

WHAT OUR STUDENTS LOVE ABOUT OUR SCHOOL



**Fiona -
Foundation**
“I love coming
to school
because my
teachers are
so nice to me”



Ollie - Year 1
“I love that we have
fun activities every
term - this term we
have the Fun Run
and the Fun Night.
We are having a
talent show at the
Fun Night and I’m
going to show my
karate moves”



Aadhya - Year 3
“I love how
everyone is really
friendly and nice
here. Everyone
includes
everybody”



Audrey - Year 6
“I love the
welcoming
environment
that all our
peers and
teachers have
made”

OAK PARK PRIMARY SCHOOL

2024 ENROLMENT INFORMATION SESSION



ACKNOWLEDGEMENT OF COUNTRY



We'd like to acknowledge the Wurundjeri people of the Kulin Nation as the Traditional Owners of the land on which we meet today.



**WELCOME
TO OUR
SCHOOL**



SESSION OVERVIEW

- **CLASSES, ROUTINES, STRUCTURES IN FOUNDATION**
- **THE FIRST WEEK OF FOUNDATION**
- **CURRICULUM AND SPECIALIST PROGRAM**
- **STUDENT WELLBEING AND INCLUSION**
- **SCHOOL POLICES AND BYOD IPAD PROGRAM**
- **PARENT COMMUNICATION AND INVOLVEMENT**
- **IMPORTANT FUTURE DATES**
- **BEFORE AND AFTER SCHOOL CARE**

FOUNDATION CLASSES

- In 2024 we will have 3 Foundation classrooms with around **22** students per grade
- All three classrooms run the same program. Our three Foundation teachers plan collaboratively.
- Some shared learning experiences in our shared Early Years Centre.



FORMING THE FOUNDATION GRADES



- Friendship forms have been sent via Google Forms
- Chance to provide us with any friendships and also any further information that you think we need to take into consideration when forming grades
- Information is confidential
- Please submit by Thursday November 16th.

2024 GRADES

- The grade your child has been placed in for the Transition Sessions is temporary. You will find out 2024 class lists and your child's teacher at the final Transition session on **Wednesday 13th December.**
- During this session, students will meet their 2024 teacher and classmates.



SOCIAL STORY

On the Meet the Teacher day you will take home a social story which we suggest you read with your child before their first day of school. This will help to prepare your child for our routines and what to expect once they start school.



In your classroom there will be around 20 other students who are all having their first day too.

ROUTINES

- Routines help your child adjust to school and know what to expect from their day.
- We set up clear routines from the first day of school to support your child's transition.



Unpacking and packing their bag independently



Going to the bathroom with their grade each hour



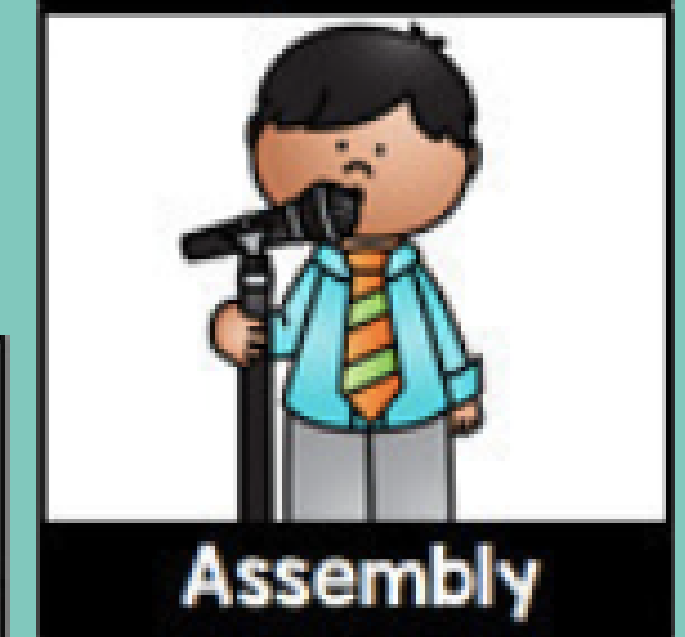
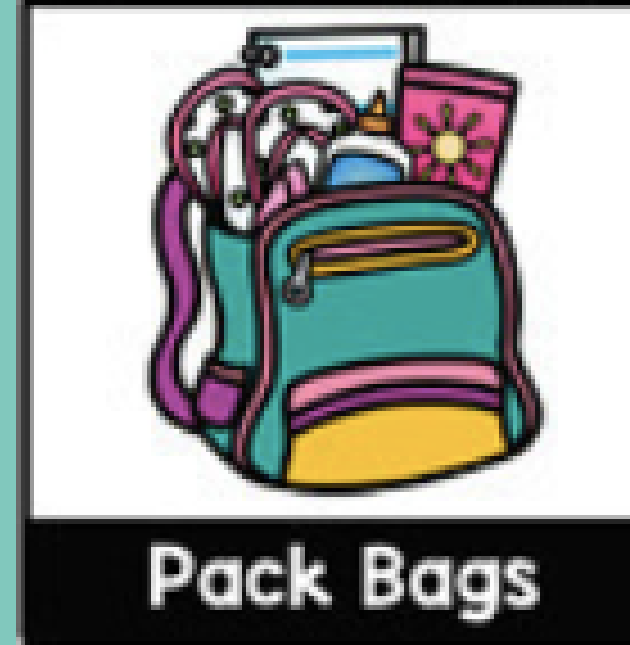
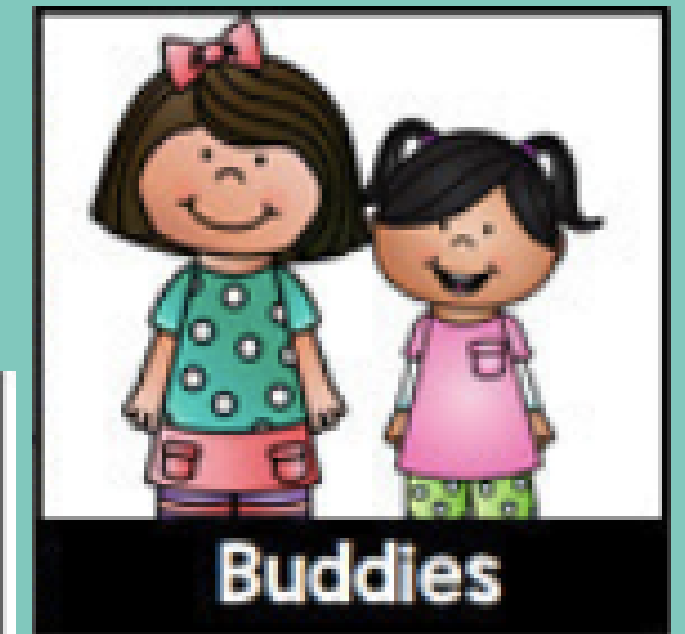
Eating at set times (fruit break, lunch and snack)



