

# FINDON

## PRIMARY SCHOOL

*Learning for life*



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### DATES TO REMEMBER

FRIDAY 10th MARCH

#### MARCH

14	Special Visitors' Day
20	5/6 Campers Leave
22	5/6 Campers Return
23	Harmony Day
23	Indonesian Incursion
28	GRIP Excursion
29	Whole School Photos
31	Interschool Sports Training 8:15am
31	Interschool Sports

#### APRIL

6	Last Day Term 1 - 2:30pm Dismissal
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Hello from Anita

I hope everyone has had a great week so far!

Our Findon school community has been very busy over the last few weeks and the students have been working hard.

Thank you to all the parents and caregivers who have supported events such as Meet and Greet Day and the Family Picnic Afternoon. These events have helped our staff, students and families connect and develop positive relationships for this year.



We continue to have an emphasis on student learning and wellbeing. This can be seen through the varied programs, additional supports and curriculum planning that is currently in place. As we work through updating processes and improving school practice and policy, you may see small changes occur in lots of different ways.

We are continuing to work on our grounds, and I am looking forward to the opportunity of a working bee, together with our parents and community. Thank you in advance if you can give some of your time to our school on this day. We will be providing lots of different ways to attend working bees this year. Some will be during the school days while others will be over weekends. We are trying to accommodate to our whole Findon community and work together.

### Dates to remember

- Labour Day Public Holiday – **Monday 13<sup>th</sup> March, 2023**

## School terms Victoria 2023

School term	School term dates*
Term 1 Victoria	Monday 30 January 2023 - Thursday 6 April 2023
Term 2 Victoria	Monday 24 April 2023 - Friday 23 June 2023
Term 3 Victoria	Monday 10 July 2023 - Friday 15 September 2023
Term 4 Victoria	Monday 2 October 2023 - Wednesday 20 December 2023

### Uniform reminder

Please remember that when the students are attending school, they are expected to show the value of being Respectful through their commitment to our school uniform. This includes looking neat and tidy with shoes, socks and hair. Hair should be tied back to promote a sense of neatness as well support good hygiene.

### Tips to help improve your child's attendance at school

Positive attendance at school is important to ensure that students are able to maximise all opportunities for learning and developing their health and wellbeing:

Some tips/ideas to support this are:

- Talk to your child about school and how important it is. You can ask them how they feel about school, what they liked and if there are any problems.
- Reward good behaviour and not bad behaviour. For example, if your child refuses to go to school, do not let them have access to their phones or the internet.
- Set a good example. Show them how you keep to your own commitments.
- Encourage your child to take on hobbies that your child enjoys such as sports and clubs. This will help them develop positive relationships outside of the classroom.
- Have a set time to do homework and go to bed.
- Leave all technology out of their bedroom.
- Pack their school bag the night before with everything they need.
- Have a set time for breakfast.

Plan to meet up with a friend so they can travel to school together.

**HAPPINESS** is  
seeing the  
**SMILE** on a  
child's **FACE** as  
they **LEARN**

PINK TULIP  
Creations

### Supporting your child's learning and Literacy skills

Families play a key role in developing a child's language and literacy skills from birth.

A child's understanding of the world and their capacity to learn is greatly influenced by how much their family values their literacy skills.

Some important information for parents and carers to consider:

- Children who start school with greater literacy skills perform better in school, and not just in language-based subjects like English.
- Literacy in the early years is a range of different activities and forms of communication, including music, movement, dance, storytelling, visual arts and drama, as well as talking, viewing, reading, drawing and writing. It is never too early to read to your child.
- Oral language skills are an important predictor of reading and writing skills, so the better your child can speak, the better their overall literacy skills will develop. Talk as much as you can with your child and engage them in conversation often.

Literacy in children's early years can always be fun. Excursions and playtime are great activities in which to engage and talk with your child. Fun activities are also the best opportunities to teach children new vocabulary and new ways of saying things.

### Literacy for students with a second language.

You are your child's first and most important teacher.

You must speak, read and write with your child in your home language: the language you know best.

Doing this will help them:

- learn at school
- build their identity and culture

learn English.

It can take your child some time to learn English after their first language. Your child will not be disadvantaged if they don't speak English at home.

