

Information Booklet



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Welcome to Orchard Grove Primary School

Dear Parents,

As the Principal, I am very proud of our school and believe it to be a fabulous educational facility that truly offers our students the complete package. Orchard Grove Primary School is recognised by the Education Department as a high performing school. There is no doubt that we have outstanding academic results, but we believe what makes us such a great school, is how we educate and care for the whole child; offering our community excellence in education coupled with a strong wellbeing approach that makes each child feel they belong.

Our school community is highly motivated and involved in the daily activities at the school and our parents have a strong desire to partner together with our teachers to provide the best opportunities for the children. We love our school and see ourselves as a caring community that values academic success, but also treasures the nurturing and development of the whole child.

Please spend the time reading through this pack as it will help you to get a picture of what our school is all about and how things operate here.

If you would like to discuss any aspect of what Orchard Grove Primary School has on offer for your child, or if you have any particular needs or queries, please don't hesitate to contact the office and make an appointment with myself or our wonderful Assistant Principals, Michelle Ogilvie and Leeanne King.

Happy reading.

Glenda Harry

Principal



About Orchard Grove P.S.

Orchard Grove Primary School is dedicated to the development of children as individuals, in a cooperative community environment.

Our aim is to:

- * provide a comprehensive curriculum;
- * encourage active involvement in school and community activities;
- * instil pride in personal, team and school participation and achievement.

Students are made aware of rights and responsibilities through involvement in a variety of representative, support and leadership roles across the school.

Orchard Grove Primary School endeavours to work in partnership with the wider community to provide appropriate, quality education, which allows every child to reach their potential.

Principal:	Ms Glenda Harry
Assistant Principals:	Ms Michelle Ogilvie & Mrs Leeanne King
Foundation Coordinator:	Miss Abbey Cox
Business Manager:	Ms Deidree Cooper
Office Manager:	Ms Kathy Broadbent

School Times

8:50am	Bell indicates to students to enter rooms and prepare for the day's activities
9:00am – 11:00am	Classes
11:00am – 11:30am	Morning recess
11:30am – 1:10pm	Classes
1:10pm – 1:20pm	Lunch eaten in classrooms
1:20pm – 2:10pm	Lunch recess
2:10pm – 3:30pm	Classes
3:30pm	Dismissal of classes

*Please note that, during the first term in particular, all Foundation students are closely supervised outside in the playground and have restricted play areas. There are also additional supervised lunch eating times.

Teachers are on supervision duty in the school grounds before school (8:45am - 9:00am) and after school (3:30pm - 3:45pm). Parents are reminded that playground supervision is their responsibility outside these hours.

It is important that students develop good habits of punctuality and regular attendance. If your child is going to be absent, this can be entered on the Compass app or made known to the school or your child's teacher via an explanatory note or phone call from parents/carers.

Student Term Dates – 2021

Term One 29 January - 1 April (**27 & 28 January are pupil-free days**)

Foundation Students commence Monday 8 February

Term Two	19 April – 25 June
Term Three	12 July – 17 September
Term Four	4 October – 17 December

Foundation Times

In 2021, the first five days will be allocated to Literacy and Numeracy assessment. Classroom teachers will contact each family to organise a time for students to come and visit the school and undertake the assessments.

All Foundation students begin school on Monday 8 February. On this day, the children will eat snacks and lunch at school and be dismissed at 1.00pm.

From Tuesday 9 February, Foundation students will attend full time, as will the other classes at Orchard Grove. Parents must deliver children to their classroom and collect them during Term One. No Foundation child will be allowed to leave the school grounds alone.

School Organisation

The school is organised in year levels. Students are predominantly in 'straight' grades (one level per class).

Foundation
Year One
Year Two
Year Three
Year Four
Year Five
Year Six

Curriculum

Our teaching at Orchard Grove Primary School follows the Victorian Curriculum - a curriculum which includes both knowledge and skills. These are defined by learning areas and capabilities, as outlined below.

