

NEW PARENTS' FREQUENTLY ASKED QUESTIONS



Hello and welcome to Glenferrie Primary School. My name is Tanya Gurney and I am proud to be the Principal of this school.

At Glenferrie Primary we are really fortunate to have a vibrant, diverse and active school community with really committed teachers. When students, teachers and parents work together as part of a dynamic learning community, amazing learning experiences are achieved.

We deliver a comprehensive education that offers a broad curriculum with rich experiences in Inquiry learning, Literacy, Numeracy, Italian, Physical Education, Performing and Visual Arts, all supported by an extensive array of learning technologies.

Our school values of Respect, Excellence, Confidence and Resilience support the learning. We aim to develop inquiring, knowledgeable and caring students who become active, compassionate and lifelong learners.

My focus as Principal is to ensure our students are given every opportunity to thrive and achieve their very best.

Please spend some time reading these FAQs and browsing through our website to learn more about what we do at Glenferrie and school life day to day. Please reach out to me or to Rosie in the office if you have any further questions.

Tanya Gurney
Principal

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Preparing for School

What School Uniform do I need to purchase?



Parents need to purchase the school uniform from either PSW or our Second-hand Uniform Shop.

PSW is our nominated provider: you can order online at www.psw.com.au or go to the PSW store at 12 Strathalbyn Street, Kew East. Alternatively, Glenferrie's Parents and Friends' Association (P&F) run a second-hand shop with good quality pre-loved clothes and school bags. The shop is open regularly throughout the year – contact the school office for open times.

Melbourne's weather being what it is, we advise parents to dress their children for the weather of the day! In general, the recommended summer uniform (short-sleeved polo/shorts/dress) is worn in terms 1 and 4 and winter uniform (long sleeved-polo/trackpants/tunic) in terms 2 and 3 but there is no school requirement around this.

Uniform items with the GPS logo must be purchased from PSW or second hand. Items without the logo can also be purchased from Kmart, Target, Big W, etc.

School uniform options include:

- Navy blue shorts
- Navy blue skort
- Navy blue tracksuit pants
- Navy blue short sleeved polo with GPS logo
- White short sleeved polo with GPS logo
- Blue long sleeved polo with GPS logo
- Navy/white short sleeved dress (summer)
- Navy blue tunic (winter)
- Navy blue polar fleece jacket
- Navy blue bomber jacket

Required additional items:

- A broad-brimmed sun hat with the GPS logo (compulsory to play outside in Terms 1 and 4 when the UV index is typically high).
- All children have been allocated a 'house' with a different colour **JONA** **SLYTH** **OWEN** **MARTIN**: each child must also purchase one GPS logo polo top in their house colour. You will be told your child's house at one of the orientation sessions.
- Navy blue art smock
- School bag with GPS logo
- Red communications folder

Students may wear running or sports shoes of any colour or school shoes with their uniform.

Please ensure that every item is clearly named.

What other equipment do I need to purchase?

The school provides all pens, paper, books etc from the school fees you pay so you do not need to pack anything additional for their learning. Each child will need a lunch box and drink bottle.

What documents does the school need to finalise my child's enrolment?

- Immunisation history statement: you can access this via your Medicare online account, through [myGov Medicare mobile app](#), or your vaccination provider can print your immunisation history statement for you. You can also call the [Australian Immunisation Register](#) and ask them to send your immunisation history statement to you in the post.
- Identification: You will also need to provide a copy of your child's birth certificate, passport or other proof of age.
- Proof of address: This could be a lease statement or utility bill.



When is the first day of school?

Tuesday 30th January 2024

First days at school

Gate Codes

The entrances on Wattle Road and Manningtree Road by the school hall are protected with gate codes.

The Wattle Road gate code is: C157Z

The Manningtree Road gate code is: C046Y

What does my child need to bring on the first day?

Please dress your child in school uniform, with each item labelled clearly with the child's name. Make sure they have a named school broadbrim hat and packed lunch box and drink bottle.

What should I pack in my child's lunch box?

The lunch box should contain brain food, a snack and lunch. Students generally have "brain food" mid-morning between 9:30 and 10:00am. Brain food should be just a few small pieces of cut-up fruit or vegetables – it is to boost energy levels and help their brain. "Snack" (or recess or play lunch) is from 11 till 11:30; ideally snacks should be small and healthy, for example dry biscuits, cheese or piece of fruit. Lunch is from 1:30 to 2:30pm should be something easy to eat at school e.g. sandwich, etc.

