



Croydon Hills Primary Prep Information Book 2026



Preparing your child for school	4
The First Day of School.....	4
Settling In	4
Saying Goodbye.....	4
Home Time	4
The First Day – Thursday, January 30 th (1.00pm dismissal)	5
Attendance.....	5
<i>Bell Times</i>	6
Asthma/Anaphylaxis/Diabetes/Epilepsy	6
Brain Food and Water	6
Buddy Program	6
Canteen	6
Car Parking.....	6
CHAPS and MOTHS.....	7
CHPS Aims to be Rubbish Free	7
Communication.....	7
Compass.....	7
Custody Restrictions	7
Early Release/Late Arrival	8
Emergency Contact Numbers	8
Medications	8
Out of School Hours Care Program (OSHC).....	8
Parent Involvement	8
Photographs.....	8
Student Wellbeing Program.....	8
Sun Smart School	9
Uniform.....	9
Yard Supervision.....	9
The Prep Teaching Team	9
Compass Parent Guide	10

Growing & Learning Together

WELCOME TO CROYDON HILLS PRIMARY SCHOOL

Dear Parents/Carers,

On behalf of the students, staff and parents of Croydon Hills Primary School we extend a warm welcome to you and your child. We want you to know how pleased we are to have your child at our school and we hope it will be a wonderful time in their lives.

Croydon Hills Primary is a dynamic school that strives to provide the best learning opportunities for students. We provide an inclusive, respectful, caring and positive environment for students, teachers and parents. As you enter our school you are met by our school vision and values and a friendly atmosphere we work hard to achieve. We pride ourselves on providing engaging learning environments, optimistic and caring, professional staff and a belief that all students can learn.

The Victorian Curriculum F-10 sets out the approach to curriculum planning and provision, structured by broad stages of schooling. The Foundation Stage (Prep – Year 2) focuses on five curriculum areas: English, Mathematics, The Arts, Health & Physical Education and Personal & Social Capability. Schools then broaden their focus and ensure at each 2-year band of schooling at the Breadth Stage (Years 3 – 8), student learning includes each of the curriculum areas, with a focus on English, Mathematics and Science.

We strongly believe that education is a partnership between the school and home. We encourage you to work closely with the school to motivate and support your child. You may also support the school through fundraising efforts and school activities. Parent participation on School Council and CHAPS is always welcomed and is greatly valued by our school community.

Starting school is an important time for children and families. We want children to have a positive start to school, so they are more likely to:

- feel comfortable, relaxed and valued
- feel excited and motivated to learn
- have good relationships with others
- develop a sense of belonging within the school community

Some common feelings children have during transition to school include: excitement, sadness, anger, anticipation, fear or anxiety. Understanding and helping your child to handle their feelings at starting school will help reduce their stress and provide them with positive coping strategies. Emotional skills include being able to recognise, express, understand and manage a wide range of feelings. Talk to your child about what is happening and help them to describe and label their emotions. Encourage your child to have positive feelings about coming to school. Show by your words and actions that you are confident about your child's ability to cope with school.

Please don't hesitate to contact the school if you have any questions or feedback regarding your child's educational opportunities.

Preparing your child for school

Encourage self-help skills, including dressing and undressing themselves, going to the toilet (boys should know how to use a urinal), washing their hands, opening their food containers, opening and closing their drink bottle and asking for help.

Involve your child in looking after their belongings.

Develop your child's understanding of social rules. This will help them adjust to new rules they will need to remember and follow at school.

Encourage your child to persevere at an activity for a period of time.

Make sure your child knows how to use tissues.



The First Day of School

Make sure your child knows who will take them and pick them up from school.

At the end of the day focus on positives: *"What are the two best things that happened at school today?"*

Put sunscreen on your child in the morning if the weather is forecast to be hot.

Make sure your child is wearing shoes or runners. Open-toed sandals and thongs are not allowed, as they do not provide enough protection in the school ground.