### **How to use the language you know best**

Here are some ways you can speak, read and write with your child in your home language:

- Sing, talk, play number games and read to your child in your home language.
- Speak your home language during family trips and celebrations.
- Speak to your child in your home language even if your child replies in English. This is so they can hear the differences between the two languages.
- Help your child with their homework in your home language. This will help them build skills at school. For example, if they learn maths in your language, they will understand how to do this in English.

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Help your child with their homework in your home language. This will help them build skills at school. For example, if they learn maths in your language, they will understand how to do this in English.



### **The benefits of being bilingual**

If you speak, read and write with your child in your home language, you are helping them become bilingual. Bilingual means they can speak more than one language.

Being bilingual has many benefits:

- promoting growth in the brain. This helps your child think more creatively and solve problems more easily.
- building English literacy. This helps your child become a better reader, listener and speaker.
- improving memory, concentration and numeracy

building your child's sense of identity and their connection to family, community and culture.

Bilingual children tend to have higher scores in maths, reading and vocabulary tests.

Being bilingual also creates many opportunities for your child later in life when they start a career.

It's important to keep speaking, reading and writing with your child in your home language

### **Encouraging Science, Technology, Engineering and Mathematics (STEM) skills in students**

By showing your child that you have a positive attitude to STEM and you see the great possibilities it presents, you can have an impact on how your child feels.

#### **Ways you can help your child engage with STEM**

Investigate and ask questions about the real world. You can do this by asking open-ended questions, such as:

- Can you describe...?
- I wonder what would happen if...?!
- How would you answer that question...?

What if...?

Encourage and support activities that are STEM-related.

For younger children, this could include:

- playing games to identify different shapes, numbers and patterns
- singing songs and nursery rhymes about numbers and playing with building blocks.

For older children, this could include:

- using a digital device to make a movie with special effects
- learning cooking skills

encouraging the use of apps and computer games that are STEM-related.

### STEM websites and places for students to explore at home:

[Museum Victoria](#) cares for the state's scientific and cultural collections. Museum Victoria includes Melbourne Museum and Scienceworks. These museums provide stimulating exhibits and activities ensuring that families can maximise their STEM experience.

[Zoos Victoria](#), including Healesville Sanctuary, Melbourne Zoo and Werribee Open Range Zoo provide families with the opportunity to discover a wild range of wildlife and learn about conservation.

The [Digital Technologies Hub for families](#) provides learning resources on digital technologies. The families section of the hub contains information, activities, careers advice and cybersafety links for families to explore.

[Cosmos](#) is a science magazine published in Australia. Its accompanying website has the latest science news, discoveries, developments and events.



[Backyard Species Discovery](#) is a virtual citizen science Bush Blitz. It provides a virtual expedition to add to our knowledge of Australian biodiversity while keeping everyone busy at home and contributing data to the Atlas of Living Australia.

Each newsletter I will try to add information that is helpful to our parent/caregiver community. If there are topics that you would like more information about, please email me on [anita.osavkovska@education.vic.gov.au](mailto:anita.osavkovska@education.vic.gov.au). I would love to receive feedback that supports our ongoing parent community partnership.

Thank you,

Anita Osavkovska

Principal

## Updated School Policies

We have updated 3 of our school policies.

- Photographing, Filming and Recording Students Policy
- Homework Policy
- Personal Property Policy

Feel free to have a read of them at the end of this newsletter.

