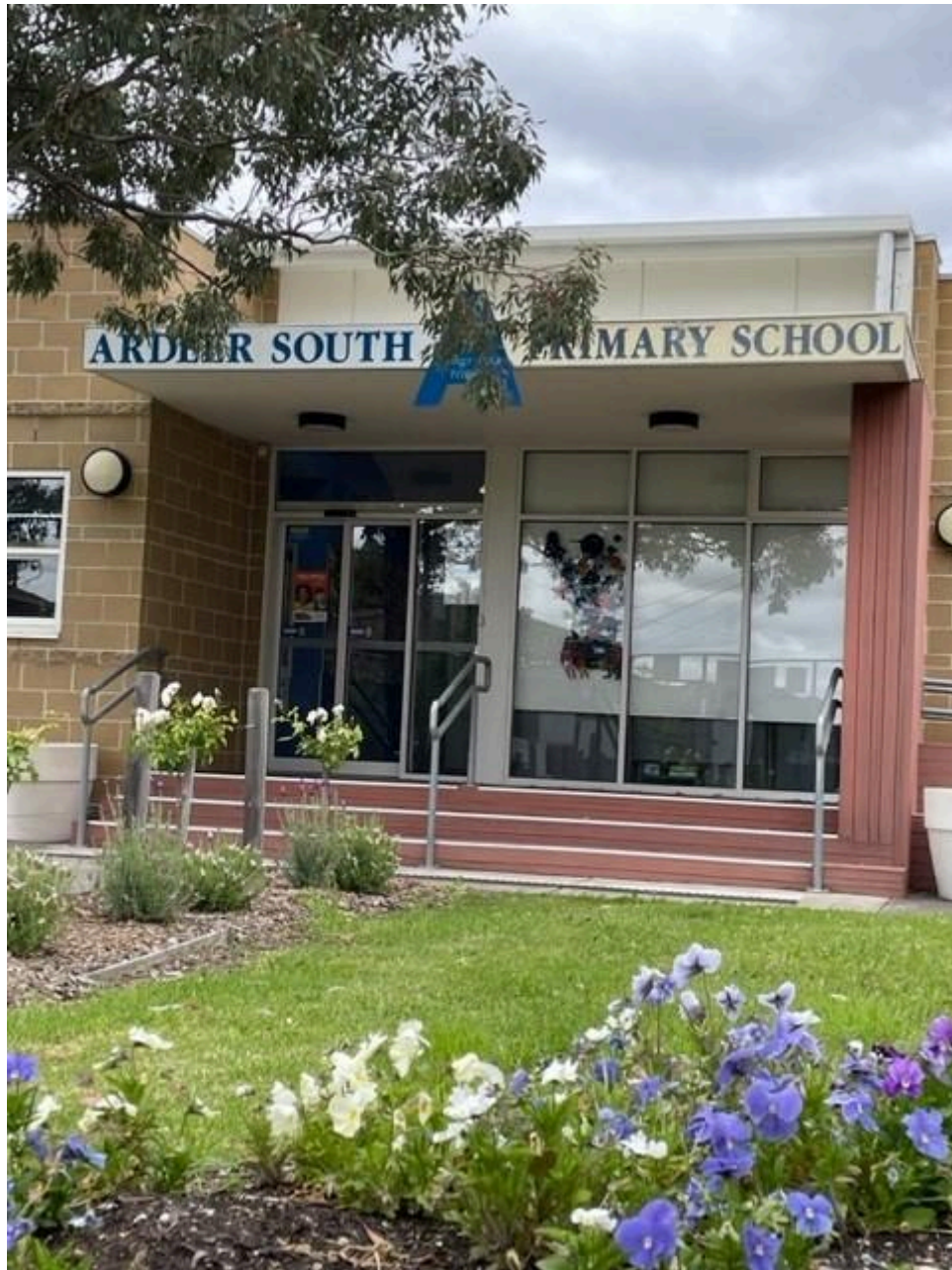


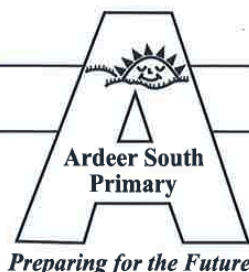


Ardeer South Primary School

Preparing for the Future



STUDENT HANDBOOK



59-75 Murray Street, Sunshine West, 3020

Phone: 9363 2768 Fax: 9363 8769

Email: ardeer.south.ps@edumail.vic.gov.au

Website: www.ardeersths.vic.edu.au

Message from the Principal

I would like to welcome you to the Ardeer South Primary School community. I am extremely proud and honoured to be the Principal of this incredible school and its community. We look forward to having you learn at Ardeer South.

We are proud of our school and have high expectations for each student.

Your learning will focus on key areas of:

Literacy - Reading, Writing and Speaking and Listening

Numeracy - Mathematics including number, algebra, measurement, space, statistics and probability

Your class will also attend specialist subjects for one hour a week for Physical Education, Visual Arts, Library and to learn Auslan (the language in Australia for the Deaf community)

We are lucky to have a 1:1 device program where you can learn the skills to use technology safely

Our school values are Respect, Responsibility, Learning and Safety

We hope that your journey through primary school will be filled with happy memories and you leave Ardeer South excited to be lifelong learners.

Ardeer South Primary School is a special place to learn and grow.

