

# Quarter Times

03 5929 2055

10 Morningside Blvd, Cranbourne West VIC 3977

[info@quartersps.edu.au](mailto:info@quartersps.edu.au)

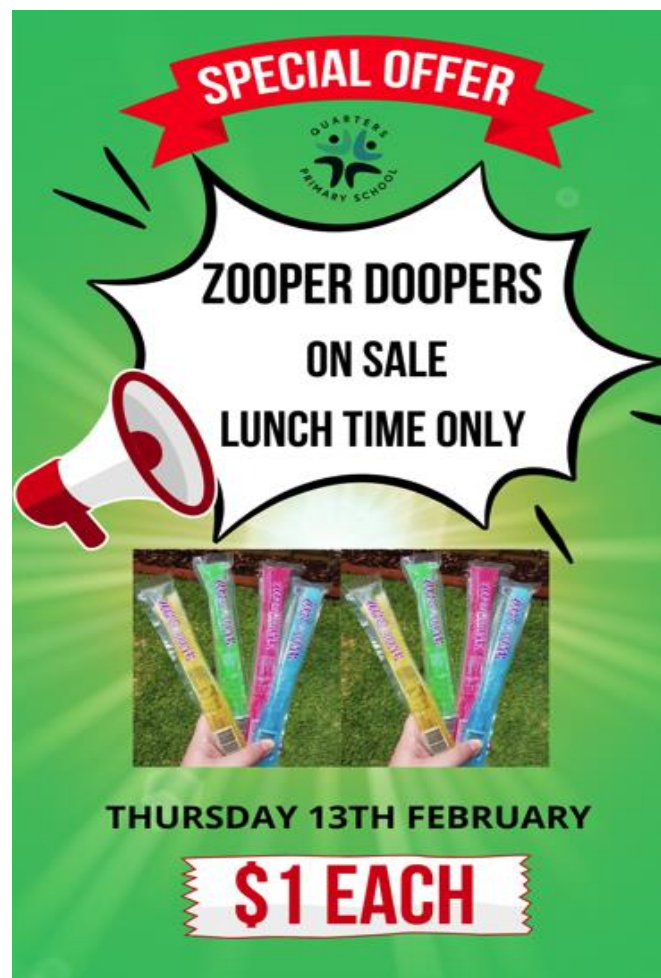
[www.quartersps.vic.edu.au](http://www.quartersps.vic.edu.au)



Issue 1: Thursday 6<sup>th</sup> February 2025

## Important Dates and Reminders:

Friday 7 <sup>th</sup> February	Whole School Assembly 2:30pm
Wednesday 12 <sup>th</sup> February	NO PREPS AT SCHOOL
Thursday 13 <sup>th</sup> February	Zooper Dooper Day - \$1.00



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## Principals Message

Dear Families and Carers,

Welcome to the 2025 school year. A very big shout out to our families for preparing their children to attend school in an organised way. It makes for such a smooth transition. Thank you for your efforts as the staff greatly appreciate the support.

The 2025 Preps have settled well and have shown that most of them are able to deal with the busyness of a school day. This is great achievement so early in the term. Our Prep teachers are very impressed.

Transitioning to school is a big event for both students and families. Please rest assured that your child is being offered opportunities to drink, eat and use the toilet/bathroom many times a day. We can't make them eat, drink or toilet but will make every effort to offer them time to do these things.

A gentle reminder not to pack too much food as it will come home again if not eaten. We are also a no rubbish school so any wrappers or containers will be sent home. Please name all school uniform on the inside and on very hot days jackets and jumpers are not needed.

Once again thanks for your support.

**Communication** is very important to ensure our community remain informed. Below are all the ways we offer information to families:

- Meet and greet at doors in the morning and after school dismissal – onsite\*
- SENTRAL app
- Weekly email from your teacher on the SENTRAL app
- Fortnightly newsletter – on the SENTRAL app and website
- Positive Chronicles – SENTRAL app
- Attendance text messages
- Phone calls
- Email
- Facebook page
- Flyers displayed around school
- Student Support Groups (not all students)
- Student Conferences (twice a year)
- Family Handbook (Prep Families)
- Fortnightly assemblies
- End of Day announcements onsite
- Calendar on SENTRAL app
- Academic Reports – SENTRAL app twice a year
- Parent Information Sessions (Prep 2026)

\*are only available for very quick chats during this time



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We try and give out information in a timely manner but please understand that sometimes due to unforeseen circumstances, dates/times may change or are confirmed later than we hope for.

Many families also receive regular emails and phone calls from our Student Wellbeing Team.

I hope families take advantage of the many communication forums to them informed. However, we can only offer the communication but it is up to families to read the information provided.

I also need to remind families of the following:

## STUDENT DETAILS AND AMBULANCE OR ACCIDENT INSURANCE:

- A reminder that the Department of Education and Training does not cover the cost of student accidents or ambulance. If your child requires treatment by an ambulance, the school will call for one and the cost will need to be covered by families. Families have the option to take out a personal ambulance subscription. Some valid health care or pension cards may cover ambulance usage. It is so important that the school has the correct contact details for each student so we can contact parents quickly if your child is injured and requires medical assistance.
- **Parent Dispute Policy (attached)** – the school cannot become involved or mediate any communication between parents. Please read the policy to understand what can and can't be done to support families experiencing parenting/family challenges.
- **Parent Code Of Conduct (attached)** – I hope this policy never needs to be enforced. A friendly reminder that staff come to school to be do their job and guide your children in their educational journey. Questions are always welcomed; however, it is the way questions are asked or the tone used that sometimes can create tension between families and schools. Please always ask the question to the right person who can provide the answers. Always use respectful language and remember to BE KIND. Staff and families work together for our students – your child. Unhelpful comments or conversations in the playground, on social media, chat platforms etc are not helpful and are unkind. Like we say to our students everyday – hands are for helping and use kind words. Please model this as well.

