

Parent Information Handbook 2023

Principal: Mr Darren Roskosch

Assistant Principal: Mrs Joanne Loader

Business Manager: Mrs Bianca Mcsparron

Administration: Mrs Wendy Griffin

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Phone: (03) 5218 5600



Welcome to Torquay Coast Primary School

It is both a great honour and a great privilege to be appointed the inaugural Principal of Torquay Coast Primary School. With the school opening in 2018 I have had the opportunity to build, establish and promote a positive school culture and climate that is supportive of all students and staff. We also appreciate the strong and necessary partnership and support we receive from families in the unified promotion and encouragement of the 4 pillars within their children and our students. These pillars form the core values of our school community.

Together we are collectively responsible for the building and maintenance of a positive school culture. It is of vital importance to us that we instil within our students a strong sense of appreciation and gratitude for their school, their families, their environment, and their community. These concepts form a significant part of our student pledge and are discussed openly and reflected on regularly with our students.

We are privileged to enjoy state of the art facilities and resources. Our purposely built, architecturally designed, and contemporary adaptive learning spaces support:

- A personalised approach to learning, developing personal agency and empowerment.
- Promoting a sense of community and belonging through human connectivity.
- Celebrating diversity in learning, culture and society.
- Developing the person as a whole through supporting physical and emotional health.

Our Torquay Coast Primary School community has the unique opportunity of not only being part of our history, but actively responsible for the creation of it.

Darren Roskosch

Principal

Character Strengths



At Torquay Coast Primary School, we encourage everyone to use and show character strengths.

Forgiveness

Self-Control

Creativity

Modesty

Prudence

Curiosity

Love of Learning

Perspective

Acceptance

Kindness

Love

Friendship

Leadership

Fairness

Teamwork

Enthusiasm

Bravery

Perseverance

Honesty

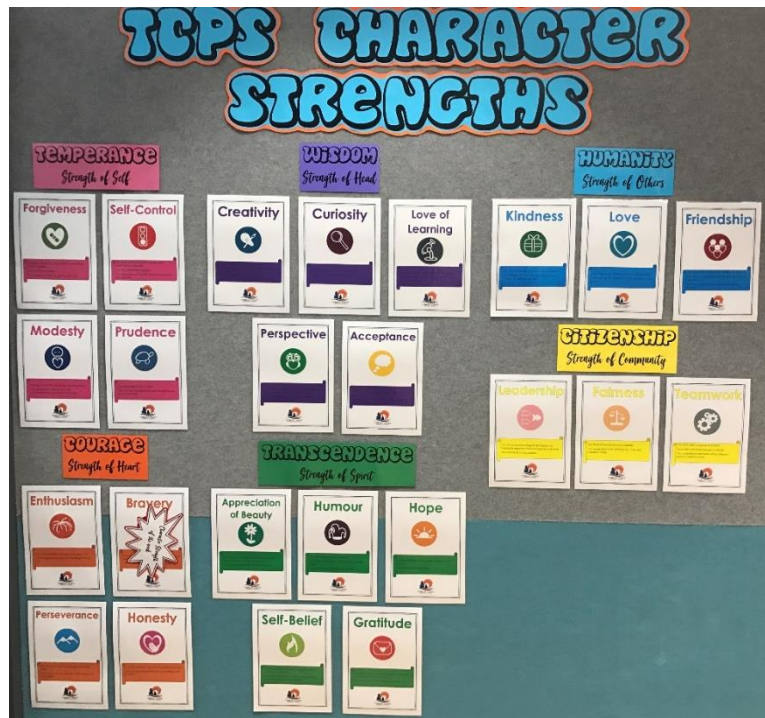
Appreciation
of beauty

Humour

Hope

Self-Belief

Gratitude



Our Mission

It is the mission of Torquay Coast Primary School to provide our students with a safe and supportive learning environment that motivates and challenges students, and that provides a comprehensive primary education for all students that empowers them to reach their full academic, social, and physical potential. Through community connectedness, students will develop a love of learning allowing them to become self-motivated, curious, resilient and tolerant citizens.

Our Pillars (Values)

Our 4 Pillars (core values) will underpin all dimensions of our teaching and learning environment and be supported through the implementation of Positive Education. They are embraced and modelled by staff and students and promoted throughout the school community. They are:

RESPECT

We are respectful of ourselves, others and the environment.