Andrea Markham
Principal

TRANSITION TO SCHOOL

Starting School

- Children can be very nervous and anxious about their first day at school
- If your child is upset the first few days, it is important that you still hand them over to our teaching staff. Experience has shown us that **children settle down much quicker once parents have left**
- Let your child carry their own bag into school and place it on the peg as this develops independence
- If you are going to be late at dismissal time, ring the school. After 3.30pm Students will wait in After School Care
- Please notify the teacher if someone else will be picking up your child
- Make sure your child has plenty of sleep. Children need to be alert and well rested for the busy school day ahead
- Ensure that your child has breakfast before school. At ASPS we run Breakfast Club from 8.30 to 8.45am, Monday to Friday
- Make sure your child's shoes are suitable for sport and playground activity. Thongs or sandals are not to be worn at school
- Take an interest in your child's education. Be interested, positive and encouraging
- Enjoy listening and talking to your child about their many experiences at school
- Regular attendance is necessary for a happy settling in experience



Readiness for School

Your child will find transition easier if he / she is:

- Comfortable being away from you
- Happy to be involved in activities with other children
- Able to ask for help if needed
- Able to recognise and care for personal property
- Able to take care of himself / herself e.g. blow own nose, go to the toilet
- Able to put on/take off shoes, socks, jacket etc.
- Able to unwrap a cut lunch and drink
- Able to use scissors and pencils
- Able to sit and listen to a story
- Able to follow simple directions
- Able to recognise his / her own name in print
- Able to communicate clearly

Foundation Level Teaching and Learning

- Two hours of Literacy activities at the beginning of each day to promote reading, writing, speaking and listening
- One hour of Numeracy activities
- Social and Emotional Learning
- Resilience Rights Respectful Relationships



SCHOOL ATTENDANCE AND OFFICE PROCEDURES

9:00 am

School Start Time

3:15pm

School End Time

It is important that students arrive at least five minutes before the bell at 8.55am to assist us with settling into a daily routine.

Timetable:	Start Time	8..55 music for 9am learning start
	Morning Recess	11:00am to 11.30am
	Lunch eating (in classroom)	1.30pm to 1.40pm
	Lunch Recess	1.40pm to 2.15pm
	Dismissal	3.15pm

- No student may leave the school to go home earlier than the dismissal times unless a parent has been to the office and signed out on Compass.
- When entering the school premises after 8.45am and before 3.15pm all parents and visitors are asked to report to the office. If you wish to go beyond the office, you will need to sign in as a visitor and will be issued with a pass.
- It is important for your child's learning that he/she attends school regularly. Unnecessary absences mean that your child misses out on vital learning experiences.
- If your child is absent from school for any reason, parents/carers must notify the school. This can be done by logging onto COMPASS and entering the absent details. School staff will send messages or ring you for an explanation on the day of absence if you haven't contacted the school. Regulations require school records to show a reason for absences.

Attendance / Absences



Regular attendance is important for continuity of children's learning, their social adjustment, development of positive attitudes and is a government requirement. Research shows that children who attend school regularly have better outcomes. Parents are required to inform the school of reasons for a child's absence no later than 10am on the day of the absence. Please log into COMPASS and

enter an absent note or contact the school office to report a future absence. If you have not advised the school an automated text will be sent out at 9.30am advising that your child is absent without a reason.

Please support the school in encouraging resilience and persistence. If your child is 'a little tired', always have an expectation that he/she attends school. Support the school and Education Department initiative 'Every day counts' in conversations with your child. Keeping absences to a minimum will lead to maximum learning opportunities.

**EVERY
DAY
COUNTS**

PUNCTUALITY It is important that children arrive on time to begin the school day. Late arrivals upset class routines and learning time is lost. Children should arrive around 8:40am. If arriving after 8:45am children must be signed in at the office.

LUNCH ARRANGEMENTS

Students have their lunch indoors from 1.30pm to 1.40pm and will be supervised whilst eating. Lunch should be packed for your child/ren and brought to school in the morning.

- Brain Food – Students will be encouraged to eat a small piece of fruit or vegetable cut up during the class time. Cut fruit into smaller pieces
- Snack & Lunch: Pack your child an interesting and nutritious snack (not chocolate or lollies), lunch and drink (no glass bottles please), using containers that can be opened easily by your child
- Students are encouraged to take home uneaten food
Check lunch boxes to ensure you are not sending too much food.
- Water Bottles - students are encouraged to drink water throughout the day. (No glass bottles at school).
- School Canteen – Students have access to lunch orders each day and have the option to purchase items from our school canteen during recess and lunch times (see canteen menu on next page).





Ardeer South Primary School - Staff

Staffing - School Structure

Principal: Andrea Markham

Assistant Principal: Mr Grant Mussel

Learning Specialist / Disability and Inclusion: Ms Donna Swain

Mental Health and Wellbeing Leader: Marie Soldatos

Business Manager: Lucy Caserta / Emma Mifsud

Office Administration: Kerri Dorgan

Teaching Staff

Foundation - Melissa Rosini / Tina Muja

Year 1/2 - Elise Szacsuri, Maria Soldatos

Year 3/4 - Michael Osborne

Year 4/5 - Medina Toric

Year 5/6 - Steven Christoforou

Specialist Teachers

The Arts: Donna Swain

Physical Education: Morgan Belbruno

Auslan: Marie Soldatos

Literacy Intervention: Kristy Otto

Student Support Staff

My Le Dam, Myra Muszak, Debbie Cauldwell, Erum Hassan

Office Hours

Normal school office hours are from 8.15am to 4.00pm Monday to Friday.