## ATTENDANCE:

- QPS has high expectations for our attendance. Students should be at school every day unless unwell. It is the parents' responsibility to inform the school of an illness/absence before 9:00 am on the day of absence/illness. QPS is setting a goal of reducing the number of absences at our school. Being at school every day means your child has every opportunity to learn and grow. Please phone, email or use the SENTRAL portal to notify of an absence.

## UNIFORM:

- The school uniform is compulsory and is available from PSW in Hampton Park. Tops require the logo. The school hat is a sunsmart hat and is the only acceptable hat. Black school shoes or runners are to be worn, except on your child's PE day, when they can wear their runners all day.

The office can help with some uniform requests through State Schools Relief, however the request needs to meet eligibility criteria.



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## PLAYGROUND SUPERVISION BEFORE AND AFTER SCHOOL:

- Please note these times:

Supervision before school is **from 8:45 am.**

After school is **3:15 – 3:30 pm**

Gates open at 8:30 am and although students enter, staff are not on supervision until 8:45 am.

Gates close at 3:30 pm daily to allow staff to attend after school meetings which start at 3:35 pm

Lots of information - thanks for taking the time to read the newsletter.

Have a great weekend, take care.

Liz Davey

Principal



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## Teaching and Learning News

### HOMEWORK

Currently we are in the process of reviewing our homework policy at Quarters Primary School and we will share this with the school community when it is completed.

The purpose of assigned homework tasks is to support student learning **and** wellbeing by:

- providing opportunities for students to review, revise and reinforce newly acquired skills
- providing opportunities for students to apply new knowledge
- encouraging students to enrich or extend knowledge individually, collectively and imaginatively fostering good lifelong learning
- supporting learning partnerships with parents/carers

The types of homework that students can engage in for homework are:

Maths:

- practicing their numeracy fluency goal
- counting forwards and backwards by 1s, 2s, 5s and 10s from any starting number (dependent on student level)
- ordering numbers
- practice writing numbers in words
- comparing the weights of objects in the house to see what is heavier and or lighter
- measuring things around the house to see what is longer or shorter

Literacy:

- reading take home readers daily
- reading for pleasure
- reviewing their favourite film or book
- writing a diary entry
- reading to your child

Wellbeing:

- playing with friends
- community sport
- yoga
- mindfulness colouring/drawing
- breathing exercises

Other ideas:

- completing science investigations
- making or designing an artwork
- practising and playing musical instruments
- practising sports skills
- researching topics associated with inquiry unit
- planning and cooking food, including following a recipe
- helping to plan a day trip or holiday, including timings, directions and costs
- growing plants



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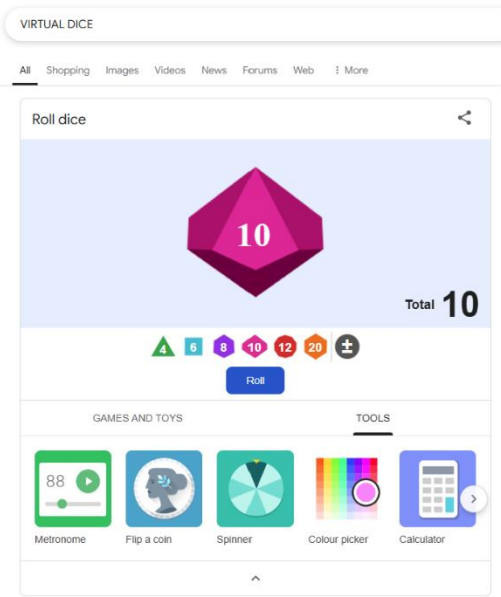
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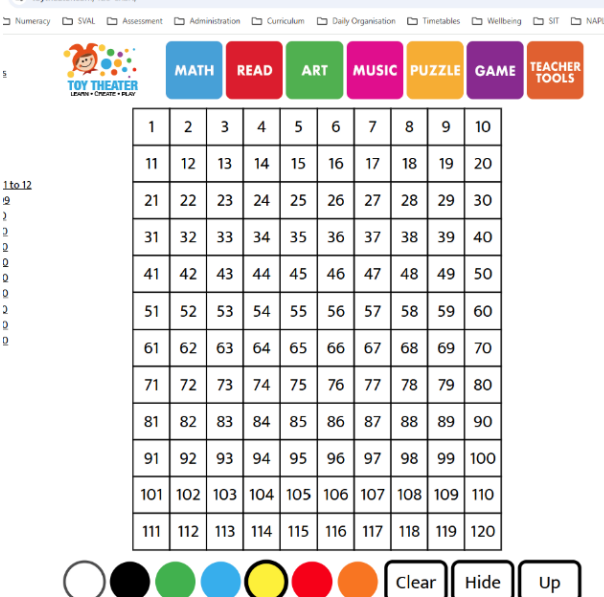
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Please ensure you read the email that the class teachers send each week which outlines the topics they will be covering. Students are fatigued at the end of a busy school day so small bursts of activities spread over the week will be more effective than spending a long time each night doing homework. The evidence suggests that this is not helpful, particularly for primary school students.

## HOMEWORK IDEAS FOR PLACE VALUE

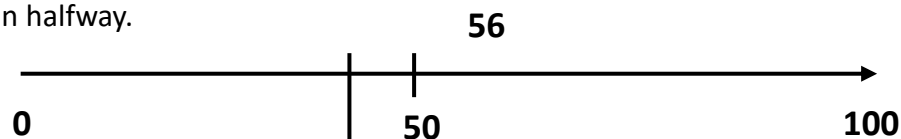
What you can do at home to add value to what students are learning at school about place value...





Using dice generators and interactive hundreds charts are great tools to support the development of place value skills. Some activities you can do at home using these tools are:

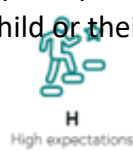
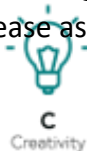
- roll 10-sided dice and generate 3 numbers eg. 56. 44. 68
  - put these numbers in order from smallest to largest
  - write these numbers in words
  - sequence the numbers on an open number line and use place value language to talk about why the numbers were placed on the line eg. 50 is half of 100 so 56 would be a little bit further along than halfway.



