



# Springvale Rise

Primary School

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Learning Together



## Parent Information Booklet

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Heights Campus: 03 9546 3799

Springvale Campus: 03 9546 9604

We have **Vietnamese, Chinese, Cambodian, Burmese, Rohingya, Hindi, Urdu and Punjabi** interpreters available.

Please feel free to contact the office to make an appointment with one of our staff.

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Springvale Rise Primary School is a dual-campus government sector school located approximately twenty-five (25) kilometres south east of the Melbourne CBD. The Heights Campus is positioned in a well-established residential area and features a brand new administration block and arts / community hub, two modern open-plan learning centres, a synthetic basketball court, state-of-the-art playground equipment, large grassed playing fields and a kindergarten (which operates in partnership with the City of Greater Dandenong and Best Chance). Approximately two (2) kilometres south, the Springvale Campus is located in central Springvale and bordered by both residential and commercial zones. The original, redbrick schoolhouse now accommodates the administration offices, whilst the refurbished classrooms, synthetic oval and inviting play areas all contribute to a learning environment of which the whole community is proud.

On Census Day in 2020, the school had an official total enrolment of 460 students with approximately 85% of these students have origins outside of Australia and a Language Background Other Than English. In recent years we have also had a growing number of international students from a variety of cultural backgrounds enrolled at our school and as we are an accredited school we currently employ a dedicated International Students Coordinator.

Springvale Rise Primary School is committed to providing a safe, secure and supportive learning environment that encourages all students to take responsibility for their own learning. Students are empowered to work independently and collaboratively within the school setting and the wider global community; demonstrating respect for one another and the environment. In 2020, the school offers specialist programs in Visual Arts, Physical Education-Sport, STEM and LOTE (Vietnamese).

The Springvale Rise Primary School Community Hub continues to make use of families' familiarity with our setting and their established relationships with school staff to provide a safe and supportive, easily accessible venue for the delivery of a coordinated and tailored array of programs. It also acts as a bridge, linking mothers, their children and their extended family to the school, the wider community and the network of services and programs available in the City of Greater Dandenong.

The school values of Collaboration, Excellence, Resilience and Respect are embedded in our school culture.

Please enjoy your time with us.

Kind Regards

A handwritten signature in black ink, appearing to read 'Debbie Cottier'.

Debbie Cottier  
Principal

## School Organisation

### School Leadership and Other Key Staff

<b>Principal</b>	Mrs Debbie Cottier
<b>Assistant Principal (Springvale Campus)</b>	Mrs Jodie Pyman
<b>Assistant Principal (Heights Campus)</b>	Miss Carly Jamar
<b>Leading Teachers (Heights Campus)</b>	FLC/JLC - Ms Michelle Gorman MLC/SLC – Mrs Courtney Hoffman
<b>Leading Teachers (Springvale Campus)</b>	FLC/JLC - Mrs Zoe Haesy MLC/SLC – Ms Ashley Beardsley / Mrs Mirela Karup Ms Laura Pelle
<b>Welfare Officer (Heights Campus)</b>	Ms Laura Pelle
<b>Welfare Officer (Springvale Campus)</b>	Mrs Mary Sampieri
<b>Business Manager</b>	Mrs Anita Hutchins
<b>International Students Coordinator</b>	Mrs Bianca Johnson
<b>Office Staff</b>	Mrs Rickey Bryant Mrs Kim Winters Mrs Bianca Johnson

**Heights Campus:** Phone: 03 9546 3799

**Springvale Campus:** Phone: 03 9546 9604

Email: [springvale.rise.ps@education.vic.gov.au](mailto:springvale.rise.ps@education.vic.gov.au)

## School Times

<b>Hours:</b>	9:00am – 3:30pm
<b>Snack eating time:</b>	10:50am – 11:00am
<b>Morning Recess Break:</b>	11:00am – 11:30am
<b>Lunch eating time:</b>	1:30pm – 1:40pm
<b>Lunch Break:</b>	1:40pm – 2:30pm
<b>Dismissal:</b>	3:30pm