## Student of the Week - 3

Class	Name	Reason	Value
FCM	Jason	By helping keep our classroom neat and tidy. It is wonderful to see you assisting your teachers and classmates when we set up for learning.	Be Responsible
FTN	Neil	For showing all of Findon's school values by being mature in a game where you offered to go 'out' and let your friends stay in the game. What an amazing thing to do! You should be proud of yourself!	All Findon Values
12BK	Noah	For helping all of your friends and teachers with most classroom activities and tasks and following classroom processes, demonstrating good listening skills. Well done Noah.	Be Responsible
12FH	Braelyn	Braelyn demonstrated the Do Your Best value by trying her best to complete her class activities very neatly and independently.	Do Your Best
12BM	Flynn	For consistently demonstrating great responsibility for his learning and supporting the class by being a positive role model. Well done Flynn! You are a star!	Be Responsible
34ND	Juliet	By going further with your learning to try different reading strategies while completing independent reading. Well done!	Do Your Best
34ST	Layla	By following the class expectations and being an excellent role model especially to new students of Findon	Be Responsible
34PT	Yasmin	Making choices that create a positive learning environment and being a good role model to her peers	Show Care and Compassion
34MZ	3/4MZ Whole Class	By being reliable and cooperative during learning time, all week, and demonstrating all the values at the Melbourne Museum. I am proud of you all!	Be Responsible
34DF	Meyra	By showing excellent leadership and responsibility in the kitchen, and for your all round attitude to learning opportunities this week	Be Responsible
56LM	Carter	By leading by example, completing his work to a high standard and for being super helpful towards his peers. Well done Carter!	Be Responsible
56SJ	Tyler	By helping out a friend and making sure they were okay while in the sick bay	Show Care and Compassion
56AS	Austin	Putting your best effort into trying your best and showing respect to your peers	Do Your Best
56CM	Bailey	by displaying a caring nature towards his peers and always willing to look out for others and help out.	Show Care and Compassion
PE	Jacob	By doing his best interschool sports and open to learning a new game	Do Your Best
VA	Sebastian	creating an amazing design of a seal. Well done Sebastian, you worked really hard!	Do Your Best
KGK	Suheyl	Showing great leadership in Kitchen and Garden. Being really organised and thoughtful.	Do Your Best
IND	Aria	For always doing your best in the task given and displaying an awesome role model in class . BAGUS!! Keep it up	Do Your Best
Wellbeing	Esta	Making sharing fish balloons for students and staff to decorate together every morning this week	Show Care and Compassion

## Student of the Week - 4

Class	Name	Reason	Value
FCM	Raphael	By working hard to be a helpful and reliable member of our classroom. It's always great to see you doing your best to follow instructions, solve problems and help your classmates.	Be Responsible
FTN	Jordan	By working hard to show responsibility by making the right choices with your learning. Keep it up!	Be Responsible
12BK	Ebony	By telling the truth even when it's really hard, and keeping hands, feet, and objects to herself.	Be Honest
12FH	Adrien	Adrien demonstrated the Be Responsible value by taking responsibility for his learning by making sure his work books and tools are always ready for learning.	Be Responsible
12BM	Scarlett	For always being the kindest soul, taking care of others, and supporting everyone to feel safe and welcome. Scarlett, you are the embodiment of compassion! Well done!	Show Care & Compassion
34ND	Maezah	for taking ownership for her learning by receiving and applying teacher feedback to improve on her predictions. Well done!	Be Responsible
34ST	Ali	For approaching his teacher to tell the truth and taking ownership of his action. You set a great example to the rest of the class. Great work!	Be Honest
34PT	Ramsey	Applying prior knowledge to solve time based questions in maths lessons.	Do Your best
34MZ	Aaliyah	By being thoughtful, supportive and cooperative when interacting with her classmates and teachers. You have been a great helper in the classroom and a role model for our class motto - 'Team works is Dream work!' Well done	Be Respectful
34DF	Suheyf	Being courteous and thoughtful when interacting with peers and demonstrating a great attitude to learning and improving your skills	Be Respectful
56LM	Max	For being super focused during our lessons and for surprising himself with how well he did with hew learning. Keep up the great attitude towards learning!	Do Your best
56SJ	Tyler	For having an excellent attitude to all learning tasks this week, a great work ethic and contributing during learning time. Well done!	Do Your best
56AS	Alex	Helping everyone in every way. Thanks for being a good friend	Show Care & Compassion
56CM	Krystyna	For displaying an outstanding willingness to learn this week and participating frequently in discussions and sharing ideas. Keep it up Krystyna!	Do Your Best
PE	Ava	For being respectful by playing fair and demonstrating amazing sportsmanship	Be Respectful
VA	Daniel	Well done Daniel you worked so hard on your folio cover and your seahorse. The hard work paid off, they both look AMAZING!	Do Your Best
KGK	Theodore	Supporting the smooth running of kitchen, with keen focus and being wonderful!	Be Responsible
IND	Mason	For being responsible for his learning and being a great helper to the teacher and peers. BAGUS!!	Be Responsible
WELLBEING	Shelbie	For helping a Prep student that had fallen over	Show Care & Compassion