- Use the 120 chart to practice counting forwards and backwards by 1s, 10s and 100s using place value knowledge not fingers to count.

Eg 24 has 2 tens and 4 ones – 10 more is 1 more ten. If the number has 2 tens, 1 more ten is 3 tens so therefore 10 more than 24 is 34 because I know that one more ten is 3 tens and my ones place does not change.

It is really important to initially have the 120 chart available to support the development of this concept. It is also important to not always start at 0 but all different numbers. Depending on where a student is on in their learning journey, they might be working with 1-digit, 2-digit, 3-digit or 4-digit and higher numbers. Please ask your child or their teacher what numbers they are working with.



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## Wellbeing and Inclusion News

### Building Resilience

Welcome back to our students and families for the 2025 school year! It has been wonderful to welcome our students back to school and to hear about their summer break adventures. A special warm welcome to our Prep students and families.

While beginning school for the first time or returning for a new school year can be an exciting time, it can also bring about feelings of uncertainty and anxiety. As parents, you play a crucial role in supporting your child to navigate these feelings of uncertainty. These resilience building tips aim to develop a child's ability to adapt to change and manage uncomfortable feelings when faced with times of uncertainty.

Tip	Description	How it Builds Resilience
<b>Encourage Problem-Solving</b>	Help your child find solutions to challenges instead of immediately solving it for them.	Develops critical thinking and the ability to overcome obstacles independently.
<b>Model Positive Coping Strategies</b>	Demonstrate healthy ways to handle stress and setbacks, like taking deep breaths or problem-solving.	Teaches emotional regulation and how to handle adversity with a positive/growth mindset.
<b>Promote Growth Mindset</b>	Praise effort and emphasize that failure is a part of learning.	Helps children view challenges as opportunities for growth rather than setbacks.
<b>Foster a Supportive Environment</b>	Create a safe, nurturing space where your child feels emotionally supported and valued.	Builds emotional security, knowing they have a reliable support system.
<b>Set Realistic Expectations</b>	Encourage your child to set achievable goals and understand it's okay to not be perfect.	Helps build self-confidence and reduces fear of failure.
<b>Encourage Independence</b>	Allow your child to make age-appropriate decisions, take on responsibilities, and manage minor risks.	Builds confidence and a sense of control over their life.
<b>Teach Perseverance</b>	Celebrate small successes and encourage persistence in the face of challenges.	This instills the idea that success comes through effort and persistence.
<b>Validate Emotions</b>	Acknowledge and empathize with your child's feelings, even when they are upset or frustrated.	Helps children process emotions in healthy ways, creating emotional resilience.
<b>Promote Social Skills</b>	Encourage your child to form friendships and handle social situations, including conflicts.	Strengthens their ability to navigate social challenges, increasing self-esteem.
<b>Provide Consistent Routines</b>	Establish and maintain regular routines, especially around sleep, meals, and activities.	Creates consistency and a sense of security, helping children cope with uncertainty.



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## ACE Foundation



### A fantastic opportunity for families!

Quarters Primary School is very fortunate and excited to share that the ACE Foundation will continue to support our school community in 2025.

The **ACE** Foundation is a NOT-FOR-PROFIT Foundation. The Chair, Dr Leon Shapero established the **ACE** Foundation in 2014. He has worked in Cranbourne as a GP Obstetrician since 1987 and has close ties with local schools.

The ACE Foundation is pleased to inform families that if your child requires glasses, they are eligible to receive **ONE** pair for **FREE** during their primary school journey.

Call any of the centres listed below to make an appointment for your child to receive a bulk-billed comprehensive eye examination. If your child requires glasses, parents are required to fill out a voucher/consent form which can be collected from the school office. This voucher/consent form can then be taken back to the optometrist, and you'll be able to choose one pair of glasses from a specific range. The ACE Foundation will fund the glasses if you produce the voucher/consent form.

There is **NO COST** to families.

Ning Chan  
**Cranbourne Vision Care**  
111 High Street  
Cranbourne Vic 3977  
Tel: 5996 6993

Marvin Janet  
**Eyecare For Kids**  
Suite 5/26-28  
Verdun Drive, Narre  
Warren Vic 3805  
Tel: 9972 2722

**Pakenham Optical**  
120 Main Street  
Pakenham Vic 3810  
Tel: 5941 2277

Marvin – Eyecare for Kids  
**Wellness On Wellington**  
1101 Wellington Road  
Rowville Vic 3178  
Tel: 9972 2722

**Hampton Park Optical**  
Suite 1, 1 Corner Stuart Ave &  
Fordholm Rd  
Hampton Park Vic 3976  
Tel: 9702 8187

Dean Harborne  
**Berwick Optical Centre**  
Shop 8, Loveridge Walk  
Berwick Vic 3806  
Tel: 9707 3974

**Eden Rise Optical**  
Eden Rise Shopping Centre  
Shop 9/1 O'Shea Rd &  
Clyde Rd Berwick 3806  
Tel: 8786 8088

**Casey Optometrist**  
Shop 105,  
400 Narre Warren – Cranbourne Rd  
Narre Warren South Vic 3805  
Tel: 9705 2058

Dr Amin Ali  
**Lynbrook Optical**  
Lynbrook Village Shopping Centre  
15/75 Lynbrook Boulevard  
Lynbrook Vic 3975  
Tel: 9702 9118

**Please Note:** To ensure the consent/voucher form is valid you must obtain the school stamp, and a signature form a member of the school Leadership team. Vouchers will **NOT** be accepted by optometrists outline above without the endorsement of the school.



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## Attendance and Uniform

As we start a new year and a new academic term, children are encouraged to make 100% (or as close to 100%) school attendance as their New Year's resolution and make every day count.

Regular school attendance will give children the very best start in life, providing opportunities to learn, develop and succeed.

