**Riverbend Primary School**

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**School Information**

Address: 1 Communal Road Wyndham Vale

Telephone: 9742 8800

Email: riverbend.ps@education.vic.gov.au

Principal: Lisa Conibeer

Assistant Principals: Kelly Hardy

Tyson Pearce

Office Staff: Sharyn Fletcher

Melissa Littler

Jackie Barber

Kylie Stephens

**Normal Hours of Attendance:**

Commencement 8.45am

Recess (includes eating time inside) 10:45am – 11:25am

Lunch (includes eating time inside) 1.25pm - 2.05pm

Dismissal 3.05pm

**2024 Term Dates**

Term 1 30th January – 28th March

Term 2 15th April – 28th June

Term 3 15th July – 20th September

Term 4 7th October – 20th December

**General Information**

\* The following section is in alphabetical order for easy reference

**Accidents and illnesses whilst at school**

In case of accidents or illnesses at school we will notify parents via Compass. If the incident is serious you will receive a phone call. If we are unable to make contact with you we will notify your emergency contact. If you are unavailable, appropriate action will be taken by the school. If your telephone number changes please notify the school immediately**.**

**Assemblies**

Whole school assemblies are held fortnightly in the gym on a Friday at 2:30pm. Dates for assemblies will be on Compass. At each assembly one grade will do a performance and student awards will be presented. Parents are welcome to attend.

**Attendance**

Regular attendance is essential to maintain continuity of learning and is important for children’s social development.

If your child is sick, please inform your child’s teacher via Compass. The school has a duty of care to investigate all absences. If your child is absent and no notification has been received, you will receive an SMS at 9:15am to let you know your child is not at school. Please make every effort to have your child at school on time every day.

**Bikes and Scooters**

Students are encouraged to ride their bikes to school. In order to do this they must agree to and sign the Bike and Scooter agreement. Bikes and scooters are not permitted to enter the school via the front gate (Communal Rd). There is a dedicated bike path around the school. All bikes and scooters must enter via Tathra Rd where the bike shed is located. Students riding to and from school must wear a helmet.

**Change of clothes**

Please keep a spare set of clothes in your child’s bag, including underwear and socks.

**Child Safety Officer**

Riverbend Primary School is committed to the safety and wellbeing of all children. This will be the primary focus of our care and our decision making. Riverbend has a zero tolerance for child abuse. A designated member of the leadership team will have the role of a ‘Child Safety Officer’. Their role is to act as a source of support, advice and expertise to staff on matters of child safety and lead the development of the child safety culture.

Our ‘Child Safety Officer’ is our Assistant Principal for Wellbeing and Inclusion – Kelly Hardy.

**Curriculum days**

During each school year there will be some student free days. Your child will not be required to attend school on these occasions. These days are used for discussion, planning, professional development of teachers, development of curriculum and the writing of children’s reports. These days vary each year and notification will be sent out via Compass well in advance.

**Excursions/Incursions**

During the year a number of excursions/incursions will be arranged. These are an important part of the school program and are very worthwhile learning experiences. We encourage students to attend these special days.

All excursion and incursion details are placed on the Compass management system and payment and consent can also be made via the portal.

**Food**

At the moment we don’t have a canteen at Riverbend so students require a packed snack and lunch each day. We endorse healthy food, including fruit. There is a designated eating time before recess and lunch so that children have time to sit and eat their food before going outside to play. If a child forgets their lunch we can offer them a cheese or vegemite sandwich or call parents/carers.

**Health and Physical Education**

A varied P.E. program is offered, including ball handling skills, athletics, gymnastics, motor coordination etc. We have a gymnasium that facilitates most of these activities. We run an annual whole school swimming/water safety program.

It is recommended that children wear the sports uniform and runners on their allocated P.E. day.

Running club is an extracurricular activity that is optional and run on Wednesdays at 8:15am on the oval.