Please avoid lollies, chocolate or other sugary treats. Lunch boxes must not contain any nuts due to some children in the school having allergies.

A named drink bottle for water (which can be refilled at the school bubblers) is also important.

Eating policies

Children usually eat their lunch in their classroom for the first 10 minutes before the break time. After this they may take any remaining food with them outside to play but leave their lunchboxes inside.

What do I do on the first day and when do I leave?

On the first day of school, parents are welcome to help their child settle into their new classroom. Each classroom has a place for each child's bag, lunch box and drink bottle. Encourage your child to unpack their own belongings, put them in the right area in their classroom, and then find something to play with. Once your child is happily playing and is settled, we suggest you tell them you are leaving and will be back to pick them up at the end of the day. On the first day, if your child needs you to stay a little longer this is OK. If there are tears, experience tells us that a crying child stops very soon after the parent has left! At the start of the year, we will have extra teachers to assist children and parents, particularly in the prep classes.

Where do I pick up my child after school?

Parents need to walk into the school grounds to collect their Prep/1/2 students from their teacher at 3:30pm when the final bell of the day rings. Parents should wait outside the Prep/1/2 building, near the shelter sheds, for your child to walk out with their teacher. The teachers will stay with each student until they are picked up.

3/4/5/6 students will be released from their class at 3:30pm. Parents often wait in the playground

How long is "usual" for my child to settle in?

Although there is no fixed adjustment phase, we find that most students settle in after about six weeks. Those six weeks can feel very long! Some children will adapt to school earlier, some will take longer to feel at home. Some suggested techniques parents have used to help their children settle into Prep include:

- Your child bringing a favourite toy such as a teddy or other special friend to have with them in class as a special buddy while they adjust to school.
- Agreeing with your child that if he/she can go for, say, 5 mornings without tears, he/she can have a special treat - such as a toy he/she has chosen.
- One successful trick has been to give your child a ticket that he/she can put in her pocket for the day as soon as he/she has had a drop off without tears - the ticket is an instant reward for him/her not making a fuss and a tangible counter for him/her. Once the child has 5 tickets, they have earned the reward!
- Encourage him/her to take part in games, puzzles, reading and similar activities that have been set up by the classroom teacher.

Prep transitions

Preps do not attend school on Wednesdays in February. You will be asked to book your child into a 1:1 session with the teacher at some point over that 4-week period on a Wednesday – this is to help your teacher to get to know your child and to understand their personal learning goals. Parents are not required to stay. A 4-day week also helps preps to settle in and get used to the busyness of school days.

Settling into school life

After school care

GPS has an excellent before/after care service run by Team Kids. We encourage all families to register for Team Kids even if you are not planning to use the service regularly – it is an important back up or 'just in case' you are running late or can't make it to a pickup.

Prep children booked into Team Kids (before/after school care) will walk to their classrooms each morning with a Team Kids adult. Prep children booked into Team Kids (before/after school care) will be collected by Team Kids adult from their teachers at the end of the day and taken to Team Kids.

Supervision of students before 8:50 and after 3:45

Before school, teachers are preparing for class activities, have scheduled meetings with other staff or with parents, so there is no official supervision inside the buildings before the school doors open at 8:50. If your child arrives to school prior to 8:45am, they are to be taken to Before School Care (in the assembly building) or be supervised by parents/guardians in the school yard. From 8:45am onwards, the yard is supervised by Tanya Gurney (Principal).

Similarly, there is no supervision in the playground after 3:45. Any children who have not been picked up by this time will be sent to the office or Team Kids.

What do I do if my child has a medical condition? Please make sure you include any allergies, medical conditions or asthma plans at the start of each year. If you have anything that we need to know prior to that please let Rosie in the office know, or your teacher.

Lunch Orders



The school offers lunch orders on Classroom Cuisine will be supplying lunch order to GPS on **Monday, Wednesday, Thursday and Friday**.

Please find attached the update Term 1 menu which has the additions of Rice paper rolls, Steamed Vegetables & Hot Cross Buns.