Become a **HERO** in 2025!  
Here, Everyday, Ready to Learn  
and On time



LEARNING TIME BEGINS AT 9.00AM at QPS.



It is important for students to arrive at school by 8.50am each day so they can put their bag away, change their reading book and have their name marked on the roll, before learning time starts at 9am.

Students arriving late miss out on valuable learning time and cause disruptions when they arrive to class late. Classrooms are open from 8.50 am for students to get organized for their day.

Sometimes arriving late at school can't be avoided, due to early morning appointments, traffic chaos or the occasional alarm clock that hasn't gone off etc. In these instances, it is important for students to remember to go to the office on their way to class for a late slip. Students who are late must go to the office to be marked as arriving at school.

Quarters Primary School encourages all parents/carers to work in partnership with the school in order to achieve excellent attendance and punctuality so that each and every learner has the opportunity to achieve their very best. #ACHIEVE



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## Become a **HERO** in 2025! **Here, Everyday, Ready to Learn and On time**

How can you help your child achieve the best attendance possible?

- Allow plenty of time to get ready in the morning and have breakfast before leaving for school.
- Allow plenty of time to get to school - if you are late, please bring your child to the School Office.
- Have a bedtime routine so that they have a good night's sleep.
- Please do not keep your child off school if they have a minor ailment such as a cough, cold, runny nose, sneezing or sore throat.
- Children should be kept home for 48 hours from the last episode of vomiting and diarrhoea.
- If they are unable to attend school, please ring the school office by 9.15am to give details of the absence, otherwise, your child's absence will be recorded as unauthorised.
- If making a routine appointment for the dentist/ doctor, please make it out of school hours, or during school holidays.
- If parents/carers have an appointment, please try to arrange for another suitable adult to collect your child(ren) so they stay at school till the end of the school day.
- Talk to our wellbeing Team. We are here to help. If you are having any difficulties that are affecting your child's attendance at school, please come and talk to us as soon as possible so we can help you.
- Take your family holidays in school holiday time, missing valuable learning time can have a big impact on your child's education.

Every school day counts, but every minute is equally important.



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## Uniform

It is so impressive to see majority of our students are wearing correct full school uniform and have their hats every day!

Wearing school uniform is compulsory at Quarters Primary School. Wearing a uniform develops a sense of belonging and promotes equality in our learning community. All learners proudly wearing the uniform helps set a positive tone for our school culture.

We ask learners and families to assist in maintaining the 'uniform blitz' by ensuring you are prepared for your school day the night before. Thank you to everyone who has supported us in our 'uniform blitz'

### Jewellery and cosmetics

Students are not permitted to wear decorative jewellery to school. Stud earrings and sleepers worn in the ears, and watches, are the only acceptable jewellery.

Our uniform policy is available to view on the Quarters Primary School Website. If you are experiencing any difficulty in purchasing uniform, please come and speak with our friendly office staff.

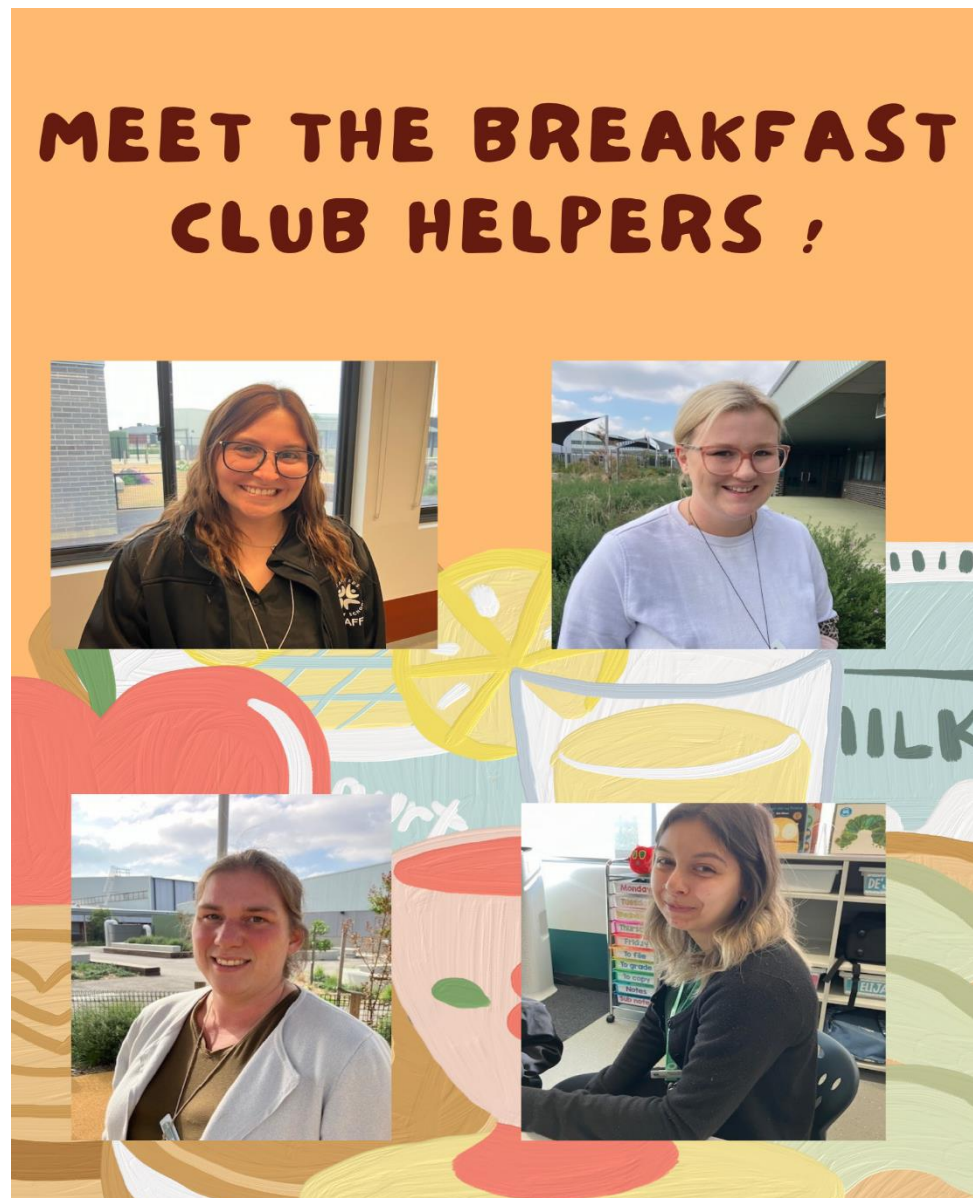


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## Breakfast Club: Start Your Day Right Away!