STRENGTH OF CHARACTER

We are always striving to be the best versions of ourselves

ACCEPTANCE

We have the skills and strategies to overcome challenging situations.

MINDFULNESS

We are aware of what is happening within and around us.

School-Wide Positive Behaviours (SWPB)

Torquay Coast is committed to School Wide Positive Behaviour. Our program aim is to create a positive school climate, a culture of student competence and an open, responsive management system for all school community members. Introducing, modelling and reinforcing positive social behaviour is an important component of a student's educational experience.

Teaching behavioural expectations and rewarding or recognising students for following them is a much more positive approach than waiting for misbehaviour to occur before responding. Torquay Coast Primary School approaches issues with behaviour through a consistent and restorative approach.

STUDENT PLEDGE

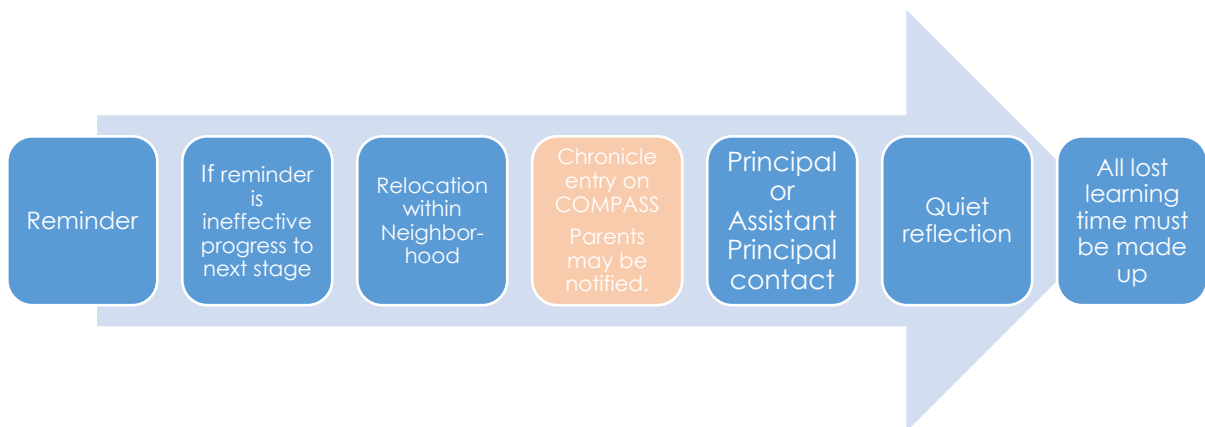
We are Torquay Coast Primary School
We are proud of, and grateful for
our school,
our family,
our friends,
and our environment.

We treat others how we like to be treated
We laugh, we have fun, we learn
We aim for excellence in all that we do
We are Torquay Coast primary School.

T.C.P.S Positive Behaviour Flowchart

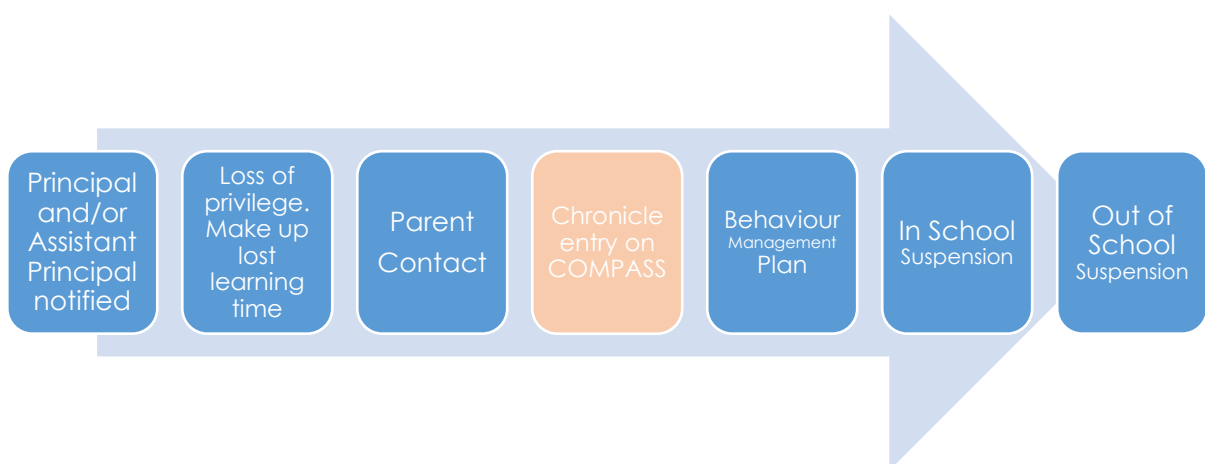
Minor

Inappropriate language	Late to class	Physical contact - non serious	Non compliance	Mild disruption	Property misuse	Cheating Plagiarism	Out of bounds
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Major

