



Flemington Primary School

Information Handbook for New Parents

Welcome Message from the Principal -Melinda Lagerwey

Thank you for considering Flemington Primary School for your child's education. Starting school is an important milestone for every family. Flemington Primary School offers an engaging and comprehensive induction program. All new children and their families are warmly welcomed into our school with a variety of opportunities for children and parents/carers to learn about our wonderful school. Our induction program not only makes the transition from kindergarten to school as seamless for you and your child as possible, but creates a connection with Flemington Primary School, its learning programs and community.

Flemington Primary School sets high academic standards and is committed to excellence in all areas. Every student at Flemington Primary School is encouraged to reach their potential and to **"be their best"** in a culture and community that fosters the skills of resilience, collaboration and reflects our Flemington Primary School values – **Be kind, Be safe, Be respectful and Be ready to learn.**

Our school is guided by our mission and vision:

Mission

We will provide learning opportunities in supportive and collaborative learning environments.

Vision

Students will realise their full potential, contributing to our school, our community and our world.



You, the parents and carers are an important part of our learning community and a vital link in your child's education. A sense of community, belonging and connection develops when parents and staff work in partnership for your child's achievement and success. We encourage active parent and carer participation in our school through various avenues. You are welcome into the classroom as a classroom helper and to be involved in the myriad of various school community groups and activities at Flemington Primary School.

We look forward to the opportunity to become a part of your child's learning journey and warmly welcome you to the Flemington Primary School community.

Melinda Lagerwey
Principal

Flemington Primary School – General Information

School Address:	Cnr Padman Lane and Mt. Alexander Road Flemington, 3031
Telephone:	9376 7137
Web site:	www.flemingtonps.vic.edu.au
Email Address:	flemington.ps@education.vic.gov.au
Principal:	Ms Melinda Lagerwey
Assistant Principal:	Mr Michael Cleary

2026 Term Dates

Term 1	27 Jan (teachers start) to 2 Apr
Term 2	20 Apr to 26 Jun
Term 3	13 Jul to 18 Sept
Term 4	5 Oct to 18 Dec

Public Holidays

- Labour Day - Monday 9th March 2026
- Anzac Day - Saturday 25th April 2026
- Monarch's Birthday - Monday 8th June 2026
- Melbourne Cup Day – Tuesday 3rd November 2026

School hours

School hours are from **8.55am to 3.30pm**. School grounds are supervised from 8.45am until 3.45pm. We encourage families to arrive at school from 8.45am. Late arrivals can be upsetting for students and being on time support your child's learning.

Administration Office

Administration Office hours are from **8.30am to 4.00pm**. The Flemington Primary School Administration has a friendly staff who are available to answer your general questions regarding our school.

Your first day of school at Flemington Primary School

The first day of school is an important milestone and our FPS families are encouraged to take their time and enjoy the experience. When you arrive at school, go to your child's classroom. You and your child will be greeted by our friendly teachers, and they will settle your child with a game or activity. You are most welcome to join other new parents at our "Tissues and Cheers" morning tea that our Parents and Carers committee organise. It is a wonderful opportunity to meet some other parents and carers and start to feel a part of our school community.

Collecting your child at the end of the school day-3.30pm

You can collect your child at **3.30pm**. For safety and convenience reasons, we ask that all parents and carers wait outside the school buildings for children.

If for any reason you are unable to collect your child on time, please contact the Administration Office as soon as possible on 9376 7137.

Foundation children who attend the out of hours school care program, will be collected from their classroom by a team member and accompanied to the out of hours school care room.

School Times

Being ready to learn means being on time for school every day to make the most of learning time.

Please help your child to arrive by **8.45am every day**.

8.55 am	Music (students enter their learning spaces)
8.57 – 9.00 am	Soft start with Circle time - Classes commence
9:00 am - 11.00 am	Learning session
11.00 am - 11.10 am	Recess snack in classroom
11:10 am - 11:40 am	Recess play time
11:40 am - 1:30 pm	Learning session
1:30 pm – 1:40pm	Lunch in classroom
1:40 pm - 2:30 pm	Lunch play time
2:30 pm - 3:30 pm	Learning session

School Values

Our Flemington Primary School Values underpin all experiences and conversations at our school. They guide how we learn, be, act and speak with and to each other. We aim to cultivate a love of learning, an interest in all subject areas, a positive attitude towards all experiences and this is all guided by an understanding of our school values:

- Be kind
- Be safe
- Be respectful
- Be ready to learn

and our motto **Be Your Best**

Health and Wellbeing

Wellbeing is a priority at FPS and is facilitated by an extensive program and supports for children, parents and carers and staff. We have a full time **Assistant Principal-Wellbeing/Engagement** staff member inclusive of a **Wellbeing Office** for students and a dedicated **Wellbeing Classroom** for groups of students and family meetings.