## Student of the Week - 5

Class	Name	Reason	Value
FCM	Isabelle	By trying really hard to be brave when learning gets a little tricky. It is great to see you thinking about the different ways you can still join in when you are unsure or worried.	Be Responsible
FTN	Patrick	By making everyone feel safe, valued and included in our class by accepting that everyone is different, and embracing and celebrating everyone's individuality. You should be proud of yourself!	Be Respectful
12BK	Atila	For including all people in the junior zone in his games and making everyone feel like they are part of the group. Go Atila!	Show Care and Compassion
12FH	Yaseen	Yaseen demonstrated the Be Responsible value by taking responsibility to seek help from an adult to express his feelings when having a tricky day so he could receive help to solve his problem. Great work Yaseen!	Be Responsible
12BM	Joelle	For working diligently to build your writing stamina, practice your letter formation, and bravely getting into the learning pit. Well done Joelle!	Doing Your Best
34ND	Ava	For offering support to her peers during Inquiry to ensure they were successful with their task. Well done!	Show Care and Compassion
34ST	Khaled	Consistently demonstrating great responsibility in your learning by being organised, prepared, and an active participant in maths discussions. Awesome work Khaled!!	Be Responsible
34JK	Brileigh	Demonstrating Care and Compassion by helping her peers when needed and by being a great listener.	Care and Compassion
34MZ	Prince	By consistently putting in his absolute best effort in all learning tasks and working hard to achieve the success criteria and meet his learning goals. You are a star, Prince, and should be proud of your amazing learning disposition!	Do Your Best
34DF	Nikhitaa	Demonstrating a friendly and positive attitude to her learning and to her classmates. You include people in games and care about their wellbeing when they are upset.	Show Care and Compassion
56LM	Matthew	By making positive choices about where he works, owning poor choices and for a greatly improved attitude in Indonesian. Keep up the great effort Matthew!	Be Responsible
56SJ	Isabella	By including everyone, helping others, giving ideas and being kind to her friends. Well done Bella	Show Care and Compassion
56AS	Darcey	Genuinely having a go at all your work and putting in your very best	Doing Your Best
56CM	Lucinda	By working to ensure our classroom is presentable and always willing to help out teachers and other students with jobs and responsibilities.	Be Responsible
PE	Mia	Always listening and working hard	Doing Your Best
KGK	Harry	Being a star in the garden, moving 'Weed Mountain'. Well done Harry.	Doing Your Best
IND	Zayam	Putting in awesome effort and amazing work in completing the task. Also working well with your buddy.	Doing Your Best
WELLBEING	Pagan	For always helping to pack up all toys, pencils and drawing pad without having to be asked first	Be Respectful

## Student of the Week - 6

Class	Name	Reason	Value
FCM	Alfie	It has been wonderful seeing your willingness you share your ideas with the class and peers as your confidence grows. You are doing an amazing job Alfie, keep up the great work!	Do Your Best
FTN	Ben	By making good choices for your learning by asking people to not distract you and moving away from people who are being distracting so you can do your best learning! Keep it up!	Be Responsible
12BK	Leo	For always showing his best work during class time and challenging himself in his learning.	Do Your Best
12FH	Myriam	Myriam demonstrated the Do Your Best value by trying her best to complete her History Box reflection neatly and with lots of detail.	Do Your Best
12BM	Emma	For always being an excellent role model to your peers, and demonstrating each of our class and school values each day. You are a super star!!	Be Responsible
34ND	Raidyn	By being honest with his reading reflections on how he was successful and how to improve. Well done!	Be Honest
34ST	Linta	Showing enthusiasm and dedication during writing sessions to complete a marvellous persuasive piece. You modelled a growth mindset and worked your way through the learning pit. Excellent work Linta, keep it up!	Do Your Best
34JK	Dyson	Showing determination and persistence when completing reasoning tasks in maths lessons this week.	Do Your Best
34MZ	Layla	By putting in an outstanding effort in all learning situations and working hard to achieve her personal best, including demonstrating excellence in her home learning responsibilities and tasks.	Do Your Best
34DF	Brodie	You have been giving an honest effort with your writing and striving hard to write a persuasive text. You are also honest when reflecting on your behaviour and you are respected by your peers because of this.	Be Honest
56LM	Ryan	By being a fantastic listener and for being so responsible with his learning.	Be Respectful & Be Responsible
56SJ	Nathan	By helping others and being a great helper in library and around the classroom	Responsibility
56AS	Erik	Putting in an incredible effort to complete your Maths Problem	Do Your Best
56CM	Gizelle	By being a wonderful friend to her peers and showing care for them in times of need.	Show Care & Compassion
PE	Charlotte	Showing care and supporting others by saying positive things to others. Also Charlotte you are always smiling which is very contagious	Show Care & Compassion
VA	Aria	Well done Aria, you consistently work hard in class and out of class on your art work. You have created some amazing pieces so far, can't wait to see more!	Do Your Best
KGK	Cooper	Being super focused and on the task in the kitchen. Showing great responsibility cutting vegetables.	Do Your Best
IND	Olivia	For doing an awesome job in participating in class and understanding the task given really well.	Do Your Best
WELLBEING	Evie	For including a prep student to play on the playground at lunchtime and encouraging them to go down the slide.	Show Care & Compassion



