

Gembrook Primary School Parent Information Handbook



GEMBROOK PRIMARY SCHOOL

Values: RESPECT and HIGH EXPECTATIONS

Vision: To provide every student with every opportunity to be the best they can be.

Mission Statement: A view to the future: Gembrook Primary School is a vibrant and aspirational education community, providing a safe and supportive learning environment that enables a personalised, engaging and challenging learning program. Our objective is for students to achieve the academic, social, emotional and physical growth to thrive in a global society.

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Message from the Principal

Welcome to Gembrook Primary School where we have a 'View to the Future'.

On behalf of our school community, I would like to warmly welcome you to Gembrook Primary School. At Gembrook, families can feel confident knowing that their child will be cared for, challenged and celebrated in all that they do.

This handbook is designed to give you information about our school and the high-quality education programs we can offer your child.

Gembrook is well known for the positive relationships that exist between children, staff and parents giving our school a friendly and welcoming 'feel' from the moment you walk in. Teachers, parents, and students work together in our pursuit of academic, social, emotional, and physical growth for all students to thrive in a global society.

We offer a diverse and dynamic range of programs that cater to the individual needs of each child, ensuring that they reach their full potential. This includes our specialist programs: Art, Music, PE, and Auslan.

Our highly professional teaching and educational support staff teams are integral to the success of our learning programs. This community of educators are dedicated to understanding every student and their learning needs; responding to this by providing learning opportunities that develop excellence, initiative, cooperation, and independence. This is underpinned by our commitment to providing authentic opportunities for students to be empowered and have greater agency within the learning process where we encourage students to set and work towards goals, experiment, and take risks.

Gembrook Primary School promotes a Positive Behaviours for Learning (PBL) framework which focuses on harnessing positive behaviours and promoting opportunities for students to take ownership of their learning in and outside of the classroom. The framework encompasses the respectful relationships curriculum and our school values of high expectations and respect.

Ultimately, our students are at the centre of all we do!

If at any time you wish to discuss any aspect of our school or your child's education, please do not hesitate to contact me for a chat, or to arrange an interview.

Warm regards,

Steph Koble

Principal

School Values and Philosophy

Values: RESPECT and HIGH EXPECTATIONS

Vision: To provide every student with every opportunity to be the best they can be.

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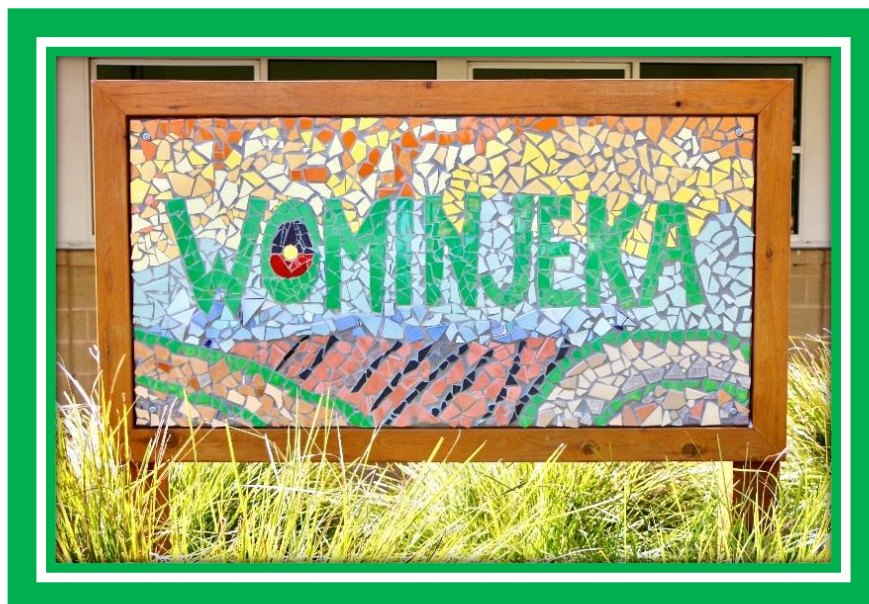
The programs and teaching at Gembrook Primary School support and promote the principles and practice of Australian democracy, including a commitment to:

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and respect.