FPS also has a **Mental Health in Primary Schools** practitioner who supports students and families when they require the extra care. All the FPS teachers are also specially trained to support Wellbeing as a priority in their teaching and learning programs.

Our curriculum delivers carefully planned **wellbeing lessons** plus the **Respectful Relationships** program. FPS explicitly teaches the language of emotions and uses the **Zones of Regulation** program to support our community with emotional regulation and resilience.

In addition, FPS offers **specialised wellbeing programs** that include play therapy, art therapy, therapy dogs and social skills small groups.

FPS is fortunate to be the host school for **DET Moonee Valley network Student Support Service Officers (SSSO)** and allied health practitioners -psychologists, occupational therapists, speech pathologists and social workers.

Children and families requiring additional supports are supported with regular **Student Support Group (SSG)** meetings with teachers and our Wellbeing/Engagement Learning Specialist. Any parent/carer with any concerns for their child's wellbeing should contact their child's teacher or request an appointment with our Wellbeing/Engagement Learning Specialist by contacting our administration office.

Absence – Every Day Counts!

It is really important that your child attend school every day, however, if they are sick, then home is the best place.

Any absence for illness or short-term family reason must have a note or phone call to the school giving the reason for the absence.

To support your child's learning and wellbeing, FPS follows up on absences to ensure your children has access to all learning experiences.

Illness and first aid

First Aid is given at school for small grazes, bumps and scratches. Contact is always made with home if anything more serious occurs. Medicines can be given at school with a signed medical form and the medication is to be supplied from home.

If your child becomes ill during the school day then you or your contact person will be notified to collect your unwell child as soon as possible.

Medication

If it is necessary for your child to bring medication to school a medical form needs be filled out, clearly stating the medication with your child's name, the correct dose and the time the medication must be given. A parent or carer should hand this directly to our administration office, as teachers are unable to administer any medication.

Please ensure that all medical conditions are noted on the enrolment form and if your child develops a condition whilst enrolled at the school that the school is notified promptly and medication provided. If your child suffers from **asthma**, please ensure that your child's teacher is aware of this and an **asthma management plan** is completed. If your child has an **allergy or anapylaxis**, please provide the school with the ASCIA plan and medication.

Health Services

Flemington Primary School is serviced by the Department of Human Services. We have a visiting school nurse who assesses the health of our Foundation students. The nurse will contact you if necessary and will also be available to respond to any enquires you may have.

Parental Involvement

At FPS we encourage positive involvement of parents, grandparents and caregivers. We offer many opportunities for you to connect with our school and be involved in your child's education.

How can you contribute to Flemington Primary School?

- Join our Parents and Carers Committee - meet other parents and help with special fund-raising activities.
- Attend school activities such as our "Let's Meet BBQ" and other advertised events.
- Attend assembly every Friday afternoon at 3.10pm to celebrate student achievements.
- Participate in working bees to help develop our grounds whilst working alongside other parents and staff.
- Volunteer to work in our fabulous FPS school library.
- Join our School Council and sub committees.
- Offer to help in any of the following classroom activities:
 - Parents and carers as helpers
 - PMP (Perceptual Motor Program)
 - Excursions
 - Swimming
 - Inter school sports

Visiting the School

All visitors to our school report to the administration office. Bring along your Working With Children's Check card number and wear a Visitor's Badge whilst you are on school grounds. For safety reasons, you must also sign out when leaving the school.

School Wide Positive Behaviour-SWPB

Flemington Primary School is a School Wide Positive Behaviour (SWPB) school. SWPB is a framework that uses evidence-based practices to support ALL students. SWPB allows FPS to implement values and expectations that allow for all to have an understanding of what is expected. Students are taught the behaviours that we expect of them in a supportive environment.

Consider the following:

If a child doesn't know how to read, we teach.

If a child doesn't know how to swim, we teach.

If a child doesn't know how to multiply, we teach.

If a child doesn't know how to behave, we teach?....Punish?

Sometimes our children make poor choices, mistakes or simply do not understand the impact of their behaviour. When this happens, at FPS we teach the behaviours we expect to see in a safe and supportive environment. At FPS we praise and encourage positive behaviours.