Being prepared for specialist classes and library days.

ROUTINES

- Each grade displays a visual timetable so that students know what is on for their day each day.
- Timetables will also be sent home to families each term so that you can prepare for the day and discuss with your child what is coming up.



OTHER WAYS TO PREPARE YOUR CHILD FOR SCHOOL

- Have your child practise packing and carrying their own school bag independently
- Involve your child in lunch selection/preparation so they know what to expect
- Help your child to recognise their own name on labels, tags etc.
- Have your child practise opening their own lunchbox, foods/fruits and fastening their shoes



FIRST WEEK OF SCHOOL 2024



- All Foundation students start school on **Thursday 1st of February**.
- You will receive a staggered start time for the first 2 days of school (from 9.00am-9.40am).
- Staggered start times help your child ease into their first two days of school.
- School finishes at 3.30pm for all students.
- The usual school start time of 8:50am begins in the second week of school.

FIRST WEEK OF SCHOOL 2024

Please note: There is no school on Tuesday the 30th or Wednesday the 31st of January or for Wednesdays during the month of February.

Tuesday 30th Jan	Wednesday 31st Jan	Thursday 1st February	Friday 2nd February
Year 1-6 start school No school for Foundation Students Some students will have their Entry Assessment	No school for Foundation Students Some students will have their Entry Assessment	First day of school Staggered start time 3.30pm finish	Second day of school Staggered start time 3.30pm finish

TEA AND TEARS

- Once you have dropped your child to their classroom, we hold a special morning tea for families called 'tea and tears'
- This is a chance for you to meet other families from the year level and members of our Parent and Friends Association



STUDENT ENTRY ASSESSMENTS

- All Foundation students in Victorian state schools undertake an entry Literacy and Numeracy assessment.
- These assessments are run on Tuesday the 30th of January, Wednesday the 31st of January and every Wednesday in February.
- Your child's **time and date** for the entry assessment will be given to you at the **Meet the Teacher session**.
- The assessment gives us an opportunity to get to know your child as a learner, plan our curriculum and have time to meet with each family.

WHAT TO PACK

- Fruit break (a fruit or vegetable), lunch and a snack
- Waterbottle
- Spare underwear, pants and socks (accidents happen!)
- Hat (students must wear a hat outside from September to April).
- Library Book Bag (this will be given to you at Meet the Teacher)
- Art Smock



BUDDY PROGRAM

- All Foundation students are matched with a Grade 6 buddy
- Future Foundation students will have the opportunity to meet their Grade 6 Buddy 'Meet the Teacher' transition session.
- Foundation students will eat lunch with their Grade 6 buddy every day for the first 1-2 weeks of school. Grade 6 buddies will walk them out to the playground each lunch time and help them to find friends and assist with settling in.
- Students will complete classroom activities with their buddies throughout the year.



OUR CURRICULUM



All teaching and learning at Oak Park Primary School is aligned to the Victorian Curriculum.

We teach:

