

TOORLOO ARM PRIMARY SCHOOL NO.3698



Parent Information Booklet 2026

Learning Together, Succeeding Together



PRINCIPAL: Miss Alli Hopkins

SCHOOL COUNCIL PRESIDENT: Mrs Michelle Whelan

**315 LAKE TYERS BEACH ROAD
LAKE TYERS BEACH 3909
PHONE: (03) 5156 5517**

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Web Site: <http://www.taps.vic.edu.au>

This school is compliant with Child Safe Standards

At Toorloo Arm Primary School we have a set of core principles that underpin all that we do. These core principles have been developed through extensive consultation with Staff and Parent Community.

Toorloo Arm Primary School

Purpose and Values

Purpose:

To provide a caring, challenging and dynamic learning environment that empowers children to develop the skills and knowledge to become valued members of the community. We are committed to embedding a culture of child safety and ensure policies and procedures, demonstrate zero tolerance of child abuse in the school. We will actively promote gender equality and equity.

Foundation Principles:

Toorloo Arm Primary School is firmly committed to the following statements:

- All students can learn given time and support
- All decisions are made on the basis of what is best for students.

Values

Truth Trust and Honesty:

To us this means:

- Recognising that successful relationships create a supportive, trusting and respectful environment.

Persistence, quality and excellence:

To us this means:

- Maintaining a culture of high achievement across the whole school community.
- Creating a positive and supportive environment that fosters a love of learning.

Relationships:

To us this means:

- Recognising that honesty, trust and respect are the foundations of good relationships.
- Providing opportunities for the whole school community to come together.

Humour:

To us this means:

- Humour, is good for health, improves relationships and can provide a circuit breaker in difficult situations.

Inclusion:

To us this means:

- We respect and welcome diversity.
- Shared understandings are developed through active participation and equal voice.

We care and can make a difference.

FORWARD

BUILDING RELATIONSHIPS

Welcome to Toorloo Arm Primary School. Our philosophy is that children succeed at school when teachers and parents work in a mutually supportive and cooperative environment. We also believe that open and honest communication is essential to building successful relationships between school and family. Consequently, our teachers are committed to developing links with all parents, so that children are supported at school and at home.

KEY COMPETENCIES

We believe that all children can and will achieve given support and time. At our school we are committed to developing the following skills and competencies:

Academic abilities -that children have high quality literacy and numeracy skills that allow success at school and provide a springboard for further education.

Physical abilities -that children have well developed movement and coordination skills that enable them to participate in a wide variety of sports and leisure activities.

Socially Competent –that children have positive self-esteem, are able to treat others with dignity and respect and are capable of building supportive relationships with others.



ACADEMIC- ENGAGING STUDENTS THROUGH LITERACY AND NUMERACY.

Toorloo Arm PS continue to work on ensuring consistency of numeracy and literacy instruction through the implementation of high-quality instructional practices in all classes. Furthermore, we believe that student voice and agency is paramount raising student's self-efficacy. The school climate and culture are continually positively supported by the TAPS parents, students and staff.

The goals for the 2022-2026 strategic plan are to

- Improve student achievement and maximize learning growth in English and Mathematics, by increasing the percentage of students achieving above benchmark growth and increase the percentage of students in the top 2 bands.
- Improve student agency and voice in learning, by providing students with more opportunities to gain and provide feedback and set regular goals about their learning.

Our goals are to

- Improve student achievement in English and Maths.
- To deepen student learning through challenging and rich learning tasks.
- Develop curious independent learners.

There is also a strong emphasis in Physical Education, Science and the Arts. Computer Education is a high priority with teachers incorporating ICT usage into unit plans.

EARLY YEARS LITERACY

Research indicates that a child's first 2 years of schooling are crucial to shaping their later attitudes towards school and setting the foundation for later success. At Toorloo Arm, an Early Years Literacy Program operates in the P-4 area. This program is a structured 2-hour literacy session that provides children with the reading and writing skills necessary to achieve success at school. Students are continually assessed to monitor their progress, and results indicate that our children are achieving significantly above state-wide averages in this area.