School Hours

The school grounds are supervised before school from 8:45 am and after school until 3:30pm, students should not be left in the school grounds before or after this time. Any child that is not picked up by 3:30 will be enrolled into our After School Care Program and can be collected from there.



Ardeer South Primary School - Key Information

Assembly

School assemblies are held in our John Evans Room every Monday afternoon beginning at 2.45pm. The focus is to acknowledge and celebrate student achievement and success, as well as reports of school events. All are welcome!

Assessment and Reporting of Student Progress

Our monitoring of student progress and achievement is ongoing. Reports are sent home via COMPASS at the end of each semester (June and December). Parent/teacher interviews are usually held in June each year. Extra meetings for students needing support (SSG meetings) are also scheduled if required.

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absent note or contact the school office to report a future absence. If you have not advised the school an automated text will be sent out at 9.30am advising that your child is absent without a reason.

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Classroom Cuisine

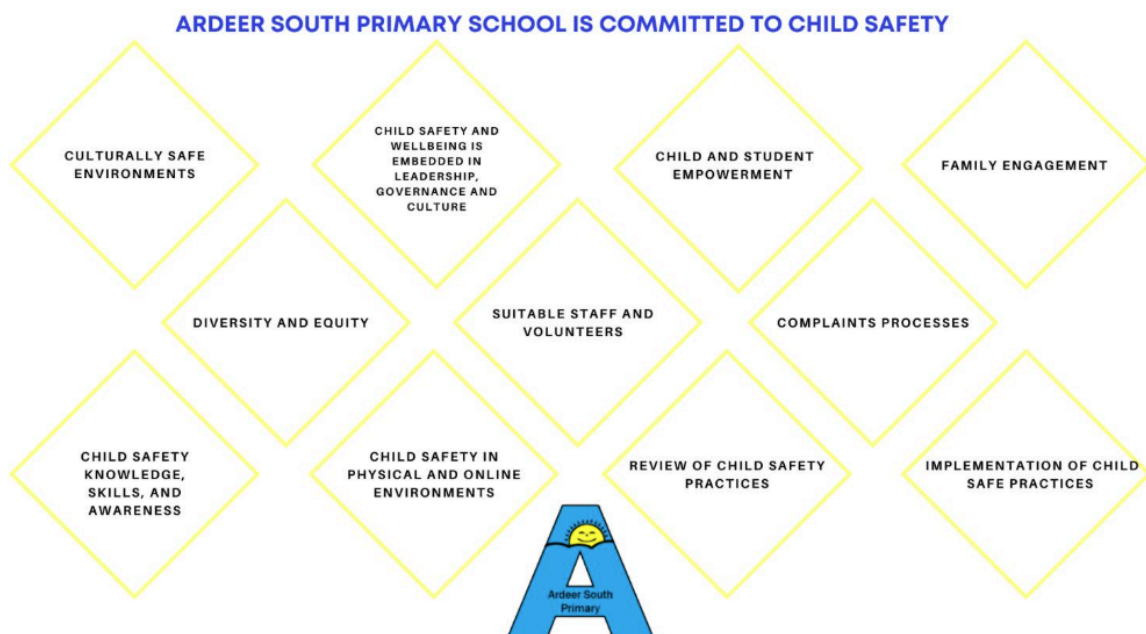
Every Monday and Wednesday Classroom Cuisine provides "take away" lunches for our students.

Classroom Cuisine will be delivering healthy lunches to our school which parents can order directly through the website.



Child Safe Standards

Ardeer South Primary School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development. Our Child Safety Policy and Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.



Fees & Charges (Parent Payments)

The DET Parent Payments policy outlines the ways in which schools can request financial contributions from parents. Schools provide students with free instruction however the ongoing support of our families ensures that our school can offer the best possible education and support for our students. By families supporting our voluntary contributions, we are able to maintain and refresh our educational resources and keep our buildings and grounds maintained to a high standard that the ASPS community deserves and expects. More information regarding parent voluntary contributions can be accessed through the website or at the office.

Collection of Money / Payments

Money is collected at different times of the year for various reasons. When forwarding cash money with a student we request that it be enclosed in an envelope with the child's name and grade and the purpose of the payment clearly written on the front. Students should take all cash payments to the office or their classroom teacher. Payments made by parents can be made by cash or card at the school office between 8.15am & 4pm weekdays.

Financial Assistance

Camps, Sports and Excursions Fund (CSEF) (including Prep Winter Uniform Pack)

CSEF will be 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 to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child.

For information on how to apply or to find information contact the school office to obtain a CSEF application form or download from www.education.vic.gov.au/csef.

Lost Property

As students often take off items of clothing and leave them around the school it is important to have all items of clothing and personal belongings clearly labelled with your child's name so that they can be returned if found. Lost property is located in the hallway of Building B.

School Council

The school council has particular functions in setting and monitoring the school's direction.

School councils have three main responsibilities:

- 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.

Out of Hours School Care

Ardeer South Primary School Council has engaged the services of Their Care to take on the provision of our Out of School Hours Care Program. We encourage as many parents as possible to engage with the service and enquire with Their Care on how to receive the Child Care Subsidy for your children so that they can access the fun and exciting activities that are offered through this program.

why TheirCare?

