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SCHOOL INFORMATION

SCHOOL: Doncaster Primary School No 0197
ADDRESS: 2-12 Council Street, DONCASTER 3108
POSTAL ADDRESS: P.O.Box 404 Westfield DONCASTER 3108
E-MAIL ADDRESS: doncaster.ps@edumail.vic.gov.au
WEBSITE: www.doncasterps.vic.edu.au
TELEPHONE: 9848 1122
PRINCIPAL: Jim Hill
ASSISTANT PRINCIPALS: Sandra Bishop
Larissa Vesdrevanis

2019

Tuesday 29th JANUARY:
Teachers Resume— CURRICULUM DAY -Pupil Free Day

Wednesday 30th JANUARY
Start date for Grade 1 -6 School

Thursday 31st JANUARY
Start date for Preps

PREPS: Attend school from, 9:00am - 3:30pm Monday, Tuesday, Thursday and Friday (no school Wednesdays) until the first week in March. From then normal school days apply. (Monday 11th March is Labour Day Public Holiday.)

Wednesday 30th JANUARY
Grades 1 to 6 children commence school at 9:00am - 3:30pm

SCHOOL HOURS

School commences 9:00am
Morning recess 11:00am to 11:30am
Lunch Time 1:30pm to 2:30pm
Lunch is eaten in classroom 1:30pm to 1:40pm
School dismisses 3:30pm
2019 TERM DATES AND HOLIDAYS

| TERM 1:       | Tuesday 29th January - Friday 5th April  
|              | 1-6 students start 30th January / Prep start 31st January |
| TERM 2:       | Tuesday 23rd April - Friday 28th June |
| TERM 3:       | Monday 15th July - Friday 20th September |
| TERM 4:       | Monday 7th October - Friday 20th December |

PUBLIC HOLIDAYS

| Labour Day    | Monday 11th March |
| Good Friday   | Friday 19th April |
| Easter Monday | Monday 22nd April |
| Anzac Day     | Thursday 25th April |
| Queens Birthday | Monday 10th June |
| Melbourne Cup Day | Tuesday 5th November |

STUDENT FREE DAYS (Curriculum Days)

| TERM 1 - Tuesday 29th January |
| TERM 2 - Wednesday 26th June |
| TERM 3 - Monday 2nd September |
| TERM 4 - Friday 13th December |

2:30 pm DISMISSAL BEFORE HOLIDAYS
On the day before each school vacation, (Terms 1, 2 and 3), all children are dismissed at 2:30 pm. On the last day of Term 4 children are dismissed at 1:30 pm.

PLAYGROUND SUPERVISION OF CHILDREN

Supervision of your child in the school ground begins at 8:45am and ceases at 3:45pm, therefore it is not encouraged to have children in the school grounds outside of these hours.

We recommend that Prep students are accompanied to and from school by a responsible adult. Please be aware that if your child is not picked up from school by 4.00pm staff may put them into the out of School Hours Care Program at your expense.
SCHOOL PROFILE

Doncaster Primary School has a long and rich history dating back to the early 1860s, when the predominantly fruit-growing pioneers of the local rural district were concerned with providing for the educational needs of their children.

Today, the school meets the educational needs of a much more diverse urban area, with its student population drawn from the Doncaster, Templestowe, Bulleen & Box Hill, as well as suburbs further afield. The school is located in central Doncaster, on a large, attractively landscaped site of 2.63 hectares. The spaciousness of the grounds, along with the extensive views to the north of Melbourne, provides the school with a unique aspect in an urban environment.

The children at Doncaster Primary School are representative of a wide range of cultural backgrounds. They provide our whole school community with enormous scope from which to draw many enriching opportunities and values inherent in such a multicultural population.

‘Aiming High’ for academic excellence – Quality education in a caring, dynamic, inclusive environment

A priority for this next period in the school’s evolving history, is to improve consistency in planning and practice from Prep to Year 6. Literacy and Numeracy programs will be consolidated and documented to support the whole school programs.

