



WELCOME INFORMATION PACK 2025

Kuyim Primary School

WE'RE EXCITED TO WELCOME YOU...

Rachel Davis
Assistant Principal



Veronika Afanasyeva
Business Manager



Olivia Esler-Keet
Teacher



Taylor Febita
Teacher



Amanda Mollard
Teacher



Lisa Riddington
Administration



Sonampreet Multani
Education Support



Zania Cope
Principal



Martha Ramsden
Teacher



Elleyn Maykan
Teacher



Jorja Slade
Education Support



Karen McNamara
Education Support



Jacquelyn Cole
Education Support



Lauren Phillips
Education Support



Ben Leighton
Teacher



The background features a light cream color with decorative elements. In the top left, there are several concentric, wavy lines in shades of yellow and green. In the top right, there is a stylized green leafy branch. The bottom left and right corners also feature similar wavy line patterns and leaf motifs. Scattered throughout are small, solid-colored circles in yellow and green.

A MESSAGE FROM OUR PRINCIPAL

A very warm welcome to Kuyim Primary School.

I am delighted to embark on this exciting educational journey with you and your child. Our commitment is to ensure our students' time with us is both fulfilling and engaging. We have a strong focus on developing a diverse range of skills to support our students future learning.

We place great importance on nurturing essential personal and social skills—such as sharing, cooperation, independence, resilience and empathy. These foundational skills are vital for success in all areas of the curriculum and contribute to creating a positive learning environment.

A strong partnership between home and school is crucial for your child's well-being and achievement. We highly value and encourage active involvement from parents and carers, as children thrive when they are engaged and motivated. Our approach is designed to provide enriching, well-organised experiences that make learning both stimulating and enjoyable.

Our school has extensive, state of the art facilities, including a grass oval, landscaped garden areas, multiple playgrounds, vegetable patches, two asphalt basketball courts, and a gymnasium. These impressive spaces offer ample opportunities for students to run, play, explore, create, and relax.

We look forward to you embracing the experience our school has to offer.



CONTACT INFORMATION

- Address: 10 Kenneth Road, Pakenham, 3801
- Telephone: to be advised
- Email: kuyim.ps@education.vic.gov.au
- Website: to be advised
- Principal: Zania Cope
- Assistant Principal: Rachel Davis
- Business Manager: Veronika Afanasyeva

RECEPTION TIME

8:30 am till 3:30 pm Monday - Friday

SCHOOL HOURS

Class time	8:45 till 3 pm Monday - Friday
Recess break	10:50 am till 11:20 am
Lunch play	1:30 pm till 2:00 pm
Gates are open	8:30 am till 3:30 pm Monday - Friday

2025 TERM DATES

Term 1: Wednesday the 29th of January	until	Friday the 4th of April
Term 2: Tuesday the 22nd of April	until	Friday the 4th of July
Term 3: Monday 21st of July	until	Friday the 19th of September
Term 4: Monday the 6th of October	until	Friday the 19th of December

MEDICAL INFORMATION

To effectively manage any emergencies or health issues, it is essential that we maintain up-to-date information about your child's medical conditions. When you initially enrolled your child, you provided details about their health. If your child later develops any allergies, medication sensitivities, or other medical concerns, please inform us promptly.

- If your child needs to take medication during school hours, please complete a Medication Authority Form, available at the general office. All medications must be submitted to the general office, as they are not allowed in classrooms.
- Regular school attendance is crucial for consistent learning and social adjustment. However, if your child is unwell, it is best for them to stay home.
- For students with Anaphylaxis or Asthma, please provide the school with a current copy of your child's Anaphylaxis or Asthma Action Plans from their GP and any necessary in date medication. Please ensure that the appropriate medication is updated each year and handed into the school office.



FIRST AID ROOM

If your child becomes unwell or gets injured during the school day, we may reach out to you or your emergency contacts by phone to inform you and arrange for you to pick your child up if needed. Minor injuries, such as small falls or scrapes from lunch or recess, will be managed by a teacher on yard duty. For moderate injuries, like cuts or grazes requiring cleaning, a First Aid Officer in the First Aid Room will provide treatment. We will log these incidents in Sentral, and you will receive a notification detailing the injury and the care provided.