- High-quality staff**
We recruit the highest quality candidates, we train them to be the best in our industry, and we invest heavily to retain them. This continuity fosters a sense of familiarity and trust among children, parents, and the school community.
- Well established processes**
Our in-house review processes ensure a culture of continuous improvement in managing the safety and wellbeing of the children in our care.
- Effective communication**
We prioritise effective communication and ensure a streamlined communication process with three key people – your Service Coordinator, your Area Manager, and a Senior Manager.
- Seamless Transition Process**
From the moment our partnership begins, a dedicated Transition Manager will look after the process. The focus is to build an understanding of the school's community.
Throughout our partnership we maintain this close connection. Every term we hold meetings with schools to ensure we're still aligned and doing all we can to nurture our relationship.
- Delivery and compliance**
Goals and outcomes are contracted at the commencement of a School engagement but our commitment for improvement in our delivery and quality is ongoing. Integrity of our offering to families is paramount and it is our responsibility to live up to the expectations we set.

TheirCare
Where Kids love to be!

The infographic features a green background with a pattern of small white stars. The title 'why TheirCare?' is at the top in a white, rounded font. Below the title are five white boxes with colored borders (blue, pink, orange, orange, and green) containing text. To the right of the boxes is a photograph of three children (two girls and one boy) holding a large white sign that says 'TheirCare Where Kids love to be!' with the TheirCare logo.

Parents and Friends Group

We strongly encourage parents to be actively involved in school events and working with the school council and staff in a Parents and Friends Association. United as a community we have one goal and that is to actively help the school and our children.

The aim of having an active Parents and Friends Association is to provide a platform for our greater school community to:

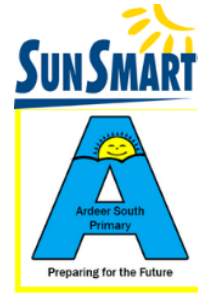
- Invest and contribute to the well-being of parents and children
- Actively participate in the life of the school and the education of their children
- Provide opportunities for parents to get to know each other, and to be informed about their child's school
- Provide opportunities for all parents of students of the school to discuss issues concerned with the school, and to assist in the development of a shared parent view
- To work in cooperation with the School Council and the Principal
- To raise funds for the benefit of the school.

I look forward to working more closely with the parents and carers to create opportunities for collaboration that will benefit our children.

Sun Smart

From mid-August to 30 April, all students must wear a sun protective hat when outdoors. Staff and students are encouraged to wear hat styles that protect the face, neck and ears when outdoors, for example broad-brimmed, legionnaire or bucket.

Students who are not wearing appropriate protective clothing or a hat may be asked to play in the shade or in a suitable area protected from the sun.



Transition Programs

Kinder - Foundation

Transition days for upcoming Foundation children are held during Term Four of each school year. Information regarding the days and dates can be obtained from the school early in Term 4 of each year. Throughout this program, parents who have particular questions or concerns have many opportunities to talk to the Principal team or classroom teacher.



Transition: Years 1 - 5

Although all students and teachers in the school know each other through whole-school activities, there are designated transition days during December. Students work in their new class with their new teacher doing a variety of activities to ensure they are well prepared when they start back at school the following year.

Transition: Years 6 - 7

The Years 6-7 transition consists of a visit to one of our providers, Sunshine Secondary College. This visit is activity based and gives students an understanding of secondary college programs. We have close contact with transition coordinators from our local secondary colleges and work to ensure our students are well placed in relation to their social needs. A state-wide transition day is held for year 6 students at their new school for the following year in Term 4.

Visitors

All visitors to the school (including parent helpers) are to sign themselves in on the Kiosk at the school office and collect the respective pass before visiting classrooms or participating in activities conducted at the school. Passes are to be worn at all times by all persons visiting the school. Parents/carers dropping items off for children must do so at the school office.

Working With Children Check (WWCC)

Any person volunteering at the school either in the classroom, other programs (excursions, camps) or having direct contact with children in connection with the school (oral, written or electronic communication) must hold a valid WWCC. A WWCC must be presented to the school office and a copy kept on file.

Child Safety Risk Management

All students are vulnerable to child safety risks. The Child Safe Standards require schools to put in place systems and processes to help prevent harm to students. A thorough risk analysis is in place at Ardeer South to prevent harm to students. Risk analysis provides the foundation for all other child safety work.

All child safety risks have severe consequences. At Ardeer South we assess child safety risk with a focus on preventing and reducing child abuse and harm. We manage and monitor risks by regularly reviewing our risk assessment.

Schools must document their risk management approach and put in place treatments to reduce child safety risks.

Ministerial Order 1359 provides the framework for child safety in schools. It requires all schools to undertake a child safety risk assessment.

To comply with the order we have developed and put in place risk management strategies that:

- focus on preventing, identifying and mitigating risks related to child safety and wellbeing in the school
- consider the school environment, programs the school delivers and needs of students.
- record the risks and the actions the school will take to reduce or remove them (risk controls and risk treatments)
- annually monitor and review child safety and wellbeing risks and assess the effectiveness of risk controls.



It's everyone's responsibility. Adults at school must listen and respond to concerns about child abuse. If you suspect abuse of any child or young person, you have a responsibility to report it, even if you are not sure.

Further information & resources
www.education.vic.gov.au/protect

Values



In the pursuit of life-long learning at Ardeer South Primary School we value:

Respect – We value and care for ourselves, others, the community and environment

Responsibility – We are always honest and take responsibility for our learning and our behaviours


Learning – We always put in our best effort with everything that we do


Safety - We always act in a safe and responsible manner caring for the physical and emotional safety of others


Our Values are at the centre of all of our social and emotional learning.




