



ABBOTSFORD
PRIMARY SCHOOL
亚伯斯福特小学

2025 PARENT HANDBOOK



MESSAGE

FROM THE PRINCIPAL 来自校长的一封信

Dear Prospective Parents/Carers,

Wominjeka yearmann koondee biik Wurundjeri balluk. (Welcome to the land of the Wurundjeri people), and 欢迎来到亚伯斯福特小学 (Welcome to Abbotsford Primary School)! I would like to take this opportunity to welcome you to our wonderful school community here at Abbotsford Primary. We are a small and tight knit school tied closely with our local community but with a global view of the education of our children. Bilingual Chinese education has been a feature of Abbotsford Primary School since 1984 and this pedagogy underpins everything we do as a school. We believe all children deserve a bilingual education.

To support your transition experience, we have also put together this Parent Handbook to help you locate operational information quickly. What is more important, however, is the process of the us working together to make this a great learning journey for your child.

To begin, let us share with you three key beliefs that I hope will characterise this journey: Firstly, we believe that the most successful schooling experience relies on constructive partnership between parents/carers, students and teachers/staff. This is why we have tried to incorporate interactions featuring different combinations of parents/carers, students and teachers/staff as part of the transition experience. We also communicate with you regularly, via different means, depending on the purpose.

Secondly, in this increasingly interconnected world where multilingualism is the norm, every child deserves a bilingual education. Our bilingual identity will always be at the core of what we do and what we strive to do best. This means staying globally informed and locally rooted in everything we do. We are purposeful about our choice of action, and like you, we also have your child's best interest at heart in making decisions.

Lastly, with the introduction of the Framework for Improving Student outcomes 2.0, schools are now both a centre of learning and a centre of wellbeing. Abbotsford Primary School has always taken great pride in our staff and what we do in both of these areas. Not only do we have a comprehensive framework for both our bilingual program and wellbeing support, given our small size and community feel, every member of staff holds a multitude of roles in supporting this hybrid function of schools. I hope that over the next six months, you will take the opportunity to get to know our staff team.

We are certainly looking forward to getting to know you and your children.
Best wishes for a fantastic start to your new school – Abbotsford Primary School.

Keith McNeill
Principal 校长 (xiaozhang)

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TRANSITION TIMELINE

ABBOTSFORD PRIMARY SCHOOL

2024-2025

TRANSITION TIMELINE

as of 28/08/2024

1. ENROLMENT CONFIRMATION

We have received your enrolment form and all required documents, and your enrolment is now confirmed.



2. MOON LANTERN FESTIVAL 12/09/24

Don't miss APS's biggest event of the year—the Moon Lantern Festival, featuring student performances, delicious food, and great company with our wonderful community!



3. ONSITE #1 19/11/24

Students will participate in a lesson with the current Foundation teachers, while parents receive information about wellbeing and school readiness.



4. ONSITE #2 26/11/24

Students will participate in a Chinese calligraphy lesson while parents learn about the school's Bilingual Model and curriculum.



5. ONSITE #3 10/12/24

Students will meet their Foundation teacher for 2025, while parents have the opportunity to connect.



7. END OF YEAR PICNIC 12/12/24

Join us for the EOY picnic—a fun afternoon of connection and performances by our wonderful children to farewell the year; don't forget your picnic rug!



8. START OF SCHOOL 29/01/25

Your first day of school.
Welcome to Abbotsford Primary School!



SCHOOL PROFILE

School Number	1886
Address	20 Lithgow St, Abbotsford, Victoria 3067
Phone	(03) 9428 5977
Opening Hours:	8:45am – 3:45pm
Website	http://www.abbotsfordps.vic.edu.au/
School Email	abbotsford.ps@education.vic.gov.au
School Network	Yarra/Darebin
Region	North-Western Victoria
Area	North-Eastern Melbourne
School Principal	Keith McNeill
Business Manager	Marianna Karagkounis
Leading Teacher	Lizzie Sarroff
Learning Specialists	Hang Tran (English) Fangni Zhou (Chinese)
Wellbeing Officer	Caroline Wilkins

