

Parent Handbook



A Message from our Principal, Mrs Honeysett

Dear Parents,

It is my pleasure to warmly welcome you to Upwey Primary School. Our school is an integral part of the Upwey community and it is our philosophy to work in partnership with you to foster and promote the academic, social and personal development of your child in a happy, secure and stimulating environment. We are a Tribes Community that upholds our school values of Respect, Personal Best, Integrity, Resilience and Kindness.

We are very proud of our teaching and learning programs due to the high achievements of our students and the high regard in which the school is held. We offer a range of excellent programs, with a strong emphasis on the core subjects of English and Mathematics. We also provide well-developed and implemented programs covering:

Within our Classroom Programs	In addition to our Classroom Programs
English	STEM (Science, Technology, Engineering and Mathematics)
Mathematics	Health and Physical Education
The Humanities (Civics and Citizenship, Economics and Business, History and Geography)	Visual Arts
Technologies (Design and Technologies and Digital Technologies)	Japanese (Language and Culture)
	Performing Arts (Music, Dance and Drama)

The focus on the development of the whole child includes identifying and meeting the individual needs of each student, and providing both remedial and extension support activities as required. The opportunity and encouragement for our students to participate in national academic competitions (University of NSW—ICAS International Competitions) are further examples of the emphasis which is placed on enabling all students to reach their full potential.

Our school has 130 enrolments in 2024. We establish a personal and responsive relationship with our students and their families. This Handbook contains details of our school organisation. It is a handy reference when questions arise about everyday organisational matters.

Our parents and community are an essential part of our school. Parents are welcome to participate in all facets of school life and we value the support, expertise and skills that our community provides.

I encourage you to explore our school website and I look forward to welcoming you and your family as members of the Upwey Primary School learning community. School tours are held at request and can be organised by calling our office on (03) 9754 2369.

Warm regards,
Rebecca Honeysett
Principal

Upwey Primary School Administration

**Address**

15 Darling Avenue
Upwey VIC 3158

Telephone: 9754 2369**E-mail:** upwey.ps@education.vic.gov.au**Website:** <http://www.upweyyps.vic.edu.au>

Principal

Mrs Rebecca Honeysett

Business manager

Miss Rosie Vescio

School hours

9:00 am – 3:30 pm

Morning Recess

11:00am – 11:30am

Lunch Recess

1:10pm – 2:00 pm

School Houses:

Bogong (Blue)**Corella (Red)****Lowan (Yellow)****Moonah (Green)**

School Council President

Mrs Emmy Finlayson

Term Dates:

	Term One	Term Two	Term Three	Term Four
2024	29th Jan- 28th Mar	15th Apr- 28th June	15th Jul- 20 Sept	7th Oct-20th Dec
2025	28th Jan- 4th Apr	22nd Apr- 4th July	21st July- 19th Sept	6th Oct- 19th Dec

Meet our team



Rebecca Honeysett, Principal



Rosie Vescio, Business Manager



*Nadja Wood, Assistant Principal
Year 5/6 Classroom Teacher*



Kristy Bush, Year 1/2 Classroom Teacher



Molly Graham 1/2 Classroom Teacher



Samantha Marr, 3/4 Classroom Teacher



Brooke Freeman, Year 3/4 Classroom Teacher



Sally Dawson, Year 5/6 Teacher & Performing Arts



Judith Liddell, Foundation Teacher



Sarah Thompson, School Chaplain



Maddy Sepsakos, Japanese Teacher



Naomi Hobbs, STEM Teacher



Andi Kittridge, Art and PE Teacher



Carol Blewitt, Tutor



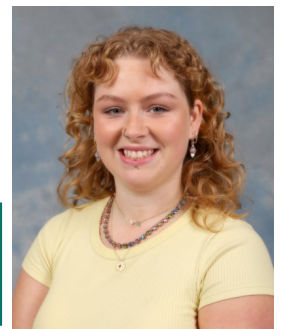
Kim Munn, Education Support



*Sandra Hartley, Education Support and Their Care
OSHC Coordinator*



Ryan Fairchild, Education Support



Lily Hartley, Education Support.

