



# Enrolment Information Handbook



# Yarraman Oaks Primary School

## Welcome!

On Behalf of the school community of Yarraman Oaks Primary School, I extend you a warm welcome. Located in the South-Eastern region of Victoria, Yarraman Oaks Primary School is approximately 35km from Melbourne. We are a small, friendly school community where diversity is embraced, opportunities are explored, and all are welcome and valued.

Situated on 3 hectares, we have plenty of space for our students to play and explore. We have designated Junior and Senior learning communities and playground areas. We offer both Before and After School Care programs and have our own Kindergarten on site!

At Yarraman Oaks Primary School, we are committed to equipping our students with the skills and knowledge they need to be successful both at school and in life. We provide differentiated learning experiences that cater for the individual needs of each student. We strive to develop strong literacy and numeracy skills in our students and also understand the importance of building their social skills. All students from Foundation to Grade 6 learn the skills of being persistent, resilient, confident, organised and getting along with others through the You Can Do It! Program. The curriculum at Yarraman Oaks Primary School also includes Digital Technology, French, Art, Physical Education and Performing Arts lessons.

Parents are always welcome at Yarraman Oaks Primary School. We have a long tradition of parent participation in school activities and always look to work in partnership with parents. There are many opportunities for parents and family members to contribute to our learning programs and we also offer a range of adult education programs such as our Adult English and Computer Classes.

I look forward to welcoming you to our school community. Please feel free to make personal contact with me if there is anything I can help you with.

Kind Regards,

Tina Ersch  
Principal





# About Our School

## Our Vision

Our Vision is for students to become enthusiastic, independent, successful lifelong learners who are respectful and responsible citizens who contribute positively to the community.

## Our Philosophy

At Yarraman Oaks Primary School we strive to build a connected school community, to embrace our diversity and to provide opportunities for all of our students.

## Our Mission

Our mission is to provide a positive and supportive learning environment where students are engaged in their learning, challenge themselves and are connected to their school. We are committed to equipping our students with the skills and knowledge they need to be successful both at school and in life.

## Our Values

### Respect



### Empathy



### Teamwork



### Trust



### Support





# OUR SCHOOL RULES

- 1. Use respectful language.**
- 2. Respect all property.**
- 3. Keep your hands and feet to yourself.**
- 4. Listen to staff and follow instructions.**

# Our Policies

Our school policies can be found on our school website in the School Policies Documents section.  
<http://www.yarramanoaksp.vic.edu.au>

## Our Commitment to Democratic Principles

Yarraman Oaks Primary School is committed to providing a safe, supportive and inclusive environment for all students, staff and members of our community. Our school recognises the importance of the partnership between our school and parents and carers to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, creating an inclusive and safe school environment for our students.

The programs and teaching at Yarraman Oaks 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 tolerance.



# Curriculum

At Yarraman Oaks Primary School we believe that a balanced focus on student achievement, engagement and wellbeing will lead to student success.

At Yarraman Oaks Primary School our teaching and learning programs are based on the Victorian Curriculum. We strive to provide learning activities that are challenging, engaging and varied. Technology is integrated into all curriculum areas and used to enhance learning student opportunities. We have a 1:1 laptop program for our Grade 3 to 6 students, sets of iPads for our Foundation to Grade 2 classes and all students have access to sets of iPads and Lego Robotics. Student Voice and Student Agency is very strong at Yarraman Oaks. All students have personal learning goals and are given choice in how they present their learning to others. Students at all levels are given opportunities to give feedback to their teachers and peers and encouraged to self-reflect. Our Student Representative Council (SRC) meets twice a term to discuss student ideas that will benefit the school community. Our SRC consists of student representatives from Grades 1 to 6.

## Literacy

At Yarraman Oaks Primary School we deliver our Literacy learning using a structured literacy approach supported by the Science of Reading. We offer a program that promotes skill development in Reading and Viewing, Writing, Speaking and Listening in a supportive and stimulating environment. Planning is based on the Victorian Curriculum and is supported by best practices around literacy acquisition. We have started using explicit direct instruction (EDI) across all year levels to deliver content.

We use the Little Learners Love Literacy Systematic Synthetic Phonics (SSP) program to develop Phonological & Phonemic Awareness. Our literacy instruction is very structured and teaches children the 44 letter sounds and how we blend sounds to read and spell. We have focused fluency instruction in our classrooms. Fluency pairs is a short, sharp activity where we pair students to read a text multiple times a week. Our students learn about the grammatical structure of words, explore morphology (the study of words and their parts), syntax (sentence structure), and the fascinating world of etymology (the history and examination of the origin of words and meanings). Learning about root words, prefixes/suffixes help children understand words better and unlock the structure and meaning within words. Students also begin to see links between different words and identify word families. eg. the word destructive the prefix "de-" means, in this case, "removal" (eg "dehumidify" "defame" "detoxify") the root "-struct" means "to build" or "to assemble".

