

FAMILY HANDBOOK 2021

North –
Eastern
Montessori
School



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Vision

To be a celebrated School where we all love to learn.

Mission

We empower individuals to excel by fanning the flames of curiosity.

**Love to
learn**

A row of colorful glass bells (red, orange, yellow, green, teal, blue, purple, red) on a white table. The word "Values" is written in large green letters over the image.

Values

SEE PEOPLE FOR WHO THEY ARE

Our school embraces diversity. It is a place where individuality is celebrated. The rights of community members are respected and voices are heard and accepted. Cultural traditions are welcomed, often with parents coming to classrooms to discuss their cultural celebrations with students. Each student is seen as an individual with unique traits and skills. We see the strengths in every individual and understand that, at the core, we are actually more similar than we are different.

PRACTICE WHAT YOU TEACH

Grace and courtesy feature as important values in Montessori curriculum and we know that we can teach young children to develop social intelligence. Learning how to interrupt politely, how to navigate social situations, or how to offer help to others refines children's social skills. By modelling grace and courtesy to one another, we not only demonstrate these skills to the children with whom we work, but we establish a respectful and caring culture within our community.

I DID IT!

We value the process, more than the product. Mistakes are a part of the learning process and the ability to self-correct along the way is integral to success. This is why Montessori materials are in-built with self-correction tools. This ensures that all of our students experience a sense of accomplishment. Personal success encourages further exploration, which leads to more success and joy in learning. We provide and foster an environment where all individuals can succeed with ongoing curiosity and motivation. We celebrate our achievements, but more so, the effort it took to get us there.

MAKE A LITTLE DIFFERENCE, EVERY DAY

We integrate sustainable practices in our school grounds and our curriculum. We have a respect for individuality and individual learning and have a commitment to providing a safe environment for students to truly learn at their pace. We know that big achievements are made up of regular small achievements. So, we do not underestimate the little steps. Incremental change is lasting change.

A HAPPY PLACE

We have a culture that enables us to find time for one another. The three years with one teacher, in one classroom, builds trust which provides security and deepens relationships with families and those between the children themselves. We want our community to feel valued. We do this by listening and working together constructively. In a safe and happy environment our students can excel.

Principal's Welcome

Welcome to North-Eastern Montessori School!

Our School has a 40-year history in providing education in the method developed by scientist and activist, Dr. Maria Montessori. Her work, developed throughout the 1930s, acknowledges the child as a competent learner, who develops through the practice of trial and error. Our educators guide the children and work to assist them in their learning journey, ensuring that each individual experiences a sense of challenge. Personalised learning is a hallmark of education at North-Eastern, where children are extended and supported at their point of need.

We are proud to say that the theory and practice of a Montessori classroom are congruent with the most cutting-edge, contemporary thought-leaders in education today. Our educational practices are built around building students' focus and concentration, enabling them to get into flow in the learning environment. Constructive, personal feedback to students helps develop intrinsic motivation for learning. And teacher-student relationships are built on mutual respect, ensuring that children feel empowered and have a sense of autonomy. This is what a Montessori education is about at North-Eastern Montessori School.

Our School is a community that cares. We believe in working with our families and collaborating to ensure that children's academic, social and emotional development thrives. Maria Montessori's vision was to create harmonious communities, conscious global citizens, and a peaceful world. While this might have been a lofty goal, it is what drives us each and every day here at North-Eastern Montessori School. It is clear that Montessori was, and still is, ahead of her time.

Thank you,

Janis Coffey
Principal



Staff Contact Details

For your convenience the staff email contact details are listed below. For any general questions that you would normally direct to reception, please email hello@northeastern.vic.edu.au

Principal - Janis Coffey
janis@northeastern.vic.edu.au

Accounts
accounts@northeastern.vic.edu.au

Business Manager - Manoli Galanakis
bus_mgr@northeastern.vic.edu.au

Reception
hello@northeastern.vic.edu.au

Registrar - Antida Trengove
registrar@northeastern.vic.edu.au

Toddler Community

Rachel Aerlic
rachel@northeastern.vic.edu.au

Rosemary Wilson
rosemary@northeastern.vic.edu.au

Cycle 1

Amy Clyne
amy@northeastern.vic.edu.au

Shelly Raj
shelly@northeastern.vic.edu.au

Taia Ly
taia@northeastern.vic.edu.au

Shi Hui Toi
shi@northeastern.vic.edu.au

Cycle 2

Sandra Starvaggi
sandra@northeastern.vic.edu.au

Janette Reimerink
janetter@northeastern.vic.edu.au

Cycle 3

Katrine Craft
katrine@northeastern.vic.edu.au

Allison McKenzie
allison@northeastern.vic.edu.au

Parent Involvement

We are a member-owned school run by the Plenty Valley Montessori School Association and trading as North-Eastern Montessori School. Parents and guardians can choose their level of involvement with the school, from voting at Annual General Meetings to standing for election to the School Board.