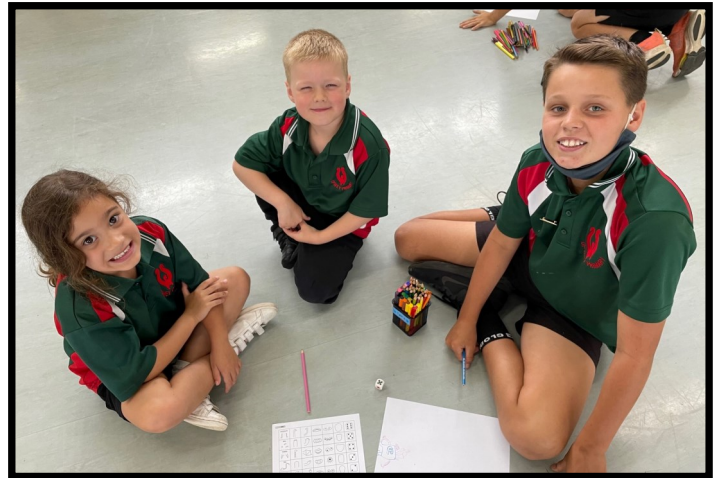


Jenny Mathews, Library Technician

Philosophy

It is the expectation of the Upwey Primary School community that children who attend this school, will have experiences which will equip them to:

- reach their academic and cognitive potential
- participate effectively in the life of a multicultural society
- live as a fulfilled and well adjusted adult and contribute positively to the development and life of their own community



The School's Mission is: **"To create reflective and independent learners for life through a learning community that provides a challenging and secure environment responsive to individual learning needs."** We aim to achieve our Mission by developing a partnership with our families and the wider community to inspire and support all students to become self-motivated life-long learners, within a caring and friendly environment, guiding our students to become responsible, socially considerate and engaged individuals.

To achieve our objectives, Upwey Primary School is organised to allow each student access to a broadly based curriculum encompassing the Victorian Curriculum areas of English, Mathematics, Science, Health & Physical Education, Languages, Humanities & Social Sciences, The Arts and Technologies. An expected consequence of this engagement will be the development of a sense of fulfilment and enjoyment in learning. It is also expected that all students will develop effective social skills through the experience of dealing and interacting with their peers, teachers and students of different ages. School camps and excursions are regarded as an important means of achieving these goals.



Upwey Primary School is a Tribes Learning Community underpinned by our 5 Agreements and encouragement for excellence in all students in academic, artistic, social, emotional and physical pursuits.

Children are part of the Learning Community and are encouraged to develop values and skills for life-long learning. It is expected that self-discipline and a sense of responsibility will grow from firm, well understood rules and consequences which are consistently applied by teachers and parents.

We believe that the process of transition from one educational organisation to another (eg. Preschool to primary school, or primary to secondary school) is assisted and promoted by close liaison, collective planning and the provision of sequential curriculum experiences. Our close proximity to Upwey High School and the high level of co-operation which exists between us, provides many benefits to our students including those who will eventually attend other secondary schools.



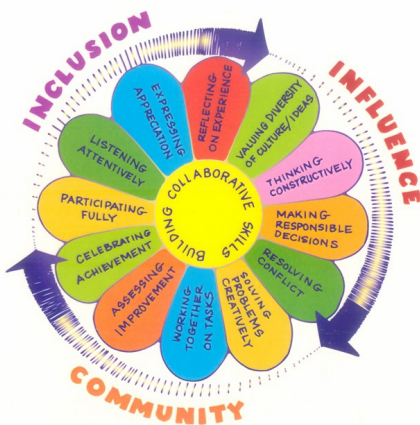
Our school is reliant upon and keen to support and contribute to the local community. For this reason, we invite and encourage direct involvement by community members in the operation of the school. We also seek to make best use of, and value the contributions of community members who may be able to visit and impart or share their knowledge and/or skills. Where possible, we will conduct excursions to enable our students to gain access to local physical and human resources.

