

Toongabbie Primary School

150 Years of Education 1866-2016



Transition Handbook 2018



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Principal: Garry Vear
Victoria St Toongabbie 3856
Ph: (03) 5192 4384 Email: toongabbie.ps@edumail.vic.gov.au
Web: www.toongabbieps.vic.edu.au
ABN: 39418338632

We welcome your family to the Toongabbie Primary School Community

Dear Parents,

We are very pleased to welcome you and your child to Toongabbie Primary School and look forward to creating a long lasting educational partnership with your family.

We are very proud of our school and our students. Our teachers are dedicated to providing each student with positive educational experiences, and strive for the pursuit of excellence in a caring, positive and supportive environment.

This transition booklet is designed to inform families of the day-to-day running of Toongabbie Primary School and to assist you in preparing your child for a positive beginning to their schooling experience. In addition to this booklet, information regarding our school and events can be found on our school website www.toongabbieps.vic.edu.au and on our Toongabbie Primary School Facebook page.

From 2018, Toongabbie Primary School is pleased to be offering a Springboards program. This pre prep program will accommodate the needs of students, who although are old enough to commence school (turning 5 by April 30), have specific learning, emotional or social developmental needs that can be best addressed in a flexible school learning environment. For further information about our school, or the Springboards program, please contact the school on the details above or me directly at vear.garry.w@edumail.vic.gov.au.

We are pleased to be able to share this journey with your child and family, and trust that it will be a rewarding and enriching experience for us all.

Yours sincerely,

Garry Vear
Principal





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Dear Parents

My name is Eleena Fothergill. I am the current teacher of the Foundation students at Toongabbie Primary School. I am looking forward to the opportunity of working with you and your child as we progress through the transition program and into school life together. By building positive relationships between students, parents and the staff in the school, I believe we will successfully build a strong educational foundation for your child in their first years at Toongabbie.

As a teacher, I have a passion for working with children to create creative and positive learning environments in which they can all achieve their best. It is my belief that all children have the ability and the right to learn and that it is my role to provide those opportunities for students at Toongabbie Primary School.

In my class, students are encouraged to express themselves in a way that helps them to discover their strengths and work on areas that require attention. The learning spaces I provide are safe and consider the individual needs of every child whilst challenging their thinking. I promote a love of learning through providing meaningful learning experiences for the children that are relevant to their lives and community.

I feel confident that your child's experience at Toongabbie Primary School will establish strong building blocks for their future education and welcome the opportunity to be a part of this very important part of their lives.

If you have any questions, please feel free to make an appointment to see me.

Yours sincerely,

Eleena Fothergill
Foundation Teacher



Foundation Transition Sessions for Children Commencing School in 2018.

To ensure a smooth transition into the next stage of your child's education, we are offering a series of transition sessions at Toongabbie Primary School. These sessions will provide the children with the opportunity to familiarise themselves with the Foundation Room and many of the routines that will become an important part of their school life in 2018.

Whilst the children are attending these familiarisation sessions, parents are invited to take part in information sessions provided. These are designed to inform you about the school structure and organisation, our curriculum and learning programs and how you can best prepare your child for their first year at school.

The transition sessions for 2017 are listed below:

Wednesday August 2 9.30 – 10:45am

Students join in with Foundation class activities.

Preparing Your Child for School information session provided for parents.

Tuesday September 5 9.30 – 10:45am

Students join in with Foundation class activities.

School Wide Positive Behaviours Support and Student Support Services information session provided for parents.



Thursday October 12 9.30 – 10:45am

Students join in with Foundation class activities.

Literacy information session provided for parents.

Friday November 17 9.30 – 10:45am

Students join in with Foundation class activities.

Numeracy information session provided for parents.



Tuesday December 5 9.00am – 3.15pm

Statewide Primary & Secondary Schools' Transition Day

The children will be taught by the classroom teacher on this day and participate in readiness for school activities.



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Lunches

We encourage the consumption of healthy foods at school, and ask that parents send their children to school with minimal packaging in their lunches. This assists with controlling the amount of rubbish and waste that the school produces.

Lunch Orders

Toongabbie Primary School has an arrangement with the Rail Trail General Store in Toongabbie. Lunch orders are available on Wednesdays and Fridays and can be ordered in the shop prior to those days. Parents can select lunch order items from the school's healthy food menu options.

Tuck Shop Lunches

The Parents and Friends Association offer a fortnightly Tuck Shop day for students. There is a lot of effort put into the choice and preparation of food for the lunches, ensuring that the children receive a nutritious and tasty lunch. Where possible produce grown in our gardens are used in tuck shop lunches. Proceeds from tuck shop lunches are part of the Parents and Friends fundraising efforts.

Breakfast Club

With the generous support of Food Bank Victoria and the State Government, a breakfast club operates on two mornings a week. Volunteers from the Wellington/Latrobe Lions Club assist with the coordination of this worthwhile program.



School Promotion

At Toongabbie Primary School we are very proud to acknowledge the successes and achievements of our students. Our good news is presented at our weekly school (Mondays) and School Wide Positive Behaviours - SWPB (Friday 2.55pm) assemblies, on our student coordinated Toon TV program, in fortnightly school newsletters, on the school web page (address above), our Facebook page and on our online communication portal, Sentral.



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School Uniform

At Toongabbie Primary School, students are expected to wear the school uniform.

