



Glen Iris

PRIMARY SCHOOL



2026

Parent Handbook



Term Dates 2026

Term 1: 28 January—2 April
Term 2: 20 April—26 June
Term 3: 13 July—18 September
Term 4: 5 October—18 December

Student Free Days 2026

Tuesday 27 January
Monday 16 February
Friday 29 May
Monday 20 July
Monday 2 November

School Times

Bag Bell : 8.50am
School starts: 9.00am
Recess eating time: 10.40am - 10.45am
Recess play time: 10.45am - 11.10am
Lunch eating time: 12.50pm - 1.00pm
Lunch play time: 1.00pm - 1.50pm
School finishes: 3.30pm

Important Dates

- **Meet the Teacher:** 16 February
- **Evening on the Green:** 20 February
- **Spanish Day:** 26 March
- **Walk-a-Thon:** 27 March
- **School Photos:** 1 April
- **Grade 3/4 Camp:** 20 May– 22 May
- **Parent Teacher Interviews:** 20 July
- **Grade 5/6 Camp:** 5 August– 7 August
- **Book Parade:** 25 August
- **School Production:** 11 September
- **Prep Breakfast:** 16 October
- **Year 1 Camp:** 23 October
- **Halloween Disco:** 30 October
- **Year 2 Camp:** 13 November
- **GIPS Fun Fair:** 21 November
- **Year 6 Graduation:** 15 December

MESSAGE FROM THE PRINCIPAL

Welcome to Glen Iris Primary School, or GIPS as we are affectionately known. GIPS is a special place where children, families and staff come together to aim high. Our learning program is differentiated, engaging, and supportive. At GIPS, we foster deep thinking, creativity, collaboration, and independence across all classes. Our aim is to nurture and develop children to become resilient and adaptable, with a lifelong love of learning and the skills and attitudes necessary to function successfully in a sustainable global society.

So what makes GIPS special? First, it's the *learning*.

We have a deeply embedded **pedagogical model** from Prep to Year 6. Teachers start their lessons with a hook or positive primer to help students engage with the learning. Then, they do explicit teaching of a skill or strategy. As students move off to differentiated work, teachers themselves differentiate by working with small groups and then conferencing one to one with students before bringing students back to reflect at the end of class. This consistent, predictable routine is embedded across all classes and year level groups.

Data drives everything here at GIPS, and it is used so teachers can continually measure the progress of their students. Teachers spend dedicated time *each week* analysing all student data and then discussing in teacher teams how that data will impact their explicit teaching, small group instruction, and one to one conferencing. We place great emphasis on reading, writing and mathematics at GIPS. Our motto is "**Aim High**", and thus we have very high expectations for our learners and their developmental growth.

Wellbeing must be embedded into all learning, because safe, happy, and healthy children learn better. At GIPS, we use a range of wellbeing tools to support our students to learn the skills and strategies they need to have positive mental health including Resilience Project, the Berry Street Education Model, Life Education, Buddies, and Respectful Relationships. These programs help our students build and maintain harmonious relationships. Our shared school values - Empathy, Honesty, Resilience, Gratitude and Respect - are central to our community. One tradition that GIPS has held for many years is a morning tea where students who demonstrate excellence in our school values share a morning tea with us as a principal team. It's a time-honoured tradition.

What also makes us special is our *community*.

At GIPS, we don't have school captains. Every single Year 6 student has a **leadership** position known as Student Action Leadership Team (SALT), and together as a community they help drive school improvement. Students work in teams, such as the Promotions Team and Wellbeing Team. These are not token positions. As a principal team, we work side by side with our student leaders and they are highly valued members of our School Improvement Team.

Family involvement at GIPS is critical to our success. Whether that's volunteering to be on one of our important teams like School Council or the Parent Association, helping out as a Class Helper or Working Bee Volunteer, or attending our fortnightly assemblies, families are encouraged to be involved with us at GIPS. We strongly encourage families to connect with us through Fireside Chats with Maddie. All of our staff will be outside their classrooms for ten minutes at the end of each day for those important conversations you want to have. Your feedback is strongly valued and you can reach out to us at glen.iris.ps@education.vic.gov.au or at (03) 9885 3624 if you want to connect.