Programs at the school include, Student Leadership, Production, Camps, Incursion and Excursions, EAL, extension classes and after school clubs (STEM, Homework, Cultural Dance)

We also celebrate a number of international, national and local events throughout the school year such as international children’s day, harmony day, Book week & Science week.
VALUES

The school’s values – Honesty and Integrity, Respect, Fairness and Equity, and Teamwork – are at the centre of all the work within the Doncaster Primary School learning community, ensuring a safe, orderly and inclusive environment for all students, staff & parents.

The Living the Values - The Ways We Want to be Treated document emphasises and explicitly articulates the expectations for students, teachers and parents that leads to a consistency of behaviours, actions and practices. This safe and orderly environment will be further enhanced with the adoption of new strategies, implementation and documentation of the Doncaster Primary School approach to wellbeing.

VISION

Overarching Statement

DPS values quality education with high expectations. We achieve high individual growth by utilising data to inform teaching and learning. Students learn in a safe, vibrant and caring environment that promotes acceptance, confidence, curiosity and respect; in line with our guiding values of: Honesty, Equity, Respect, Fairness, Integrity and Teamwork

VISION STATEMENT

Doncaster Primary School:

- Facilitates quality teaching and learning programs where differentiation and deep learning are valued
- Strives to attain excellent academic results
- Develops whole school curriculum programs which are embraced by skilled teachers
- Implements a diverse curriculum which caters for all students and provides opportunities to develop critical thinking, questioning, creativity, problem solving, global citizenship, sustainability and indigenous studies
- Embraces digital studies which are delivered by all teachers and used across the curriculum in a variety of ways; in an environment where responsible cyber use is explicitly taught
- Actively involves and engages students in the curriculum through a Thematic approach and by understanding a student’s Zone of Proximal development.
- Ensures that students have opportunities to be reflective and receive teacher feedback about their own learning
- Cares about all students and develops social competencies including the concept rights and responsibilities, engagement and wellbeing of all stakeholders, with zero tolerance of bullying
- Facilitates strong leadership opportunities for collaboration in decision making processes.
- Expectation students will follow instruction
- Physical or Verbal aggression
### 2019 Staff

**Principal:** Mr James Hill  
**Assistant Principal:** Mrs Sandra Bishop  
**Assistant Principal:** Mrs Larissa Vesdrevanis  
**Administration:** Ms Lisa Reuss (Business Manager)  
Mrs Rebecca Rolfe (Office/Compass Manager)

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<th>Teachers/Staff</th>
<th>Junior School (Prep &amp; Level 1,2)</th>
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<td>Mrs. Marika Quinonero</td>
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<td>Mrs Kathey Coumaros</td>
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<td>Miss Julia Bay</td>
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<td>Mr David Barclay</td>
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<td>Miss Courtney Larsen</td>
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<td>Mr Lachlan Poulton</td>
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<td>Mrs Kelly Soccio / Mrs Diane Meilak</td>
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<td>Mrs Stephanie Waters</td>
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<td>Ms Rebecca Koole</td>
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<td>Mrs Athena Warren/ Jayne Hill</td>
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<td>Mrs Melissa Gee</td>
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<td>Ms Annie Fan</td>
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<td>Mrs Wendy McGearry</td>
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<tr>
<td>Mr Barry Beechey</td>
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YOUR CHILD’S ATTENDANCE

Absences hinder a child’s progress

- It is a DET (Department of Education and Training) requirement that an explanation is given for every absence, late arrival, and early dismissal. Absences can be recorded by you on Compass.
- Should a reason on Compass or note not be forthcoming, the absence will be recorded as unapproved.
- If your child is absent from school for an extended period due to illness, the teacher can provide appropriate schoolwork for the child.

REGULAR ATTENDANCE AND PUNCTUAL ARRIVAL ENCOURAGES

- Positive work habits
- Positive social skills
- Reliability and responsibility.

DE&T policies encourage school attendance. Their catch phrase is:

‘IT’S NOT OK TO BE AWAY’.

Each year of a child’s schooling is MOST important. It is inadvisable to send a child back to school who is weak as a result of an illness from which they may not have fully recovered. It is unrealistic to expect a sick child to learn. A child who has been very ill may easily catch other complaints if they have not regained their strength. Home is the best place for a sick child.

