

# RIPPONLEA PRIMARY SCHOOL



## School Contact Information

Ph: 9527 5728

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

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The background of the page is a photograph of a school building and an outdoor basketball court. The building is made of red brick with white window frames and a white entrance. A large tree is on the left. The basketball court is in the foreground with wooden benches. The title 'TABLE OF CONTENTS' is overlaid on the right side of the image.

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## Welcome to Ripponlea PS

A little bit of history .....

Ripponlea Primary School has a rich history that dates back to 1922, when it first opened its doors. Back then, the school had around 10 teachers and welcomed approximately 400 eager students. In the early days, boys and girls were taught separately, in distinct classrooms, and even on separate playgrounds, reflecting the norms of the time.

As the 1940s brought the looming threat of war, Ripponlea Primary School played a crucial role in the community. It became the headquarters for the Local Air Raid Precaution Wardens, a position of great responsibility during those trying times. To ensure the safety of the students, trenches were dug on the school's oval to accommodate up to 600 children in the event of an air raid, a testament to the school's commitment to its students' well-being and safety.

Today, Ripponlea Primary School stands as a proud institution that carries with it the weight of a century's worth of history. It has seen and adapted to numerous changes over the years, all while continuing to serve its wonderful community with dedication, passion, and a commitment to excellence. The school cherishes its past, honours its traditions, and embraces the future with open arms, remaining a pillar of education and community in the heart of Ripponlea.



## Principal's Message

Dear Parents & Carers,

I am absolutely delighted to extend a warm welcome to your child and family on behalf of the entire Ripponlea Primary School community.

Our vision for the children of Ripponlea is nothing short of extraordinary. We envision them as global and creative thinkers, armed with the skills and empathy to fearlessly navigate an ever-changing world. They don't just learn; **they care, they create, and they connect** with passion and purpose.

At Ripponlea, we are not just a school; we are a dynamic and inclusive family. We take immense pride in the strong bonds and sense of community that we've nurtured. It's a privilege to see our students excel academically while maintaining high levels of engagement and well-being. We know that students thrive when they feel safe, connected to their peers and teachers, and when they learn in an environment that's both rich and stimulating. That's why we place an unwavering emphasis on the development of each and every child, working hand in hand with our dedicated families.

Our families hold high expectations for academic excellence, and rest assured, our professional, caring, and dedicated staff are here to deliver. Together, we create high-quality learning opportunities across all aspects of the curriculum. From our innovative Inquiry Learning to the world of Visual Arts and Performing Arts, from the vigour of Physical Education to the magic of learning new languages in LOTE (Japanese), we provide an education that's a stepping stone to a seamless transition into Year 7 and beyond.

In a world where learning and teaching paradigms are constantly evolving, Ripponlea ensures that our students are educated not just to survive but to thrive. We equip them with confidence, optimism, resilience, and unwavering integrity. We foster open-mindedness, collaboration, respect, and creativity, because the challenges of tomorrow demand more than just knowledge.

So, welcome to Ripponlea Primary School. Here, education is not just about preparing for exams; it's about preparing for life. We don't just teach students; we empower them to face challenges with courage and to embrace the boundless opportunities that lie ahead.

Welcome to Ripponlea, where each day is a new chance to explore, create, and connect. Together, we'll shape a future that's as bright as the minds of our students.

**NATALIE ROSE**  
Principal

# Operational Information

## School Hours

Please note that teacher supervision begins at 8:45am and ends at 3:45pm. Students cannot be in the yard outside of these hours, as they are unsupervised.