This school statement of our vision, mission, objective, values and expectations of our school community is available on our school website, our staff induction handbook, and is included in our school enrolment/transition packs.

To celebrate and embed our Statement of Values and Philosophy in our school community, we

- display posters and banners that promote our values in every classroom in our school
- celebrate our values in our school newsletter
- provide awards and recognition for students who actively demonstrate the values within the classroom, at assemblies and via our school newsletter.
- discuss our values with students in the classroom, meetings and at assemblies.



School Information and Organisation

Address: Gembrook Primary School
50 Main Road
Gembrook Vic 3178

Telephone: (03) 5968 1313

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

Website: www.gembrookps.vic.edu.au

School App: Compass: Download for free at the app store
Instructions on how to use our app are included in this enrolment pack as well as on the school website and school newsletter.

School Timetable

Start school	9:00am
Recess	11:00am - 11:30am
Supervised lunch (eating time)	1:30pm - 1:40pm
Lunch playtime	1:40pm – 2:20pm
Dismissal	3:20pm

School term dates 2025

Term 1	28 th January (teachers start) 29 th January (students start) – 4 th April
Term 2	22 nd April – 4 th July
Term 3	21 st July – 19 th September
Term 4	6 th October – 19 th December

Curriculum

The Victorian Curriculum provides a complete set of common state-wide standards which schools use to plan student learning programs, assess student progress and report to parents. Victorian Curriculum outlines what is essential for all Victorian students to learn during their time at school from the first year at school to Year 6.

The Victorian Curriculum is designed to: engage students, build their confidence, offer varied approaches to learning and challenge them to achieve. Students will develop knowledge and understanding in the disciplines of English, Mathematics, Science, the Humanities, Languages, Health and Physical Education and The Arts.

Physical, Personal and Social Learning

Children develop their interpersonal skills as they interact with other students, teachers and other adults.

Prep children will:

- Develop friendships
- Learn to share and take turns
- Identify the qualities of a friend
- Respect the rights and feelings of others.

Literacy Program

Gembrook Primary School approaches literacy planning and explicit teaching using the Victorian Curriculum (Reading & Viewing, Writing, and Speaking & Listening) and with the Workshop and Gradual Release of Responsibilities Instructional Models at the forefront.

Exceptional planning of engaging and explicit lessons ensure students are provided the opportunities to explore a variety of genres. By closely linking reading and writing across the year, students will discover and learn the skills of imaginative, informative and persuasive reading and writing. Students are exposed to and engaged in units of Poetry, Narrative, Author Study, Persuasive, Informative, and Speech Writing.

Reading and viewing involves students understanding, interpreting, critically analysing, reflecting upon, and enjoying written and visual, print and non-print texts. It encompasses reading and viewing a wide range of texts and media, including literary texts. Reading involves active engagement with texts and the development of knowledge about the relationship between the texts and the contexts in which they are created. It also involves the development of knowledge about a range of comprehension strategies for reading; predicting, visualising, inferring, questioning, summarising, synthesising, and analysing.

Effective writing involves students in the active process of conceiving, planning, composing, editing and publishing a range of texts. Writing involves using appropriate language for particular purposes or occasions, both formal and informal, to express and represent ideas and experiences, and to reflect on these aspects. The development of knowledge about strategies for writing and the conventions of Standard Australian English are important and this is why Gembrook Primary School uses "The 6 + 1 Traits of Writing" approach (Ideas, Organisation, Conventions, Sentence Fluency, Voice, Word Choice, and Presentation) to develop students understanding of writing. Students develop a metalanguage to discuss language conventions and use. (VCAA).

Spelling at Gembrook Primary School is taught through the approach of Sound, Visual, Meaning, Connecting and Checking strategies. Students learn to understand the phonological knowledge (aware of the sounds of the letters), visual knowledge (how words look), orthographical knowledge (knowing which letters go together), morphological knowledge (identifying parts of words) and etymological knowledge (where words originate from).

Speaking and Listening is practised across all area of the curriculum. This enables students to apply their knowledge verbally, respond and engage in conversations with each other respectfully, actively listen to their peers and their teacher, and express their views and opinions in a caring and safe environment.

All students will have reading and writing lessons daily, and set achievable goals, in collaboration with the teacher and student.



