



# Kilmore Primary School

*"Building Dreams for a Brighter Future"*



35 Lancefield Road, Kilmore, Vic, 3764  
03 5782 1268

[kilmore.ps@education.vic.gov.au](mailto:kilmore.ps@education.vic.gov.au)  
[kilmoreps.vic.edu.au](http://kilmoreps.vic.edu.au)



# School Contacts

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Principal Michael Nicolaides

Assistant Principals Julie Smith  
Caitlin Pappin  
Samantha Rebbeschi

Learning Specialist Michelle Vilinskis  
Tenille Rowe

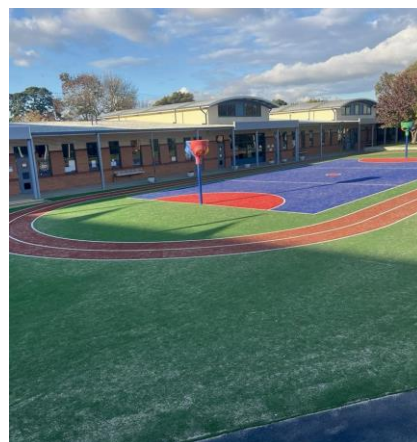
School Nurse Kelly Wright

## School contact Details

Telephone 03 5782 1268  
Email [kilmore.ps@education.vic.gov.au](mailto:kilmore.ps@education.vic.gov.au)  
Postal PO Box 105, Kilmore, VIC, 3764  
Website [www.kilmoreps.vic.edu.au](http://www.kilmoreps.vic.edu.au)

## Office Hours

The school office is open Monday to Friday 8:15am - 4:00pm during the school terms.



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This handbook has been prepared to support your family's experience at our school. Most of the important information you will need can be found in this handbook. If you require further information please contact the school office.



# School History

Established in 1875, Kilmore Primary School has a rich and storied history spanning nearly 150 years. Our founding began a remarkable educational journey with a clear mission: to provide a globally oriented, comprehensive learning experience.

Throughout our history, Kilmore Primary School has continually strived for excellence. Over the years, our commitment to academic excellence, character development, and cultural diversity has left an indelible mark on countless students who have passed through our doors.

Reflecting on our history, we take immense pride in our diverse and inclusive community. This international tapestry enriches our educational environment. Looking forward, Kilmore Primary School remains resolute in our mission to prepare future leaders who will continue to shape a more interconnected and inclusive world.



# School Profile

**Kilmore Primary School** is a Foundation to Grade 6 school located on Lancefield Road Kilmore.

Our facilities include a number of single and double learning studios, art room, library, hall, ICT centre, separate playground areas for Foundation to Grade 2 and Grade 3 to 6 students, a meeting room and kitchen.

Before and after school care operates on the school site 5 days a week during school terms and school holidays.

**All teachers work and plan together** to create flexible teaching options in classrooms and to better cater for the individual needs of all students. The school upholds **high expectations of all** and provides an exciting and inclusive experience for staff, students and families.

**At Kilmore Primary School** the child is at the centre and purpose of all that we do. Our teachers and support staff work hard to provide a teaching pedagogy reflective of 21st Century learning including **Digital and Design Technologies** and **personalised learning** for all students. This innovative, rich and rigorous curriculum is delivered in a positive, stimulating and challenging learning environment where every child experiences success and develops a love of life-long learning.

**Our students are encouraged** to explore their world through **Inquiry Learning** to become thinking, informed, resilient and self-directed learners who are able to be the best they can be and contribute actively to their community. The key components of the teaching programs at Kilmore Primary School are the **effective teaching of literacy and numeracy**.

