

## Parent Information Handbook 2024

**Principal:** Mr Darren Roskosch

**Assistant Principal:** Mrs Joanne Loader

**Business Manager:** Mrs Bianca Mcsparron

**Administration:** Mrs Wendy Griffin & Ms Bec McGlinchey

**Postal Address:** 25 Stretton Drive, Torquay VIC 3228

**Phone:** (03) 5218 5600

**Email:** [torquay.coast.ps@education.vic.gov.au](mailto:torquay.coast.ps@education.vic.gov.au)

**Website:** [www.torquaycoastps.vic.edu.au](http://www.torquaycoastps.vic.edu.au)



## Welcome to Torquay Coast Primary School

Dear Families,

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.

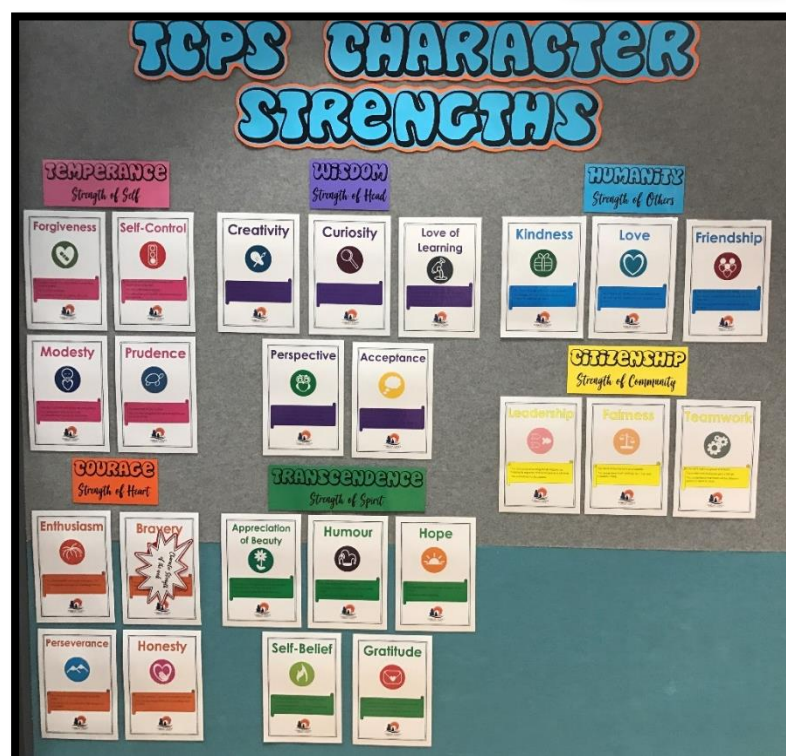
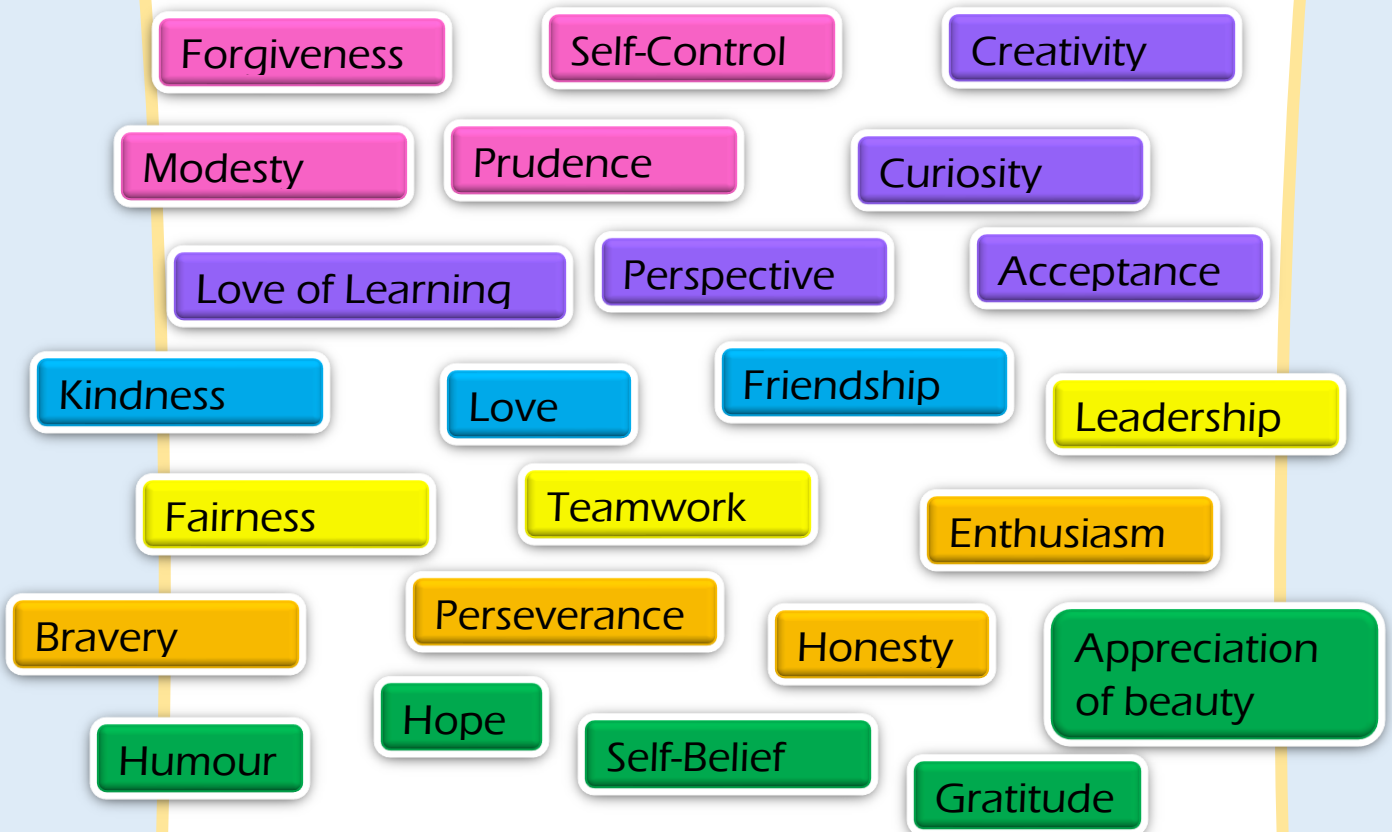
Our Torquay Coast Primary School community has the unique opportunity of not only being part of our history, but actively responsible for the creation of it.

