



WILLIAM RUTHVEN PRIMARY SCHOOL

2024 A-Z guide

School contact details

Telephone: 9460 1668

Email: william.ruthven.ps@education.vic.gov.au

Website: <https://www.williamruthvenps.vic.edu.au>

Office hours: Monday to Friday (8:30 am – 4:30 pm)

Acknowledgement of Country

We acknowledge the Traditional Custodians of the land, the Wurundjeri people of the Kulin Nation, on which we work and live, and recognise their continuing connection to land, water and community. We pay our respect to Elders past, present and emerging.

Please note: Information in this guide is available for translation.

School Improvement Team



Donald Eddington
Principal



Gemma Albress
Assistant Principal
Student Wellbeing
Literacy Leader



Cathy Tascone
Learning Specialist
Numeracy Leader

Contacting our staff

All staff photographs and email addresses are located on our website:

<https://www.williamruthvenps.vic.edu.au/page/280/Our-staff-and-email-addresses>

Welcome

Thank you for choosing William Ruthven Primary School for your child's education.

We are looking forward to establishing a strong relationship with you. We see education as a joint partnership between the home and the school. Parent and carer involvement is welcome and encouraged at our school. By working together, we can give your child the best opportunity to flourish. Throughout your time with us, we welcome and encourage you to ask about your child's progress, and we can provide suggestions about how you can help your child's learning at home.

Our school provides a strong focus on building students' literacy and numeracy skills, and we have a culture of high expectations. Our vision is to develop literate, numerate and curious learners who are empowered and ready for each stage of their learning.

We seek to instil personal and collective responsibility via our school values of Respect, Inclusion, Curiosity and Excellence: Doing your best.

In addition to classroom-based English, mathematics, inquiry and wellbeing lessons, our special programs are Auslan, visual arts, music, physical education, science/robotics, and problem solving.



Assembly

Assemblies are held on Tuesdays at 2:30 pm. Parents and carers are welcome to attend.

Assessment and reporting

Our targeted teaching uses assessment data and ensures that students are being taught at their point of need. We have a centralised 'student tracker' for classroom teachers to record and track student reading and mathematics performance over time. Student reading is assessed one-on-one with each student every term, and at the beginning and end of number-based units of work in mathematics.

Student reports detail progress and achievements in June and December, along with the next steps for educational development. Our reports aim to provide consistent and clear information to parents about their child's progress and achievement against the state-wide standards.

Attendance and reporting absences

Unless your child is sick, it is a legal requirement that they attend school each day.

School begins at 8:50 am and finishes at 3:00 pm. Please ensure your child arrives at school on time. If they are late (or need to leave early), please come to the office. Your child will receive a late pass if they are late. Absences can be logged on Compass or by telephone: 9460 1668.

For more information about attendance, please refer to our [Attendance Policy](#).

Behaviour management

Our school has a zero tolerance for bullying, physical and verbal aggression. Our school's behaviour management charts are visible in all classrooms and around the school. We have a consistent whole-school approach, with a focus on the students' rights:

- The right to learn without distraction.
- The right to be safe and happy.

Staff ensure that 'low' level incidents are dealt with and followed up with a phone call home. Our parents/carers and students have confidence that our classrooms and school yard are safe and happy places. This has been achieved through our collective work with our families.

Classroom charts



Yard charts



Bell times

- 8:50 am School starts
- 10:50 am Supervised play lunch eating time
- 11:00 am Recess break (11:00 am – 11:20 am)
- 1:20 pm Supervised lunch eating time
- 1:30 pm Lunch break (1:30 pm – 2:00 pm)
- 3:00 pm School finishes

Breakfast Club

Breakfast Club runs daily from 8:20 am until 8:40 am. Breakfast is free. All students are welcome. Students attending Breakfast Club enter the school grounds via the pedestrian gate in Henderson Street.