## Office Hours

Mon, Wed, Fri	8:30am to 4.30pm
Tue, Thu	8:30am to 4:30pm

## Contact Information

**Address:** 25 Carrington Grove, St Kilda East 3183

**Phone:** 9527 5728

**Email:** [Ripponlea.ps@education.vic.gov.au](mailto:Ripponlea.ps@education.vic.gov.au)

**Website:** [www.ripponleaps.vic.gov.au](http://www.ripponleaps.vic.gov.au)

**Facebook:** Ripponlea Primary School

**Instagram:** Ripponlea\_primary\_school

## Meet the Team

### **Leadership/Office**

Principal: Natalie Rose

Assistant Principal: Marta Campbell

Business Manager: Kate Crawford

Administration Officer: Perrine Prevot

### **Foundation Teachers**

Emma Davidson

Matthew Blake

## 2026 Term Dates

Term 1	Curriculum Day: Students 1-6 Begin: Foundation Students Begin Labour Day Holiday: Term Ends:	Tuesday 27 <sup>th</sup> January Wednesday 28 <sup>th</sup> January Thursday 29 <sup>th</sup> January  Monday 9 <sup>th</sup> March Thursday 2 <sup>nd</sup> April
Term 2	Term Begins: Monarch's Birthday: Term Ends:	Monday 20 <sup>th</sup> April Monday 8 <sup>th</sup> June Friday 26 <sup>th</sup> June
Term 3	Term Begins: Term Ends:	Monday 13 <sup>th</sup> July Friday 18 <sup>th</sup> September
Term 4	Term Begins: Melbourne Cup Day: Term Ends:	Monday 5 <sup>th</sup> October Tuesday 3 <sup>rd</sup> November Friday 18 <sup>th</sup> December

## Daily Schedule

Time	Activity
8:45 am	Teacher Supervision
9:00 am	Morning Bell Session 1
10:00 am	Session 2
10:50 am	<b>Eating Time - 10 minutes (Bell)</b>
11:00 - 11:30 am	<b>Break 1</b>
11:30 am	Session 3
12:30 pm	Session 4
1:20 pm	<b>Eating Time - 10 minutes (Bell)</b>
1:30 - 2:30 pm	<b>Break 2</b>
2:30 pm	Session 5
3:30 pm	Afternoon Bell
3:45 pm	End of Teacher Supervision

# Commitment to Democratic Principles

Australian society is defined, among other aspects, by a belief in elected Government; by a commitment to the rule of law, to equal rights for all before the law; and by a belief in freedom of religion, freedom of speech and freedom of association. Our society is also tolerant of a range of religious, political, social and cultural beliefs and values in the context of the fundamental principle of our democracy.

The *Education and Reform Act 2006* requires all education providers to operate in a manner consistent with this set of Australian democratic principles.

In accordance with the Act, Ripponlea Primary School delivers curriculum programs, learning, and teaching in a manner that supports and promotes the principles and practices of Australian democracy.

This includes a commitment to:

1. Elected government
2. The rule of law
3. Equal rights for all before the law
4. Freedom of religion
5. Freedom of speech and association
6. The values of openness and tolerance

A range of policies are available on our School Website and are also accessible on Compass Documentation Tab. These policies help to reinforce the Australian democratic principles.

# A to Z for Foundation Students

# A

## Accessibility:

Ripponlea PS is accessible for parents and carers with prams and people with mobility aids. The school has ramp access and a lift in the main building

## Asthma/ Allergies and Anaphylaxis:

If your child has any allergies, asthma or is anaphylactic then this information needs to be communicated to the front office. The school complies with Action Plans for first aid reference.

## Art:

As part of the Victorian Curriculum, students take part in one 60-minute Visual Arts lesson each week. During class time students often learn about an Artist's style and techniques to support their learning and development.

## Assembly:

Assembly is held **most** Friday afternoons at 3:00 pm in the Barrbunin (school hall). Parents and carers are warmly invited and reminded to join via a COMPASS post.

At the beginning of each term, there is a welcome assembly for the whole school community.

Student leaders proudly present at the assemblies as well as each class.

## Assessment:

In Foundation, students are assessed at the start of the school year on the FELA, a diagnostic test that assesses two foundational early literacy skills: basic phonological/phonemic awareness, and grasp of the alphabetic principle, including nonword reading and spelling. Students also complete the Mathematics Online Interview.

Throughout the year students are also assessed through observations, testing, and a collection of work samples. Parents are welcome to ask for an update on their child's progress through a scheduled discussion at any time, but Three-Way Conferences are scheduled school-wide in late Term 2. Reports are sent to families via Compass at the end of Term 2 and the end of Term 4.

Children are expected to attend school daily unless they are unwell. The expectation for attendance is that all students are in the classroom and ready to learn by 9:00 a.m. New families are issued with a log-in letter for our Compass Parent Portal. If your child is going to be absent, simply log on to Compass and mark your child as absent with an explanation. After morning roll marking, we contact families directly if attendance is **unexplained**.