VICTORIA 2025 TERM DATES

Term	Start Date	End Date	Length
Term 1	Tuesday, 28 January Students start Wednesday, 29 January	Friday, 4 April	10 weeks
Term 2	Tuesday, 22 April	Friday, 4 July	11 weeks
Term 3	Monday, 21 July	Friday, 19 September	9 weeks
Term 4	Monday, 6 October	Friday, 19 December	11 weeks

ASSEMBLIES

School assemblies are held on Odd Week Friday mornings at the Basketball court from 9:05am to 9:45am. During assembly, classes rotate in giving presentations and Student of the Week awards are also presented. Assemblies are presented by our student leaders in Chinese and English. Parents/carers and family members are welcome to attend, as school assemblies provide the opportunity to bond with the whole school community.

ATTENDANCE

Students are expected to arrive at school at 8:50am each day. Research shows us that it is imperative that your child and their peers arrive on time to commence the day together, and that arriving late can seriously affect your child's academic and social development throughout the year. If your child is late to school, you will need to get a late pass in at the office. You will also be required to officially sign them out if you need to collect them early to attend appointments. Only pre-authorised people can collect your child from school. Parents of students who are frequently late will be invited to the school for a discussion about how the lateness can be minimised.

If your child needs to be absent for an extended period of time, please notify the school in writing. If you plan to take an extended holiday, please ensure that holiday plans do not clash with school days. If your child is absent for a day, please log the absence on Compass or email the school. Failure to inform the school of absences will lead to records of unauthorised absences. The school actively seeks reasons for unexplained absences from school at the start of each term for the previous term.

BEFORE AND AFTER SCHOOL CARE

The Before and After School Program is run and managed by Camp Australia (1300 105 343). The program runs on each school day at the following times:

- Before School Program: 7:00am – 8:45am
- After School Program: 3:30pm – 6:00pm

Registration for the program is handled externally by Camp Australia. A link to Camp Australia can be found via the APS website, under Learning > Extracurricular.

BEGINNING SCHOOL

To enrol in the Foundation year at Abbotsford Primary School your child needs to turn five years of age by 30 April. Your child must be enrolled in the school year they turn six, which is the compulsory school starting age.



Is your child ready for school?

Being school ready is not dependent on whether your child can read and write. Being school ready is about the whole child. When deciding on the right time for your child to start school, it is important to consider a range of factors, including your child's age, emotional maturity, language skills, social skills, physical wellbeing and their ability to undertake simple self-help tasks independently.

If your child is attending an early childhood education and care service, speak to the educators about your child's cognitive, physical, social and emotional development and seek their views on how to best support their transition to school.

How you help prepare your child for beginning school:

- Talk positively and confidently about starting and attending school.
- Encourage your child to ask questions and express their concerns.
- Speak with your child about the change in their daily routine, how they will get to school, what time they have to get up in the morning and what they will have in their lunch box.
- Establish a morning routine that involves waking up, getting dressed, making breakfast, and packing a school bag.
- Support your child to develop their self-help and social skills through every day routine activities such as using lunch boxes and drink bottles, putting their shoes on, and using bathrooms independently.
- Provide literacy items such as reading and writing materials in everyday play activities.
- Make up fun counting, literacy and drawing games.
- Read stories about starting school.

How you help your child settle into school:

The following suggestions may help you to support your child to settle comfortably and confidently into school:

Say goodbye confidently – Saying a quick, confident goodbye will help your child to feel secure and reassured that you trust that they will be okay at school. Abbotsford Primary School also runs a buddy system, where a senior student is assigned to support your child for the first few weeks both in the classroom and the schoolyard. This is a mutually beneficial program for both the older students and the younger students, which also leads to long lasting supportive relationships.

Label your child's belongings – Labelling everything, including clothing, can help reduce anxiety for children, school staff and yourself. At school, children are responsible for their own belongings and labels can help them to manage their belongings better.