Camps, Sports and Excursion Fund (CSEF)

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. The allowance is used towards expenses relating to school activities. Forms can be accessed via: [Camps, Sports and Excursions Fund \(CSEF\)](#). Forms can be submitted from 29 January until 28 June.

Canteen

The canteen operates every day for lunch orders. Food cannot be purchased over the counter at recess or lunch times. A canteen menu is published each year on our website:

<https://www.williamruthvenps.vic.edu.au/page/74/Notices-and-newsletters>

Canteen orders should be clearly written on a paper bag or envelope with:

- Child's name
- Child's classroom
- Details of food ordered
- Total of order
- Amount of money enclosed

Child Safe

The Victorian Government has announced new [Child Safe Standards](#) to further strengthen child safety across organisations, including schools. The new standards recognise the critical importance of families and the broader school community in maintaining and promoting child safety and wellbeing.

We have reviewed and updated our child safety policies and procedures to ensure they meet the requirements the standards. Please see our website: <https://www.williamruthvenps.vic.edu.au/page/147/Child-Safety-Standards>

We are committed to continuous improvement in our approach to child safety and wellbeing and welcome feedback from families and members of our school community on ways we can further strengthen our child safety policies, procedures and practices. If you have any suggestions, comments or questions, please contact our Principal, Donald Eddington via donald.eddington@education.vic.gov.au.



Child Safe training for volunteers

The "Child Safety training for volunteers" is to ensure volunteers at our school are familiar with our policies and procedures relating to child safety and understand the important role they play in maintaining and promoting the safety of our students.

Volunteering at our school includes classroom helpers, parents/carers attending excursions, camps and Friday Clubs (such as the Gardening Club) and selling goods at the Mothers' and Fathers' Day stalls.

Volunteers must read the suite of policies and procedures in the links below, and complete the annual training session, before commencing work where children are likely to be present.

- [Volunteers Policy](#)
- [Child Safety and Wellbeing Policy](#)
- [Child Safety Responding and Reporting Obligations Policy and Procedures](#)
- [Child Safety Code of Conduct](#)
- [PROTECT: Four Critical Actions for Schools – Responding to incidents, disclosures and suspicions of child abuse](#)
- [PROTECT: Identify child abuse](#)

Compass

William Ruthven Primary School uses *Compass*. You can:

- Read our online newsletter.
- Report your child's absence.
- View notifications of first aid visits.
- Read your child's report and book parent-teacher interviews.
- Make payments and sign permission for your child to attend extra-curricular activities (camps, sport and excursions).

Please see our office staff if you require assistance logging into Compass or need your password re-set.

Complaints

We welcome feedback, both positive and negative, and is committed to continuous improvement. We value open communication with our families and are committed to understanding complaints and addressing them appropriately. We recognise that the complaints process provides an important opportunity for reflection and learning. For more information, please see our [Complaints Policy](#).

Composite classes and grade compositions

Composite classes

Research, shows there is no discernible difference between composite and 'straight' year group classes in terms of academic performance because, in a sense, every class is a composite class. At every school, in every class, there are students with different learning needs, rates of learning, interests and strengths at different points in terms of their progress and achievement depending on what they are learning.

In today's classrooms, teachers differentiate the curriculum in the key areas of literacy and numeracy so that the learning is 'pitched at just the right level' – regardless of the class structure. Collaboratively, our teachers plan tasks to be open-ended to enable students to perform at their level and to be extended.

Grade compositions

Towards the end of each year, classroom teachers spend a significant amount of time when placing students in their grade for the following year. In addition to considering parent/carer wellbeing requests and students' friendship requests, our teachers work hard to ensure that each grade is balanced in terms of social, emotional and behavioural needs, gender, equity, as well as having grades with academic balance.

Cyber safety

To learn about ways to keep your child cyber safe at home, please see the resources on our website:

<https://www.williamruthvenps.vic.edu.au/page/131/Cyber-safety>.