## B

The Barrbunin is the school's multi-purpose space where the whole school gathers for assembly each Friday afternoon. Within the Barrbunin is the Art Room as well as the Snack Shack. The Barrbunin is also where students attend Physical Education classes during inclement weather.

For the first five weeks of Foundation, students do not attend school on Wednesdays. We refer to this as the 'rest' day. However, it is also a time when families book their child in for a 50-minute appointment. During this hour parents are to leave their child with their classroom teacher to do the FELA and Mathematics Online Interview.

The Bike Shed is located opposite the library. It is open before 9:00 a.m. and then locked after the morning bell. It is locked during the school day and opened by bike monitors just prior to 3:30 p.m. for students to collect their bikes/scooters.

If a parent/carer wishes to bring in a cake or treat for their child's birthday, they need to provide a list of the ingredients, be considerate of allergies and contact the teacher to arrange a suitable time. Waste-free packaging and healthy options are encouraged.

### Attendance:

### Barrbunin:

### Beginning of the Year:

### Bike Shed:

### Birthdays/special occasions:

### **Buddy Program:**

Each Foundation student is paired with a Year 5 Buddy to ease their transition into the school environment. Having a Buddy also gives children a supportive peer to assist in the yard. Throughout the year our Buddies read with our Foundation children as well as help them with Maths and other learning.

### **Bullying:**

Ripponlea Primary School has a Zero Tolerance for Bullying with a range of policies to support student wellbeing. Students partake in Circle Time as an avenue to discuss feelings and the development of social skills. The school adopts the SWPBS framework with expectations of students across all areas of the school. Respect, Pride and Safety are the core values we all aspire to

## **C**

### **Circle Time:**

Circle Time is used in many primary schools to help develop positive relationships between children. It aims to give them tools to engage with and listen to each other. It's often used as an opportunity to solve problems that are affecting the class, for example, a problem in the yard or someone finding it hard to make friends.

The whole class takes part in Circle Time at the same time; at first, this is led by the teacher but becomes more student centered as students become more familiar with the process.

### **Child Safe Standards:**

Ripponlea Primary School is a child-safe school which welcomes all children, young people and their families.

**Everyone in our community** has a moral responsibility to keep children safe and to protect them from harm and abuse. This Statement of Commitment helps to raise awareness about the importance of child safety at Ripponlea Primary School (RPS) and affirms the council's commitment to a child-safe culture and expectations.

### Statement of Commitment to Child Safety

RPS is committed to the safety, rights and well-being of all children and young people. This will be the primary focus of our care and decision-making. The participation and empowerment of children is fundamental to our work.

In recognition of the increased vulnerabilities of particular groups of children, we will pay particular attention to:

- the cultural safety of Aboriginal children
- the safety of children from culturally and/or linguistically diverse backgrounds
- the cultural safety of international students
- the safety of children with a disability
- the safety of children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other students experiencing risk or vulnerability
- the safety of children in out-of-home care or youth justice (those unable to live at home)

Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are **NOT** tolerated at our school, and any instances identified will be addressed with appropriate consequences.

Ripponlea Primary School has **ZERO** tolerance for child abuse. We value diversity and will not tolerate discriminatory practices.

- We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives.
- Our child safe policies, strategies and practices are inclusive of the needs of all children and students. Specific policies, procedures and supports in place enable us to meet all obligations.
- We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.
- We take proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.
- Child safety is a shared responsibility. Every person involved in our school has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.
- Every person involved in our school has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people are at the forefront of all they do and every decision they make.
- All staff, volunteers, visitors and contractors at Ripponlea Primary School must adhere to the Child Safety Code of Conduct.
- We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.

## Child Safe Standards Cont.:

### Ripponlea Primary School's Principles for Child Safety

In its planning, decision-making and operations Ripponlea Primary School will:

- a) Take a preventative, proactive and participatory approach to child safety;
- b) Value and empower children to participate in decisions which affect their lives;
- c) Recognise, respect and foster children's rights;
- d) Foster a culture of openness that supports all persons to safely disclose risks of harm to children;
- e) Respect diversity in cultures and child rearing practices while keeping child safety paramount;
- f) Provide written guidance on appropriate conduct and behaviour towards children;
- g) Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
- h) Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
- i) Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
- j) Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
- k) Value the input of and communicate regularly with families and carers.