Our Breakfast Club program is open to all learners and staff, allowing every member of the QPS community to access the most important meal of the day with their peers! QPS breakfast club welcomes learners from 8:10am-8:40am on Tuesdays and Thursdays. School Breakfast Club provides a healthy breakfast for learners to have a positive start.

Research shows that one in seven children arrive at school without eating breakfast, which can affect their learning and attendance. The Breakfast Club program is managed by Foodbank Victoria, the largest food welfare agency in Australia. Foodbank Victoria delivers healthy, free food supplies to participating schools, enabling school breakfast clubs to run during the week. Our school has been privileged to be a part of School Breakfast Club since last year and again this year in 2025.



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## INTRODUCING THE

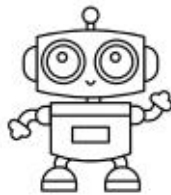


### Digi Tech

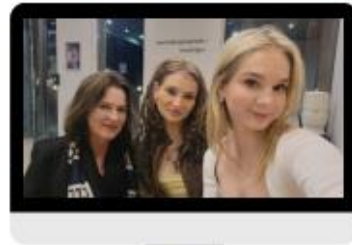


Hi Quarters Community, my name is De Gilliland [Ms. G or Mrs. Digi Tech] and I have the privilege of teaching your students Digi Tech in 2025. I have been a primary school teacher since 2013 and a Digi Tech specialist since 2020.

This is my second year at Quarters and I hope to share my love of tinkering with robotics, exploring and coding algorithms, making iMovies, exploring data and improving student confidence when navigating common ICT platforms with your children this year!



A little about me: I have two beautiful daughters. Skye is 21 and is finishing her Diploma of Community Services at Tafe this year. Leah is 19 and embarking on her 2nd year at Deakin University studying Nursing and Midwifery. I'm so proud of all they have achieved, they inspire me to continue innovating curriculum to engage the next generation of young minds. We also adopted a cute little ginger bundle two years ago, our cat Simba! He keeps us on our toes with his curious nature... he is always getting up to mischief!



When I'm not in the classroom I love to read, to get out and explore Melbourne and all it offers culturally... and sometimes I even manage to escape into the cinema to watch a good movie. I'm a die-hard Geelong Cats supporter, and during footy season I get to games whenever I can.

If you see me out in the yard, please don't hesitate to come and say hi!

## SPECIALIST TEAM 2025



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### The Arts

Hello to our families and community! My name is Sarah Sullivan, and I explore the arts with your children, here at Quarters Primary School. In any given year, it could be visual arts, performing arts, media, music and dance or a combination of the above that I do at school. I have had the privilege of being here at Quarters since the day we officially opened our doors and have seen some beautiful art and amazing concerts performed in that time. I aim to get a whole range of experiences and materials explored with the students and that could mean anything from drawing, painting and making, to moulding clay, stitching fabric or printmaking.



About me: I live at home with my husband, Simon, my 3-year-old daughter, Gracie and our little Yorkshire Terrier, Teddy. Gracie is going into 3-year-old kinder soon and she is very excited, although I'm feeling a little shocked that she is nearly 4 already! Teddy is very much my shadow around my house and as little as he is, he has an enormous personality! Gracie likes helping me prepare for my art classes and had a great time sorting out your pencils into colours before we put them in tubs before bringing them to school.

When I am not being creative in the classroom, I like being creative at home! I've tried just about every craft I can think of and love them all, from creating miniature 1/12th scale scenes to crochet, scrapbooking and quilting. Other than that, I really enjoy a good puzzle, from Sudoku right up to escape rooms and I love working with my brain and learning new things. I may reach out during the year to ask for donations for the art room or parent helpers for art and costumes for the concert.

I would love to hear from you, Quarters community!



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## Specialist News – Digi Tech



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📍 10 Morningside Blvd, Cranbourne West VIC 3977  
✉ Quarters.ps@education.vic.gov.au  
🌐 www.quartersps.edu.au

29<sup>th</sup> January 2025

Dear Families,

Quarters Primary School's vision is to develop curious and resilient life-long learners through positive learning pathways. We aim to provide an inclusive and safe environment, where high expectations encourage independence, excellence, responsibility, and respect for others.

We feel passionate about educating children in ALL areas of learning so that they can navigate the world successfully. We must give an equal amount of attention to guiding children in their use of technology, particularly in the social world so that they can become successful digital citizens and cope in a rapidly changing world.

At Quarters Primary School we run a Digital Technologies specialist program, in addition to the use of Laptops and iPads in the classroom to support and engage student learning. Therefore, we recognise the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

Please see Quarters Primary School's ICT Acceptable Use Agreement attached to this letter. It applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

Please read the rules carefully with your son/daughter, they will be signing a copy of this at school with their teacher. Please retain this document for your future reference. If, for whatever reason, you would like your child to 'opt-out' of this agreement you will need to contact the school. If your child does not sign the user agreement, they will not be able to be given access to log onto the school network or use digital technologies for publishing their work, for research or for any other purposes during school hours.