Our website has quick guides regarding the use of popular social media sites. Find out how to protect your child's privacy and report cyberbullying.



Homework

Our [Homework Policy](#) outlines the Department's and the school's policy requirements relating to homework. In addition to nightly reading (Prep - Year 6) and practising basic number facts (Years 1 - 6), there are optional, independent homework tasks that parents/carers can assign and supervise. For example:

- Completing alternatives to book reports such as ideas from the [National Council of Teachers of English](#)
- Engaging in consolidation and extension exercises for mathematics such as tasks from [nRich](#)
- Undertaking science investigation exercises such as investigations from [Milwaukee with kids](#)
- Making or design an artwork such as art projects from the [Teach beside me](#)
- Practising and playing musical instruments
- Practising sports skills
- Researching topics associated with set class work and completing a project
- Applying new skills to home context such as:
 - planning and cooking food, including following a recipe
 - helping to plan a day trip or holiday, including timings, directions and costs
 - growing plants.

Houses

Notable Australians represent various curriculum areas: health and physical education, mathematics and science, the humanities and environment, English and the arts. Our four Houses are:

Freeman	Hollows	Irwin	Wild
Cathy Freeman was a sprinter. She was a gold medallist at the 2000 Olympic Games in Sydney.	Fred Hollows was a surgeon who became known for his work in restoring the eyesight of thousands of people.	Steve Irwin was a conservationist and environmentalist. He was also a wildlife expert.	Margaret Wild is an Australian author. She has written more than 40 books for children.

All students are allocated to a House. These are a vehicle for students to participate in multi-age events.

First aid

A visit to our first aid room will result in you being notified via Compass. For more serious incidents, including head knocks, you will receive a phone from the school.

Infectious diseases

Regular attendance at school is most important, but some diseases like the whooping cough, polio, mumps, measles, rubella (German measles), meningococcal and other infectious diseases require your child to be kept at home and excluded from school for some time. If your child is suspected of having an infectious disease, please notify the school.



An exclusion from school for infectious disease list is available via: <https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/exclusion-periods>

Library

Students can borrow two books at a time. Lost and damaged books will incur a replacement fee. You can view our library collection via: <https://williamruthvenps.softlinkhosting.com.au/oliver/home/browse/list>

Lost property

Lost property will be stored in a tub in the main learning building. Please label all school clothing and supplies (e.g., drink bottles) so it can be returned to your child.

Medical expenses

Parents/carers are responsible for any medical expenses (including ambulance costs) incurred if their child is injured or requires medical treatment or an ambulance while at school, or participating in a school activity. Parents/carers may not be called if an ambulance is required, until after an ambulance is called, depending on the situation. Parents/carers are encouraged to have up-to-date ambulance cover and medical insurance. Please see our [Insurance Policy](#).

Medicines (brought to school)

If a student requires medication while at school, a Medication Authority Form is required: https://www.williamruthvenps.vic.edu.au/uploaded_files/media/medicationauthorityform.docx

All medication brought to school by a student needs to be clearly labelled with:

- the student's name
- the dosage required
- the time the medication needs to be administered.

For more information, please see our [Administration of Medication Policy](#).

Students with asthma

Please refer to our [Asthma Policy](#).

Students with anaphylaxis

Please refer to our [Anaphylaxis Policy](#).

Mobile phones and smart watches

In accordance with the Department's [Mobile Phones — Student Use Policy](#), mobile phones must not be used during school hours. Mobile phones (and smart watches) are brought to school at the owner's risk. As per our local policy, students are required to hand their mobile phone and/or smart watch in at the office before school and collect them after school. Please refer to our [Mobile Phone And Other Personal Mobile Device Policy](#).

Money brought to school

All money brought to school by students must be placed in an envelope with the following details:

- Child's name
- Child's grade
- What the money is for (e.g., End of term special lunch order)
- The amount of money enclosed in the envelope.