Communicate with your child – Take time to tell your child what might be happening at school on the first day, and in the afternoon, ask your child about their day. This is a great way to build confidence, and to find out how they are feeling as they settle in. If you have any concerns, talk with your child's teacher, who will provide further insight into their day.

Avoid overloading your child – When children begin school, they tire easily. Coping with a full school day will take some adjustment. It may be worth considering fewer extracurricular activities such as swimming, music or dance lessons, until they adjust to their new routine.

Note: A few children may experience some level of separation anxiety. A child's anxiety may also be heightened by a parent's anxiety about their child's level of distress and their feelings of guilt about leaving them when they are upset. Teaching staff are very experienced in dealing with this situation. Your child is in good hands and will receive the support they need to settle into their new school life.

BELL TIMES

The bell times at Abbotsford Primary School are structured around the 6 x 50-minute session timetable for each day. The school offers 25 hours of teaching and learning a week, 40 weeks a year, scheduled according to the school term dates prescribed by the Department of Education and Training.

8:50 – 9:00am	Arrival at school – Independent reading
9:00 – 9:50am	Session 1
9:50 – 10:40am	Session 2
10:40 – 10:50am	Morning tea (Eating time in class)
10:50 – 11:20am	Morning recess
11:20am – 12:10pm	Session 3
12:10 – 1:00pm	Session 4
12:55 – 1:10pm	Lunch (Eating time in class)
1:10 – 1:50pm	Lunchtime
1:50 – 2:40pm	Session 5
2:40 – 3:30pm	Session 6
3:30pm	End of school day

BIKES AND SCOOTERS

Students are encouraged to ride or scoot to school. Safety helmets must be worn while riding or scooting. Once inside the school grounds students must not ride their scooters or bikes. There are racks to store bikes and scooters when not in use.

CAR PARKING

The on-site car park is for staff only. As the car park is situated at the end of a busy intersection, please do not use the car parking space to drop off your child. Parking spaces are available on both Albert St and Lithgow St for a limit of 2 or 4 hours.

CHILD SAFETY

Abbotsford Primary School is committed to the safety and wellbeing of all children and young people. This is the primary focus of our care and decision-making. Abbotsford Primary School has zero tolerance for child abuse. We are committed to providing a child safe environment where children and young people feel safe, and where their voices are heard. Particular attention is paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every member of the school community has the responsibility to understand and ensure that the wellbeing and safety of all children and young people are at the forefront of what they do and the decisions they make.



In its planning, Abbotsford Primary School:

- Takes a preventative, proactive and participatory approach to child safety.
- Values and empowers children to participate in decisions which affect their lives.
- Fosters a culture of openness that supports all persons to safely disclose risks of harm to children.
- Respects diversity in cultures and child-rearing practices while keeping child safety paramount.
- Provides written guidance on appropriate conduct and behaviour towards children.
- Engages only the most suitable people to work with children and have high quality staff and volunteer supervision.

- Ensures children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable to raise issues.
- Reports suspected abuse, neglect, or mistreatment promptly to the appropriate authorities.
- Shares information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk.
- Values the input of the school community and communicates regularly with families and carers.