Settling In

Try to arrive as close as you can to starting time. The teachers will meet you and your child and help your child settle to an activity. There will be a wide range of activities set out to engage your child's interest. These may include building blocks, books, jigsaws and paper and crayons. The teacher will have prepared a name tag for your child to wear for the first few weeks. This will help your child identify friends from their class in the yard.

Saying Goodbye

After the children have settled in, it is time for parents to leave. Some children are quite happy to say goodbye, while for others it can be a difficult moment. It is quite normal to have a few tears and some reluctance for the first few days until children feel comfortable in their new environment.

Before you leave it is important to say goodbye to let your child know you are going and that you will come back to pick them up. If your child is upset, experience has shown that saying goodbye is best done quickly and your child will settle quickly once you have gone. Please do not come back to the room to check on your child.

Home Time

It is important to collect your child promptly when school finishes. This helps to give them a feeling of security. Please wait outside the door of your child's classroom and do not peer into the windows. We appreciate your patience on dismissal in the first few weeks. This takes some time as we like to ensure all children are collected safely and we will not dismiss them until their adult is located.



The First Day – Thursday, January 29th (9am - 1.00pm dismissal)

Children will need:

- Play lunch (separate to lunch)
- Lunch - this does not need to be large but should provide long lasting energy. We encourage families to pack healthy lunches such as sandwiches, fruit, cheese, sultanas etc. For safety reasons, drinks should not be in glass bottles.
- School Bag (named)
- Library Bag (named)
- Drink Bottle (named) with **water**, not cordial or other drinks
- Art Smock (named)
- A clean change of clothes (accidents can happen, especially in the first year of school). It is useful to keep them in a plastic bag with spare underwear and socks in the bottom of your child's school bag.



Attendance

Term Dates 2026

Term 1 – Students start 29th January– 2nd April

Term 2 – 20th April – 26th June

Term 3 – 13th July – 18th September

Term 4 – 5th October – 18th December

Starting times

To help Prep students settle into school, we begin the year with a shorter classroom program. The first week of school, Prep students attend school:

Thursday 29th January (9:00 – 1:00pm)

Friday 30th January (9:00 – 1:00pm)



From Monday 2nd February until Friday 13th of March, students attend four days a week (until 3:30pm) and do not come to school on Wednesdays. This means that, although they have four full days each week, they only have two days in a row before they have the opportunity to have a rest. From Monday March 16th students attend school full time.

At the start of the first year at school each student participates in the Entry Assessment Program which is used in all Victorian Primary Schools.

The individual Assessments tasks administered by your child's teacher assist in gathering information about your child's literacy and numeracy understandings. This information will help us provide the very best teaching and learning programs to cater for the individual needs of your child. Wednesday is set aside for testing. Only the child attends these sessions, parents will not be required to stay.

Learning starts at 9.00am. Children arriving just a few minutes late disrupt the teaching and learning program.

Bell Times

8:45am	Warning bell. Yard duty teachers present in the yard.
9:00 -11:30am	Daily program
11:30 -12:10pm	Morning Break
12:10 – 1:50pm	Daily program
1:50 – 2:00pm	Supervised lunch eating time
2:00 - 2:40pm	Afternoon Break
2:40 - 3:30pm	Daily program
3:30pm	Dismissal



Asthma/Anaphylaxis/Diabetes/Epilepsy

It is important that parents complete a Management Plan at the beginning of the school year if their child suffers from Asthma, Anaphylaxis, Diabetes or Epilepsy.

Brain Food and Water

Students are encouraged to bring brain food (in a separate container) to school each day, which is eaten around 10:00am. Examples of brain food are apples, strawberries, celery and carrots. Research also shows that drinking plenty of water is essential for learning and stamina. Students may bring a bottle of water to school, which can be kept on their tables.

Buddy Program

Our Buddy Program is designed to assist a smooth transition to school for our new students. Our new Prep students have a buddy from Year 5 who develops a relationship with them and helps them to settle into school. The children then work with their buddies on a regular basis. A small number of Senior school students also assist Prep students in the playground during Term 1.