Missing whole or part of lessons	Abusive language	Defiance Disrespect	Disruption	Physical Aggression	Property damage
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All or part of the actions outlined in this plan may be altered at Principal's

Please refer to DET Guidelines for further information regarding In

General School Information

SCHOOL TIMES (Teaching and Learning Hours)

- Our teaching and learning hours are 9am – 3:10pm.
- Students are **ONLY** supervised from 8:45am – 3:25pm.
- Recess: 11am – 11:20am
- Lunchtime: 1:20pm – 2:10pm.
- Dismissal time: 3:10pm.



If you wish to pick your child up during school hours, please email your child's teacher the day before **OR** call the school office 5-10 minutes before you are due to arrive so that we can organise for your child/ren to be at the office.

OFFICE HOURS

The School office hours are 8am- 4pm Monday-Thursday and 8am-3:30pm on Fridays. The school number is (03)5218 5600.

ASSEMBLY

A whole school assembly is held in our gymnasium every Friday afternoon at 2:20pm, unless otherwise advised. We use this opportunity to celebrate the achievements of the week and discuss important upcoming events with our community.

Please note that on Friday afternoons during assembly, it may be difficult to pick your child up in a timely manner. To avoid assembly interruption, please call prior to 2pm so that we can arrange for your child to be at the office waiting for you.

ATTENDANCE

- Late or Early Departure

Children who arrive late for school must report to the office, where **parents MUST sign their child into school using out Compass Kiosk**. If your child needs to be collected early, **parents must sign them out at the office**.

- Absence

If your child is absent from school, please log the absence through the parent portal on Compass. If your student is marked absent on the morning roll and you have not notified the school by 10am, a text message will be sent to families to approve through Compass.

EMERGENCY CONTACT INFORMATION

It is important that we have correct contact details for all parents, guardians and emergency contacts, so we are able to contact you in the event of your child becoming unwell or injured. It is advised that parents/guardians have at least two emergency contacts other than themselves in the event you are unable to be contacted. Parents/Guardians **are always** contacted first.



THE SCHOOL SHOULD BE ADVISED IMMEDIATELY OF ANY CHANGES TO EMERGENCY CONTACT INFORMATION.

PICK UP / DROP OFF

Our School Gates are unlocked at 8:30am and locked at 4pm daily.

Staff supervise the yard in the morning from 8.45am and in the afternoon from 3.10pm until 3.25pm and during all break times. When arriving at school and leaving the

classroom at the end of the day, children should be encouraged to be independent by allowing them to be responsible for their own belongings and actions.

In the afternoon, please wait at a pre-arranged 'pick-up' spot away from the Learning Community entrance. The Central Plaza is a great place for pick up and drop off and gives parents a space to mingle and chat with other parents. Please do not allow your children to come early or stay later at school as the yard is unsupervised.