COMMUNICATION

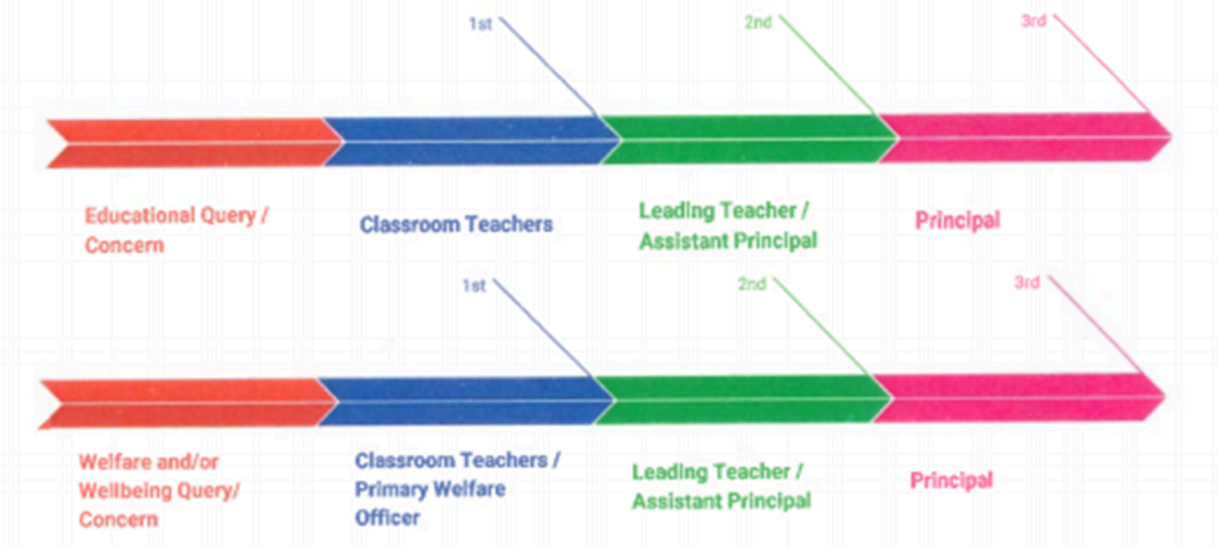
Home/School communication include:

- Phone contact to and from parents
- Email correspondences through Compass
- Hard copy forms, notices, reports
- Parent access to Compass Parent Portal (Note: personal login and password provided)
- School website
- School newsletter (access via the school website)
- Information sessions throughout the year



Abbotsford Primary School is able to access interpreting services through Language Loop for parents who require assistance with school communication in languages other than English. The school also employs a number of multilingual staff who are able to assist on a one-off basis.

From time to time, there may be aspects about your child's education that you may want clarification/action on. The process to address these is as follows:



Please note that school policies are regularly updated and published on the school website.

COUNSELLING AND SUPPORT SERVICES

Abbotsford Primary School has a Student Wellbeing Coordinator (Caroline Wilkins) who is an experienced and qualified educational psychologist and social worker. Please approach Caroline or your child's class teacher if you have concerns regarding your child's emotional, social, language or cognitive development.

A Student Support Group will be established with the parent/carer and school staff to determine what strategies can be developed to support your child. This may involve referral to assessment services provided by the Department of Education and Training. Free cognitive and language assessments can be requested through Assessments Australia, or through Student Support Services Program in our school network. The Student Support Services Program also provides access to student counselling, social work intervention and speech therapy support.

Caroline can assist with applications to the Disability Inclusion program for funding to support your child during school hours.

Funding through disability inclusion can be used to fund classroom adjustment and supports to assist your child's development and learning.

Referral to community services, with your consent, can also be made through the school. School staff are happy to liaise with community services and practitioners on your request. Please refer to the Abbotsford Wellbeing Model on our school website for a complete overview of our wellbeing support offerings.



CURRICULUM DESIGN

In accordance with the requirements set by the Department of Education and Training, Abbotsford Primary School plans its teaching and learning programs using the Victorian Curriculum, beginning at Level F (Foundation) to Level 6.

Core areas of English, Chinese, and Mathematics are taught each day. Integrated Studies units are cross-curricular by nature and are developed according to the whole school curriculum planners. Specialist areas of Visual Arts, Performing Arts, Science, Physical Education, Library (F-2) and Digital Technologies (3-6), are conducted on a weekly basis by specialist teachers. Teachers also provide tutoring to support students who need extra assistance (during class-time).

The Victorian Curriculum also includes four capabilities, which are sets of discrete knowledge and skills that are taught explicitly in and through the learning areas. These capabilities are Critical and Creative Thinking, Ethical Capability, Intercultural Capability and Personal and Social Capability.

As a bilingual school, Abbotsford Primary School runs 50% of the teaching and learning programs in English and 50% in Chinese. The language in which each curriculum area is taught is carefully managed to ensure that it aligns with global best practice. Please refer to the school website on more details regarding the Abbotsford Bilingual Model.