According to school policy, if there are any major injuries or head injuries, we will phone you or your emergency contacts. If we cannot reach you or your emergency contacts, we will arrange medical care with the doctor listed on your enrolment form, or, in urgent situations, call for an ambulance.



Absences

If your child is absent, please report this through the Sentral portal or call the general office before 9 am.

Newsletter

Our newsletter, including a schedule of school events, is distributed on Friday afternoons of week 3 and week 7 of each term. This will be automatically emailed to you and posted on our website.

Assembly

Our school assemblies serve the purpose of celebrating our school community and achievements during class. These will take place on Friday afternoon from 2:30 pm of week 5 and week 9 of each term.

Lost property

If your child misplaces clothing, first check with their teacher. Additionally, there is a lost property box in the reception area.

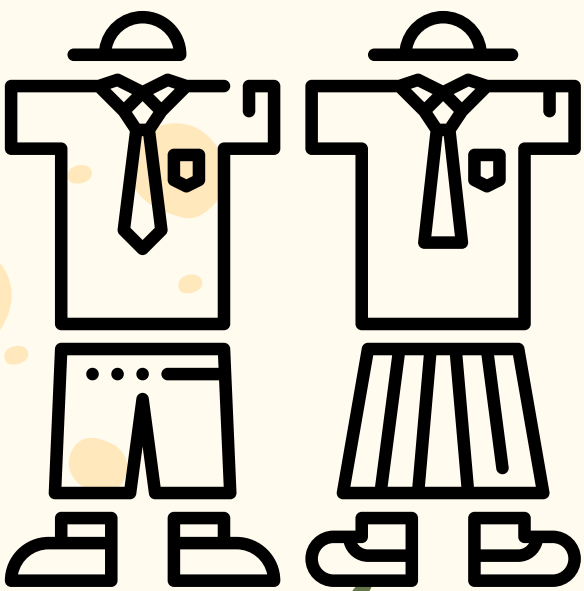
Sentral

Sentral is an app that enables you to:

- Book parent/teacher meetings at the end of Term 1 and Term 3.
- Access school reports at the end of each semester.
- View school messages.
- Check attendance information.
- Make payments for school excursions and incursions.
- Keep updated on future school calendar events.

