

STEVENSVILLE PRIMARY SCHOOL

Handbook

Traditional Owners

We acknowledge the Wurundjeri people of the Kulin Nation, the Traditional Owners of the land on which our school is built and pay our respects to their Elders past, present and emerging.



School Vision, Values and Mission Vision

Our school's vision is to develop confidence, resilience and empowerment to achieve our full potential and master lifelong learning.

Mission

Stevensville Primary School's mission is 'Learning and Growing Together'.

Values

Our School Values of Respect, Responsibility and Trust set out our expectations of all members in the school community, including the principal, school staff, parents, students and visitors. They acknowledge the diversity of individuals in our school community and address the shared commitment of all members in building a safe, respectful and trusting school community.

School Logo

Our school logo is designed to reflect our commitment to provide a place of learning that is supportive and community minded. The spherical shape of the icon is an artistic illustration of the letter 'S' and a communication of inclusion and new horizons. The arch of the earth illustrates globalisation whilst creating a horizon that symbolises the breadth and depth of the educational journey. A journey that never ends, that is never complete or attained, but rather, a continuous lifelong process of striving to achieve and ongoing self-improvement. The colours of the Stevensville logo represent Australia, our sun kissed, flora-rich nation of endless horizons.



Child Safety

Stevensville Primary School is a child-safe organisation that welcomes all children, young people and their families. We are committed to providing environments where our students feel safe, their participation is valued, their views respected, and their voices are heard about decisions that affect their lives.

Our child safety policies, strategies, and practices include the needs of all children and students. We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

Every person involved in our school has an important role in promoting child safety and well-being and promptly raising any issues or concerns about a child's safety.

Our Child Safety and Wellbeing policy can be found on our school website. www.steveps.vic.edu.au

Table of Contents

School Information

- Staff Profile
- Term Dates
- Pupil Free Days
- Operating Times
- Supervision
- TheirCare

Student Learning

- Teaching and Learning
- Specialist Subjects
- NAPLAN
- School expectations
- Digital Technology

Student Wellbeing, Voice and Agency

- Student Wellbeing, Voice and Agency •
Resilience, Rights and Respectful Relationships •
School Wide Positive Behaviour Expectations •
School Leaders
- Wheel of Choice
- Better Buddies
- Resilience, Rights and Respectful Relationships

Parent Information

- Attendance
- XUNO
- Assembly
- Birthday Celebrations
- Camps, excursions and incursions
- Change of Address and Phone Numbers •
Uniform
- School Hats
- Scholarship
- TK Tuck Shop
- Medication
- Mobile Phone Policy
- Newsletter
- Lost Property

SCHOOL INFORMATION

Staff Profile

Principal: Leanne Keane

Assistant Principal: Ozlem Coskun

Administrative Staff: Amy Dao

Student Welfare Officer: Stacey Whitehead

Mental Health and Wellbeing Leader: Stacey Whitehead

Foundation Team: Kylie Bonello and Rebecca Gullone (FB)

Grade 1/2 Team: Jo Mazzarino (1/2M) and Luke DeLeonardis (1/2D)

Grade 3/4 Team: Carol Tai (3/4T), Kerri Fraser (3/4F), Dianne LaSala, Tania Crook (3/4LC)

Grade 5/6 Team: Cory Perry and Michelle Kormanic (5/6Y) Mr Lance Kerwin (5/6K)