**Late Arrivals/Early Departures**

All student arrivals after the 8:45am bell must be signed in at the admin office. This ensures that the child’s presence at school is recorded for the day. The child will be given a late pass to give to their teacher.

Students are expected to remain at school until 3:05pm. When students need to leave for an appointment that can’t be made outside school hours, they can be signed out at the office by a parent/carer at either 10:45am, 11:30am, 1:30pm or 2:10pm.

**Lost Property**

All students clothing should be clearly marked with the student’s name and grade.

This allows any lost items to be returned promptly. Please check our ‘Lost Property’ area (in the foyer of the gym) regularly for any lost items.

**Mobile Phones**

Whilst our school appreciates and understands that there may be a genuine need for some children to carry a phone, students cannot have their phones with them during the school day. Students who bring a mobile phone to school need to hand it in at the school office and collect it at the end of the day. Students are not permitted to take photos of any other child before or after school using their mobile phone. Any child that has a smart watch at school needs to have them switched off or hand them in to the office at the start of the school day.

**Outside School Hours Program**

Riverbend Primary School provides Outside School Hours Care on the premises via the Tathra Rd gate. The OSHC provider is Their Care. Their Care is located inside the gym building.

**Parents/Other Visitors to the School**

If you are visiting the school to work in a classroom or for any other general business you are required to **sign in** at the office and wear an identification badge, which will be supplied to you while in the school. All visitors to the school must complete an annual 10 minute induction. This induction can be organised via the admin office.

**Performing Arts**

In Performing Arts students explore dance, drama, and music. Students will go to the Performing Arts room for one hour per week and will be engaged in hands on activities that will help their development into confident and creative individuals.

**School Council**

The School Council is the governing body of the school. It comprises 3 Department of Education and Training (DET) employees and 6 parent members who are each elected for a two year term. Half of this body is re-elected yearly. Elections are held in February/March. We can also co-opt 2 community members.

The council meets once a month, and the majority of meetings are open to parents as observers. The Council runs on a system of sub-committees and draws on the goodwill, commitment and expertise of Council members and other members of the broader school community.

Responsibilities include making recommendations about:

- the education policy of the school.

- school budget and financial plan.

- maintenance and improvement of buildings and grounds.

- reporting to, and communicating with the school community.

Vacant School Council positions will come up for election in March each year. Voting procedures and deadlines will be advertised through our school newsletter.

**STEM**

STEM stands for Science, Technology, Engineering and Mathematics. The students will go to the STEM room for one hour per week and will be engaged in hands on activities that will develop their critical and creative thinking skills.

**Supervision**

Before school yard duty supervision commences at 8:30am. Students are not able to be at school prior to 8:30am unless at before school care. After school yard duty concludes at 3:15pm. Any children not picked up by 3:15pm will need to be collected from the school office.

It is recommended that all children are enrolled in our OSHC program in case families are ever running late.

**Visual Art**

Experiences provided by a wide range of activities in the Art Room are invaluable in a child’s development. The children have a one hour Art lesson each week and enjoy experiencing a variety of materials and media such as Painting, Drawing, Construction and Textiles.

Children are required to have an Art Smock for Art activities. There are commercial ones available but an old shirt is also fine to use. Please send along to school on the first day clearly named.

**Student Welfare**

\* The following section is in alphabetical order for easy reference

**Health**

Home is the best place for a sick child. Children who are ill or unwell simply can't cope with school. If your child becomes ill at school we will phone you or your emergency contact to come and collect your child. **Please make sure that your contact details are up-to-date so that we can get in touch with you or your nominated contact.**

At all other times your child should be at school. Regular attendance is crucial for your child’s academic and social growth. We highly recommend families have Ambulance Membership. In case of emergency we will call for an ambulance and this cost will be incurred by families.

**Medication for children at school**

It is highly desirable that children requiring medication have a parent attend at the appropriate time to ensure correct dosage.