Student of the Week awards are presented weekly at assembly to students who are consistently displaying a particular school value.

Student of the Week	
awarded to:	
for demonstrating the school value of RESPECT by:	
Classroom Teacher	Date

Student of the Week	
awarded to:	
for demonstrating the school value of RESPONSIBILITY by:	
Classroom Teacher	Date

Student of the Week	
awarded to:	
for demonstrating the school value of LEARNING by:	
Classroom Teacher	Date

Student of the Week	
awarded to:	
for demonstrating the school value of SAFETY by:	
Classroom Teacher	Date

Uniform

School Uniform can be purchased through the school office during office hours.

It is School Council policy that school uniform is compulsory and is to be worn by all students.

Uniform items

- School hat
- Winter Beanie
- Short-sleeved or Long sleeved school polo shirt
- Blue/white checked school dress.
- Navy track pants (no denim)
- Navy shorts
- Navy Skort
- Navy jacket or windcheater.



State Schools' Relief

State Schools' Relief offer assistance and support in the form of clothing and footwear free of charge. Assistance in the form of clothing or footwear is provided directly from our own stock, where possible, and is delivered directly to your school free of charge.



State Schools' Relief provides support to any Victorian student attending a government school (primary, secondary or specialist), on the advice of the school.

Situations include, but are not limited to:

- Unemployment
- Health Issues
- Financial Difficulties
- Domestic Violence
- Bereavement



Ardeer South Primary School - Communications

Communication

We value regular communication with the aim to build strong relationships and connections within our school community. Outlined below are the channels of communication we use and their purposes and benefits in keeping us all connected.

School Policies

The [School Policy Templates Portal](#) is used to develop local school policies for Victorian government schools. The portal provides templates that are able to be modified to suit our particular school context. Policies requiring community input and consultation are ratified through school council so that the policy is meaningful to our school setting. You can access our school policies on the Ardeer South Primary School website.

Newsletters

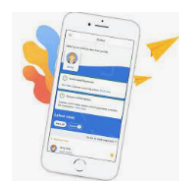
Our fortnightly newsletter exists in order to communicate the most significant, recent news and to inform parents of special school activities. We always include a calendar of upcoming events and important dates. The newsletter is a great platform to cover specific topics such as a Principal's Message, recent achievements in sports and updates in curriculum news. The newsletter is sent out via Compass and is also linked to our school website. For those who prefer a printed copy of the newsletter these are available at the school office.

Compass - School App



Compass is a school management app that allows parents and carers to access up to date information about school events. Compass is used to monitor student attendance and reports. There are options on compass for you to download and view your child's academic reports. Using Compass helps parents get regular messages from the school.

We understand that parents have a busy schedule and may not be regularly checking emails. Push notifications through the app are the perfect way to inform and remind parents of news or events. When you enrol your child to Ardeer South Primary School we will give you a username and a temporary password to login.



School Website

Our school website is used to improve communication, engage parents and build a platform that contains all key information that members of our community may need. Placing links to essential documentation on our school website provides a simple method for members of the school community to access the information in your own time.

The website is an opportunity to take a look into our school and delve into the finer details of policies and procedures. There is an opportunity on our website for a virtual visit.

The key feature of our website is that it contains current and archived newsletters, so parents always have access to up to date news and the calendar.

Social Media - Ardeer South Primary School Facebook page

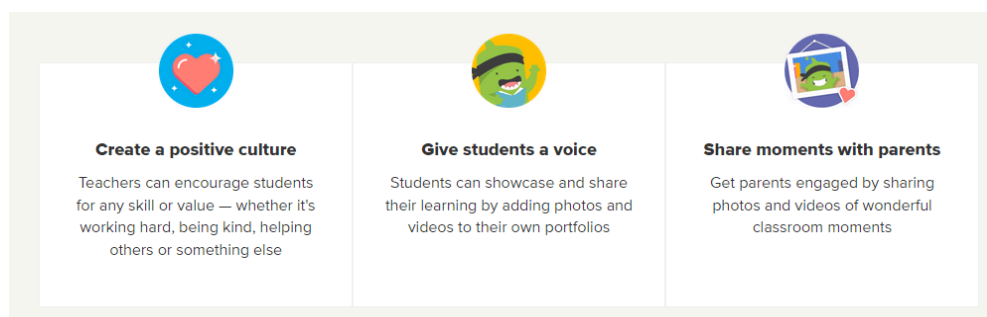
Facebook has become a popular method for schools to communicate with their community. It is a powerful way to share school information, news and celebrate daily learning highlights. We use our Facebook page as a highlight reel for our community, sharing the everyday things in our school of which we are proud.

Another benefit of facebook is that it engages parents and gives an opportunity for parents to respond to our posts, ask meaningful questions and increases the interest of parents in what is happening at school.

This platform is also a great way for prospective parents to learn about the incredible things that are happening at Ardeer South.

Class Dojo

Class Dojo connects teachers with students and parents to build amazing classroom communities. Teachers and parents have an open line of communication through the ClassDojo app and students get to showcase their work and share moments with parents throughout the day.





Curriculum Programs

Victorian Curriculum

At Ardeer South Primary School students are provided with a planned and structured school-based curriculum program to equip them with the knowledge, skills and attributes needed to complete their schooling. We have comprehensive curriculum planning that shows how all areas of the Victorian Curriculum are addressed.