STUDENT WELLBEING AND SOCIAL DEVELOPMENT:

We recognise that for children to succeed at school they need to develop academic skills together with proficient social skills. **Toorloo Arm Primary prides itself on creating and sustaining a culture that values building positive relationships. Providing a safe and secure environment for children is a vital component in this process and has always been a high priority at this school.** We place a great deal of importance on getting children to develop friendly, co-operative and productive relationships with each other. We run a comprehensive **Student Welfare Program** that promotes the understanding and adoption of the following core values. We believe it is important to:

Be Respectful

Be Ready to Learn

Be Resilience

Collaborate with Others

This program also focuses on building students' self-esteem and resilience through incorporating the Respectful relationships curriculum.

Teachers continually reinforce these values in the classroom by modelling and rewarding good behaviour, developing strategies for resolving difficulties, promoting students' self-esteem and challenging behaviours that erode these values or affect others. We stress that children need to develop a strong sense of personal accountability: in other words that they can show the sensitivity and maturity to act in a fair and appropriate manner. As with academic skills, children progressively develop social skills so that strategies and expectations for 6-year-old children are different to 12-year-old adolescents.

Being a smaller school, we attempt to retain the flexibility, friendliness and atmosphere that exists in our local community. We are able to offer a quiet and safe environment. Our school operates on the basis that all children are part of a "larger family". This means that students are encouraged to look after each other (the bigger children having a responsibility to look after the smaller children). It is quite common for children to play and make friends with children older and younger than themselves.



PARENT INVOLVEMENT AND OPINION:

Parents are involved at a variety of levels at TAPS. Opportunities exist to work directly with the children supporting programs such as reading and computer work, working as a member of the Parents Club or as a member of School Council. In-service programs are also run to keep parents informed on current educational practices.

Each year the Department of Education survey all parents and collate data on how they see the school. Parents continually express a high level of satisfaction with all aspects of school operations.



We encourage parent participation in classroom activities.

BREAKFAST PROGRAM :

The philosophy behind the breakfast program is to promote healthy eating habits and to promote connectedness to school and community. It is a way to build positive relationships in an informal setting. Staff and parent volunteers open the kitchen from 8.30 am daily and offer hot and cold options.

**Staff, students, families and Dog's enjoy a morning in the sun
for the
National Walk to School Day.**



SCHOOL POLICIES

At T.A.P.S. we have policies that are available for parents at the office upon request including ;

- Anaphylaxis Policy
- Asthma
- Attendance
- Bullying Prevention Policy
- Camps and Excursions (including local excursions)
- Cash Handling
- Child Safety Responding and Reporting Obligations (including Mandatory Reporting)
- Complaints
- Digital Learning (Internet, Social Media and Digital Devices) – previously called Digital Technologies
- Duty of Care
- Enrolment
- First Aid (includes arrangements for ill students)
- Health Care
- Homework
- Inclusion and Diversity (includes discrimination and sexual harassment – students) –
- Medication
- Mobile Phones
- Occupational Health and Safety
- Parent Payments
- Personal Property
- Photographing, Filming and Recording Students
- Privacy
- Student Wellbeing and Engagement
- Visitors
- Volunteers
- Yard Duty and Supervision

SCHOOL ORGANISATION

*Subject to change annually

TEACHERS:

Ms Allison Hopkins	- Principal
Ms Smith	- Grade 5/6B
Mr Alec McPhee	- Grade 5/6A
Mrs Larissa Murray	- Grade 3/4B
Mrs Alison Mackie	- Grade 3/4A
Miss Eliza Cunningham	- Grade 1/2A
Miss Caitlyn Jackson	- Grade 1/2B
Ms Naomi Cock	- Prep
Mr Jobi Laybourne	- Art Specialist
Mrs Barb Plant	- P.E Teacher/Sport Co-ordinator
Madame Samson	- L.O.T.E. – French