Boys

- Navy blue fleece sleeveless jacket
- Jade green polo shirt
- Navy blue windcheater
- Navy blue and jade bomber jacket
- Navy blue tracksuit pants
- Navy blue shorts
- Black school shoes/boots
- Navy blue broad-brimmed sun hat (compulsory terms one and four)



Girls

- Navy blue fleece sleeveless jacket
- Jade green polo shirt
- Navy blue windcheater
- Navy blue and jade bomber jacket
- Navy blue tracksuit pants
- Navy blue shorts
- Black school shoes/boots
- Navy blue broad-brimmed sun hat (compulsory October 1 – May 1)
- White, blue and jade green school dress (available from Beleza)
- Pleated shorts in school dress material



All school uniform items are available at Beleza School Uniforms, 6B Seymour Street, Traralgon. Some school uniform items are also available at stores such as Target, Big W, and Kmart.

We are delighted to be able to provide each of our 2018 Foundation students with a complimentary school bag.



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Reporting

Written reports are provided twice a year, indicating student progress against the Victorian Curriculum. These reports are designed to give you a picture of your child's learning progress over the semester and to provide information on what steps will be put in place for continued and improved learning in the coming semester.

Goal Setting Meetings

These are conducted twice a year at the commencement of Terms 1 and 3 and involve a meeting between parents, their child and the teacher. During the meeting there will be discussion around the short term social and educational goals that the child and their teacher have set. These goals will be based on an understanding of the child's current point of need and where it is that focus will be placed in order to best achieve educational outcomes. The aim of the meeting is to better inform parents of their child's educational progress and improve their ability to assist in the achievement of goals through help at home and encouragement.

Communication with Teachers

At various times during the year, you may feel you need to speak with your child's teacher. Feel free to make an appointment to see the teacher at the school office. This ensures that we put aside sufficient time to discuss you and your child's needs. Similarly, if you would like to speak to the principal at any time, appointments are welcomed and can be made at the school office. Email communication provides a regular and prompt means of communication and is encouraged. The principal, Garry Vear can be contacted at vear.garry.w@edumail.vic.gov.au. Families are provided with teachers' email addresses at the commencement of the year

Specialist Subjects

In addition to the core curriculum topics taken by classroom teachers: Literacy, Numeracy, Science, Humanities and Health, Toongabbie Primary School offers German, Physical Education and Visual Arts programs taken by specialist teachers.



Parental Involvement

There are many ways parents can be involved in the school. At Toongabbie Primary School, parents may assist with class reading programs, support staff on excursions and sporting events, participate in Garden Club projects and may consider joining the School Council or the Parents and Friends Association. Our students benefit tremendously from the involvement of parents in school activities.



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School Wide Positive Behaviours Support Program (SWPB)

School Wide Positive Behaviour Support (SWPBS) is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behaviour support systems. The process focuses on improving a school's ability to teach and support positive behaviour for all students and adults within the school community. Rather than a prescribed program, SWPBS provides systems for schools to design, implement, and evaluate effective school wide, classroom, non-classroom and student specific plans. SWPBS includes school wide procedures and processes intended for all students and all staff in all settings. SWPBS is not a program or a curriculum; rather a team-based process for systemic problem solving, planning and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

The SWPBS framework is the formation of school wide expectations that are developed in collaboration. These expectations are explicitly taught prior to errors occurring, and reinforced with all community members. SWPBS focuses on the continuous improvement in the school's behaviour management processes and policies. Data regarding behaviour within the school setting is collected and used to guide the practices to achieve positive goals and outcomes with student behaviour.

SWPBS is based on the understanding that behaviour is learned and can therefore be taught and that we can positively affect behaviour by adjusting environmental factors. Through a consultation process that included students, staff and parents, Toongabbie Primary School established a set of values ... *our four bees* ... on which we have based our approach to positive behaviours in our school.



At Toongabbie Primary School we believe that:

to **bee** a GOOD LEARNER our students need to -



bee respectful
bee a good friend
bee a team player



Preparing for the Foundation Year

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

In preparation for this important chapter, you can help your child to develop a love for learning so the move is a happy and positive one.

From the year before until the day they start school, there are a range of ways you can prepare your child for their new environment.



The year before school

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

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

- asking your child what they think about school
- encouraging your child to ask questions about going to school
- encouraging your child to do things on their own, such as dressing, washing their hands, going to the toilet, unwrapping their food, and opening their drink bottle
- talking to friends and other families about what school is like
- attending transition-to-school programs at your child's new school
- talking to the school about how you can be involved in your child's life at school
- talking to your child's early childhood professional about other things you can do at home to help your child's learning and development.

Over the summer holidays

With school just around the corner, the summer holidays are a good time to reinforce what your child should expect on their first day at school.

Some things you can do for your child to help them prepare include:

- showing your child where the school is and talking about how they will get there
- arranging playtimes with other families whose children will be going to the same school as your child – it helps if your child knows another child at their school before they start
- practising the things your child will need to do to get ready for school (such as putting things in their bag and remembering to take a hat)

- being positive about starting school and enjoying your child's excitement
- asking the school what time school starts on the first day and where to take your child.

The first day of school

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

- helping your child to pack their school bag with a snack, drink, lunch and a hat. Include a change of clothes and a spare pair of underpants in a plastic bag and let your child know these clothes are there in case of any accidents
- when dressing for school look for easy fasteners and encourage your child to dress themselves, so they can manage things like taking jumpers on and off. Label all belongings and find out where lost property is held at school
- put sunscreen on your child in the morning if it is needed
- leave home on time allowing time to say goodbye. At first, you may stay a while to ensure your child feels secure, but once they have settled in, a short and reassuring goodbye encourages independence
- show your child where you will meet them at the end of the school day
- check what time school finishes and arrive in plenty of time to collect your child
- at the end of the day talk to your child about what happened at school, what they learned, who they played with, what they are looking forward to tomorrow etc.