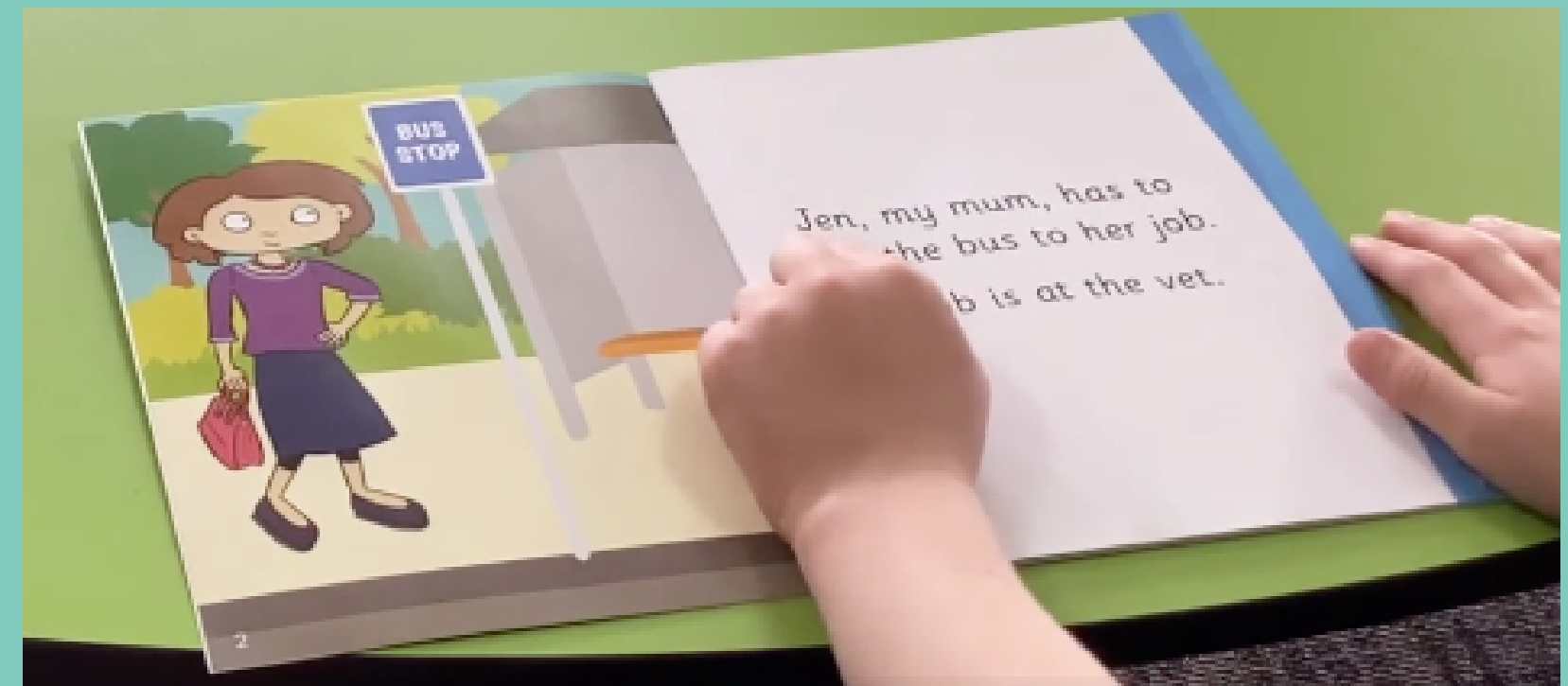
- Literacy (reading, writing, phonics, speaking and listening)
- Mathematics
- Inquiry (Discovery Learning)
- Social and Emotional Learning (Respectful Relationships and Bounce Back)
- Technology

We also run five specialist subjects that include:

- Science
- Japanese
- Visual Arts
- Performing Arts
- Physical Education

LITERACY (PHONICS)

- Students are introduced to small groups of letters and sounds each week
- Students learn how to decode words using the letter sounds they know.
- Students apply their letter sound knowledge to help them spell CVC (consonant, vowel, consonant) words e.g. pit, sat
- Students also build their phonological awareness skills such as breaking words into syllables and identifying rhymes



LITERACY (READING)

- Students learn early reading strategies, such as the ability to decode words within a text or tracking words with their finger.
- Students take home decodable texts and traditional readers to practise the skills they are learning in class at home. They also participate in a high frequency word program to support their reading fluency, starting in Term 2.
- Students learn to read in small groups where teaching is directed at individual needs.



LITERACY (WRITING)

Our Phonemic Awareness program goes hand in hand with our Writing program.

Building student knowledge of letter names and sounds allows them to recognise that communication can be recorded through writing.

Term 1 Writing consists of:

- Drawing a picture of an experience or idea.
- Verbally constructing a simple sentence about the picture.
- Writing their sentence using initial sounds and high frequency word knowledge.

Throughout Foundation, writing skills progress to:

- Sounding out longer, more complex words and recording beginning, middle, end sounds.
- Spacing between words.
- Simple punctuation (Full stops/Capital letters).
- Different sentence starters
- Conjunctions (and/with/because)
- Composing different text types (Personal Recounts/Procedural Texts)

LITERACY (WRITING)

We use Language Experiences to prompt student writing.
Throughout the year we collect student writing pieces which make up their end of year Writing Portfolio.



