



# Exford Primary School

Where Children Count

[www.exfordps.vic.edu.au](http://www.exfordps.vic.edu.au)

[exford.ps@edumail.vic.gov.au](mailto:exford.ps@edumail.vic.gov.au)

Welcome to  
Exford Primary School



***Welcome to Exford Primary School.  
Thank you for choosing our school for your child or children.***

We look forward to a long and happy partnership with you. At Exford, our philosophy is that the children are central to all our thinking and decision making, and with a caring and protective circle of adults (staff and parents) around them, our children thrive, academically and emotionally.

We encourage you to speak with your child's classroom teacher or with our Leadership Team if you have any concerns or worries - so that we can, together, look after your child at school.

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***Our approach to teaching and learning - Every child, Every lesson, Every day:***

- Our approach at Exford is to have the smallest class sizes we can afford from Prep to Year 6 to enable the teachers to really focus on each child on an individual level: understanding each child's academic learning needs and also their social-emotional strengths and needs.
- Our teachers use their knowledge of the children's individual learning needs to plan their teaching and learning strategies and activities - teaching is based on what each child needs.
- We will have 3 Prep (Foundation) classes in 2016, with our Prep staff to be confirmed later in the year.
- The children spend most of the school day with their classroom teachers and will also spend time with the specialist program teachers - Physical Education, the Arts and Language Other Than English (LOTE) which is Auslan. Science, Library and eLearning (use of technology in their learning) are part of the class program.
- We place great emphasis on everyone at Exford, students, staff and our community, treating everyone else with courtesy and respect and we have high expectations in relation to behaviour and how we respond to different situations. We help the children to develop social and communication skills which help them to deal with a range of situations they will encounter.

*At Exford, these qualities are really important:*

*Caring*

*Respect*

*Honesty*

*Team Work*

*Personal Best*

*... and it's up to all of us to show them every day!*

***The focus of our Prep Transition Program:***

Our four Transition Program visits are designed to provide enough time and experience for the children to feel happy and safe in their new school, to make friends with other children and to get to know our staff. We use the time when the children are in class to provide Information sessions for our families.

- Visit 1 - Tuesday 10 November - The 'nuts and bolts' of starting school
- Visit 2 - Tuesday 17 November - The classroom programs and 'How you can help your child at home' and Renee from Melton Council with information about healthy lunch boxes.
- Visit 3 - Tuesday 1 December - 'Developing Language & Early Literacy' with Hazel, our Speech Pathologist (for Prep parents)
- Visit 4 - Tuesday 8 December - We encourage parents to leave the school and return for pick up time

## School Dates for 2016

<b>2016 Term Dates</b> <ul style="list-style-type: none"> <li>Term 1: 27 January (school teachers start) to 24 March</li> <li>Term 2: 11 April to 24 June</li> <li>Term 3: 11 July to 16 September</li> <li>Term 4: 3 October to Tuesday 20 December</li> </ul>	<b>2016 Professional Learning Days (Student-free days)</b> <ul style="list-style-type: none"> <li>No 1 - Wednesday 27 January 2016 - Staff to begin</li> <li>No 2 - Monday 11 April (attached to end of Term 1 school holidays)</li> <li>No 3 - Tuesday 26 April (after ANZAC Day Public Holiday)</li> <li>No 4 - Monday 11 July (attached to end of Term 2 holidays)</li> </ul>
Term 1	<ul style="list-style-type: none"> <li>Wednesday 27 January - Pupil Free Day No 1 - Staff begin</li> <li>Thursday 28 January - Term 1 starts               <ul style="list-style-type: none"> <li>Our Year 1- 6 students - begin at 9 am (8:50 am morning music plays)</li> <li>Our Prep children begin at 10 am - 2:30 pm for Thursday 28 January</li> <li>(We start at 10 am on Day 1 so that all the other children and families are settled so it is not so busy for the first day and also to accommodate extra family members in the car park!)</li> </ul> </li> <li>Friday 29 January - Prep children - 9 am - 1:30 pm</li> <li>Monday 1 February and for the month of February - Preps attend full days (9 am - 3:30 pm - with children entering the classrooms at 8:50 am               <ul style="list-style-type: none"> <li>February - attend on Mondays, Tuesdays, Thursdays and Fridays</li> <li>For the month of February - Preps do not attend on Wednesdays (except by appointment to do the English and Numeracy learning tasks that we do at the start of the year.</li> </ul> </li> <li>Whole school Exford Family BBQ evening and class info sessions - Week 2 or 3 - date TBC</li> <li>From Monday 29 February - Prep children come from Monday to Friday 9 (8:50 ) am - 3:30 pm</li> <li>Friday 5 March - Prep children are presented at our Sharing Assembly on Friday afternoon (3 pm Assembly on Friday afternoon)</li> <li>Monday 14 March - Labour Day Public Holiday</li> <li>End Term 1 - Thursday 24 March - Assembly at 2:15 pm and Dismissal at 2:30 pm</li> </ul>
Term 2	<ul style="list-style-type: none"> <li>Term 2 begins for our students - Tuesday 14 April</li> <li>Monday 13 June - Queen's Birthday Public Holiday</li> <li>End Term 2 - Friday 24 June - Assembly at 2:15 pm and Dismissal at 2:30 pm</li> </ul>
Term 3	<ul style="list-style-type: none"> <li>Tuesday 12 July - Term 3 starts for our students</li> <li>End Term 3 - Friday 16 September - Assembly at 2:15 pm and Dismissal at 2:30 pm</li> </ul>
Term 4	<ul style="list-style-type: none"> <li>Monday 5 October - Term 4 starts for our students</li> <li>Tuesday 3 November Public Holiday</li> <li>End Term 4 - Tuesday 20 December - Assembly at 1:15 pm and Dismissal at 1:30 pm (TBC)</li> </ul>