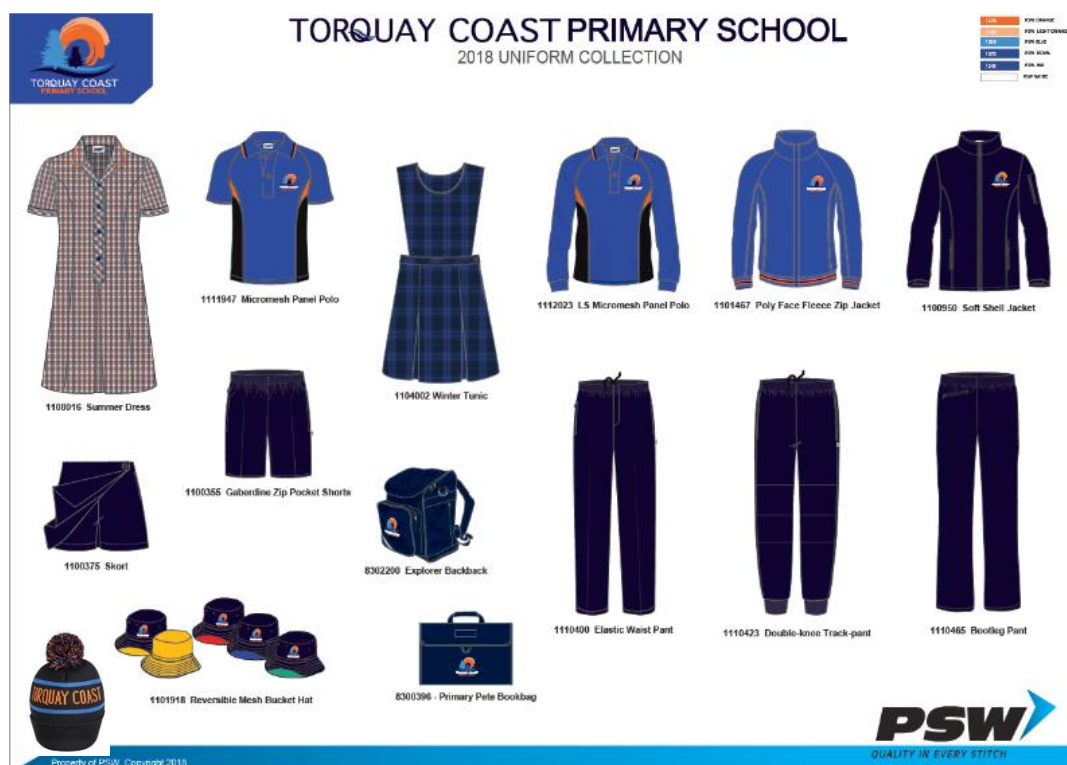
UNIFORM

School Uniform is available to be purchased at PSW in Geelong, located at 164 Malop Street Geelong. You are also able to order online at <http://www.psw.com.au/retail/> there is no delivery cost.

Students are able to wear any closed toe shoe (runners or school shoe).

The only unique school items of uniform are the school polo and the school dress. Our polo has been uniquely designed for TCPS.

School bags can be generic. They do not have to include the school logo. School hats have the students house colour on the inside. Student house colours will be advised at the start of Term 4, so parents are able to purchase the correct colour.



COMMUNICATION

We try our best to be a sustainable 'paperless' school. We make most of our communications through 'Compass', and our school newsletter. Parents are also able to communicate with their teachers through the staff's school email, this will be communicated to parents once home groups are finalised. The school email address is torquay.coast.psw@education.vic.gov.au

NEWSLETTER

Torquay Coast Primary School has an online Newsletter through iNewsletter. If you subscribe to our school newsletter (link below), you will receive notifications when any information has been updated by the school.

<http://inewsletter.co/vmrLPY/latest/>

BEFORE AND AFTER SCHOOL CARE

The 'Out of School Hours Care' Program is coordinated by the YMCA in our Community Hub, located via our gymnasium entrance. Families wishing to use before and after school care need to enrol their child online at www.childrensprogramms.ymca.org.au, once enrolled, all bookings and cancellations can be made through the YMCA App. The school **cannot** make bookings.

Operating Hours:

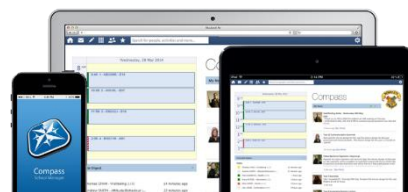
Before School Care 6:30am – 8:45am

After School Care 3:10pm – 6:30pm

The YMCA school coordinator and can be contacted on 0437 559 735 or via email torquaycoast@ymca.org.au

COMPASS

Compass is our school communication network. Compass is used to inform our families of school activities and events, paying for your child's excursions, newsletter, sick bay visits, and communications from your child's Learning Communities and student reporting. Compass can be downloaded onto your mobile phone. Through Compass you can advise of absences, provide consent for upcoming excursions and read current news items for the school. All usernames and passwords will be given to parents once enrolment is complete.



SEESAW

Seesaw is an online student driven digital portfolio that parents are able to access, view your child's work and also communicate and provide encouragement to them. A unique QR code is provided to families, which they have over their whole schooling at TCPS. More information is provided at the start of the school year



Teachers find or create activities to share with students.



Students take pics, draw, record videos and more to capture learning in a portfolio.



Families see their child's work and leave comments and encouragement.

LOST PROPERTY

Lost property is located centrally, at the entry to the library. Parents are most welcome to check the lost property for any items of lost clothing. Please ensure all student items are clearly labelled.