LOTE Teacher: Rebecca Gullone

PE Health and STEM Teacher: Rob Slatter

Performing, Media and Visual Arts Teacher: Michelle Kormanic

Intervention Teacher: Julie Cameron and Rebecca Gullone

Community Hub Leader: Jaswinder Kaur

Integration Aide: Ellie Athanasopoulos

Integration Aide: Sheila Ayres

Integration Aide: Kristy Hewat

Integration Aide: Pranita Rajan

Integration Aide: My Tu

Maintenance: Rob Kralj

Telephone: 9366 1381

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

School Website: www.steveps.vic.edu.au

Term Dates

Term 1: 29th January – 4th April

Term 2: 22nd April – 4th July

Term 3: 21st July – 19th September

Term 4: 15th October – 19th December

Pupil Free Days

28th January Tuesday

7th March Friday

19th May Monday

15th August Friday

3rd November Monday

Operating Times

Session 1- 9:00am-10:00am

Session 2- 10:00am-11:00am

Recess - 11:00am-11:30am

Session 3- 11:30am-12:30pm

Session 4- 12:30pm-1:30pm

Lunchtime - 1:30pm-2:30pm

Session 5 - 2:30pm-3:30pm

Supervision

Staff are on yard duty from 8:45am till 9:00am, recess, lunchtime and 3:30pm till 3:45pm.

There is no supervision after 3:45 pm, if you are unable to pick up your child, please make sure to contact our school office to arrange alternative arrangements.

TheirCare

Before and after school care is provided for families. The program operates from 7:00am till 6:00pm. You can call them directly on 1300 072 410 or info@theircare.com.au to make a booking.

STUDENT LEARNING

Teaching and Learning

Stevensville Primary School provides a comprehensive curriculum that strongly focuses on English and Mathematics. In addition to these, an integrated classroom program and specialist programs address the curriculum areas of

- The Arts (Performing, Media and Visual)
- Health and Physical Education
- Humanities (History, Geography, Economics & Business and Civics & Citizenship)
- Languages
- Science
- Technologies (Digital and Design Technology)

Our 2025 specialist subjects are:

Physical Education

Physical education focuses on developing and applying fundamental movement skills, concepts and strategies across various activities, games and sports. Developing these skills enable students to participate confidently and support lifelong involvement in physical activity. From Foundation to grade 2, the focus is on developing basic fundamental skills and applying these in game situations. Students in grade 3/4 learn to apply skills and strategies in modified games and sports situations. In grade 5/6, the emphasis is on understanding concepts and strategies to use across various sports. Students in grade 5/6 participate in interschool sports in Term 1 and 2.

Health

Health education addresses factors that influence students' health, safety, relationships and well-being. Students learn about personal, social and emotional changes and transitions and develop a sense of their own and others' identity and emotional responses. They also learn to access and evaluate health information to enhance their own and others' health and well-being.



STEM (Science, Technology, Engineering and Mathematics)

The Technology aspect of STEM focuses on two areas: Digital Technologies & Design and Technologies. Students use design thinking to investigate, design, create and evaluate projects. The Science component of STEM aims to ensure students develop an interest in science and expand their curiosity to investigate the world around them. Students develop their knowledge of biological, chemical, physical and earth space sciences.

Visual Arts and Performing Arts

The Arts curriculum includes Dance, Drama, Music, Media Arts, and Visual Arts. During art lessons, students explore, create and present their creative ideas. The Arts provide an excellent opportunity for students to showcase their creativity and develop a range of artistic skills.



Language - Italian

Aims to foster a love of languages and an understanding and respect for other cultures. Students build confidence through use of the language in class amongst their peer group and in presentations such as assemblies.



NAPLAN

Grade 3 and 5 students sit NAPLAN every year in Term 1.

Students will be provided opportunities to practice various tests and learn the skills required to complete the tests effectively.

<https://pages.assessform.edu.au/pages/demos>

READING

All students are expected to independently read for **20 minutes** every weeknight.

Students can record reading in their diary. Additional homework tasks could include unfinished classwork, Reading Eggs and any intervention program work. All students are expected to be regular library borrowers.

Digital Technology

At Stevensville Primary School, we focus on respect and responsibility. We show this through our use of technology and online interactions. We teach students how to use technology safely and responsibly, helping them to understand online dangers. We aim to give students the digital skills they need to make a positive difference. We carefully choose how we use digital tools in our lessons, providing engaging and personal experiences while offering plenty of offline learning opportunities.