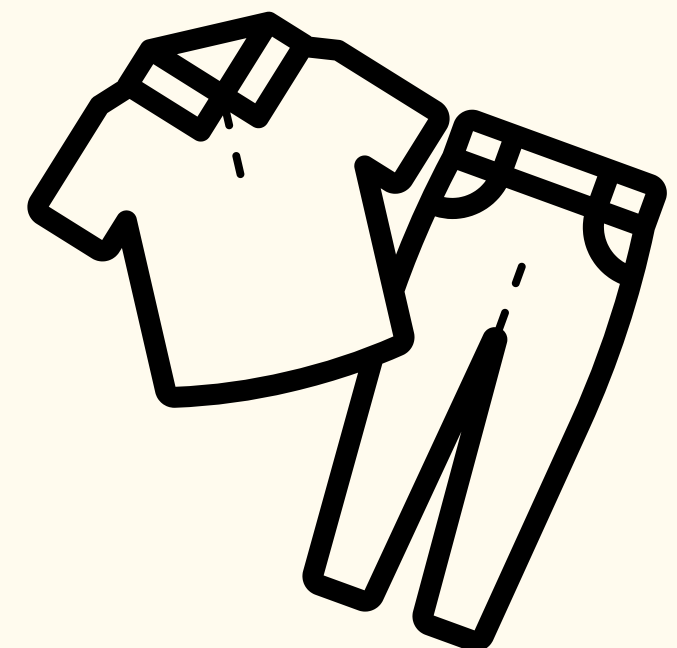
UNIFORM

Uniforms are an important part of our school's identity, and we are pleased to partner with Noone Uniforms, Officer as our official uniform provider. To assist you in selecting and fitting the perfect uniform for your child, Noone will host a special open evening exclusively for our school community. During the open evening, you will be able to choose from a complete wardrobe that allows you to tailor your child's uniform to your preferences. We will notify you of this uniform event in the near future. Noone Officer is 4.7 km from our school, providing a convenient opportunity for you to explore the full range of uniform options available. Our school uniform concept has been created by a uniform designer to complement the architectural colours of our new building, with green, blue and a gold trim to add a touch of distinction. Any fully enclosed shoes that your child is able to run and play in can be worn to school. Equally you can select school appropriate socks. No jewellery is to be worn at school for student safety and earrings are to be limited to studs and sleepers.



New Uniforms/Hats/bags:

Noone Officer,
Shop 6/45 Sliding Ave,
Officer,
Victoria, 3809
Phone: (03) 59298201

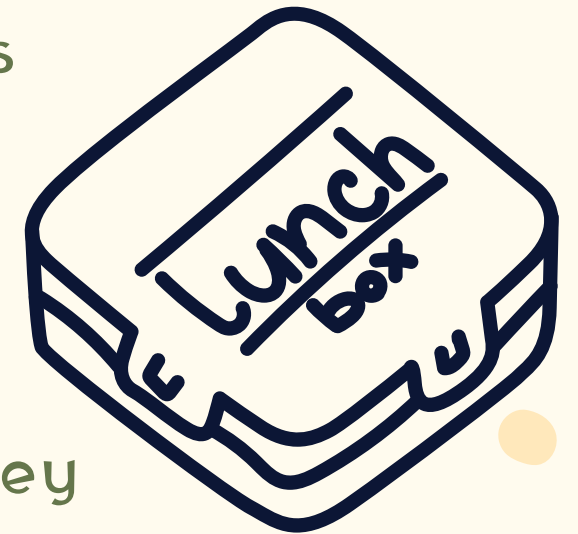


LABELLING ITEMS

We strongly encourage labelling all your child's clothing, including shirts, pants, hats, and even shoes and socks if possible. It is also helpful to label your child's water bottle and lunch box. You can use permanent markers, stickers, or iron-on labels for this purpose.

CLOTHES AND LUNCH BOXES

To avoid confusion, please check the items your child brings home and ensure they are their own. With many similar items at school, it's common for belongings to be mixed up. If you find items that don't belong to your child, please return them to school the next day and let your child's teacher know.



TREASURES FROM HOME

To avoid potential loss, damage, or distress, we recommend being selective about sending toys or personal items from home to school. While we will do our best to look after these items, the school cannot be held responsible for any damage or loss that may occur.



BEFORE AND AFTER SCHOOL CARE

We will be offering an OSHC (Out of School Hours Care) service, designed to support families and enrich the lives of our students. This service will be run by Camp Australia and will operate 6.30-8.30am and 3.00-6.00pm each week day during school terms. Camp Australia staff support students to transition to and from their school day. In particular, they walk Foundation students to their class and pick them up at the end of the day to help them move smoothly between settings for the first few weeks. Camp Australia offers the option of vacation care during school term breaks operating at nearby school sites.

FIRST DAY OF SCHOOL

The first day will be on Wednesday 29th January for all students and is significant day for your child. We recommend arriving by 8:35 am to give them time to place their backpacks outside their classroom and meet their teacher. School starts promptly at 8:45 am, and children should head to their classrooms when the music plays at 8:40 am. Please note that students should not be on school grounds before 8:30 am, as the school grounds are not supervised prior to this time.

You may stay for a short period to help your child feel comfortable. After a while, we encourage you to leave so your child can settle in with their teacher and classmates.

If your child is enrolled in before-school care, the Camp Australia staff will then escort your child to their classroom and support them to start their day during the first few weeks of school.

CLASSROOM ROUTINES

Your child's teacher will guide students through our school and classroom routines, including familiarising them with where things are located. They will help the children navigate their new environment, including toilets, hand washing, play areas and food breaks.

