

Seymour College Year Primary & Inclusive Education Handbook



College Contacts

College Principal

Gail Hardman

Assistant Principals

Sue Watson – Curriculum, Assessment and Reporting, F-6
Trish Bulluss – Wellbeing
Racheal Broughton – Special Education Learning Community
Derek Rimes – College Operations, 7-12 Learning Community

Student Support Contacts

Kirsty Hare – Nurse
Maryanne Carroll-Keays– Defence Transition Mentor
Jayne Farnan– Wellbeing Officer F-6

College Contact Details

Telephone 03 5771 1300
Fax 03 5792 4041
Email address seymour.co@edumail.vic.gov.au
Postal address PO Box 266 Seymour 3660
Website www.seymourcollege.vic.edu.au

Term Dates 2022

Term 1: 28 January (School teacher's start) to 8 April
Term 2: 26 April to 24 June
Term 3: 11 July to 16 September
Term 4: 3 October to 20 December



Principal's Report

Welcome to Seymour College.

It is with great pride that I introduce the College to you.

Our College's mission is to educate and provide opportunities for all students to achieve their full potential. This mission is underpinned by the values of Respect, Inspire and Excel and our positive approach to behaviour management rewards students for their participation in and demonstration of these values.

The College is unique in many ways; one of which is the inclusive education offered to students with special needs. A state-of-the-art and world class building program allows all students to be integrated within mainstream learning.

The Junior Learning Community (F-4) showcases open learning spaces and specialist classes of Art, Physical Education and Science. Our strong and continuous transition occurs throughout the year and we have links with Our Place and all local pre-school providers.

Extra facilities include a well-equipped Community Arts Centre, Sport Stadiums and Science and Technology buildings. The grounds are appointed with oval and garden areas and also include the co-location of a Trade Training Centre and the Seymour Family and Children's Centre. This centre houses the Maternal and Child Health Centre and the Kids First early learning services and kindergarten.

The College has computer laboratories, libraries and ICT available in classroom spaces.

Defence families are supported by a School Mentor to assist with students moving into new communities and establishing new friendship groups.

College Welfare services are supported by Wellbeing Officers and a School Nurse.

The College is a vibrant place to learn and I strongly encourage you to consider what we can offer for your child's future educational outcomes.

Gail Hardman
Principal

Welcome to Seymour College

A warm welcome to Seymour College! This handbook will provide some of the key information your family will need when joining the Seymour College community. We aim to make you feel welcome and confident and keen to begin a learning journey within the College. Further information and specific policies can be found on our College website and you can keep in touch with some of the events within the College by joining our Facebook page.

Our Vision

Seymour College will provide a safe and supportive environment where young lives will be transformed through a love of learning. Seymour College will be an educational centre which will offer students skills and opportunities to ensure they achieve their best and are successful throughout their lives.

Our Guiding Principles

The Seymour College community:

- Celebrates and respects diversity
- Fosters personal growth and responsibility in an environment where every individual matters and can excel
- Inspires high standards for learning, teaching and inquiry
- Provides an education which develops successful, responsible and connected citizens for our local and global communities.

Our Mission

The mission for Seymour College is to educate and provide opportunities for all students to achieve their full potential.

Our Values

Respect – I treat others the way I wish to be treated

Inspire – people see the good things I do – and are motivated by them

Excel – My personal best – everywhere and every time

Seymour College Council

Our College Council works to achieve the College's mission of making Seymour College the best possible school for our children to have a quality education, with quality programs, quality facilities and accomplished staff.

Elections for a number of places on College Council happen each year in March. For a full list of College Council members please see our College website. The annual general meeting of College Council is held in March each year where the annual report is presented.

College Organisation

School commences at 9:00 am, followed by 4 x 75 minute periods per day. Supervision of students commences at 8.45 am each day and ends 15 minutes after the final school bell. Please be aware that early arrival at school or staying after school is **not supervised** and is discouraged. **Student safety is paramount.** Families needing Out of Hours Care should contact our Out of School Hours Care provider, Kelly Club on 0393 842 204.

Attendance and punctuality

Regular attendance at school helps social adjustments as well as academic development.

A roll is taken at the start of the day and after break time so that we know at all times where students are. Should your child arrive late to school, please ensure they check in through the main office.

Please inform the College if your child is going to be absent.

Students leaving the College at any other time than the normal dismissal must be accompanied by an adult. Parents wishing to collect their children early from the College should report to the general office and sign students out.

Children's Health

If your child is ill, home is the best place to be. If children become sick or have an accident at the College, they are cared for in the sick bay until contact can be made with parents/guardians. If your child is unwell at the College, parents or emergency contacts are notified and asked to come and collect them.

Therefore, it is really important to have your most up-to-date contact details at the Office.