Learning Areas	Capabilities
<ul style="list-style-type: none">● The Arts - Dance, Drama, Media Arts, Music, Visual Arts, Visual Communication, Design● English● Health and Physical Education● The Humanities - Civics and Citizenship, Economics and Business, Geography, History● Languages● Mathematics● Science● Technologies - Design and Technologies, Digital Technologies	<ul style="list-style-type: none">● Critical and Creative Thinking● Ethical● Intercultural● Personal and Social

The Arts: Through making, interpreting, performing, creating and presenting, the students explore ideas and feelings using a variety of skills, techniques and processes, equipment and technologies.

English: Lessons designed to develop Reading and Viewing, Writing, Speaking and Listening, and Handwriting skills, occupy most of the weekly program and are of highest priority. There is an emphasis on involving children in meaningful activity, linking reading, writing, speaking and listening. This creates a natural learning environment that allows for the differences in children.

Health and Physical Education: All levels focus on the importance of physical activity, sport and recreation in daily life. Students' confidence is developed in movement skills and strategies to increase motivation. Lessons include training and exercises in strength, flexibility and endurance.

The Humanities: Over the course of the primary school years, students learn about their immediate and local community, and the roles and structures they contain. They learn about Indigenous Australians, Explorers, The Gold Rush and Federation. They learn the geography of their country and its diversity. Students learn about Economics and Business, with focussed units of work in Years Five and Six.

Languages: At Orchard Grove we teach Spanish. The students learn about both the language and the culture during 40-minute sessions each week.

Mathematics: Students develop a solid grounding in mathematical skills and understandings, whilst building their confidence and enjoyment in the area. Mathematics is separated into three strands – Number and Algebra, Measurement and Geometry, and Statistics and Probability. In lessons, we strive to raise student awareness of the place of maths in solving problems in everyday life.

Science: Knowledge of living things, matter, energy and Earth's place in time and space, build on student curiosity and helps them understand how science relates to society and the environment.

Technologies: Students undertake research and investigation to identify the resources available to meet the problem, need, want or opportunity they are working on. They develop design briefs and learn to alter plans to produce a quality product. They use technologies as a means of presenting information to audiences and locating information, from a range of online and multimedia resources, to support their own learning.

Critical and Creative Thinking: This capability aims to ensure that students develop understanding of thinking processes and an ability to manage and apply these intentionally. They develop skills and learning dispositions that support logical, strategic, flexible and adventurous thinking. They also gain confidence in evaluating thinking, and thinking processes, across a range of familiar and unfamiliar contexts.

Ethical Capability: The students begin by learning about the meaning of right and wrong, good and bad, as concepts concerned with the outcomes of acts. They continue to develop their understanding of the complexity of issues, including honesty and philosophical thoughts.

Intercultural Capability: The students begin by identifying what is familiar and different in the ways culturally diverse individuals and families live. This continues to develop into an understanding of how aspects of their own and others lifestyle, behaviours, attitudes and beliefs can be culturally influenced.

Personal and Social Capability: Students learn to initiate, maintain and manage positive social relationships with a diverse range of people. They learn strategies for understanding, managing and resolving conflict, and working in teams teaches cooperation with others to achieve group goals.

OGPS School Council

The School Council is a legal body consisting of twelve elected representatives, plus the Principal. These representatives comprise four Department of Education and Training (DET) and eight non-Department of Education and Training employees, plus one co-opted non-Department of Education and Training employees.

The School Council is responsible for the management of the school, including finances, buildings, grounds and equipment. Much of its work is organised through School Council sub-committees. The School Council reports to parents through a formal written annual report, as well as regular articles in the newsletter. School Council elections are held each year, usually in March. Remember the parents elected to the School Council are *your* representatives.

The President of the current School Council is Mrs Fiona Ross.

Specialist Programs

Specialist programs are arranged each year according to needs and the availability of staff. Currently we have specialist teachers in the following areas - Visual Arts, Performing Arts, Library, Physical Education and Spanish. All students have 40-minute sessions with these teachers on a weekly basis. Please note the day your child has specialist classes and ensure they have the appropriate equipment (eg library books to return on library day).

We also have a part-time teacher to support students learning English as a second language (EAL), who works with specific students across the school.

There are also support teachers running specific programs, such as MiniLit, MaqLit and QuickSmart Maths. These types of intervention are aimed at developing specific skills in students who need additional support as identified through ongoing teacher assessment.

Instrumental Music programs are offered as an enrichment program on a user pays basis.