*Darren Roskosch*

Principal

# Character Strengths

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



## **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 approach to Positive Behaviours (SWatPB)**

Torquay Coast is committed to School Wide approach to 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**

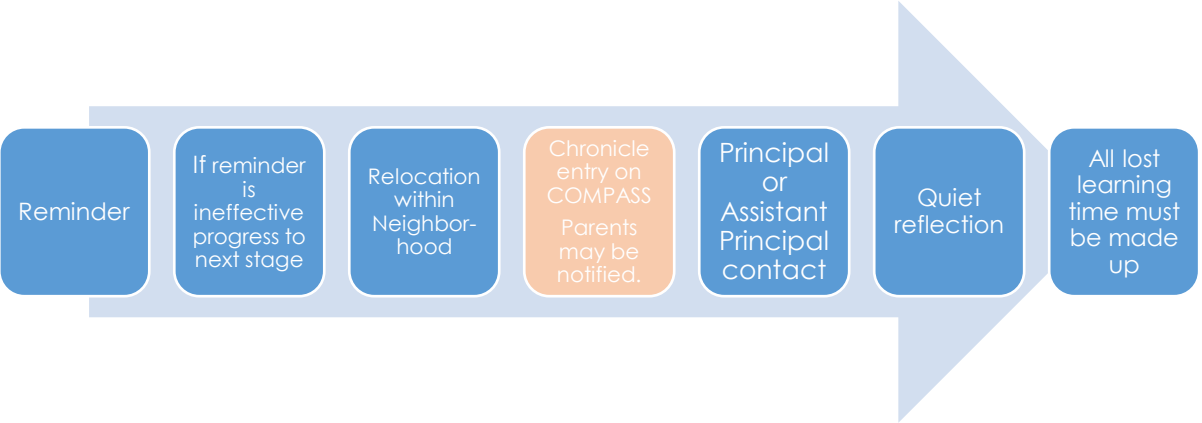
We are Torquay Coast Primary School  
We are proud of, and grateful for  
our school,  
our family,  
our friends,  
and our environment.