Upwey Primary School believes that the children's education is most effectively undertaken when there is close co-operation between the school and home. The establishment of effective channels of communication will ensure that information is exchanged in a timely and effective manner. The involvement of parents at this school will be encouraged at all times. An informed and participatory parent body is seen as being essential to the effective operation and progress of this school.



In days of rapid change it is anticipated that the programs, resources and structure of the school will be flexible enough to respond to and accommodate differing or emerging needs. To this end, it is expected that the members of the school community will engage in a regular and co-operative process of review and evaluation. This will be followed by the development and implementation of plans and programs which will ensure that the students at Upwey Primary School receive an education which is second to none!

Tribes



Tribes Learning Communities is a research-based program that promotes academic social and emotional development by creating a positive learning environment. The Tribes group development process focuses on resiliency and the stages of human development.

The **Mission of Tribes** is to assure the healthy development of every child so that each has the knowledge, competency and resilience to be successful in today's rapidly changing world.

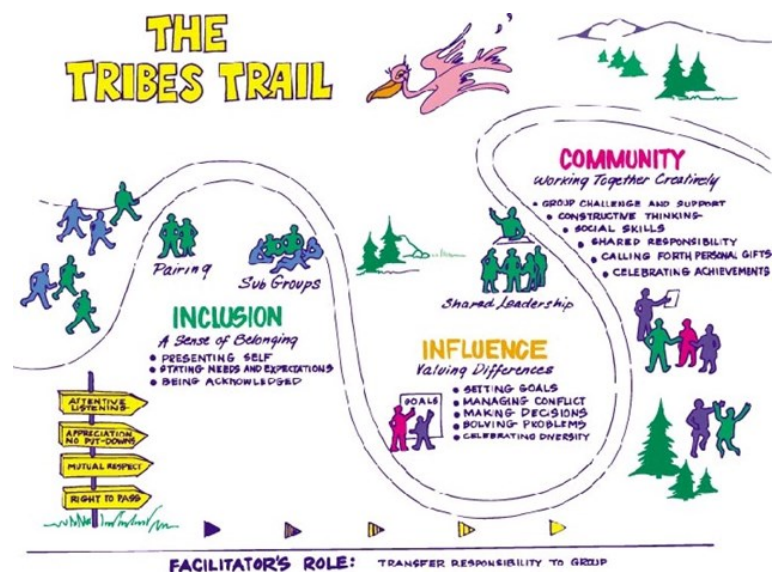
The **Goal** is to engage all teachers, administrators, students and families in working together as a learning community that is dedicated to caring and support, active participation and positive expectations for all students.

The school is organised into collaborative learning groups of approximately 12 students, known as "tribes." Each tribe works together throughout the academic year. To promote a spirit of cooperation and social acceptance, students and teachers also honour the following agreements while in the classroom:

- Resilience
- Integrity
- Mutual respect
- Personal best
- Kindness

As students become better at honouring the agreements and working together, teachers gradually transfer responsibility to the tribes, so the members can set their own goals, monitor progress, solve problems, and achieve success through project learning.

Teachers learn to integrate curriculum through active learning strategies to engage students in meaningful learning and peer leadership. There is a clear planning process for implementation throughout the whole school system. Collegial teacher groups and leadership teams are developed to create a professional learning community, and to enhance curriculum planning, problem solving, and authentic assessment.



General Information

Attendance Hours

School commences at 9.00am and concludes at 3:30pm. On the last day of each school term a school assembly is held, followed by dismissal at 2:30pm. On the last day of the school year there will be an assembly and children will be dismissed at 1:30pm.