Our **staff** are fantastic. They deeply care about continuous improvement, your child, this school, and each other. We place great emphasis on our staff team and value their commitment, enthusiasm and expertise when it comes to helping ensure our students have the very best possible education. Please check out our Annual Report on our school's website to see how our data is tracking compared to other schools- this is because we have the very best staff around.

We look forward to getting to know you and your children here at GIPS.

Maddie Witter (Principal) and Debbie McDermott (Assistant Principal)

Allergies and Asthma

Any students with allergies or asthma must provide the school with a current Action Plan as well as any medication (eg Ventolin, Zyrtec, EpiPen). It is up to the parent to ensure that all medication and action plans are current.

At the end of every year, all medication and action plans will be sent home with the students. Please take this time to check the plans and medication, and update if necessary.

Attendance

Schooling is compulsory for children and young people aged from 6-17 years unless an exemption from attendance or enrolment has been granted.

Daily school attendance is important for all children and young people to succeed in education and to ensure they don't fall behind both socially and developmentally. School participation is important as it maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values which set them up for further learning and participation in their community.

All Victorian government schools are required to contact parents/carers as soon as practicable on the same day of an unexplained student absence. If your child is sick or absent, you are required to notify the school as soon as possible on the day of absence. Please remember to log your child's absence using Compass.

Where you are unable to log onto Compass please call the school on 9885 3624.

Family holiday leave must be pre-approved by the Principal.

Before and After School Care—Team Kids

The Before and After School Care program is run on school days by Team Kids. A program also operates on some Curriculum Days. The program is very well organised and offers a stimulating range of activities. The program is also available for occasional and emergency use. On school days, the program is available from **7.00am to 8.45am** and **3.30pm to 6.30pm**. The Before and After School Care program can be contacted on 1300 035 000, or <https://www.teamkids.com.au>.

Bullying

GIPS takes a zero tolerance approach to bullying. If you have concerns, please first read our school's bullying policy located on our school's website, which details our process. Then, please reach out to your classroom teacher and the Assistant Principal Debbie McDermott via email.

Camp Program

Glen Iris Primary School provides a sequential camping program from Prep to Year 6. In Prep, children come to school in their pyjamas, enjoy a breakfast at school and practise getting ready for the school day by dressing in their uniform and cleaning their teeth at school. Year 1 children participate in an evening where they have dinner and games at school. In Year 2, students are introduced to all-day camping at the school. School camps are held each year for children in Years 3 - 6. These have an outdoor adventure focus, and the venue and time of year vary according to availability of the selected camp sites.

Compass School Manager (Compass)

All school communications will be made through the Compass School Manager online system and app. You will be given a login and user information when your child commences school. Refer to the Compass School Manager Parent Manual for more information.

Communication with Families

Children's success at school is built through a three-way partnership between families, the school and the student.

Parents receive written reports in June and December and will be invited to a parent/teacher meeting in February and July. We strongly encourage ongoing informal communication.

If the teacher has any concerns about your child, they will not hesitate to contact you. If parents have any concerns at all, they are encouraged to discuss them with the teacher. This can be done by emailing the teacher via Compass or ringing the school office to make an appointment.

All information is dealt with confidentially and you and your child's privacy will be respected.

School Assemblies

School assemblies are usually held **every second Friday at 2:50pm**. Parents are invited to attend. Assemblies are student orientated and are also a time of communication to the whole school community. Siblings are most welcome. Assembly dates are marked on the Compass calendar.

Education

Glen Iris Primary School is committed to offering a thorough, sequential and comprehensive curriculum to our students, based on the F-10 Victorian Curriculum. Glen Iris Primary School places a strong emphasis on literacy and numeracy, as we believe this is an essential pathway to success. Our highly motivated and professional staff members provide a sound education that fosters a love of learning and encouragement for individuals to excel. Numeracy and Literacy are at the core of an integrated curriculum that includes STEM, Health & Physical Education, Spanish, and the Arts (Visual and Performing).