Numeracy Program

At Gembrook Primary School, we have a strong focus on developing automaticity (instant recall of times tables and number facts etc) in number and application of number skills to problem solving. Equal importance is placed on procedural and conceptual knowledge. We follow education consultant Michael Ymer's Victorian Curriculum Yearly Levelled Overview that covers number curriculum content term by term. The Blitzmaster program is a whole school approach to further supporting student learning growth in automatic recall of times tables and number facts. The program is completely differentiated with students working at their own level and continually striving to beat the clock and reach the next level. Students work with their teacher to set a goal in number and have time during the week to practise their number goal. Applied topics are taught in approx. 4-5 week 'blocks' over the course of the year – approx. 2 applied topics per term. Pretesting determines each student's entry skills, identifies any gaps in knowledge, determines each students zone of proximal development (ZPD) and informs unit planning. Post unit testing is designed to measure student learning growth and determine further areas for improvement.

Inquiry Learning

Students investigate a variety of topics, think creatively and critically, problem solve and ask questions across the areas of History, Geography, STEM, Civics and Citizenship and Design Technologies, as well as the four areas of Science (Biological, Environmental, Physical and Chemical). Students are encouraged to observe, collect information and data, analyse and synthesise information and the world around them.

Information Communication Technology (ICT)

Technology is an integral part of the learning program at Gembrook Primary School. Laptops and iPads are used by all students throughout the school. Students are encouraged to use digital devices in a respectful manner and all students sign an acceptable use agreement each year. Gembrook Primary School is an eSmart school. Smart, safe and responsible use of information and communication technology is promoted.

Science

At Gembrook Primary School Science is a major learning area. All students participate in weekly science sessions. These sessions are hands-on, engaging and provide opportunities to build on their prior knowledge with multiple ways to demonstrate their learning. The units cover the four domains of physical, chemical, biological and earth and space science.

Sustainable and Environmental Education

Students participate in a range of classroom activities that develop their understanding of the environment and sustainable living. Responsible and sustainable practices are an integral part of daily learning.

Intervention & Extension Programs

A range of literacy and numeracy intervention and extension programs are provided at Gembrook Primary School. Levelled Literacy Intervention provides outstanding literacy support in the junior levels. QuickSmart Literacy and Numeracy Programs provide excellent support for students requiring additional assistance in the middle and senior levels. Middle and Senior Learning Centres. Extension Maths is also an extremely popular program.

Excursions and Incursions

All students will have the opportunity to participate in a variety of incursions and excursions throughout the year.

Excursions and incursions are an integral part of the learning program. School excursions provide a very effective means of motivating children to participate in and gain real benefit from a variety of learning experiences, as well as enriching the classroom learning program.

Parents will be notified of upcoming excursions or incursions via our school communication app, Compass. Permission and payment for all activities is via Compass.

Camps

A camping program is offered to students at Gembrook Primary School. The aims of the camping program are:

- To provide a broad range of opportunities for social interaction
- To develop a sense of independence, cooperation, and personal management
- To provide opportunities for physical development

Students in grades 2-6 will have the opportunity to participate in our camping program.



Specialists Programs

Visual Arts

All students participate in regular sessions in the art room and are given opportunities to create and make using a variety of media. An art smock or an old shirt is required for art room activities. The school community has created a number of whole school art projects.



Physical Education and Sport

Physical Education sessions allow the children to experience sequential programs in the areas of movement, dance, fitness, swimming, games and skills, and gymnastics. Throughout their primary years, students will also have the opportunity to participate in swimming, gymnastics, athletics, inter-school sporting games, cross country, and a host of other exciting sporting events. In both Physical Education and Sport the emphasis is on participation and enjoyment. Students in years 3 – 6 participate in friendly sporting events with other EDEC (Emerald and District Education Cluster) schools on a regular basis.