END OF DAY PICKUP

Please collect your child outside their building at 3:00 pm. To reduce congestion in the classrooms and help the children transition smoothly, we ask that parents remain outside the building during pickup. The teacher will send your child out to you when they see you.

If your child is attending OSHC they will be collected from their classroom and taken to aftercare during the first weeks.



FOUNDATION EARLY YEARS INTERVIEW

Our Foundation students will participate in the Early Years Interview which will be held on Wednesdays during the month of February when they have their rest day (**commencing Wednesday 5th to Wednesday 26th of February**). The Early Years Interview takes approximately an hour and assists us in gathering information about your child's literacy and numeracy understanding at the start of the Foundation year. This information is very valuable as a guide for planning teaching programs which best suit the needs of each individual student. We will send out an interview time for your child before the end of this year so that you can plan to bring them in for their appointed interview time. Foundation students will attend every school day from the beginning of March.

LATE ARRIVAL/LEAVING EARLY

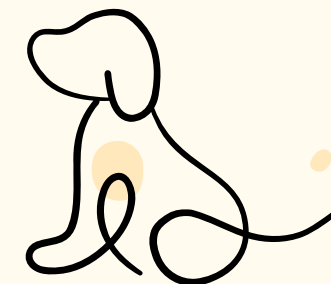
If your child arrives late, please visit the general office and check in using the Kiosk. A late pass will be given for you to give to your child's teacher. If your child needs to leave early, such as for an appointment, also check in at the general office using the Kiosk to process the early departure.

2 MINUTE DROP OFF ZONE

Our quick drop off zone is situated on the Kenneth Road in front of the General Office. This designated area is intended for brief stops, allowing your child to safely walk along the footpath to and from your car. Vehicles can be stopped for a maximum of 2 minutes while children enter or exit the car from the curb side. Drivers must stay in or within 3 meters of their vehicle at all times. If loading or unloading takes more than 2 minutes, you will need to exit and re-enter the zone. Please enter the zone as close to the front as possible and maintain an orderly queue, avoiding parking on the median strip to prevent fines.

DOGS

Dogs are not allowed on school property at any time.

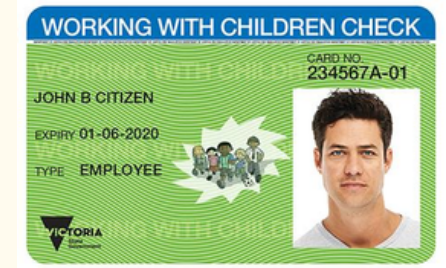


SCHOOL VISITORS

Everyone entering our school premises, including parents or guardians assisting in class, must check in at the General Office using the Sentral kiosk. Visitors will be provided with a visitors lanyard to easily identify that they are approved to be in our school grounds. Upon departure, visitors need to return to the office to log their exit and return their visitor lanyard. All adults engaged in activities at the school, whether as paid staff or volunteers, must have an up-to-date Working with Children Check.

WORKING WITH CHILDREN CHECK

All parents and visitors must have a valid Working with Children Check before they can volunteer in classrooms on excursions or camps. The application process is completed online at www.justice.vic.gov.au/workingwithchildren



PUNCTUALITY

We place a high value on punctuality and encourage both students and parents to adhere to it. Please ensure that students arrive before 8:45 am to start their lessons on time. Arriving after the day's program has begun can significantly disrupt classroom routines and impact your child's learning if they miss crucial parts of the lesson.



STUDENT ACCIDENT INSURANCE AND AMBULANCE COVERAGE

The Department of Education and Training (DET) does not offer Personal Accident Insurance or Ambulance Cover for students. Parents and carers are responsible for covering any medical expenses incurred due to student injuries, including ambulance fees. Insurance options can be purchased from commercial providers or Ambulance Victoria. While insurance is not mandatory, it is available for those who wish to obtain it at their own expense.

