



Welcome to Exford PS!

2016 Enrolments (for Prep and at other year levels)



Enrolment Process: There will be 4 Open Afternoon Enrolment tours available on - once we have received your completed enrolment form/s, your child / children have a place with us for the start of the new school year. We also need a copy of the child's birth certificate and immunisation certificate.

Students must live within our enrolment zone as determined by the Department of Education and Training (DET) and in accordance with our Enrolment Policy.

Transition Program: During Term 4, your child / children will be invited to attend a number of Transition visits where they will join other children due to begin school. Children at year levels other than Prep, will join in with a class of same age / year level children to support them to make friendships and to feel at home at Exford. Parent information sessions are also available whilst the children are visiting. We will start off with some play sessions at the end of Term 3 and the start of Term 4.

This booklet is a summary of information about our school.

Our Philosophy:



Exford PS is a semi-rural school on the outskirts of Melton Shire and we currently have 384 students across 16 classes. Established in 1902, Exford Primary School has always been a small school in a semi-rural setting. Exford PS is very well known for its academic standards and its protective practices for nurturing students' personal development. Since 2012, the enrolments have increased rapidly, with the school numbers more than tripling: 2008 enrolments were 93 students compared with the 2015 enrolments at 384 students. We have strong community involvement, with students, parents and staff alike being very committed to being at Exford. Some of our students travel from the wider

Melton area: the majority of our families come from the local Exford, Eynesbury, Waterford and Strathtulloh areas. Since May 2013, our school can accept enrolments only from our local neighbourhood area.

Our school setting is very attractive and we practice environmental sustainability daily: our gardens are planted and cared for by our students and with strong community commitment to caring for our school environment. We are totally dependent on rain tank water and we operate our own treatment plants, the by-products are then recycled into the gardens, keeping us green all year round and providing a lovely setting for our children and our community.

When asked, our parent community identify the strong emphasis on not only academic achievement, but also on courtesy, values, student resilience and personal / interpersonal learning fostered by our programs as being important reasons for selecting Exford as the school for their children.

Our approach at EPS is to have the smallest teacher:student ratio we can afford. This supports us to be able to focus on the whole child - providing for our children from an academic point of view, and also a social-emotional one. We focus on the whole child and get to know their learning needs - this is a whole school focus and each child is the responsibility of the whole staff (not just the classroom teacher).



When we plan our school design each year, the small teacher:student ratio is the first building block of our organisation. Given the different sizes of our year level cohorts, the next step is to have the ability for teams of classes - this helps with sharing activities, teacher planning and resources. We use more of our Student Resource Package on the important teacher:student ratio, making us more dependent on fundraising to still be able to afford all the resources our children require - and our wonderful families support us in this

way. We feel that we have the best of both worlds!

Our staff are a very professional and stable group who feel that their work is enhanced by the school approach: it is very satisfying professionally to be able to achieve what we do with our students. Our staff describe their ability to focus on children's learning individually and within the class group as being far greater due to having smaller class groups. We also place real value on the protective element of our whole staff sharing in the responsibility our children.

We have a whole school focus on everyone demonstrating courteous manners and positive behaviour - our whole community values and support this with our students.

Our Classrooms and class programs:

- In 2015, we have 16 classes - Our Prep classes began with 20-22 students and our Year 1-4 students began with 23 students on average.
- 3 hours a day (at least) is devoted to Literacy and Numeracy - critical foundational learning for students Prep - Year 6
- Spacious, light and bright classrooms which reflect the children
 - Class displays - colourful classrooms
 - Room for individual table places, floor learning spaces, play space, classroom Library, bag spaces
 - Interactive whiteboards / Apple TVs, iPads and classroom computers in each classroom
 - Reverse cycle heating and cooling
 - Phone / intercom in each classroom