SUPPORT STAFF:

Mrs Quita Haag	- Business Manager
Mrs Lisa Donnellan	- Student Support
Mrs. Bree Nation	- Student Support
Mrs Alyssa Warfe	- Student Support
Ms Hunee Cho	- Student Support
Mrs Lindy Bills	- Student Support
Mrs. Megan Bartlett	- Cleaner

SCHOOL COUNCIL MEMBERS:

PRESIDENT:	Mrs. Michelle Whelan
SECRETARY:	Mrs. Gail Penfold
MEMBERS:	Miss. Alli Hopkins
	Miss. Eliza Cunningham
	Mr. Alec McPhee
	Mrs. Meaghan Lunny
	Mrs. Leanne Davies
	Miss. Jandi Vagg
	Mrs. Sophie Harvey
	Mrs. Katie Longstaff

CURRICULUM

The content of the Victorian F-10 includes both knowledge and skills. These are defined by learning areas and capabilities.

Schools have considerable flexibility in the design of their teaching and learning programs. At TAPS we focus on Literacy, Numeracy, Visual Arts, L.O.T.E (French) and Physical Education, on a weekly basis. Other subjects such as Science, Geography, Civics & Citizenship, Economics, Music, Dance, Drama and History are taught through Integrated Studies units across all year levels biannually.



2025 Lawn Bowls team.

PHYSICAL EDUCATION and SPORT:

Another area of priority at Toorloo Arm is Physical Education. All children participate on a weekly basis in a full program of physical activity conducted by Mrs Barb Plant. **The students also participate in our own athletics, swimming, cross country and a winter sports program.** Students who achieve high results then go on to compete at the district and regional levels in these events.

SWIMMING: Students participate in swimming lessons at the Lakes Aquadome. The school holds its own Swimming Carnival grade 3 – 6 in Term one.



TAPS Lunch time Running Club

LIBRARY:

Book resources are stored in a shared space that is linked directly to classrooms. We continually purchase new picture story, fiction and take-home reading books to refresh our collection. Our classroom programs foster the enjoyment of books and reading.

ART:

Mr Jobi Laybourne takes each grade for a specialist art lesson. This allows all students to develop skills, techniques and knowledge through which they can create individual art pieces.

LITERACY SUPPORT:

Miss Haldane works with students, in either intervention or extension, to provide small group instruction to target the needs of students across the school

L.O.T.E. (French):

Madame Samson teaches students French on a weekly basis focussing on oral language – speaking and listening beginning with individual words and extending into conversational sentences.

INFORMATION TECHNOLOGIES:

Computers, electronic whiteboards and other digital technologies are used to support student learning in all areas. Laptops and iPad are readily available for student use and are a natural part of the learning process.

TRANSITION FROM PRIMARY TO SECONDARY SCHOOL

As part of the transition from Year 6 to Year 7, students in primary schools participate in an orientation day, often the second Tuesday of December. This may include a school tour, meeting fellow students and teachers, and taking part in special lessons and activities. Check with your local school for details.

BUDDY PROGRAM

Our Grade 6 students take on the responsibility of being a buddy seriously and enjoy supporting our prep students as learners and to become independent and confident in our school setting.



**All prep students are buddied up with a grade 5 or 6 student,
as part of the wellbeing & transition to school program.**



SCHOOL CAMPS:

Camps are part of our extra curriculum activities provided at the school. Currently, these consist of:

Grade 1:	An overnight stay at school
Grade 2:	3 day Camp to Lake Tyers
Grades 3-4:	3 day camp to Coolmatong or Healesville (two year rotation)
Grades 5-6:	4 – 5 day Camp to Canberra or Ballarat (two year rotation)

Please note that these may change in the future.



EXCURSIONS:



Excursions are arranged at reasonable intervals during the year to enable children to have first-hand contact with a variety of experiences. Parents can expect to be notified, in writing, well in advance of any proposed excursions and should understand that no child can be taken on an excursion unless written permission and authority to take emergency action in case of illness is received from that child's parent.