The Ripponlea Primary School Council and staff will regularly monitor and review the effectiveness of the Statement of Commitment to Child Safety and revise the statement tri-annually or as required by completing a review.

Statement of Commitment to Child Safety updates and requirements will be made available to staff, families, volunteers and visitors.

## Child Safe Standards

**Standard 1:** Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued

**Standard 2:** Child safety and wellbeing is embedded in organisational leadership, governance and culture.

**Standard 3:** Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

**Standard 4:** Families and communities are informed, and involved in promoting child safety and wellbeing

**Standard 5:** Equity is upheld and diverse needs respected in policy and practice.

**Standard 6:** People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

**Standard 7:** Processes for complaints and concerns are child focused

**Standard 8:** Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

**Standard 9:** Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed

**Standard 10:** Implementation of the Child Safe Standards is regularly reviewed and improved.

**Standard 11:** Policies and procedures document how the organisation is safe for children and young people.

\*The Child Safe Standards are reflected for a school's context in Ministerial Order 1359

## Communication

Teachers are always happy to meet with parents and carers to discuss their child's learning progress or any social concerns. To ensure they can give you their full attention, we strongly recommend scheduling an appointment, as teachers have professional commitments before and after school on certain days.

### **Teacher commitments include:**

- **Tuesday:** Staff briefing (AM) and Professional Learning (PM)
- **Wednesday:** Professional learning (PM)
- **Thursday:** Staff briefing (AM)

Parents are provided with their child's teacher's email address and are welcome to use this method of communication. We kindly request that emails are not sent after **5:00 p.m.** or on weekends. Teachers will respond within **48 hours**. Please refer to our communication chart for further guidance.

Students also receive a Reading Diary at the start of the year, which can be used for simple messages. However, more detailed or important communication should be sent via email.

**Please note that the beginning of the school day and instructional time are not suitable for in-depth conversations.**

For **urgent matters**, please contact the **main office by phone** so the message can be relayed promptly.

For more complex student issues, parents are welcome to make an appointment with the **Assistant Principal** or **Principal**.

## Class Sports Equipment:

Each class has a range of designated sports equipment available for students to borrow during Recess and Lunch. Students are also welcome to bring their own additional equipment from home; however, the school cannot accept responsibility for any items that are lost or damaged. We strongly advise that children do not bring expensive or special belongings to school.

## Clean Up Ripponlea:

To help keep our school grounds tidy, the Student Council runs '**Clean Up Ripponlea**' twice a week. At the end of Lunch, all students are encouraged to pick up two to three pieces of rubbish and then wash their hands before returning to class.

We also ask families to support our sustainability efforts by sending **nude food** wherever possible and ensuring any waste is taken home for disposal. As part of our commitment to strong sustainable practices, we will be removing school yard bins in the near future.

# D

## Daily Routines:

There are many routines at school that help students experience success. Teachers use daily visual schedules to support organisation, and older students use diaries to help manage their learning and responsibilities.

We also have whole-school routines that promote readiness for learning in literacy and numeracy. Our **Ripper Ready** and **Ripper Class** routines teach students how to organise themselves, take responsibility for their belongings, and set up their learning spaces so they are prepared to begin the day confidently and independently.

Students are required to bring a **labelled drink bottle containing water** to school each day. As part of the morning routine, they place their drink bottle in their class's designated drink tub or on the drink table. Having water readily available in the classroom allows students to stay hydrated without disrupting their learning.

If a student forgets their drink bottle, they are able to use the outdoor drink taps.

At the start of the year, parents are welcome to escort their child to the Foundation Learning Area and support them with the morning routine. If your child becomes upset, it is important to offer a reassuring 'one last hug' and then leave them in the care of the teacher. With time, students become more confident in saying goodbye and grow familiar with their classroom, peers, and teacher.

For Term 1, Foundation students will be dismissed from the gate outside the learning deck/entrance to the Foundation classrooms. Teachers will bring the students out to meet families and will wait until each child is collected. Older siblings are encouraged to meet their Foundation sibling at this area to assist with a smooth pick-up.