Our Specialist Programs

- The Arts - Visual and Performing Specialist program in our new dedicated Arts room
- eLearning - focus on using technology in learning by our classroom teachers in our classrooms and our eLearning room (class set of computers) to complement the classroom use of eLearning
 - Safe internet zone
 - Cyber-safety programs
 - eLearning room available at lunch time under teacher supervision
 - eLearning and Internet Use Policy and code of practice for students
- Library - taken by our classroom teachers - they bring their classes to the Library several times per week
 - Library is available for student use every lunch time under teacher supervision
- Language Other than English - Australian Sign Language - taken by our specialist teacher
- Physical Education - taken by our specialist teacher
 - Starting in 2013, we have a visiting Gymnastics program for all children during Term 1
 - Melton Primary School Sports Association - Interschool sports, Athletics and Swimming Carnivals, Soccer and Rugby Clinics and Cross Country events
 - Exford Sports Days
- Instrumental Music Program - Performing Arts Headquarters (Bacchus Marsh) come and take lessons at our school - Guitar, Violin, Keyboard, Drums and singing lessons (Individual or shared lessons) and a lunch time Choir program.
- Reading Recovery program - accelerative program for students in Year 1 who need additional support in their Literacy learning
- Speech Pathologist - school employs a Speech Pathologist 1 days per week - individual student support, as well as designing Language Support programs for staff to follow

Student Engagement and Wellbeing



- Our approach is that it takes a village to raise a child - that each adult is responsible for all children
- Knowledge of all of our children - academic, socially and emotionally
- Build links and relationships between the students - we don't need a formal Buddies program, as we build it into all our programs
- Strong emphasis on positive reinforcement - manners, behaviour, kindness towards others
- Raffle ticket system - rewarding student when we catch them in the act of being great Exford citizens - the value is in the reinforcement message from the adult - e.g. *"I really liked your thoughtfulness - you saw Mrs A had her hands full and you thought to open the door for her. I'm really proud of you, I'm going to put a raffle ticket in for you"* - we then have a weekly draw of all collected Raffle tickets at our Friday Sharing Assembly
- Students of the Week certificates are awarded at our Friday Sharing Assembly and the children's photos are on display for the next week



- Class positive reinforcement incentives - stickers, Happy Notes, Sunshine calls
- Support and modelling for children to develop resilience and relationship skills
- Zero tolerance for bullying behaviours - knowledge of our children and ability to observe when something is not right for them - close observation of play patterns and knowledge of children's friendship groups
- Student Leadership
 - School and Vice School Captains at Year 6
 - Junior School Council - 2 children from each class
- Caring for our kids
 - At least 4 staff on Yard Duty during the school recesses
 - 2 staff on before school YD and 4 staff on after school YD
 - Whole staff trained in Paediatric first Aid, Asthma and Anaphylaxis management
 - Level 2 First Aiders
 - First aid roster - courtesy call / note sent home if children attend Sick Bay
- Extensive Camps program
 - Prep and Year 1 'Dinner & a Show' at school
 - 2 day (1 night) Year 2 Camp
 - 3 day (2 night) Year 3-4 Camp
 - 3 day (2 night) Year 5-6 Camp
- Excursions for all children - linked with our Integrated Curriculum
- Incursions and visiting performers
- OSH Club - Before and After School Care - 6:45 - 8:50 am and 3:30 - 6 pm



Parent / Community involvement

- Classroom Helpers (Working with Children Checks) welcome in our classrooms
 - Training programs available
- Canteen - weekly roster for Wednesdays and Fridays
- Fundraising - Bunnings and Masters BBQs, school activities (e.g. Tony's Pies), activities which involve the children (e.g. Walkathon, Loud Shirt Day)
 - Recent Fundraising successes - 2 new playgrounds, Interactive whiteboards, AC units for the Gallery, sun blinds for our new classrooms, Apple TVs, iPads, Laptops
 - 2015-16 Goal - iPads and Apple TVs for our classrooms
- Helping us to make resources for the classrooms / Library - covering books
- Grounds work and Working bees - e.g. on our Grounds / whenever we have a big job to do / mowing
- Families welcome at all Assemblies (Monday mornings and our Sharing Assembly on Friday afternoons)
- Families welcome to stay and play at the end of the day

Transition Program

- The purpose of our Transition Program is to have multiple opportunities for the children to visit and make friends, to develop a connection to the school and to feel safe and relaxed
- We provide Parent Information sessions at the same time
 - Starting school
 - Uniforms and book packs
 - Helping your child at home and at school
- Final visit - our aim to have all the children spend time with next year's teacher and class
- Prep teachers send letter home during Christmas holidays