## Term Dates

### 2021

<b>Term 1:</b>	27 <sup>th</sup> January (teachers start) to 1 <sup>st</sup> April
<b>Term 2:</b>	19 <sup>th</sup> April to 25 <sup>th</sup> June
<b>Term 3:</b>	12 <sup>th</sup> July to 17 <sup>th</sup> September
<b>Term 4:</b>	4 <sup>th</sup> October to 17 <sup>th</sup> December

### 2022

<b>Term 1:</b>	28 <sup>th</sup> January (teachers start) to 8 <sup>th</sup> April
<b>Term 2:</b>	26 <sup>th</sup> April to 24 <sup>th</sup> June
<b>Term 3:</b>	11 <sup>th</sup> July to 16 <sup>th</sup> September
<b>Term 4:</b>	3 <sup>rd</sup> October to 20 <sup>th</sup> December

Please note that the first day of Term 1 is a student-free day in all Victorian Government schools, and this allows for appropriate planning to take place before the arrival of students. Each year Victorian Government schools are also provided with an additional three student-free days for professional development, school planning and administration, curriculum development and student assessment and reporting.

The remaining three student-free days are determined by each individual school. Details and dates will be provided to parents after School Council has approved them.

## School Vision and Values

### School Vision

We aspire to create an inclusive and respectful learning community that nurtures, supports, inspires and challenges all members of the school community to achieve and celebrate their personal best within a culture of collaboration, shared responsibility and high expectations.

Three characteristics that underpin the above are:

- our students being at the centre of the school's curriculum planning, and learning and teaching models (with a focus on the whole child)
- student and adult learning that is supported through a culture of collaboration and shared responsibility
- high expectations

### “Two Campuses – One School”

### School Values

We encourage, develop and promote the following values:

**Respect:** Caring for, understanding, accepting and appreciating others and ourselves. Looking after our environment. Honesty, integrity and consideration. Celebrating diversity – diversity of cultural background, diversity of religion, diversity of thinking.

**Collaboration** - Working together to create something new and with a common goal in mind.

**Excellence** - Empowering all members of the school community to achieve and celebrate their personal best within a culture of high expectations.

**Resilience** - Bouncing back from difficulties or disappointments. Accepting challenges, trying hard and not giving up easily.

## School Information

### Absences, Late Arrivals and Early Dismissals

The school has been working on refining our processes for absences / late arrivals and early leavers. In line with Department of Education and Training guidelines, schools are now required to contact parents / caregivers on a student's first day of absence, if notification from the parent has not been received. It is our preference that all parents / caregivers notify the school before 10:00am on the first day of their child's absence. An SMS notification is sent to parents if a child is absent and the school has not been advised. The SMS will be sent at 10:15am each day. The message contains the school phone numbers to notify us of the reason of your child's absence.

If your child is late to arrive to school, the parent / caregiver **must** come into the office to sign your child into the school. If you are collecting your child before the end of the school day, you **must** report to the office to collect an 'Early Leave Pass'. Please note that only a parent / authorised caregiver can collect a child from school unless there is written notification of an alternate person authorised by the parent collecting a child. A reminder too, that parents are asked to avoid removing their children for holidays during the school terms as this can have a direct impact on a child's progress.

### Accidents

All accidents should be reported to a home group teacher, the teacher on yard duty and / or the first aid officer in order for them to determine the appropriate action. If a child suffers a minor injury at school the staff will attend to the injury. However, if the injury is of a more serious nature, the parents or guardians of the child will be notified. It is most important that each child has a second emergency contact number listed on their file so that the school may call them if the parents or guardians are unable to be contacted. In an emergency, staff will notify the Principal or next in charge, call an ambulance and then contact the parents or guardians. Parents or guardians are responsible for any associated costs. All serious accidents will be entered in the school's Accident Register and recorded with the Incident Support and Operations Centre.

Please note that the First Aid Room is located within the main office area on both campuses.

### Anaphylaxis

Anaphylaxis is a form of shock that develops from the most serious type of allergic reaction. This can occur as a result of being allergic to some types of foods, bee stings, medicines, drugs and latex. If your child has an allergy such as this, please inform the school. A doctor will also need to complete an Anaphylaxis Action Plan which then needs to be provided to the school. If your child needs an EpiPen, it must be given to the school with your child's name clearly marked on it.