How do I become a member?

The School Association is made up of members – a nominated parent or guardian from each family. When you enrol your child in the school, we will ask you to nominate which adult will become a member. This person will be entered on the official Member Register which is used at times like the Annual General Meeting to determine who is eligible to vote.

Each family has one voting member, regardless of the number of children enrolled.

You can change which person is the member at any time by asking Reception for a Membership Form.

Member rights and responsibilities:

- Can attend, speak and vote on items at General Meetings
- Can stand for election to the School Board at Annual General Meetings
- Must comply with the School's Constitution, Board policies and School policies.
- Must have paid all fees and levies
- Must protect the privacy of personal and sensitive information, according to Privacy Laws.
- In the extremely unlikely event the school was wound up, members would decide which organisation would benefit from remaining assets and would have their personal financial liability limited to \$20.

You can find all policies at School Reception in office hours, or selected policies publicly available on our website.

School Board

While the School Association owns the school, the School Board governs the school, making decisions on policies, strategic direction, and hiring the Principal. The Board does not make any decisions on the day-to-day operations of the school – that is managed by the Principal. The Board is made up of elected directors from the school members, and Board-appointed directors. The Board meets monthly and also has several sub-committees that work on special areas like buildings or legal and risk. You can email the School Board at any time with feedback on governance at board@northeastern.vic.edu.au.

More information:

<https://northeastern.vic.edu.au/our-school/school-board/>

We welcome you to our school.

Parent Involvement

POLICIES & PROCEDURES

Some of our policies are located on the school website for parents enrolled at North-Eastern Montessori School. All school policies are available from the School Reception and during office hours 8.30am to 4.30pm.

WORKING BEES

North-Eastern Montessori School is fortunate to be situated in a beautiful natural environment. In order to keep our gardens enjoyable and safe for children and staff, families are invited to participate in working bees, occasionally arranged to conduct works and promote social opportunities. There is no compulsion to attend these “bees” and parents may like to consider other ways in which they can contribute to School life, if unavailable on the day of the “bee”.

PARENT CLASSROOM PARTICIPATION

- Reading with students
- Supervising/organising craft, cooking and/or gardening activities
- Bringing your own family’s personal profession, experiences or cultural practices as a class life lesson
- For example, bathing a baby, celebrating Ramadan, talking about being a policeman
- Making materials at home
- Being Classroom Parent Representative (please ask for a Position Description at Reception)

All parent participation in class activities is at the discretion of the Classroom Teacher. Confidentiality regarding the operation and individual student is expected.

School Attendance

CALENDAR

The North-Eastern Montessori School yearly calendar is available on the school website and is regularly updated.

SCHOOL HOURS

Toddler Community 7.30am – 6.30pm

Cycle 1, 2 & 3

9.00am – 12.00pm (class time)

12.00pm – 12.15pm (lunch time)

12.15pm – 1.15pm (outside play)

1.15pm – 3.15pm (class time)

Outside of School Hours Care

Before School – 7.30am – 8.45am

After School – 3.15pm – 6.30pm

For primary school children.

ARRIVAL & DEPARTURE

Foundation – Year 6

If students arrive before 8.45am they must be booked into OSHC. Students who arrive after 9.00am, must be signed in at Reception together with an adult, and collect a late pass which is presented to their teacher.

Teachers will be engaged in preparing classrooms from 8:30am. Students can gain access to their classroom from 8.45am.

Primary aged children may walk down the hill from the car park to their classroom and be in their classroom and ready to begin the classroom work by 9.00am.

Please note – Staff members are not responsible for children before 8.45am and after 3.30pm. All students on campus before 8.45am and after 3.30pm must go to OSHC. Staff will ensure any student left unsupervised will be sent to OSHC. Parents will be charged an additional fee for this service.

