Thank you for inquiring about Gembrook Primary School.

On behalf of our school community I would like to welcome you to our school.

Gembrook Primary School is very much part of the community, and as such welcomes the community into the school.

There is much to consider when looking for a school.

Gembrook Primary School provides a challenging and comprehensive curriculum for each child in a caring, secure and stimulating environment. The learning program focuses on the whole child. The aim of the learning program at all levels of the school is to develop each child to their full potential academically, emotionally, physically and socially. The school encourages the development of confident, articulate and independent learners. The learning program is designed to foster creative thinking, problem solving and the ability to work in a team. Technology is incorporated into all aspects of the learning program.

The school community is very proud of the facilities at Gembrook Primary School. The three modern learning centres are large, flexible learning spaces. The outdoor learning centre provides a focus for sustainable and environmental education while the gym provides a venue for sporting activities. Play equipment, a bike shed, a vegetable garden and orchard combine to make the outdoor areas an exciting environment for children to explore.

The teaching team is caring and committed.

I thank you for taking time to inquire about Gembrook Primary School. I wish you well in your decision regarding your child’s school placement.

Yours sincerely

Kym Peterson
Principal

50 Main Road, Gembrook
Victoria 3783
Phone: 5968 1313 - Fax: 5968 1548
Email: gembrook.ps@edumail.vic.gov.au
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Message from the Principal

On behalf of our school community I would like to welcome you to Gembrook Primary School.

This booklet is designed to give you information about our school and the programs we can offer your child.

At Gembrook Primary School the home - school partnership is valued. The school shares the excitement and responsibility of ensuring a happy, secure and successful commencement of formal education.

Quality education is a priority at Gembrook Primary School.

Our school community believes children learn most effectively when:

- Each child's self esteem is fostered through success
- Individual differences, learning styles and needs are catered for in the curriculum
- Staff, students and parents work together to create a caring and nurturing learning environment
- Learning is child centred and activity based
- Children are encouraged to experiment, take risks, think creatively and problem solve as they learn
- Children are encouraged to learn in different ways

Developing sound academic skills in literacy, numeracy, thinking and communication is a basis of the learning program across the school.

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.

Regards

Kym Peterson
Principal
School Information and Organisation

Address: Gembrook Primary School
         50 Main Road
         Gembrook  Vic  3178

Telephone: (03) 5968 1313
Fax: (03) 5968 1548

Email: gembrook.ps@edumail.vic.gov.au
Website: http://gembrookps.global2.vic.edu.au

Principal: Kym Peterson

School Timetable

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<th>Time</th>
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<tr>
<td>Start school</td>
<td>9:00am</td>
</tr>
<tr>
<td>Recess</td>
<td>11:00am - 11:30am</td>
</tr>
<tr>
<td>Supervised lunch</td>
<td>1:00pm - 1:10pm</td>
</tr>
<tr>
<td>Lunch playtime</td>
<td>1:10pm – 2:00pm</td>
</tr>
<tr>
<td>Dismissal</td>
<td>3:30pm</td>
</tr>
</tbody>
</table>

School term dates

2013

Term 1: 31 January to 28 March

Term 2: 15 April to 28 June

Term 3: 15 July to 20 September

Term 4: 7 October to 20 December
Curriculum

The Victorian Essential Learning Standards
At Gembrook Primary School the Victorian Essential Learning Standards provide the framework for the curriculum. The curriculum involves three stands of learning:

- the physical, personal and social learning;
- discipline based learning, such as English, Mathematics, Science and Humanities;
- interdisciplinary learning of thinking, communication and ICT (Information, Communication and Technology).

All of the standards are 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.
(Excerpt taken from ‘Important information for parents about student learning and standards’)

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
Literacy is a major focus throughout the school and in particular the Junior Learning Centre classrooms. The aim of the literacy program is to nurture an enjoyment of reading and writing, as well as to develop knowledge and skills which enable children to read, write, and to talk about texts. Each day begins with a literacy session which includes reading, writing and oral language. Parental assistance in the classroom is welcomed. The school offers an individual intervention as well as an extension literacy program.

