present medical condition that the child has suffered, and which you feel may help the teacher cater best for his/her individual needs.

NEWSLETTER

The Centre issues a weekly newsletter on Tuesdays to all families providing information about centre and community happenings. The **deadline** for articles for the newsletter is 9am Tuesday. Past newsletters may be found on our Skoolbag App or at www.forrestps.vic.edu.au

OUT OF SCHOOL HOURS CARE

Out of School Hours Care is available Monday-Friday from 3:30pm to 6pm. It is available for up to 15 pre-school, primary and secondary school aged children. Spaces are limited so please enquire as early as possible if interested. Activities included are art and craft, games, sport, gardening and caring for the chickens.

Parents will incur a fee for this service. For further details, please contact the service on 5236 6540 or school on 5236 6393.

A fee subsidy is available. Please register your child as attending Forrest Learning Centre with MyGov.

PARKING

Please observe the signs in the school car parking area relating to direction of travel and bus parking. Do not park in the bus zone- it creates confusion for drivers and students.

The grounds car park is designated for use by staff. Please ensure that children enter and alight from cars in a safe manner.

PHONE CALLS

The School office is staffed Monday to Thursday (8.30am – 4.00pm), otherwise calls will be redirected to the Principal/student classrooms.

PHOTOCOPYING/FAXING/LAMINATING

There is a photocopier, fax and laminator available for general use at the centre.

Please see staff for use and current costs.

PHOTOGRAPHS

A professional photographer comes to the school annually to take a whole school/ pre-school and individual photos. Family photographs may be arranged at this time.

PRE-SCHOOL/CHILD CARE

Pre-school (Kindergarten) operates every Wednesday, Thursday and Friday from 9am till 2pm. Child Care Monday – Friday 9am to 2pm, or longer on a needs basis. Bookings are essential. For more information, please refer to the Pre-School Information Manual.

SCHOOL COUNCIL

The School Council, working with the Principal, sets the direction for the Centre. Council membership is open to parents, staff and members of the community. The principal is automatically the executive officer of the School Council.

The School Council is responsible for

1. Developing the school's Strategic Plan
2. Developing the school's education policy within state-wide guidelines
3. Administering the school's finances
4. Developing the school's student code of conduct, and OSHC code of conduct
5. Assisting in the selection of the school principal when a permanent vacancy occurs, and making a recommendation about the appointment to the Director of School Education
6. Reporting on an annual basis to the school community on its achievements
7. Developing and maintaining buildings and grounds.

The day-to-day running of the school program is the responsibility of the Principal and other members of staff.

Forrest School Council consists of up to 10 members, comprising 2 DEECD members, 6 parent elected members and 2 co-opted members. The majority of council members must be parents.

As a parent you can play an important role in your child's education. One way to do this is to become a member of the School Council. The only **qualification** you need is being a **parent** of a child at the school.

You can also attend regular meetings of the School Council as an observer.

Each year an annual general meeting where the School Council presents its annual report to the community must be held. You will receive notice of this meeting (usually held in March).

Elections are held every year, with half the Council changing each time. With the exception of the principal, each elected councillor serves a two-year term. This ensures continuity of membership. Community members are nominated annually.

There are many other ways in which you can be involved with your School Council:

- Attend the public meetings of the School Council
- Let the Principal or School Council President know you are interested in School Council work
- Get to know the members of the School

Council and ask to be kept informed when they make decisions

- Join a subcommittee or working party of School Council.
- Ensure that you vote at School Council elections

Forrest P.S. Council meets on the second Monday of the month at 6.30 pm at the school.

All school community members are welcome to attend meetings but only councillors have voting rights. A prompt start is essential.

A list of current School Councillors can be found on the school noticeboard.

Please feel free to approach any one of these people to ask questions, voice any concerns or give ideas as to how we can make our school a more effective community learning environment. These people are here to represent you- the school community.

SCHOOL HOURS

Children should arrive at school no earlier than 8.45 am.

- Start 9.00 am.
- Morning recess – 11.00 am - 11.30 am
- Lunch – 1.00 pm – 2.00pm (1.00-1.15 children eat lunch in rooms)
- Dismissal - 3.30 pm

Foundation students usually have modified hours of attendance at school during February, with the first 4 weeks requiring them to not attend school on a Wednesday. The Junior Room teacher at the start of Term 1 will advise of these “recharge days” arrangements.

STAFF

Principal	Darryl Harty
Grade F-2	Karen Standish
Integration Aide	Allira Kluver
Grade 3-6	Leanne Corkran
Integration Aide	Nerrida Macdonald
Office Manager	Sarah Lane
PE/Music	Various Staff Members
Wellbeing Worker	Jim Templar
Pre-School Director	Di Carter
Childcare Educator /OSHC	Caralyn Grgic
Childcare Educator /OSHC	Vicki Garner
Additional Assistant	Liza Freddi
Groundsman	Russell Finn

Other regular visiting teaching staff are:

M.A.A.C	Donna Williams
M.A.R.C.	Kristin Mackinlay
Indonesian	Philip Gray
Instrumental Music	David Stewart (Piano) & Louise Brown (Cello, percussion & Singing)

STUDENT ENGAGEMENT & WELLBEING POLICY

Forrest School has developed a comprehensive Student Engagement & Wellbeing Policy. A copy of this is available from the school office.

TRANSITION-FROM PRE-SCHOOL TO FOUNDATION

During the course of the year, opportunities are given for our 4 year olds to join in activities in the junior room. In term 4 it is customary for the 4 year olds to attend school for a half day for 4 weeks in November to assist in the transition from pre-school to foundation.

WELFARE

Forrest Primary School and Early Years Centre has a high level of commitment to student welfare. We seek to be a Healthy Promoting School by adopting policies and programs, which promote the health and wellbeing of students, parents, staff and the general community. We currently have a Restorative Practice and Respectful Relationship approach to student management.

Staff, Principal, School Council, Community and Students all follow a Code of Practice to define suitable behaviours, these can be found in our Student Engagement & Wellbeing Policy.

All school staff, as defined by Ministerial Order 870, within Victoria must understand and abide by the professional, moral and legal obligations to implement child protection and child safety policies, protocols and practices. Forrest Primary School and Early Years Centre’s commitment to the care, safety and wellbeing of all students can be found in our Child Safety Policy.

Our Vision	To provide a challenging, engaging and safe environment that supports each student to reach their full potential so they acquire the complete set of skills required to become responsible, happy and effective learners in the 21 st Century.						
Our Mission & Moral Purpose	<p>To foster a community of curious, flexible, healthy, and responsible citizens.</p> <p>By nurturing our student’s individual talents and capacities, they will thrive in our local and global communities.</p>						
Our Values	<p>Lifelong Learning</p> <p>A desire to learn and achieve</p>	<p>Truthfulness</p> <p>Truthful and honest communication at all times</p>	<p>Personal Best</p> <p>Try hard, pursue your goals</p>	<p>Care & compassion</p> <p>Care for self and others</p>	<p>Mutual Respect</p> <p>Respecting others and their differences, Respect for the environment</p>	<p>Cooperation & Team Work</p> <p>Supporting each other and working together</p>	<p>Resilience</p> <p>Being persistent, confident and independent learners</p>