# FINDON PRIMARY SCHOOL PHOTO DAY



## WEDNESDAY 29TH MARCH 2023

Orders can now be made through your Compass Portal via your email link or under the **COMMUNITY** tab

**PLACE YOUR ORDER NOW TO ENSURE OUR BEST PRICES!**

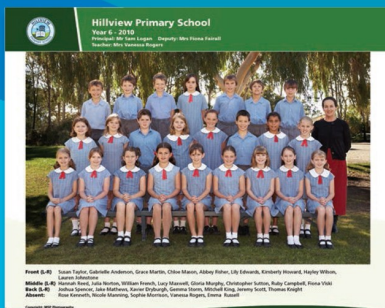
### FAMILY PHOTOS



Family/Sibling photos are available for students attending school. Orders must be placed by **11:59PM** the day before photo day.

Parents with 3 or more children can receive a concession with our **Premium** or **Classic** packs. To take up this offer, please contact us prior to photo day.

### GROUP STYLE



**We're here to help.**

9466 7331 | [admin.nem@msp.com.au](mailto:admin.nem@msp.com.au)





## Camp Australia – Guiding Children’s Growth

We are proud to partner with Camp Australia to provide our Outside School Hours Care (OSHC) program.

Camp Australia programs are centered on child enrichment, while ensuring a reliable, engaging and hassle-free OSHC service at our school. Their engaged educators foster a safe, inclusive environment where children can relax, have fun, and grow.

# Your OSHC.

### *Your OSHC* – OSHC that inspires

At *Your OSHC* by Camp Australia, every before school, after school and pupil free day program is tailored to the likes and interests of each child in service. Camp Australia’s educators design enriching experiences to inspire your children’s confidence, independence, and imagination. In any one week, they could be participating in science experiments, active play, creative expression and more - they believe in learning through experience so that each child can grow.

Click [here](#) to find out more about Camp Australia's program at your school, including hours of operation and fees. To attend care, you must register your child. [Register now for free.](#)



MILL PARK  
SECONDARY COLLEGE



MILL PARK SECONDARY COLLEGE  
INVITES FAMILIES TO JOIN US FOR OUR

# Showcase Evening

27 March 2023

Middle Years Campus  
5:30 - 7:00pm

Principal's Welcome  
begins at 5:30pm  
and is followed by  
school tours.

Bookings to attend the Showcase Evening are essential, and can be made via trybooking in the URL provided or by scanning the QR code.

**Bookings:** <https://www.trybooking.com/CGFRW>  
[millparksc.vic.edu.au](https://www.millparksc.vic.edu.au)



Discover how you can *Create your future!*

## PHOTOGRAPHING, FILMING AND RECORDING STUDENTS POLICY

### **RATIONALE:**

This policy outlines the practices that Findon Primary School has in place for the collection, use and disclosure of images of students to ensure compliance with the *Privacy and Data Protection Act 2014 (Vic)*. It also explains the circumstances in which Findon PS will seek parent/caregiver consent and how consent can be provided and/or withdrawn.