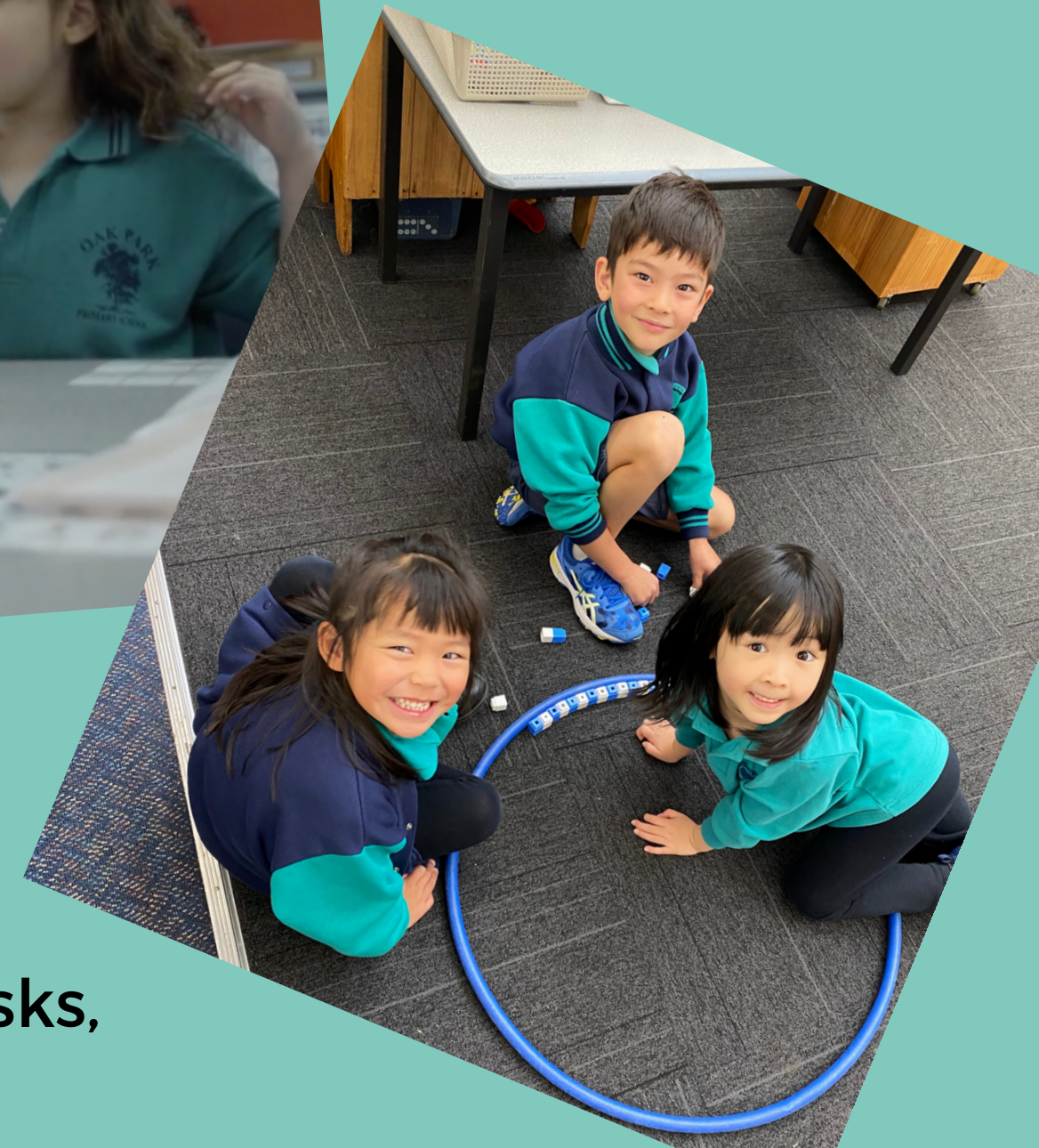
MATHEMATICS (NUMBER)

In Terms 1 and 2, students build a sound knowledge of numbers to 10. This includes:

- Counting, number recognition, making collections of various numbers, writing numerals, number facts to 10 (e.g.: Part/Part/Whole Knowledge).
- Building number knowledge to 10 is a critical part of Mathematical understanding within Foundation.

Students build their mathematical foundations through hands on experiences with concrete materials.

We use a range of teaching strategies and learning tasks eg. open tasks, explicit teaching, games, investigations.



MATHEMATICS (NUMBER)



In Terms 3 and 4, students continue to develop their number knowledge to include numbers to 20 and beyond. This includes:

- Counting forwards and backwards, number recognition, making collections
- Simple Addition/Subtraction
- Simple Multiplication and Division (Sharing objects into equal groups)

During these terms we use flexible groupings to ensure every child is challenged appropriately at their point of need.

MATHEMATICS (NON-NUMBER)

The non-number topics explored in Foundation include

- Measurement (Length/Height)
- Time (Days of the week, months of the year)
- Shape (2D & 3D)
- Location
- Data (Collecting data and interpreting pictographs)
- Capacity



FINE MOTOR SKILLS PROGRAM

In Term 1 and 2, students participate in our Fine Motor Skills program. This program is aimed at developing and strengthening students' pencil grip and usage. As students build their fine motor skills, they also build their confidence and stamina with cutting, writing and other tasks.



DISCOVERY LEARNING

- Our Discovery Learning program aims to provide a stimulating learning environment that encourages and supports all students to become curious, autonomous, lifelong learners.
- The program aims to also support our students' speaking and listening skills through introducing them to topic specific vocabulary and collaborative activities.
- Our Foundation children will be encouraged to imagine, create, explore, speak, listen, interact socially, and think deeply.
- Discovery Learning is scheduled for three sessions per week.



DISCOVERY LEARNING

Topic examples that we have covered include:

- 'Community Helpers' where students learnt about the role of people with our community who help us (e.g., Doctors, Postal Workers, Mechanics).
- 'Push and Pull' where students learn about different forces.

Students have enjoyed excursions and incursions paired to their Discovery Learning topics such as visits from Community Helpers and visits to Scienceworks.



STUDENT WELLBEING AND INCLUSION PROGRAMS

- Breakfast Club - runs every Tuesday, Wednesday and Thursday morning from 8.30am to 8.50am.
- Lunchtime Clubs - these vary but have included Guided Drawing, Dance, Drawing, Minecraft, Art etc.
- Zoe - our wellbeing dog through Dogs Connect
- Buddy Program
- Reach out boxes
- Teach Social Emotional Learning skills



STUDENT WELLBEING AND INCLUSION

- Kirsty Finter is our Mental Health and Wellbeing Leader
- This role focusses on addressing wellbeing concerns across the school
- If you believe that your child requires an extra level of support as they begin primary school please contact Kirsty - kirsty.finter@education.vic.gov.au



TECHNOLOGY/ BYOD IPAD PROGRAM

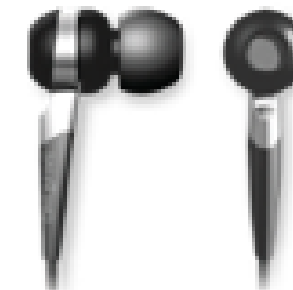
- We are a 1:1 iPad school.
- Students are encouraged to bring in their own personal devices.
- Students who do not have their own can access iPads through the school's bank
- Students are taught the skills and knowledge required to use Technology safely and responsibly at school and at home.
- Foundation students will not use or be required to bring their own iPad to school until Term 2.
- We recommend you purchase a protective case and headphones with a microphone.



headphones



simple earphones



in ear



CLASSROOM EXAMPLE

Foundation student
retelling the
beginning, middle and
end of a story through
the app Seesaw



SCHOOL REQUIRED APPS



A list of school required apps is accessible on our school website.