### Our School Day

- Our school day is 9 am - 3:30 pm, with the children coming into their classrooms at 8:50 am to change their Take Home books and to get settled for the morning so that learning time starts promptly at 9 am.
  - Punctuality is important for your child and also for the other children (in terms of limited interruptions to the class)
- Recess - 11 - 11:30 am
- Lunch - 1:30 - 2:30 pm - the children eat their lunch inside, with leftover food being sent home
  - Lunch time clubs (Dance, Gardening, board games, Lego, Yoga, Library, computers)
- There are staff on Yard Duty before and after school, at recess and lunch times and also in the Sick Bay.
- At the end of the school day
  - Children who are in Year 2 and younger need to be in the company of an adult or an older sibling when leaving the school - YD gate teachers will stop little ones and ask them to wait for their grown up
  - Children catching the Eynesbury bus are checked on / off
- If someone else other than you or an emergency contact on your list is collecting your child from school, please let us know in advance.

## **School Uniform**

- School Uniform is compulsory for all children at our school
- There is a range of clothing options for children to wear
- Please label **all** clothing - we recommend writing your child's name and surname (in large writing in black text or permanent marker) on the inside of the collars rather than writing on the little tags
  - See 'Stuck on You' labels fundraiser that we are connected with
- Uniform items purchased elsewhere must not vary from the uniform colours or styles of the Uniform Shop purchased ones.
- Shoes need to be runners or leather school shoes /ankle length boots (as per our Uniform Policy) - no slip on shoes, half or full length boots, or open toed shoes.

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## **Today's Focus - Helpful Hints for Starting School at Exford**

If you have any questions or queries, our Parent Handbook (that you were given when enrolling your child) has a wealth of information in it. Additional copies can be downloaded from the website ([www.exfordps.vic.edu.au](http://www.exfordps.vic.edu.au)).

Ms Lesley Bennett, Mrs Kerry Kun and Mrs Kerrie Kelly manage our School Office and together we will be working with you throughout the course of your child's education at Exford PS. We know there is a lot of information to take in during Transition, so having a paper copy to take away will be helpful, we hope. Alternatively you're welcome to give Lesley, Kerry, Kerrie, Adam (our Assistant Principal) or Lisa a call or email the school at [exford.ps@edumail.vic.gov.au](mailto:exford.ps@edumail.vic.gov.au) so that we can help.

### **Summary of items for your attention**

- Immunisation Certificate / Birth Certificate (these must be provided **before** your child can begin school - we cannot enter your child's enrolment on the system without these documents
  - Year 1-6 students transferring from other state schools, these will be sent to us from their school
- Consent to Release Information Form
- Newsletter and Tiq Biz - delivered by email - please sign up to Tiq Biz (see later in this handout)
- Schedule of School Expenses: A summary list of approximate educational costs for 2016
- Office / Administration Procedures: Payment by Eftpos, cash and cheque.
  
- **Uniform Sessions**
  - Uniform Sessions - please contact our Office for a time.
  - Cash / Cheque and Eftpos are the preferred payment options.
  
- **Immunisation Certificate / Birth Certificate**
  - Have you given us a copy of both of these? Did you bring them today? If so, please ask one of our staff members to take a copy for you to leave at the office. Or could you bring a copy for us next visit? We need to have a copy for our records as per the Department of Education's legal requirements.
  