All students engage in a comprehensive curriculum based on the Victorian Curriculum F-10 which is comprised of the following learning areas:

- English
- Mathematics,
- Science
- The Humanities (including Civics and Citizenship, Economics and Business, Geography and History) ,
- Technologies
- The Arts (including Dance, Drama, Media Arts, Music and Visual Arts)
- Health & Physical Education
- Languages (Italian),
- Capabilities (including Critical and Creative Thinking, Ethical, Intercultural, Personal and Social)

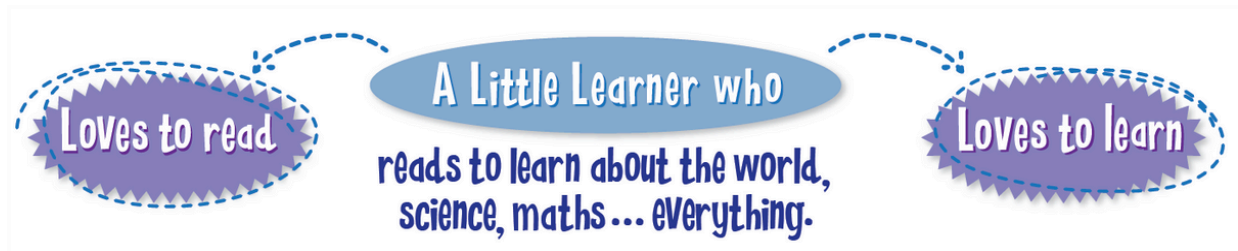
Little Learners Love Literacy®

LLLL is an explicit and sequential literacy approach for teaching children to read, write and spell with confidence. **Evidence-based literacy** research stresses the importance of explicit and sequential literacy teaching from the beginning. Our goal is to have this happening in every Foundation classroom from the start, giving children the best possible chance of developing into fluent readers, writers and spellers. Little Learners Love Literacy® is a systematic and engaging program with focussed explicit lessons, games, crafts, music, puppets, drawing and much more.

Our Seven Stages sequence ensures that children are never asked to read something that is too difficult for them or that they have not yet been taught the skills to read. Decodable Books are our 'secret ingredient' for success. They only use the sounds and letters children have been explicitly taught allowing them to apply their learning and build confidence. These are Australian books children LOVE to read with words they CAN read.

Little Learners Love Literacy® is designed to be used whole class in Foundation, Year 1 and into Year 2. It can additionally be used for intervention – tier 2 and 3. We focus on:

- Phonemic awareness and phonics for spelling and reading
- Handwriting
- Reading fluency
- Vocabulary and comprehension.



Intervention and Support Programs

Specialised Intervention teachers and Education support staff work with students who have been assessed as requiring additional support. Our Intervention programs begin with high quality instruction and support of students with the provision of research based interventions. Ongoing monitoring of all student progress provides information for the effectiveness of instruction and interventions.

Resilience, Rights and Respectful Relationships

All students at Ardeer South Primary School engage in weekly Social and Emotional Learning. The Resilience, Rights and Respectful Relationships learning materials have been designed by the Department of Education for teachers to develop students' social, emotional and positive relationship skills. The topics are taught through a series of fun games and activities that have been shown to improve health related outcomes and wellbeing.

Student Leadership - School Captains - Promoting Student Voice and Agency

We strongly support and promote student voice and agency in all aspects of school learning. At the end of each year, prospective captains introduce themselves at our assemblies and share their passion for leading our school. It is always so nice to hear each student comment on the relationships they have built during their time at Ardeer South Primary School. These aspiring leaders do a great job planning and conducting weekly assemblies and I have no doubt their presentation and speaking capabilities continue to develop as they grow into their school leadership roles. I always look forward to working with all aspiring student leaders supporting their ideas for continuing to make our school a better place in which to learn.

Devices

As we prepare our students as 21st century learners, they have access to various school devices including iPads and computers. We pride ourselves on a program that fosters our goal of "Preparing for the Future" offering our students rich opportunities to develop their technology skills. We have a 1:1 ipad program across the whole school which develops ICT capabilities.

Library

A newly upgraded and fully resourced library provides our students with a social space to meet, collaborate, research, learn and relax. Our aim is for the school library to be seen as a place that is comfortable and provides students opportunities to enjoy the pleasure of books and reading. Students are able to borrow books during their weekly library session and will be provided with a library bag for the protection of the books.

Water Safety Program

The school endorses an annual Water Safety Swimming Program that provides students with the knowledge and confidence to participate in aquatic activities. Swimming and water safety is included in the Health and Physical Education curriculum and is fully subsidised by the school.

Sustainability Team

School leaders have the opportunity to become a part of the sustainability team whilst all students are able to join in with lunch time gardening activities. We are growing the next generation of environmental champions. Our school Garden Club is a place where children can learn about productive gardening, biodiversity and sustainability. Gardening provides the perfect environment in which to engage our students in a shared experience of 'hands on' learning.

Through our school gardens, children experience the rewards of growing fresh produce. They learn to understand the natural growth of plants — from seeds to sprouts to flowers to fruits — and the impact that rain, drought and other forces of nature have on plant life. Children learn firsthand the connection between nature, their own food supply, and the pollinators and other creatures their school garden ecosystem attracts and supports.

Specialist Classes

We offer specialist programs in Italian, Physical Education, Visual Arts and Library.

In addition to this our Performing Arts Program is designed to engage external providers to enable students to develop their creative and expressive capacities. Students are both performing artists and audiences in the Arts.