Canteen

Our Canteen operates Monday to Friday, providing recess and lunch sales. Lunches are ordered through Flexischools (online by 9am). The Canteen is staffed by a part-time co-ordinator (Karen Cyster) and relies upon the support of parents who volunteer their services to work on a roster basis. If you wish to help in the Canteen please contact Karen via the school office.

Car Parking

Parents are not permitted to park in the school car parks, as the increased through traffic makes it dangerous for children who are arriving or departing from school. There is parking available in the streets in the vicinity of the school, but please note that the drop off and pick up zone must not be used as a parking area. Parents may use the drop off zone before school but we ask that children get out of the car quickly, on the passenger side only, so that traffic does not bank up. The safety of our students is always our priority.

CHAPS and MOTHS

Croydon Hills Primary School has an active parent community. **Croydon Hills Association of Parents** is the school's formal parent group that works directly with the Principal Team to enrich daily life of the school community.



MOTHS (Men of The Hills), formed to give dads and father figures the opportunity to engage with their kids in a range of enjoyable activities, creates a network to get together and chat about being a 'Dad', as well as making new friends and working together to build an even stronger school community. They warmly welcome new members – it's a great way to contribute to the value of your child's time at primary school.

CHPS Aims to be Rubbish Free

Croydon Hills Primary School educates students on the importance of building a sustainable future. By reducing waste at our school, it decreases our carbon footprint and teaches students about the importance of waste minimization. All fruit and vegetable scraps are composted and any other non-compostable waste (plastic wrappers, etc.) is sent home in students' lunchboxes. We strongly promote rubbish free lunches with our students in order to develop environmentally conscious citizens.

Communication

Each child should have a Communication Satchel, which is purchased from the Uniform Shop. These satchels are used for communications between home and school.

Compass

This is our online School Management System. Compass allows you to:

- Record and approve your child's absences from school (these go straight to the teacher's roll)
- Give permission and pay for excursions, incursions, camps and other special events
- Download your child's Semester reports
- Book Parent / Teacher interviews
- Email your child's class teacher
- Receive real-time notification of your child's Sickbay visits
- Keep up-to-date with all upcoming school events

You will receive more information and your unique Username and Password to login. Compass is very user-friendly and our office staff will be happy to talk you through any difficulties you may have.

Custody Restrictions

It is vital that the school be kept informed of any access or custody restrictions. Photocopies or electronic copies of any orders must be provided to the school.

Early Release/Late Arrival

Parents wishing to collect children prior to 3:30pm must go to the office to sign their child out. You will receive a slip to be taken to the classroom. If your child arrives at school after 9.00am they must be signed in at the office to get a late pass.

Emergency Contact Numbers

The school must have up to date emergency contact numbers in case the student becomes ill or is injured. Please let us know if there are any changes to your telephone number, address, doctor or the details of emergency contact people.

Medications

All medications are to be handed to the office in the original container, clearly marked with the child's name, class, dosage details and parent permission. If your child suffers from asthma, it is recommended that an inhaler and spacer be kept at school and an Asthma Management Plan must be completed.

Out of School Hours Care Program (OSHC)

OSHC is a 200 place program available to all children attending the school. The hours of operation are 6:45—8:45am and 3:30—6:30pm Monday to Friday, in the Stadium. During Term 1, Prep students are collected from their classrooms by an OSHC staff member. From Term 2 onwards the Prep students make their own way to the Stadium.

On arrival, children are marked off on an attendance sheet. (If your child is booked in but does not arrive you will be notified). Afternoon tea is provided. The program offers the children the opportunity to participate in a wide variety of activities including basketball, imaginative play and craft in a relaxed environment.

The children must be signed out by a parent or authorised adult before leaving. Care is also available for children on Curriculum Days and during school holidays.

Parent Involvement

Any involvement in school activities requires a Working With Children Check (WWCC). Parents must sign in at the office when helping in the classrooms. Please share your WWCC with the office.