From the beginning of Term 2, Foundation students will join the whole-school dismissal routine and will be brought down to the basketball court. Gradually introducing this transition helps reduce overwhelm and supports students to feel secure and confident as they become more independent.

## E

Foundation students are given **20 minutes of eating time** before their morning break and play. Towards the end of the year, this time is gradually reduced to help prepare them for the expectations of Year 1.

### Drink Bottles:

### Drop Off and Pick Up:

### Eating Time:

All students at Ripponlea have **10 minutes of supervised eating time** at lunch and morning tea. At the beginning of the year, Foundation students are provided with additional time to ensure they have enough opportunity to eat their food comfortably.

A **bell signals the beginning of eating time** at each break. We do not refer to these breaks strictly as “lunch” or “recess,” as students are encouraged to eat whenever they feel hungry and choose food that nourishes and sustains them. There is no pressure for students to eat a full lunch within the lunch break alone, as hunger levels vary depending on what they have eaten earlier in the day.

We are currently working with our community and the **Better Health Network** to develop a consistent whole-school eating routine that supports student wellbeing and promotes healthy habits.

# F

## Fine Motor Skills:

An important part of Foundation learning is developing pencil control to support writing both lowercase and uppercase letters. Foundation students participate in a range of fine motor activities designed to strengthen their hand muscles and improve coordination. These activities may include beading, stenciling, tracing, playdough, puzzles, construction tasks, and colouring.

## Food:

We promote **healthy eating** and **nude food** for both break times (please see the “Nude Food” section below and our *Healthy Eating at School* policy, available on the school website). At Ripponlea, we have a **no food sharing** rule. Many students have intolerances or allergies, so it is essential that children eat **only the food packed for them by their parents or carers**.

While we do not have formal bans on specific food products, teachers are vigilant in supervising eating times to ensure that students with known allergies are not seated next to peers who may be eating or drinking items containing those allergens.

## Flexible Learning Spaces:

Flexible Learning Spaces allow for versatility across the cohort. This enables both whole-class learning and small focus-group activities that cater to the diverse needs of our learners. These spaces also help foster positive social interactions between all Foundation students.

The classrooms are **not open plan**; however they **can be opened** at different times throughout the day to support flexible learning opportunities.

:

# H

In Foundation, we frequently use **manipulatives** to support student learning. These hands-on materials help children build important mathematical and literacy concepts and may include items such as blocks, playdough, beads, counters, and other tactile objects.

Students also learn **outdoors**, exploring the environment in meaningful and engaging ways that help connect their learning to the world around them.

Wide-brimmed or legionnaire hats must be worn **from 1 September through to 30 April** in line with our SunSmart policy. If students do not have a hat, they are required to remain in a designated shaded area. This often limits their ability to play with friends, so we strongly encourage establishing a routine of packing a hat each day or keeping it in your child's locker or classroom.

Please ensure your child's **full name** is clearly written on their hat so it can be returned if misplaced.

It is not unusual for head lice to make an unwelcome appearance when young children are in close proximity to one another. For this reason, we ask that **long hair (below shoulder length) is tied back** and that families follow the recommended protocols. Please refer to our **Head Lice Policy** on the school website for further information.

## Hands-on Learning:

## Hats:

## Head Lice:

## Illness and Injuries:

If a student becomes unwell at school, parents or carers will be notified and asked to collect their child early. Before this step is taken, teachers will encourage the child to have some quiet time, visit the toilet, and have a drink to determine whether they recover sufficiently to remain at school.

If a student sustains an **injury above the neck**, parents will receive a **courtesy call**, regardless of the severity of the incident.

If your child is unwell, please ensure they are fully recovered **and symptom-free** before returning to school. We ask for **extra vigilance** with illness, as infections can spread quickly across our school community and can make both students and staff very unwell. Some periods of exclusion apply for contagious illnesses; if you are unsure, please contact the school for guidance.

## Incursions and Excursions:

Throughout the year students will participate in a range of **incursions and excursions**, many of which are linked to the Inquiry topics for that term. When excursions are being planned, teachers may seek **parent volunteers** to accompany the class or to meet the group at the venue.