ILLNESS OR INJURY AT HOME

When child is unwell, it is best for them to stay at home and rest. If your child is absent from school due to illness, please inform us through Sentral.





SCHOOL EXCLUSION GUIDELINES FOR INFECTIOUS ILLNESSES



To minimise the spread of infections, children diagnosed with the following illnesses must remain at home for the specified periods:

- Chicken Pox: Until completely recovered or at least one week after the first appearance of eruptions.
- Conjunctivitis: Until eye discharge has stopped.
- Diarrhoea: Until symptoms have ceased for a 24 hour period.
- Head Lice: After appropriate treatment has begun.
- Hepatitis: Until a medical certificate is provided.
- Impetigo: Until sores are fully healed, or if under treatment, provided that sores are completely covered.
- Measles: Five days after the rash appears or until a medical certificate is provided.
- Mumps: Until fully recovered.
- Ringworm: Until treatment has started and is accompanied by a medical certificate.
- Rubella: Five days after the rash associated with German measles appears.
- Whooping Cough: Two weeks from the onset of illness and upon providing a medical certificate of recovery.

STUDENT SAFETY

You can help ensure the safety of all students by following safe practices around the school, such as parking responsibly and adhering to speed limits in the school zone at all times.



POLICIES

Our school implements and updates various policies on an annual basis, following a three-year review cycle or as needed. Most policies are reviewed and endorsed by School Council. To view the current policies, visit the school's website and navigate to the Policies and Forms tab.

FACEBOOK



Visit the Kuyim Primary School Facebook page for the latest news, updates, and important reminders. This platform will be used for sending out news and learning celebrations. If you wish to communicate with us please do so through our school email Kuyim.ps@education.vic.gov.au , via Sentral or phoning the general office due to Facebook comments not been monitored or replied to.



STAFF PARKING AREA

The staff car park on the school premises is reserved exclusively for teachers, staff, and authorised visitors. Parents and caregivers are not permitted to park here, except for those with a valid disabled parking permit. The staff parking area is not to be used for dropping off students.

MOBILE PHONE POLICY



Students are not allowed to use mobile phones during school hours. Any mobile device with cellular capabilities must be handed into the general office on the student's arrival, where it will be securely stored and can be collected at the end of the school day. Smart watches may be worn, provided they are set to "School Mode," which disables all call and text functions from 8:45 AM to 3:00 PM.

If a parent needs to get in touch with their child during school hours, they should call the general office. This ensures the message is conveyed to the student with minimal disruption. Please note, the school cannot be held responsible for any loss or damage to personal belongings.

CURRICULUM DAYS

We have four curriculum days each year which provide important professional development for staff. Students do not attend school on these days. These days occur periodically throughout the year, and you will be informed about them via an e mail, and the school newsletter each term. Our OSCH service operates fully on Curriculum Days, 6.30am-6.00pm.

PARENTS TALKING TO OTHER CHILDREN

If an issue occurs between your child and another student at school, parents should not address the matter with the other children or their parents. Instead, please inform the classroom teacher of any concerns related to your child. It may cause emotional distress for the other child involved and staff will be able to provide the support and insight which will help resolve matters.

COURT ORDERS

Schools must comply with court orders and need to have copies of any relevant orders affecting students. If your child or family has a court order, please provide the school with a copy as soon as possible. It is essential to submit updated copies whenever changes to the court order occur.

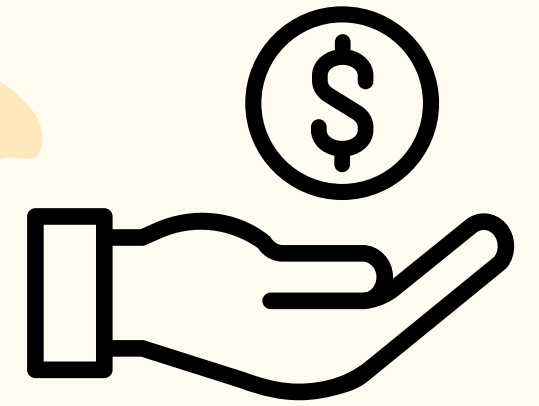
SHOES OFF INSIDE

To help keep our classrooms clean and comfortable, we ask that children remove their shoes before entering the classroom and place them on the shoe racks provided. This simple step helps provide increased grounding and sensory connection in their class environment. We encourage you to support this practice by ensuring that your child wears easy-to-remove shoes, to make this process smooth and quick. During the cooler months students can bring slippers to wear inside if they would like to.