We are implementing The Writing Revolution (TWR). The TWR approach builds from sentences to compositions and is embedded in curriculum across all content areas and grade levels. Explicit handwriting instruction is provided at all grade levels. Writing genres are mapped throughout the year and sentence, paragraph and text level writing is taught systematically, linking to the Knowledge Unit content. Explicit grammar lessons are taught and revised in the daily review.

# Mathematics

At Yarraman Oaks Primary School all students participate in a 1 hour Mathematics lesson per day. Across the week students participate in 5 lessons focusing on Number & Algebra, Statistics & Probability, and Measurement & Geometry. All Mathematics units are planned using the Victorian Curriculum and the student relevant data. Concepts are taught explicitly and are applicable to real life situations and topics to provide opportunities for students to develop and apply their skills. Students are taught problem solving skills, reasoning, fluency and understanding in order to develop a deep understanding of all Mathematical concepts. Lessons are differentiated in order to support all students with their growth.

# Inquiry

At Yarraman Oaks our Foundation to Grade 2 students participate in learning activities which require them to investigate the world around them. An Inquiry Model is followed to ensure students are actively engaged in their learning across curriculum areas such as Geography, History and Social and Emotional Capabilities.

In Grades 3- 6 our students follow an Inquiry approach to learn about Science, Health, Civics and Citizenship, Geography, History and Economics. During Inquiry sessions, students have opportunities to work independently, with a partner and as a part of a group. Our Inquiry sessions are linked to an area of the Victorian Curriculum (E.g. Science- Chemistry) students have key outcomes to achieve. Students are actively engaged in their learning as this approach promotes exploration, design, creativity, reflection, communication and the investigation of skills and concepts. Teachers support students as they inquire through small clinic groups and conferencing with individual children.

# Specialist Programs

Our teaching and learning programs include a wide range of specialist and extra curricula activities designed to assist our students to broaden their knowledge and experience and to develop their talents and interests. Students participate in weekly Digitech lessons and specialist teachers deliver weekly Performing Arts, PE, French and Visual Arts lessons.

Our Performing Arts program includes:

- Choir
- Whole school concerts

Our Physical Education program includes:

- Interschool Sport
- Cross Country
- Athletics
- Whole school swimming program
- Camping program for Grade 3-6 students
- Professional Martial Arts, Rugby, Netball and Soccer coaching clinics
- Soccer Carnivals
- Whole school Twilight Sports evening

Our Visual Arts program includes:

- Painting
- Clay Modelling
- Collage
- Screen Printing
- Discuss and evaluate the art making process

Our French program includes:

- Participate in routine exchanges
- Exchange greetings
- Ask and answer questions
- Create simple texts
- Translate from French to English

## Health & Wellbeing

Developing student social and emotional skills is a high priority at Yarraman Oaks Primary School. We know that when students are engaged and connected to their school, they are more likely to be successful.

At our school, the Health and Physical Education Program is designed to promote and develop the physical and mental health of all students. Students are given the opportunity to develop strategies to assist them to cope with challenging situations through the use of the Zones of Regulation Program.

At our school, we have the following in place to support the health and well being of our students:

**Wellbeing Coordinator**- We have a Well-being Coordinator on site to assist students and families.

**Breakfast Club**- Children can enjoy a free breakfast at our on-site school Breakfast Club on Mondays, Wednesdays and Thursdays.

**Lunch Time Clubs**- Environment Club, Bike and Scooter Club, Board Game Club, Art Club.

**Peer Mediation**- Our senior students are trained as Peer Mediators. Peer Mediators wear a special orange vest and are rostered on during recess and lunch times. Peer Mediators help other students to find a way of solving problems in the playground and also help students to find friends to play with.

**Restorative Practices**- Restorative Practices are used to deal with issues between students and to repair and build relationships. These sessions are led by teachers.

**Individual Education Plans**- Individual Education Plans (IEPs) are created for:

- Students with disabilities
- Students with a diagnosis of Autism
- Students who are working well below or well above the expected level
- Koorie students
- Students living in Out of Home Care



# Student Leadership

**School Captains-** Each year two School Captains and two Vice School Captains are appointed to the Student Leadership team. To be elected to these positions students must submit a written application and are interviewed by our current School Captains, the Principal and the Student Leadership Coordinator.