## Asthma

Asthma is a medical condition that can be life threatening. If your child is asthmatic, please inform the school. A doctor will also need to complete the Asthma Action Plan which then needs to be provided to the school. Children suffering from asthma should have their inhalers with them at all times, including sporting activities, excursions etc. Parents are notified when their child has a severe asthma attack.

At times, asthma requires more than regular use of puffers to relieve the symptoms. Some children do need to use a nebuliser during the course of the day for their treatment or preventative program. If this is the situation with your child, please contact the school so that appropriate plans can be made.

The school has a number of staff who are Level 2 First Aid trained.

## Breakfast Club

It is important for students to begin the day with a nutritious breakfast. Studies have shown this helps with concentration and can lead to better educational outcomes. Breakfast is offered daily on both campuses, at no cost to parents.

The Breakfast Club offers a variety of options such as cereals, full cream milk, yoghurt, fruit, toast and baked beans. If you wish your child to participate, please obtain a permission form from the office and encourage them to attend.



## Community Hub

The Springvale Rise Community Hub offers a wide variety of programs for families attending Springvale Rise Primary School as well as for families from the wider Springvale community. These programs include: playgroups for children aged 0 - 5 years and their parents or carers, a Multicultural Women's Friendship Group, English Language classes, parent information sessions and referrals to support services as required. Please contact the school office for further information.

## Curriculum

Springvale Rise Primary School's curriculum is based on the Victorian Curriculum. These curriculum standards cover a comprehensive range of knowledge, skills and behaviours embedded within an extensive variety of domains. Literacy and Numeracy are deemed key priorities for student learning at Springvale Rise Primary School.

## Custody and Court Orders

If there are any current Court Orders related to a child in the school, the custodial parent must provide a copy of the orders to the Principal / Campus Principal who will keep them on file.

## Digital Technologies

For a small annual fee, the school will loan each student with a device for their use both at home and at school. Students in Foundation, Year 1 and Year 2 will be provided with an iPad whilst students in Years 3-6 will be provided with a laptop. A permission form needs to be signed by both students and parents/guardians prior to allocation.

Students in Foundation Year 1 and Year 2 will utilise the SeeSaw application whilst students in Years 3-6 have access to email and Google Classrooms. The school prioritises teaching about cyber-safety in a developmentally appropriate way, at each level of the school.

## Early Dismissal

Students are dismissed from school each day at 3:30pm. Students will not be dismissed prior to this time unless they are in the company of a parent or guardian (emergency contact). Students must be signed out of the school by a parent or authorised person. Permission to any other person will only be given on the written authority of the parent or guardian.

As a matter of safety and security for each child, it is essential that the school knows exactly who is collecting a child during school hours and what time the child is to be collected. It should be noted that requests asking for children to leave school and go home unaccompanied during school hours will not be accepted.

If a child is to leave the school early, he / she must be in the company of an appropriate adult, e.g. parents or guardian. The procedures operate in the following manner:

- The person collecting a child or children must first report to the office.
- An Early Dismissal Form is completed and signed by the adult and Principal or nominee.
- The form is taken to the teacher as he / she will only release the child on presentation of the form.

**# please note** that staff have been instructed not to dismiss a child early until the Early Dismissal Form has been signed and presented to the teacher. This system has been designed for the safety and welfare of your child.

## Emergency Management

Our school has developed Emergency Management Procedures in line with Government guidelines and has designated a safe area for all children and adults to assemble in the event of any type of evacuation.

Detailed emergency procedures and information is located in all rooms and at the end of corridors. This information is designed for use in the event of an emergency situation. An emergency situation is any event which disrupts the normal functioning of the school in such a way as to cause significant danger to students and staff. The overriding requirements in the event of an emergency situation are orderly, calm behaviour and quick, logical

thought. Emergency procedures will be enacted without hesitation. Teachers will direct children to follow exit routes in a calm and orderly manner. Children will assemble on the oval where their names will be checked against the class register. Each term the students and staff are involved in practice evacuations or lock down procedures.

### **Essential Education Items**

The cost of materials and requisites for each child is approximately \$100.00 whilst the excursion / incursion levy has been set at \$80. SLC students also pay a fee of approximately \$40 for interschool sport activities.