Enrichment

The school has many highly able and highly interested students. As a staff, we are keen to see all children do well. With the school's high academic standards, children are provided with a dynamic and challenging classroom curriculum. Teachers provide a differentiated curriculum that meets the needs of all students, designing curriculum to ensure every student learns to their full potential.

Opportunities such as *Tournament of Minds*, Inspire Program, Maths Olympiad, High Ability Program and *SALT* (Student Action Leadership Teams) are some of the programs that further develop special abilities and interests.

Food Allergies

A number of students in the school suffer from food allergies.

Please consider allergies when packing your child's lunch or when sending in food for any occasion, including school excursions. Foods labelled 'May contain traces of xx' are fine for the non-allergic students to consume at school. Class groups that have food allergic students will receive a class note asking parents to not send in that food. Nuts, egg, sesame and soy are the most common triggers.

Students are not allowed to share food, and please check with your teacher before sending any food to school, e.g. for birthdays.

Homework

Homework is intended to complement and reinforce the classroom program and to assist students to develop sound, independent homework habits required in later stages of education. It is not intended to be unnecessarily arduous or a chore. At each year level, there is a regular, consistent expectation regarding homework that is outlined by teachers at the start of the year and in the term newsletters. All students are expected to complete homework in the given time. It is the school expectation that all students read each night. Homework increases in complexity and duration as children progress through the school in readiness for secondary school.

Should homework become an issue for any family, we ask parents to contact the classroom teacher to discuss.

Illness at School

We are unable to cater for sick children at school. If any child becomes ill, we will contact the parents to come and collect the child. We ask that parents give us an alternative contact in case they cannot be reached. The sick bay is used for treating children at recess and lunch times. Parents are discouraged from sending unwell children to school as they may spread infection, and struggle to cope with the rigors of school life.

Information and Communication Technology (ICT)

The incorporation of digital technology into the curriculum provides the opportunity for students to become confident and capable in their use of contemporary digital technologies. All students have access to iPads and a selection of Apps designed to enhance their learning experiences. Years 3 to 6 have access to both iPads and PC laptops which enable our students to work competently across multiple platforms. All Classrooms have interactive display panels which integrate with the IT systems in use. Cyber Safety is a key component of the ICT program, ensuring students develop safe usage practices when online.

Lost Property

To save time and expense, please label all your child's property clearly. If an item does go missing, there is a lost property tub under the stairs in the main school building. It is far quicker and easier to re-unite named items with their owners. Please also regularly check your child's clothing to ensure that it is their own. The Office does not store lost clothing.

Lunch Orders

Classroom Cuisine provides lunch orders on Mondays, Wednesdays, Thursdays and Fridays. Parents must order lunches online before 8am on the day. Order via www.classroomcuisine.com.au

Icy poles are sold each Friday lunch time for 50c.

Medications

We are not able to administer any medication without a doctor's prescription, including pain medication.

If you require us to administer medication during the day (eg antibiotics), please come to the front office to complete a Medication Authorisation Form.

Other Learning Spaces

We are fortunate to have access to a custom-built, multi-purpose room in the Uniting Church next to our school. This room is used for out-of-school-hours care programs, and occasionally for larger school groups. We also use the church hall on a regular basis for school assemblies and other community events.

Parent Helpers in the Classroom

Parental involvement is an important part of learning at Glen Iris, and participation in the learning process can take many forms, ranging from assisting in classrooms and programs or helping at working bees, through to involvement on the School Council. Whilst parental involvement is a welcome assistance to the teachers, it is, most importantly, an active, “hands-on” involvement in the development of your children that has many benefits for the child, family and wider community. Regular assistance is required in the junior classes, while assistance in the middle and upper school classes is generally associated with special programs and events.

All outside personnel must have completed the [GIPS Volunteer Induction](#) and have a valid Working With Children Check.

Pets

Pets are not allowed on the school grounds. Please do not bring dogs on school grounds.