Grade 1&2 students enjoyed a history excursion to the New Works Lakes Entrance



TAPS Colour Run celebrating Harmony week



Students represent our school at assembly and community events.

CULTURAL STUDIES:

Children are introduced and study the cultures of their own country and other lands.

Biannually we celebrate harmony week with a whole school activity spreading the message of inclusion, acceptance and care for one another creating a mosaic of shared difference displayed in the school.



Students sending best wishes to Toorloo Olympian, Paige Barr who was a past student.

ADMINISTRATION

AREA SERVED:

The school is situated in Lake Tyers Beach Road near the Mill Point Road intersection and next to the Toorloo Arm Hall and opposite the Lake Tyers Beach Recreation Reserve. It provides schooling for children from Lake Tyers Beach, Lakes Entrance, Lake Bunga, Toorloo Arm, Mill Point, Fisherman's Landing and the Princes Hwy.

BUILDINGS AND SITE: MAJOR CHANGES AT TOORLOO ARM :

Our school consists of two main buildings with open learning spaces connecting adjoining classrooms. Our art room is a separate learning space and we have a large covered area for outside instruction.

CAR PARKING:

We urge all drivers to PLEASE obey the parking directions - if the parking area in front of the school is full, do not park your car in front of the fence and do not double park. We encourage parents to park in the Lake Tyers Beach Reserve and use the School Crossing. We feel sure that you will appreciate that the correct parking procedure is very important for the safety of our children and furthermore that parents should display much care and caution when transporting children to and from school. The school crossing links with the Walking Track/Bike Track from Lake Tyers Beach to our school.

SCHOOL COUNCIL:

The responsibility for administering school funds and supervising the use of school buildings and grounds is vested in the School Council which is composed of parents and teachers. The School Council is also concerned with the general activities of the school, the pupil's welfare and their education. The Council acts as a link between parents, the school and the Directorate of School Education and consists of nine (9) elected parents and two (2) teachers. The School Council also has the option to co-opt two (2) community representatives. In addition to the responsibilities mentioned above, it also has the power to enter into contracts for school maintenance and improvements. Elections for School Council are held in March. The Council meets once each month and meetings are open for anyone to attend. Parents are urged to contact Council members for information and assistance regarding school matters.

FINANCE:

Major expenditure items relating to the school are met by the School Council. An annual grant, calculated on formula, is paid to the school to cover buildings and grounds maintenance, school administration materials and requisites. School Council, as part of its financial management, attempts to keep costs to a minimum while providing adequate aids to learning. An annual voluntary contribution of \$250.00 per child, per year is requested to help support the cost of essential programs, including swimming lessons, arts performances and provision of materials and services.

PARENTS & FRIENDS CLUB:

The Parents' Club conduct monthly meetings and membership is open to all parents and members of the community. The role of the Parents' Club is to:

- provide for teachers and pupils aids and amenities additional to any provided by the Department of Education.
- co-operate with and assist the School Council,
- assist in the coordination of the activities of and to cooperate with all or any bodies or associations organised to promote the welfare of the school,
- stimulate interest in the school.

PUPIL SUPPLIES:

Pupil's books and supplies are provided by the school, as a result of voluntary contributions made by parents.

