

KPS FAQs for new parents

What should my child bring to school?

Their school bag – most kids use the KPS bag available at [Bob Stewart](#) or the [Second Hand Uniform Shop](#). To help your child identify their own bag, a bag tag or key ring is a good idea.

Their lunch and drink bottle – these are to be taken out of their school bag at the beginning of the day and placed in the classroom tubs (and it's worth checking they are in their again at the end of the day!)

School hat – a no hat, no play policy applies during terms 1 and 4 and it should also be worn on sunny days throughout the year. Make sure it's labelled with your child's full name as the hat is usually the first item to go missing.

Art smock and library bag – bring these in when they begin school and place them in the classroom tubs.

What do they wear?

The Kew Primary School uniform is available at [Bob Stewart](#) in High St, Kew. A [Second Hand Uniform Shop](#) operates on the first Tuesday of every month from 3pm at the school or by appointment.

All the children at school wear the KPS tops and jumpers but shorts, skirts and tracksuit pants that are unbranded and navy blue are also frequently worn.

Most children wear white or navy plain socks. Black shoes and white sneakers are the most common footwear but sturdy closed toe shoes of dark blue or blue, grey are also fine.

Check out the [Uniform Policy](#) for more information.

What if my child loses something?

LABEL EVERYTHING – whether your preference is iron on, sew on or the old fashioned black texta, make sure to include your child's full name. Phone numbers are also helpful but leave off the class number as it'll probably be outgrown before the clothes.

Lost property – there are a few locations to search for lost property around the school.

- The junior school bin is the first stop for Prep and Grade 2 parents, as it's the closest one to their classrooms, but can also contain items left nearby in the playground.
- The main location is a cupboard at the far end on the corridor in the main building. Ask the Office Staff for directions.
- OSHClub have their own lost property and, even if your child does not attend, items can be collected here if they are left on the oval after school.
- The end of term lost pile –A giant pile of lost jumpers, drink bottles and lunch boxes is amassed at the final assembly of the school term outside the gym. Even if you think you've managed the term without any losses, you might find a stray jumper that you didn't even know was missing, so it's definitely worth a look.

What should I send for lunch?

No nuts! There are children with severe peanut allergies at the school who will be severely affected by the transfer of nuts, even from a child's hand.

A lunchbox with a sandwich, some fruits or vegetables and a side of cheese is a popular, easy choice.

Other ideas include wraps, rolls, sushi, mixed platter of veges, cheese, cured meat and crackers, frittata or quiche.

The canteen offers a great selection of healthy food on Mondays, Wednesdays and Fridays.

How do I organise a lunch order?

Check the [menu](#) and write your child's order on a brown paper bag from the supermarket or you can purchase them at the canteen in bags of 50.

It sounds logical but it's a good idea to check the day of the week – the canteen is not open on Tuesday or Thursday.

Write your child's name, class number, details of the order, the price and any change required.

You or your child needs to take the order to the canteen window in the morning before school starts. If your child tells their teacher about their order in the morning, they will send them over with a friend.

At lunchtime, the orders are collected in class allocation by the lunch monitors.

When can I talk to my child's teacher?

The class teacher is available for brief discussions before and after school, 8.45am to 9am and 3.30pm to 3.45pm, unless they have meetings or yard duty. For a longer meeting, make an appointment at a time that suits you both.

How do I receive communication from the school?

If a matter is urgent, such as injury or emotional distress, you will be contacted by phone immediately.

[COMPASS](#) is the main method of communication for class excursions, photos, important messages from the school or council, after school activities and Learning Tasks/Reports . The school newsletter provides information for upcoming events and activities at the school and highlights of the school's recent activities and developments. The newsletter is available on the school website and COMPASS each Thursday.

The [school blog](#) provides a relaxed and informal snapshot of life at Kew Primary School from teachers, parents and students. It is a great read and provides some wonderful insights into school life.

Every second Friday at 3.00pm, the school assembly takes place in the gym. This is an opportunity for students, teachers and parents to share news, celebrate successes and enjoy the community spirit!

Where do I collect my child?

Most parents have an allocated spot at the school to meet their child. The welcome area, the giant lizard, the Peel Street gate, the Pakington Street gate, at their classroom door, the monkey bars – it doesn't matter where this location is as long as you all agree.

What if my child uses OSHClub?

[OSHClub](#) is available for regular or one-off out of hours care. You do need to register online first.

OSHClub staff will collect preps from their classroom in term 1. After this, children need to go to the OSH building and line up to sign themselves in.

What if I'm running late for pick up?

Contact the office if you are running late so your child can be contacted to meet you in the office.

It's also a good idea to contact another parent in your child's class so alternate arrangements can be made.

An announcement over the loud speaker at 3.45pm informs any uncollected children to come to the office and the staff will try to contact you and your emergency contacts.

What do I do if my child is sick?

Parents and carers must notify the school of their child's absence as soon as possible, on the morning of absence by telephone, email or via COMPASS.

All Victorian government schools must contact parents/carers as soon as practicable on the same day of an unexplained student absence. Kew PS will contact parents/guardians by SMS for any unexplained absences prior to 9:30am. This requirement supports student safety and wellbeing. Schools need to know when and why a child is absent, and parents/carers need to know if their child is not at school. Prompt communication also promotes daily school attendance.

What if my child is late to school?

All students arriving late to school MUST sign in at the office using the COMPASS Kiosk before going to class. They will be issued with an arrival card, which needs to be given to their classroom teacher. Your child should be accompanied by an adult. If your child is arriving late and you as the parent/guardian are not present, the absence will not be approved and you will be asked to return to Kew PS to sign in your child.

What if my child has an appointment?

If you need your child for any reason, such as a medical or dental appointment, during school hours, please send a written request stating the time you will collect him/her from the classroom.

Parents first need to sign out students if they need to leave during the day. Sign out at the Office before collecting your child. You will be given a card to hand to the teacher. If you return your child to school please sign in at the Office, collect a card and return to the classroom.

I want to take my child out of school for a holiday. How do I organise that?

Send a letter or email to the Principal and the school informing them of the dates. In accordance with DEECD guidelines, a Student Absence Learning Plan may be required, as agreed to by the school, student and parent.

What level of parent involvement is required?

There are lots of different ways a parent can be involved in Kew Primary School. In Prep to Grade 2, you will be invited to help out in the classroom with activities such as reading. This is an ideal way to see how your child engages with the class. There are also opportunities to go on excursions with the class, such as a walking trip to Kew Recreation Centre for swimming lessons in Term Four.

Other ways to assist the school at a grass roots level include helping in the canteen, becoming a class rep, joining the PTA, school council or council sub-committees or helping at the second hand shop.

Requests will come from your class rep for activities that your class has been allocated by the PTA, such as helping at the Mothers' Day stall or Peppercorn BBQ