SCHOOL CONTRIBUTIONS

You will receive information about school contributions for 2025. We encourage you to contribute if possible, as these funds help provide additional learning resources for your child and support the school



EXCURSIONS

We are committed to enhancing your child's education through real-world experiences outside the classroom. These activities aim to engage and motivate students, provide unique learning opportunities, support classroom learning, and help develop social competencies in practical contexts.

We are carefully designing a comprehensive seven-year program to benefit each student throughout their primary education. Preparatory work is completed by students before these excursions, making them an integral part of their learning.

To ensure your child can participate, please plan ahead. If you are experiencing financial difficulties, contact the office to discuss confidential support options. Incursion and excursion notices, which include details about the activity, date, time, transportation, and costs, will be sent to parents/guardians at least two weeks in advance. Permission and payment must be submitted via the Sentral app. Only students with valid consent will be allowed to leave the school premises. If consent and payment are not received by the deadline, students will be supervised at school during the activity.

LIBRARY



Children are encouraged to borrow books from the library on a regular basis. Each class has a weekly library session during which time students are encouraged to borrow a book. To help keep our books in good condition, students should use a named library bag. Please mark your child's library day in your calendar to help them remember to return their book each week.

SCHOOL HOUSES

All students from Foundation to Year 6 are assigned to one of the following House Groups upon enrolment. Family members will be in the same house.



POSSUM

Be Determined



WOMBAT

Be Strong



PLATYPUS

Be Curious



ECHIDNA

Be Adventurous

NUDE FOOD

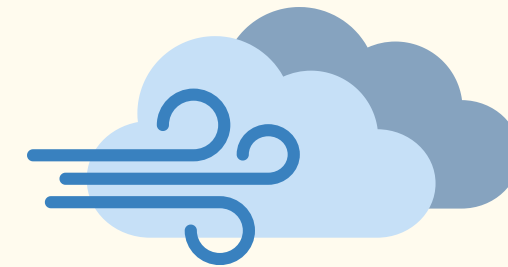
We encourage our students to bring food without packaging to help educate students about their role in creating a sustainable future. Please also ensure your child's water bottle is labelled with their name. There are water taps throughout the school for refilling bottles during the day.

To keep your child's food fresh, especially in summer, we recommend using a cold pack and/or an insulated lunch bag. Please make sure that drink bottles and containers are easy for your child to open and close. Students can bring warm food in a small thermos as we do not have facilities to heat food in classrooms.



EXTREME WEATHER CONDITIONS

During severe weather conditions, such as extreme rain or extreme heat, students will stay indoors and be supervised by their classroom teacher or another staff member. All classrooms are equipped with heaters and air conditioners to ensure a comfortable environment. Dismissal times remain unchanged on extreme weather days; however, if there is a significant downpour or lightning storm at dismissal, students may remain in their class until it is safe for them to leave.



TRANSITION SUPPORT

This is a special time for both you and your child. Should you or your child feel anxious or uncertain at any point, do not hesitate to reach out to Ms. Rachel Davis, our Assistant Principal. We are here to support you through this transition and ensure your child has a smooth and positive experience at Kuyim Primary School.