AUSLAN

Gembrook Primary School has introduced Auslan (Australian Sign Language) as its Language other than English (LOTE). Auslan is a visual language with its own grammatical structures, which are different from those found in English. These structures are based around handshape, orientation, location, movement and expression. Auslan assists all that use it, as a focussed and visually engaging form of communication. Although it was designed to assist the Deaf and hard of hearing community, it can really give clarity for those who find it challenging to focus or engage in a verbal conversation. Auslan is proving to be a very popular part of the school curriculum. AUSLAN fact sheet: https://www.ndp.org.au/images/factsheets/NDP_Factsheet04.pdf

Music

Children will be learning about music knowledge and skills and make connections with music in their lives. The theory and practicalities of music exploration will be incremental according to the Victorian curriculum. Children will be exposed to and experience various forms of music, for example, sounds, beats, rhythm, culture, and instruments.

Performing Arts

Children will be given opportunities to acquire musical, dance and performance knowledge and skills through a performance-based program. Students participate in a variety of performances at our weekly assembly and at other special school events. A whole school production is held each year.

Instrumental Music Program

An external provider, Junior Rockers, offers excellent tuition in keyboard, guitar, drums and singing.



Electives Program at GPS

GPS Electives Program prioritises student voice and engagement in learning. Elective sessions are run weekly for two terms and all students can participate in an exciting elective of their choice. We are fortunate to have skilled and creative staff who offer students a wide variety of electives including Beaded Jewellery, Macrame, Cartooning, Origami, 'Sparkies', Dance, Cooking, Auslan, Coding, Bucket Drumming, Clay, Woodwork, Ukelele, Stop Motion Animation, Drama and Boot Camp!

Positive Behaviours for Learning

Gembrook Primary School is proud to be a 'Positive Behaviours for Learning' (PBL) school. PBL at Gembrook Primary School provides a common and positively stated set of expected behaviours in all school contexts. Expected behaviours are linked to our school values of Respect and High Expectations and students have had input into the development of expected behaviours via their Student Representative Council.

Some of the benefits of PBL include:

- Increased respectful and positive behaviour.
- Increased time focused on instruction.
- Increased growth mindset.
- Improved social – emotional wellbeing.
- Common language in relation to expected behaviours.
- A predictable learning environment with improved feelings of safety.
- Improved attendance.

Every PBL context (At All Times, Learning Spaces, Toilets, Playground, Assemblies, Sports Areas) has posters displaying expected positive behaviours, linked to our school values and relevant to that context.

PBL is taught explicitly in classrooms via weekly lessons. Teachers and staff are always on the lookout for students displaying those expected behaviours and will be rewarded with a 'Gem Chip'. Every classroom has a PBL rewards poster containing the name of every student. Once a student gains 10 Gem Chips, they receive a special 'Gemstone' that will be placed in our very own Gembrook 'treasure cave' in the main office foyer. Two clear plastic tubes will deliver gemstones to the treasure chests. Once a treasure chest is filled to the top with Gemstones, the school will receive a special reward, decided on by our SRC in consultation with all students. Some examples of whole school rewards might include a free dress day, crazy hair day, games on the oval, art and craft activities session etc.

Our focus at Gembrook Primary School is very much based around excellence in teaching and learning, and so PBL is about developing and supporting a positive, safe and engaging learning culture.

School Uniform

To develop unity, pride and a sense of identity within the Gembrook Primary School community, wearing school uniform is compulsory. Our school is a *Sun Smart* school and wearing a wide brimmed hat is essential between September and April.

Uniforms are available from the Beleza store at 7/99 Bald Hill Rd Pakenham. School bags and hats are available from the school office.

SUMMER (Term 1 & 4)

Hat

- Navy broad brimmed hat.

Dress

- Blue white check dress with fine green stripe and pleat in the back.

Shirts

- Long or short sleeved cotton polo shirt. Green with navy and white stripe on collar and school logo.
- Short sleeved green sports top with school logo.

Shorts

- Navy blue cotton drill shorts – knee length, no coloured stitching, logos or cargo pockets
- Navy blue sports short no coloured stitching, logos or cargo pockets

Pants

- Plain navy blue tracksuit pants – no coloured stitching, logos or cargo pockets
- Navy drill street pants – no cargo pockets

Jumpers and vests

- Long sleeved polar fleece jumper - plain navy polar fleece with green school logo.
- Rugby windcheater green with navy and white stripe on collar and school logo.
- Bomber jacket green with navy and white stripe on the collar, cuffs and waistband, with school logo.
- Polar fleece vest - plain navy polar fleece with green school logo
- **Grade 6 only** – Green jacket with navy sleeves, green and white stripes on collar, cuffs and waistband with school logo on the front and back design unique to each year.