- **Consent to Release Information Form**
  - For students who are transferring from another school and Preps for 2015 - we would like to know a little bit about your previous schooling. A Consent to Release Information Form, if not included in today's envelope, is available from Lisa.
  
- **Language / Cognitive / Hearing Assessments**
  - If your child has been seen by a specialist, we would like a copy of the assessment to see the classroom recommendations. Please provide us with a copy and let us know that you need a permission form for our Speech Pathologist, Hazel Lekkas, to become involved at the school level.
  
- **English & Numeracy On line Interviews** (by Prep Classroom Teacher)
  - As part of the Department of Education requirements, each child will do assessment with their Classroom Teacher. This will be undertaken in February (actual dates to be confirmed). An appointment sheet for Prep students will be available on the first day of school for you to make a Wednesday appointment for your child during February to work with the class teacher individually.

- **Transition Schedule**

- The Transition visits are as follows:

Date	Visit	Students	Transition time
Tuesday 10 November 2015	Transition Visit 1:	2015 Preps	9:15 am - 10:30 am (9:00 am arrival and playground time - into classrooms at 9:15 am) 9:30 - 10:30 am - Parent Info Session No 1 in the Gallery
Tuesday 17 November 2015	Transition Visit 2:	2015 Preps	9:15 am - 10:30 am (9:00 am arrival and playground time - into classrooms at 9:15 am) 9:30 - 10:30 am - Parent Info Session No 2 in the Gallery
Tuesday 1 December 2015	Transition Visit 3:	2015 Year 1 - 6 students	9 am - 3:30 pm (8:30 am arrival and playground time - into classrooms at 8:50 am) 9:10 - 10:10 am - Parent Information Session - Starting school at Exford PS
		2015 Preps	9:15 am - 10:30 am (9:00 am arrival and playground time - into classrooms at 9:15 am) 9:30 - 10:30 am - Parent Info Session No 3 in the Gallery
Tuesday 8 December 2015	Transition Visit 4:	2015 Year 1 - 6 students	9 am - 3:30 pm (8:30 am arrival and playground time - into classrooms at 8:50 am)
		2015 Preps	9:30 am - 12:30 pm 9:15 am arrival and playground time - into classrooms at 9:30 am - we then encourage you to leave and go and have a cuppa somewhere and then return - this is important for kids to know you will leave them with us, but will always return!!  Our goal is to have the 2015 Prep children with their 2015 teacher on this last visit.
Tuesday 15 December 2015	Optional visit	Year 1-6 students only	9 am - 3:30 pm (8:30 am arrival and playground time - into classrooms at 8:50 am)  Meet the 2016 Teacher and class activity  Children can stay for the day, the morning (9 - 11 am) or till lunchtime - whichever is the most convenient arrangement for your family.

### TiqBiz

Have you registered for our school app, *TiqBiz*? We use it to send out our newsletter each fortnight and also to send out any updates or reminders. We have included an instruction page for you. Our website also provides a lot of regular news / newsletters for all of our current families and prospective families. So please continue to look around [www.exfordps.vic.edu.au](http://www.exfordps.vic.edu.au).

## Office / Administration Procedures: Payment by cash / cheque and Eftpos

At all times money (cash/cheque) given in at the Office must:

- Be in a clearly named envelope (or plastic bag with permission note / order)
- Be signed in at the Office through our Drop Box Register
- Handed to a member of staff who countersigns the Drop Box Register before placing the envelope in our secure Drop Box.

## Information to come: December 2015

Information to be included will cover:

- Classroom Teacher information for the Preps
- Invitation to our annual 'Meet your new teacher and class mates' session on Tuesday 16 December (for our Year 1- 6 children).
- Letter in the mail for the Prep children (shhh, it's a secret!)

## Schedule of School Expenses:

### Schedule of School Expenses: A summary list of approximate costs for 2016.

Please note that this list is not inclusive of all items, that there are approximate costs per student or what was invoiced in 2016 and that while the items at the top of the list are applicable to all, some items (Camps, Sports) are applicable for only certain year levels. Included are also a number of 'Optional Items' that also include Fundraising items that either occurred in 2015 or are planned for 2016. These items are optional, however, we would like to give you a true and approximate costing to assist with your personal budgeting.

When making payments to the Office, part payments and future deposits are welcome at any time. If you think that there may be a difficulty in making a payment deadline, please contact the office PRIOR to the deadline occurring so that together we can make a financial commitment plan.

### Making Payments

Parents have the option of making all payments by cash, cheque or Eftpos.

