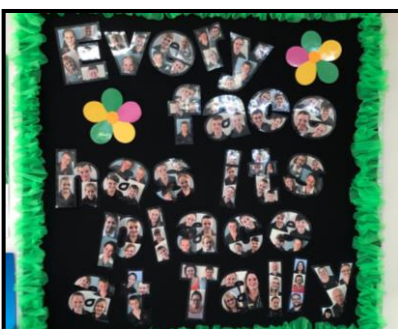


Tallygaroopna Primary School *Information Booklet*



Respect · Honesty · Inclusion



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Contents

| | |
|---|------------|
| General Overview | 3-4 |
| School Hours | 5 |
| 2024 Key Dates | 6 |
| School Council | 6 |
| Curriculum | 6 |
| School Strategic Plan | 7 |
| Visiting Specialists | 7 |
| Swimming Program | 7 |
| Reports & Interviews | 8 |
| Fees | 8 |
| Commencing Primary School | 8 |
| Physical/Medical/Emotional Needs | 8 |
| Attendance & Sickness | 8 |
| Communication b/w Staff & Families | 9 |
| Medication | 9 |
| Bike Education | 9 |
| School Nurse | 9 |
| Uniform | 9 |
| Lunches | 10 |
| Munch 'n' Crunch | 10 |
| Newsletters | 10 |
| Parents' Club | 10 |
| Student Awards & Recognition | 10 |
| Assembly | 11 |
| Parent Helpers | 11 |
| Outside School Hours Care Program | 11 |
| School Performance | 11 |
| School Bus | 11 |
| Staff – 2023 | 11 |



This booklet provides some general information about Tallygaroopna Primary School and its day to day operations. It also contains information for parents of children starting school, in an effort to make the transition from kindergarten to school as smooth as possible.

General Overview

Tallygaroopna Primary School, with a 2023 enrolment of 76 students, is situated 17 kms north of Shepparton. Students generally come from the township of Tallygaroopna and surrounding farms.

The entire school community works in a caring and supportive environment to promote success as the result of partnership. The philosophy of ***consider the feelings of others at all times*** is strongly endorsed within the school.

Our dedicated and hard-working staff provide a comprehensive curriculum in all learning areas of the Victorian Curriculum.

Teachers specialise in some key learning areas and the curriculum is supported by enrichment programs including:

- Life Education
- MACC (Art) Van
- MARC (Library) Van
- LOTE (Auslan)
- Music
- ICT
- Physical Education
- Sport
- Science
- Bike Education
- Camps and excursions
- Cluster sport and cluster theme days
- Respectful Relationships
- Resilience Project



We are committed to providing the highest quality education for all in an environment that cares for our students, staff and parents. This commitment is demonstrated by encouraging students to:

- reach their full academic, social and physical potential in a fair, positive and consistent environment
- display a commitment to improving their learning outcomes
- develop a sense of self-discipline in their work and their play
- respect the rights of other students, staff and visitors
- develop a good understanding of all key learning areas, particularly literacy and numeracy
- provide equal opportunity for all members of the school community
- develop qualities and life skills such as responsibility, communication, independence, problem solving, team skills and creativity
- prepare themselves for their next stages of learning by building on their strengths and experiences

Our classes are based on the Kagan philosophy where teamwork and cooperation is integral to learning. All classes have individual names and in each class group work is paramount.

Our school is an accredited eSmart School. eSmart aims to make cybersafety a normal part of students' lives by equipping them to use technology in ways that are positive and that protect them from the potential risks. The first major focus of eSmart is to help schools create a cultural norm of smart, safe and responsible use of digital technologies. eSmart is an initiative of The Alannah and Madeline Foundation.



Our school has funding for a Student Welfare Worker who focuses on wellbeing for our whole school community.

Our school values are used to support our students, teachers and parents in becoming positive citizens within their community. These values are:

Inclusion

Respect

Honesty

The full description of our values can be found in our Student Engagement Policy.

Ongoing assessment and reporting of student progress, together with evaluation of the school's programs, are essential components of our school's development. As a team, parents, students and staff set goals for student progress each semester and some students may have Individual Learning Plans as per DET guidelines.

The school buildings, grounds and facilities have been improved extensively over the last few years due to grants from State and Federal governments. Our school has a BER building which has three learning studios (classrooms) and a project space. The school also has a multipurpose room boasting a kitchen and servery, and two additional classrooms, one of which has been set up as a school library/computer lab. The other classroom is a GEM (Gratitude, Empathy & Mindfulness) Space which is a calm room for students during recess breaks. Off-road parking provides a safe entry and exit to the school. The grounds consist of a grassed playing field with a cricket pitch, a basketball court, two separate sets of playing equipment, plus well-shaded and passive recreation areas. Our school was fortunate to receive a Local School's Community grant to build a staged outdoor classroom three years ago and a new shade sail was constructed adjacent to this last year.