Numeracy Program
Numeracy is the ability to understand and use maths skills confidently and appropriately in everyday situations. Numeracy sessions are undertaken daily. During this time students learn through play, games, observation, creating, exploring and talking about their environment. During the numeracy sessions students work as a whole class, in small groups, individually and in pairs.

Inquiry Learning
Creative thinking and problem solving is promoted in our classrooms. In our classrooms students will investigate various topics and questions. Students are encouraged to observe, collect, analyze and synthesize information. The use of technology is an integral part of this learning process.
Specialists Programs

Information Communication Technology (ICT)
Computers are an integral part of the learning program at Gembrook Primary School. Each classroom has a pod of computers and the children also attend weekly sessions in the Library/Information Centre.

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

Library
Students at all grade levels visit the library once a week for a library session and to borrow books. The borrowing period is two weeks. Students are encouraged to borrow books and develop independent reading skills. The school has participated in the Premier’s Reading Challenge.

Physical Education and Sport
At Physical Education sessions the children will experience sequential programs in the areas of movement, dance, fitness, swimming, games and skills, and gymnastics. Throughout their primary years the children 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.

Sustainable and Environmental Education
Students participate in a range of activities that develop their understanding of the environment and sustainable living.

Performing Arts
Children will be given opportunities to acquire musical, dance and performance knowledge and skills through a performance based program. This program is supported by outsourced specialists. The students participate in a variety of performances at the weekly assembly and at other special school events. The school choir performs at school events.

Instrumental Music Program
Tuition in keyboard and guitar is offered by an external provider.

LOTE- Japanese
LOTE – Japanese language and culture sessions are provided for all students from Prep – Year 6 throughout the school year.
School Uniform

In order to develop unity, pride and a sense of identity within the Gembrook Primary School the wearing of school uniform is compulsory. The wearing of a wide brimmed hat is required during Terms 1 and 4 as the school is a Sun Smart school.

Uniforms are available from the Beleza store at Shop2/56 John Street Pakenham. School bags and hats are available from the school office.
The uniform:

**Girls**
- Dress- summer
- Navy winter dress with bib
- Gembrook windcheater or bomber jacket
- Long sleeved fleecy top
- White socks
- Black shoes
- Gembrook polo shirt, long sleeved or short sleeved
- Unisex navy shorts
- Culottes
- Navy unisex trousers
- Navy unisex track pants
- Navy bootleg pant
- Navy jersey shorts
- Wide brimmed hat

**Boys**
- Gembrook windcheater or bomber jacket
- Long sleeved fleecy top
- White socks
- Black shoes
- Gembrook polo shirt, long sleeved or short sleeved
- Unisex navy shorts
- Navy tracksuit pants
- Navy unisex trousers
- Navy jersey shorts
- Navy fleecy sleeveless vest
- Wide brimmed hat

**Other Items**
- School bag
- Sunglasses
- Beanie
- Scarf
- Sports Tops
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. Be able to take off and put on outer clothing and where possible manage their shoes.
2. To carry a handkerchief or small pack of tissues and know how to use them.
3. To put away toys and materials after using them.
4. To recognize their own name on possessions, such as clothing or lunch boxes.
5. To be able to eat from a lunch box and know the order in which to eat their food.
6. To encourage your child to play with other children.
7. To 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. If you have a concern please do not hesitate to contact the school to discuss it.

4. If your child is required to bring money to school please ensure that it is clearly labeled in a sealed envelope.

5. Please notify the school if your child is taking medication and contact the classroom teacher if medication is to be taken at school.

6. A good night’s sleep is extremely important (12 + hours) therefore try to ensure that your child has a regular bedtime.

7. Much of the work that your child will do in the prep year may appear to be play. However, the children are being gently introduced to school routines and environment through a blend of structured open ended tasks.

8. Children develop at different rates and parents need to be aware of comparing their child’s progress with that of older siblings or with other children of the same age. Parents may organize 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 reading.

10. Develop a sense of confidence in your child 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 kilometres from the school. Please contact the office. The school bus travels along two routes- Launching Place Road and Tynong Road via The Avenue, Pakenham Road to Bessie Creek Road corner. Please notify the school office if your child is not travelling on a particular day.