# KILMORE PRIMARY SCHOOL VALUES



**Kilmore Primary School** is striving to:

- Continuously improve the Learning and Teaching throughout the school.
- Provide high quality Personalised Curriculum programs to develop the 'whole' child, promote self-confidence and provide a conduit for student connectedness to school.
- Provide the best possible social, emotional and educational outcomes for each and every student.
- Increase the literacy and numeracy levels of each and every child.
- Form a strong connection with all students.
- Strategically build the capacity of all staff.
- Build the leadership capacity throughout the school.
- Form strong partnership with the school community.
- Form new partnerships with the wider community.
- Provide a high level of student welfare support and positive behaviours.

The relationship between the staff, students and parents is a fundamental strength at Kilmore Primary School. The school enjoys great community involvement with many activities throughout the year.

Several opportunities for families to attend the school together are offered throughout the year, such as our Student Lead Conferences, parent forums, activity nights and special events.



# Enrolment



## Enrolment Process

Every Victorian student has a right to enrol at their designated neighbourhood school. By searching [findmyschool.vic.gov.au](https://findmyschool.vic.gov.au) you will find your local government school. This is the official and most up to date school zones map.

Students who reside within our boundary are guaranteed a place at Kilmore Primary School. Eligibility is determined by your permanent residential address.

Students may be enrolled at a school outside of their designated neighbourhood subject to sufficient accommodation.



### Step 1

Identify your designated local school

Search [findmyschool.vic.gov.au](https://findmyschool.vic.gov.au) to determine if Kilmore Primary School is your designated local school



### Step 2

Complete Enrolment enquiry

Complete the online application form by clicking on the below link: <https://forms.gle/8GcrpzBn5CMheAp7A>



### Step 3

Enrolment Pack

Upon receipt of your enrolment enquiry and as long as you reside within our boundary, from the commencement of Term 2, we will forward an enrolment pack for your completion.



### Step 4

Enrolment Acceptance

Once all enrolment documentation is supplied, including 100-point residential address check, you will receive enrolment acceptance in writing early August.

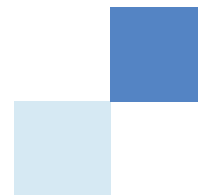


### Step 5

School Transition

We will commence short transition sessions in Term three, these are not compulsory. You will receive communication with dates and times closer to the time.

# Specialist Programs



## 01 Physical Education

The PE curriculum develops students' confidence in using movement skills and strategies to increase their motivation to become active as well as developing gross motor skills - running, dodging, jumping and fine motor skills such as throwing, catching and kicking. It builds an understanding of how training and exercise in areas such as strength, flexibility and endurance relate to physical performance.

Students in Foundation to Grade 6 have weekly PE lessons. Many of these lessons will take place in the sports stadium. Students are asked not to wear black soled shoes as they may mark the basketball court. Check with your child/children's classroom teacher to find out which days their class has PE.



## 02 STEM Education

STEM is an approach to learning and development that combines the subjects of Science, Technology, Engineering and Mathematics. Students learn problem-solving, creating, critical analysis, teamwork, independent thinking, initiative, digital literacy, communication, innovation and entrepreneurial spirit. Students in Grades 3-6 take STEM for a semester each.

Topics in STEM cover a wide range, including:

- states of matter, such as melting and freezing / the water cycle / using technology to build everyday skills / creating circuits / coding robots / engineering challenges, such as egg parachutes and building towers and bridges / climate, sustainability and natural disasters.

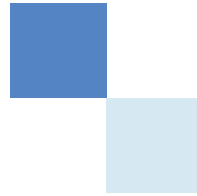


## 03 Visual Arts

The art program at Kilmore Primary aims to provide a stimulating artistic environment. One where students are given the opportunity to explore a wide range of materials and techniques to develop the knowledge and language which enables them to express themselves creatively.

Every student is encouraged to explore their imagination through both, two dimensional, and three dimensional artworks, ranging from drawing, painting and collage to tie-dye, graffiti art and ceramics. It is our goal to support students to take creative risks with their art-making while building a deeper understanding of the importance of visual literacy.