Parents/Guardians will receive a list of school required apps and Foundation specific required apps prior to the Foundation iPad program's commencement.

Foundation students are not required to bring their personal devices into school until Term 2.

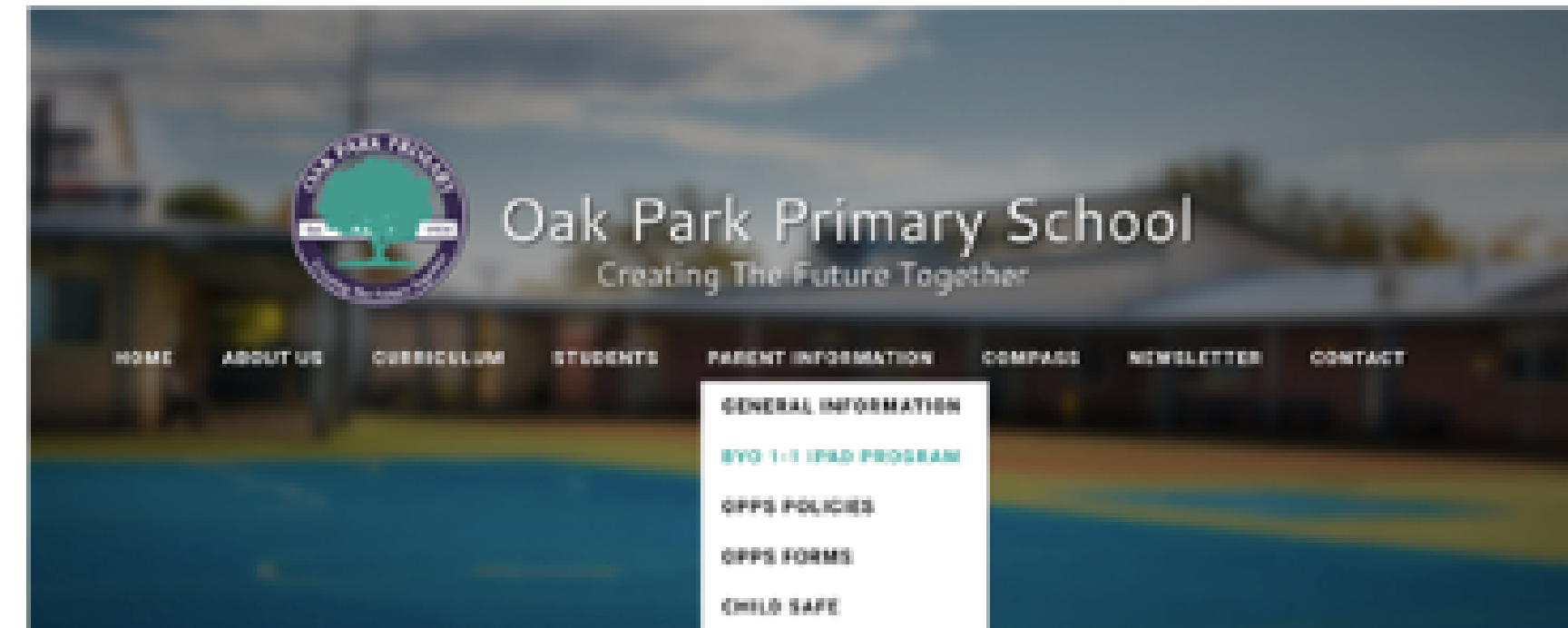


IPAD INFORMATION BOOKLET

In the handbook you receive today you will find more information about

- Which iPad models can be used at school
- iPad insurance
- Best retailers to purchase through

You can also access more information via our website.



BYO 1-1 iPad Program

Oak Park Primary School is committed to providing a "21st Century Education" for students via 1:1 iPad program from grades F to 6.

Research has shown that children, who have a technological device available to them whenever required, have an educational advantage over students who have timetabled or limited access to technology. The 1:1 iPad program also gives students the ability to be more independent in the learning process, giving them to access thousands of resources that are not available in conventional classroom environments. Teachers at OPPS have also found that technology is a wonderful tool to use to engage and extend a student's learning potential.

Please check out our supporting documents below:

iPads for Learning at OPPS: Information Booklet

In 2017 Grades Foundation (Prep), One, Two, Three, Four, Five and Six are able to bring their own iPad to School.

Please read the PDF booklet below for more comprehensive information about this program.

[iPad Parent Information Book](#)

← **Please download**

SCHOOL POLICIES



LUNCH AND SNACK

- We encourage 'Rubbish Free Lunches' (without wrappers) to promote a clean school environment.
- Make sure your child knows how to open and close their lunchbox, and unscrew and tighten all containers sent to school, especially their drink bottle.
- Water is the only drink students are allowed to have during class time.



EATING TIMES

Tip: We suggest that your child knows what is in their lunchbox prior to coming to school as this makes them more likely to eat what is packed.

Fruit Break (10 minutes around 10.00am)	Lunch (10 minutes from 11.00am)	Snack (10 minutes from 1.50pm)
Students have a break between Session 1 and 2 where they can eat fruit or vegetables.	During Term 1 Foundation students are given additional time to eat their lunch inside while adjusting to this routine. Students have from 11.10-12.10 to play outside.	Students eat their snack inside. Students have from 2.00pm-2.30pm to play outside.

UNIFORMS



In the booklet you receive today you will find information about which uniform items can be purchased through our uniform provider and which can be purchased through alternate suppliers e.g. Kmart.