Student Wellbeing

Home/School Partnership

Ardeer South Primary School is a small school where parents, families and caregivers work together with teachers to support our students' learning. We truly value the family's role in education. We will always endeavour to communicate fully with families about their students' progress and welcome any feedback and input families have for us.

Inclusion

Our school prides itself on being an inclusive environment where all students are welcomed and involved in all areas of school life. Some students may require greater support at times to access different aspects of school life. We are committed to making this happen and will work with families to ensure our school delivers programs and experiences that meet the needs of all students. Please don't hesitate to contact us if your child requires any additional support at school.

Behaviour

Our guiding philosophy relating to behaviour is that,

Student discipline is a collaborative effort. All staff must work together, striving for consensus on procedures and consistent implementation, moving away from punishment that focuses on what not to do, but rather to teach the child alternative successful ways to behave.

Lastly we believe that student behaviour can be taught using the same strategies used to teach all areas of the Victorian Curriculum.

School Wide Positive Behaviour Support (SWPBS) is a whole-school framework which provides staff at Ardeer South Primary (ASPS) and students with an approach to promote improved behaviour at our school.

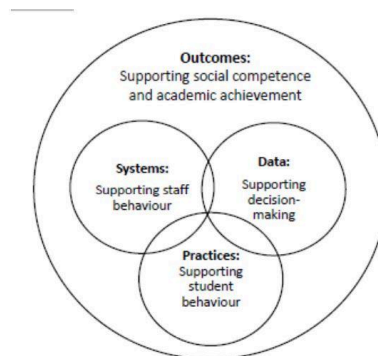
At ASPS Primary School we use the School Wide Positive Behaviour Support Framework (SWPBS) to create an environment where our students thrive with their social, emotional and academic learning.

SWPBS is a school-wide approach to help support, define, teach and reinforce positive behaviours of ALL students. The school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn.

SWPB is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students.

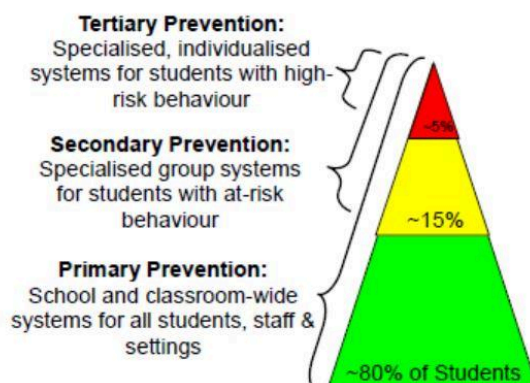
Rather than a prescribed program, SWPB provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. SWPB includes school-wide procedures and processes intended for all students and all staff in all settings. SWPB is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

The key attributes of SWPBS include preventive activities, data-based decision making, and a problem solving orientation. SWPBS is a technology with four core, defining features:



SWPBS is a tiered intervention framework

SWPBS uses a tiered intervention framework which invests in prevention (tier I), identifies and provides targeted support for individual students at risk for developing challenging behaviour (tier II), and provides individualised and intensive interventions for students with significant support needs (tier III).






Training

The first formal part of this program involves training key staff members. The team is made up of the whole staff. More information about this framework can be found at - <https://www2.education.vic.gov.au/pal/behaviour-students/guidance/5-school-wide-positive-behaviour-support-swpbs-framework>

SWPBS Teaching School Wide Expectations

In Term 3 of 2023 following extensive consultation with staff, students and families we created a matrix of expected behaviours that aligns with our values of Learning, Respect, Responsibility and Safety. You will be provided with a copy of the Matrix