As a general rule, 'use' relates to images which are shared and distributed only within the school for school purposes (i.e. ID photos, Compass), whilst 'disclosure' is used for images which are shared and distributed outside of the school staff and are available to other students, parents/caregivers and the wider school community.

### **AIM:**

To explain to parents/caregivers how Findon Primary School will collect, use and disclose photographs, video and recordings of students, how parent/caregiver consent can be provided and how it can be withdrawn. This policy applies to the general collection, use and disclosure of photographs, video and recordings ('images') of students.

### **IMPLEMENTATION:**

Findon PS will ensure that parents/caregivers are notified upon enrolment and at the commencement of each school year of the ways in which our school may use images of students. There are many occasions during the school year where staff photograph, film or record students participating in school activities or events, for example classroom activities, sports events, concerts, excursions, camps etc. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey, advertise the school and communicate with our parents/caregivers and school community in newsletters.

Findon PS will use student images reasonably, appropriately and sensitively, consistent with our obligations under the Child Safe Standards and our school's Child Safety Policy and Child Safe Code of Conduct. If at any time a parent/caregiver or student has a concern about the use of any images they should contact the school to speak with the Principal.

In addition to the processes outlined below, parents/caregivers can contact the school at any time to withdraw their consent for any future collection, use or disclosure of images of their child. However:

- If the images have already been published and are in the public domain, it may not be possible for consent to be withdrawn
- There may be occasions when the school will record whole of school or large group events (and make those recordings available to the school community through DVD sales etc.) such as the school concert, speech nights, sports events etc. and if your child participates, they may appear in these recordings which will be available to the whole school community
- The school can still collect, use and disclose images in circumstances where consent is not required (see below for more information).

### **Official School Photographs**

Each year Findon PS will arrange for a professional photographer to take official school photographs of students. This will generally involve class photos, individual photos and whole school photo being taken, and in some cases family photos.

Official school photographs may be:

- purchased by parents/caregivers
- used for school identification cards
- stored on CASES21 for educational and administrative purposes.

Findon PS will notify parents/caregivers in advance of the official school photographs being taken to give them an opportunity to decide whether their child will be included in the official school photographs.

Parents/caregivers who choose to opt out of having their child participate in official school photographs must contact the office before the date photos are scheduled to be taken to advise that their child will not participate. There is no obligation on any parent/caregiver to purchase any photographs taken.

### **Images for use and disclosure within the school community and ordinary school communications**

From time to time Findon PS may photograph, film or record students to use within the school community, including:

- in the school's communication, learning and teaching tools (for example, emails, classroom blogs or apps that can only be accessed by students, parents/caregivers or school staff with passwords e.g. Compass)
- for display in school classrooms, on noticeboards etc.
- to support student's health and wellbeing (e.g. photographs of pencil grip to assist in Occupational Therapy (OT) assessments)

An Annual Consent Form and Collection Notice will be distributed to parents/caregivers on enrolment and also at the beginning of each school year.

### **Images to be used or disclosed outside the school community**

#### *External use or disclosure by the school*

Photographs, video or recordings of students may also be used in publications that are accessible to the public, including on the school's website (including in the school newsletter which is publicly available on the website).

The Annual Consent Form and Collection Notice also covers these types of uses and will be distributed to parents/caregivers on enrolment and also at the beginning of each school year. Findon PS will notify parents/caregivers individually if the school is considering using any images of their child for specific advertising or promotional purposes.

### **Media**

The media, or the Department of Education and Training's media team, may seek to photograph, film or record students for a news story or school event. This may include broadcast media, online or social media or print media, including newspapers and magazine publications.

When our school receives such requests Findon PS will:

- provide parents/caregivers with information about the organisation involved and when/for what purposes the photography, filming or recording will occur
- seek prior, express parent/caregiver consent in writing.

Students will only be photographed, filmed or recorded by the media at school if express consent is provided for that specific media event. Neither the school nor the Department own or control any photographs, video or recordings of students taken by the media.

### **Other external collection, use or disclosure**

If there is a situation which will involve the collection, use or disclosure of images of students by or to third parties which is not otherwise covered by this policy, Findon PS will:

- provide parents/caregivers with information about the event or activity, the organisation involved and when the photography, filming or recording will occur
- seek prior, express parent/caregiver consent in writing.