Morning tea and lunch

- **Fruit/vegetable snack.** Students are encouraged and have permission to eat a portion of fruit and vegetables at 10:00 am each day. Students may have water bottles beside their chair to access water throughout the school day. Juice boxes, etc. can be consumed with morning tea or lunch.
- **Supervised morning tea at 10:50 am.** The students are supervised inside as they eat their morning tea (10:50 am – 11:00 am). Students cannot take any wrappers outside.
- **Supervised lunch at 1:20 pm.** The students are supervised inside as they eat their lunch from 1:20 pm – 1:30 pm. Students cannot take any wrappers outside.

Students also have additional eating time outside at recess and lunch. The place for eating outside is under the Room 7 and 8 shade sails.

Cheese toasties can be provided to students without lunch. Fruit is also available for students without play lunch. Parents/carers will be contacted before cheese toasties will be provided.

OSH Club

Our after school hours care program is run by Junior Adventures Group. The program is lots of fun and it includes both structured and unstructured activities. The program is run from our STAR Centre. For further information, you can call customer service on 1300 395 735, visit their website www.oshclub.com.au or contact our coordinator, directly on 0478 100 412.

Parking

Parking is available in Merrilands Road, Henderson Street and neighbouring streets. Please take note of the parking signs and abide by the local traffic laws. We ask that you do not park in front of/over driveways. The staff car park is for staff only.

Personal property

The Department of Education does not have insurance for personal property of students, staff and visitors brought to school. The school does not take responsibility for personal property that is lost, stolen or damaged at school/during school activities. We encourage students, staff and visitors not to bring items of value to school, or to obtain appropriate insurance for items. Please see our [Personal Property Policy](#).

Prep - Year 6 buddy program

Our Prep - Year 6 buddy program helps to make the transition to primary school a positive experience for our Preps. Preps will meet their buddy at the start of term 1. Having a Year 6 buddy helps our Preps to settle in to school life, as well as be a familiar face in the playground. Our families report that our buddy program supports a smooth transition, promotes social connections and a sense of belonging.



Privacy collection statement

Our school collects, uses, discloses and stores student and parent personal information for standard school functions, or as permitted by law, as stated in the Department's [Schools' Privacy Policy](#).

School Council

School Council is the school's governing body made up of parents/carers, teachers and members of the school community. In addition to parent/carer and teacher representatives, School Council can also co-opt people from outside our school community with a specific skill set or knowledge that we are seeking at the time. School Councillors are elected for a two-year period. The School Council year runs from April – March, and each year approximately half of the Councillors comes to the end of their term.

The School Council:

- Develops the school's strategic plan and annual implementation plan.
- Determines the school's general educational policy.
- Approves and monitors the school's budget.
- Supervises the management and maintenance of buildings and grounds.
- Establishes our structure for consulting parents on decisions.
- Reports to the Minister of Education and the school community through the Annual Report.

School policies

The school's policies can be accessed on our website:

<https://www.williamruthvenps.vic.edu.au/page/76/School-policies>.

School values

We seek to instil personal and collective responsibility via our school values of Respect, Inclusion, Curiosity and Excellence: Doing your best.