## Independence:

At the start of the school year, students are learning new routines and settling into an unfamiliar environment. Once they become more comfortable and confident, we encourage them to develop **greater independence**. This includes carrying their own school bag, changing their take-home book, and selecting their own quiet activity during **'soft start'** each morning.

## J

The Junior Playground, located beside the Foundation Learning Area, is designated for Foundation to Year 2 students only. The Senior Playground, situated next to the basketball courts, is reserved for Year 3 to Year 6 students. These rules apply during school hours; however, before and after school, students may use either playground if they are under the **direct supervision** of a parent or caregiver.

### Junior Playground:

## L

If your child arrives after 9:00 am, or if you need to pick them up early (before 3:30 pm), please go to the school office to sign them in or out using the iPad system.

### Late Arrivals and Early Pick Ups:

We have a well-equipped library that operates at lunchtime as a quiet space for students to read, draw, and play board games. Each class also has a designated Library session once a week, during which students can borrow and return books. During this time, students enjoy a story read by the teacher followed by a related literacy activity. Thanks to the generosity of our community through the tax-deductible Library Fund, the school is able to purchase a wide selection of award-winning children's books and novels.

### Library:

Each student in Foundation has a locker located in the corridor outside the classrooms. Students' hats and bags will remain in their lockers.

### Lockers:

## Lost Property:

Lost Property is located near the staff toilets, just before you exit onto the basketball courts. Each Friday, our school leaders return items that can be identified with a student's name. Please ensure all your child's clothing and belongings are clearly labelled, and remember to remove any previous names if items are purchased from the second-hand uniform shop.

Each classroom also has a small Lost Property tub. If something goes missing, please check these tubs, but allow a few days for items to be returned, as they are often accidentally misplaced or taken home by another student.

## Lunch Orders:

Since 2016, Ripponlea have partnered with [Beaver's Tail](#), for school lunch orders. Beaver's Tail is local, healthy and fresh, available every day and ordered online.

Simply log onto the [Beaver's Tail website](#) and place your order before 9.00am. Pay with credit card or bank via PayPal. Your child's lunch will be delivered to school.

Ripponlea Primary School's [Healthy Eating Policy](#) outlines our approach to foods consumed at school.

More information on the 'traffic light' system can be found at the [DET Healthy Eating website](#).

## M

## Medicine:

If your child is unwell and has been prescribed medicine to be administered at school, written authorisation is required at the school office. Please see our Medication policy on the school's website.

## N

Our electronic school Newsletter comes out fortnightly on a Wednesday. An alert is sent to parents via Compass and email.

### Newsletter:

Ripponlea has a Nude Food policy which means that children's snacks and lunch should come to school in a lunch box without single-use plastic or packaging. Each classroom also has a green bin for food scraps. These food scraps then go into the school's compost bin.

### Nude Food:

## O

Ripponlea Outside School Hours care is managed by TheirCare and operates every Monday to Friday (school days) from 7:00am – 8:45am and 3:30pm – 6:00pm in the LOTE room.

### Out of School Hours Care:

We encourage all families to register their children with TheirCare for the times you may be unavoidably delayed at pick-up time. For all enquiries and/or bookings, please contact [TheirCare](#).

## P

Parent involvement is highly valued and encouraged at Ripponlea PS. In Foundation, parent helpers support our literacy programs, especially reading. Our Principal, Natalie Rose, will announce dates when she will offer training in the program. All volunteers must have a WWCC and complete the Classroom Helpers 2-hour workshop.

### Parent Helpers:

### **Parking:**

Carrington Grove gets extremely busy around pick-up and drop-off times. Families are encouraged to refer to the parking restriction signs near the school as these are frequently monitored. A “Kiss & Go” parking option is located at the kinder site and the school crossing.

### **Perceptual Motor Program (PMP):**

The Perceptual Motor Program (PMP) is a movement-based program which helps younger students improve their eye-hand and eye-foot coordination, fitness, balance, locomotion and eye-tracking skills. Once a week students rotate in small groups through activities that help the development of these skills. This can include obstacle courses, balance beams, skipping, climbing, crawling etc.