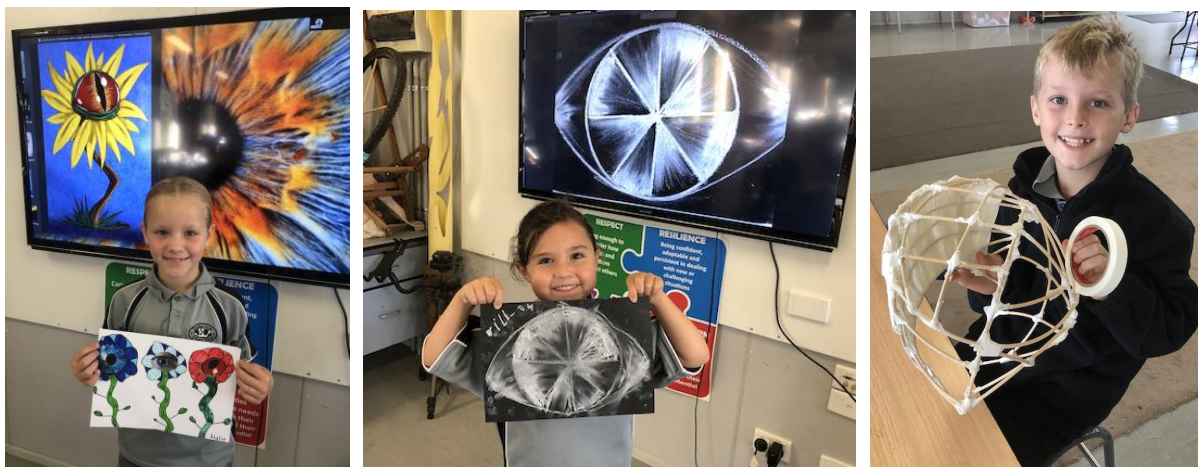
SCHOOL BUS:

Children who live on the Princes Highway (between the corner of Lakes Tyers Beach Rd and Nowa Nowa) can travel to school on the Lake Entrance Secondary College Bus. Check at the office for eligibility.

BICYCLES

Parents cooperation is sought in our efforts to ensure your child's safety when cycling to and from school. We have an undercover area to keep bikes and scooters out of the weather.

- By law, helmets must be worn.
- Lake Tyers Beach children are encouraged to use the bicycle track provided and must use the school crossing. Children must walk across the crossing with their bike and not ride.
- Bicycles should be well maintained with adequate safety features.



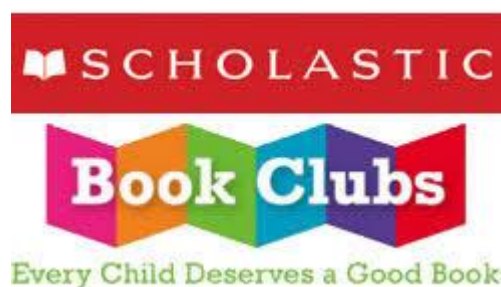
Budding Artists from TAPS

FUNDRAISING:

Parents' and Friends Club and School Council undertake fundraising activities to supplement school grants received from the Directorate of Education. The Parents Club have successfully raised a considerable amount of money each year and this is used to directly support the children through subsidising school camps, providing days out for the children and other activities.

BOOKCLUB:

The Scholastic Book Club operates at this school. At intervals during the year order sheets are distributed to the children on which are listed selected books which may be purchased at reasonable prices.



GENERAL INFORMATION

HOURS OF SCHOOL:

The school hours for pupils in all grades are from 9:00am until 3:15pm.

9:00am	-	11.00am	
11.00am	-	11.30am	Recess
11:30am	-	1:00pm	
1.00pm	-	1.45pm	Lunch
1:45pm	-	3:15pm	

School dismisses at 2:15pm prior to term vacations.

PUPIL ABSENCES:

The Department of Education and Training (DET) requires parents to supply to the school an explanation for the absence of any child.

IN CASE OF SICKNESS OR ACCIDENT:

In the event of any child receiving or needing medical treatment, parents will be advised. Where a child is injured and does not need medical attention, parents will be advised if it is believed that there is a possibility of delayed reaction or complication. Expenses incurred in seeking medical attention remain the responsibility of parents. The school has a student accident insurance policy that covers children 24 hours/day whether they are at school or home.

LUNCH TIME:

It is important that healthy eating habits are fostered at the school and we seek your support. Please include fresh fruit in your child's lunch and keep sweets to an absolute minimum. Only water is permitted in drink bottles.

TRANSFERS:

Children should not be enrolled at another school without an official transfer note. It is important that school records are kept up to date. If you intend moving from the school, please notify the school so that necessary reports and transfer notes can be prepared.