The school also runs programs such as the Perceptual Motor Program (PMP) in lower grades, interschool sport, cross-age tutoring and the Buddy System, none of which require a specialist teacher. We often rely on parents to assist with some of these programs.



Student Wellbeing

The teachers at Orchard Grove Primary School display a caring attitude towards students, based on our School Values of *respect, integrity, working together, fostering growth* and *valuing diversity*. It is our aim that students will, in turn, use this model in developing their own code of behaviour.

The school aims to develop a positive and consistent approach to pupil behaviour.

There is an emphasis on courtesy, cooperation and consideration for others. Students are made aware of the rights of others, and interference with these rights is not tolerated.

If necessary, the school will consult and negotiate with parents about their child's behaviour and expects full support in resolving problems.

The school implements the 'You Can Do It' Program. This program is aligned to our School Values and focuses on the foundations of: Organisation, Persistence, Confidence, Resilience and Getting Along.

All classes participate in comprehensive weekly Wellbeing sessions. These include eSmart (cybersafety), Mindfulness, Buddies Program, Restorative Practices and the Resilience, Rights and Respectful Relationships Program.



Students with additional needs

At Orchard Grove Primary School, we aim to support all students with their learning, including those with additional needs. Teachers write Individual Learning Improvement Plans (ILIPs) on a termly basis for students they deem to have additional needs, meeting with parents to discuss these once a term. Some students will require ILIPs for short periods of time whilst others with diagnosed needs may have one each term for the duration of their time at Orchard Grove Primary School.

Ruby – Our School Therapy Dog



Ruby is our wonderful School Therapy dog. She has been working at OGPS for over six years now and is firmly entrenched as a member of our school. Ruby has had significant training and, with School Council approval, after a trial period in 2013, it was abundantly clear that Ruby needed to be a permanent fixture across the school.

Ruby helps the students in all sorts of ways, whether it be out in the yard before school, or at recess and lunch time, and is a friend to all with whom she comes in contact. She works with our social worker and visits the first aid room, where she is a comfort to children who are not feeling well. Her main role is being in the classroom with the children and they eagerly await her arrival. Each day that she is at school, she is timetabled into classes. She is particularly skilled at putting those lovely fluffy ears to good use with the 'Reading to Ruby' Program. The students read aloud to Ruby and, of course, she does not make any judgements. In so many ways, Ruby is a comforting presence and she helps relieve anxiety just with her calming presence.

Ruby will be thrilled to meet you and just loves a pat. In fact, the more attention the better; this is definitely the way she operates. Ruby will spend a little time with the new Foundation students during the Story Time sessions and we know your children will just love her just as the rest of the school community does.

School Uniform

We encourage all children to take pride in their school by wearing the school uniform.

No open-toed shoes are permitted. For health and safety reasons only stud earrings are allowed.

Shoe options are: black school shoes/black, white, or navy runners (or variations of) eg. white runner with navy stripe, black runner with white stripes.

Uniform orders can be left at the Office. Orders are filled weekly and the items sent home with students.

SUMMER BOYS

Shorts - navy*
Polo shirt - navy or jade*
Windcheater / Bomber Jacket - navy*
Hoody - navy*
Socks - navy or white*
Hat - navy bucket hat*

WINTER BOYS

Tracksuit pants - navy*
Trousers – navy
Polo Shirt (short/long sleeve) - navy or jade*
Windcheater / Bomber Jacket – navy*
Hoody - navy*
Socks - navy or white*

SHOES

Only black school shoes or
Runners in black, navy or white (or combinations of)

HOUSE T-SHIRTS

Red, Blue, Yellow and Green*

School Bag*
Library Bag*
Art Smock*

SUMMER GIRLS

Dress - blue and white check*
Navy blue shorts / shorts / skorts*
Windcheater / Bomber Jacket - navy*
Hoody - navy*
Polo shirt - navy and jade*
Socks - navy or white*
Hat - navy bucket hat*

Please Note: Leggings are not part of the school uniform. Bike shorts can only be worn under the summer dress. No tights or skivvies are to be worn with the summer dress.

WINTER GIRLS

Tracksuit pants - navy*
Polo Shirt (short/long sleeve) - navy or jade*
Tunic - navy*
Windcheater / Bomber Jacket - navy*
Hoody - navy*
Socks - navy or white* (Navy tights can be worn with Tunic)



All items marked with * are available through the uniform shop.