**House Leaders-** All students at Yarraman Oaks Primary School belong to one of four houses- Waratah (Red), Wattle (Yellow), Eucalyptus (Green) and Jacaranda (Blue). The four houses are named after native Australian trees. Students join a house when they first enrol and are always placed in the same house as their brothers and sisters.

**Student Representative Council (SRC) -** Two students from each class in Grades 1 to 6 are elected as representatives on our Student Representative Council.

**Monitor Jobs-** At Yarraman Oaks Primary School all classrooms have a Monitor Job system in place. Students take turns to complete jobs such as opening the door, answering the telephone, taking notes to the Office and handing out equipment. This system ensures that all students have an opportunity to build their skills and confidence in a supported environment.

# Important Information

## Health

**First Aid-** The care and safety of our staff and students is a high priority at Yarraman Oaks Primary School. We have many staff trained in First Aid and clear protocols and policies in place to deal with health concerns. First Aid trained staff are rostered on during all recess and lunch breaks and are also available during learning time if needed. Parents are notified if their child receives first aid at school.

**Medical Conditions-** Parents are asked to inform the school if their child has any medical conditions so that we can provide the appropriate care for him/her. We also request that any medical plans and/or relevant documentation from medical professionals be provided to the Office (E.g. Asthma, Anaphylactic or Allergy plans).

**Medication-** If your child requires medication during the day, please give this medication and administration instructions from your health professional to the Office Staff.

## Assemblies

School assemblies are held in our school hall every Friday from 3:00 - 3:30 pm. All members of the school and wider community are welcome to attend our assemblies.

# Attendance

Research shows that when children have good attendance at school it helps them to develop and maintain friendships with their peers and to build academic skills. At Yarraman Oaks Primary School we want our students to be successful and actively encourage all students to be at school every day and to arrive on time. To encourage students to be punctual we use the phrase:

☺ Doors open at 8:50 and learning starts at 9 ☺

**Illness-** Of course, we understand that children are sometimes unwell and need to rest and recover at home. If your child is unwell and unable to attend school, please notify us using the COMPASS app or by telephone.

**Holidays-** Where possible, we ask parents to schedule appointments (E.g. dentist, doctor) after school, on weekends or on the holidays. We also request that parents plan holidays during our school holiday breaks, rather than during the school terms to maximise their child's learning opportunities. If parents would like to plan a holiday during the school term, they are asked to contact the Principal for permission.

**Late Arrivals-** If your child arrives late to school, please sign them in at the Office and get a Late Pass to give to the classroom teacher.

**Early Departure-** If your needs to leave school early (E.g. To attend an appointment or due to illness), you need to sign them out at the Office.

# Classes

At Yarraman Oaks Primary School class sizes are kept small, especially in our junior grades.

# Communication

At Yarraman Oaks Primary School we strive to build strong relationships with our families. We understand the importance of keeping our community up to date with what is happening at school. We recognise that great communication between home and school helps families to feel connected to our school and students to be successful. Parents and family members are always welcome at school. We often communicate with our families via telephone or email and also share information, photos and videos in the following ways:

## Compass

COMPASS Education is a free app you can download and use on any smartphone, tablet or computer. Our school newsletters are posted on COMPASS. We also send out notifications with information about whole school news and events in your child's class room via COMPASS.



## Facebook

At Yarraman Oaks Primary School we have our own Facebook page. We regularly share messages, photos and videos with our families about what is happening at school.



# Lost Property

We understand that from time to time students may misplace school uniform items. A Lost Property basket is located near the Office for these items. We request that parents label all items of their child's uniform so that when items are misplaced, they can be returned to students quickly.

# Kindergarten and Maternal Health Service

At Yarraman Oaks Primary School we have a Kindergarten and a Maternal Health service on site. We have established strong connections with the staff at both the Kindergarten and the Maternal Health Service and work collaboratively together to assist the children in our community to thrive and succeed. Our comprehensive Transition Program provides many opportunities for the kindergarten children to visit and connect with our school.

# Money and valuable/special items

Unless there is a special reason and arrangements have been made with your child's classroom teacher, we request that students refrain from bringing money and/or valuable/special items to school. The school cannot take responsibility for personal items and we do not want parents and/or children to be upset or disappointed if items are lost or damaged.

# Out of School Hours Care (OSHC)

At Yarraman Oaks Primary School we have our own Out of School Hours Care service on site. We provide this service to ensure that our students have a safe and stimulating environment and to support our families. We offer Before School Care and After School Care. To make a booking, or to find out information about our OSHC service, please contact the Office.