# Wellbeing



The wellbeing of our students and staff is of the utmost importance to us. Children at Kilmore Primary School have access to a Student Wellbeing team co-ordinated by the Principal and Student Wellbeing Assistant Principal. Their work is supported by service providers such as speech therapists, social workers, counsellors, Integration aides and Department of Education & Training School Support Service staff who provide support and guidance for our students, staff and families.

Our strong focus on Student wellbeing is further supported by a dedicated Student Wellbeing Team including a comprehensive School Wide Positive Behaviour Support Program compliments our student wellbeing focus, and supports our school values of being Kind, Proud and Safe. These values are further supported through explicit teaching of our Values Program throughout the year, and the use of Restorative Justice Practices when dealing with behavioural issues.

## First Aid



At Kilmore Primary School we are lucky enough to have a qualified nurse managing Sickbay.

Nurse Kelly will assess and care for any student with a medical need or injury.

When a student enters Sickbay, Nurse Kelly will assess the child's injury or illness and should Kelly feel the student requires extra care or medical attention, she will call and ask for the student to be collected.

Under Department guidelines, you will receive a phone call for any above the shoulder injury.

If a child's entry into sickbay is of a minor nature or a rest and return to class is sufficient, you will receive a Compass notification advising of the reason and care provided.

If any emergency situation arises, we will take prompt action to ensure the best interests of your child are protected and your needs are met. It is therefore imperative that all Emergency Information recorded at school be up to date and accurate.

**Infectious Diseases** - Parents are requested to promptly pass on to the school any information related to infectious diseases as this allows us to take appropriate measures. If your child is to be absent for an extended period (for whatever reason), a phone call to the school would be appreciated.

**Head Lice** - Schools are subject to periodic outbreaks of head-lice which can be persistent if not treated properly. It is imperative that each parent undertakes regular checks and treats their child in an efficient manner. Please let us know if you have detected head-lice in your children as we can then take steps to make sure that the problem does not spread further.

**Medication** - Teachers are not authorised to administer medication, however in certain circumstances, a signed permission form obtainable from the office may be filled in to grant permission to administer medication (provided by the parent). Medications will be stored and administered in Sickbay.



# KPS

## Houses



### Growling Grass Frog

The house team culture at Kilmore Primary School is to enhance inclusiveness and connectedness to school, as well as building cultural and environmental awareness of our local community.

There are three key ideas that underpin our house culture which include:

1. Animals are used as a visual symbol and have been selected as they each contain the colour of the house of which the students belong.
2. The animals are local to Mitchell Shire and are threatened species.
3. The names of the houses use the language of the traditional owners, the Taungurung people of the land on which Kilmore Primary School is based.



### Ant Blue Butterfly

### Spot-tailed Quoll



### Regent Honeyeater



# Student Leaders



The School's Student Leadership system at Kilmore Primary School provides students from all year levels with leadership training and skill developments, and there are many opportunities to experience positions of responsibility. Our students relish the opportunity to make decisions, take on responsibility and have an input into the direction of the school. The leadership program begins with roles and responsibilities given in each class at the start of the year. All children will have some form of leadership or monitor role each year.

A Student Action Team is elected each year and involves all grades from grade F – 6. School, Deputy School Captains and House Captains are elected by students and teachers each year after a thorough application process by the students in grade 6.

## Lunch Orders



Crumbs and Co from Wandong co-ordinate the lunch order service at Kilmore Primary School. The lunch order service will be run on Wednesday's only with ordering available up until 7am on the morning of.

To order, download the Flexischools app.

Flexischools is an entirely online (app or website) ordering platform which allows account holders to view and order menu items as well as cancel orders for an immediate refund should your child be unwell.

The app allows account holders to add funds to their virtual wallet or to simply order ad hoc per order.

Funds can be added via several methods - bank transfer, credit card or PayPal.

Please note that whilst the bank transfer method incurs no surcharge, it can take 24 hours to hit your Flexischools account so be mindful to top up your virtual wallet ahead of time.

Credit card & PayPal methods incur a small bank charge.