Enrolment

Students may be enrolled if they reach the age of five by 30th April but it is not compulsory for students to attend school until they reach the age of six years. To enrol your prep child you must provide your child's birth certificate and Immunisation Certificate. Submission of a copy of a Birth Certificate and Immunisation Certificate is a requirement of all Victorian Government schools. To participate in our transition program, students must be enrolled so we encourage you to enrol by the end of Term Two to enjoy the full benefit of this program.

First Aid and Medication

The First Aid room is located adjacent to the General Office. All staff members have Level 2 First Aid qualifications. Medication will be administered and monitored by staff in the First Aid Room. Anaphylaxis and Asthma Plans are required to be completed by parents of children with these conditions. Parents are advised to promptly keep the school informed of specific medical needs.

School Injuries and Insurance

Parents and guardians are generally responsible for paying the cost of medical treatment for injured students, including any transport costs.

The Department of Education does not hold or provide accident insurance for school students. Most medical costs relating to accidents or injuries which occur at school will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund.

The Department is aware of two insurers, JUA Underwriting Agency Pty Ltd (9909 7480) and Willis Australia Ltd (8635 2600), that provide accident insurance policies for students. These policies provide specific benefits for students who are injured in accidents for a reasonably low cost. Other insurers may also do so.

Lunch Recess

The lunch recess is from 1.10 to 2.00 pm. Children eat their lunches in the classroom (between 1.00 and 1.10 pm) before going into the playground. Children are not permitted to leave the school ground at lunchtime.

Lunch Orders

Lunch orders can be ordered through Upwey High School on their Canteen app.

Leaving the School During School Hours:

If for any reason your child is to leave school between 9.00am and 3.30pm, the Class Teacher, Principal or Office Staff must be notified. Children will not be allowed to leave unless under the supervision of an adult (i.e. a person aged 18 or over) after prior notification.

Please advise the school if you are authorising someone, another adult, to collect your child. Any person collecting a child between 9.00am and 3.30pm must sign the 'Early Dismissal Register' located at the office. Your child will be called to meet you there.

Absences

If your child is to be absent from school we would appreciate receiving a phone call prior to 8.45am or you can log the absence in Compass.

Visitors Book and Passes

All adult visitors to the school are asked to sign the Visitors Book which is located at the General Office and to wear a "Visitor Badge" whilst in the school grounds.

Please note that any visitors wishing to enter our school grounds must have a valid Working with Children's Check. Volunteers can obtain one of these free of charge from:

<http://www.workingwithchildren.vic.gov.au>

Your co-operation will assist us in ensuring that the school is a secure place for all of our students.

Car Parking

For the safety of ALL children parents are requested to leave and pick up child/ren in Darling Avenue. A supervised school crossing operates to ensure all students can enter school safely. The school car park is for the use of the Primary School Staff, authorised staff and the parents of disabled students.

Newsletter

The school newsletter is published fortnightly on Fridays. It contains important news about upcoming events, important articles about happenings in the school, advice about student achievements and samples of student work. Our newsletter is available on Compass, our Website and email upon request.

Homework

Our school has a Homework Policy which is consistent with the directions provided by the Victorian Department of Education, Employment and Training. Children at all year levels are expected to undertake homework on a regular basis. Our teachers ensure that homework tasks are individualised and focus on reviewing/practising concepts already learnt in class. Details of homework arrangements and expectations are communicated to parents by class teachers at the beginning of each year.

Custody Arrangements

It is essential that current details of any custody orders are available and on file at the General Office. Any information that is provided will be treated in the strictest confidence and released only on a "need to know" basis. Please advise the office immediately of any changes to custody orders or other exceptional family circumstances.

Booklists - Essential Learning Items, Voluntary Contributions and Payments

Booklists are prepared and circulated at the beginning of the school year. These Essential Learning Items (eg, exercise books, pencils, Maths plus etc) are provided for each student for the year. We ask that this component of the Booklist is paid in early February. We also ask parents to make a voluntary contribution to help meet the cost of the “extras” that enrich our curriculum and make learning stimulating and enjoyable for our students.