We will have 3 Payment days at the start of the school year:

- Day 1 - Wednesday 27 January 2016 - 9:30 am - 3:30 pm
- Day 2 - Thursday 28 January 2016 - 9:30 am - 2:30 pm
- Day 3 - Friday 29 January 2016 - 9:30 am - 2:30 pm

The **Student Book Pack** covers the stationery and consumable items for your child and this is a compulsory cost, as per the Department of Education and Training's Parent Payment Policy. The school provides the children with all their materials (that way we all have the same sized books, lines, pencils etc and also any items requiring Chemical Data sheets are uniform with DET's OHS practices), with an initial set sent home in Week 1 for naming and labelling.

Actual monetary requests and printed invoices will be issued with deadline dates as each event comes about. At all times we recognise that we have a range of family circumstances, with some families being paid weekly, fortnightly and monthly.

We endeavour to give a minimum of 3-4 weeks' notice of any money deadline and alternative payment plans can be discussed on an individual case. Payments may be made by cash / cheque / Eftpos.  
(24 hours / 7 days a week access)

<b>Essential</b> Items per student	Total cost
<b>Student Book Pack</b> This is a <u>compulsory</u> cost for each student and provides the individual and shared materials for each child throughout the 2015 school year.	\$140.00 approx
<b>Reading Eggs</b> - Online program for school & home - for our Year Prep-2 students (family subscription is \$300+) (24 hours / 7 days a week access)	\$24.00
<b>Mathletics</b> (Online program for school & home - subsidised by DEECD) (24 hours / 7 days a week access)	\$13.00 (price now confirmed)

<b>Optional (but strongly recommended per student)</b> These activities are <b>supplementary</b> to the standard curriculum and provide enrichment /extension activities and experiences for the students		Date of event
Gymnastics Program Term 1 (1 lesson per 8 week program)	\$38	
Interschool Sports Program (Years 5-6)	\$15.00	Throughout the year
Annual Whole School Excursion to GSODA Geelong for live theatre performance (approx. cost)	\$25.00 (TBC)	
Potential Excursions (Terms 2 & 3 @ \$25 - \$30 approx per excursion)	\$60.00	Term 2 & 3
Year Preps only Yoga Bugs 10 week program (2014 cost was \$28)	\$28	Term 3
Incursions (visiting performance to Exford) (Terms 2 & 3 @ \$5 per incursion)	\$10.00	Term 2 & 3
Potential visiting specialist programs	\$15	Term 2 & 3

### Exford Camps Program - Your child would attend only one of these

Items per student	Total cost	Instalments due	Date of event
Prep Exford Camp & Dinner (approximate cost)	\$15.00		Due end of Term 3
Year 1 Exford Camp & Dinner	\$15.00		Balance due end Term 3
Year 2 Camp (approximate cost)	\$120.00	\$50.00 \$70.00	Deposit due end Term 1 Balance due end Term 3
Year 3/4 Camp (approximate cost)	\$220.00	\$50.00 \$170.00	Deposit due end Term 1 Balance due end Term 3
Year 5/6 Camp (approximate cost)	\$220.00	\$50.00 \$170.00	Deposit due end Term 1 Balance due end Term 3

### Additional Extras

Items per student	Total cost	Instalments due	Date of event
Canteen (Mondays, Wednesdays and Fridays )	Weekly cost - depending on order		
School photos	\$30.00		
Fundraising events across the year - for example (the FR \$ pay for the lease for the iPads in our classrooms)	<ul style="list-style-type: none"> <li>• Easter Raffle</li> <li>• Cookie Dough</li> <li>• Portrait Photography</li> </ul>	<ul style="list-style-type: none"> <li>• Walkathon</li> <li>• Christmas BBQ and Raffle</li> </ul>	
Mother's Day	\$5.00		A community service - not a fundraiser
Father's Day	\$5.00		
Year 6 commemorative jacket (approx.)	\$60.00	\$30.00 \$30.00	Deposit February Balance April
Book Fairs (2 x per year)	As per family purchases		
Scholastic Book Club (monthly)	As per family orders		

I hope you enjoy your time with us at Exford Primary School.