STUDENT CHARGES 2023

Commencing in 2022 Torquay Coast Primary School will provide all Curriculum Contribution for students. There will be no request payment towards these items. Please refer to the attached tables for further information. This was a complex decision and there are a number of contributing factors which has enabled our school to be able to offer this for our families.

Parents can pay on a 'USER PAYS' Basis for any Extra Curricular Excursions/Camps. These are an option for families to pay for if they wish their student to attend. These Extra-Curricular Items/Activities will be communicated to families next year through COMPASS outlining the costs per event. You will be able to consent online and pay via COMPASS PAY or BPAY

CAMPS, SPORTS & EXCURSIONS FUND (CSEF)

School camps provide children with inspiring experiences in the great outdoors, excursions encourage a deeper understanding of how the world works and sports teach teamwork, discipline and leadership. All are part of a healthy curriculum. CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. The allowance is paid directly to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child.

The annual CSEF amount per student is \$125 for primary school students. Application forms are available from the school office. More information is available at <https://www.education.vic.gov.au/csef>

FIRST AID/SICKBAY



We have a first aid room located in our administration building. All our staff that are first aid trained. If a student is injured or unwell they are able to attend our first aid room, any attendances to our first aid room will be recorded on Compass which will generate an email to parents (*regardless of the severity*).

If a student is too unwell to stay at school, parents will be contacted to collect from the main administration building.

MEDICATION

Student medication can only be administered to children if accompanied by a signed and dated medication form, available from our school office, which will clearly outline the times and dosages required.

All student medication needs to be in the original packet, which clearly indicates the medication type including expiry dates. Students **are not** able to administer medication themselves, with the exception of asthmatics who would normally have control of their own Ventolin.

Serious ailments, including anaphylaxis and allergy must have a signed action plan from your child's doctor, annually. If you are unsure, please discuss this with the office.

ANAPHYLAXIS

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. Anaphylaxis always requires an emergency response. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g., cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

The key to prevention of anaphylaxis in schools is knowledge of the students who have been diagnosed at risk; awareness of triggers (allergens) and prevention of exposure to these triggers.

TCPS acknowledges that the management of a student diagnosed at risk of anaphylaxis is a joint responsibility of the school and staff, the student, the student's parents/guardians and the student's Medical Practitioner.

TCPS is "allergy aware" and not a nut free school. A nut free environment is not recommended as it is impossible to guarantee, which potentially provides a false sense of security to students, parents/guardians and staff.

A nut free school environment does not protect students whose allergen may be egg, insect bite etc. A nut free school environment does not enable the school to prepare a student with life skills in teaching them how to manage their risk of anaphylaxis.

We do have a number of students in the school that have severe and life threatening allergies to a number of foods. To help keep the classroom safe it would be greatly appreciated if you could be mindful when sending foods that contain the above listed food to school with your child.

CANTEEN – LUNCH ORDERS

We are currently affiliated with Happy Hampers Canteens who provide an easy online ordering service which is available each Tuesdays. Parents can logon to QuickCliq and create an account under the school name, where they can then get started in placing their child's lunch orders. The orders can be made up to a month in advance.

<https://www.quickcliq.com.au/>

NUDE FOOD



'Nude Food' is an encouraged initiative at TCPS to support children to eat well and live well and eliminate all unnecessary packaging and wrapping that goes into schools. Essentially, children bring their food – nude eg. in a reusable lunch box with no separate plastic or paper wrap. This reduces the amount of rubbish that goes into the bins, goes into the ground and that pollutes our planet! This is an amazingly simple concept that really empowers the children to create change. You will be amazed with how enthused they can become!

SUN PROTECTION

Torquay Coast PS promotes active protection from the sun. All children are required to wear a school hat when outside during Terms 1 and 4. Children without a hat are required to stay under cover so that they have protection from ultra-violet rays.

As per the TCPS sun smart policy, it is parent responsibility to supply sunscreen and support their child in the application of it. For the projection of staff and students, staff are unable to either supply and/or provide sunscreen protection unless they have written permission from a parent to do so.



IMMUNISATION AND BIRTH CERTIFICATES

It is department policy that our school obtains copies of students' birth and immunisation certificates for all enrolled students. These can be emailed to our office staff at torquay.coast.ps@edu.aic.vic.gov.au , or handed into the front office.