Staff and students celebrating book week.

GENERAL INFORMATION

SCHOOL ATTENDANCE:

School attendance is compulsory from age 6. Children who reach the age of 5 years on or before the 30th of April may be admitted. A birth certificate must be presented at time of admission. An immunisation certificate (issued by the Shire) will need to be presented on enrolment.

CONTACT WITH THE SCHOOL:

The address of the school is:

TOORLOO ARM PRIMARY SCHOOL,
315 LAKE TYERS BEACH ROAD
LAKE TYERS BEACH. 3909

Telephone: (03) 5156 5517
Email: toorloo.arm.ps@education.vic.gov.au
Web Site: <http://www.taps.vic.edu.au>

We also use the Audiri app and a Facebook page for communication.

When parents need to contact the school, we ask that they do so during the following times to avoid interruption to classes.

11:00am to 11:30am

1:00pm to 1:45pm

3:15pm to 4:00pm

Should parents wish to discuss a particular matter with a teacher they are asked to contact the office to arrange an interview time.

EMERGENCY CONTACTS:

Parent are asked to advise the school without delay of any changes in their own or their contact's address or telephone number. School records will be updated regularly.

REPORT OF PUPIL PROGRESS:

Individual student reports are written twice a year, at the end of term 2 and term 4.

Late in second term Parent/Teacher interviews are held. This enables staff/parents to discuss student progress and set goals to be worked towards for the remainder of the year. **Parent conversations are held with all parents in Term 1 to discuss how their child has settled into the new school year.** At any time throughout the year a parent may arrange an interview to discuss a pupil's progress.

SCHOOL UNIFORM:

School Uniform is compulsory. Our school uniform consists of the following:

- * Dress for girls
- * Black Polar fleece windcheater or zip up jacket with school emblem
- * Black windcheater with school emblem
- * Black tracksuit pants
- * Grey T-shirts with school emblem
- * Black basketball shorts or skorts
- * Sun Hat

Items of school uniform can be purchased through the school.

- **PLEASE NAME ALL ARTICLES OF CLOTHING.** Children should be encouraged to assume responsibility for their clothing and other belongings.
- **PLEASE NOTE THONGS MUST NOT BE WORN AT SCHOOL**

ILLNESSES

Home is the best place for a sick child. A sick child cannot work well and may be a danger to the other children. Ambulance cover is required as schools are no longer covered. Teachers can, upon request from parents, administer medication to children at school (please specify time and dosage).

A child must be excluded from the school if suffering from the following infections/diseases:

CHICKEN POX:	Until fully recovered. N.B. Some remaining scabs are not an indication for continued exclusion.
COVID 19:	Isolate for 7 days
MEASLES:	For at least 7 days from the appearance of the rash or until a medical certificate of recovery is produced.
GERMAN MEASLES:	Until fully recovered and at least 4 days from the (RUBELLA) onset of the rash.
WHOOPING COUGH: (PERTUSSIS)	For four weeks or until a medical certificate of recovery is produced.
HEPATITIS: (VIRAL)	Until a medical certificate of recovery is produced, or on subsidence of symptoms but not before seven days after onset of jaundice.
IMPETIGO: (SCHOOL SORES)	Until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressings.
PEDICULOSIS: (HEAD LICE)	Until appropriate treatment has commenced, supported when requested by a medical certificate.
RINGWORM:	Until appropriate treatment has commenced, supported when requested by a medical certificate.
MUMPS:	Until fully recovered.

Please advise the school of any medical or other factors that may affect the child's learning.

On occasions, children go home when they are not feeling well. They are expected to inform their teacher if they are not feeling well, in order that arrangements may be made for the parent to be notified.