Tallygaroopna Primary School maintains a family atmosphere and greatly values the strong parental commitment in all aspects of school life. Parents are encouraged to be a vital link in the overall school's curriculum management. In addition to the committee involvement at School Council and Parents' Club, parents may assist with daily reading, sport and excursions as required.

There is a high level of communication between home and school, for example: information nights, barbeques, student-led conferences, written reports and informal chats. These are but a few of the many communication opportunities utilised within our school. Our school also uses an application called Skool Loop to send instant messages, newsletters and notices to parents and we have a school website which is updated frequently. Classroom teachers regularly communicate with students and families through the use of the Class Dojo application, which is a fantastic classroom management and communication tool.

At Tallygaroopna Primary School, we extend a warm and friendly welcome to new families and students and we endeavour to make each of our students feel important.

Parents are encouraged to discuss any part of their child's progress with staff. Please discuss any concerns with us as soon as they arise so that we can do our best to resolve any issues or provide the necessary support.



School Hours

The bell rings at 8.45am to enter classrooms and school commences at 9.00am. Children should be in attendance before this time, but teacher supervision will not be provided before 8.30am.

Morning Recess 11.00am - 11.55am (*lunch is eaten in class from 11.40am to 11.55am*)
(*inside play options are offered*)

Afternoon Recess 1.25pm – 1.55pm (*snack is eaten in classroom from 1.45pm to 1.55pm*)

Dismissal 3.25pm (3.15pm for students travelling on the first bus)

At times throughout the year, we have a whole school or junior/senior classroom focus on specific areas of the curriculum beginning at 8.45am and concluding at 9.00am each day. These may include activities such as reading or physical activity. The purpose of this is to support students and to give them further opportunities to develop these skills.



Key Dates - 2024

| | |
|---------------|--|
| Term 1 | 29 th January (staff start)/30 th January (students start) to 28 th March |
| Term 2 | 15 th April to 28 th June |
| Term 3 | 15 th July to 20 th September |
| Term 4 | 7 th October to 20 th December |

N.B. Parents of Foundation students: It is recommended that Foundation children miss every Wednesday for February only. Extra days can be negotiated if needed.

On the last day of each term, children are dismissed at 2.25pm.

Pupil free days will be advised closer to those dates (DET directives). We aim to allocate these at school council in the first semester of each school year.

Other holidays: Labour Day, ANZAC Day, King's Birthday and Melbourne Cup Day.

School Council

School Council generally meets twice a term on a Monday (subject to change). Elections are held at the beginning of each school year and must be completed by 31st March.

Current School Councillors are:

K. McPherson (President)
S. Kemp (V. President)
D. Brodie (Executive Officer)
G. Hill
L. McKinnon (Community Rep.)

K. Armstrong (DET)
T. Puetz (DET)
S. Pearce
B. Cook
M. Gentile



Curriculum

Tallygaroopna Primary School provides a thorough education covering all areas of the Victorian Curriculum. As well as placing great emphasis on English and Mathematics, Tallygaroopna Primary provides instruction in the areas of Technologies, Humanities, Physical Education and The Arts. Visiting Specialists teach Library, Music, Physical Education and Art.



Within the school, Tallygaroopna Primary School employs a blend of classroom teachers and specialist teachers. In 2023 we have three classrooms:

Foundation/One/Two
Two/Three/Four
Four/Five/Six

Decisions are made on class structures in Term 4 depending on student numbers.

The mix of classes is determined each year to ensure an equal distribution of numbers of children in each classroom. We are again fortunate to have low student numbers in each class in the early years (F-2) for 2023 and this year all classes were supported with Education Support staff.

Workshop Model – In 2019, we introduced the Workshop Model. The Workshop Model provides students with clear lesson goals and explicit instruction, and encourages them to be active and to take charge of their own learning. Each class runs daily Reader's and Writer's Workshop sessions. We are in the process of embedding the Workshop Model into our Numeracy teaching.

Reading Instruction – We are excited to be aligning our instruction with reading research by implementing evidence-based practices across our school. We utilise a systematic approach when teaching phonics, encourage beginning readers to engage with decodable texts, and support students to develop strong phonemic awareness skills. More information about how reading is taught at Tally PS can be found on our school website.



