

Dandenong South Primary School
'A World of Learning'



2025 FOUNDATION INFORMATION BOOKLET

This booklet aims to provide you with some useful information that will assist you in preparing your child for school. We hope you will take the time to read it carefully, so that your questions are answered.



If you have any queries regarding enrolments, please contact Nereen Dehal on (03) 97923726 between 9:30am to 3:00pm.

Dear Parents,

We extend a very warm welcome to you and your child as members of the Dandenong South Primary School Community. We look forward to your child starting at our school.

At Dandenong South Primary School, the staff are committed to preparing our students for the future. We provide a very comprehensive and progressive curriculum that acknowledges the importance of our students acquiring a sophisticated set of knowledge, skills, understandings and behaviours. The school promotes excellence in all aspects of learning and strives to cater for the students' individual needs, developing the whole child.

Our Student Well-being Programs, the Restorative Practice, School Wide Positive Behaviour Support and Resilience, Rights and Respectful Relationships, offer students the opportunity to develop values, cooperation, respect, tolerance, resilience, friendships and positive attitudes. These programs also contribute towards a safe, calm and an effective learning environment that aims to enhance the academic and social behaviour outcomes for all students.



In Foundation we aim to:

- ◆ **develop a love of learning**
- ◆ **enable successful literacy and numeracy acquisition**
- ◆ **increase independence and responsibility**
- ◆ **develop self-esteem and self confidence**
- ◆ **promote personal excellence and success**
- ◆ **develop emotional and social competence**
- ◆ **develop a positive attitude to learning**
- ◆ **investigate, explore, develop thinking skills and be challenged**
- ◆ **encourage cooperative skills and team work**
- ◆ **develop oral language skills**



Foundation Curriculum

Here are some of the programs provided:

**A daily two hour Literacy Program
(one hour - Reading/ one hour - Writing)**

A daily one hour Numeracy Program

Investigations (socio-dramatic, exploratory, science, etc.)

Digital Technology/ STEM

Specialist programs:

Physical Education

Indonesian

Music

Visual Art

**RRRR & SWPBS Program
(Wellbeing Programs)**

Tutoring Program

Reading Intervention Program



We also offer a range of programs such as:

Incursions/Excursions



LEAP / STA Program



Swimming Program

EAL Intervention Program



Tutoring Program



Community Hub Program



Life Ed Van



Buddy Program



For some children it may be the first time that they have been away from their parents. Here are some simple steps that you can take to help make your child's time at school more enjoyable and productive.



Encourage your child to be independent by helping them get used to:

- ◆ following rules and routines
- ◆ dressing and undressing by themselves – clothes / shoes
- ◆ going to the toilet independently
- ◆ using a handkerchief or tissue
- ◆ identifying his or her own belongings
- ◆ eating and drinking without help
(opening lunchboxes, wrapping and unwrapping school lunches and drinking from drink bottles)
- ◆ carrying his or her own bag
- ◆ caring for and putting away play things
- ◆ using pencils, paper, books and computers
- ◆ using a pair of scissors to cut paper
- ◆ rolling, throwing and catching different sized balls
- ◆ completing simple jigsaw puzzles
- ◆ making models with play dough
- ◆ using a personal computer



Your child should get used to:

- ◆ using the playground equipment safely
- ◆ concentrating on one activity for 10-15 minutes
- ◆ helping you with simple jobs around the home
- ◆ knowing the way to and from school
- ◆ staying with friends or relatives for a few hours without you



Your child needs to be able to:

- ◆ make his or her own needs known
- ◆ speak in sentences to family and friends
- ◆ speak and play cooperatively with others
- ◆ say his/her name, address and telephone number
- ◆ respond verbally when spoken to



Help your child to communicate by:

- ◆ talking to your child about what you are both doing
- ◆ listening to your child
- ◆ answering questions from your child
- ◆ reading a story every day
- ◆ borrowing books from your local library
- ◆ teaching songs, rhymes, colours and body parts (in English and in your own language)

Establishing a routine



- ◆ Encourage your child to get ready the night before
- ◆ Establish a sleep routine with a set bedtime so that your child gets sufficient sleep and is well rested. Medical advice recommends that Foundation and Year 1 children have 10-12 hours of sleep each night
- ◆ Have a regular home routine
- ◆ Check your child's school bag daily for notices/newsletters and respond if necessary
- ◆ Establish a regular homework time

The First Day at School

- ◆ Take your child to the classroom between 8.45am - 9.00am
- ◆ Meet your child's teacher
- ◆ Leave the classroom as soon as possible — children take longer to settle down with parents present
- ◆ Don't be surprised if your child cries - our experience is that tears don't last very long once a parent leaves
- ◆ Be at school at 2.00p.m. to collect your child



At the beginning of the year

- ◆ School times are from 9.00am - 2.00pm
- ◆ Students may place their bags on the hooks, and then go back into the yard
- ◆ When they hear the music, students walk to their classrooms
- ◆ Students need to become progressively more independent during the first few weeks
- ◆ If you wish to speak to the teacher, please do so before 9.00am or after school



Normal Session Times

From Monday, 3rd March, Foundation students attend school from 9.00am - 3.30pm.