Orchard Grove Primary School is a SunSmart school, therefore all children are required to wear a hat in Terms One and Term Four, and other times when the UV rating is three or above. Please label all items of uniform clearly.

Health

We are fortunate to have a qualified First Aid Officer on duty from 10:30am - 2:30pm, Monday to Friday. Please remember that sick children **must be kept home**. This includes children suffering from gastro, heavy colds, coughing and fevers. The sick bay is available to provide for minor upsets during school. The school's policy is to contact the parents if the illness is protracted, or could be of a serious nature, so that the child can be taken home. At all times staff will contact parents if a child has a serious accident.

It is imperative that the school has your daily telephone number or that of a responsible friend/relative.

*** If this information changes, please notify the school immediately.**

No medication is to be sent to the classroom or kept in a child's bag.

If medication is to be taken at school, parents must fill out a medical form at the school office and the child's medication will be kept in the sick bay for administration by the First Aid Officer at the appropriate times.

Asthma The school requires an asthma management plan from your GP and reliever medication with a spacer needs to be brought to school.

Anaphylaxis and **moderate/severe Allergies** Anaphylaxis plans, with a current colour photo attached, **MUST** be provided to school prior to your child's commencement. An auto-adrenaline injector (Epipen), together with any other medication required, needs to be provided to the First Aid Officer at this time. **The First Aid officer will contact you to discuss your child's condition unless you have already met with them at the beginning of the school year.**

Other medical conditions such as Diabetes or Epilepsy also require school management plans. The school First Aid Officer is happy to discuss, and needs to be made aware of, any other medical conditions your child may have. Appointments can be made via the school office.

Immunisation Certificates are necessary for enrolment and must be provided before students start school. These are provided by your local council Immunisation Service, your GP, Medicare Australia Office, or the Australian Childhood Immunisation Register (telephone no. 1800 653 809).

Infectious Diseases Exclusion Table

Conjunctivitis	Exclude until discharge from eyes has ceased.
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours.
German Measles	Until fully recovered at least four days from the onset of the rash.
Measles	Until fully recovered at least four days after onset of rash.
Whooping cough	Medical Certificate or 21 days after onset of cough.
Head Lice	To be excluded until treated.
Scarlet Fever	Medical Certificate.
Hepatitis	Medical Certificate.
Ringworm	To be excluded until treated.
Impetigo	Excluded until treated, all sores must be covered.
Mumps	Exclude for nine days or until swelling goes down.
Poliomyelitis	Medical Certificate.
Chicken Pox	Exclude until all blisters have dried.
Hand, Foot & Mouth	Exclude until all blisters have dried.
Slap Cheek	Not infectious after rash appears, so no exclusion.

Parental Involvement

The school has an active Community Relations' Club, and they take responsibility for fundraising, assisting with special activities such as the uniform shop, and Mothers', Fathers' and Special Persons' Day stalls.

If you are interested in helping with any activities being run, please contact the school or the Community Relations' Coordinator on ogpspa@gmail.com.



As parents you can also assist the school by observing these few simple suggestions:

- * Clearly name all your child's belongings.
- * Ensure your child has a good night's sleep by having them go to bed on time.
- * Send your child to school each day clean, well equipped and on time.
- * Place all money sent in an envelope, including child's name, grade, amount and reason sent.
- * Keep cars clear of gateways, school crossings and the yellow lines which indicate no parking.
- * School car parks are out of bounds to all children.
- * Please observe signs and directional arrows in the car parks.
- * Abide by the No Parking/No Standing/Disabled Signs.
- * Encourage good road sense and show your child safe places to cross the driveways.
- * Encourage children to report home before going to a friend's place or off to play. Insist you know exactly where your child is and ensure the parent of any child playing at your house is notified.

A Class Representative Parent Scheme operates in each grade. The 'Class Rep' parent acts as a contact person between the teacher and parents.

At Orchard Grove Primary School, we are very lucky to have lots of parents and relatives volunteering to help in a range of programs. This includes helping in the classroom, on school camps and in The Grove, to name a few. In order to assist in these programs, you will need a current Working With Children Check, which you can apply for online, and to attend an Induction Session at the school. Induction Sessions are run each year, usually in March.