TERM DATES FOR 2025

1ST TERM:

Wednesday 28th January – Thursday 2nd April

2ND TERM:

Monday 20th April – Friday 26th June

3RD TERM:

Monday 13th July – Friday 18th September

4TH TERM:

Monday 5th October – Friday 18th December



HONOURABLE MENTION
BIG BITE AWARD
Schools





Toorloo Arm Primary School
Lake Tyers Beach

PREPARATION FOR SCHOOL- PREP CLASS

Parents, would you please see if your beginner can do these things alone.

It will make his/her introduction to school life easier for him/her if he/she can:-

- Tie his/her own shoelaces or buckle sandals.
- Take off and put on hat and coat. Hang them up.
- Wash his/her face and hands.
- Address his/her own toilet needs. (This is MOST IMPORTANT)
- Repeat his/her name, address and phone number.
- Know how to care for books; to know the importance of clean hands before using any book.
- Know how to cross a road, if necessary, with maximum care.
- Pack up own belongings.

WILL YOU PLEASE:

1. Talk to your child about starting school, where he/she will meet new friends, play games, sing and make things.
2. **LABEL CLEARLY ALL POSSESSIONS** he/she will bring to school with Full Name - raincoats, hats, cardigans, pullovers, bags, cases, lunch containers and lids, plastic drink bottle, story books etc... Be sure to check from time to time whether the label is still intact and legible. Train your child to look after his/her own belongings.
We have a 'Lost Property Box'. If anything is lost, check this first. Un-named articles are disposed of on the last day of each term.

A loop for hanging will ensure that coats, etc. stay on pegs, lessening the likelihood of them becoming lost. **UNLESS ALL ARTICLES ARE NAMED, IT IS IMPOSSIBLE FOR TEACHERS TO FIND THE CORRECT OWNERS.**

3. Do not allow your child to bring to school expensive toys which may become lost or broken. We cannot accept any responsibility for these.
4. Send him/her to school on time each day and every day if possible.
Remember that young children like a routine free from undue tension.
5. Be at home when he/she arrives. If this is not possible, make an arrangement which he/she understands.
6. Instruct him/her regarding the dangers of:
MATCHES, CHEMICALS, PLASTIC BAGS
Take care that he/she does not bring to school articles which could cause accidents.
7. **WARN YOUR CHILD AGAINST:**
 - Loitering on the way home,
 - Visiting friends without permission,
 - GOING ANYWHERE WITH STRANGERS.

Toorloo Arm PS

2026 PREP TRANSITION PROGRAM

Dear Families,

Please find all you need to know regarding our kinder to school transition program happening this year.

Welcoming Parents Afternoon Tea

Tuesday 2nd September 4.00pm

At this session parents will meet the TAPS teaching team and be provided with additional information about our school and tips for helping your child with transition.

Childcare will be available to assist parents.

Transition Program

It would be terrific if you could assist your pre-schooler to participate in our school transition program as it is well researched that participation in these activities help to make the transition to school easier for your child. During these sessions parents are encouraged to bring their child to our prep room and once they have settled, leave the room, just like you do at kinder so children can fully experience what it feels like to be at school.

Transition Sessions

Friday 17th October 9.00-11.00

Please send along a snack so children can practise having playlunch at school, pack a hat for outside and a drink bottle is encouraged.

Friday 24th October 9.00-11.00

Please send along a snack so children can practise having playlunch at school, pack a hat for outside and a drink bottle is encouraged.

Friday 31st October 9.00-13.00

Please send along a snack so children can practise having playlunch at school, pack a hat for outside and a drink bottle is encouraged.

Friday 7th November 9.00-15.15

Please send along a snack and lunch so children can practise having playlunch and lunch at school, pack a hat for outside and a drink bottle is encouraged.

On all occasions we require parents to walk children to the prep room at the start of the session and collect children from the room at the end of the session.

- Children can wear school uniform if they have it although this is optional.
- Children are encouraged to bring along their school bag with their snacks inside.

The school would be happy to accommodate alternative visits by individual parents/ children if required. If you require any more information, please contact the school on 51 565517. We look forward to working in partnership with you next year.

Kind regards

Alli Hopkins