WINTER (Term 2 & 3)

Winter Dress and Skirt

- Foundation to Grade 2 - Junior navy blue box pleated skirt with bib. (Bib optional)
- Grade 3-6 Senior plain navy box pleated skirt – knee length
- Plain navy woollen tights to be worn with the winter dress or skirt.

Shirts

- Long or short sleeved cotton polo shirt. Green with navy and white stripe on collar and school logo.
- Short sleeved green sports top with school logo.

Shorts

- Navy blue cotton drill shorts – knee length, no coloured stitching, logos or cargo pockets
- Navy blue sports short no coloured stitching, logos or cargo pockets

Pants

- Plain navy blue tracksuit pants – no coloured stitching, logos or cargo pockets
- Navy drill street pants – no cargo pockets

Jumpers and vests

- Long sleeved polar fleece jumper - plain navy polar fleece with green school logo
- Rugby windcheater green with navy and white stripe on collar and school logo
- Bomber Jacket Green with navy and white stripe on the collar, cuffs and bottom with school logo.
- Polar fleece vest - plain navy polar fleece with green school logo
- **Grade 6 only** – Green jacket with navy sleeves, green and white stripes on collar, cuffs and waist with school logo on the front and back design unique to each year.

Hats, scarves and gloves

- Gembrook Pri8mary School navy beanie with logo or plain navy polar fleece beanie with no print or logos.
- Plain navy gloves. No print or logos.
- Plain navy polar fleece scarf. No print or logos.

Preparing Your Child for School

Together, parents and teachers can provide the support and encouragement needed to make your child's introduction to school a positive and enjoyable experience.

Encourage your child to do as many of the following as possible:

1. Take off and put on outer clothing and where possible manage to put on their own shoes.
2. Know how to independently blow their nose.
3. Put away toys and materials after using them.
4. Recognise their own name on possessions, such as clothing or lunch boxes.
5. Eat from a lunch box and know the order in which to eat their food.
6. Play with other children.
7. Know the safest and most direct route to school and how to use a school crossing.



Starting School

1. Show an interest in your child's day when they are ready to talk about it. It is important to remember that most prep children are very tired after school and need time to relax, especially at the beginning of the year.
2. Understand that through play, a child builds confidence and establishes sound social relationships with other children.
3. It's very important to have a healthy lunchbox to ensure your child has the energy they need throughout the school day.
4. If you have a concern, please do not hesitate to contact the classroom teacher to discuss it.
5. If your child is required to bring money to school, please ensure that it is clearly labeled in a sealed envelope.
6. Please notify the school if your child is taking medication and contact the classroom teacher if medication is to be taken at school. A permission form must be completed and signed at the office.
7. A good night's sleep is extremely important. Try to ensure that your child has a regular bedtime.
8. Children develop at different rates and parents need to be mindful of comparing their child's progress with that of older siblings or with other children of the same age. Parents may organise an interview with the class teacher at any time to discuss any aspect of progress or learning development.
9. Learning to read and write is an exciting time for parents and children. Try to set a regular time to read with and to your child. Talk to your child about what they have read.
10. Help your child develop a sense of confidence by praising any new achievement. Your child will be more willing to attempt new tasks.



General Information

Bus Travel

To be eligible to travel on the bus the child must reside at least 4.8 kms from the school. Please contact the office for further details. The school bus travels along two routes- Launching Place Road and Tynong Road via The Avenue, Pakenham Road to Harvie Road corner. Please notify the school office if your child is not travelling on a particular day.

Emergency Information

The emergency information sheet you completed when you enrolled your child is very important. Up-to-date information is vital, and parents are asked to advise the school of any change of telephone number, place of employment, emergency contact person, etc. Any change of information should be provided in writing.

Attendance

School attendance is compulsory. Parents are asked to inform the school of their child's absence by 9.30am on the day of the absence, with an attendance note on Compass, the school communication app. Compass can also be used to make a prior notification of a future absence.