<p>Respect (Wellbeing value)</p> <p>I will:</p> <ul style="list-style-type: none">• Follow expectations and instructions.• Be polite and use my manners.• Listen to my classmates and teachers.• Treat others the way I like to be treated.• Make good choices and do the right thing.• Use digital technologies safely and appropriately.• Take care of my own and others' belongings.• Look after the school's equipment and environment.	<p>Inclusion (Wellbeing value)</p> <p>I will:</p> <ul style="list-style-type: none">• Accept differences in others.• Be kind, helpful and care for others.• Be friendly and let others join in.• Share and let everyone have a turn.• Be open to different opinions and ideas.• Cooperate and get along with others.• Behave in a way that makes everyone feel safe and happy.
<p>Curiosity (Learning value)</p> <p>I will:</p> <ul style="list-style-type: none">• Show an interest in learning new things.• Challenge myself to learn new things.• Expand my interests to learn new things.• Learn from my classmates and teachers.• Share ideas with classmates and teachers.• Use various strategies to solve problems.• Use various ways to show and describe my thinking.• Ask questions to challenge my thinking and to gather information.	<p>Excellence: Doing your best (Learning value)</p> <p>I will:</p> <ul style="list-style-type: none">• Be at school on time.• Come to school ready to learn.• Have high expectations of myself.• Stay on task with my learning.• Try my best at school.• Give things a go and persist if things are difficult.• Work hard to achieve my learning goals.• Celebrate attempts – not just my achievements.• Make good choices and allow others to learn.

Special events

Families are encouraged to attend our school and community events. Events include a colour run, movie night, concert, celebration and awards night, a disco, book parade, footy colours day and open day, plus lots more.



Specialist programs

Our specialist programs are:

- Visual arts
- Music
- Science/robotics
- Physical Education
- Auslan
- Problem solving.



Student-free days

In 2024, students are not required to attend schools on these days:

- Monday, 29 January
- Tuesday, 30 January
- Monday, 3 June (Professional Practice Day)
- Wednesday, 26 June (Parent-teacher interviews)
- Monday, 4 November (the day before Melbourne Cup).

Uniforms

William Ruthven Primary has a compulsory school uniform. School uniforms promote a sense of belonging, pride, and equality along with enhancing the profile and identity of our school in the community. We ask that you ensure your child is sent to school in full uniform each day. If your child attends without the correct uniform, please provide a note.

Uniforms, including school hats, can be purchased from PSW (our school uniform supplier):

<https://www.psw.com.au/schools/william-ruthven-primary-school.html>

We also have a limited range of new uniforms (from our previous uniform supplier). This stock is sold at half price. Please contact the office on 9460 1668 to make a purchase via credit card or come to the office:

Secondhand uniforms

We accept secondhand uniforms that can be passed on to other families at no cost. We are ask that donated uniforms are in good condition and have been washed prior to donation.

State Schools' Relief

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for financial support for the purchasing of school uniforms. Please contact the office for more information.

Sun Smart

Our [Sun Protection Policy](#) requires that all students wear their school hat from 15 August until 30 April. Caps do not provide adequate sun protection so please make sure your child has a school hat. For more SunSmart information, visit: [SunSmart family notices and information sheets](#).

Voluntary financial contributions

Schools provide students with free instruction to fulfil the standard Victorian curriculum. Your financial contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. The Parent Payments Letter and Policy is published on our website: <https://www.williamruthvenps.vic.edu.au/page/74/Notices-and-newsletters>.



All extracurricular items and activities (such as excursions, in-school activities, camps and school photographs) are on a user-pays basis.

Yard duty (Supervision of students)

Our school's [Statement of Supervision Arrangements \(Before and After school\)](#) details our student supervision arrangements:

- Before school: School grounds, except the oval, are supervised from 8:40 am. (If students arrive between 8:20 am and 8:40 am, they are supervised by a teacher in the library space.)
- After school: Playground areas are supervised until 3:10 pm. The oval is unsupervised after school.

If a student is not collected by 3:10 pm they will be brought into the office and the parents/carers will be contacted.

There are four staff members supervising students during recess and lunchtime in the playground along with one staff member to supervise students for 10 minutes before school (8:40 am – 8:50 am) and two staff members to supervise students for 10 minutes after school (3:00 pm – 3:10 pm).

A copy of our Yard Duty and Supervision Policy is available on request.

Zooper Doopers

Sugar-free Zooper Doopers (icy poles) are on sale each Tuesday and Thursday in terms 1 and 4 for \$1.00. We gratefully accept donations of sugar-free Zooper Doopers as part of school fundraising.