We proudly offer our parent community opportunities to participate in programs and activities including excursions, camps and sporting activities.

Photographs

Our school photographs will be taken on **Tuesday, February 24**. At CHPS we make use of photographs in our weekly Newsletter, on our website and on our school Facebook page. Parents give permission for this on their child's Enrolment Form.



Student Wellbeing Program

Student Wellbeing is the cornerstone of all our school policies, programs and activities. It addresses student health, safety, wellbeing and learning.

Physically and emotionally healthy students are able to deal positively with life's challenges, experience a sense of connectedness to the school, socialise with others, are receptive learners and develop into confident young people.

Croydon Hills implements a range of Wellbeing Programs and Policies to promote student engagement, high attendance and positive behaviours:

- ✓ Class behaviour agreements
- ✓ Restorative Practice approach, which encourages social strategies and problem solving.
- ✓ eSmart program, which promotes cyber safety.
- ✓ Our own Student Wellbeing Officer
- ✓ Positive Education
- ✓ Respectful Relationships



Sun Smart School

During Terms 1 & 4, all students are to wear the school approved wide-brimmed hats. Children without their hat during this time will have to play under shelter.

Students are also encouraged to wear sunscreen and we ask that parents apply sunscreen before your child leaves for school during the summer months and send sunscreen with them in their bags. The school has sunscreen in all classrooms, which is there to be used if students have forgotten their own.

Uniform

Croydon Hills Primary School and its community are proud of our student uniform. It reinforces students' pride in their appearance, instills recognition of themselves as an integral part of the school community and assists on developing pride in representing their school. It promotes equality and group security whilst providing appropriate safe dress for our various school activities. Our Uniform Shop is open on Mondays 3pm – 4pm or by appointment Wednesday 8:30 – 9:30am. Order forms can be left at the office, with payment. Online orders can be made through Flexischools (credit card payment required with order) – items are sent to your child's classroom for transport home. Refer to the Croydon Hills Primary School Website for the full Uniform Policy.

Yard Supervision

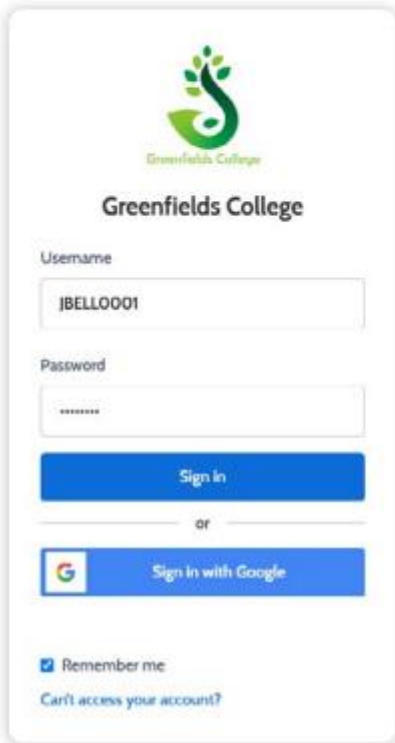
The yard is supervised from 8.45 to 9.00am and 3.30 to 3.45pm. We welcome families and siblings to play and mingle in the yard, and on the playground, during these periods. Five teachers supervise the yard each recess and lunch break.



The Prep Teaching Team

Alison Mulder, Emily Campbell, Briony Janson, Erin Mooney, Kate Barry & Kayla Pratt

How to Log in



To log in, you will require your unique family username and password. These details will be provided to you by the school however if you are yet to receive them, please contact the school office. You will initially be provided with a temporary password that you will be prompted to update to one of your choosing when you log in for the first time.

To log in, go to your school's Compass site. Type in your username and password and click **'Sign in'**. Your username will be your parent code at the school. This will be different from your child's student code, and it will not be your email address.

If it is the **first time** you are logging in, you will be required to confirm your email address and mobile number. These details may be used by the school for SMS/email communications and password recovery.