The app is a free app and the adding of funds can be free (if bank transferring), so the only fee for orders is a blanket 29 cent fee per order. This fee is a Flexischools fee.

Each week, there will be a special "hot dish". Check the app and/or the KPS Facebook page for the Specials announced on Mondays.

Should anyone have any questions about the service, how to order or product info, please call or text the lunch order direct line 0491 640 487.

Should your child be absent on a day when they have a lunch order booked, please send a text message to the above number advising and the order can be cancelled/refunded immediately.

Further information can be found by sending a message through the [Crumbs and co.](#) Facebook page.



# School Facilities



- ♦ High-standard classrooms and learning spaces.
- ♦ Modern library with an extensive collection of books.
- ♦ Art studio for visual arts activities.
- ♦ Sports oval, 2 outdoor basketball/netball courts, stadium complex with full size basketball/netball court.
- ♦ Performing Arts room with a variety of musical instruments.
- ♦ Separate playgrounds to accomodate junior school and senior school.



# Communication



At Kilmore Primary School we use Compass School Manager as our main communication tool with our School Community.

Compass is a web-based system that is accessible on any modern web browser (Chrome, Firefox, Safari etc) or by downloading the Compass School Manager app available for both iOS and Android smart phones or tablets.

Using the app you can:

- View the school news feed
- Receive newsletter
- Receive messages from the school
- Book parent-teacher conferences
- Add Attendance Notes
- View student reports
- Update your email and mobile number
- View upcoming events such as excursions, incursions and camps
- Consent and pay for school events

To view the Compass Parent Guide on how to use Compass, click on this link: [We are committed to delivering a holistic education that combines strong academics with deep character development, preparing students for success in personal and professional life.](#)

Every family receives a separate login to our school's Compass site. This login information is provided to you by the school. Parents/Carers within the same household will receive one shared login. Whilst parents/carers living separately will receive individual logins.

To access Compass, please click this link <https://kilmoreps-vic.compass.education/>



# School Uniform

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Navy blue and white check school dress or blue school shorts  
 Navy blue skirt or tunic or navy pants, blue track pants  
 Navy blue skorts (skirt/shorts combined)  
 Sky blue polo shirt  
 Navy blue windcheater or polar fleece jacket – logo/non-logo  
 Navy blue wide brimmed, legionnaires school hat OR House team bucket hat  
 Grade 6 T-Shirt  
 Grade 6 bomber jacket (button)  
 Navy blue school shorts, navy pants, track pants  
 Sky blue or white polo shirt  
 Navy blue windcheater or polar fleece jacket - logo/non-logo  
 House Team Beanie (optional – term two/three)

Uniforms can be purchased from All Things Uniform  
 64 High St Broadford  
 Phone 5784 2276

Families are welcome to order online for delivery to school  
<https://kps.allthingsuniform.getworkgear.com/guest/dashboard>

Alternatively, families are welcome to purchase school uniform items from anywhere else they can source.

Wearing of School Uniform is compulsory; exemptions can be given on the grounds of religious beliefs, special needs and welfare.

Hooded windcheaters or hooded tops are not acceptable as school uniform.

Jumpers and tops displaying logos other than the KPS logo are not accepted as school uniform.

# Student Life



01

## Buddy Program

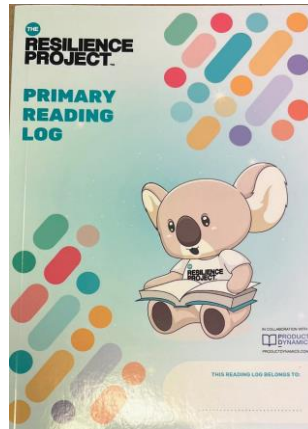
At Kilmore Primary we have a Buddy system. This means that students from senior grades are allocated to our new students on a one-to-one basis to act as their older buddy. The buddy's role is to make the new students feel safe and secure, to look after them in the playground and ensure that they are given all the help they need to establish new friendships. They help to explain the school rules, introduce them to the play equipment and recess activity options. They also show them how to recognise the teachers on yard duty and get familiar with toilet and bell times.