CURRICULUM DAYS (PUPIL FREE DAYS)

There are four Pupil Free Days each year, used by staff for planning and professional development purposes.

The first Pupil Free Day in 2025 falls on the first day of Term 1 – Tuesday, 28 January.

There are three other Pupil free days scheduled throughout the year:

TBC

Please note: Foundation students will not attend the first four Wednesdays of Term 1 to allow for Foundation student assessment and interviews with their parents.

DIGITAL TECHNOLOGY

Abbotsford Primary School provides iPads, laptops and access to the internet to enhance student learning and enrich the learning environment.

Digital technology such as these tools are essential for preparing students with future-oriented skills and capabilities.

The digital literacies program enables our students to:

- Develop their skills in using a variety of digital technologies and cultivate new thinking and learning skills.
- Support students to effectively embed the use of digital technologies in their learning and assist them with investigating issues, solving problems and making decisions.
- Use digital tools to collaborate on projects and connect with people from around the world.



Cyber Safety

To be digitally resilient, it is important that students understand the legal, ethical, health and safety implications of using digital literacies and their responsibilities as users and developers.

We want to ensure that all students are not restricted in accessing appropriate online content that can support and enrich their education. However, we also want our students to be able to remain safe online. To help us achieve this goal, the Department of Education has developed an Acceptable Use Agreement (AUA) and Digital Technology Policy that we use as a guide to develop student agreements around the acceptable use of the internet, online services and digital technologies.

Our undertakings:

- The internet learning environment is reviewed by the classroom teacher. Access to the internet is through EDUSTAR which places restrictions on access to some sites or other websites that have been approved by the school.
- Students are supervised when using digital technologies. Students will be advised to always close websites and inform the teacher when they encounter any material that makes them uncomfortable at any time.
- Students will be made aware by their teachers that they should never disclose personal information online, including their phone number, home address, photographs of themselves or any information regarding their personal whereabouts at any time.
- Parents and students sign the Acceptable Use Agreement at the beginning of each school year.

EXTRA-CURRICULAR CLUBS AND ACTIVITIES

Abbotsford Primary School offers a range of extra-curricular activities during and after school hours.

Before School

- Camp Australia* (from 7am)
- Tennis Clinic

During School Hours

- Junior Rockers Music Program
(Piano/Keyboard, Guitar, Singing and Drums)
- Chess Club
- Gardening Club
- Student-led Clubs

After School (all external providers)

- Basketball Clinic
- Soccer Clinic
- AFL Clinic
- Science Club (TBC)
- Coding Club
- Camp Australia (until 6pm)



FUNDRAISING AND COMMUNITY EVENTS

Fundraising brings the school together as a community to support our inclusive programs and School Improvement initiatives. Each year, a calendar of fundraising and community events are developed. Example of fundraising and community events in the past have included:

- Annual voluntary contributions from parents
- Movie Nights
- Trivia Nights
- Moon Lantern Festival
- Silent Auctions
- End-of-Year Picnic



Each term, student leaders from each house also run a fundraising event for a charity or cause of their choice. Ideas students have come up with include:

- Casual Clothes Days / Crazy Hair Day
- Art Market
- Talent Shows

HEALTHY HABITS

Abbotsford Primary School has developed a Healthy Eating Policy.

Food from fast food outlets such as McDonalds, Hungry Jacks and KFC are actively discouraged. Cans of fizzy soft drinks with high sugar content are not permitted. Chewing gum is also not permitted.

Students require a lunch box with well-balanced and nutritious food. It should comprise a snack for morning tea and a more substantive meal for lunch.

Please help your child to attend to their own toilet needs before coming to school. Flushing the toilet and washing hands should also form parts of the students' healthy habits.

Please keep your child at home if they have a temperature, cold, cough or signs of contagious diseases. Inform your child's teacher of any unusual health condition.

HOMework

Homework gives students a chance to practice and internalise information presented during class. It also encourages parents to get involved in the student's education. Furthermore, homework gives students the chance to work at their own pace so that they learn the material better.