STUDENT WELLBEING VOICE AND AGENCY

Student Wellbeing, Voice and Agency

Stevensville Primary School is committed to providing a safe, secure and inclusive learning environment for all students. We understand that students reach their full potential only when they are happy, healthy and safe, and that a positive school culture, where student participation is encouraged and valued, helps to engage students and support them in their learning. Our school acknowledges that student well-being and student learning outcomes are closely linked.

Our school has a Wellbeing Officer/Mental Health Leader who provide emotional, mental and well-being support for students to improve engagement and learning outcomes. Our Disability Inclusion leader offers guidance and support for students identified as having a disability.

Resilience, Rights and Respectful Relationships

Respectful Relationships education is a core component of the Victorian Curriculum from Foundation to Year 12. It is all about embedding a culture of respect and equality across the entire school community. The program is aimed to building Respectful Relationships. The learning materials are designed for primary school teachers to develop students' social, emotional and positive relationship skills. The learning materials include 8 Social and Emotional Learning topics across all levels of primary education:

- Emotional Literacy
- Personal Strengths
- Positive Coping
- Problem Solving
- Stress Management
- Help Seeking
- Gender and Identity
- Positive Gender Relationships.







School Wide Positive Behaviour Expectations

School-Wide Positive Behaviour Support (SWPBS) is an evidence-based whole-school framework that provides the school with an approach to improve all student's social, emotional, behavioural and academic outcomes.

Our [Behaviour Matrix](#) clearly outlines the expected behaviours of students at Stevensville Primary. Clear, positive behaviours have been identified and displayed across the school, and every student has a copy of the matrix they can refer to. The expected behaviours are explicitly taught within the classroom at the beginning of the school year.

A values card system acknowledges expected behaviour and promotes commitment from all community members. Staff give value cards to students who display the expected behaviours outlined in the matrix. Students who receive a values card are entered into a draw to be acknowledged at the assembly. Weekly winners are entered into another mega draw at the end of each term.

<div> <div>Positive Behaviour Expectations</div> <div>These are the behaviours that everyone at our school will follow, to make our learning environment successful.</div> <div>  <div>Stevensville PRIMARY SCHOOL</div> </div> </div>						
		ALWAYS	LEARNING AREAS	OUTSIDE/PLAY AREAS	TRANSITIONS-CORRIDORS	IN THE COMMUNITY
RESPECTFUL	 <div>BE RESPECTFUL</div>	<div>We...</div> <ul style="list-style-type: none"> Model positive behaviour Are mindful of others' needs Are inclusive of others Show empathy Accept people for who they are 	<div>We...</div> <ul style="list-style-type: none"> Are active listeners Value others' opinions Work in teams Support others when they are learning 	<div>We...</div> <ul style="list-style-type: none"> Encourage others to join in Win and lose in good spirit Care for the environment 	<div>We...</div> <ul style="list-style-type: none"> Use a quiet voice Admire student work with eyes only 	<div>We...</div> <ul style="list-style-type: none"> Clean up after ourselves Speak politely Look out for others
RESPONSIBLE	 <div>BE RESPONSIBLE</div>	<div>We...</div> <ul style="list-style-type: none"> Allow personal space Are kind to others Take ownership of our actions Report unsafe behaviours to adults Listen to and follow directions 	<div>We...</div> <ul style="list-style-type: none"> Arrive on time Are ready for learning Keep our classroom safe and orderly Give and receive constructive feedback 	<div>We...</div> <ul style="list-style-type: none"> Are tidy/neat Put rubbish in the bin Are water-wise Use and pack up equipment with care Eat our own food 	<div>We...</div> <ul style="list-style-type: none"> Keep corridors clean and clear Walk to the left in corridors and on stairs 	<div>We...</div> <ul style="list-style-type: none"> Are proactive audience members Behave sensibly Obey road and pedestrian rules Wear a helmet when riding scooters and bikes
TRUSTWORTHY	 <div>BE TRUSTWORTHY</div>	<div>We...</div> <ul style="list-style-type: none"> Wear our school uniform with pride Wash our hands and take care of our personal hygiene 	<div>We...</div> <ul style="list-style-type: none"> Allow others to learn Tell the truth Follow the Digital Technology agreement 	<div>We...</div> <ul style="list-style-type: none"> Use toilets appropriately Go to the toilet at break times Follow game rules 	<div>We...</div> <ul style="list-style-type: none"> Move quietly between classrooms Move safely around the school 	<div>We...</div> <ul style="list-style-type: none"> Follow the rules and expectations Represent our school with pride

Wheel of Choice

The Wheel of Choice is located in *three* areas of the school. The Wheel of Choice is used for students to independently problem solve issues they have in the yard before approaching a teacher.