If you have any concerns about this agreement, please contact the Principal on (03) 5929 2055. For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/guardians call Parentline 132289 or visit <http://www.esafety.gov.au>

Kind regards

Demelza Gilliland  
Digital Technology Classroom Teacher & Specialist PLC Leader



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## Digital technology at Quarters Primary School



### Information for parents

#### Our commitment to the responsible use of digital technology

At Quarters Primary School we are committed to building a culture of respect and responsibility. We show this in the way we use technology and interact online. We teach our students about responsible digital behaviours, including how to recognise and respond to online dangers and threats. We support students to develop the digital skills they need to make a positive impact in the world. We are intentional and discerning about our integration of digital tools into the curriculum, providing rich, interactive and personalised experiences, while ensuring a balance with offline learning opportunities.

#### What we do

	<b>We set clear expectations</b> <ul style="list-style-type: none"> <li>We have clear expectations about appropriate conduct using digital technologies.</li> <li>Our <a href="#">Mobile Phone Policy</a> outlines our school's expectations relating to students using mobile phones during school hours.</li> <li>We have clear and appropriate consequences when students breach these expectations, in line with our <a href="#">Student Safety and Wellbeing Policy</a>.</li> </ul>
	<b>We teach appropriate conduct</b> <ul style="list-style-type: none"> <li>We teach our students to be safe, intentional and responsible users of digital technologies, including age-appropriate instruction on important digital issues such as cybersafety and cyberbullying.</li> <li>We are an <a href="#">eSmart School</a>.</li> </ul>
	<b>We partner with families</b> <ul style="list-style-type: none"> <li>We work with parents and carers to understand the digital technology-related issues they are facing at home.</li> <li>We support them with information and tools that help.</li> </ul>
	<b>We provide access to technology</b> <ul style="list-style-type: none"> <li>We provide access to educational software for students to use.</li> <li>This acceptable use agreement applies to all digital technologies and the internet including (although not limited to):                             <ul style="list-style-type: none"> <li>✓ email and instant messaging (e.g. Gmail, Outlook)</li> <li>✓ internet, intranet (e.g. Google, Math, Literacy, Touch Typing and Coding based Websites)</li> <li>✓ social networking sites (e.g. Edmodo, Seesaw)</li> <li>✓ video and photo sharing websites (e.g. YouTube, ClickView)</li> <li>✓ blogs or micro-blogs (e.g. Edublogs)</li> <li>✓ forums, discussion boards and groups (e.g. Google Classroom)</li> <li>✓ wikis (e.g. Wikipedia), vod and podcasts</li> <li>✓ video conferences and web conferences (e.g. Zoom, Webex)</li> <li>✓ robotics equipment and coding apps (e.g. Minecraft Education, Kodable)</li> <li>✓ cloud services such as Office 365 and Google Suite.</li> </ul> </li> <li>We create student email accounts which are non-identifiable.</li> </ul>
	<b>We supervise digital learning</b> <ul style="list-style-type: none"> <li>We supervise students using digital technologies in the classroom, consistent with our duty of care. For example:                             <ul style="list-style-type: none"> <li>○ school owned ICT devices (e.g. laptops, printers, iPads)</li> </ul> </li> <li>We use clear protocols and procedures to protect students working in online spaces.</li> </ul>
	<b>We take appropriate steps to protect students</b> <ul style="list-style-type: none"> <li>We provide a filtered internet service to block inappropriate content. Full protection from inappropriate content cannot be guaranteed, however, we have processes to report and act on inappropriate content.</li> <li>We may access and monitor messages and files sent or saved our network, if necessary and appropriate.</li> </ul>



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## Digital technology at Quarters Primary School



	<p><b>We appropriately manage and respond to online incidents</b></p> <ul style="list-style-type: none"> <li>We work to prevent, respond, and learn from issues or incidents relating to the use of digital technology, including cybersecurity incidents, cyberbullying and risks to child safety.</li> <li>We refer suspected illegal online acts to the police.</li> </ul>
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### How parents and carers can help

Learning about technology and its impacts doesn't stop at the school gate. Below are our suggestions for ways you can support your children to responsibly use digital technology.

	<p><b>Establish clear routines</b></p> <ul style="list-style-type: none"> <li>Talk to your child about expectations including when, where, and how digital devices can be used at home, ensuring these rules are age-appropriate and consistent. These can include: <ul style="list-style-type: none"> <li>Requiring devices to be used in a common area, such as a living room or kitchen</li> <li>Setting up a specific area for charging devices overnight, away from bedrooms, to promote better sleep hygiene.</li> </ul> </li> <li>Be present when your child is using digital devices, especially for younger children who may not yet understand online risks.</li> </ul>
	<p><b>Restrict inappropriate content</b></p> <ul style="list-style-type: none"> <li>Use built-in parental controls on devices and apps to help manage their device access and restrict inappropriate content, including apps and websites that are not suitable for their age group.</li> <li>Consider restricting the use of non-educational apps and apps with addictive game mechanics (e.g. rewards, badges, limited exit options).</li> <li>For more information see <a href="#">eSafety Commission advice for parents – Are They Old Enough?</a></li> </ul>
	<p><b>Talk about online safety</b></p> <ul style="list-style-type: none"> <li>Talk with your child about the importance of protecting personal information and recognising online scams.</li> <li>Encourage your child to talk to you or another trusted adult if they feel unsafe online. <ul style="list-style-type: none"> <li>Bullystoppers Parents (<a href="https://www.vic.gov.au/bullying-information-parents">https://www.vic.gov.au/bullying-information-parents</a>)</li> </ul> </li> </ul>
	<p><b>Model responsible and balanced technology use</b></p> <ul style="list-style-type: none"> <li>Encourage a healthy balance between screen time and offline activities, especially outdoor unstructured play and time with friends and family, face-to-face. *</li> <li>Demonstrate responsible and balanced tech use in your own daily routine to set a good example for your child.</li> </ul>
	<p><b>Work with us</b></p> <ul style="list-style-type: none"> <li>Let your child's teacher know about concerns you have regarding their technology use</li> <li>Keep informed about what your child is learning at school, so you can help reinforce positive messages at home.</li> </ul>

\*Australia's physical activity and sedentary behaviour guidelines include the following recommendations for children between 5-17 years-old regarding sedentary recreational screen time:

- no more than 2 hours of sedentary recreational screen time per day
- avoiding screen time 1 hour before sleep
- keeping screens out of the bedroom.