*Lisa Campo*

Lisa Campo  
Principal

# 2015 School Uniform Order (subject to price increases)

	Uniform Item	Description	Sizes	Price
<b>GIRLS</b>	Summer Dress	A-line with front buttons	4, 6, 8	\$41
			10, 12, 14	\$45
			16	\$49
	Skorts (Girls)	Navy	4 - 18	\$23
	WINTER PANTS	Navy Polyester, Girls Bootleg	4 - 14	\$30
	Winter Skirt	Navy	12G,14G	\$48
10-14L			\$53	
Winter Tunic	Navy	4 - 10	\$46	
<b>BOYS and GIRLS</b>	T-Shirt	Sky, w/ Navy Print	4 - 14	\$21
	POLO (Short Sleeve)	Sky, w/ Navy Print	4 - 14	\$26
	POLO (Long Sleeve)	Sky, w/ Navy Print	4,6,8,10,12,14	\$28
	Windcheater	Royal w/White Print	4 - 14	\$29
			S, M, L	\$32
	Bomber Jacket	Navy w/ White Print	4 - 14	\$39
			S, M, L	\$43
	Hooded Windcheater	Royal (Royal insert)	4 - 14	\$40
			S, M	\$46
	Shorts (Unisex)	Navy Cotton (Rugby)	4 - 14	\$20
TRACKPANTS	Navy Fleece, Double Knee, rib cuff at ankle	4 - 14	\$28	
		S, M	\$30	
WINTER PANTS	Navy Fleece, Straight Leg	4 - 14	\$28	
		S, M	\$30	
<b>EXTRAS</b>	Book Box	(First one free)	Replacement	\$6.50
	Library Bag			\$12
	Slouch Hat	Royal w/ White Logo	S, M, L, XL	\$13
	Beanies	Plain Navy	One-size fits most	\$8
		Polar fleece Royal	One-size fits most	\$8
	Scarf	Polar fleece Royal	One-size	\$12
	Art Smock <small>(See Office to select design)</small>	Patterned front, with plain sleeves	S, M, L,	\$29
	School Bag	Navy w/ White Print	One size	\$35
Flock Logos	Navy / White	One size	\$2.50	

**Orders must be paid in full prior to collections.**



## Exford PS Uniform

Dear Parents,

As you know, we have a lovely school uniform that is practical, attractive and relatively easy to keep clean (depending on lunch time activities!). Our Uniform can be purchased through the Office or items purchased elsewhere and an iron-on logo is applied.

A reminder, however, that all items purchased elsewhere need to be identical in colour, fabric and style. I enclose close up photos of each of our uniform items.



Our royal blue school hat must be this size, colour and must have the white logo on the front.



The sky-blue polo shirt is available in both short and long sleeves. Long sleeved tops cannot be worn under the short sleeved polos. There is also a plain sky-blue round neck short-sleeved t-shirt available to order. The polo or tee shirts need a navy blue logo.



The royal blue windcheater has a white logo.



The royal blue hooded windcheater has a white logo.



The navy blue bomber jacket has a white logo.



Our school dress and navy blue pinafore - navy or white coloured stockings can be worn with the school dress or the pinafore, but leggings cannot be worn.



The navy blue track pants is also available in straight leg by order.



The navy blue boot-leg pants for girls.



The navy blue skorts are another option for the girls (not netball skirts).

Shorts, cargo shorts / pants can also be worn but must be plain navy, without any decals, stripes etc.

A reminder that only leather school shoes, ankle boots or runners can be worn to school. Sandals, mid-calf / long boots or slip on shoes are not safe or supportive footwear for active kids.

We have had this information in the Newsletter and also in our Transition information for families to see. A copy of our Uniform Policy is also on our website if you would like more detail. Only items which match our official Uniform can be worn.

**Please support our Exford students to wear our Uniform with pride.**

## Using Tiq Biz - Exford's school app!!

Please come and see us if you need help with setting your Tiq Biz up.

We're using an app  
to communicate  
with you.

You'll be notified of our news, messages,  
events and other communications.

Simply download the tiqbiz app  
to your phone or tablet.

**Search in your app store: tiqbiz**



Android Device



iPad & iPhone



Windows Phone  
(Version 8.0 and above)

**IMPORTANT NOTE TO APPLE USERS:**

Click 'allow' notifications when asked.

Don't have a smartphone or tablet?

Download tiqbiz on your PC or Mac at [www.tiqbiz.com](http://www.tiqbiz.com)

To make a selection, follow the steps on the next page



[www.tiqbiz.com](http://www.tiqbiz.com)

## Find and tick



### Log-in

Open tiqbiz and register/log-in.



### Find

Click the 'Find Boxes' and type our name into  
the search bar. Select us from the results.



### Tick

Click the grey tick on the boxes that apply to you.  
When the tick turns green, you're connected.



### Inbox

Click on the Inbox icon.  
This is where you will receive our instant messages,  
newsletters, notices and calendar events.

Technical Support 9am-5pm Mon-Fri (AEST)

VIC (03) 9800 1489 | SA (08) 8121 5651

NSW (02) 8091 6828 | WA (08) 9467 5780

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