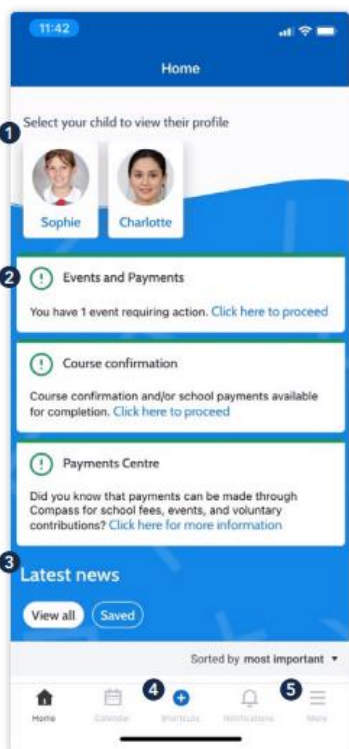
Once you have confirmed your details, you will be **required to change your temporary password** to one of your choosing. When you have entered your new password, click **'Save'**.



If you attempt to log in using the incorrect details ten times in a row, you will be locked out of your account for thirty minutes. If you have forgotten, or aren't sure of your details, please contact the school office.



The App Home Page



When logged in, you will see:

1 Profiles

Each of your children who attend the school will appear at the top of the screen. Click their image to go to their profiles.

Within the profile you can access information pertaining to your child such as their schedule, learning tasks, attendance approvals and reports.

2 Alerts

Notifications of items that require your action.

3 Newsfeed

Scroll through to view the latest posts from your school.

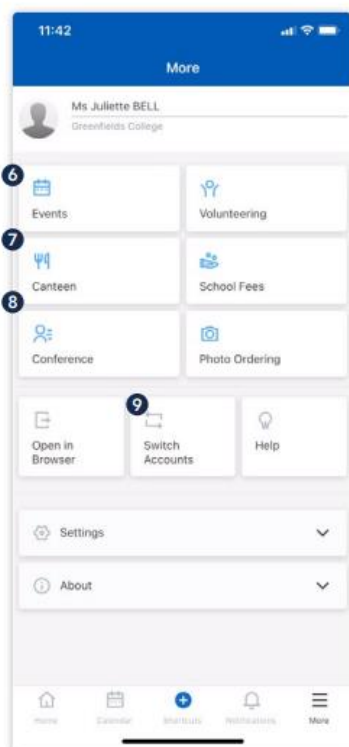
4 Shortcuts

The shortcuts button allows you to perform quick actions such as adding an attendance note or paying for an event.

5 More

Gives you access to additional actions – see next page.

The App Home Page (continued)



6 Events Consent/payment

Process consent/payment for your child's upcoming events.

7 Canteen

Place canteen orders for your child.

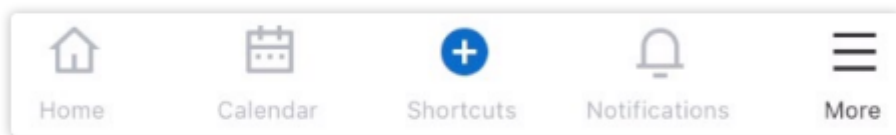
8 Conferences


Allows you to book teacher conferences.


9 Switch Accounts


If you have children attending different schools that use Compass (i.e. a child in Primary School and a child in Secondary School), you can use the 'Switch Accounts' option at the bottom of the menu to toggle between your parent account at each Compass school.


Menu Icons (App)




-  The House icon can be clicked at any time to take you back to the **Home screen** in Compass.

-  The **Calendar** icon will take you to view the available Schedules i.e. school events, your child's schedule etc.

-  The 'Plus' icon will give you access to **'Shortcuts'**, such as paying for an Event, and adding an Attendance note.

-  The bell icon opens your **Notifications**. This contains a list of all notifications received.

-  The hamburger menu icon gives you access to the **More menu**. Conferences, Events, Canteen, and much more can be found in this menu.

Please see the Prep Website or the school newsletter for the full Compass Parent Guide PDF of detailed instructions.