Students are dismissed at 3.15pm. Cycle 3 children may walk home unsupervised; however, parents are required to notify the school and their child's teacher in writing. Children who haven't been collected from their classroom by 3.30pm will be escorted by their classroom teacher to After School Care (usual fees apply).

At no time will a student be permitted to wait in the Upper Car Park after 3.30pm unsupervised, due to safety precautions. Children not collected by 3:30pm will be sent to OSHC and fees apply.

Early Learning

Children in the Toddler Community and Cycle 1 kindergarten program must be accompanied to their classroom and signed in by the parent/guardian (in accordance with DESE regulations).

These procedures are in place to ensure the safety of all students.

Please refrain from occupying the Cycle 1 playground after school hours (after 3.15pm) as this space must be available for after school care children and staff.

School Attendance

SCHOOL ABSENCE

Notification of absence should be made to Reception at the earliest possibility by calling 03 9438 3202 and/or emailing hello@northeastern.vic.edu.au

In the event that you know in advance that your child will be absent from school, for whatever reason, please notify Reception and the teacher via email indicating the day/s and reason for absence. The official roll is marked by 9.00am. All students arriving after this time must check in at Reception, state the reason and collect a late pass.

If your child has a contagious illness, notify the Administration as soon as practicable so that the class teacher can observe other children for symptoms and the school community can be notified of the presence of the illness.

If your child is to be absent from school for an extended period during term (e.g. overseas holiday), a written request must be made to the Principal, stating dates of absence. Subsequently, relevant teachers need to be notified as well in writing. Fees are due during this time to hold your child's place if your child is absent for more than a term. If you wish your child to have schoolwork while absent, it is suggested that the student keep a daily journal and collect souvenirs from their experiences. Regular oral reading practice, reading to your child from brochures, travel guides or books about the area you are visiting are recommended. Playing card and die games will also assist in numeracy. Your holiday is a valuable experience for your child and family and s/he should be given the time to 'soak up' the culture and experiences. Please liaise with your cycle teacher regarding any learning suggestions during your absence.

LATE ARRIVAL OF STUDENTS

Any student arriving after 9.00am must be signed in by a parent in the Late Arrivals book at Reception and receives a 'Late Pass'. As the Attendance Roll is taken in class at 9.00am, any child arriving after 9.00am is officially marked as Late.

EARLY LEAVING STUDENTS

For any student required to leave school prior to 3.15pm, a parent/guardian must put this in writing to the classroom teacher and email/phone reception. The parent/guardian is to come to Reception to sign in, signs the student out and receives an 'Authorisation To Collect Student' pass. At no time will any student be permitted to leave with someone not on the 'Authorised to Collect' list for that student. Photo I.D is required for those not known to the school.

Outside School Hours Care (OSHC)

MORNING OUT OF SCHOOL HOURS CARE REGISTRATION

Students must be registered before attending the program. Children under 3 years attend Early Learning. Registration is included as part of your child's Student Information Record. We request all students to be registered in case of an emergency. This will automatically be done upon enrolment.

Hours of Operation

Sessions run from 7.30am to 8.45am. Breakfast is provided. Children are welcome to play games or undertake a quiet activity (such as reading). A relaxing area is provided if any children would rather lie down and rest.

AFTERNOON OUT OF SCHOOL HOURS CARE
The OSHC program operates for the hours 3.15pm to 6.30pm. This program offers quality care, incorporating recreational activities and positive opportunities for socialisation and interaction between our students. The program is available to all students. A light snack will be provided.

If you are serving on a committee (approved by the Principal) that meets after school, you are offered OSHC free of charge as a token of the School's appreciation for giving up your valuable time to help make this school a better place. Please advise the OSHC Coordinator of which committee you have been working on, so this can be recorded to ensure you are not billed for this time.

Bookings

Bookings can be made via School Reception by email, phone or in person between 9.00am and 2.45pm. Unless it is an emergency, bookings are to be made at least a day in advance whenever possible. If you decide to cancel, the Coordinator or the School Reception must be notified. The OSHC phone number is 0429 827 234 or email oshc@northeastern.vic.edu.au

If bookings are not cancelled, a non-cancellation fee will be charged. Payment of fees can be made daily, weekly or fortnightly. Please speak with the coordinator regarding the Child Care Rebate. This is an instant discount and available to ALL families.