### **School performances, sporting events and other school approved activities**

Findon PS permits parents/caregivers and invited guests to photograph, film or record school performances, sporting events and other school approved activities of their own child, with the exception of swimming activities and those events photographed, filmed or recorded by a third party to be sold to the community (e.g. Production).

Findon PS requests that parents/caregivers, students and invited guests who photograph, film or record school activities only do so for their own personal record of events and do not publish the images in any form, including on social media, without the prior consent of persons whose children may also appear in the images. Neither the school nor the Department own or control any images of students taken by parents/caregivers, students or their invited guests at school activities. It is strongly advised that images only contain your child/ren.

### **Images to manage student behaviour or fulfil our school's legal obligations**

On occasion it may be necessary for school staff to photograph, film or record students when necessary to:

- fulfil legal obligations, including to:
  - take reasonable steps to reduce the risk of reasonably foreseeable harm to students, staff and visitors (duty of care)
  - provide a safe and suitable workplace (occupational health and safety law)
- for identification purposes, when necessary to implement discipline and/or behaviour management policies.

Findon PS does not require or obtain consent from parents/caregivers or students to photograph, film or record students for these reasons. However, when Findon PS photographs, films or records a student for any of these purposes, staff will only collect and use such images in a way that is reasonable and appropriate in the circumstances.

### **Staff use of personal devices**

School staff may use their own personal devices to capture images of students for reasonable and legitimate educational purposes. If this occurs, staff are expected to upload the images to the school server and delete the images from their device within a week of the images being captured.

### **COMMUNICATION & EVALUATION:**

This policy will be communicated to the community through the newsletter at the beginning of the school year and prior to school community events. The policy will be available on the school website and via the front office upon request. It will be communicated to staff via briefing and through relevant induction programs and parent information sessions. This policy shall be reviewed as part of the school's three year review cycle.

### **REFERENCES:**

- School Policy and Advisory Guide: [Photographing and Filming Students](#)
- Findon Primary School Policies: <https://www.findonps.vic.edu.au/index.php/school-policies/>
- Privacy and Data Protection Act 2014 (Vic): <https://www.legislation.vic.gov.au/in-force/acts/privacy-and-data-protection-act-2014/027>

## HOMWORK POLICY

### **RATIONALE:**

Homework comprises of activities that enrich and support learning, through students reading, talking and experiencing the world around them. There is also a place for more formal, structured homework that enriches and enhances student learning. This type of homework complements classroom learning, helps to foster positive study habits and provides an opportunity for students to take responsibility for their own learning.

Findon Primary School has developed this Homework Policy, in consultation with the School Council to support student learning and connectedness by:

- providing opportunities for students to review, revise and reinforce newly acquired skills
- providing opportunities for students to apply new knowledge
- providing opportunities for students to prepare for future lessons
- encouraging students to enrich or extend knowledge individually, collectively and imaginatively
- fostering lifelong learning and study habits
- supporting learning partnerships with parents/caregivers.

### **AIM:**

To outline to our school community the Department of Education and Training (DET) and Findon Primary School's policy requirements relating to homework. This policy applies to students in all year levels and staff responsible for setting and monitoring homework at Findon Primary School.

### **DEFINITION:**

**Homework** is tasks assigned to students by teachers that are meant to be carried out during non school hours.

### **IMPLEMENTATION:**

At Findon Primary School all homework set by teachers will be:

- purposeful
- curriculum aligned
- appropriate to students' skill level and age
- designed to help students develop as independent learners
- monitored by the teacher
- where appropriate, provide opportunities for parents/caregivers to partner in their child's learning.

The types of homework that teachers at Findon Primary School may include are:

- completing consolidation exercises for mathematics or other subject areas
- completing science investigations
- making or designing an artwork
- practising and playing musical instruments or performances
- practising spelling words
- practising sport skills
- practising words/phrases learnt in a language other than English

- reading/preparing background material for a subject
- reading for pleasure
- researching topics associated with set class work
- applying new skills to home context such as:
  - planning and cooking food, including following a recipe
  - helping to plan a day trip or holiday, including timings, directions and costs
  - growing plants
  - reviewing their favourite film or book
  - writing a diary entry
- engaging with parents in learning activities such as:
  - rehearsing a presentation with parent/caregivers, and seeking their feedback
  - interviewing a family member as part of a research project.

