



Frequently Asked Questions for Foundation Families

The following frequently asked questions are based upon parent cohorts from recent years.

Whilst these do not cover all questions, they are a good starting point.

During the Transition Program, families will have multiple opportunities to ask questions about the school curriculum and operations.

Are there restrictions on foods allowed at school?

As a learning community, we are mindful of students with allergies and or dietary needs, but in short the answer is *no*.

Refer to the following:

Anaphylaxis Policy <http://www.upweythps.vic.edu.au/wp-content/uploads/Anaphylaxis-Policy-2018.pdf>

Management of Food and Allergies Policy <http://www.upweythps.vic.edu.au/wp-content/uploads/Management-of-Food-and-Allergies-2018.pdf>

What happens if my child requires First Aid?

All staff at USPS are Level 2 First Aid trained, with refresher courses being held in February of each year for all staff.

All students who receive first aid treatment in the first-aid room will receive a carbon copy receipt detailing the incident, treatment and follow-up actions.

Minor first-aid incidents which are dealt with by the yard duty teacher (such as a refresher band-aid on an existing site) are monitored and communicated to the classroom teacher.

Phone calls to parents will be also made in instances which are deemed to constitute a foreseeable continuing impact upon student welfare (such as a bloody nose, concerning injury, or an incident requiring changing of clothing).

Phone calls to parents will be made for all head/ facial injuries, regardless of the severity or circumstances.

Can my child start instrumental lessons in their first year at the school?

Yes. Please speak with the office for contact details of our providers.



Where is lost property located?

All named items are returned to classrooms via the office tubs. Any un-named clothing items are placed on display at the entrance to the relevant year level for one week, prior to being washed and placed in our second-hand uniform shop.

Any valuable items (such as toys, watches, etc) are handed into the office and kept on site until the end of each term. At the end of each term, these items are then donated through the Dandenong Ranges Emergency Relief Service.

What is the school timetable?

Below is our daily timetable routine.

- ❖ 8:50am- students enter classroom to prepare for learning
- ❖ 9:00am- morning roll call
- ❖ 9:50am-10:00am- supervised morning snack eating (indoors)
- ❖ 10:00am- 10:30am- morning recess
- ❖ 12:20pm- 12:30pm- supervised lunch eating (indoors)
- ❖ 12:30pm- 1:00pm- lunch recess
- ❖ 1:50pm- 2:00pm- supervised afternoon snack eating (indoors)
- ❖ 2:00pm- 2:30pm- afternoon recess
- ❖ 3:30pm- student dismissal

In addition to the above, each class will attend specialists throughout the week. These will be communicated to families in due course.

What happens if I am late to school or late for pick-up?

If students arrive to school after 9:00am, they are required to go via the office and be signed in by a parent. Any students with an unexplained absence (eg: no written notification via Compass app) will be sent an alert to their listed mobile device at ~ 9:30am on the day of absence.

At the end of each day, the Foundation teachers bring the students to the double-door exit. If the parent is not there by 3:45pm for collection, students are brought to the office. Families are then contacted to communicate that your child is at the office.

If you are late for pick-up, please notify the school so that we can make alternative arrangements for your child.



What happens if there is a school-wide emergency, such as a bushfire or similar?

All Department of Education (DET) schools are required to undertake Emergency Management Planning yearly, and to provide details (where relevant) to their community.

The school's response to emergency situations, and how this is communicated to families, will be covered in detail during our Transition Program.

I find it challenging to keep up with everything that is happening at school. Where is the best place to find information?

Our school utilises the communication app "Compass". All events are posted on here within the news thread, and you can also contact each staff member individually through the app.

Details on Compass, including your own unique log-in details, will be covered in detail during our Transition Program.

Upwey South Primary School- Compass URL <https://upweythps-vic.compass.education/login>

What sort of things should I be doing to get my child ready to begin school?

This is a great question, and can be different for each individual family.

Details about "school readiness" will be covered in detail during our Transition Program.

In the meantime, you may choose to refer to the generalised information on the DET website:

Tips for starting school

<https://www.education.vic.gov.au/parents/going-to-school/Pages/tips-starting-school.aspx>

Ten Tips for Starting Prep (Foundation)

<https://www.education.vic.gov.au/Documents/about/programs/Tips-for-parents Starting-Prep.pdf>

Additional Questions or Queries

Should you have any additional questions prior to the commencement of our Transition Program, please contact the school:

Phone: 03 9757 0200 (general office)

Email: Upwey South Primary School upwey.south.ps@edumail.vic.gov.au

Extend Out of School Hours Care (OSHC)

Phone: 0487 700 024 (service hours mobile)

Online registration and bookings: <https://www.extend.com.au/school/upwey-south-primary-school/>

Email: Upwey South @ Extend upweysouth@extend.com.au