LEAVING SCHOOL EARLY

When you need to collect your child from school early you MUST come into the office and sign out on the Schools Compass kiosk or collect an Early Leave Pass to give your child’s teacher. Without this pass your child will not be able to leave.

Please do not expect that your child will be waiting in the office when you arrive, you will need to collect them from the classroom. At no stage is another person allowed to collect your child without your prior consent given to the office.

Any person collecting your child must be a minimum of 18 years old.
GENERAL INFORMATION (HEALTH)

Details of addresses and telephone numbers are kept so that you or the person you nominate may be contacted if your child is ill or has an accident at school. Please notify us immediately of any changes in residential addresses and update telephone numbers and email addresses on Compass. These records are regularly updated on the administration database.

In addition, please inform us of any change in your child’s state of physical and emotional health, e.g. development of allergies; reaction to medication; family upsets. We want to be in a position to give your child the best possible support when they are ill or injured or suffering emotional problems.

In the case of sudden illnesses the following procedures are used:

**Serious Cases**: A staff member will give help and remain with students until appropriate assistance arrives. The principal or assistant principal is notified and the parents are immediately telephoned if possible. If the school is unable to contact any parent or guardian listed on the child’s profile, medical treatment deemed necessary will be undertaken. All of the medical costs will be the responsibility of the parents. Details of these cases are reported to the DET (Department of Education and Training).

**Minor Cases**: When a student becomes unwell or suffers a minor accident, appropriate first aid is given and the child is placed under observation. Parents are then notified if it is considered necessary and the child may be collected. Accidents are recorded on Compass Sickbay Chronicle.

**PLEASE let the school know if your child has:**

- Asthma
- Anaphylaxis
- Diabetes
- Epilepsy
- Allergies
- Any other chronic illness

MEDICATION AT SCHOOL

Children **ARE NOT** to keep any form of medication in their school bags other than an asthma puffer.

Prescribed medicines can be administered to children by staff members once a ‘Medical request’ form is filled out. Parents must supply medication in a container or snap lock bag, which gives the name of the child, the class, the medication, the dose, the method of administration and the time of administration that the medication is to be given.
SCHOOL UNIFORM

In accordance with the Department of Education and Training guidelines the School Council of Doncaster Primary School introduced compulsory school uniform. All students of the school will wear the correct uniform at all times. The Uniform Policy is available on our website.

JEWELLERY, ACCESSORIES
* Children are permitted to wear watches, but they are the child’s responsibility.
* Students may wear small sleepers or plain studs. However they are not permitted to wear decorative earrings.
* Make-up and nail polish are not permitted.
* Students with shoulder length hair should wear their hair up neatly.

VALUABLES & TOYS
* Toys brought to school are the child’s responsibility and should be clearly labelled.
* Children are asked not to bring jewellery and other valuables or fad items to school. Whistles, toy guns and knives, water pistols and electronic games are not permitted. The school takes no responsibility for expensive toys brought to school.

FOOTWEAR
* For safety reasons it is expected that sensible, practical footwear is worn at all times. Open toed or slip on footwear is not suitable. No thongs are allowed at any time.

UNIFORM SHOP
* Doncaster Primary School’s uniform is available from the PSW Quality Apparel, 12 Strathalbyn Street, Kew East VIC. Please note that ‘pre-loved’ clothing is available at our second hand uniform sales organised twice a year by our PF.

NAMING OF ARTICLES
* Please ensure all items of clothing are clearly named so they can be returned. Initials on labels tend to fade and eventually wear off, so please check them occasionally. We would appreciate your co-operation in attending to this.

LOST PROPERTY
* Lost property is located near the First Aid Room. It is your responsibility to name your child’s articles of clothing.