Emergency Procedure

In the event that your child is not collected by 6.30pm and if parents cannot be contacted, the nominated emergency contact person(s) will be telephoned. If this person(s) cannot be reached, the student will remain within the care of the OSHC staff, however, will incur the normal penalty rate of \$5.00 per minute. Continued lateness may cause families to forfeit their child's place.

CLASSROOM NEEDS & ROUTINES

SCHOOL BAG

Your child should own a bag whose size suits their developmental level. It should be easy for your child to pack and unpack, open and close. It needs to be able to fit into a locker sideways. For Cycle 1 students especially, it is an expectation that your child will carry their own bag and be responsible for it.

CHANGE OF CLOTHING

Early Learning and Cycle 1 students are required to have a spare set of clothing to be left at school in their classroom locker for those occasional accidents. Older students are also encouraged to keep a spare set of clothing at school for the occasional accident and also when wet weather results in muddy clothing from outside play.

SLIPPERS

Students are required to keep a pair of practical slippers at school for indoor use. There are several reasons for this practice: the classroom is kept free of dirt and sand, it sets up a mentality of 'work time', and the classroom environment is quieter and therefore facilitates concentration.

WASHING ROSTER

Several classrooms have a roster for students and parents/guardians to assist with washing towels, polishing cloths and smocks. This is usually posted in the entry of the classroom, or is done on a voluntary basis. This task is intended to be a component of the students' life skills activities. Involve your child in it, better still; show them how to use the washing machine!

DRESS CODE

North-Eastern Montessori School does not have compulsory school uniform. Students are expected to present themselves in clothing suitable for work and play, comfortable and practical with fasteners they can manage on their own. Good grooming habits are part of Montessori practice.

Expect your child to do some messy work as part of discovery and learning which may result in stained clothing. Of course, every effort is made for your child to wear a smock or apron. Special occasion clothing is not appropriate for school days.

Footwear should be the type that your child can manage themselves. Closed toe shoes or gumboots in winter, sandals in warmer weather, runners for PE lessons. Footwear such as heels, mules and thongs are not practical for school activities and should not be worn. Makeup is not necessary for regular school activities.

North-Eastern Montessori School follows the 'Sunsmart' Policy of 'NO HAT-NO PLAY'. This applies from the 1st of September to the 30th of April and any days in between where the UV index level is 3 or above. Staff encourage students to store their School hat in their locker so it is always available. If a student does not have their hat at school, they may find a quiet activity in their classroom or play undercover only. Hats will not be lent out to students unless they require one for a lesson, which is outdoors, such as physical education.

Students who choose to wear singlet or 'stringy' tops or dresses to school must wear a sleeved top to cover their shoulders during outside play or physical education time.

Sunscreen must also be worn from the 1st of September to the 30th of April. Please apply prior to coming to School.

LOST PROPERTY

Students are required to have their clothing and belongings labelled. Lost property is located at Reception. Parents/guardians are welcome to check at any time for items that may have gone missing. Staff members do their best to hand back items when they know to whom they belong. At the end of each term, all items that have not been claimed are cleaned and donated to charity.

CLASSROOM NEEDS & ROUTINES

CELEBRATIONS

BIRTHDAYS

These are important milestones in all our lives and at North-Eastern Montessori School we like to celebrate them!

If you would like to provide a birthday treat for your child and their class, firstly consult with the teacher to ascertain if there is anyone with special dietary requirements. We ask that you refrain from packing all types of nuts. It is your choice what you provide; it may be sweet or savoury. Individual serves (e.g. cupcakes) are very practical. The only treats, which are not allowed, are lollipops or lolly bags.

If your child has special dietary needs, you may like to provide a sealed container of 'treats', which can be kept in the class storeroom for these special occasions. See the class teacher to organise this.

North-Eastern Montessori School has a long-standing custom of the donation of a book to the class library collection on the occasion of a student's birthday. If you are interested in this, speak with the teacher who may be able to offer suggestions for suitable titles. A photograph of the student and a dedication inside the book makes this special and will be remembered for years to come.

If you are having a birthday celebration for your child and are inviting children from the school, you must ensure that the invitations are handed to the parent/guardian of the child invited or to their class teacher; they are not to be handed directly to the child.