Foundation students will follow the normal session times as the other grades. In the mornings, students are required to remain outside until the music begins to play. Students are not permitted in the classrooms unless a teacher is present.

If you need to pick up your child before 3.30pm, please report to the office before coming to the classroom. You will be given an 'early leaver slip' to hand to the teacher before you collect your child.

ASSEMBLY

Foundation students will attend assembly from Monday, 3rd March. The whole school meets fortnightly on alternate Mondays at 3.00pm in the school gymnasium.



DAILY SESSION TIMES

29th January to 28th February 2025

First Session:	9.00am – 10.20am
Supervised Eating:	10.20am – 10.30am
Recess:	10.30am – 10.50am
Second Session:	10.50am – 12.30pm
Lunch - supervised:	12.30pm – 12.40pm
Lunch Break:	12.40pm – 1.20pm
Last Session:	1.20pm – 2.00pm
Parents collect children –	2.00pm

From Monday, 3rd March 2025 onwards

First Session:	9.00am – 10.50am
Supervised Eating (playlunch):	10.50am – 11.00am
Recess:	11.00am – 11.30am
Second Session:	11.30am – 1.30pm
Supervised Eating (lunch):	1.30pm – 1.40pm
Lunch Break:	1.40pm – 2.30pm
Last Session:	2.30pm – 3.30pm
Home time:	3.30pm

The playground is supervised before school from 8.45am - 9.00am.



LUNCHES

We encourage healthy eating for healthy students

- ◆ Foundation students eat their lunch earlier than others and under teacher supervision
- ◆ Parents are advised that 'Fast Foods' are not permitted at our school
- ◆ Ensure that lunches brought from home arrive by 1:15pm
- ◆ Involve your child in planning and packing adequate and an appropriate snack and lunch for school



FOOD AND ALLERGIES IN THE CLASSROOM

*It is requested that students **MUST AVOID HAVING ANY NUT PRODUCT BROUGHT TO SCHOOL IN LUNCHES**, e.g. Nutella. We have students in the school with severe life threatening allergies to nuts.*

Please note: NO food is to be brought to school to share in the classrooms.

It is part of the school's values and curriculum that teachers do celebrate and recognise the achievements and milestones of the students in relation to learning and special events. It is good to celebrate these special events; however, this causes great concern because of the children who have life threatening allergies and their inability to eat certain foods.

It has been decided for this reason to request that parents **do not** bring birthday cakes or any food to school to share. Grade teachers will continue to recognise and celebrate student birthdays as part of the normal practice in the classrooms.

You must let the school know if your child is allergic to certain foods.



ATTENDANCE

Students are encouraged to attend school every day unless they are ill. Try to schedule appointments outside of school hours, if possible. If your child is sick, ensure they stay in bed so that they recover quickly. Please notify the school of your child's absence by telephoning, writing a note or entering it on SENTRAL. It is vital that students attend school without unnecessary interruptions to their learning.



PROCESS FOR LEAVING EARLY



Should you need to collect your child early, you will be required to sign out and present an early leavers slip to the class teacher before collecting your child.

If another person is collecting your child at any time, please inform the office and class teacher of your arrangements. It is expected that all students will be collected by their parents or older brothers/sisters. Please use the side entrance near the Foundation playground when bringing or collecting your child or, if you have a pram, you could use the entrance with a ramp which is near the school staff car park .

Please do not use the office entrance when bringing your child to their classroom or when collecting your child after school.

PUNCTUALITY

Arriving on time is essential for the following reasons:

- ◆ On task time begins at 9:00am. All important instructions, processes, collections, etc. occur during this session.
- ◆ If you arrive late, your child will require a late pass and the class roll will need to be marked again by the teacher.
- ◆ Being late can be unsettling for your child which is not a good start for the day.
- ◆ Late arrivals disturb working classes.
- ◆ Good habits should be developed early.

SCHOOL UNIFORM IS COMPULSORY

Navy blue tracksuit pants
Navy blue shorts
Blue checked school dress
Sky blue polo shirt
Navy blue windcheater
School hat



Students who wear head scarves or head bands should select from the colours: white, light blue navy blue or black.

Students must wear flat shoes in plain colours, black, white or blue (not bright fluoro colours). They must always wear shoes that fully cover their toes, even on free dress days.