WEARING OF HATS
* Doncaster Primary School is a ‘Sun Smart’ school. Hats are to be worn by all children during the school day for all outside activities in Term 1 and Term 4.
# 2019 Uniform Price List

## Doncaster Primary School

**Uniform Price List**

**Prices as at:** 03-10-2018

### General

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</tr>
<tr>
<td>8302250</td>
<td>Explorer Bag - Contrast Piping</td>
<td>Navy, Gold</td>
<td>Embroidery</td>
<td>ALL-ALL</td>
<td>47.95</td>
</tr>
</tbody>
</table>

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**Your School Uniform is available at PSW Koen**
12 Strathalbyn Street
Kew East VIC 3102
03 9768 0301
Shop online at www.psw.com.au
ABN 52 037 423 827

**Trading Hours**
Tues to Fri: 8:00am - 5:00pm
Sat: 10:00am - 1:00pm
*Store hours subject to change*
SCHOOL POLICIES

Some School policies are reviewed by the School Council, a representative body of parents and members of staff. Policies are developed in areas such as Education, Facility Management, Canteen, Before/After School Care, Uniform, Camps and Excursions but not school operation as this is the responsibility of the principal.

All school policies can be found on Compass (in Community tab under School Documentation) for you to access at any time. Policies for public viewing are located on our School Website along with the **DPS Annual Report**.

Please make note of the following policies that relate to student wellbeing and discipline at DPS:

Student Wellbeing and Engagement Policy  
Statement of Values and School Philosophy  
Bullying Prevention Policy  
Inclusion and Diversity Policy  
Digital Technology and Acceptable Use Agreement Policy  
Child Health Care Needs Policy  
Complaints Policy

These policies are located in the Community Tab under School Documentation.

If you have any questions or concerns regarding school policies please contact Larissa Vesdrevanis (Assistant Principal) 9848 1122

CURRICULUM

Doncaster Primary follows the Victorian Curriculum F–10 which sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship [http://victoriancurriculum.vcaa.vic.edu.au/](http://victoriancurriculum.vcaa.vic.edu.au/)

Philosophy of Teaching and Learning

At Doncaster Primary we:

- Provide an engaging, stimulating and challenging learning environment through a ‘*Thematic*’ approach to curriculum development
- Implement **consistent** whole school teaching and learning practices through agreed systems and processes particularly in Literacy and Numeracy
- Achieve individual success through **differentiated teaching and learning** opportunities, individual learning goals, reflection and feedback and ongoing assessment to monitor and inform teaching and learning
- Provide explicit instruction with clear **learning intentions, success criteria** and **high expectations** of all students
- We offer a variety of learning opportunities through classroom experiences, after school clubs and extension programs.
CAMPS, PERFORMANCES & EVENTS

The Camps, Performances and Events Program is a whole school developmental program, which provides children with the opportunity to participate in activities outside the classroom.

Prep - Breakfast
Year 1 - Dinner
Year 2 - Sleepover
Year 3 - Sleepover & Production
Year 4 - Adventure Camp
Year 5 - Production, Sommers Camp for Selected students
Year 6 - Canberra Camp

Excursions are organised throughout the year by class teachers.
The swimming program provides teaches Aquatics techniques and safety. The program is supported by the Victorian Curriculum. All students are expected to participate in the Swimming Program. Non-participation must be supported by a medical certificate or letter from home.

HOUSE COLOURS

MONASH
Green

PHILLIP
Red

FLINDERS
Blue

LAWSON
Yellow
SCHOOL COUNCIL

The School Council is a legal entity composed of unpaid voluntary members elected by the school community.

The Council consists of;

Mr. Jim Hill, Principal
Mrs. Sandra Bishop, Assistant Principal
Mrs. Larissa Vesdrevanis, Assistant Principal
Ms. Carly Epskamp, Literacy Coordinator, Grade 2 Teacher
Mr. Carl Michael, School Council President, Parent of Grade 6 & 3
Mr. Jeff Fang, School Council Vice President, Parent of Grade 5 & 1
Mr. Joel Deane, Parent of Grade 6
Mrs. Kylie Crompton, Parent of Grade 6 & 3
Mrs. Nadia Smith, Parent of Grade 5, 3 & 1
Mrs. Katherine Zingiris, Parent of Grade 5 & 1
Mr. Kelvin Wong, Parent 3 & 1
Ms. Krystle Day, Parent of Grade 6 & 1

- To work with the principal and staff in shaping the educational policy of the school
- To ensure that buildings and grounds are kept in a good state of repair
- Suggest improvements/extensions to buildings and grounds
- Stimulate interest in the school
- Conduct an Annual General Meeting each year
- Be the employer of any employee at the school other than teachers
- Draw up a budget each year.