Payment for booklists, voluntary contributions, uniforms, camps, excursions and other items can be made by cash, direct deposit or credit card.

We endeavour at all times to support parents who may have difficulty in meeting costs and wish to make payments by instalments. Please just speak with Cindy or Rebecca if you require a hand.

Security for Student Possessions

It is strongly recommended that students do not bring valuable possessions such as jewellery, electronic games, cameras, radios, or other audio equipment to school. We cannot and will not accept any responsibility for the damage to or loss of such items.

If such items are required, they should be taken to their teacher or the office for safe storage immediately before school commences.

Mobile Phones

Students are not permitted to bring mobile phones to school. If for some extenuating circumstances a student does need to bring a mobile phone to school the phone must be left at the Office for safe keeping during the day. This is in line with the Upwey Primary School Mobile Phone Policy.



Bicycles, Scooters, Skates and Skateboards

Students are encouraged to ride bicycles and scooters to school, if they are able to do so safely. Bikes can be stored in our new bike shed. Students are required to bring their own bike lock.

Yard Duty

Staff members are on yard duty (playground supervision) between 8.45 and 9.00 am and from 3.30 to 3.45 pm each day. Teachers are rostered for yard supervision during morning recess (11.00 – 11.30 am.) and lunchtime (1.10 – 2.00 pm.). Students who are injured or become aware of a problem in the school grounds are expected to refer the problem to these teachers. In emergency situations students are also able to go to the Staffroom or Office.



Lost Property

Every effort is made to return items of lost property to their owners. The presence of clearly marked names, name tags or labels makes this task relatively easy. Where the owners of items cannot be identified, they will be kept either in the bag rooms which are adjacent to the classrooms or at the General Office.

To save our time and your money, please ensure that your child's items of clothing and other possessions are clearly labelled.

Uniform

In accordance with our School Uniform Policy, the wearing of school uniform is compulsory at Upwey.

It is our belief that the use of school uniforms adds to the sense of unity, spirit and tone of the school. The uniform is a particularly economical and practicable way in which parents can dress their children for school and prevents unhealthy competition with expensive or trendy 'gear' and last minute decisions about 'what to wear'.

The school uniform is as follows:

Winter:

Windcheater (red with school logo)
Bomber Jacket (green with school logo)
Polo Shirts (green, red & white with school logo)
Trousers/Track pants (black)
Bootleg pants/Culottes (black)
Socks (white or black)
School Shoes (black) or runners

Optional:

Tights (black or red)
Polar Fleece Vests (bottle green)
Water Proof Jackets (bottle green or black)

Summer (additional to winter):

Dresses (green & white check - red pinstripe)
Shorts (black)
Socks (white or black)



Our school hats are green broad-brimmed and feature the school logo and are available from the office. They may be worn at any time of the year but are compulsory in first and fourth terms and must be worn at all times when children are in the playgrounds (ie. Recess, lunch time and physical education or sport sessions) between 9.00 am and 3.30 pm.

We encourage the use of the official Upwey PS School bag which is available for purchase at the School Office.

Uniforms can be purchased through Beleza School Uniforms located at:

Boronia Beleza School Uniforms

4/216 Dorset Rd, Boronia 3155
(Entrance in Dorset Square)

Phone: (03) 9761 2438

Mon, Tue, Thur & Fri: 10:00am to 5:00pm

Wednesday: CLOSED

Saturday: 10:00am to 1:00pm

School Curriculum

Educational Programs



The School is divided into 2 working areas:
Junior (Foundation - 2), Senior (3 - 6).

We aim to keep class sizes as small as possible, especially in the early years, while at the same time providing a number of specialist programs.

In preparing our school's **English curriculum** we follow **the Victorian Curriculum**. Teaching and learning programs focus on developing students' knowledge, understanding and skills in listening, reading, viewing, speaking, writing and creating. Students engage with a variety of texts for enjoyment. They listen to, read and view spoken, written and online texts in which the primary purpose is to entertain, as well as some texts designed to inform.