Homework is a great way for parents to get involved too. It gives parents an easy way to keep track of how the student is doing in class and what is being learned during school. Students who take the time to explain concepts to their parents further internalise the knowledge. In addition, homework teaches responsibility and time management since students are expected to finish the homework and turn it in on time. Without the teacher watching them, the responsibility to do the work falls to the students themselves.

Our Expectations

- We expect all students to read in both languages at home. Students in the lower years require 1:1 listening and encouragement while reading. Students have access to a range of resources, but a love of books and literature can be nurtured by having a variety of books and reading materials in the home. Reading strategies are shared with parents to use at home when reading with their children.
- APS has a Homework Policy that outlines the nature of tasks and amount given to students, which varies across different year levels.
- Families who wish to opt out of the Homework Program are expected to communicate with the classroom teachers at the beginning of each year in the first parent-teacher interviews.
- Classroom teachers do not follow up with students on homework submission. However, students who do submit homework will receive feedback within a week.

INTERNATIONAL STUDENTS

Abbotsford Primary School offers high quality bilingual learning in a caring environment. We welcome international students to enrol in our internationally recognised bilingual school.

Abbotsford accepts international students for a minimum period of one term (10 weeks).

Please make an application online to the International Students Primary School Division via <https://www.study.vic.gov.au/en/how-to-apply/Pages/default.aspx>

JUNIOR SCHOOL COUNCIL

Each year, students have the opportunity to nominate for a Junior School Council (JSC) position. The JSC members meet to discuss important issues for students, provide important feedback to the School Council and the Principal, lead student fundraising events, and coordinate house-based competitions. All of the students get to vote for their representatives on the Junior School Council in the same way that adults elect politicians. Nominations are called in November each year.

LOST PROPERTY

Lost property is located near the doors outside the Multi-Purpose Room. Please ensure all uniform items, water bottles and lunch boxes are clearly labelled for easy retrieval.

LUNCH ORDERS

Healthy online lunch orders are available from Beaver's Tail and are delivered to the school daily. Please order online before 9:00 am at www.beaverstail.com.au. A link to Beaver's Tail is also available via the school website.

MEDICAL MATTERS - FIRST AID

If a student has an accident at school, staff will ensure the student is assessed by a qualified staff member. All school staff are trained yearly in First Aid, asthma and anaphylaxis intervention and are required to follow the current guidelines in First Aid and Duty of Care Policies. These policies are available on the school website.

Parents will be notified of the incident if required, and the incident will also be recorded. If there is a situation or incident that occurs at school or during a school activity which requires First Aid to be administered to a student, school staff will administer First Aid in accordance with their training. First Aid kits are taken to all school activities and excursions.

In a medical emergency, staff may need to take immediate action, in which case they do not require parent/carers consent. If First Aid is administered for a medical emergency, school staff will attempt to contact parents/carers as soon as it is reasonably practical.

Please note: All head injuries are considered serious and parents will be notified in accordance with guidance from the Department of Education and Training. Analgesics, including paracetamol and aspirin, will not be stored at the school or provided as a standard First Aid treatment, as they mask the signs of serious injury.

Medication

Some students require regular medication to be administered during the school day, whilst others may have medication for a short-term illness. Parents of students that require medication are required to complete an 'Administration of Medication' Form at the School Office and provide the medication that will be kept in a locked cabinet or the staff room refrigerator. Please note: Medication is not to be self-administered by a student without prior approval by the Principal.



Asthma / Allergies / Anaphylaxis

Students who have allergies, anaphylaxis or asthma requiring treatment or emergency intervention will require an action plan that is prescribed and signed by a medical GP. A current photograph of the student will need to be attached to the plan. Updated plans are provided to parents at the start of each year. They are also available at <https://www.allergyaustralia.com.au> or through your family GP. Up-to-date asthma puffers and EpiPens will need to be provided by the student's family and changed when expired.

The school also has up-to-date asthma puffers and EpiPens in the First Aid Room.

Please note Abbotsford Primary School is not a nut free school. Students' eating times are supervised indoors. No eating is allowed in the school playground.