### **Performing Arts:**

As part of the Victorian Curriculum students partake in Performing Arts for 60 minutes once a week. The Performing Arts Curriculum includes Dance, Drama and Music. As students learn effectively through songs and rhyme, we also involve music in the classroom and relaxation music is used during mindfulness.

### **Physical Education (P.E.):**

As part of the Victorian Curriculum, students partake in P.E. for 60 minutes once a week.

### **Playtime:**

At the start of the year, teachers ensure students have someone to play with and their buddy finds them in the yard to check in with them about their day.

All school policies can be accessed on the Ripponlea Primary School website: [www.ripponleaps.vic.edu.au](http://www.ripponleaps.vic.edu.au)

## Q

This is an app that parents can use to pay for school activities, financial contributions and events. You will need to download the app at the start of the year.

## R

We encourage you read with your child each night. This can look different depending on your child's energy levels as well as their reading ability. You can read to your child, read with your child and listen to your child read. Talking about what your child is reading is important.

Reading is an important way to make the link from spoken words to written words. Reading with your child will begin when your child becomes familiar with the story and can take over some of the reading.

At school, students will participate in independent, shared, guided and modelled reading. Students demonstrate their understanding of what they have read and/or listened to through reading responses. Students will be put into groups with students of similar needs and undertake Guided Reading at least once a week. Student progress in reading is tracked through a range of assessments.

### Policies:

### QKR:

### Reading at Home:

### Reading at School:

## Reading Diaries:

Reading Diaries are provided so that parents can record what their child has read, and/or how they went with their reading. E.g. “too difficult”, “could identify weird words”.

Reading Diaries will be checked by the teacher every Tuesday. There is no pressure to record every time your child reads; however, it does help with communication.

## Reading Satchels:

At the start of the school year students are provided with ‘Reading Satchels’ that are labelled, blue satchel bags. The purpose of these satchels is to hold 1-2 books to read at home. The Reading Satchel is also where students keep their Reading Diaries to record what they have read at home. Books and Reading Diaries are to be kept in the Reading Satchel at all times, keeping them safe from lunch boxes and drink bottles. Reading Satchel is to come to school every day.

# S

## Self-Care:

To keep everyone safe, we ask that you support your child in how and when to wash their hands. Please teach your child how to blow their nose and dispose of the tissue in the bin.

If your child requires assistance with any self-care process such as toileting, please let the Foundation teachers know.

Students wash their hands with soap (provided) and water for at least 20 seconds. We will repeat this process before eating and after toileting.

### *Getting Our Kids Involved in Healthy Eating*

Ripponlea Primary's school canteen, known as the Snack Shack, opened for business in the Barrbunin in 2011. It is a service provided by volunteer parents and Year 5 and 6 student helpers, every Wednesday and Friday morning at break time.

Snack Shack offers a range of healthy food such as popcorn, pretzels and apples. The [menu](#) changes slightly each term and is posted in the Newsletter.

The Snack Shack Committee also coordinates one 'Special Item Day' each term such as Fruit Smoothies, Hamburgers or Sausage Sizzle. Gluten-free, vegetarian and Kosher options can be catered for. This day is advertised in advance through the school newsletter and Compass and payment is through QKR.

Students are allowed to enter classrooms from 8:45 am for **Soft Start**, which provides a calm and supported transition into the school day. During this time, students are encouraged to prepare themselves by completing the following tasks:

- Change their take-home book
- Place their blue satchel/reader folder in the class tub
- Put their drink bottle in the Drinks Tub
- Begin a quiet activity such as reading, drawing, or developmental play

Soft Start helps students settle into the morning routine, organise their belongings, and enter the day feeling calm and ready to learn.

All students are expected to wear a broad-brim or legionnaire-style RPS uniform hat that shades the face, neck, and ears whenever they are outside.

Sun-protective clothing forms part of the RPS school uniform and sports uniform. Our uniform is designed to be cool, loose-fitting, and made from densely woven fabric. It includes shirts with collars and elbow-length sleeves, longer-style dresses and shorts, and rash vests or T-shirts for outdoor swimming.

Students who do not wear an appropriate sunhat or protective clothing will be required to remain in a shaded

### **Snack Shack:**

### **Soft Start:**

### **Sun Smart School**

area while outdoors.