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

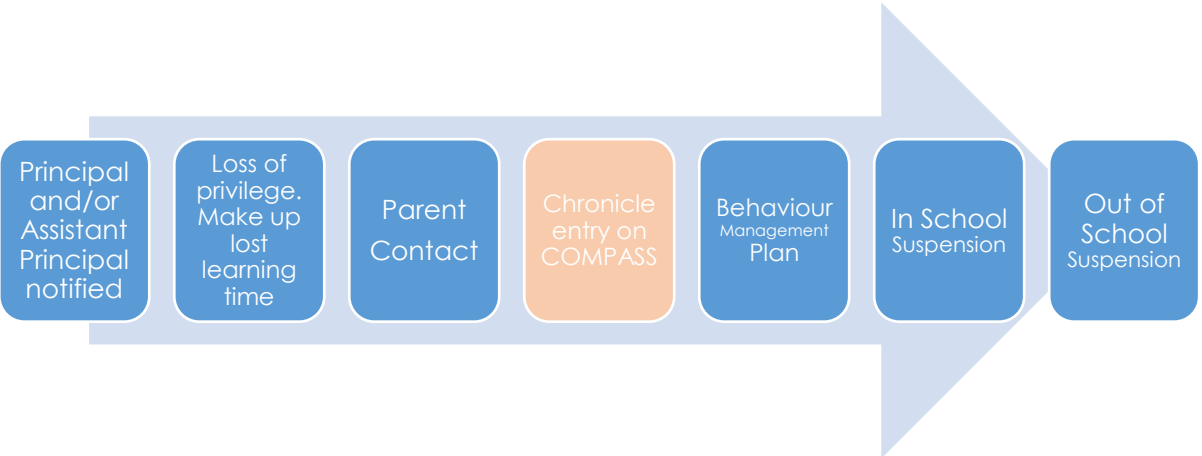
## Minor

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



## Major

Missing whole or part of lessons	Abusive language	Defiance Disrespect	Disruption	Physical Agression	Property damage
----------------------------------	------------------	---------------------	------------	--------------------	-----------------



All or part of the actions outlined in this plan may be altered at Principal's discretion at any time.



Please refer to DET Guidelines for further information regarding In School Suspension.

# 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- 3:45pm 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 8:45am 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

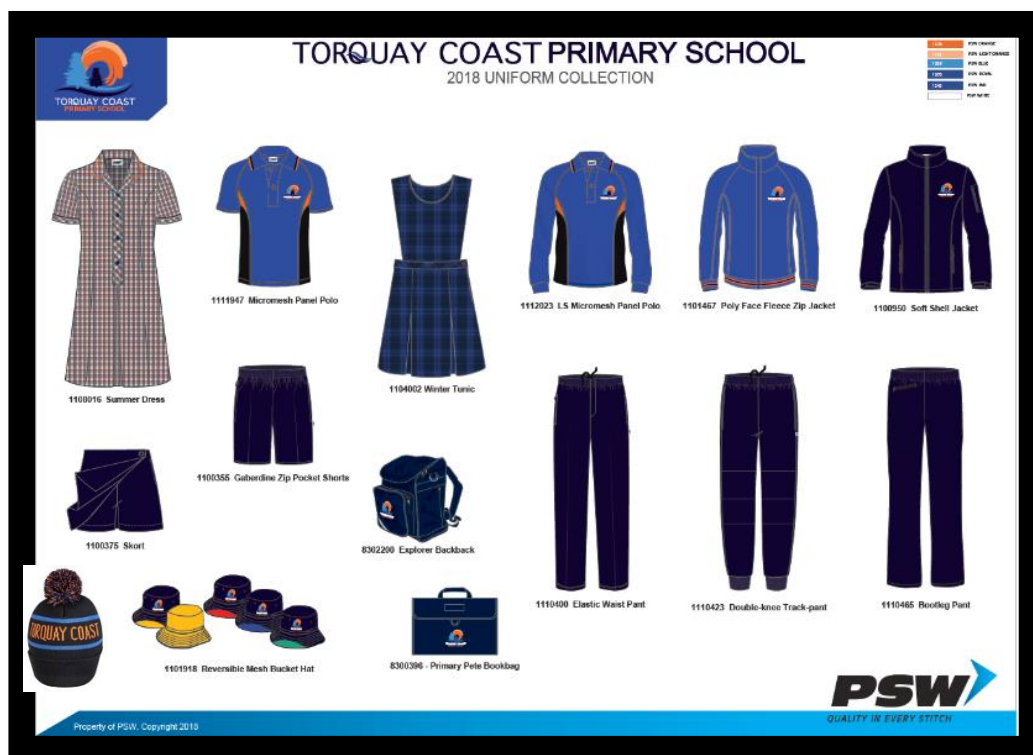
School Uniform is available to be purchased at PSW in Geelong.