Source: Australia's physical activity and sedentary behaviour guidelines, <https://www.health.gov.au/topics/physical-activity-and-exercise/physical-activity-and-exercise-guidelines-for-all-australians-the-children-and-young-people-5-to-17-years>.

### Support for parents and carers

To learn more about how to support the safe, intentional and responsible use of digital technologies at home, the eSafety Commissioner provides [resources for parents](#), and outlines available [counselling and support services](#).



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## Digital technology at Quarters Primary School



### Information for Students

#### What we expect

Below are our expectations of students at [Quarters Primary School](#) when using digital technologies.

<p><b>Be safe</b></p> 	<p><b>At Quarters Primary School, we protect personal information and keep safe online.</b></p> <p>This means I:</p> <ul style="list-style-type: none"> <li>• am aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online</li> <li>• will protect my friends' information in the same way as my own</li> <li>• will protect my passwords and will not share them with anyone except my parent</li> <li>• will not use someone else's username and password</li> <li>• will only ever join spaces with my parents or teacher's guidance and permission</li> <li>• will not answer questions or post identifiable information about myself without asking a trusted adult first</li> <li>• will restrict the personal information I post online, including images and videos.</li> </ul>
<p><b>Be respectful</b></p> 	<p><b>At Quarters Primary School, we are kind and show respect to others when using technology.</b></p> <p>I do this by:</p> <ul style="list-style-type: none"> <li>• always thinking and checking that what I write or post is polite and respectful</li> <li>• being kind to my friends and classmates and thinking how the things I do or say online might make them think or feel</li> <li>• working to stop bullying. I don't send mean or bullying messages or pass them on to others</li> <li>• creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator</li> <li>• only taking photos or recordings of others when they are aware and have given us permission to do so</li> <li>• seeking permission before sharing others' information online.</li> </ul>
<p><b>Be responsible</b></p> 	<p><b>At Quarters Primary School, we are honest, handle technology with care and follow the school rules.</b></p> <p>I do this by:</p> <ul style="list-style-type: none"> <li>• stopping to think about what I post or share online</li> <li>• using spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help</li> <li>• protecting my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information</li> <li>• not deliberately searching for something rude or violent</li> <li>• turning off or closing the screen if I see something I don't like and tell a trusted adult</li> <li>• not interfering with devices, school systems, or other students' work</li> <li>• holding equipment with 2 hands and handling with care</li> <li>• not eating or drinking around the equipment and have clean hands</li> <li>• never leaving my equipment unattended on the floor</li> <li>• being careful with the equipment (e.g. gentle when tapping the screen or keyboard)</li> <li>• notifying a teacher of any damage or action required on my device</li> <li>• only using the app, website or program I've been asked to use</li> <li>• turning off my iPad screen or shutdown my laptop if instructed to do so</li> <li>• starting and shutting-down the laptops correctly</li> <li>• not showing others if I find anything that upsets me, is mean or rude, or things that I know are not acceptable at our school. I will turn off or minimise the screen and get a teacher straight away</li> <li>• not downloading or using inappropriate programs like games</li> <li>• not using technology to cheat or steal, and always acknowledging when I use information sourced from others</li> <li>• turning off and securely store my mobile phone at the office during school hours</li> <li>• ensuring a healthy balance between screen time and offline activities at school.</li> </ul>



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## Digital technology at Quarters Primary School



### Ask for help



At **Quarters Primary School**, we ask for help if we feel unsure or see something inappropriate.

I do this by talking to a teacher or a trusted adult if:

- I feel upset, uncomfortable or unsafe
- I see others participating in unsafe, inappropriate, or hurtful online behaviour
- I notice any damage to school technologies
- I need help understanding about a digital tool or how it can be used
- someone is unkind to me or if I know someone else is upset or scared.

### Support for students:

The e-safety commissioner's [eSafety kids](#) page has helpful information to help you stay safe online.

*Students are encouraged to speak with their parents or teachers prior to signing this agreement if they don't understand what it means, or if they have questions they would like to discuss.*

## Student Agreement

\_\_\_\_\_  
(Student name)

I understand and commit to uphold the expectations on me as a student at **Quarters Primary School** when using digital technology.

I will do my best to:

- **be safe** to protect personal information and keep safe online
- **be respectful** and kind to others when using technology
- **be responsible** by demonstrating honesty, handling technology with care and following the school rules
- **ask for help** if I feel unsure or see something inappropriate.

I will continue to learn about how to use digital technology in a safe and responsible way. I understand that if I break these rules the school may need to tell my parent/carers and appropriate consequences will be put in place. These consequences may include a meeting with my parents/carers and/or ICT privileges being confiscated or limited for a period of time.

\_\_\_\_\_  
(Student's signature)

\_\_\_\_\_  
(Date)



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## Minecraft Education

Information for Parents and Carers



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## Minecraft Education

### Information for Parents and Carers

This guidance is for parents and carers of students who are using the Victorian Department of Education's (the department) provision of Minecraft Education.

#### What is Minecraft Education?

Minecraft Education is a rich, open collaboration and learning platform curriculum-based learning while encouraging students to think for themselves and collaborate with peers to transform their learning.

Minecraft Education is provided as a tool for Victorian students to help:

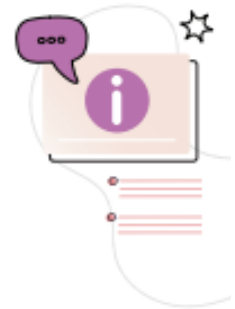
- build skills in particular subjects such as science, technology, engineering and mathematics (STEM), history, geography and coding
- engage in virtual learning experiences that directly link and expand on the subjects being taught in the classroom
- students be 'digital citizens' through the use of an online system where they need to work together to solve problems
- promote creativity, problem solving and critical thinking

#### How is this different to my child playing Minecraft at home?

Minecraft Education has been specifically created to be used in educational settings. A clear learning objective is required for successful experiences in Minecraft Education. Access to the game is teacher-led with teachers having access to additional functionality that allows them to control the world – including locking down areas and the ability to move student avatars.