Payments are recorded individually by the Business Manager or Office Administration staff and receipts are issued. Payments can be made via EFTPOS or in cash.

Please note that families are also welcome to make a voluntary contribution towards the maintenance of the school grounds or to assist families facing financial hardship.

### **Enrolments**

Parents may enrol children at any time throughout the school year and are asked to provide the school with information pertaining to court orders or serious medical conditions if they are applicable. All student information is held in strict confidence in the office.

### **Extreme Weather Policy**

The school has an Extreme Weather policy in place to protect all students and staff from extreme weather (such as rain, storm or heat). When there is heavy rain, or if the temperature is at or above 34 degrees Celsius, the students will remain inside the home groups under teacher supervision.

### **Year 6 Graduation**

Our Graduation Evening is a very special event for all Year Six students. Graduation will be held on a night during the last two weeks of the school year and is attended by families of Year 6 students from both campuses.

### **Lost Property**

Any items of clothing found in the school are placed in the Lost Property Tub. At the Heights Campus, Lost Property is located in the First Aid room and at the Springvale Campus, Lost Property is located in the corridor next to the exit doorway between the main building and the Junior Learning Centre. It is the responsibility of students and their parents to retrieve any lost items. Please ensure all clothing is clearly marked with the child's full name.

### **Lunches**

Please make sure that children bring a healthy snack and lunch to school in a secure, named lunchbox. We encourage all students to also bring a water bottle to school every day. Please do not provide 'junk food' for your child to eat at recess or lunchtime as we encourage the students to develop healthy eating habits. We also encourage as little litter as possible, so please make sure that limited wrapping is used.

## Money Sent to School

When your child is required to bring money to school, please make sure it is carefully sealed in an envelope with the permission note (if applicable). The envelope should be clearly labelled with the child's name, Home group, and the purpose for which the money is intended (i.e. zoo excursion). Money should be handed to the Home group teacher by the children at the beginning of the school day.

## Newsletter

The school newsletter is published fortnightly and is distributed on Thursdays. It is a prime source of communication within our school community.

Features include:

- Principal's news
- News from both campuses written by the Assistant Principals
- An article written by the school captains (Students' Voice)
- Highlights of our teaching and learning programs, including our specialist programs
- Community Hub events and Their Care (out of school hours care) updates
- A calendar of important events within the forthcoming weeks
- Community news and items of interest and / or selected advertisements

## Notices

Please check your child's bag for notices. Excursion permission notices should be returned promptly to assist teachers with their planning. Students will not be expected to bring money to school for any excursion unless requested in writing.

## School Photographs

Home group, individual and family photographs are taken by a commercial photographer each year. This is usually held in the first half of the year.

## Physical Education

The students participate in a variety of Physical Education sessions each week. For the students' safety and comfort they need to wear runners for these sessions. All students must also wear a hat between the September 1<sup>st</sup> and the end of Term One. They are encouraged to bring along a water bottle to all Physical Education lessons. If students are unable to participate in a Physical Education lesson they require a note from their parent or guardian. Please note that students will not be participating in intense activities during hot or humid conditions.

### **Playground Supervision**

Playground supervision is conducted on a daily basis from 8.45am to 9.00am and from 3.30pm to 3.45pm.

The playgrounds are also supervised by appropriate numbers of staff during recess and lunchtime. Supervising staff wear bright orange vests and carry a first aid bag. On wet mornings, students need to stay under shelter until 8.45am when they are asked to move into their Home groups.

Please note that the school grounds are not supervised before 8.45am and after 3.45pm. It is therefore not advisable for children to be in the school grounds outside of these hours.

### **School Records**

It is essential that our records of your address, phone numbers and emergency contact details are kept up to date. Please contact the school if there are any change to these details. These records are confidential and will not be made available to any other person without your permission. These details are essential in an emergency.

### **School Uniform**

School uniform is compulsory at Springvale Rise Primary School. All students must wear their school uniform every day unless an 'Out of Uniform' day has been organised for fundraising purposes. (This will always be announced in the School Newsletter.) Please make sure that the clothes that your child wears on an 'Out of Uniform' day are suitable for the weather conditions that day.