Commonly asked questions about school

When do children eat their lunch?

Lunch is eaten in the first ten minutes of the lunch break, between 1:10 and 1:20pm. In the first few weeks, the teachers will start lunch a little earlier to ensure that there is adequate time.

Where do children eat their lunch?

Children usually eat their lunch in the classroom. They are dismissed when the bell rings.

Sometimes the teacher will take the children outside to eat. If this is the case, the children remain seated in a shady area of the playground until they have finished eating. This ensures the children eat in relatively relaxed and settled surroundings.

Are the children supervised while they eat their lunch?

Yes. As a rule, teachers will not allow children to throw away food. If your child does not want to finish their lunch, they will be asked to put it in their bag and take it home. This way you have some indication of your child's eating habits at school. Some children find the initial school experience too exciting and demanding and take time to settle into a regular eating pattern. Also, please be mindful of the amount of food you pack for your child.

Is OGPS a nut-free school?

We have a number of students who have life-threatening allergies to nuts, therefore nuts and nut products (such as Nutella) are discouraged.

Are children supervised in the playground?

Yes. During all breaks there are at least four teachers on duty in the playground. Children are reminded that, if they have difficulty outside, they should look for the teacher on duty. Classrooms are out of bounds during these times as it is dangerous for children to be inside without a teacher. Children need to ask the teacher on duty if they wish to go to their bag.

Are Foundation students separated from the rest of the school in the playground?

Initially we have play areas designated for the Foundation students ONLY so the children can get their bearings without interference from other children. Students are able to use the small playground equipment but the big playground equipment is set aside for the older children.

What is the procedure if it rains during recess or is very hot?

The children are supervised in their classrooms by a teacher.

Will the teacher change my child's clothes if they fall in the mud or wet themselves?

Yes, we do have some spare clothing but please keep spare underwear in your child's bag.

Do children wear hats?

Our SunSmart Policy requires students to wear their hat from the beginning of September until the end of April. From May to August, students will be required to wear their hats if the UV index reaches three or above.

What is the procedure if my child is ill at school?

If your child complains of illness at school they will be seen by the staff member responsible for first aid and kept under observation in the sick bay for a short time. The staff member will then assess whether the child should be returned to the classroom, where the teacher can keep an eye on him or her, or sent home. If the staff member decides on the latter course, you will be asked to collect your child.

Will the teacher keep my child inside at recess times if he or she is recovering from an illness?

No. Your child should not be at school until fully recovered.



How do I notify the school if my child is absent or will be absent?

All absences can be entered on our school app, Compass. If you are unable to access Compass, a note can be sent to the office (either directly or via your classroom teacher). You can also ring the school absence line and leave student details and reason for absence.

Can my child go to the toilet during class time?

Yes, but they must ask a teacher first. The teacher will then send your child and another two children to the toilet. If a teacher notices a child is asking to go to the toilet often the teacher may remind the child that they just went and check if they really need to go. Children are always encouraged to go to the toilet at recess times. No child is allowed out of the room without permission.

Can my child go to get a drink during class time?

Children may ask to go and get a drink (if they have forgotten their drink bottle). The teacher will then assess the situation and send your child with another two children. Again, no child is allowed out of the room without permission.

How do I contact the teacher?

You are welcome to give short messages to the class teacher before or after school. Please do not expect the teacher to spend time speaking with you when they have a class. If the matter needs discussion, please make an appointment, either directly with the teacher or through the school office.

If you wish to discuss a matter with the Principal, Assistant Principals or Specialist Teachers, please call the school office.

Does the school publish a regular newsletter?

Yes, on a fortnightly basis. This contains up-to-date information, news, student contributions and other matters of interest to the school community. Families receive the newsletter via Compass every second Thursday. Please ensure your current email address is on your child's enrolment form, as this is required for the Compass app. A copy of the newsletter is also available for viewing on the school website.

What is the school website?

<http://orchgveps.vic.edu.au/>

Does the school hold information nights?

Information nights are held early in Term One for each level. Other evenings are arranged as necessary to meet current needs. Information nights are not to discuss particular students, but rather to discuss particular topics, events or areas of the curriculum.