03

## Classroom Locker

Your child will have a locker in the classroom with a colourful name tag. It is for their school bag hat and stuff!



02

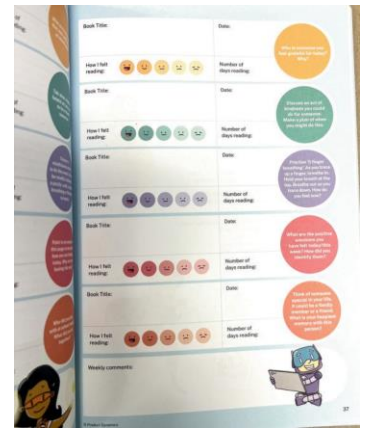
## Home Reading

Readers will change each day (occasionally a special activity or routine change may occur and the readers might not get changed). Readers are levelled appropriate to your child.

Each class has a library of take home readers. Your child can choose what books they would like for the week, selecting from their assigned level.

The reading log will come home in the reader satchel soon after the commencement of Term One. As you read with your child each night you will fill in the title of the book (if this hasn't been done at school) and sign the log indicating that your child has done their reading. The log has instructions inside the cover and is filled with handy hints on how to help your child.

There are reading awards which recognise milestones in the number of reading nights your child achieves. These awards are given out in class. This is another reason why it is important that you sign off the log each night. The awards are done in bulk at the end of each week or fortnight. Don't be alarmed if the award doesn't come as soon as the achieve stage is reached.





# Student Life



04

## Hats

Kilmore Primary School promotes active protection from the sun.

All children are required to wear a school legionnaires, broad-brimmed or house coloured bucket hat when outside from September to the end of April or whenever UV levels reach 3 or more.

Children without a hat are required to stay under cover so that they have protection from ultra-violet rays.



05

## Lost Property

We suggest Naming Everything!

Unnamed items end up in lost property until the end of the term and then they are sent to the .

Replacing lost items can cost you a fortune. Please feel free to look through the pile if your child has lost anything.

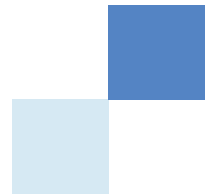


## BEFORE/AFTER SCHOOL CARE

Team Kids conduct before and after school care in the hall Monday – Friday from 6.45am-8.30am and 3.00pm-6.00pm. If you wish your child to attend please visit <https://www.teamkids.com.au/> or call them directly, 1300 035 000. School holiday programs are also provided in each term break.



# General School Information



## Vision

Kilmore Primary School fosters a community of learners who are confident, creative and challenged to achieve their full potential within a safe, happy and supportive environment.

### 01 ACCESS TO THE SCHOOL/PARKING

When entering the grounds, it is important that children only enter via the pedestrian gates on Sutherland Street, Lancefield Road and Railway Court. In the interests of children's safety, please observe School Council and Mitchell Shire parking rules for all car parking areas. The rules are for children's safety so your observance is important. Only authorised cars are to use the school's car park. Please do not use the staff car park for pick-up or drop off of children.

### 02 ASSEMBLY

A whole school assembly is held every second Friday at 2.20pm, alternating virtually and in person. The assembly is an important feature of our school life that creates, nurtures and sustains a sense of community. All parents and community members are encouraged to attend.

### 03 ASSESSMENT

In order to give parents accurate information about their child's performance at school, ongoing assessment will be carried out in a variety of ways. This information will be used to build up a profile of the child's learning and is used as a basis for curriculum development, Individual Learning Plans, discussion at parent/teacher interviews and the compilation of written reports. Education is a developmental process and each child should be seen as an individual at a particular stage in their own development and not in comparison to others. We aim to have each child feel that they can be successful by concentrating on what they can do and what they can achieve.