				
	RESPECT	RESPONSIBILITY	SAFETY	LEARNING
	Be Respectful	Be Responsible	Be Safe	Be A Learner
ALL SETTINGS	<ul style="list-style-type: none"> Use the appropriate voice level Listen carefully to instructions Give people personal space Speak kindly to others and use your manners Use positive body language Be inclusive of others 	<ul style="list-style-type: none"> Follow the directions of all adults Look after all property Be at school and be on time Wear the correct uniform 	<ul style="list-style-type: none"> Follow directions Look after yourself and others Keep your hands and feet to yourself Tell an adult if you feel unsafe 	<ul style="list-style-type: none"> Follow instructions Whole body listening Work as a team Give your personal best Participate and demonstrate a growth mindset
ORGANISED SPORT	<ul style="list-style-type: none"> Speak kindly to your peers and adults during games Be considerate of different levels of skill Ensure everyone is included and is having a turn 	<ul style="list-style-type: none"> Take ownership for your actions Play in the designated areas (soccer and footy be Q&Q on the oval, 1/2 soccer in the green zone) Finish your game when the music starts Agree on rules and teams before starting 	<ul style="list-style-type: none"> Play in a way that is appropriate for school (no allow tackling, body contact) Use equipment appropriately Walk on and off the bus Wear a seatbelt on the bus 	<ul style="list-style-type: none"> Work as a team Try different sports Follow the rules of games
EXCURSIONS	<ul style="list-style-type: none"> Use the appropriate voice level Speak kindly to others and use your manners Take care of the environment 	<ul style="list-style-type: none"> Look after your belongings Follow all adults' instructions Arrive on time Remain seated on the bus Represent the school positively Wear the correct school uniform Be a role model for others 	<ul style="list-style-type: none"> Walk on and off the bus Wear a seatbelt on the bus Stay with your partner and your group Take care of yourself and others Tell a teacher if you or someone else is unsafe 	<ul style="list-style-type: none"> Participate and demonstrate a growth mindset
TOILETS	<ul style="list-style-type: none"> Go to the toilet in your break times Keep the toilets clean and tidy for others Use your inside voice Respect others privacy 	<ul style="list-style-type: none"> Report toilet misuse Use the toilet for its intended purpose and then leave Wait quietly for your partner Flush the toilet before leaving Wash your hands before you leave 	<ul style="list-style-type: none"> Walk Wait for your partner and return together Use the tape for drinking only 	<ul style="list-style-type: none"> Follow the poster rules when using the toilet
TRANSITIONING	<ul style="list-style-type: none"> Use an inside voice Be considerate of others property Enter classrooms quietly 	<ul style="list-style-type: none"> Take everything you need with you Follow the directions of all adults Walk quietly on the left side, in a single line Ask permission before leaving the classroom Access the canteen from the outside (unless it is raining) 	<ul style="list-style-type: none"> Stay with your class Keep your hands and feet to yourself Walk 	
INSIDE LEARNING SPACES	<ul style="list-style-type: none"> Speak kindly to others Show whole-body listening Keep spaces clean and tidy Ask before using other people's belongings Follow the directions of adults Use appropriate voice level 	<ul style="list-style-type: none"> Look after your belongings Ask questions when you need help Be prepared for learning Be at school and be on time 	<ul style="list-style-type: none"> Keep your hands and feet to yourself Follow directions when entering and exiting the John Evans Room 	<ul style="list-style-type: none"> Give your personal best in all learning activities Participate and demonstrate a growth mindset
OUTSIDE SPACES	<ul style="list-style-type: none"> Speak kindly to others and use your manners Stay sorry if you have hurt someone Be considerate of peers activities and games Share equipment Take turns with activities Help to tidy up Take care of the natural environment 	<ul style="list-style-type: none"> Put all rubbish in the bin Be an upholder Use the toilets during break times Include others in games and activities Wear a hat during Term 1 and 4 Buy food for yourself at the canteen, using your own money Return equipment after use Use equipment for its intended purpose Follow the directions of all adults 	<ul style="list-style-type: none"> Play in the designated areas Be mindful of others and their safety Use the sandpit for digging and building Tell a teacher if you or someone else is unsafe Play outside during recess and lunch 	<ul style="list-style-type: none"> Follow the rules of games Explore new ideas and activities 

We explicitly teach our students the behaviour expectations listed in the matrix, every second week in every class in our school.

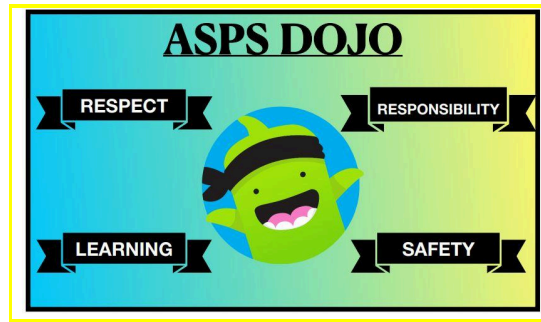
We spend a lesson unpacking the behaviour, what it means, where it's applicable and we get the students involved in creating role plays to embed the learning. The whole school focuses on that expectation for the week.

These behaviour expectations are then linked to the assembly's student of the week awards.

Our school wide positive behaviour year determines from the data, the best behaviour expectations to focus on for the term and the year.

Acknowledging Expecting Behaviour Reward System - Dojo Points

Ardeer South's Rewards System assists staff in teaching students appropriate behaviour. All staff members are able to award students who have been demonstrating our School Values of Respect, Responsibility, Learning and Safety. Student's accumulate points and these points are redeemed at the Dojo Shop twice a term, and each class works towards fun activities such as class movie days, or fish and chip lunches.



Correcting Errors

A core element of SWPB is that we believe that students who do not follow our behaviour expectations need further teaching and support, appropriate consequences and teachers and leadership staff to think about what measures we can put into place to prevent behaviour occurring. At ASPS we all follow the Behaviour Management Procedure, which is communicated to parents, students and teachers.

Our school wide positive behaviour team determines from the data, the best behaviour expectations to focus on for the term and the year.

Responsible Thinking Process

As part of our School Wide Positive Behaviour Program, the Responsible Thinking Process (RTP) is used for managing disruptive behaviour and inappropriate playground behaviour at Ardeer South. RTP is also very consistent with our current philosophy of restorative practice which asserts that nothing worthwhile can be achieved outside the concept of respectful and quality relationships.

RTP is based on these guiding principles:

- RTP, rather than being a set of rules, is an attitude about how a person interacts with others.
- RTP is a process that teaches respect for others through responsible thinking.
- RTP is not about how students behave, it is about how students are treated.
- It creates mutual respect by teaching students how to think through what they are doing in relation to the rules of the particular situation. This gives students personal accountability for their actions, thus teaching self-discipline.

Morning Circle

All students at Ardeer South Primary School start the morning by coming together with their class. They greet each other, share news, find out about the day and engage in a fun activity. This is part of our school's commitment to providing an inclusive learning environment that is committed to wellbeing.



Welfare Program

Ardeer South Primary School has an embedded wellbeing and welfare program. Our wellbeing team supports the emotional wellbeing of students and the wider community. Our Mental Health and Wellbeing Leader is an integral part of our leadership team and responsible for ensuring student wellbeing and engagement is a priority.

Breakfast Club

Breakfast Club is a warm and safe place for students to come in the morning for a free breakfast. We encourage families to make use of this program.