Playground Supervision

Three staff members are on duty during recess and lunch in the school yard. When Preps first start school, they will play in their exclusive play area and will be supervised by their teachers. As they are ready to venture to other areas of the playground with their friends, they are supervised by the staff members on duty. All teachers keep a close look out for our Preps.

The playground is supervised from 8:45am—9:00am each morning and from 3:30pm—3:45pm each afternoon. Parents are responsible for student supervision and safety at other times, or students must be signed in to Outside of School Care. Students may not be dropped off prior to 8:45 am.

Policies

All practices at Glen Iris Primary School are covered by explicit policies. The School Council has a role to review and reshape policies where needed to reflect new directions and the evolution of best practices at school. Most policies are visible by their practical application but if you are not sure, get a copy from the Office of a policy that relates to your interest to clarify any questions you have.

Parents are able to view the school's policies on the school website.

School Council

All government schools in Victoria have a school council. They are legally formed bodies that are given powers to set the key directions of a school within centrally provided guidelines. In doing this, a school council is able to directly influence the quality of education that the school provides for its students.

Glen Iris Primary School Council has a possible 15 members. It consists of eight parent members, five DET (Department of Education and Training) members and two co-opted members. Members are elected for a two year term with half retiring in alternate years. This creates vacancies each year. Elections are held in first term each year.

School Council generally meets on a Wednesday each month, twice a term, however this date is sometimes adjusted to suit local events. The council runs sub-committees, with all council members being involved.

Interested parents and teachers are encouraged to join these sub-committees. Our School Council is extremely supportive and proactive in the life of our school.

Parent Contributions

In 2026, the suggested Parent Contributions vary from year level to year level.

All information regarding the Parent Contributions can be found on our website; <https://www.gips.vic.edu.au/the-gips-difference/publications-and-policies/parent-voluntary-contributions>

Tax Deductible Donations:

Library / Technology Fund: **\$200 (per student, tax deductible)**

Building Fund: **\$100 (per student, tax deductible)**

All payments are made through Compass.

Excursions/ Incursions / Sporting Events

Costs for excursions, incursions, sporting events and other activities will be charged as these events occur. All permissions and payments are made through Compass.

School Structure

Our school structure currently consists of straight grades.

Students are provided with a range of learning experiences during their seven years of primary education. In Years 5 and six, children are taught inquiry topics in a two-year cycle.

The learning needs of each child are taken into account as teachers facilitate the development of independent learners moving towards secondary school.

School Uniform

It is an expectation that all children will wear the school uniform.

Our uniform is available from PSW (Primary School Wear) in Kew (12 Strathalbyn St Kew East) and online.

Parent volunteers run a second-hand uniform shop. Please come to the school to get the key during office hours. All second hand items are \$5.

Sun Smart Policy

“NO HAT, NO PLAY” It is compulsory for staff and students to wear hats whenever they are outside from Sept 1 to April 30 or when the UV is above 3. Volunteers are also encouraged to wear hats and sun-screen. Students who do not have their school hats must sit in a designated shade area. Hats can only be borrowed from the Office for sports sessions.

Specialist Programs

The Specialist Programs are Visual Arts, STEM Design Thinking, Physical Education, Performing Arts and Spanish. We have a biennial concert which is performed by the whole school at the state-of-the-art Besen Centre auditorium at Mt Scopus College in Burwood. We also have a biennial art show.

Sport

Each class has a weekly Physical Education lesson that is based on the fundamental motor skills program. It provides for progressive development of ball and athletic skills for all children. Our physical education teacher may invite visiting professionals to run clinics for students in a variety of sports - eg. tennis, soccer, cricket or football. The school arranges school teams to participate in competitions for schools, such as Hoop-Time Basketball.

All our Year 5 and 6 students represent the school in summer and winter inter-school sport competitions.

The Year 3-6 students have a special sports uniform which they may choose to wear, and all other students wear their normal uniform for sport sessions.

