



# Foundation 2025 Handbook







# NEW GISBORNE PRIMARY SCHOOL

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ABN: 68 594 851 419

Dear Parents,

We extend you and your child a warm welcome to New Gisborne Primary School.

We understand that starting in a new school can be an exciting and somewhat daunting experience for your child and for yourself. Please be assured that every effort will be made by the school to ensure a smooth transition for your child.

Our aim at New Gisborne Primary School is to create a happy, safe and stimulating learning environment that promotes and nurtures a clear understanding of your child and his/her particular needs in our endeavour to effectively cater for the individuals at our school. In this respect, our staff will focus on developing your child's independence, confidence and level of initiative.

You can help us to nurture these qualities through your own interactions with your child and the school. By speaking positively about the school and the teachers, you are reinforcing the child's sense of safety, belonging and school pride. By assisting in the classroom and asking questions about your child's learning, you are modelling and reinforcing the message that you value learning yourself. By following through with school activities at home, you are showing your child that learning takes place everywhere.

We strongly encourage a solid partnership between home and school. This is reinforced through clear and consistent communication that flows in both directions. We encourage you to take an active interest in what is happening within the classroom through regular interaction with your child's teacher. Also, Compass, Seesaw and our weekly online newsletter will inform you about what's happening across the school. If you wish to discuss your child's progress, or any concerns you may have, we encourage you to make an appointment with your child's teacher as the first point of contact. They will be more than happy to schedule a meeting or interview with you at an appropriate time.

We take our role in the education of your child seriously at New Gisborne Primary School and we expect that our parent body is supportive of the programs and policies of the school and the decisions we make in regard to your child's education and wellbeing at the school. If you can assist us to keep improving through providing consistent and constructive feedback to us, we can keep providing the very best for you and your child.

I wish you and your child every success and satisfaction in the years ahead at New Gisborne Primary School.

Shane West

Principal

# Who's Who at NGPS

**Principal:** Shane West

[shane.west@education.vic.gov.au](mailto:shane.west@education.vic.gov.au)

**Assistant Principal:** Jenni Boyd

[jennifer.boyd@education.vic.gov.au](mailto:jennifer.boyd@education.vic.gov.au)

**Foundation Instructional Leader**

**& Learning Specialist:** Bec Brennan

[rebecca.brennan@education.vic.gov.au](mailto:rebecca.brennan@education.vic.gov.au)

**Business Manager:** Carole Wood

[carole.wood@education.vic.gov.au](mailto:carole.wood@education.vic.gov.au)

**Administration:** Bec Carter

[rebecca.carter@education.vic.gov.au](mailto:rebecca.carter@education.vic.gov.au)

**First Aid:** Kylie Venardos

[kylie.venardos@education.vic.gov.au](mailto:kylie.venardos@education.vic.gov.au)



## 2025 TERM DATES

### Term 1

Wednesday 29<sup>th</sup>  
January

Friday 4<sup>th</sup> April

1

### Term 2

Monday 22<sup>nd</sup>  
April

Friday 4<sup>th</sup> July

2

### Term 3

Monday 21<sup>st</sup>  
July

-

Friday 19<sup>th</sup>  
September

3

### Term 4

Monday 6<sup>th</sup>  
October

-

Friday 19<sup>th</sup>  
December

4

Foundation students will begin on **Thursday 30<sup>th</sup> January**. Wednesday 29<sup>th</sup> will be used as an assessment day, with teachers beginning individual Foundation interviews.

Foundation students will finish at **1pm on both Thursday 30<sup>th</sup> and Friday 31<sup>st</sup> January**. Full days will begin on Monday 3<sup>rd</sup> February.

Foundation students are not required to attend school on the first 4 Wednesdays of Term 1 (5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup> February) as teachers continue to complete the Foundation interviews.

During these Wednesdays, students will be participating in individual Foundation Interviews with their teacher.

Interview times will be sent out towards the end of Term 4 2024.

## Bell Times

8.52 am	Music commences as a prompt for students to assemble outside their classroom followed by the bell signalling the commencement of the school day. Students are encouraged to enter the classroom at 8.45am when their teacher is present) to organise their belongings and workstation for the day.
8:55 am	Bell signalling start of day.
10.50am	Snack to be eaten in the classroom
11.00 am	Commencement of morning recess.
11.27 am	Music commences as a prompt for students to move to their classroom ready for the commencement of the next session.
11.30 am	Bell signalling commencement of the middle session.
1:20 pm	Lunch to be eaten in the classroom.
1:30 pm	Lunch break commences.
2:17 pm	Music commences as a prompt for students to move to their classroom ready for the commencement of the next session.
2:20 pm	Bell signalling commencement of the afternoon session.
3:20 pm	Bell signalling dismissal for the end of the day.

*Dismissal time is **2.30pm** on the last days of Terms 1, 2 & 3 and **1.30pm** at the end of Term 4.*

## Uniform

Our school colours are navy blue and yellow and school uniform is the preferred dress code.

Students must attend school dressed in appropriate footwear (no open toed footwear). It is advisable to send a jacket each day and a raincoat during the winter months. A small amount of spare uniform is kept at school in case of emergency however we strongly encourage you to keep a change of clothing in your child's bag.

The onsite Uniform Shop supplies all uniform items and is located next to the Administration Office. The Shop is open every Tuesday morning from 8.50am to 11.30am. Uniform orders are placed via Qkr!

All orders must be placed before 9am Tuesday's and will be delivered to your child's classroom if stock is available.

For further information, please go to our website or contact our Uniform Shop Manager on [Patricia.Johnstone@education.vic.gov.au](mailto:Patricia.Johnstone@education.vic.gov.au).