### 04 ATTENDANCE/ABSENCE

Attendance at school in Victoria is compulsory from the ages of six to seventeen. Regular attendance is vital in helping the continuity of learning experiences, social adjustment and the development of independence, dependability and responsibility. However, home is the place for a sick child, as children who are ill cannot work well and run the risk of infecting others.

There are a few ways to notify the school when your children will be absent for the day. You can use you Compass Parent Portal, notify the teacher via email or call the office on 5782 1268. If the school does not receive a reason for an absence by 9.30am on the day then a text message will be sent to the parent asking for an explanation.

Arrangements should be made through the office when children are required to leave school early for appointments.

Any person other than the parent wishing to collect a child during school hours must be listed as an emergency contact. Children who leave school early or arrive late are to be signed in/out at the office. Parents of students who are consistently late will be contacted by the school.

# General Information Cont.



## 05 BOOK CLUB

Children have the opportunity to buy good quality books at discounted prices from Scholastic Book Club. An order form is sent home on a regular basis.

## 06 BOOKS/STATIONERY

At the beginning of Term 4, all families will receive a list of stationery items for the following year and an invitation to order directly with our supplier. Families are not obliged to order through our supplier however, if you chose to order elsewhere, please ensure you purchase the same sized items (ie, exercise books with correct line sizes) and quantities.

All students who order a stationery pack through our supplier prior to the cut off will have their supplies delivered directly to school in readiness for the new school year. Families that source their own supplies need to send them to school on the first day of the school year with students.

## 07 COMMUNICATION - PARENT/TEACHER

We are always happy to discuss your child's welfare and learning development. Student Led Conferences are held in the middle of the year and provide formal opportunities for you to discuss your child's report and progress with your child's teacher, but please take advantage of the many casual and social opportunities. If you have any issues make an appointment to discuss these sooner rather than later by arranging a mutually convenient time to speak to your child's teacher.

## 08 CURRICULUM, ASSESSMENT AND REPORTING DAYS

During the course of the year, days are set aside for curriculum development and staff professional learning.

Students are not required to attend school on these occasions. Parents will be advised through the newsletter of the dates and topics.

## 09 EMERGENCY INFORMATION / STUDENT RECORDS

To help us, and your child, you will be required to fill in our Family Record Sheet. Please advise us of anything unusual in your child's medical history such as asthma, epilepsy, vision or hearing problems and learning difficulties. Also, advice of any temporary disability would be appreciated. It is important that we have telephone numbers, private and business, where you can be contacted, and the names, addresses and phone numbers of two people who are able to look after your child in your absence should he/she become ill at school.

**THE SCHOOL SHOULD BE ADVISED IMMEDIATELY OF ANY CHANGES TO EMERGENCY INFORMATION.**

## 10 FINANCE

The State Government provides money to schools for each child to assist with requisites. Unfortunately, the grant only goes part way to meeting total costs involved with running our programs.

Parent support by way of Voluntary Contributions allows us to achieve quality learning and a worthwhile school environment. The School Council is responsible for the allocation of all finances and budgets within the school.

We operate on a system of program budgets which are ratified by School Council at the end of each year.

Payments for excursions, special events, swimming, and camps, are invoiced separately throughout the year.



# General Information Cont.



## 11 FUNDRAISING

Money raised from fundraising activities is used to buy equipment and improve resources for our children. We strive to keep fundraising within affordable limits, so please support these when they are advertised in the school newsletter.

## 12 LUNCH/PLAY LUNCH

Children eat their lunches inside their classroom between 1.20pm and 1.30pm every day. Children are to bring a water bottle and snack for morning play break. We also have two healthy snack breaks, one at around 9.50am and one at 12.20pm. Children are encouraged to eat a healthy snack which must be fruit or vegetables (no processed foods, yogurt or foods requiring cutlery are acceptable at these times) All children need a good breakfast for energy and concentration requirements. All lunchboxes must be clearly labelled with the child's name and grade. Wrap and label lunch and play lunch separately, and ensure your child knows which is which.