Student Collection at Day's End

All students in Prep to Year 2 must be collected from their teacher after school. Students in Year 3 and above are released by their teacher and can meet their parents as arranged. Pick up is at 3:30 pm. If you are not able to pick up your child at 3:30 pm, please enrol them in Team Kids.

Student Representative Council

The Student Representative Council (SRC) is made up of the two representatives from each of Years 2 to 6. Student School Council meet regularly and report back to their classes. It may provide information for School Council or Staff Meetings on issues relating to the school. It also organizes occasional activities for students and represents the school at civic events. A teacher is assigned to coordinate the meeting schedule and support the agenda.

Student Wellbeing & Child Safe Policy

The provision of a safe school environment is the responsibility of the entire community. It is an expectation at Glen Iris Primary School that all members of the school community—parents, teachers and students—adopt and model the school values in their dealings with others.

We work within the Child Safety Standards, developed by the Department of Education.

Students are involved in a variety of wellbeing programs. These programs include:

- RRRR Resilience, Rights and Respectful Relationships
- Cyber Safety
- Restorative Practices
- Resilience Project
- Berry Street Educational Model
- Zones of Regulation

Sustainability

Glen Iris Primary School adopts an environmentally-responsible approach. The school uses recycled rainwater to irrigate the grounds and in the student bathrooms. Classes undertake units of work focusing on various aspects of environmental awareness including the “Reduce, Reuse, Recycle” message, Sustainability, Walk to School days, and shared responsibility for managing the school vegetable garden.

We are proud of our solar panel system which meets a large proportion of our energy needs.

Swimming Program

Swimming is an integral component of the Physical Education National Curriculum. Students in Prep - Year 4 attend a swimming program in Term 4. An intensive program is held, with the timing depending on pool availability. Year 5 and 6 students participate in a water safety program in Term 4. We conduct an annual House Swimming Carnival for Years 3-6. Successful students join the school swimming team, which competes in interschool swimming sports in February each year. Eligible students have the opportunity to go on and compete at Divisional and State level.

Buddies

Two buddy programs exist at Glen Iris Primary School: Prep/Year 6 buddies and Kinder/Year 5 buddies. These programs underpin the anti-bullying approach of the school, promote social cohesion and are key strategies recommended by the Alannah and Madeline Foundation.

Prep/Year 6 Buddies

Early each year, our new Prep students are matched with a Year 6 student who will offer them friendship, care and support during their first year of school. Teachers plan special opportunities for the Prep and Year 6 buddies to get to know each other well. This is like having an older sibling at school and is an important relationship for many children, regardless of age! Prep children really look up to the older children and enjoy a smile and a quick hello whenever they see each other in the school yard.

Kinder/Year 5 Buddies

Groups of Year 5 students visit the Uniting Church Kindergarten to join in activities with the Kinder students.

School Newsletter

The newsletter is prepared fortnightly by the Principal and distributed on Fridays via email. The newsletter is our main form of communication. Please make sure you look for it on Friday and read it thoroughly with the whole family.

Volunteer Inductions

All volunteers working at the school must complete the Volunteer Induction (found on our website, or get a hard copy from the school office), and provide the school with a copy of their current Working with Children Card.

Working With Children Checks

Our Child Safety Policy requires that Working with Children Checks are necessary for any volunteer (parent, guardian, caregiver, community member) who participates in school activities which require the volunteer to have direct contact with children. All Working with Children Check cards must be registered at the school office before volunteering as part of the Volunteer Induction process.

Working With Children Checks are free for volunteers, and can be applied for at a post office or online.

<http://www.workingwithchildren.vic.gov.au/home>

The School Teapot



Students who display our school values (Gratitude, Empathy, Resilience, Respect and Honesty) may get a ticket to place in the teapot. Once a month, tickets are drawn from the teapot at Assembly, and lucky students are invited to a special morning tea with the Principal.

CONTACT US:

Maddie Witter

Principal

Debbie McDermott

Assistant Principal

Glen Iris Primary School

170 Glen Iris Road

Glen Iris 3146

Phone: (03) 9885 3624

Email: glen.iris.ps@education.vic.gov.au

Website: www.gips.vic.edu.au