## **OSHC hours are:**

Before School Care: 7:00am-8:45am

After School Care: 3:30pm-6:00pm

# Parent Involvement and Volunteering

Parents are always welcome at Yarraman Oaks Primary School. We aim to work in partnership with parents to achieve great outcomes for our students. We encourage parents to actively participate in school events and to assist with learning activities. Examples of how parents can be involved at Yarraman Oaks Primary School and support our programs include:

- Attending school assemblies
- Attending school events such as concerts, Expos and Twilight Sports
- Listening to children read
- Helping children to practise their common words and alphabet
- Joining our School Council
- Assisting on excursions and during incursions
- Joining our Fundraising Committee
- Assisting at Fundraising events (E.g. Mother's and Father's Day stalls)

# Parent Sessions and Adult Education

**Parent Information Sessions-** At Yarraman Oaks Primary School we offer information sessions for parents. These sessions help parents to understand the programs at our school and to support their children at home.

**Adult Education-** Yarraman Oaks Primary School, in partnership with Springvale Learning and Activities Centre, provide adult education classes for our parents and adults in our community. The classes are held weekly at our school and are free. We currently offer English classes and Computer classes.



## Playgroup

At Yarraman Oaks Primary School we have our own playgroup for parents/carers and children from babies to 5 years old. We offer stimulating and fun activities for children and social support for parents/carers. Our playgroup is on every Monday from 9:15-11:00 am in our school Hall. All members of the community are welcome to attend and there is no cost to participate.



## Reports and Parent Teacher Interviews

Teachers are available each day before and after school for short, informal discussions. Parents are always welcome to book additional interviews with their child's teacher to ask questions and/or discuss any concerns they may have.

Formal student reports are issued at the end of Term 2 and Term 4.

Parent-Teacher interviews are held early in Term 1 and at the end of Term 2.

# School Council

School Council is the forum in which parents, staff and the Principal work together on behalf of the school community to make decisions related to school issues. School Council meets twice each term and members of the school community are welcome to attend these meetings. School Council elections are held each March when half of the members retire. The three main responsibilities of School Council are:

- Finance: overseeing the development of the school's annual budget and ensuring proper records are kept of the school's financial operation
- Strategic planning: participating in the development and monitoring of the school strategic plan
- Policy development and review: developing, reviewing and updating policies that reflect a school's values and support the school's broad direction outlined in its strategic plan.

# School Crossing

The safety of all members of our school community is extremely important to us and we ask all families and students to assist us by using the School Crossing when arriving at and departing from school.

# School Fees

In all state schools in Victoria, school fees are voluntary. School Fees at Yarraman Oaks Primary School are \$180.00 per student. This payment covers essential items such as student stationery (E.g. exercise books, paper and pencils). Notices requesting the payment of school fees are sent out at the beginning of Term 2 and are due by the end of Term 3. Parents are welcome to make payments earlier and can also make part payments. Please see the Office staff to make a payment or to make further enquiries.

# Uniform

At Yarraman Oaks Primary School wearing our school uniform every day is compulsory. Wearing a uniform helps students to identify with our school and to feel part of our school community. For safety reasons, students should also wear covered shoes (E.g. School shoes or runners).

Yarraman Oaks Primary School is a Sunsmart school. During Terms 1 and 4 all students must wear a wide brimmed hat during outside activities (E.g. At recess, lunch and during sport).

Uniform items can be purchased from:

***Beleza Uniform Shop***

Address: 162 Cheltenham Road, Dandenong.

Telephone: (03) 9794 8775

# School Hours & Bell Times

School Hours- At Yarraman Oaks Primary School learning starts at 9am and the school day finishes at 3:30pm. Parents are asked to have their children at school by 8:50am each day so that students have time to organise their belongings and be ready to start learning at 9am.

8:50am	Classroom doors open. Each morning students and parents are greeted by their teachers and welcomed into their classrooms.
8:55am	Music starts. Students should be at school and heading towards their classrooms while the music plays.
9:00am	The bell rings. Students should be in their classrooms ready to start learning.
9:00am - 11:00am	Learning time
11:00am-11:30am	Recess
11:30am-1:30pm	Learning time
1:30pm-2:30pm	Lunch
2:30pm - 3:30pm	Learning time
3:30pm	School finishes

## Working With Children Check

DET guidelines require that all volunteers in schools have a Working with Children check and provide a copy to the school. It is an easy process to obtain a Working with Children Check and there is no cost involved. We are happy to assist parents with this if needed.