They are located at 164 Malop Street Geelong. You can also order uniform online at: [Making your school look great Torquay Coast Primary School - Schools \(psw.com.au\)](http://Making your school look great Torquay Coast Primary School - Schools (psw.com.au))

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 during Term 4, so parents are able to purchase the correct colour.





### TORQUAY COAST PRIMARY SCHOOL - PRICE LIST – 2023

GARMENTS	SIZES	RRP
POLO SHORT SLEEVE <u>logo</u>	4-18	\$37.95
POLO LONG SLEEVE <u>logo</u>	4-18	\$39.95
SOFT SHELL JACKET <u>logo</u>	4-18	\$73.95
TRACKSUIT JACKET <u>logo</u>	4-18	\$53.95
SUMMER DRESS BUTTON FRONT	4-18	\$54.95
SKORT COTTON DRILL	4-18	\$24.95
SHORTS COTTON DRILL	4-18	\$24.95
TRACKPANTS	4-18	\$32.95
BOOTLEG PANTS (girls)	4-18	\$33.95
ELASTIC WAIST PANTS (boys)	4-18	\$34.95
BUCKET HAT ADJ TOGGLE <u>logo</u>	VAR	\$20.95
BEANIE <u>logo</u>	ONE SIZE	\$16.95
BOOK BAG <u>logo</u>		\$15.95
BACKPACK <u>logo</u>	SM/LG	\$50.95
KILT/TUNIC	4-14	\$55.95
<b>VARIOUS</b>		
LEGGINGS NAVY	4-14	\$25.95
SOCKS ANKLE 3 PACK	VAR	\$16.95
TIGHTS navy	VAR	\$14.95
SPORTS BRIEFS	VAR	\$9.95
ART SMOCKS	S-XL	\$19.95
SCHOOL SHOES - T/BARS/LACEUPS	VAR	VAR

Online orders: [www.scss.shop](http://www.scss.shop)

All inquiries 5261 5665

Prices are GST inclusive.

Phone orders/credit card & in-store purchasing available.

\$10 delivery fee. **Free delivery for orders over \$50**

OPENING HOURS:

Mon - Thurs 11:00 - 5:00, Friday 11:00 - 4:00

Saturday 10:30 - 1:30



## **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.ps@education.vic.gov.au](mailto:torquay.coast.ps@education.vic.gov.au)

## **NEWSLETTER**

Torquay Coast Primary School has an online weekly Newsletter. A link is emailed to families every Friday via Compass.

## **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](http://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](mailto:torquaycoast@ymca.org.au)

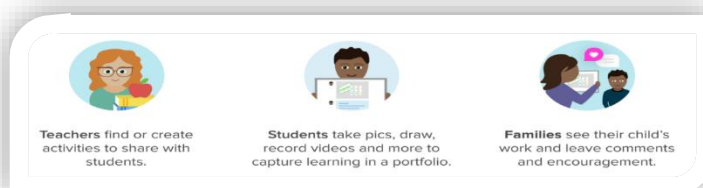
## **COMPASS**

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.