In **Mathematics** we follow the **Victorian Mathematics Scope & Sequence** document supported by the **Curriculum Maths Planner – from Maths Plus (Oxford Press)** program as a base across the whole school. Open-ended tasks have been a focus in order to develop mathematical understanding and recognition that there are different ways of creating solutions to problems. The emphasis here, as in the language program, is on the close alignment of skills and concepts with the functions they fulfil in everyday life. We also focus on the development of mental strategies – such as knowledge of number facts using a variety of strategies such as games, repetition, set tasks, quizzes and puzzles. In Mathematics explicit teaching, sharing and discussing, practical hands-on activities and digital technology applications are used to develop greater mathematical understanding.

Physical Education and Perceptual Motor Program

Students participate in weekly Physical Education Programs where they learn skills, participate in drills, learn to play with others well during structured games and build their knowledge and ability to play a variety of sports.

The P.M.P. program in the Junior school provides a range of experiences to enhance motor (muscular) co-ordination and assist with concept development, language, and social skills during the students' early school years.



STEM- Science, Technology, Engineering and Mathematics

STEM education acknowledges that there are opportunities for learning to be delivered in an integrated manner that facilitates greater engagement in each of these learning areas beyond the explicit teaching of a traditional classroom environment. Our initial focus has been the expectations of our MakerSpace, the use of a design brief to direct learning and the understanding and application of the design process to complete challenges. These core understandings have been the focus of our STEM lessons throughout all levels of the school to establish a consistent approach, which enables skills such as critical and creative thinking, collaboration and communication, deployed in a rich and authentic way.

LOTE - Japanese

Since 2013 Upwey Primary School has delivered a **Japanese program** for all Prep to Year 6 students as part of our Language Other Than English program. Our children learn to read, write, speak and listen to Japanese as well as learning about a culture and traditions that differ from their own. The programs' successes is a product of the close teamwork and co-operation of all members of staff.

Physical Education

Physical Education lessons run weekly for all year levels to improve fitness and build on the basic fundamental skills. In addition to the weekly PE session, students in Grade 1 and above will participate in a year level sport session once a week. VCE students from Upwey High School, run basketball and athletics clinics with our students. They also assist with coaching our Hoop Time teams and help us run school events such as the Athletics Carnival and Hoop Time Competition.

Visual Arts

Specialist Art lessons are provided weekly for all children at each year level. The Art Program is a feature of the curriculum with high quality work encouraged throughout. Fine arts and use of multiple media types are featured.

Performing Arts

Performing Arts lessons are provided for all children at each level by a specialist teacher every week. Performing Arts includes Music, Dance and Drama. The whole school is involved in a bi-annual school production. Children may participate in the actual production as actors, singers and dancers or work behind the scenes as stage hands and making scenery.

Music lessons

We offer instrumental music tuition opportunities on a fee for service basis. Tuition is provided by qualified instructors from In Schools Music and the students involved in this program are encouraged and supported to participate in youth bands or orchestras.



Community Involvement

Upwey Primary School welcomes the involvement and active participation of all parents in the life and operation of the school.

You can become involved by:

- being elected to School Council,
- joining a School Council sub committee or action group
- becoming involved in the Parents' Auxiliary, or
- helping in the classroom or in a particular program or project.

All teachers at Upwey welcome parental involvement and assistance in classrooms. This help may include involvement in:

- hearing reading,
- typing stories,
- Classroom assistance
- helping with the P.M.P. program,
- swimming program, excursions,
- musical production

Other areas a parent may participate in include help in the Library (covering books, shelving books, etc.), assistance on sports days, fundraising (particularly for the Trivia Night, Sausage sizzles etc.), working bees and general school activities and maintenance.