## **Communication**

Our school has open, honest, accessible and respectful communication with parents and the wider community. It is important that regular publications such as the weekly school newsletter and notifications sent via Compass are read by parents to keep informed.

Formal parent/teacher/student conferences are held in late Term 2. Should you wish to discuss your child's progress, or any concerns, we encourage you to make an appointment with your child's teacher, as the first point of contact. They will be more than happy to schedule a meeting or interview with you at an appropriate time. The school can be contacted by emailing [new.gisborne.ps@education.vic.gov.au](mailto:new.gisborne.ps@education.vic.gov.au)

The school's website provides a wealth of information about the school, programs offered, volunteering opportunities, communication, policies and more [www.newgisps.vic.gov.au](http://www.newgisps.vic.gov.au).



The school uses Compass to communicate with families. Compass is accessible from your PC (<https://newgisps-vic.compass.education>), iOS and Android devices. To gain full access to your account on a mobile device, choose 'Open in Browser' from the menu.

You can monitor your child's attendance and provide an explanation for absence or lateness; communicate with your child's teacher; update your family contact details; view the school's calendar; download, view and print your child's semester reports; book parent-teacher conferences; pay and provide



The Seesaw app (<https://app.seesaw.me/#/login>) is a simple way for teachers and students to record and share what's happening in the classroom. Parents are only notified about their own child's work, and all data is safe and secure.



The Qkr! app (<https://qkrstore.qkrschool.com/store/#/home>) is used for ordering Canteen Lunches, Uniform and Parents Association fundraising events.

## **Buddies**

Our school prides itself on our wonderful buddy program. At their last transition session, Foundation students are introduced to their Year 6 Buddy. This program fosters a caring environment between students of different ages. During the first few weeks of school, the Year 6 buddies meet the Foundation students at their classrooms at the commencement of both recess and lunchtimes. They will make sure their buddies are happy and know where they can play. When the music begins, Year 6 buddies will ensure their buddy has been to the toilet and will bring them back to their classroom.

Cooperating and working together to meet common goals are important aspects of this program with students completing frequent activities together both in the Foundation and Year 6 classrooms.





## Food

Students in all year levels eat in the classroom before going out to recess and lunch time play. It is a good idea to make sure your child knows what food is packed each day. Generally, students have brainfood (fruit or vegetable snack) at around 10am, recess snack around 10.50am and lunch at 1:20pm.

Students may bring lunch to school every day or they may order lunch from the Canteen via the Qkr! App prior to the 9am cut-off, on Tuesdays (Sushi only), Wednesdays or Fridays. Limited snacks are available as cash sales at the canteen counter at recess and lunch.

NGPS has a policy of 'No Sharing Food' within the school and, as we are a sustainable school, we ask that wrappings be kept to a minimum.



While the school has drinking fountains, students are encouraged to have a drink bottle in the classroom to rehydrate throughout the day.

## First Day

Your child will require the following items for the first day of school

- \* Full school uniform
- \* Library Bag
- \* Art Smock – long sleeved
- \* SunSmart hat (available through the Uniform Shop)
- \* Take home book bag (available through Uniform Shop)

**PLEASE ENSURE ALL UNIFORM ITEMS ARE CLEARLY LABELLED**

### **PLEASE NOTE:**

STUDENTS DO NOT REQUIRE A PENCIL CASE AS ALL CLASSROOM MATERIALS WILL BE SHARED

## Transition Days

In order for your child to make a seamless transition to school life, we are conducting the following sessions. It is recommended that your child attend all sessions as this creates a sense of familiarity with future peers, the staff and the school grounds. Further information regarding the transition sessions will be sent out closer to the dates.

<b>SESSION NO &amp; DATE</b>	<b>TIMES</b>	<b>FOCUS</b>
<u>Session 1</u> Tues 19 <sup>th</sup> November	9:10am - 10:30am	Fine motor activities Singing / dancing
<u>Session 2</u> Tues 26 <sup>th</sup> November	9:10am - 10:30am	Fine motor activities Singing / dancing Learning at school
<u>Session 3</u> Tues 3 <sup>rd</sup> December	9:10am - 10:30am	Fine motor activities Singing / dancing Learning at school Making friends
<u>Session 4</u> Tues 10 <sup>th</sup> December	9:00am - 11:00am	Orientation session Meet 2025 teacher

During the last transition session, children will receive a Transition Bag containing some simple games i.e. snakes and ladders, a picture story book and other activities to develop your child's fine motor skills (play dough, tracing and cutting pages).

We hope that these items will excite your child about starting school!



## Before your child starts school ...

To assist your child to make a successful, happy and confident transition to school life, we ask you to consider the following:

- \* Encourage your child to recognise and look after his/her own belongings  
It is helpful if your child can recognise his/her own name.
- \* Encourage your child to have respect for other people/belongings.
- \* Encourage your child to share, take turns and negotiate with others.
- \* It is important that your child can communicate his/her needs to other adults, e.g. teachers and school staff. Allowing your child to develop some independence will greatly assist their transition to school life.
- \* Be sure that your child can use the toilet unaided, know how to flush it, and know how to wash his/her hands afterwards.
- \* Encourage basic independence skills such as doing up their jacket (zips and buttons), carrying their own school bag, being able to open their lunchbox and containers (including their contents) and applying their own sunscreen etc.
- \* BE POSITIVE!  
Your child will feed off you. If you appear anxious and nervous, chances are they will too. Talk about school positively, use the name of their teacher and discuss all of the fun they are going to have.

Remember, we want school to be an exciting and positive experience!

Should you have any questions or concerns, please do not hesitate to contact our Foundation Instructional Leader and Learning Specialist, Bec Brennan at [rebecca.brennan@education.vic.gov.au](mailto:rebecca.brennan@education.vic.gov.au).



Be Safe    Be Respectful    Be a Learner