The College needs a current daily phone number and that of an emergency contact.

If your child has been prescribed medication that needs to be administered during the school day, please contact the school nurse in the General Office to discuss specific requirements.

In cases of extreme emergency the school will call an ambulance at the parents' cost.

Asthma

Children who suffer with Asthma MUST have an up-to-date Action Plan.

Each student is also required to carry their own Ventolin puffer with them at all times, including during play-time and sporting programs.

If the plan is amended please provide an updated version as soon as possible.

Anaphylaxis

Children who suffer with Anaphylaxis MUST have an up-to-date Action Plan.

Children who are at risk of anaphylactic reactions must be identified on enrolment and plans put in place including having their EpiPen. Teachers undergo training to assist students who may have a reaction at school and EpiPens are maintained in the Office or in an office close to the child's classroom.

Diabetes

Children who are diagnosed with diabetes must have a health plan completed by their doctor and provided to the College. This plan must be kept up to date at all times.

Notification of absences

Where a student is absent from the College, an explanation must be provided to the College. This can be a written note signed by the parent/guardian and given to the general office or classroom teacher. Explanations can also be provided online through the Compass parent portal.

Dropping off and collecting children

Care must be taken at all times when dropping off and collecting children before and after school. School driveways and car parks are not to be used for dropping off or collecting children, as moving cars create an unsafe environment. All parents and students must use the approved school crossings when crossing roads surrounding the College.

Birth and Immunisation Certificates

Certificates are necessary for enrolment and birth certificates must be provided before students start school. As per DET guidelines, students must be enrolled by the surname that appears on their birth certificate.

Head Lice

Head lice occur in all schools and are always a source of frustration to families. A Head Lice Check Consent form must be signed upon enrolment and renewed annually. Parents are urged to make regular inspections of their child's hair. When live head lice are found, children are NOT permitted to return to school until treatment has been completed.

Infectious Diseases – Exclusion from school

Some illnesses require children to be kept at home whilst infectious.

The College Website has this information and can also be accessed at the General Office.

Assessment and Reporting

Seymour College wants to make the partnership between teacher, student, and family work when it comes to knowing how learning is progressing. There are two written reports sent home (June and December). Student-led Conferences are held at the end of Term 1 and Term 3 and Parent / Teacher interviews occur at the end of Term 2. It is always possible to request an interview to raise any questions with the classroom teacher at a mutual time outside of the reporting schedule.

Interviews

Parents are most welcome to contact the school to discuss matters with the Junior School Manager, Assistant Principals or Principal. For your own convenience, please telephone for an appointment; this then allows time for us to arrange for any other staff to be available if needed.

All communication is to go through the General Office.

Correct addresses and telephone numbers

Parents are requested to advise the school of any change of private or business address or telephone numbers. The College is often required to contact parents, so correct information is essential. This also applies to the details of nominated emergency contact persons.

Newsletter

A newsletter containing important dates and information about the College is published each fortnight. Newsletters are available through the school website and on Compass School Manager.

Extra copies of the newsletter are available from the General Office.

Website and Mobile Phone App

www.seymourcollege.vic.edu.au

The school maintains an up-to-date website, as well as the Seymour College app, which has recently been developed; instructions for downloading the app (iPhone or Android) are on the College website. Parents are able to access the website or app for current information about school activities, the school calendar and the school's Annual Report to the community. Parents can also download newsletters and are able to email messages to the school at seymour.co@edumail.vic.gov.au

NAPLAN

In May the Federal Government requires students to undertake a testing process called National Assessment Program Literacy and Numeracy (NAPLAN) for those students in Years 3, 5, 7 and 9.

Exemptions may be granted for students with a language background other than English or for students with a disability. In both cases, schools need to discuss the proposed exemption with the student's parent/carer and gain their permission prior to the testing period.

NAPLAN is not a pass or fail test and families receive the outcome of their child's individual result usually before the end of term three.

For more information see <http://www.nap.edu.au>

Special Education Learning Community

Seymour College proudly educates students with diverse needs in our Special Education learning community. Building on the history of the former Seymour Special School, our Special Education community includes high needs classrooms, a multi-sensory room, kitchen, art room, and classrooms located around the wider college where students are able to learn alongside and with students in mainstream classes. Our Special Education classrooms are air-conditioned, and are purpose-designed for Special Education opportunities.

Program for Students with Disability

Seymour College has become one of the State's leading schools in trying to ensure education is inclusive for all students. There is outstanding support for students with additional learning needs and there are many ways this is undertaken. Most important is that there will be an Individual Education Plan (IEP) set up for each child in the PSD program. There are many ways to support your child including assessment for additional funding.

Seymour College will be happy to discuss your child's needs in an effort to find the best possible way to access learning.