Meetings are twice per term, commencing at 7:30pm. Parents are welcome to attend any meeting. The Annual General Meeting and council elections are held in March. Information regarding elections and dates are published early in term 1.

STUDENT LEADERSHIP

There are many opportunities for students to develop leadership skills at Doncaster Primary School. School Captains are elected each year from among Year 6 students. All Year 5 and 6 students vote in these elections as do members of staff. House Captains are also elected from Year 5 and 6 students for the four Houses of Phillip (Red), Flinders (Blue), Lawson (Yellow) and Monash (Green). Other leadership roles include: ICT Leaders, Green Team and Sports Captains.

JUNIOR SCHOOL COUNCIL

Students are represented from each year level across the School. The major aims of Junior School Council are to promote a strong school spirit and to allow students to have a voice and be part of the decision making process in the matters that affect them.

SCHOOL ASSEMBLIES

School Assemblies are positive fortnightly meetings of the whole school. Successes and student awards are celebrated and school information shared with the school. Parent attendance is definitely encouraged. If raining Assembly will not take place. **School Assembly 2.30pm Friday afternoon, fortnightly.**

Dates are on Compass and Newsletter.
COMPASS – School communication

Doncaster Primary School uses Compass as our Parent Portal. You will have access to up to date and meaningful information about our school and your child/ren. Compass allows you to monitor attendance and enter absences, lateness or extended holidays. You will be able to access your child/ren reports and download them to your own personal devices. With Compass you will be able to communicate with your child/ren teacher, and update contact details. Once you are an active student/family you will receive a unique login. Please read about our payment and consents below. All parents are strongly encouraged to log on to Compass regularly as this is the main form of communication to our school community.

SCHOOL PAYMENTS and Notices

Our method of payment/consent for most activities is via the Compass Parent Portal.

Every effort is made to help make your payments as easy as possible. School fees and camps are set up with an optional instalment plan. If the dates or amounts do not suit you can come into the office and set up an individual payment plan. Excursion payments and consent can be made on Compass in the event section. Staff planning these activities try to give a minimum of two weeks for families to pay.

*All notices are on Compass to prevent loss of hard copies and to encourage environmental awareness.

Student Led Conferences & Open Classroom Day

Parents have the opportunity to meet and get to know their child’s teacher via an Open Classroom afternoon held in Term 1, Thursday 7th February 3.30pm – 5.00pm followed by a BBQ.

In Term 2, Wednesday 26th June 2019, parents are invited to attend a student led parent/teacher conference which provides parents the opportunity to hear about their child’s learning progress.

However, if any particular problem arises throughout the year and you wish to discuss this with your child’s teacher or the principal you are welcome to do so at any mutually convenient time. Please email the teacher or ring the office to organise a time.
TRANSFERS
(LEAVING OUR SCHOOL)

Should you require a transfer to another school, please give advance notice where possible. Requests should be made in writing or by visiting the office, stating, if known, the name of the new school, suburb, or state.

NEWSLETTER

Our Newsletter, is published fortnightly on a Wednesday. It contains items of interest regarding school happenings. These publications can be found on the Compass parent portal and schools website.

A good idea is to keep a diary near your computer in which you can jot down important dates and information.

LUNCHES/CANTEEN

Lunches are eaten in classrooms under supervision, from 1.30pm. Children are dismissed into the yard from 1.40pm.

The school canteen is now an online service, provided by Miss Peppercorn, which operates Monday, Wednesday and Friday. You will find more information and canteen menu on Compass (Community tab under School documentation & website link on favourite tab) Canteen 2018.

Lunches can be collected at lunchtime by the classroom ‘Lunch Monitors’ (Monitors are chosen by the class teacher and all children are given the chance to be one!) During lunchtimes, our Level 6 Canteen leaders operate & open the canteen for over the counter sales for children to buy icy poles.

Parents are requested to ensure children do not bring more than $2.00 spending money on any given day.

STUDENT AND CLASS PHOTOGRAPHES

Class photographs are taken each year by ‘Leading Image’. All students receive an envelope with information about photo packages & with a unique shoot key. Parents are asked to pre-pay. There is no obligation to purchase. Leading Image pays a small commission into school funds each year.