SHOES AND HATS



- Students can wear black school shoes or runners/sneakers.
- We prefer that students wear shoes with a non-marking sole. This is to maintain the integrity of the gymnasium flooring.
- If your child cannot confidently tie their own shoe laces please purchase shoes with either Velcro, elastic laces or buckles.
- Hats must be either broad brimmed, bucket or legionnaires (cap with flap at neck) to conform to our Sun Smart Policy.
- Children wearing no hat at all will be required to be in shaded areas during Terms 1 and 4.

ACCESSORIES

Backpacks

Children are required to have a school backpack that can also be purchased from A Plus School Wear.

While it is not compulsory for students to have the school backpack, it is designed to support children's backs and is of a suitable size. In addition, the compartments make it easy for students to organise their belongings.

Art Smocks

Children are required to bring a clearly labelled library bag to borrow books and a long sleeve art smock for Art. Art smocks from Kindergarten will be adequate as long as they still fit.

Library Bags

The Grade 6 Buddies will be making the Foundation students a library bag. This will be handed out at the Meet the Teacher session.



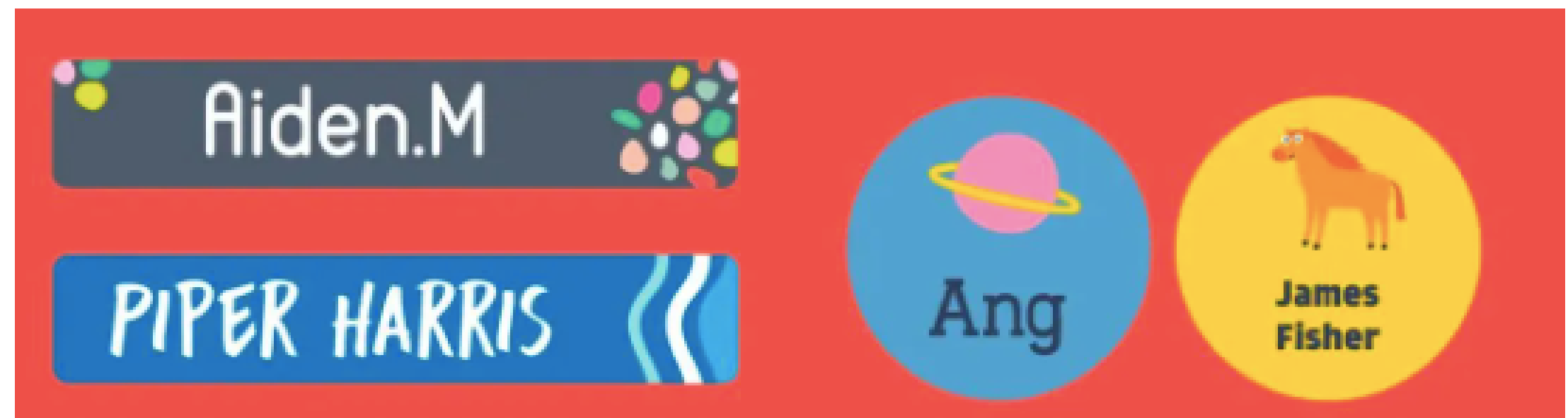
LABELLING AND CHANGE OF CLOTHES

Labelling

Parents spend a lot of money on school uniforms and teachers spend a lot of time chasing up lost items. It is for this reason we ask that everything sent to school is clearly labelled with your child's name and grade. This includes all school uniform items, shoes, bags, plastic containers, drink bottles, art smocks, library bags, toys etc.

Change of clothes

All students should keep a change of underwear and clothes in their school bags, preferably school colours (e.g. underwear, socks, t-shirt, shorts) in the event of an accident (wetting, falling into the mud).



ALLERGIES AND ANAPHYLAXIS

- Anaphylaxis is a severe and sudden allergic reaction when a person is exposed to an allergen.
- The most common allergens in school-aged children are eggs, peanuts, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, certain insect stings and medications.
- We have several students across the school with severe allergies, which means all students need to be careful.
- The key to prevention of anaphylaxis in schools is knowledge, awareness and planning.
- It is for this reason students are asked not to share food. Please support this by encouraging your child not to share their food with others, explaining how it can be harmful to others.

ALLERGIES AND ANAPHYLAXIS

- All allergies should be listed on student enrolment forms with accurate details on management/treatment plans. If necessary, an Action Plan will need to be provided to adequately inform all staff.
- All medications need to be clearly labelled and sent to the office by the first day of school. Please ensure the expiry date is valid.
- We are not a 'Nut Free School' hence the importance of not sharing food.
- If your child has a severe allergy that you are concerned about, please bring it to the attention of your child's classroom teacher next year.