Small items of jewellery may be worn, as well as "head scarfs. Jewellery can be a potential safety issue and neck jewellery is not permitted unless there is a religious reason. Earrings should also be limited to studs/sleepers in the interests of your child's safety.

### **Social Service**

Children at our school are encouraged to help those children who are less fortunate than themselves. Activities to raise money are regularly planned throughout the year by the Student Representative Council. Parents are asked to support these activities whenever possible.

### **Student Leadership**

Student leadership is seen as a very important role for the Senior Learning Centre students at Springvale Rise Primary School. The School Captains, School Vice Captains, House Captains and House Vice Captains are annually elected from the SLC. Other Captains may be selected by the specialist teachers based on a written application and interview. Student leaders are given a number of leadership roles during the year and the opportunity to develop and refine their personal / leadership qualities.

### Student Representative Council

Students from each Home group in Years 2 - 6 will be elected as members of the Student Representative Council (SRC) by their classmates. They will attend regular meetings and then report back to their Home groups. The SRC passes on any student concerns or suggestions to the teaching staff, assists with the organisation of school events and makes announcements at school assemblies.

### Supervision

Individual children will NOT be permitted to leave the school grounds during school, either as a regular arrangement or on separate 'special' occasions, unless accompanied by a parent / guardian.

### Transition to Secondary College

All Year Five and Six students, together with their parents, should carefully consider their choice of secondary school. All colleges welcome parent interest and provide information regarding courses offered and facilities available. In addition to the Government Secondary Colleges, there are also a number of Catholic and Independent Secondary Colleges in this area that families may wish to consider.

Please note parents of Year Six students usually are asked to make their choice early in Term Two.

### Visual Arts

The students at Springvale Rise Primary School have a weekly Art session with a specialist Visual Arts teacher. They participate in activities based on different areas of art, including drawing, painting, printing, collage, modelling, construction and textiles.

Many of the activities are related to the Science and Humanities unit that is being investigated in Home groups.



## Welfare Team

The school currently employs a Welfare team. Please speak to your child's Home group teacher if you require a meeting.

## Head Lice

We urge parents to regularly check their children's hair and notify the school if head lice are present. Children found to have head lice are required to be excluded from school until the appropriate treatment has commenced. Parents are assured that discretion and your child's privacy are maintained at all times. In the event of an outbreak of head lice the school will notify parents.

## Immunisation

Children enrolled at a Government Primary School **must** produce an Immunisation Certificate from a local council on enrolment.

## Infectious Diseases

Any child with symptoms of COVID-19 must not attend school and are requested to visit their medical practitioner to obtain further advice about COVID testing.

A child **must** be excluded from school if suffering from the following infectious diseases:

<b>Chicken Pox and Mumps</b>	Exclude until all blisters have dried. This is usually <b>at least 5 days</b> after the rash appears in unimmunised children, but may be less in previously immunised children.
<b>Conjunctivitis</b>	Exclude until discharge from eyes has <b>ceased</b> .
<b>Impetigo [School Sores]</b>	Exclude until <b>appropriate treatment has commenced</b> . Sores on exposed surfaces must be covered with a watertight dressing.
<b>Measles</b>	Exclude for a least <b>4 days</b> after onset of rash.
<b>Pediculosis (head lice)</b>	Exclude until the day after appropriate treatment has commenced.
<b>Ringworm</b>	Re-admit the day after appropriate treatment has commenced.
<b>Rubella [German Measles]</b>	Exclude until fully recovered and at least <b>4 days</b> from the onset of the rash. The school must be notified.
<b>Scabies</b>	Re-admit the <b>day after</b> appropriate treatment has commenced.
<b>Tuberculosis [TB]</b>	Exclude until a <b>medical certificate</b> is produced stating that the patient is not considered to be infectious.
<b>Whooping Cough</b>	Exclude the child for <b>5 days</b> after starting antibiotic treatment.

For all other serious infectious diseases, the patient is excluded from school until a medical certificate is presented. Should an outbreak of **measles, diphtheria or polio** occur, children who have not been immunised can be excluded from school as this will reduce the chance of these diseases spreading throughout the community.