Late Arrival and Early Departure

We ask that you accompany your child to the office if they arrive at school after 9.00am, to sign them in through our Compass kiosk and collect a late pass to give to their teacher. A parent /carer should always accompany prep students to the classroom when they are late. Please collect an Early Leave Pass for your child from the office if you wish to collect them before the end of the school day. The Compass Kiosk is located in the office for student sign in and sign out in to record late arrivals or early departures. This process must be completed by a parent or carer.

Punctuality

Our school day starts at 9:00am and it is essential that your child arrives early enough to get organised for the day. Each school day begins with the literacy block and important learning and planning for the day happens at the start of the session.

Lost Property

Please **name** all your child's belongings clearly and encourage your child to look after his/her things. If belongings are misplaced, please check in the lost Property Boxes located in the learning centres and in the office area. Any unnamed belongings will be washed and sold as secondhand uniforms.

Valuables

Children are discouraged from bringing valuables to school as we cannot ensure security. Senior students with mobile phones are asked to hand them into the office on arrival at school so they can be secured in the safe until the end of the school day at 3.20pm.

Student Health and Wellbeing

Supervision in the yard is provided from 8:45am before school and until 3:35pm in the afternoon. OSHClub runs a before school care program. This is available from 7.00am and an after-school care program is available each day from 3:20pm until 6:00pm.

Gembrook Primary School is a '*Health Promoting School*' and promotes healthy lifestyle choices. The daily procedure is for all children to eat their lunch and play lunch under teacher supervision in the classroom. Students have a brief fruit break at 10:00am. Children are encouraged to bring a water bottle to school to stay hydrated. Breakfast club is available to all students 4 days a week from 8:30 am to 8:45 am.

Most children are hungry by morning recess (11:00am) and enjoy a small snack eg sultanas, cheese stick, piece of fruit, etc. Students are encouraged to eat healthy food. Physical activity is integrated into the learning programs. Healthy lifestyle practices are promoted to the community through the newsletter and website.

On days of extreme weather the children will remain indoors during recess and lunch.

Prep students are linked with a senior student buddy during their first year at school.

All students attend swimming program in Term 4 each year.



Student Welfare

A School Wellbeing Officer is available to provide support to students and their families who are experiencing social and emotional problems or who simply need a listening ear. Written consent must be received from parents / care givers. Forms are available from the school office.

Childsafe

Gembrook Primary School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Gembrook Primary School has zero tolerance for child abuse.

Gembrook Primary School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved at Gembrook Primary School has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

You can read the full Childsafe Policy on our school website on the 'About – Child Safety Standards page.

Health

Please ensure that the school and your child's teachers are aware of any health issues. Please send an explanation of any absence using Compass, the school communication app.

If your child is ill, please keep him/her at home as we do not have the facilities to care for a sick child at school. A sick child cannot work effectively and could infect other children and teachers.

Should your child become ill or be injured at school, the school will contact parents or nominated contacts. If a situation occurred where the school could not contact the parents or nominated contacts the school would take action that was considered appropriate. This could involve calling an ambulance.

Some infectious diseases require a period of exclusion from school. A schedule of common diseases is included below:

Disease	Exclusion from school
Chicken Pox	Children to stay home until fully recovered after the start of the illness.
Measles	Medical certificate or at least five days from the appearance.
Mumps	Until fully recovered.
Whooping Cough	Until receipt of medical certificate.
Scabies	Until appropriate treatment has commenced.
Ringworm, impetigo (school sores)	Until appropriate treatment has commenced.
Streptococcal	Until receipt of medical certificate.
COVID-19	5 Day Isolation
Gastro	24 Hours Isolation

Anaphylaxis Management

The school has an anaphylaxis policy that is in line with the Department of Education and Early Childhood policy. If your child suffers from severe allergic reactions please make sure the school is aware of your child's condition. A Student School Anaphylaxis Action and Management Plan must be completed. Parents are to provide up to date EpiPens or Anapens for emergency use. Parents of children with severe allergic reactions to particular foods are asked to ensure their child and their child's teacher understands what foods they can and cannot eat.

Asthma Management

If your child suffers from asthma, please make sure the school is aware of his/her condition. A Student School Asthma Action and Management Plan must be completed. It is important that appropriate medication is sent to the school with the child and kept in his/her school bag should it be needed.

Acting on the recommendation of the Asthma Foundation, the school does not provide an asthma spacer. A spacer must also be provided from home to school.