Sun Smart Policy

NO HAT, NO PLAY

Students are required to wear a hat outside during recess and lunch from August to the end of April. Please purchase a navy blue slouch hat with a wide brim for your child to keep at the school. If the hat is lost or damaged, you will be asked to purchase a new hat for your child.



ART SMOCK

An art smock is an essential item for your child to wear during Art sessions and other craft activities in order to protect your child's uniform.

All clothing and belongings should be clearly labelled. School uniforms, in particular jumpers, must be named as students take them off during sport, etc. We are unable to return lost property to it's owner if we have no way of knowing who it belongs to.

Communication Bag

Foundation students are required to bring their blue communication bag every day. Please ensure that you check this daily as excursion notices and other important information will be placed in this bag for you to read. You can use it to return notices, money, absence notes or any other items that need to be sent to the teacher.



Valuables From Home

While we do not wish to dampen your child's enthusiasm, it would be appreciated if all toys, jewellery, games, etc. are left at home. Valuables can be lost or broken and they are safer at home. The school cannot take responsibility for any loss or damage of these items.

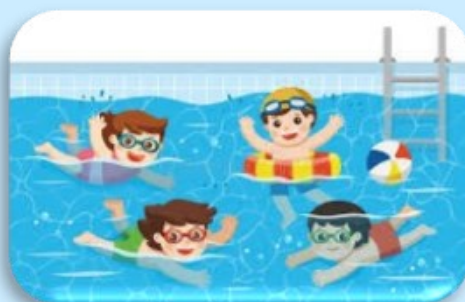
Excursions



You will be informed via SENTRAL or by excursion notices sent home of an excursion arranged. You are required to read and give permission on SENTRAL or sign the permission note and, promptly return it to the teacher. We cannot take a student on the excursion if we do not have permission on SENTRAL or a signed permission note from the parent.

Swimming Program

Students are given the opportunity to participate in a swimming program later in the year. Prior to the program starting, parents will be informed of the cost and the details.



Parent Helpers/ Volunteers

We welcome parent helpers/ volunteers.

To ensure that we maintain our Child Safe Standards, in accordance with Ministerial Order 870, the prevention of child abuse in schools, all parents, carers and volunteers wanting to assist in school activities need to have a current Working With Children Check (WWCC) card.

[Website: http://www.workingwithchildren.vic.gov.au/](http://www.workingwithchildren.vic.gov.au/)

All parent helper/carers/ volunteers are required to produce their WWCC photo identification at the school office before they can assist in classrooms or with all other school activities.

For more information or clarification, please speak to the administration staff.





School Crossings

Please ensure that your child uses the school crossing correctly. They need to wait for the cars to stop and then cross between the lines. It is only operational when the flags are displayed. For the safety of the children, parents are requested to obey all parking restrictions near the school. Council traffic officers regularly enforce parking restrictions near all schools.



Visiting School Nurse Program

Foundation students are provided with a free service as part of a network of local health and support services. Early in the year, parents will be provided with a questionnaire to complete about your child's health, development and wellbeing. The nurse will use this information to conduct a health assessment of your child and you will be provided with follow-up information.



Contact Information

Please provide the office with details of any changes in your address, telephone numbers or email address. It is extremely important that the office is aware of these changes in case of an emergency. Please provide the office with an email address to receive a copy of the fortnightly newsletter.



SCHOOL COSTS FOR 2025

- ◆ **The School Council will decide on the cost of school items later in 2024**
- ◆ **The school office is open Monday to Friday from 8.30am to 4.00pm. If you have any enquiries, please speak with our friendly office staff**
- ◆ **We have an EFTPOS facility for card payments which is the Department of Education's preferred method of payment**
- ◆ **If you have a valid 2025 concession card, please bring it to the school office to apply for the Camps, Sports and Excursion Fund (CSEF). If your application is successful, this Government funding will reduce your excursion costs.**



Elenore Turner
Administration



Salwa Aslam
Administration



Val Korcari
Business Manager

TERM DATES 2025

TERM ONE

Tuesday 28th January —staff only at school.

Wednesday 29th January — Friday 4th April

TERM TWO

Tuesday 22nd April — Friday 4th July

TERM THREE

Monday 21th July — Friday 19th September

TERM FOUR

Monday 6th October — Friday 19th December

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PUBLIC HOLIDAYS FOR 2025

Monday 27th January — Australia Day

Monday 10th March — Labour Day

Friday 18th April— Good Friday

Friday 25th April — ANZAC Day

Monday 9th June — King's Birthday

Friday before the AFL Grand Final— TBC

Tuesday 4th November — Melbourne Cup Day

STUDENTS DO NOT COME TO SCHOOL ON PUBLIC HOLIDAYS



Please don't hesitate to discuss any queries or concerns that you may have regarding your child's education with your child's teacher.

We trust your association with Dandenong South Primary School will be a happy and rewarding one.