INTERACTING WITH OUR TEACHERS

Our educators welcome talking about your child's development. You have several options for connecting with your child's teacher:

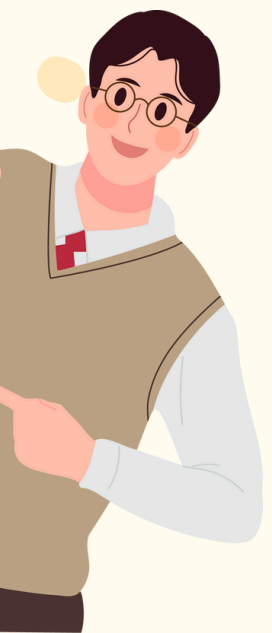
Teachers will be available before or after class for brief, casual conversations. If you have any concerns about your child or information you would like to discuss, please reach out to their teacher to schedule a meeting, as teachers often have other responsibilities before and after school. Our classroom teachers value these conversations and would like to ensure they have the time to effectively work with you to strengthen your child's learning and engagement at school.

Parent/teacher meetings will be scheduled with your child's teacher during Term 1 and Term 3. During these meetings, you will have the opportunity to review your child's classroom work and discuss their progress.

School reports will be issued twice a year: once at the end of the first semester and again at the end of the school year. You will receive these through the Sentral app.

These reports will:

- Be straight forward and easy to understand with clear visuals.
- Provide timely updates to support regular discussions and interventions.
- Showcase your child's effort, learning behaviours, and academic achievements.
- Encourage open conversations between you and your child about their performance and progress.





VISION

VALUES

To develop an engaging learning environment where student's value education and are at the centre of everything we do. We aim to provide quality teaching and learning programs promoting high expectations which empower everyone to reach their full potential. We strive to create positive and sustained connections between home, school, and our community, fostering a harmonious and supportive environment for all.



Respect



Excellence



Adaptable



Courage



Harmony

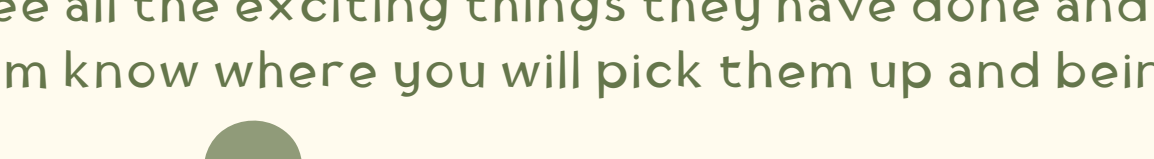
MISSION

Create a welcoming environment which inspires a respectful, connected learning community. Our high-quality education caters for diverse learning experiences which provide every student with the opportunity to thrive and be nurtured as lifelong learners.

We understand that leaving your child at school for the first time can be challenging for both you and your child. Each child adjusts differently, and a brief, confident farewell often works best. However, you know your child best, so use the approach that feels right for them. If you need any assistance, please do not hesitate to reach out.

While most children adapt smoothly, some may take a bit longer. It is not uncommon for a child who initially adjusts well to become unsettled after a week or so. There is usually a straightforward reason for this, and if you're aware of any specific concerns, please let us know so we can address them promptly and support your child together.

If your child is upset, reassure them that you will return soon to see all the exciting things they have done and explain what you will be doing while they are at school. Letting them know where you will pick them up and being on time can also be a comfort as they settle into new routines.



SCHOOL WIDE POSITIVE BEHAVIOUR SUPPORT (SWPBS)

Kuyim Primary School implements this framework throughout our school to model, recognise, and reward positive behaviour. Our Behaviour Matrix outlines the expectations for behaviour that everyone in the school community is taught to uphold. Using SWPBS effectively reduces negative behaviour by encouraging students to seek attention through positive actions rather than misbehaviour.

Students receive clear guidance on what constitutes positive behaviour, with posters and banners around the school reinforcing our values and how to demonstrate them. A reward chart is used to earn stickers for exhibiting positive behaviour and upholding the school values. Once a student's chart is complete, they can choose a reward of their preference.

READING

Reading is a gateway to understanding and imagination, and fostering comprehension skills at home can greatly enhance your child's learning journey. Engaging your child in conversations about what they have read helps them connect with the material on a deeper level. Ask them to recount what happened next in the story, or to explore the reasons behind certain events. Encourage them to predict what will happen next or consider how they would interact with a character. Discussing specific pages or illustrations, sharing their personal reactions, and contemplating different outcomes or alternate endings can all contribute to a richer reading experience. By nurturing these discussions, you support your child in developing critical thinking and a more profound appreciation for reading.