RELIGION

North-Eastern Montessori School is a non-denominational school and religion is not part of the curriculum. However, exposure to, and a respect for all, creeds is encouraged. Families who recognise special days on the calendar are invited to do a presentation for their child's class or the whole school!

Older students will, at some time, do a study of world religions as part of their cultural work. Presentations are usually given by guest speakers who can speak with authority on the religion or philosophy they represent.

Christmas is a traditional holiday in Australia. All classes will prepare gifts in some form through craft activities. A 'Carols Night' is held in December each year together with a school BBQ. While every effort is made to be comprehensive, songs that contain Christian references to God will be included.

If you have any objection to your child's involvement in any of the above, you need to inform the class teacher and Principal in writing and every effort will be made to acknowledge your beliefs.

CELEBRATION OF LEARNING – YEAR 6 GRADUATION

The Year 6 students, their families and other members of our community participate in a ceremony at the end of the school year to farewell them as they move onto secondary school. This occasion is organised by the parents of the graduating students, in liaison with Cycle 3 Teacher(s).

HEALTH & SAFETY

EMERGENCY MANAGEMENT PLAN

North-Eastern Montessori School has a comprehensive plan that is reviewed annually. This document is available in all classrooms.

In the event of an emergency, the School telephone system will be diverted to the school's mobile phone (or the delegated staff member), and parents/guardians will have direct access to this number for communication.

TOTAL FIRE BAN DAYS

The school will close on an official Code Red Fire Day. The school will be open as usual on all other fire code days. Parents are responsible for the care of their children on the Code Red fire days.

Our Fire Refuge Building is the bottom of the Cycle 2/3 building. Please be reassured that the staff regularly practise Emergency Evacuation Procedures and the children will also have school evacuation procedural practice.

COMMUNICABLE DISEASES

Guidelines for the minimum period of exclusion from schools and Children's Service Centres for Infectious diseases cases and contacts are posted in classroom entries and the First Aid Room. If your child has had "gastro" they must stay home from school for 24 hours after diarrhea has stopped to ensure minimal cross infection. Requirements must be strictly adhered to. Please ensure you obtain a letter of clearance from your doctor for any contagious illnesses.

MEDICATIONS

If your child is ill enough to require medication, then s/he should be resting at home. In cases where regular medication must be administered or a course of antibiotics is to be finished, a medication record must be completed and the medication must be handed to the teacher in charge and in the original packaging. For Toddler Community/Cycle 1, medication record books are kept in classrooms. For primary classes, records are kept in First Aid. This must be completed by the caregiver and staff. If the course of medication is ongoing, a covering letter may accompany the medication in the interests of efficiency.

ILLNESS & ACCIDENT

In the event of an emergency, major illness or accident, an ambulance will be contacted at the expense of the parent. Every effort will be made to contact the parent/guardian.

The School policy when a student is unwell is that they are triaged first by the attending teacher to assess the degree of illness. The teacher then directs the student to First Aid Room pending the outcome. Some students prefer to have quiet time in the classroom under the monitoring of the teacher. All teachers are trained in First Aid.

A parent is called if the illness is deemed contagious, requires additional support or rest.

HEALTH & SAFETY

CAR PARK PROCEDURE

Appropriate car park etiquette is expected from drivers and pedestrians at all times. If another parent/guardian is dropping off or collecting your child, they need to be informed of these practices too.

CAR PARK RULES

- Pedestrians are required to keep to the footpaths at all times and cross only at designated crossings.
- Drop off zone is not for parking, the driver is to remain with the car for immediate pick up or drop off, maximum 2 minute stay.
- A maximum of 3 cars at any one time in the drop off zone, through access to be kept clear for delivery and emergency vehicles.
- Cars are not to remain stationary in access ways, if there is no immediate parking available, cars are to continue through the car park and re-enter. This avoids blocking the entry and maintains emergency access at all times.
- No parking in the lower car park, this is for staff and deliveries only.
- Left turn only from the car park exit onto Aqueduct Road.

SPEED LIMIT

The speed limit within the School is 10km/h.

EXITING THE CARPARK

When exiting the school grounds, drivers must turn left into Aqueduct Road and observe the pedestrian crossing lights immediately adjacent. This is a Vic Roads regulation enforceable by a fine.

EARLY LEARNING CAR PARKING

Parents are asked to park in the top level car park and walk down to the school and Toddler Community rooms. Please observe the car park safety rules and only walk on the footpaths and marked crossings.