PERMISSION CONSENT FORMS

Parent consent for school activities and programs is a mandatory legal requirement. The school will need your consent for the following:

- Incursions / excursions / camps
- Use of student images inside and outside of the school environment such as in school newsletters
- Referrals to Student Support Services, e.g. speech therapy, cognitive and language assessments
- Participation in additional wellbeing services, such as art therapy, counselling
- Medical and accident authority
- Administering of medication during school hours
- Acceptable use of ICT
- Viewing of non G-rated films

REPORTS

Student progress is formally communicated to parents twice a year via a written report at the end of each semester. The structure and content of student reports are determined based on DET requirements for schools and the teaching and learning programs offered.

Reports are usually made available on the last day of Term 2 and Term 4. The Parent-Teacher Interviews scheduled for early Term 3 is a good opportunity to discuss student progress based on reports received at the end of Term 2.

SCHOOL COUNCIL AND SUB-COMMITTEES

The School Council meets at least 8 times a year and consists of the elected School Council President (Parent), Executive Officer (Principal), three Department of Education and Training representatives, five elected parents, and three community representatives.

Government school councils are established for the purposes of the Education and Training Reform Act 2006 (Act). They operate under the Act, and their constituting Orders, the Education and Training Reform Regulations 2007 (Regulations), and government policies. The objective of the School Council is to:

- Assist in the efficient governance of the school.
- Ensure that its decisions affecting students at the school are made for the best interests of the students.
- Enhance the educational opportunities of students at the school.
- Ensure the school and the council comply with any requirements of this Act, the regulations, a Ministerial Order or a direction, guideline or policy issued under this Act.

The functions of the School Council include

- To establish the broad direction and vision of the school within the school's community.
- Raise funds for school related purposes.
- Regulate and facilitate the use of school premises and grounds.
- Approve the revenue and expenditure of the school and ensure funds are expended for proper purposes.
- Inform itself and take into account any views of the school community for the purpose of making decisions regarding the school and the students at the school.

The school also has three sub-committees to oversee fundraising and community events, school finance, and educational matters. Other sub-committees may be opened each year as determined by the strategic priorities of the school. For information on 2024 School Council and Sub-Committees, please refer to the school website.

If you are interested in being involved with the School Council or a sub-committee, please note that nominations are taken in February each year. A term on the School Council is 2 years, from March to March.

If you have any feedback or ideas for the School Council, please feel free to email schoolcouncil@abbotsfordps.vic.edu.au. Please note that this inbox is monitored by the School Council President and Vice-President, and not by APS staff.

SCHOOL CROSSINGS

School crossing guards supervise student crossings situated on Lithgow Street, Victoria Street and Victoria Crescent. Please talk to your child about the purpose and rules of the school crossing. Please observe the road laws and exercise care when dropping off and picking up your child near the school crossings.

SCHOOL EVENTS

The calendar of school events varies year to year. Often, new ideas are rolled out throughout the year. Please refer to the calendar on the school website or Compass for the latest update on school events. Examples of events that have been in run in the past include:

Parent-Teacher Interviews – Early March and early August

Dragon Boat Festival – Mid-June

Book Week Dress Up Parade – Mid-August

Moon Lantern Festival – Mid-September

Swimming Program – Term 3 or Term 4

Years 3-6 Camp – Early Term 4

Athletics Carnival – Mid-November

End of Year Picnic – Mid-December



SCHOOL FEES AND VOLUNTARY CONTRIBUTIONS

School fees cover the various items that are required to help your child have a rewarding learning experience at school. The suggested annual school fee is confirmed by mid-November each year and approved by the School Council. All fees and contributions are voluntary.

Fees are used to cover:

- Stationery (including exercise books)
- Art and craft, music, science supplies
- Consumables for classroom activities
- Classroom equipment and IT equipment
- Online systems (e.g. Compass, Seesaw)
- Curriculum-based online subscriptions
- Extra-curricular activities
- Library resources



For your reference, the 2024 School suggested Fee was \$500. Parents can also make a voluntary contribution to support school improvement and targeted initiatives. More details will be communicated in late Term 4, 2024.