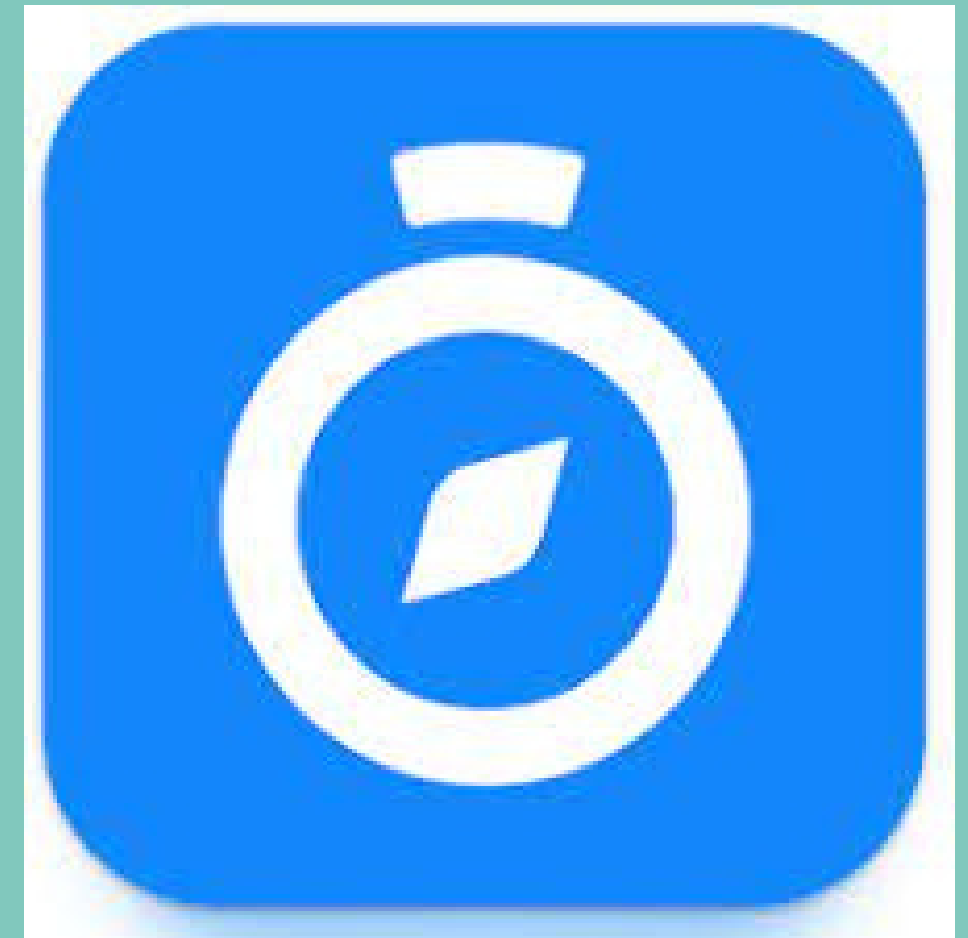
COMPASS

Compass is an online school and student management portal which we use as our **main form of communication** at Oak Park Primary School.

Compass has an app, 'Compass School Manager' that we encourage everyone to download. Please note that it has limited functions compared to the website.

If you are an existing parent at our school, your child that is commencing Foundation next year will be added to your existing login.

If you are a new family, your login details will be sent to you via our office staff by the end of the year.



COMPASS

Via compass (app and website) you will be able to:

- Access your child's Student Semester Reports
- Book your Parent/Student/Teacher conferences
- Email your child's teachers
- View up-to-date class and school attendance information
- Approve or enter upcoming or past absences for your son/daughter
- Update your registered email and mobile number (used for SMS alerts) details Access information regarding upcoming events and news
- Pay for and access information about excursions, incursions and special events
- Receive push notifications when a 'news item' has been added



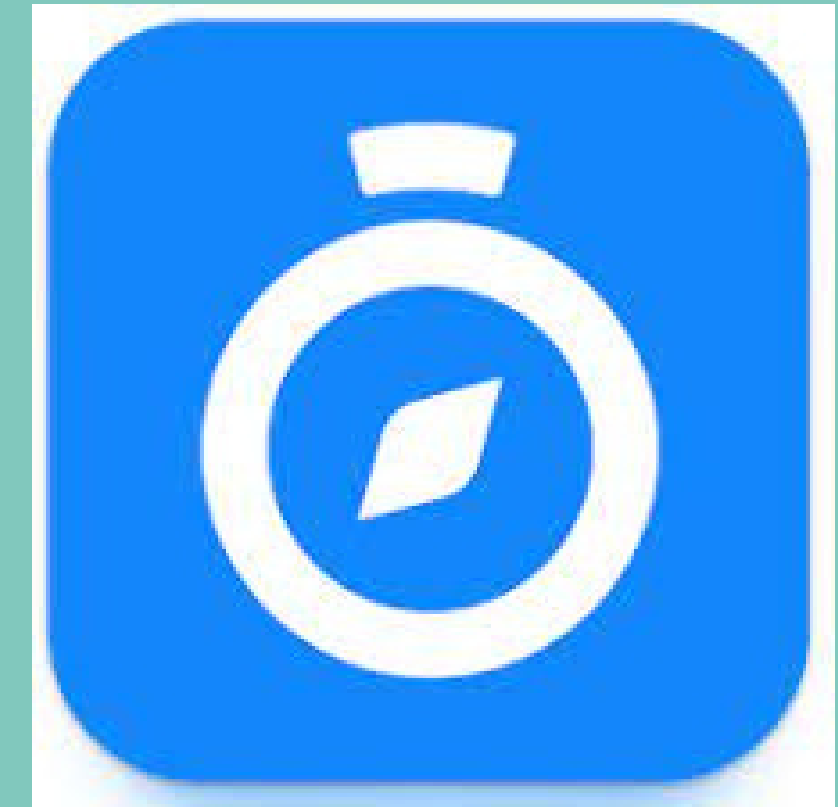
COMPASS

Please use our COMPASS app or website to notify the school of your child's absence

- Unexplained absences will be actioned on a daily basis.
- If a parent does not notify the school of an absence prior to 9.30am on the day they are away, parents/guardians will receive a text message.
- An explanation is required for every absence. This is a requirement of the Department of Education and Training (DET). Please visit our website for a copy of our Absence Policy.