## **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**

Commencing in 2022 Torquay Coast Primary School will provide all Curriculum Contribution for students. There will be no request payment towards these items. 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 each year through COMPASS, outlining the costs per event. You will be able to consent online and pay via COMPASS PAY.

## **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 [Camps, Sports and Excursions Fund | Victorian Government \(www.vic.gov.au\)](#)

## **FIRST AID/SICKBAY**



We have a first aid room located in our administration building. All our staff 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, asthma 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, 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 Flexischools who provide an easy online ordering service which is available each Tuesday. Parents can download the App and follow the prompts to set up their account where they can then get started in placing their child's lunch orders. The orders can be made up to a month in advance.

For your next  
**H&H Lunch**  
CANTEENS

**SAVE TIME,  
ORDER ONLINE!**

We're excited to introduce Flexischools, the all-in-one cashless school app.

This means that you can now quickly place canteen orders online through the Flexischools app!

Download the *Flexischools* app to get started today!

**HOW TO REGISTER** 😊  
WITH *Flexischools*

- 1 Download the Flexischools app and select "Register"
- 2 Type in your email and submit to create an account.
- 3 Go to your inbox and click the link to verify your email (remember to check your junk).
- 4 Follow the registration process, creating a password and adding your personal details.
- 5 Add your student under "Profile" and start ordering online!

Download Flexischools app

**HOW TO PLACE A CANTEEN ORDER**  
WITH *Flexischools*

- 1 Click "Order food" at the top of the home page on your app.
- 2 Select the child you want to order for, then the date you wish to receive your order on.
- 3 Choose the food items you wish to purchase, then select "Confirm Order".
- 4 Choose your desired payment option.
- 5 Press "Place Order" to confirm your purchase.

ENJOY!

Download Flexischools app



### **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 e.g., 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 from the start of September to the end of April. 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 protection 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.ail.vic.gov.au](mailto:torquay.coast.ps@edu.ail.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 2024**

**Term 1:** 29<sup>th</sup> of January – 28<sup>th</sup> March

*(Please refer to transition calendar for official start date)*

**Term 2:** 15<sup>th</sup> of April - 28<sup>th</sup> of June

**Term 3:** 15<sup>th</sup> of July - 20<sup>th</sup> of September

**Term 4:** 7<sup>th</sup> of October - 20<sup>th</sup> of December

# 2024 PREP INFORMATION

## **PREP & NEW STUDENT TRANSITION 2024**

All enrolled students for Prep 2024 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 12<sup>th</sup> December 2023**

#### **State-wide Prep Transition Day**

9:30am – 11.30am

New students in Grade 1-6 2024 Meet & Greet 9.30am to 11am

### **Monday 29<sup>th</sup> January 2024**

Curriculum Day **No Students** Grade 1-6

**Prep Transition** 9.30am to 11am

New students in Grades 1-6 2024 Meet & Greet 10.30am (20 min)

### **Tuesday 30<sup>th</sup> January 2024**

Curriculum Day **NO STUDENTS** P-6

### **Wednesday 31<sup>st</sup> of January 2024**

**NO STUDENTS** 1-6

Prep Transition 9.30am – 11.00am

### **Thursday 1<sup>st</sup> of February 2024**

Prep Transition FULL DAY – school uniform required to be worn  
First Day back for Grade 1-6 Students

### **Friday 2<sup>nd</sup> of February 2024**

Prep Transition FULL DAY – school uniform required to be worn

### **Monday 5<sup>th</sup> Feb 2024 to Friday 9<sup>th</sup> - Prep Testing**

**During this week your child will ONLY be required to attend on the day they have their interview.**

You will receive an email with your assigned teacher & prep testing/interview times in the last week of Term 4 2023

**Monday 12<sup>th</sup> Feb 2024** – Prep First Day

**Wednesday 14<sup>th</sup> Feb 2024** – Prep Rest Day - **No Preps at School**

### **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 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 5 Star 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.