## Sun Smart School Cont.:

Use of SPF 50+ broad-spectrum, water-resistant sunscreen and wraparound sunglasses (that meet the Australian Standard 1067) will be encouraged.

**Children supply** and apply their own SPF 50 or higher broad-spectrum sunscreen.

Strategies are in place to remind students to apply sunscreen before going outdoors at each break.

The Sun Smart policy can be found on the school's website: <http://www.ripponleaps.vic.edu.au>

## Stationery:

Individual student stationery is ordered by families and delivered to the school. Some resources are purchased in bulk for shared use.

Our writing pencils have a triangular grip to help support the development of the Victorian modern cursive script for handwriting.

## T

## Technology:

In Foundation to Year 2, students will have minimal use of digital devices in line with the new Victorian Government requirements commencing in 2027. Technology will only be used when it directly supports learning about or with Digital Technologies as outlined in the Victorian Curriculum 2.0. All classroom learning will continue to prioritise hands-on experiences, explicit teaching, and paper-based tasks. Students with disabilities who require a device as a reasonable adjustment will continue to have access as needed.

Students are explicitly shown where the toilets are and how to use them safely, including locking the door and washing their hands. When a student asks to go to the toilet, they are sent in pairs. Accidents can occasionally occur when children are deeply engaged in play outdoors, even if this has never happened at kinder. For this reason, we recommend keeping a spare set of clothes in your child's bag, as our second-hand spare items may not always be the right size. If your child's clothes become soiled, they will be placed in a plastic bag and returned to their school bag.

## Toileting:

RPS does not have a school-wide policy on bringing toys to school; however, we strongly encourage students not to bring toys or valuable items, as these can lead to friendship difficulties and may become lost or damaged. The school takes no responsibility for personal items brought from home. Sensory tools recommended by therapists are acceptable and may be used in the classroom as part of your child's learning support.

## Toys at School:

## U

Uniform is compulsory at Ripponlea Primary School. We have a lovely range of options that are non-gendered and not tied to specific seasons, allowing students to choose what feels most comfortable. Our school colours are navy blue, and all tops include the RPS logo. Second-hand uniform items can be purchased from the uniform shop on Fridays between 9:00am and 9:30am. New uniform items can be ordered through eduThreads, with sample sizes available for fittings each Friday. Please note that a delivery fee applies to all orders, regardless of the number of items purchased.

## Uniform:

<https://eduthreads.com.au/collections/ripponlea-primary-school>

# V

## Values:

Our school values reflect we are a learning community where, in partnership, all students, staff and parents can develop their dreams, learn from each other and respond to change.

At the beginning of each school year, students spend time with their teacher to discuss and define what the School Values mean to them both individually and as a class group.

### **Community**

We work together cooperatively in a team, making sure no one is left out. We take pride in our environment and support each other in the tasks that need to be done.

### **Creativity**

We imagine, think creatively, share our ideas with others and try new things.

### **Integrity**

We do what is right even when no one is looking. We are honest even when we might get into trouble.

### **Open-Mindedness**

We know, accept and value that everyone is different. We share ideas and listen to and respect the opinions of others.

### **Resilience**

We know that life can challenge us. We have a go even when it is hard. We can bounce back from things that hurt and disappoint us and learn from our mistakes.

### **Respect**

We consider the rights of others and are tolerant of our differences. We take care of one another, our environment and equipment.

# W

In the event of wet weather or extreme heat during Recess or Lunch, students remain inside their classrooms. They may draw, complete puzzles, play games, or choose other quiet activities, but no technology is used during this time. Teachers may, however, put on an educational video or use approved apps to support movement breaks when appropriate.

## Wet/Hot Day Timetable:

# X

# Y

# Z

# PROTECT

Everyone has the right to be safe and be protected from abuse.

No one should behave in a way that makes you feel unsafe or afraid, including anyone in your family, anyone at school or anywhere else in the community.

Tell a teacher or any adult at your school if you feel unsafe.



**It's everyone's responsibility.**

Adults at school must listen and respond to concerns about child abuse.

If you suspect abuse of any child or young person, you have a responsibility to report it, even if you are not sure.

**Further information & resources**  
[www.education.vic.gov.au/protect](http://www.education.vic.gov.au/protect)

# School Map



*care create connect*