Here are some suggested questions for helping your child enhance their comprehension skills at home:

- What occurred following...?
- Can you describe why...?
- What might be the next event?
- If you met that character, what would you ask them?
- Why did ... happen in the story?
- Can you point out the part where this ... happened?
- What were your thoughts when...?
- How would you react if...?
- What do you think might happen after...?
- How would you change the ending?



WRITING

Students will build their writing skills from the ground up, starting with recognising initial sounds and progressing to forming words, sentence fragments, and complete sentences. They will explore different types of sentences and learn to expand their ideas using more complex vocabulary and sentence structures. Emphasis will be placed on correct punctuation and formal handwriting practices.

The journey of learning to write begins with scribbling and drawing. As students advance, they will start forming letter-like shapes and eventually progress to writing both uppercase and lowercase letters. If your child is not yet writing on their own, you can assist by writing for them and modelling real life opportunities when you are writing.

Here are some helpful tips for supporting writing development at home:

- Encourage your child to practice writing their name, using both lowercase and uppercase letters correctly.
- Set up a dedicated writing area with a variety of writing tools such as pens, pencils, and paper, including a notebook.
- Motivate your child to create drawings that represent their ideas visually.
- Embrace and support their scribbling as an important first step toward writing.
- Gather pictures from magazines and brochures that capture your child's interest and encourage them to copy recognizable letters and words



MATHEMATICS

At Kuyim Primary School, our teachers utilise the Top Ten Maths sequence for teaching Mathematics, which provides a structured approach to developing place value and number skills as well as the four fundamental operations: addition, subtraction, multiplication, and division. This sequence is designed to build a robust understanding of number concepts among students.

Here are some practical tips to support your child in developing their numeracy skills at home:

- Play number matching games like 'Snap' using a deck of cards to reinforce number recognition.
- Practice ordering numbers on cards from smallest to largest or largest to smallest.
- Explore informal measurement methods with items like cups, jugs, teaspoons, ice-cream sticks, footprints, or hand lengths.
- Encourage your child with investigative questions such as:
 - What shapes do you notice around us?
 - How might we measure the...?
 - What is one way we can find half of...?
 - What's the best method to share the...?
 - How do we get from ... to ...?
 - What activities do we do on (insert) day...?

$$2 + 2 = 4$$



WELLBEING AND INCLUSION

At Kuyim Primary School we provide a whole school focus on Wellbeing and Inclusion. Students will be provided with Social and Emotional Learning sessions which explicitly teach social competencies, including Zones of Regulation and Resilience, Rights and Respectful Relationships. Our commitment to developing emotional literacy, positive connections and effective social problem solving is embedded throughout all aspects of our school. Fostering wellbeing and inclusion is essential for a child's overall development and happiness. At home, you can play a vital role in supporting your child's emotional and mental health. Engage in activities that promote relaxation and mindfulness, such as reading together, enjoying outdoor play, or practicing simple breathing exercises. Encourage open conversations where your child feels comfortable expressing their feelings and thoughts. Model positive coping strategies by handling stress calmly, considering different perspectives and showing empathy. Reinforce their sense of self-worth by acknowledging their efforts, achievements and challenges, no matter how small. By creating a nurturing and supportive environment, you help your child build resilience and a positive outlook on life. At school we highlight learning progress as well as teaching that mistakes are a natural and positive part of the learning process.

INQUIRY

This whole- school approach to exploring core concepts from the Victorian Curriculum in an engaging and meaningful way to immerse students in authentic concepts with real-world contexts, where they collaborate, create, research, and design to address a central question posed at the start of each unit. The Inquiry Learning Approach emphasises student voice and choice allowing their influence about how they design, manage their time, and work together. As students advance through year levels, the complexity and scope of their work evolves.





THANK YOU

AND SEE YOU SOON