SCHOOL OFFICE

The School Office opens from 8:45am to 3:45pm each day during school terms. Payments for school fees and excursions can be made through the office or be sent to school with your child. EFTPOS is available. Please ensure you collect your receipt for all payments made.

Payments can also be made by direct debit to the school bank account. The bank details are as below:

- BSB: 063-217
- Account Number: 0090 1559
- Account Name: Abbotsford Primary School

Please ensure that you update the office with any changes to your family details such as home address, work and phone number contacts. You can inform staff at the office or contact us via the school email: abbotsford.ps@education.vic.gov.au

SCHOOL POLICIES

School policies can be found on our school website. Policies are updated on a regular basis in accordance to DET requirements. Please note that the Parent Handbook (A-Z Guide) has been put together to offer you a general overview of school operations. Where there are discrepancies between the Parent Handbook and policy documents, please refer to the formal policies as the source of truth.

SUNSMART POLICY

Abbotsford Primary School's SunSmart policy requires all students to wear an approved school hat during Terms 1 and 4 while in the playground during recess and lunch times, outdoors for PE lessons, or on excursions or any other outside activities. The school adopts a "no hat, no play" policy for students without a hat during Terms 1 and 4. For more details, please refer to the formal policy document on SunSmart accessible via our school website.



SUPERVISION OF STUDENTS

Students are supervised from 8:45am to 3:45pm including morning and lunchtime recess. Students who are not collected by 3:45 pm will be directed to the office. Please call the office if you are running late to collect your child from school for any reason.

If we do not hear from you by 3:45 pm, we will call you or your nominated emergency contacts. We understand arriving late to collect your child can occur from time to time due to circumstances beyond your control. However, if parents are frequently late to collect their child, we will recommend that you register with the After School Care Program (see Before and After School Program).

If you are unable to collect your child by 3:45pm, your child must attend the After School Care Program at your own cost.

TRANSITION INTO SECONDARY SCHOOLS

The Year 6 to 7 Transition starts in Term 2 of the student's final year at school. Parents will be sent a Transition Information Pack for Parents/Carers with Year 6 Students at Government Schools or a Transition Information Pack for Parents/Carers with Year 6 Students at Non-Government Schools where you can nominate three schools by preference and receive guidance on dates and processing timelines.

Completed forms will be sent to the first-choice schools by the nominated Transition Coordinator at the school. If the first-choice school is unable to offer a place, the form will be forwarded on to the next choice schools on the list. Once successfully securing an enrolment, the student will be invited to participate in a Transition/Orientation Day at the nominated school.

Note: Students who are accepted into Richmond High School will automatically qualify for the Enhanced Chinese Program.



UNIFORM

Uniform can be purchased online at the [Dobson's](#) website or through Dobson's Retail Shop situated at 667 Glenferrie Rd, Hawthorn, Vic 3122.

Students are expected to wear school uniform at all times, including school events (unless otherwise stated).

The uniform includes:

- School polo shirt with logo
- Bottle green shorts/skirt or pants
- Bomber jacket or crew neck jumper with logo
- Winter pinafore
- Summer school dress
- Wide-brimmed hat



We encourage students to wear comfortable closed-toed footwear to school that they can be active in. Families who have Health Care Cards can receive help with uniform items through State Schools Relief. Please enquire at the office for details.

VISITORS

All visitors to the school during school hours must report to the School Office and ensure that they follow all sign in procedures required by the school and the DET. A visitor's lanyard will be issued and must be worn when in the school. The lanyard is returned when the visitor signs out. The visitors sign-in allows the school to account for all personnel in the school should an emergency arise.

VOLUNTEERING

Parents, carers and other family members are encouraged to volunteer. We value our school community and the skills, experience and connections that the community can offer to make our school a better place.

Volunteers are required to sign in at the office and sign out when they finish. Volunteers will require a current Working With Children Check which is free to people who wish to volunteer.

Please refer to the school website for more information on volunteering.