Parents doing early drop off (before 8.00am) and late pick up (after 5.00pm) are welcome to use the bottom staff car park.

COMMUNITY CAR PARK - UPPER CAR PARK

The top two level car parks are for our parent community. Please be aware of our children's safety at all times. Staff members are asked not to park here.

On days when the school requires a bus to take our children on school excursions and/or sporting events, the first level of the car park will be closed off to parent car parking. This only happens on a few occasions throughout the year.

STAFF CAR PARK

This area is reserved for Staff and drivers must ensure that they are not impeding the arrival or departure of any car into or out of the Staff Car Park. The Staff Car Park should only be used when:

- Dropping off large/heavy items at school
- Dropping off or collecting a temporarily disabled child (e.g. on crutches)
- Collecting sick child/ren from First Aid Room during school hours
- Collecting child/ren from OSHC after 5.00pm from Monday to Friday

Special Parking: If you require access to the Staff Car Park in 2021 please fill out an application for consideration for a North-Eastern Montessori School permit. Please be aware there are limited additional spaces available.

COMMUNICATION

North-Eastern Montessori School has an open-door policy in all communications between families and staff. If you need to speak with your child's Cycle teacher upon arrival at school, please do so briefly, before 9.00am. Alternately, you could write a short note that can be passed to the teacher via your child. At this time of the day, the teacher is usually greeting students, attending to administration and generally setting the 'tone' of the classroom for the day.

If you wish to speak with the Cycle teacher about your child's progress, an appointment needs to be set at a mutually suitable time. This ensures that you have a quality discussion together. It is strongly recommended that you book your child into OHSC during these times. Normal OSHC fees apply.

It is sometimes the case that there may be an issue which is not resolved after speaking with the Cycle Teacher. North-Eastern Montessori School has a Grievance Procedure which is available to everyone and is followed in the event of a disagreement. The path of communication is:

1. Class or Specialist Teacher
2. Cycle Leader
3. Principal

No phone calls will be put through to classroom teachers during class time. Please leave a message at Reception and the teacher will return your call. Calls may be put through to Toddler Community.

This protocol also pertains to students whilst in classrooms. To avoid disruption to students and staff during class time, no telephone calls will be put through to rooms. Should you need to leave a message for your child you can do this at Reception. Equally, should your child need to contact you, he/she will come to Reception to do so.

SCHOOL NEWSLETTER

To keep you up to date with what happens at North-Eastern Montessori School, a fortnightly newsletter is published via email to School families. This includes diary dates, events, classroom news and lots more. There are also individual notes sent home on a needs basis separate to the newsletter. We are moving to electronic communication where possible, but occasional notices will be delivered to the classroom of the oldest sibling and it is their responsibility to ensure their parent/guardian receives them at home. Contributions to the newsletter from the School community are welcome with prior approval from the Principal.

COMMUNICATION

ASSESSMENT & REPORTING

North-Eastern Montessori School uses Portfolio reporting twice yearly (end of Terms 2 and 4) where families will receive their child's 'Snapshot Portfolio' and a comprehensive report of their learning. The portfolio is made up of samples of the student's learning for the semester, including photographs. At the end of the year, the student takes home the collection of work as a memento. Parents are always welcome to make an appointment to speak with their child's teachers outside of classroom teaching time.

Written School Reports

Parents receive two written School reports from class teachers, and all specialist teachers, during the year. The first written report is given at the end of Term 2 and is followed by opportunities for Learning Progress Interviews in Term 3. An End of Year Report is also provided and this information is handed over to your child's new teacher as required.

IN HOUSE' TESTING FOR MASTERY

North-Eastern Montessori School uses a variety of didactic tools to assess students throughout the year. These are regularly reviewed to ensure that only the most appropriate and up-to-date testing materials are used suitable to our educational philosophy. This is an opportunity to have fun and engage in learning.

NAPLAN TESTING

North-Eastern Montessori School participates in this statewide assessment for Year 3 and 5 students. Our approach to NAPLAN testing of individuals uses this learning data as another lens to understand individual progression. The staff analyse these test results to further inform student learning. The results are used as a guide to inform teaching and learning outcomes. If you do not wish for your child to be part of this assessment, a request to have them excluded must be forwarded to the Principal in writing. The proforma for exclusion is available from the ACARA website <http://www.vcaa.vic.edu.au>