### **SHARED EXPECTATIONS AND RESPONSIBILITIES**

Homework is a shared responsibility between the school, teachers, students and their parents/caregivers. In order to get the most out of homework tasks, it is important that everyone understands their obligations and responsibilities.

Responsibilities and expectations for **leaders at Findon Primary School** are to:

- advise teachers, students and parents/caregivers of homework expectations at the beginning of the school year and provide them with access to the homework policy.

Responsibilities and expectations for **teaching teams at Findon Primary School** are to:

- set homework that is curriculum aligned and appropriate to the student's skill level and age
- ensure homework tasks are purposeful – this means they are deliberately designed and planned to support student learning (so, they are not 'busy work' or where students 'finish off' work they did/could not complete in class)
- assess homework and provide timely and practical feedback
- ensure the amount of homework set supports a student to engage with a range of recreational, family and cultural activities outside of school hours
- offer opportunities for families to engage in their children's learning.

Responsibilities and expectations for **students** are:

- being aware of the school's homework policy
- discussing homework expectations with their parents/caregivers
- accepting responsibility for the completion of homework tasks within set time frames
- following up on feedback provided by teachers
- seeking assistance when difficulties arise
- organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities.

Responsibilities and expectations for **parents/caregivers** are:

- ensuring there is a balance between the time spent on homework and recreational, family and cultural activities
- talking to teachers about any concerns they have about the homework
- discussing homework with their child in their first language, if English is not the main language spoken at home,
- in dialogue, linking homework to:
  - previous experiences the child and/or parent/caregiver may have had
  - family culture(s), history(ies) and language(s)
  - relevant services, clubs, associations and community.
- ensuring there is a quiet study area for their child to complete homework.

Ratified by School Council March 2022

Review date March 2025



## **SUPPORT FOR STUDENTS AND PARENTS/CAREGIVERS**

Findon Primary School understands that students have different learning strengths, preferences and interests and may approach learning activities and homework differently. If parents/caregivers are concerned their child may not understand the homework tasks that have been set or is spending a long period of time completing their homework, we encourage parents/caregivers to speak to their child's teacher, to ensure appropriate adjustments can be made for their child.

## **COMMUNICATION & EVALUATION**

This policy will be communicated to our school community in the following ways:

- Tabled and discussed at staff briefing
- Available publicly on our school's website
- Included in staff information book
- Reminders in our school newsletter
- Discussed at parent information nights/sessions as required
- Discussed with students at (individual level, cohort levels, assembly)
- Hard copy available from front office upon request

This policy will be reviewed every three years.

## **REFERENCES:**

DET Policy Advisory Library

<https://www2.education.vic.gov.au/pal/homework/policy>

## PERSONAL PROPERTY POLICY

### **RATIONALE:**

Schools respect and appreciate the diversity the community holds in relation to matters of personal significance that are special or valuable items. Findon Primary School understands that staff, students and community members may sometimes like to bring items of such nature to school. Communicating responsibilities in relation to these items ensures clarity. This policy applies to all school activities, including camps and excursions.

### **AIMS:**

To explain Findon Primary School's policy in relation to personal property and to ensure that special or valuable items of personal property are not brought to school.

### **IMPLEMENTATION:**

- The Department of Education and Training does not have insurance for personal property of staff, students and visitors.
- Findon Primary School does not take responsibility for items of personal property that are lost, stolen or damaged at school or during school activities. Damage to personal property brought to school is the responsibility of the owner of that property.
- Findon Primary School encourages staff and students **not** to bring items of value to school, or to obtain appropriate insurance for such items. If students or staff choose to bring items of value to school, they are encouraged to ensure they are locked up during the day or stored securely at the office until the end of the day, where items may be collected by the student/parent/caregiver or staff member.

### **COMMUNICATION:**

This policy will be communicated to our school community in the following ways:

- Tabled and discussed at staff briefing
- Available publicly on our school's website
- Included in staff handbook/manual
- Reminders in our school newsletter
- Discussed at parent information nights/sessions as required
- Discussed at student forums
- Hard copy available from school administration upon request

### **EVALUATION:**

This policy will be reviewed as part of the school's three year policy and review process.

### **REFERENCES:**

NA