School Council

School Council meetings are twice per term. The Council consists of 11 elected members, six of whom are parent representatives. There are three staff representatives (including the Principal who is automatically appointed to Council). Two co-opted members complete the group. Elections are held just before the Annual General Meeting which is in March each year. At this time, half of the members are elected for a two year term.

We encourage all parents to consider standing for election to the School Council in order to ensure that capable, competent and committed representatives are elected.

The main functions of School Council are:

- To be a decision making body within the guidelines set down by the Department of Education,
- To develop and renew policies,
- To oversee the management of the school finances,
- To maintain and develop the buildings and grounds,
- To assist the Principal and staff to provide a stimulating, enjoyable and rewarding environment for our children.

The Council has an effective sub committee system in operation covering:

- Education
- Finance
- Buildings and Grounds

These committees provide for a broad input on particular issues and carry out the basic groundwork, hence reducing Council workload. Councillors are members of one or more committees.

Emmy Finlayson

School Council President



Fundraising Sub-Committee

To be an active participant in your child's education, please consider joining the Fundraising Committee.

Meetings are held monthly. Notice of all meetings will go through a Compass notification. Our meetings are very informal and toddlers are welcome.

Attending our meetings gives parents the opportunity to meet with, and discuss any issues or ideas they may have with our Principal. The Principal attends our meetings, to bring us up to date on matters relating to recent developments, and how they may affect our school and children.

The fundraising sub-committee is responsible for:

- * Organising stalls for Mothers' and Fathers' Day
- * Providing supper when required for school functions
- * Organising functions and events throughout the year (eg. Disco, Trivia night, Christmas Break-Up party, Bunnings Sausage sizzle etc)
- * Fundraising
- * Running special days through the year (eg. footy or sports day)

We look to our new parents each year to join us with enthusiasm and new energy. Friendships are made by joining the Fundraising Sub-Committee, whilst working together for a common purpose.

We look forward to meeting new members and sharing your ideas to enhance our great school community.



Before and After School Care

The Upwey Primary School BASC Program is run by Their Care and provides members of our school community with quality before and after school care. There are a range of stimulating activities on offer such as cooking, sporting activities, gardening and craft activities. The program co-ordinators are Zdenka Kollarova (Mornings) and Sandra Hartley (Afternoons) who provide a caring and nurturing environment for children from Foundation to Year 6.

We are permitted to take up to 30 children. It is absolutely essential that bookings are made prior to your child/children attending the program. Please contact the office for details on how to enrol your child/ren. Permanent bookings require parents to commit to regular direct debits from their nominated bank account.

Before School Hours

The program operates from 6:30 to 9.00 am. with a light breakfast provided.

After School Hours

The program operates from 3.30 to 6.30 pm. with an afternoon tea provided.

Holiday Care and Student Free Days

The School Holiday Program operates from 6:30am-6:30pm. Students have the opportunity to participate in incursions and excursions during the holiday program.

All families are eligible for Child Care Rebate if you fit the criteria with Centrelink

For enrolment forms, bookings or further information regarding the program and current prices, please contact our School Office on 9754 2369. .



Sporting Competitions

Children from Years 5 & 6 participate in winter and summer Inter-school Round Robin competitions with neighbouring primary schools in the district. The students have the opportunity to participate in and enjoy sports such as football, netball, basketball, volleyball, cricket, softball, soccer, tee-ball and rounders.

All children from Years 3, 4, 5 & 6 participate in the Inter-school athletics, swimming and cross country competitions. Successful children can progress to compete at a district, divisional, regional and state level in all inter-school sporting activities.

A house competition operates throughout the year at Upwey Primary School and involves students in all year levels. The four Houses are:

Bogong (Blue)
Corella (Red)
Lowan (Yellow)
Moonah (Green)



Student Health

Regular attendance is one of the most important elements in providing your child with a quality education. Absences are a handicap to a child's progress. However, 'home' is the best place for a sick child. A sick child cannot do effective work and may pose a health risk to other children.