Education Maintenance Allowance (EMA)
The Education Maintenance Allowance will be paid in two installments and to be eligible:
- A parent must hold a current Pensioner Concession Care or Health Benefit Card, Veteran Affairs Pensioner Card or be a Foster Parent, on the first day of Term 1 for the first installment and on the first day of Term 3 for the second installment.
- The above-mentioned cardholder must be a parent of students under 16 years of age who attend a State or a Registered School in Victoria.

Parents who receive a Child Disability Allowance, Mobility Allowance, Remote Area Allowance or any other benefit not income tested by the Department of Social Security, are not eligible for the Education Maintenance Allowance. Closing dates for applications will be advertised in the school newsletter.

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 write a note explaining their child’s absence so that it can be filed with the attendance records. Regular attendance is promoted through the ‘It’s Not OK to be Away’ program.

Sign Out book
Please sign your child out in the book at the office if you wish to collect them before the end of the school day.

Punctuality
Our school day starts at 9:00am and it will assist your child if they are in the classroom with all of the other children at this time. Each school day begins with the literacy block and important learning happens at the start of the session.
Excursions and Incursions

The children will have the opportunity of participating in a variety of excursions 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.

Permission notes will be sent out in advance for parents to sign and return.

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, co operation and personal management
- To provide opportunities for physical development

Lost Property

Please name all of 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.

Valuables

Children are encouraged not to bring valuables to school as we cannot ensure security. The school cannot ensure the security for mobile phones, mp3 players and other such devices.

Money

By collecting funds at the beginning of the year we hope to reduce the number of times the children have to bring money to school. However, there may be times when money is required. Money should be placed in an office envelope bearing the child’s name, class, room number, what the money is for and the amount enclosed. This should be handed to the child’s teacher for safe keeping.
Student Safety and Wellbeing

At all recesses, lunchtimes, and before and after school, teachers are on duty in the playground. Teachers are on duty from 8:45am and until 3:45 pm. An after school care program is available each day from 3:30pm until 6:30pm. This program is facilitated by Cardinia Shire.

The school is a ‘Go for your Life’ school. The daily procedure is for all children to eat their lunches and playlunches under teacher supervision in the classroom. Most children are hungry by morning recess (11:00am) and enjoy a small snack eg sultanas, cheese stick, piece of fruit, etc. Students stop for a brief healthy snack food break. This is usually fresh or dried fruit at around 10:00am. Children are encouraged to bring a water bottle to school and to drink water.

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. A number of lunchtime programs are available for students to participate in, including: board games in the library, woodwork, textiles,

Health

Please ensure that the school and his/her teachers are aware of any health problems regarding your child. Please send a note to the classroom teacher to explain the absence once the child starts back at school.

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:

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion from school</th>
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</thead>
<tbody>
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<td>Chicken Pox</td>
<td>Children to stay home until fully recovered after the start of the illness.</td>
</tr>
<tr>
<td>Measles</td>
<td>Medical certificate or at least five days from the appearance.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Until receipt of medical certificate.</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until appropriate treatment has commenced.</td>
</tr>
<tr>
<td>Ringworm, impetigo (school sores)</td>
<td>Until appropriate treatment has commenced.</td>
</tr>
<tr>
<td>Streptococcal</td>
<td>Until receipt of medical certificate.</td>
</tr>
</tbody>
</table>
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 for emergency use. Parents of children with severe allergic reactions to particular foods are asked to ensure their child 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 have an asthma pump. If your child needs to use a pump, this must also be brought 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.

Visiting Medical Services

Preps have vision, hearing and general health examinations by school nursing staff and 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.

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

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 every Wednesday and a copy is sent home with the eldest member of the family. Important information is contained in the newsletters. Additional copies are available from the office.

Website
The school website is a great source of information about the school.

Learning Progress Meetings – 3 Way conferences
Parents will be notified of students’ progress regularly. In Term 1 and 3 you will be invited to participate in a Learning Progress meeting with your child and the class teacher. Detailed written reports are sent home in June and December.

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

Parents are invited and encouraged to assist with the classroom programs and in various other whole school activities and events.

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.

Gembrook Primary School Council
School Council meetings are held monthly on the third Wednesday of the month. The meetings are 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 the School Council duties and responsibilities. Everyone attending may join in discussions, however only School Councillors 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.