BOOK CLUB

The school acts as an agent for Scholastic Australia who offer books at reasonable rates. Catalogues are distributed during the term. Please note the return date for orders. All orders are made on line via the ‘LOOP’ ordering system. Purchase is optional. Delivery is approximately 3 weeks.
SCHOOL BANKING

A school banking scheme operates with the Commonwealth Bank. Children bring bank books to school on TUESDAY only. A plastic envelope is provided in which the pay-in book and money are kept. This is handed to class teachers on bank day.

EXTEND
OUTSIDE SCHOOL HOURS PROGRAM (O.S.H.C.)

This service operates from 7:00am – 8:45am, 3:30pm – 6:30pm every school day, and will also operate on curriculum days provided sufficient students are enrolled for the day to be financially viable. Child Care Benefit rebates from Centrelink apply.
TO ENROL, VISIT OUR BOOKING PAGE AT: extend.com.au

FUNDRAISING

Our parents provide various Fundraising events for the school community. Regular events include Mothers’ and Fathers’ Day Stalls, Christmas Stalls, Welcome to Parents’ morning teas and a range of other activities. Parents and Friends Fundraising profits are directed towards initiatives that benefit our children such as improvements to our classrooms and around our school grounds. Notification of the Fundraising meetings will be posted on Compass.

PARENTS IN OUR SCHOOL

The school promotes active involvement of parents in school programs and activities. Parents are always welcome in our school. Parents are encouraged to be involved in programs such as Literature, Maths groups, swimming, writing, excursions and numerous other activities. Please make sure you have a current working with children check and always come to the office and sign in. It is the parents/ guardians responsibility to make sure they provide the office with their up to date WWC.
Working With Children (WWC) Check

“The Victorian Government has a checking system that will affect many adults who work or volunteer with children-under 18 years of age. This check helps protect children from sexual or physical harm by checking a person’s criminal history for serious sexual, serious violence or serious drug offences and findings from certain professional disciplinary bodies such as the Victorian Institute of Teaching. The WWC Check creates a mandatory minimum standard for a range of child-related industries.” [Taken from the WWC Application Form].

As a volunteer working with children across a range of school activities you are required to apply for the WWC Check at an Australia Post outlet. Only the photograph taken at Australia Post fits the ID card. We do not wish to limit parent involvement or contact with school programs. Rather we want to ensure that all of us who work with children at Doncaster Primary School have been checked. By law you are unable to volunteer at the school without this WWC. The duty of care we share for the safety of children in our care at all times is undeniable.

To ensure your involvement around the school it would be a good idea to apply for your check now. There is no charge for volunteers to have the check conducted. However there is a charge for the passport quality photograph.

It is also a requirement of the State Government that every volunteer working at the school has acknowledged that they have read and understood the contents in the Volunteer Induction Pack.

SCHOOL CROSSING

The ‘No Parking’ signs erected near the school crossing are there for your children’s safety. Please set the correct example by using the school crossing and by insisting your child use the school crossing and obey the supervisor’s signals. The crossing operates only when the red crossing flags are displayed between 8am and 9am in the morning and between 3pm - 4pm in the afternoon. The speed zone in the vicinity of the school is 40km between 8.00am - 9.30am and 2.30am - 4.00pm each school day.

PARKING

The school car parks are available only to staff and commercial vehicles. These areas are out of bounds to children and pedestrians, who must use the main gate to gain access or to leave the school. Please use parking areas around the school. Obeying the parking signs.

Students must not be delivered into or be collected from the staff car park areas for their safety.

For more information please contact the office – 9848 1122

*Please note, we have a Chinese/mandarin interpreter at the school library every Friday 8.30am-10am

請注意, 我們每週五上午 8:30-上午10:00 在學校圖書館有一名中文普通話翻譯

qǐng zhù yì , wǒ men měi zhōu wǔ shàng wǔ 8:30- shàng wǔ 10:00 zài xué xiào tú shū guǎn yǒu yī míng zhōng wén pǔ tōng huà fān yì

Thank you and welcome to Doncaster Primary School.
NOTES:
Doncaster Primary School

'Aiming High'
Quality education in a caring, dynamic environment