School Strategic Plan

All schools have a mandate to which they work. Over the last four years our primary goal has been to improve the performance of students in Mathematics and in English along with implementing a whole school Literacy and Numeracy plan. Our current Strategic Plan has a focus on:-

1. Improving learning outcomes in Literacy and Numeracy for all students
2. Improving health and wellbeing across the school

Our attendance record is exemplary which indicates the positivity towards learning at Tallygaroopna Primary School.

Visiting Specialists

Tallygaroopna Primary School caters for students who find it difficult to learn, to socialise or are in need of special student services. These specialists can be referred by parents. Funding is provided from the Mental Health Fund at present. This involves support with Speech Therapy, Occupational Therapy and a Psychologist.

Swimming

Our swimming program is undertaken at Aquamoves, Shepparton, with assistance from qualified instructors. Lessons are held during Term 4.



Reports & Interviews

Written reports are issued at the end of Term 2 and Term 4. Student Led Conferences are held in Term 1 and Term 3. Parents are most welcome to visit the school at any time throughout the year to discuss the progress of their children. Staff can be contacted via Class Dojo to make an appointment. Please contact us if you have a concern, so we can deal with it together.



Parent Payment Arrangements

Tallygaroopna Primary School invite families to make a financial contribution to the school. These Parent Payment Arrangements are reviewed each year at School Council and advised to families no later than six weeks prior to the end of the current school year.

They were set at \$140 per student for 2023. These payments help us to provide programs such as the MACC and MARC Vans, online programs (Mathletics and Essential Assessment), and subsidise student stationery and book costs. Families have also contributed towards the upkeep of the school grounds.

There are various camps, excursions and incursions held throughout the year and these are paid for by families on a pay-as-you-go basis.

Commencing Primary School - General Background

Children spend about five years in their home environment before beginning school. A tremendous amount of **learning** takes place before children come to school, including social, emotional and language development. Language skills are initially developed through communication (talking and listening).

It is vital that all children gain a comprehensive background of language skills. Talk and listen to your child, answer questions if you can, guide them in their play, let them hear stories, poems, songs and nursery rhymes. These kinds of experiences are essential to your child.

Physical/Medical/Emotional Needs

Parents should make sure that teachers are aware of any physical, medical or emotional needs that your child may have.

Attendance & Sickness

1. Please encourage regular attendance and punctuality. This is essential for progress. We value attendance immensely and certificates are handed out each term and semester.
2. Childrens' health is of the utmost importance. A sick child should be kept home if he/she does not feel well enough to work. Sick children could spread infection to others.
3. **If a child is absent, the school must be notified to explain the reason for his/her absence by communicating on Skool Loop. Alternatively, a signed note can be presented.** Unexplained absences are followed up so that we can keep accurate records of attendance.

Communication Between Staff & Families

Staff at Tallygaroopna Primary School value the relationship with families in our school community. Communication is vital and we ask that staff and family members strive to (where possible):

- Only contact each other between the hours of 8.00am – 5.00pm from Monday to Friday
- Only use the following platforms for communication between families and classroom teacher: Class Dojo or email
- Only use the following platforms for communication between families and the school: school phone, school email or Skool Loop.

In case of illness or injury of pupils, it is essential that we make contact with parents/guardians. Please ensure that the school has your **correct home and work phone numbers** and also the details of **another person** to contact who can act on your behalf if you are unavailable. The school office needs to be notified when there are any changes to this information.

Medication

If your child needs to take any form of medication during school hours, the medication should be given to the Office as soon as the child arrives at school along with a signed Medication Authority Form. The **Medication Authority Form** must also be signed by a medical/health practitioner for ongoing medications. However, if parents wish, they may administer any medication themselves.

Bike Education

Each year Tallygaroopna Primary School offers a Bike Education Program. In 2023, this involved students in Grades 3 to 6. Bike Ed teaches children to develop the skills they need to ride safely and independently on roads and paths. The program involves a mix of practical activities conducted off-road (in the school grounds) and on-road (on local roads), together with classroom activities.



School Nurse

Routine examinations are carried out each year on Foundation students. Parents are notified of any problems found, and these are followed up.



Uniform

Girls:

Summer – Green and white checked dress or Bottle green t-shirt & black shorts

Winter – Bottle green/red bomber jacket and black pants

Boys:

Summer – Black shorts and bottle green t-shirt

Winter – Bottle green/red bomber jacket and black pants

A red Grade 6 Graduation shirt is available for grade 6 students.

If out of uniform for any reason, please contact the Principal as we like to instill a sense of pride wearing our uniform.

A wide brimmed hat or a bucket hat is mandatory from mid-August to the end of April.