HEAD LICE

Schools are subject to periodic outbreaks of head-lice, which can be persistent if not treated properly. It is imperative that each parent undertakes regular checks and treats their child in an efficient manner. If you do find any lice or eggs, please let the school know so we can communicate to make other families aware.

School Term Dates for 2023

Term 1: 27th of January – 6th of April

(Students commence Monday 30th January)

Term 2: 24th of April - 23th of June

Term 3: 10th of July - 15th of September

Term 4: 2nd of October - 20th of December

2023 PREP INFORMATION

PREP TRANSITION 2023

All enrolled students for Prep 2023 are invited to attend our Prep Transition Program. Sessions are designed to be fun and assist your child to feel safe and comfortable in our school environment.

Tuesday 13th December State-wide Transition Day

9:30am – 11.30am

Friday 27th of January 2023

9.30am – 11.00am

Tuesday 31st of January 2023

9.30am – 11.00am

Wednesday 1st of February 2023

FULL DAY – SCHOOL UNIFORM REQUIRED TO BE WORN

Thursday 2nd of February 2023

FULL DAY – SCHOOL UNIFORM REQUIRED TO BE WORN

Friday 3rd of February 2023

FULL DAY – SCHOOL UNIFORM REQUIRED TO BE WORN

PREP INTERVIEWS: Please note that from Monday the 6th to Friday the 10th of February 'prep interviews' will be in place. **During this week your child will ONLY be required to attend on the day they have their interview.**

PREP TRANSITION CALENDAR 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
JAN 22	23	24	25 AUSTRALIA DAY	26	27 TRANSITION 9.30am – 11.00am / CURRICULUM DAY	28
29	30 CURRICULUM DAY / No Students	31 TRANSITION 9.30am – 11.00am / CURRICULUM DAY	FEB 1st PREP TRANSITION FULL DAY / FIRST DAY BACK FOR 1-6 STUDENTS	2 PREP TRANSITION FULL DAY	3 PREP TRANSITION FULL DAY	4
5	6 PREP TESTING	7 PREP TESTING	8 PREP TESTING	9 PREP TESTING	10 PREP TESTING	11
12	13 PREPS FIRST DAY	14	15	16	17	18

YMCA

The YMCA is excited to be working in partnership with Torquay Coast Primary School to offer children's programs and maximise community engagement across our school facilities. YMCA run before / after School and Holiday Programs from our school Community Hub.

Community Connections Group (CCG)

Torquay Coast PS Community Connections Group is a parent group that provides an opportunity to mix and socialise with other like-minded families in our school community. Meetings are advertised and take place regularly, onsite at the Torquay Coast Primary School (Enter off Stretton Drive) in the Central Plaza area.

Ceres Sustainability Partnership

Torquay Coast Primary School is becoming sustainable from the ground up! Our school has a 5-year partnership with CERES Environment Park to help us become an environmentally sustainable school. CERES will work with our school to embed sustainability in everything we do.

We are also aiming to achieve 5Star recognition in the Resource Smart Schools program! This will help us to engage students in our local environment and involve families and other members of our school and local community.

Ceres and Resource Smart Schools

Torquay Coast Primary School is gradually becoming sustainable from the ground up. Our school has a 5-year partnership with CERES Environment Park to help us become an environmentally sustainable school. We are currently in the process of embedding sustainability in everything we do. We are also aiming to achieve 5Star recognition in the Resource Smart Schools program in our first five years of operation.

Currently we have three stars (Core, Waste and Water) and are busy working on our fourth star in Biodiversity. This will help us to engage students in our local environment and involve families and other members of our school and local community.

Managed by Sustainability Victoria, Resource Smart Schools provides practical support to reduce resource use and make cost savings, integrate sustainability into the curriculum and share learnings beyond the school gate.



Key features of Resource Smart Schools:

- **Support** – Sustainability experts support the school on their sustainability journey and schools track and measure their progress using the online system
- **Recognition** – Sustainability Certification and the ResourceSmart Schools Awards recognise and reward school activity
- **Savings** – Save on energy, water and waste bills – and greenhouse gas emissions
- **Adaptable** – Schools create a unique environmental management system and can work with any sustainability program or organisation within the ResourceSmart Schools framework
- **Learning** – Students learn take-home lessons about sustainable actions as required by the Australian Curriculum
- **Sustainable schools** – Schools learn to operate more sustainably, reducing costs and minimising their impact on the environment through efficient resource use
- **Community** – Practical support for schools and communities to live and work more sustainably and to support other schools and environmental partners along the way.