A reminder that all lunch orders need to be placed

online <http://www.classroomcuisine.com.au> by 8.30 on the day lunch is required.

Each order is sent automatically to Classroom Cuisine where an easy-to-read label is produced with the student's name, class and order details. The orders are delivered to school and ready for student collection at lunchtime.

Attending the weekly assembly

The assembly is usually a weekly meeting of the whole school on Mondays from 9am to 9:30am in the gym hall. All parents and carers are warmly welcome to attend the assembly, but we recognise that work and other commitments will often make this difficult. It is a great way to support the school community and you will find that your child loves it when you can attend. When your child will be receiving an award (such as Pupil of the Week) or performing an item at a specific assembly you will be notified of these via SeeSaw an email or note. The students love it when you are able to attend!

What student special events or days do I need to know about?

Victorian public schools follow the same holidays, see [here](#). In addition, all schools in Victoria have 4 curriculum days a year – these are non-student school days that are used by teaching staff for professional learning and classroom planning. GPS usually schedules these curriculum days adjacent to a holiday or long weekend and you'll get ample notice before they're held. Our after-school care provider, Team Kids, is always available on these curriculum days to look after your child if you are unable to care for them.

GPS also has a number of whole-school special days. You'll get notice of these via Compass and the Glenferrie Buzz. They typically are:

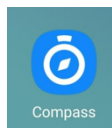
- Harmony Day – to celebrate multiculturalism; students to wear orange
- Book Day – to celebrate books; students to dress up as a book character of their choice
- Italian Day – to celebrate all things Italian! – students to dress up in Italian themed clothes
- AFL Grand Final – to celebrate the Grand Final – students to wear their AFL or their favourite sports team colours

What's the school timetable?

Times	School Timetable	Food from home
8.50 am	First bell is for students to enter the building/ classroom and prepare for their class.	
9.00am	Session 1 starts	Brain food
10.00am	Session 2 starts	
11.00am	Recess / playtime	Snack
11.30am	Session 3 starts	
12.30pm	Session 4 starts	
1.30pm	Lunchtime	Lunch
2.30 pm	Session 5 starts	
3.30 pm	End of school. Home time or After Care	
Each week students attend 60 minutes each of Art, Physical Education, wellbeing and Italian with a specialist teacher.		

School Communications

Compass

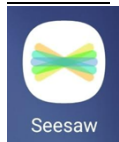


Whole school notifications are sent via Compass. You will be provided with login details on commencement – please see Rosie in the school office with any questions or to get support with using the platform. You can access Compass via the website or the mobile app. Parents are encouraged to turn on notifications in compass so that you get an email notification when there is a new announcement.

You will need access to Compass:

- To pay school fees
- To pay costs associated with any special event (e.g. excursions)
- To read the monthly Glenferrie Buzz newsletter
- To read notices about upcoming school events
- To inform the school of any absences

SeeSaw



Classroom notifications are sent via Seesaw. Your school teacher will provide you with a login to your class' Seesaw account.

You will need access to Seesaw:

- To communicate directly with teachers and school staff
- To see what your student has been learning and doing each day
- To comment on your student's work



Please check your SeeSaw notifications to ensure you do not miss an email from your classroom teacher. This will be how you are notified of important events affecting your classroom and if your child will be receiving an award.

Student reports

At the end of terms 2 and 4 your classroom teacher will provide a report to let you know how your child is progressing. These will be made available on Compass.

Student Led Conferences

At the beginning of term 3 we organise Student Led Conferences. This is an opportunity for you to meet with your child's teacher and your child to celebrate their achievements during Semester 1.

Please note this is not a parent teacher interview. If you wish to have a parent meeting with the teacher, without your child, you will need to organise this with the teacher for another time.

Other teacher communication

We encourage you to speak to your teacher directly about issues affecting your child and/or any concerns you might have about their learning or school life. Classroom teachers are generally available in the mornings after the bell rings at 8:50am until 9:00am for brief matters. They also escort the children out to the playground at the end of the school day at 3:30pm and are available for a chat then.

You can also use SeeSaw to email your child's teacher directly with any queries relating to day-to-day class issues or to make an appointment to meet at a time that suits you both.

Finally, the Principal Ms Tanya Gurney is in the playground before and after school. You can always approach her for a quick chat and/or make an appointment to meet with her one-on-one.