Red or green beanies can be purchased for winter but are not compulsory.

Appropriate footwear - Footwear suitable for outdoor activities, must be enclosed i.e. runners.

Inappropriate footwear - Thongs or high-heeled shoes .

Bomber jackets and hats are available through the school. An order form is attached. Orders must be accompanied by payment. Polo shirts are available from Quality Teams in Shepparton.

Lunches

Children will be supervised while eating lunch at school from 11.40am until 11.55am. In summer, drink bottles may be stored in the classroom refrigerator. An ice block is encouraged in lunch boxes during the warmer months. We try to minimise waste to landfill and dispose of waste thoughtfully and in an environmentally aware way. We encourage all students to bring waste-wise lunches and snacks to school. Ideas and recipes for school lunches can be found at <https://www.nudefoodday.com.au/resources/>.

Munch 'n' Crunch

The Parents' Club operates a Munch 'n' Crunch lunch a number of times each year to encourage children to eat a wide range of nutritious foods, and to motivate them to try foods they may not have at home. Cost and details are sent home in newsletters.

Newsletters

The newsletter is sent via Skool Loop weekly on a Monday. It is strongly recommended that parents read these to keep up-to-date with school activities and information. All newsletters are available on the school website.

Parents' Club

Meetings are held regularly and are advised through the newsletter. All parents are welcome. The aim of the Parents' Club is to provide extras for our children such as Munch 'n' Crunch lunches, craft activities and fundraise to pay for items that support student learning. Parents' Club members may also play a role as required in tasks like book covering, garden maintenance and other important jobs throughout the school.

Student Awards & Recognition

Student of the Week – As part of celebrating the great work performed by students, each classroom teacher chooses a student to receive this award (certificate and icy pole voucher) each week. These are presented at assembly on Fridays and focus on our school values. They encourage children to develop a stronger sense of wellbeing and to be more resilient, confident and successful.

Sports Award & GEM Award (Gratitude, Empathy & Mindfulness) – These are generally handed out each week.

Terrific Kid Award – These are presented by Kiwanis at the end of each term.

Assembly

Friday afternoon assembly (held at 3pm) is the main assembly for the week and tends to go for 15 to 20 minutes. Information is exchanged between students and staff. Family members are most welcome to attend. Brief assemblies are held on other mornings if required.

Parent Helpers

Tallygaroopna Primary School extends an open invitation to parents wishing to assist with reading, excursions and educational visits as required. To apply for a volunteer's Working With Children card go online at:

www.workingwithchildren.vic.gov.au/home/applications/



Outside School Hours Care Program

An Outside School Hours Care Program is offered five days per week through the school term from 3.25pm to 6pm. On the last day of each term it runs from 2.25pm to 5pm.

School Performance

Every year, all students are encouraged to participate in a whole school performance (i.e. Production, Talent Night). It is held in the Tallygaroopna Memorial Hall and is one of the major highlights of the year.

School Bus

A school bus is available for eligible students. Contact the principal for more details.

Staff – 2023

Principal
Foundation/One/Two
Two/Three/Four
Four/Five/Six

Business Manager
Education Support
Education Support
Education Support
Volunteer
Volunteer
Volunteer
Volunteer

MACC Van
MARC Van
Music Specialist
PE Specialist/Mental Health
& Wellbeing Leader
OSH Coordinator

Mr David Brodie
Miss Hayley McDonald
Miss Tori Puetz
Miss Liss Lothian

Mrs Karen Armstrong
Miss Beck Wayman
Miss Alice Biddle
Mrs Stacey Towers
Mrs Sue Muston
Mr Rob Lothian
Mrs Marie Austin
Ms Melissa Taylor

Mr Clark Pettigrew
Mr Katrina Campbell
Mrs Yuko Sasaki

Mrs Bev Montgomery
Miss Beck Wayman



TALLYGAROPNA PRIMARY SCHOOL NO. 3067



Victoria St, Tallygaropna

Phone 03 58298264

Fax 03 58298244

Uniform Order

Date:.....

Name: Phone:.....

Amount Enclosed: Cash/cheque/EFT

| Item | Size | Cost | Qty/Size | Total |
|---|----------|----------------|----------|--------|
| Fleecy full contrast bomber jacket with logo Style 266 | 4-14 | \$44.00 | | |
| | Sml-XL | \$49.00 | | |
| Slouch hat Style 514 or Bucket hat | Sml-XLge | \$15.00 | | |
| | | Sub-Total | | |
| | | Freight Charge | | \$1.00 |
| | | Total Due | | |

Office Use Only

Goods Ordered (if applicable):..... Goods Collected:.....