Communications at Flemington Primary School

The purpose of communications:

At Flemington Primary School we aim to provide timely, clear, effective and professional communications to students, parents and carers, and the wider school community. We believe that positive and thoughtful communications can support educational outcomes by involving parents and carers in school life and the educational journey of the student. Consistent and appropriate communications also inspire a sense of pride and confidence in the school's ability to provide excellent educational outcomes for all students.

Parents, guardians and the wider school community can expect that all communications with Flemington Primary School staff are respectful, and school staff have the expectation they will be communicated with in a reciprocal manner.

In support of the above, FPS has a Communications Framework that aims to:

- help parents know what communications they can expect from the school
- help parents understand their responsibilities when communicating with the school
- provide examples of appropriate communications for common situations.

How Flemington Primary School communicates with you

Flemington Primary School communicates with parents and carers about student wellbeing and school news in several different ways. Depending on what needs to be said and how time sensitive it is, the school will use one of the following methods:

- Compass (online app)
- Class Dojo (online app)
- In person
- Newsletters
- Fliers/ notes in schoolbags
- Telephone
- Assembly – held in the school hall 3.10pm fortnightly on Fridays

How you can communicate with our school

As a parent or carer of a student at Flemington Primary School your first point of contact for a student's academic progress and wellbeing is your child's teacher. For other matters, there are several ways you can communicate with the school, including:

- Class Dojo (online app)
- In person - teacher or leadership team
- In person - school office
- Email - flemington.ps@education.vic.gov.au
- Telephone

In addition to the modes of communication listed above, you can learn more about the school and the curriculum in the following ways:

- Flemington Primary School website <https://www.flemingtonps.vic.edu.au/>
- Department of Education and Training website <https://www.education.vic.gov.au/Pages/default.aspx>

Administration Office / Telephone

The school administration office is the primary point of contact to make administrative queries and report student absences. The school office is open from 8.30am until 4pm.

You may call the front office and leave a message for your child's teacher. Teachers are usually unable to talk during school hours, however, if a call back is required, teachers will endeavour to return the call as soon as practicably possible.

In the event of sickness, injury or incident, the school will contact the student's parent / carer, or designated emergency contact should the first and second preferred contacts not be contactable by phone.

Flemington Primary School Website

The Flemington Primary School website provides a range of information and is the public face of the school to the greater community.

You can find past editions of In Touch newsletter, a calendar of upcoming events and information about the curriculum. <https://www.flemingtonps.vic.edu.au/>

Custody of Children

Where a parent has sole custody of a child, this should be made clear to the school with appropriate documentation.

School uniform

The Flemington Primary School uniform provides students with a sense of pride and that they are part of our school. We have **compulsory school uniform** and this can be purchased online at <https://www.dcsuniforms.com.au/> The uniform will be delivered to **Please label all clothing.**

Limited second hand uniform is also available.

A wide brimmed or legionnaire hat is worn in Terms 1 and 4. Black school shoes or runners are to be worn

Travelling to and from our school: Bikes, Skateboards and Scooters

We encourage our school community to walk or wheel their way to school. All children can ride the above items to our school. Please bring your helmet and a lock for your bike, skateboard or scooter. Our bike shed is located near the basketball court.

The school has the following zones:

1. No Zone – you need to walk your wheels in the amphi, on the coloured concrete and on the fake grass around the basketball and game courts
2. Slow Zone – go slow and watch for people around the main building near staff car park and path around the oval
3. Go Zone – all other areas you can ride your wheels safely.

Traffic and Parking

There is no parking available at the school for parents, it is for staff only so please refrain from parking in a staff allocated car park.

In the morning and afternoon parents and carers:

- Park in surrounding streets and walk back with children.
- Drive carefully in the streets surrounding the school.

At no time can parents park in the driveway off Flemington Street, emergency exits or disabled carparks. Flemington Primary School has students and parents/carers who really need these spaces, so please be respectful!

School Crossing

The local council provides our school-crossing supervisors to support our students getting to school safely.

Leaving our School

Children are not to leave our schoolyard between 9.00 am and 3.30 pm unless a note is sent to school and the child is collected by an adult. All adults must visit the office to sign out their child. The school will organise for your child to then come to the administration office. Please note that parents and carers are not to visit their child's classroom or learning area to collect a child.

Outside of School Hours Care Program- Team Kids

Before, after school care and holiday care is available at Flemington Primary School. Before school care runs from 6.45 am until 8.45 am, while after school operates from 3.30 pm until 6.00 pm.