Where this is not possible it is essential that the parent:

1. Gives written authorisation to the office with:
   * + - * Name of Child
         * Dosage
         * Time of administration
         * Symptoms requiring action
2. Medication must be sent in its original pharmacy packaging.

3. Check daily with the child whether medication has been taken.

1. Ensure that the medicine is handed to the office or First Aid staff. Medicine is not allowed to remain in the child's bag or be left in the classroom.

**Sun Smart**

The school policy states that children must wear a Riverbend school hat when playing outdoors in terms 1 and 4. Children not wearing hats need to stay in our designated ‘no hat no play’ areas during recess and lunch times. Children, who do not have a hat, will also need to sit in a shaded area when their class is participating in sport activities.

**Student Records**

Good health is essential to your child's well-being. Please advise us of anything unusual in your child's medical history such as:

* + - Asthma
    - Epilepsy
    - Vision or hearing problems
    - Learning problems
    - Allergies
    - Other health information

**Every student with anaphylaxis, epilepsy and asthma MUST have a management plan developed and signed off by a doctor**. It is helpful to discuss your child’s medical conditions with your child’s teacher at the beginning of each year.

**Seeing the teacher**

While most children settle quickly, some children experience various problems in adjusting to school. This is a common occurrence. If you have any particular concerns, write a note/email to the teacher or make an appointment to meet at a mutually agreeable time. Often teachers are very busy with the class, especially first thing in the morning, so they may not have time to discuss situations just before or during class time. Communication with your child’s teacher is vital to your child’s academic progress and wellbeing. Make sure you inform the teacher immediately of any changes i.e., emergency contact details, changes in behaviour or family circumstances etc.

**Finance**

**CSEF**

Parents who hold a valid Health Care Card or Pension Card (this card must be in the parents name not the child’s name) are eligible for a $125 payment from the State Government to use towards Camps, Sports and Excursions. This money is received by the School and sits on the parents school account to be credited against any ‘EVENTS’ that are eligible under the scheme. Applications for this payment close at the end of February.

**Parent Payments**

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students.  
This year, apart from covering the costs of core stationary needs of each student, School Council are hoping to build on our STEM resources to help enhance each child's experience within their classroom investigations and STEM classes. These programs can only be enhanced with the extra help of our parents.

All payments can be made via the Compass Parent Portal or by EFT at the administration office. Where possible, payments would be appreciated by the start of the school year*.*

**Payment Methods**

Payment Methods for both School Fees and Excursions can be made electronically with credit card via the Compass portal or using the Bpay details provided to you at the beginning of the year. Eftpos payments are also accepted via the office.

**Parent Communication**

Our School uses Compass as our Parent Portal for the majority of our Parent Communications.

**What is Compass?**

Using your login details, you will be able to:

* Access your child’s semester reports
* Book your Parent/Student Led/Teacher Conferences
* View you child’s school attendance information
* Approve or enter upcoming or past absences for your child
* Download, print and approve upcoming excursion information and permission slips
* Update your registered email and mobile number details (used for SMS alerts) for accessing information regarding upcoming events and news

**Accessing Compass**

Access to Compass is via a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the “Compass School Manager’ app available for iOS or Android.

Every family receives a separate login to Compass, which will be provided by us. To access our Parent Portal, please go to **riverbend-vic-compass.education** and enter your login details provided.

Alternatively, if you are having trouble finding the Compass link you can go to [**http://schools.compass.edu.au**](http://schools.compass.edu.au) where you can search for and find our school’s direct URL.

Upon first login, you will be required to change your temporary password and confirm your email address and mobile phone number. These details may be used by Riverbend Primary school for SMS, password recovery and email communication throughout the year.

Please do not hesitate to contact the office if you require any further assistance.

**Seesaw**

Seesaw is our chosen platform for parents and carers to engage with their child’s learning. Seesaw allows teachers and students to add items to a student’s own personal journal which families are connected to.