School Leaders

We are committed to ensuring every student feels valued and has a 'voice' within our school community. There are a number of opportunities for children in Year 4- 6 to be elected to leadership roles and play an important role within our school life.

Opportunities are provided for students to be actively involved in decision making.

These opportunities include school and house captains' leaders, as well as SWPBS Shop Leaders.

Better Buddies

We are a proud supporter of the Better Buddies program. We ensure every year that our students have the opportunity to meet and spend time with their buddy class. This promotes a strong foundation to build strong friendships and connections.

PARENT INFORMATION

Attendance

If your child is sick or has an appointment, please ring or email the school to notify us of the absence.

Ph: 9366 1381 or XUNO.

If your child is late to school, they need to sign in at the office and collect a late pass to hand to their teacher.

https://www.steveps.vic.edu.au/uploaded_files/media/attendance_policy.pdf

XUNO

XUNO is an online portal communication we provide our families. Parents may log onto the XUNO app. Parents can monitor their student's attendance, view school newsletters and events on the XUNO calendar.

Assembly

Our school leaders conduct fortnightly assembly at our school library Friday afternoons at 3:00pm. All parents, guardians and the wider community are welcome to join us.

Birthday Celebrations

Birthdays are important and parents are welcome to celebrate their child's birthday at school. If you wish to send party bags for your child to share with their classroom, it is recommended that there are no food items. Instead, items such as bubbles, erasers, stationery is preferred. If parents would like to send cupcakes, please provide a list of ingredients. If you wish to provide these items, please come to the office first.

Camps, excursions and incursions

Camps, excursion and incursions are organised throughout the year to enhance our teaching programs at our school. All students are expected to participate in these educational activities. Students are expected to wear their school uniform to our excursions and incursions.

Change of address & phone number

It is important that the school is able to contact parents or guardians at all times, particularly in the case of emergencies. Hence, parents must make sure they notify the school of any change of address or telephone number (home, work, mobile and emergency). At the beginning of each year the school requests all families to check and confirm the information that we have listed is correct and to make any necessary amendments.

Uniform

School uniform is compulsory at Stevensville Primary School. Our school uniform can be purchased from our school office. Please write your child's name on all their belongings.

School Hats

As a SunSmart school we have a sun protection policy that meets the Cancer Council of Victoria criteria. It is compulsory that all children are required to wear their hat from late August until the end of April. Please note: No hat – play in the shade.

TK Tuck Shop

TK Tuck Shop operates at our school on Wednesday and Friday. You may do an online order for your child's <https://www.tktuckshop.com.au/>

Medication

Parents are asked to complete the MEDICATION AUTHORITY FORM located at our school office. The school is unable to administer any medication without written parent permission and does not provide medications for student use. All medication administered by the school should be in its original packaging. Some children need medication to control illnesses such as asthma, epilepsy, diabetes, anaphylaxis etc. In such cases, the school needs to be informed and a management plan must be provided to the school. Management plans must be completed and signed by your

child's doctor annually.

Mobile phone policy

Department policy restricts mobile phone use during school hours. Students who bring a phone, iPad or smart watch to school must hand it to the office at the start of the day and pick it up from the office at the end of the school day.

https://www.steveps.vic.edu.au/uploaded_files/media/mobile_phone_policy.pdf

Newsletter

Each fortnight a newsletter is available outlining important events happening at our school. The newsletter is available electronically through the XUNO app.

Lost property

Our lost property is located at our school library. Please feel welcome to look for your child's lost property before and after school.