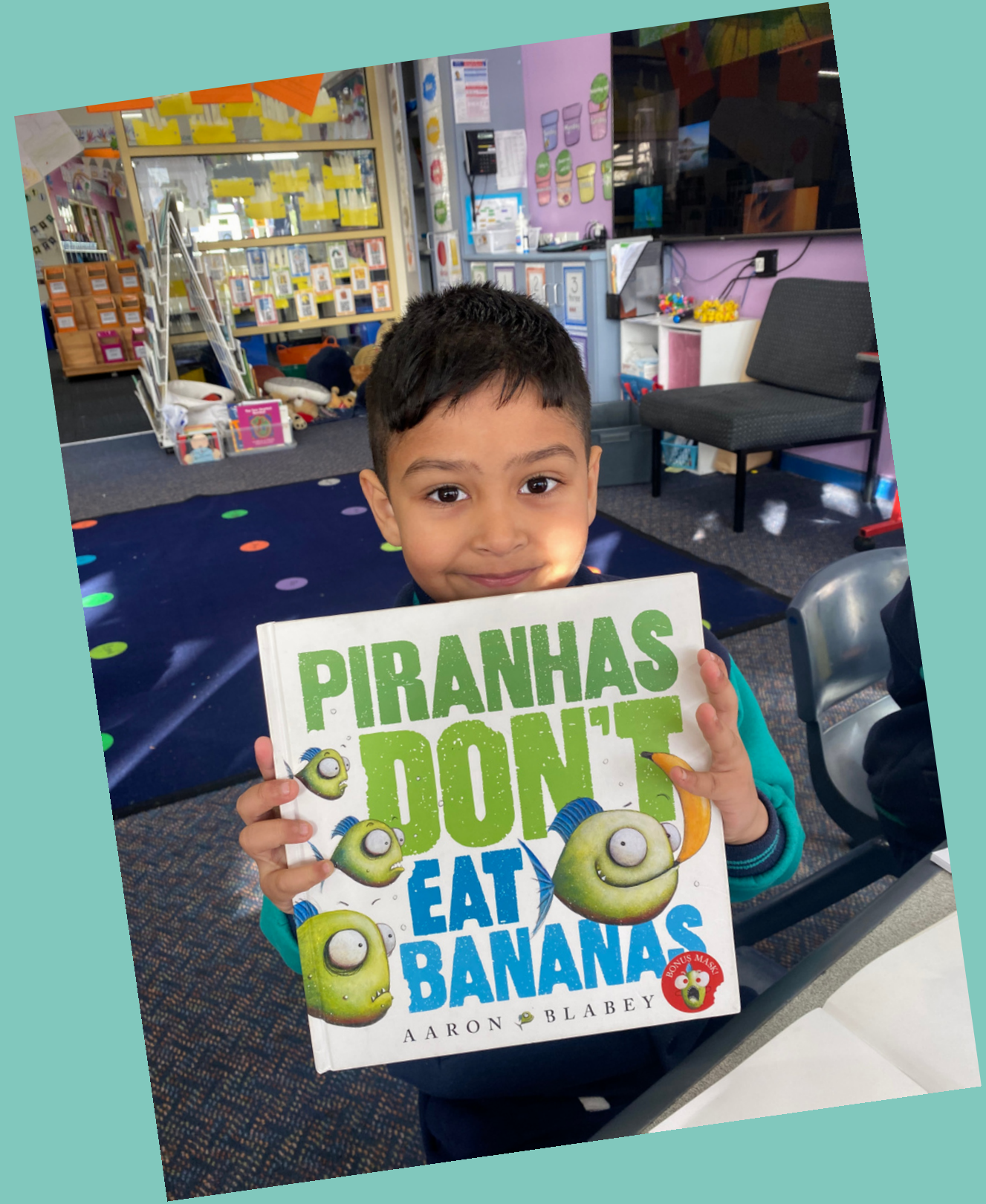
If you need assistance using the app, please see the office staff.

A link, together with a parent information booklet can be accessed on our school website: www.oakparkps.edu.au You can log onto Compass by going to the following link: oakparkps-vic.compass.education



PARENT/FAMILY HELPING

- Parent and family helpers are assets to our school and classroom.
- Each year we look for regular parent helpers to assist teachers with tasks in the classroom such as changing over books or reading with students.
- We also look for casual parent and family helpers to attend excursions and special events e.g. our Foundation breakfast, concerts etc.



PARENT/FAMILY HELPING

- We require that anyone interested in being a helper completes the school's Parent Helpers course before assisting.
- The course covers a range of topics including curriculum, privacy, and how to assist students.
- Parent Helpers also need to ensure that they have an up to date 'Working with Children's Check' (WWCC). A copy of your WWCC must be provided to the front office before being able to volunteer in the classroom.
- The course is run during the early stages of Term 1. The course runs both during the day or at night to accommodate all parents.



IMPORTANT UPCOMING DATES

<p>Transition Session 3 Date: Friday 17th November Time: 9.15am-10.45am Location: Foundation Classrooms</p>	<p>Students will: Participate in a variety of fun activities in a different Foundation classroom and have the opportunity to meet another one of our 2023 Foundation teachers.</p>
<p>Final Transition Session - Meet the Teacher and Teddy Bear Picnic with Grade 6 Buddies Date: Wednesday 13th of December Time: 9.30am-10.30am</p>	<p>Students will: Find out their final 2024 class and teacher. They will also have an opportunity to meet their 2024 Grade 6 Buddy. Future Foundation students are invited to bring a Teddy Bear and small snack for themselves and will get the opportunity to have a 'Teddy Bear Picnic' with their Grade 6 buddy.</p> <p>Grade 6 buddies will gift their Foundation buddy with a personalised library bag containing a variety of educational activities. After this session, parents will receive a letter detailing their child's staggered start time for the first day of school and their Foundation Entry Test date and time for 2024.</p>

THANK YOU!

If you have any further questions,
please email
lauren.heard@education.vic.gov.au