Reporting to Parents

Three Way Parent/Carer, Teacher and Student Conferences are held twice each year. This conference actively involves parents, students and teachers reflecting on student growth as a learner, while acknowledging the most important participants in the learning process – student, teacher and parent/carers. This team looks at the evidence shown in the student's portfolio and listens as the student talks about their learning growth.

Parents receive a formal written report mid-year and one at the end of the year.

Portfolios, which are examples of student work marked against rubrics, are sent home at the end of each term.

Additional interviews can be arranged at any other time if required. Please contact the classroom teacher, or the Principal or Assistant Principals, to schedule a time.

Can my child bank through the school?

Yes. The Blackburn South Bendigo Bank supplies the school with information at the start of the year. Bank day is every Wednesday and bank books must be at the office by 9am.

Does the school have assemblies?

Yes. The whole school has an assembly on Friday afternoon at 2.40pm in the Wicking Centre. Parents are welcome to attend. Principal Awards are announced at assemblies. Preschool children are most welcome to attend, however it would be much appreciated if they were supervised during the proceedings.

Does the school have a canteen?

Yes. The OGPS canteen can provide lunch on Wednesdays and Fridays; this is via orders only, no over the counter sales. Children require a cut lunch for the remainder of the week, as there are no facilities to purchase lunch on these days.

When sending a lunch order, please write the student's name and grade clearly on the outside of a paper bag. Write the order and the cost and, if possible, please include the correct money.

Reusable lunch wallets are also available for purchase from the school office. Cost: \$10; Colours available: blue, purple, red, pink, green, grey and yellow

A current price list is available from the office or the school website. The Canteen operates under the direction of Huan Jirenhua with support from parent volunteers.

When is the uniform shop open?

The uniform shop is run by parent volunteers on Thursdays from 9:00 - 9:30am in the Community Room. During the school term, uniform orders can be left at the office. Filled orders will be delivered to your child's classroom.

Does the school have second-hand uniforms?

Second-hand uniforms are offered for sale during the year. Please watch the newsletter for dates. Donations can be left at the school office.

Can I send money to school with my child?

If your child is required to bring money to school for excursions, swimming or special events, please send money to the class teacher in a sealed envelope, clearly stating its purpose, child's name, teacher's name and enclosed amount.

What can I do if my child is struggling with friendship groups?

Many youngsters take time to find a friend among their new classmates. This generally worries parents more than it does the child. In a new situation, your child may prefer to quietly work out what is going on in the new environment before approaching other children. Bear with your child in this. Try not to give them extra worries by constantly asking who they played with. If your child did not play with anyone in particular, they will begin to feel that they have let you down. Ask about the work, what was enjoyable about the day, or if the day's story was a good one. Wait for information about other children. When your child is ready to make friends you will be the first to be told.

What can I do if my child cries every morning and resists going to school?

The adjustment to school can be traumatic for some children.

If your child is one who resists leaving you, firstly take heart in the knowledge that this behaviour will pass.

Most children settle happily into class activities when you leave. There are four areas where you must remain constant:

1. Never, unless they are genuinely ill, let your child stay at home with you 'just this once'.
2. The child must understand as soon as possible that this is a situation where you are not going to give in.
3. Get your child to school on time. Being late is upsetting for all children.
4. Always ensure that you are there to collect your child after school if they are expecting you. Your child must be able to spend this time away from you secure in the belief you, or someone else they trust, will be there when each day is over. If you are going to be late, telephone the school so that the child is not unduly stressed.
5. If you are concerned, please speak to your child's teacher.

Do Foundation students do homework?

Students are required to read every day and practise their Literacy and Maths Rings. Our homework policy is on our school website for you to read in more detail.



Out of School Hours Program (Team Kids)

An outsourced Out of School Hours activities program, run by Team Kids, operates in the Community Room every morning from 7:00am - 9:00am, and every afternoon from 3:30pm - 6:00pm. Care is available to all primary school-aged children, either on a permanent or occasional basis. Activities include art/crafts, games, sports, drama, board games and fun with friends.

Specific enquiries regarding the program can be made to the Coordinator of the Out of School Hours program on 0439 097 943 or 1300 035 000.

Enrolments must be completed online at www.teamkids.com.au before students commence in the Out of School Hours Care Program. More information is available from the school office or in the school newsletter.