Proper Clothing

It is important that your child wears clothing which will permit them to participate fully (especially in regard to Physical Education Lessons) in the educational programs which are presented. Our school uniform policy selection process has been undertaken with this point very firmly in mind.

Please **DO NOT** allow your child to wear thongs or sandals to school as these do not provide proper protection.

Asthma Sufferers

Please supply a labelled inhaler to be kept at school. Student Asthma Action Plan forms should be completed by parents. These outline all relevant information required for teachers and first aid staff. Parents are required to keep all medications up to date.

Anaphylaxis

If your child suffers from any type of Anaphylactic allergies, we ask that you complete an Anaphylaxis management form available from the school office. This form requires a doctors visit to complete the full management procedure. If an Epipen is required we ask that you supply one for your child to be kept in our sickbay. This Epipen will go with the student on all excursions and outings.

Accidents at School

In the case of accidents, or sudden illnesses, the following procedures will be followed:

Serious Cases:

A teacher will give help and remain with the student until appropriate assistance arrives. The Principal or most senior teacher will be notified and parents immediately contacted.

If the school is unable to contact any parent or guardian listed on the emergency contact list, medical treatment deemed necessary will be undertaken at the discretion of the Principal or senior staff member. Any costs incurred will be the responsibility of the parents.

Minor Cases:

If a student becomes mildly unwell or suffers a minor accident, appropriate first aid will be given. The parent is notified if it is considered necessary that the child be taken home. If it is considered that further follow up attention may be required, written notification is sent home with the child.

Emergency Information

In case of accident or illness, you may need to be contacted in a hurry. In anticipation of this possibility, you will be asked to complete and update a 'Student Information Sheet' at the commencement of each year. Please complete and return this sheet to the school as soon as possible. If it becomes necessary for you to alter, or add to this sheet during the course of the year (e.g. In response to a change of occupation, address, name of neighbour or friend listed or change in telephone number etc.) please notify the school without delay. Prompt notification of these changes is essential.

Emergency Management Plan

Upwey Primary School has a detailed Emergency Management Plan (EMP) that outlines responsibilities, procedures and actions in the event of an emergency. We have three evacuation places if the EMP calls for it. The on-site evacuation location is the school Art Room. The two off-site locations are the Upwey Reserve or Upwey Main St, depending on the emergency. Parents are asked to call the school directly on **9754 2369** to obtain information during any emergency.

Bushfires

Upwey Primary School is on the DET's Bushfire At-Risk Register. This means that if an Extreme day is declared by the CFA, the school will be pre-emptively closed.

Other Information

If an emergency should occur, the school emergency management team is quickly established to support and meet the needs of students and families.

If there is an emergency situation during the school day, the safety and wellbeing of students will be the highest priority. No student details will be released to anyone other than those authorised on their enrolment form.

To assist schools to prepare for and manage emergencies, we ask you to:

- ensure your child's emergency contact details held by the school are up to date
- ensure school staff are alerted to any special medical or dietary requirements of your child.
- notify the school principal of any emergency situation involving your child.

Care of Children on Potential Fire Danger Days

If an emergency arises it is essential that all children be in the care of an adult. School Emergency Management Plan procedures are followed when necessary.

On days of total fire ban, the absence of children from the school will be interpreted as meaning that those children are in the care of their parent/s or guardian. Neither the School Principal, nor the staff can be responsible for the well-being of children who are absent. It is the parents' or guardians' responsibility to ensure that children who are sent to school do indeed arrive.

Upwey Primary School is included on the register of schools in High Risk areas (BARR) during the Bushfire season and will pre-emptively be closed on Code Red Days.

Striving for Excellence

Our School Values are:

Integrity

Personal Best

Resilience

Respect

Kindness



15 Darling Avenue, Upwey 3158

Telephone: 9754 2369

Email: upwey.ps@education.vic.gov.au

Website: www.upwey.vic.edu.au