Due to our policy aimed at ensuring the best management of allergies and anaphylaxis, children are not allowed to share food. Any food that your child does not eat is sent home to help you gauge how much food to send to school.

## 13 NAPLAN

National assessment of children's skills (NAPLAN) will take place twice during their Primary years: once in Year 3 and once in Year 5. Results are sent home to parents/ guardians.

## 14 NEWSLETTERS

Newsletters and notices are an important means of communicating with parents. All communication is sent via Compass.

Newsletters are sent weekly on a Friday. They will also be uploaded to the website and the Kilmore Primary School Facebook page.

Parents can collect a hard copy from the office if you prefer.

## 15 PARENT INVOLVEMENT AND PARTICIPATION

Parents are encouraged to participate in a variety of school activities. Parent involvement is a significant feature of our school life and is actively encouraged and greatly valued. There is a common community interest to work towards the provision of quality education for students at Kilmore Primary School. We strongly believe that working in partnership with the school community is essential to successful educational outcomes.

There are many ways you can become an active participant in the education of your children:

- Becoming a member of the School Council and its various sub-committees such as fundraising and buildings and grounds.
- Assisting with excursions- extra adults are required to meet the minimum adult/ child ratio in supervising groups.
- Assisting with sports. Games- umpiring, coaching, time keep or cheer squad.
- Working to improve the grounds - labour costs are expensive and the school has limited resources. If you are a tradesperson or handyman, your help would be much appreciated.
- Supplying art/ craft materials-cereal boxes, scrap material, wool etc.

**Please be advised** that Departmental Guidelines require all parent helpers to provide a current "Working with Children Check" (application forms are available at all Australia Post outlets). Please talk to your child's teacher if you are interested.

# General Information Cont.



- 16** **PICK UP / DROP OFF**  
When arriving at school and leaving the classroom at the end of the day, children should be encouraged to be independent by allowing them to be responsible for their own belongings and actions.
- 17** **REPORTING TO PARENTS**  
Student reports are released in June and December via the Compass Parent Portal with Student Led Conferences held after mid-year reports are made available.
- 18** **SCHOOL COUNCIL**  
Look out for information via the school newsletter if you are interested in joining the School Council. Observers are always welcome.  
Council elections are held early in the year. The Council is responsible for developing policies which cover:
- Curriculum
  - Finance
  - Facilities (Building, Grounds and Environment)
  - School Promotions. Publicity
  - Welfare and Discipline
  - School Uniform
- 19** **SCHOOL CROSSING**  
Crossing supervisors are on duty before and after school at the designated school crossings on Sutherland St and Lancefield Road. Please teach your children to use these crossings which are provided to keep everyone safe; students, parents and drivers. Please do not call out for your child/children to run across the road when parked opposite the school. It is extremely dangerous and puts not only your child at risk but others as well.
- 20** **SMOKE FREE ENVIRONMENT**  
Kilmore Primary School is a Smoke Free Zone. All Department of Education & Early Childhood Development properties are smoke Free.
- 21** **WEATHER CONDITIONS**  
During wet conditions children are supervised indoors during recess and lunch play. On days of extremely high winds, extreme heat or extreme cold students may also be supervised indoors during recess and lunch.
- 22** **YARD SUPERVISION**  
The yard is supervised by a staff member from 8.30am to 8.50am, during morning recess, lunch and from 3.10pm until 3.20pm on Sutherland Street, Lancefield Road and Railway Court gates.

# Daily Schedule



8:30

Gates open - staff yard supervision commences



8:50

School begins - Session One



9:50

Session Two (fruit snack between session one and two)



10:50

Recess



11:20

Session Three



12:20

Session Four



1:20

Lunch eating and outside at 1:30



2:10

Session Five



3:05

End of day - Students with surnames beginning A - L



3:10

End of day - Students with surnames beginning M - Z