In addition to Education Support staff, specially designed programs and individual learning plans – Seymour College also provides purpose-built Special Education classrooms and sensory rooms which provide a safe and stimulating environment for students requiring this option.

Compass School Manager

Seymour College uses Compass School Manager. Compass provides an online parent portal, which includes many features, including the ability to:

- Monitor your child's attendance, and enter approval for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- View your child's timetable and the school calendar
- Monitor your child's homework and assessment tasks
- Download and view your child's progress and semester reports
- Book parent/teacher conferences
- Pay and provide consent for events and school fees.

Parent account letters are generated by the General Office, and include a family username and password to allow access to the parent portal. Students can access Compass using their own username and password, from Grades 3 and up.

Rights and Responsibilities

At Seymour College we adhere to the legislation that underpins all schools in Australia and ensures that every child's right to an education that is fair, inclusive and safe. Students, staff and parents/guardians of our school community all have the right to belong, the right to be accepted and the right to be included.

We have a Student Engagement Policy setting out our behavioural expectations of all members in this school community. It respects the diversity of individuals in our school community and addresses the shared responsibilities of all members in building safe and respectful school communities.

Discrimination, sexual and other forms of harassment, bullying, violence, aggression and threatening behaviour are unacceptable and will not be tolerated in this College.

School wide Positive Behaviour Support (SWPBS)

The SWPBS centres on expecting, promoting and acknowledging positive social interactions between all members of our College community – students/teachers/staff/parents – 'to ensure a safe, productive and positive learning environment.'

The SWPBS framework supports staff to make explicit the social skills and core values which enable effective and engaging teaching and learning environments, and which facilitate positive working relationships between our key stakeholders – students/teachers/staff/parents. Social skills are important in all areas of life, and assist our students to be confident, respectful and community-minded people who are ready and prepared for the workforce and in everyday life.

Central to the framework was the establishment of our College Values, voted upon by staff, students and parents. These values establish what we feel are important to inclusive learning environments which produce strong results.

Our College Values:

Respect – I treat others the way I wish to be treated

Inspire – Others see the good things I do – and are motivated by them

Excel – My Personal Best – everywhere and every time

Through our College Matrix, students have a strong understanding of what each of our values look like in operation – whether they are learning in the classroom, socialising in the yard, or on excursion. An important element of the SWPBS framework is the acknowledgement of good decision-making by students which reflects our College values. A rewards program, with a TOKEN system, provides teachers with the opportunity to do this.

Canteen

Students can place lunch orders with the Junior School canteen Monday to Friday. Price lists are released each year and are available from the College website. To place a lunch order, enclose payment in an envelope or brown paper bag, clearly write the student's name and home group, and required lunch order items. Lunch orders are collected from the canteen by student monitors shortly before each break each day. Orders can also be placed online at the QC Quickcliq website.

Students are also able to purchase a range of small snacks from the Primary canteen during second break.

Library

The College has a well-stocked library. Books may be borrowed for overnight use at home or for longer-term reading, but it must be stressed that once a student has borrowed a book it is completely his or her responsibility to care for it and return it at the correct time. Any book lost, stolen or damaged while in a student's care must be paid for so that a replacement copy may be bought.

All students will visit the Library during the school week with their class teacher.

Lost Property

All items of personal property (books, clothing, bags etc.) should be clearly named in permanent ink. Unless this is done, the school cannot easily help students find any items lost or return items that are handed in.

Uncollected, un-named clothing is finally given away to charity or students in need. It is in your interest to ensure that your child's property is clearly identified.

Primary lost property is collected and stored in the Junior Learning Community art room.

Uniform

Seymour College has a compulsory student uniform. The uniform has been developed through the Seymour College Council, in consultation with parents and students. Students are expected to be dressed in the appropriate College uniform at all times whilst at school. In terms one and four, all primary students are required to wear a wide brimmed hat while in the yard.

Mobile Phones and Electronic Devices

Mobile phones and other electronic devices are not permitted to be used throughout the school day. All primary students at Seymour College are required to take their mobile phone and electronic devices to the Campus Manager's office at the start of the day. Phones and devices will be locked in the safe and students can collect them at the end of the day.

Bell times	Tuition
9:00 am – 10:45 am	Literacy – Reading
10:45 am – 11:25 am	Literacy – Writing
11:25 am – 11:35 am	Eat lunch in classroom
11:35 am – 12:15 pm	Break 1
12:15 pm – 1:30 pm	Numeracy
1:30 pm – 2:00 pm	Break 2
2:00 pm - 3:15 pm	Inquiry based learning

Further Information

For more information, please visit our website: www.seymourcollege.vic.edu.au

Check out our Facebook page: www.facebook.com/seymourcollege

Contact the General Office on 03 5771 1300 or email the College seymour.co@edumail.vic.gov.au