### Medication

Upon recovery from an illness your child may return to school still needing medication. **Any medication MUST be sent to the office at the beginning of the school day.**

Parents must also provide the following information in writing:

- The name of the medicine
- Time medicine is to be taken
- Dosage of the medicine to be taken

The First Aid Officer will administer the medication.

Please note that the children are not permitted to keep medication in their bag.

### School Crossings

#### Heights Campus

There are two School Crossings close to the Heights Campus. One crossing is located at the front of the school on Wareham Street and one is also located on Gove Street. Both are operated by Supervisors. Children who cross these roads must use the supervised crossing.

#### Springvale Campus

The School Crossing close to the Springvale Campus is located at the front of the school on Springvale Road and is operated by Supervisors. Children who cross this road must use the supervised crossing.

Parents are requested to ensure that their children understand the School Crossing rules and understand road safety. The crossings are supervised on a daily basis from 8.10am to 9.10am and from 3.00pm to 4.00pm.

**Parents are also reminded to model the safe and sensible crossing of roads and to use the school crossings at all times.**

### School Health Services

A Victorian Government school nurse provides a comprehensive health examination of all Foundation children each year. Parents sign a consent form prior to this examination. If a problem is discovered, the child is referred to his or her own source of medical care. Teachers at all levels may also refer children.

## **Sick Children**

Parents are urged to keep sick children at home. School is for learning and sick children cannot participate fully and may infect other children and staff. When a child is sick at school, staff will ring the child's parents or emergency contact person.

## **Speech Therapy**

The school currently employs a private Speech Pathologist. A waiting list operates and children are provided with service according to need. Please speak to the Principal / Campus Principal, Sub-School Team Leader or your Home group teacher if you think your child may require a speech assessment or Speech Therapy.

## **Student Services**

The Department of Education and Training's Student Support Services are available for children experiencing difficulties with their learning. Using parent and teacher information, together with an assessment of the student, professional staff analyse the needs of each student.

Assistance is also available from the Welfare Team. A waiting list operates and children are treated according to need. Access to these services can be made through Home group teachers, Sub-School Team Leaders or the Campus Principal / Principal.

## **Transition – Starting School**

Springvale Rise Primary School conducts a Transition Program for pre-school children during the last term of the school year. Invitations are sent to all pre-school parents who have enrolled their child at the school, inviting them to attend this program. Throughout the year, we also have activities designed to introduce your child to school.

## **Transfers**

Before a child transfers to another school, parents must inform both the Home group teacher and the office so that a transfer note (together with appropriate files and records) can be forwarded to the new school. You will not be able to enrol your child at a new school if they are still enrolled at their previous school.

## **Reporting to Parents**

Communication and contact between parents and teachers regarding each child's welfare and progress is actively encouraged. Throughout the year, contact may be sought either by the teacher or by parents. To ensure this is productive, it is requested that parents make an appointment to arrange a mutually convenient time for a meeting.

Please note that the school would like to know of any factors relating to your child's background which may affect behaviour and/or learning. Problems are best addressed promptly through the co-operative efforts of both teachers and parents. "Get to Know You" Interviews are conducted early in Term 1.

"Three Way Conferences" are conducted at the end of Term Two, immediately after the Semester One Student Reports have been distributed.

Written reports are issued in June and December.

## **School Council**

The School Council consists of elected parents, staff and community members of the school. The School Council works with the Principal and staff in determining the general educational policy, programs and management of the finances and buildings and grounds of the school.

The School Council acts as a link between parents, the school and the Department of Education and Training. It is through the School Council that opportunities are provided for parents and teachers to take part in educational decision-making at the school level.

## **Teaching and Learning**

Springvale Rise Primary School is committed to providing a personalised learning program for all students. We recognise that all children are unique and we value individuality.

The school is divided into four Learning Centres. These Learning Centres are the Senior Learning Centre (SLC), the Middle Learning Centre (MLC), the Junior Learning Centre (JLC) and the Foundation Learning Centre (FLC).

Within every learning centre, teachers cater for differences in a carefully differentiated teaching and learning program, using a variety of teaching strategies and group arrangements to meet the needs of our students. Teachers use a variety of assessment to inform their teaching and monitor the progress of all students in all curriculum areas. The Literacy and Numeracy block are prioritised each day and are carefully designed to cater for the individual learning needs of all students.