Head Lice (Pediculosis)

It is recommended that parents check their child's hair regularly for head lice. If lice or eggs are found treat hair with commercial head lice product available from the chemist and contact the school.

Visiting Medical Services

Preps have vision, hearing and general health examinations by local government medical officers.

Illness or Accident

Wherever possible you will be contacted and consulted before medical treatment is sought. Our school is equipped to handle only minor illnesses and injuries. If your child becomes ill, every effort will be made to contact you. If this is not possible, contact will be made with the emergency contact person on your child's emergency information file. It is important that all contact information is kept up to date.

In the event of an accident your child will be cared for while emergency action is taken.

All policies and procedures regarding health and wellbeing can be found on the school website: <http://gembrookps.global2.vic.edu.au/>

Communication

The home/ school partnership is valued at Gembrook Primary School. To enable our school community to be kept fully informed, open communication between all members of the school community – students, parents, staff and others, is encouraged.

Newsletter

A school newsletter is published each fortnight and is available on the school website. It is distributed electronically, via Compass.

The school app:

Compass School Manager is an app that is free to download to your phone, tablet or PC. Newsfeeds keep you up to date with school events and emergency information.

Compass is the preferred method of payment for all school expenses. With Compass you can give permission and make payments for school activities, pay for school fees and communicate student absences.

Website

The school website is a great source of information about the school. The school newsletter, notices, policies and other general information is posted on a regular basis on the school website. www.gembrookps.vic.edu.au

Learning Progress Meetings – 3 Way conferences

Parents are notified of students' progress regularly. In Term 1 and 3 you will be invited to participate in a 3 Way Conference with your child and the class teacher. Detailed written reports are sent home in June and December of each year.

Please feel free to discuss your child's progress throughout the year by making an appointment with the class teacher.

Parent Involvement

Parents are welcome to be part of all school activities. We encourage parents to consider joining the formal teams of Parents and Friends Association or School Council. Parents are invited and encouraged to assist in the learning centres and at various other school activities and events. Parents wishing to be involved with school activities will need to present a current volunteers Working With Children Check. You can complete the online application for the check at www.workingwithchildren.vic.gov.au The application must be printed and submitted along with a passport photo at Australia Post. There is no cost for a volunteers check. Parents / Carer need to do a Volunteer Induction at school before helping in the school. The Induction can take place either as part of a group or individually.

Parent Assistance with Class Activities

Teachers and children value parent involvement in classroom activities. Parents often assist with reading programs, swimming and sporting activities, numeracy programs, the art program and excursions.

Parents and Friends Association

The Parents and Friends Association (PFA) is an active group providing social and fundraising activities for the whole school community.

The Parents and Friends Association (PFA) supports the school through:

- Providing practical ways for parents to get involved in school life
- Organising community social activities
- Providing funds for the benefit of the children.

The Parents and Friends Association (PFA) meets monthly and a warm welcome is extended to all parents to come along and join this group.

School Council

School Council meetings are held twice per term with the dates advertised in the school newsletter. The meetings are generally open and all members of the school community are invited to attend. The meetings are the avenue by which all members of the school community can meet to hear, discuss and formally act on any issues related to School Council duties and responsibilities. Everyone attending may join in discussions, however only School Councilors can vote on issues.

The School Council has the responsibility to determine the educational policy of the school, oversee grounds and buildings, ensure the moneys coming into the hands of Council are expended properly, and generally ensure the children attending Gembrook Primary School have access to the highest quality educational programs and a safe learning environment. All of the policies ratified by School Council are available on the school website.

OSHC (Outside School Hours Care)

OHSClub Ptd Ltd operates Gembrook Primary School's OSHC program and provides quality care for our students before and after school hours. The professional and committed OSHC team provides stimulating and creative care safe environment that encourages exploration of our diverse environment through the mediums of art, cooking, play, crafts, music and games.

Care is available every morning from 7.00am with breakfast included. Afternoon care is available from 3.20pm until 6pm, and includes a healthy snack. Permanent and casual care is available. All families are encouraged to register with Centre Link for the Child Care Rebate.

For enquiries & enrolment details, please refer to the OHSClub information material included in this enrolment pack.