#### How is my child safe while playing Minecraft Education?

Access to Minecraft Education is through the student's department username and password. The department has conducted a Privacy Impact Assessment (PIA) on M365 which covers usage of Minecraft Education. Outside server access has been completely removed from the game, ensuring that the connections students can make in Minecraft Education are only with other students and teachers with a department login.



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## Privacy information and personal data collection

### What personal information will be collected and why?

Minecraft Education collects and uses information about students in order to register them as users and to allow your child to use the system effectively. The following table tells you what information is collected and why.

Whose and what information	Why this information is collected
Student department username	To gain access
Student department email address	To gain access
Student created content	For assessment

In addition to the above, where appropriate and permitted or required by law, school staff or service providers may access information for other purposes e.g. for the provider to provide technical support.

### How does the department and your school protect personal and other information?

We will ensure that information is handled in accordance with the school's policies including: [Schools' Privacy Policy](#), [Cybersafety and Responsible Use of Digital Technologies Policy](#) and [Digital Learning in Schools Policy](#). These detail how we expect online learning systems, including Minecraft Education, to be used at school and at home.

We will manage your child's information, including how it is stored and how long it is kept, in accordance with the department's [Record Management Policy](#) for schools.

We will help your child to use Minecraft Education safely by providing them with technical support or any other assistance that they require. You can assist by following guidance provided by your child's school about expected behaviours when engaging in digital learning activities.

Information about how Microsoft 365 handles personal information can be found in their [privacy policy](#).

### Data location

Microsoft 365 stores your child's data in data centres across Australia.



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## Safety

### How is my child protected when using online products?

The department ensures that the use of digital technologies in schools supports and enables student learning, and is safe, balanced and appropriate. Accordingly, the department's Minecraft Education licence ensures that students are protected from unauthorised contact.

Students will not receive advertising or marketing material through their Minecraft Education account. Students will not be contacted directly by Minecraft Education or their affiliates. Should you or your child be contacted by someone claiming to be from Minecraft Education or affiliated companies, you should contact your child's school immediately.

### How can you help protect your child's information?

- Keep your child's password safe and do not share it with others.
- Monitor your child's use of technology and Minecraft Education at home.
- Contact your child's school regarding any concerns you may have with their use of Minecraft Education.

### Students can safely share and save school related work. This includes:

- Class presentations
- Conversations about classwork or assignments
- School related contact details
- Class related media – videos, photos, audio, document files
- Whiteboard notes

### Students should not share personal or sensitive information about themselves or other students or their teachers online. This includes:

- Personal mobile or home phone numbers or home address, including that of other students
- Personal photographs and video clips unrelated to schoolwork
- Sensitive information such as health details including that of other students
- Bank account details
- Information that could be used to discriminate against the student or another including information about racial or ethnic origins and/or religious beliefs.

We encourage parents and carers to visit the [eSafety Commissioner website](#) where there is helpful advice to ensure children have safe, enjoyable experiences online.

### What if you have questions?

If you have any questions or concerns regarding Minecraft Education, please contact your child's school to discuss.



# Quarter Times

## Parent Disputes Policy



### Help for non-English speakers

If you need help to understand the information in this policy please contact the office on 5929 2055 or email [quarters.ps@education.vic.gov.au](mailto:quarters.ps@education.vic.gov.au)

### PURPOSE

The purpose of this policy is to explain to the Quarters Primary School community how our school will approach disputes that may arise between parents in relation to decisions about a student's education.

### SCOPE

Quarters Primary School acknowledges and welcomes all family structures and parenting arrangements, including single parents, step parents, same-sex parents, co-parents and informal carers. We also recognise that parents and carers play an invaluable role in a child's learning and wellbeing by being actively involved in school life.

While acknowledging that a range of people may be involved in providing care for students at our school, this policy only relates to disputes between a student's parents or persons with parental responsibility under a court order.

#### Informal carers

Quarters Primary School understands that there may be families in our school community where students are being cared for by a relative or other adult, rather than their parents.

In these circumstances, in order to allow these carers to work with Quarters Primary School and make decisions about the student's education, we may ask carers to complete an Informal Carer Statutory Declaration Form. This is a written statement that sets out the care arrangements for the child.

Generally, an informal carer who has provided the school with a completed Informal Carer Statutory Declaration may make school-based decisions for the student and may access school information ordinarily provided to a parent.

### POLICY

#### Decision-making and parental responsibility

Parental responsibility is defined as all of the duties, powers, responsibilities and authority, which, by law, parents have in relation to their children. Each parent of a child under 18 years of age has parental responsibility for his or her child unless this responsibility is varied by a court order or parenting plan.

When a decision relates to a major long-term issue for a student, Quarters Primary School will generally seek to approach both parents, or those who have parental responsibility, in relation to that decision (where those parents are known to and are in contact with the school).

For day-to-day decisions, Quarters Primary School will generally approach the person with whom the student is living with or residing with on that day.



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Parents can find more guidance on how the school will manage decision making for students in the Department's policy on '[Decision Making Responsibilities for Students](#)'.

## Family Law Act Orders and Care Arrangements

Parents are responsible for providing Quarters Primary School with up-to-date information and documentation relating to:

- Family Law Act Orders
- parenting plans
- informal arrangements that are in place in respect of students our school

It is not the responsibility of school staff to monitor or to enforce Family Law Act Orders (or other parenting or care arrangements) for students.

## Intervention Orders

Quarters Primary School understands that some families may have Family Violence Intervention Orders in place.

Parents are responsible for providing Quarters Primary School with up-to-date information and documentation relating to Intervention Orders and should contact the Principal or delegate to discuss how staff can best support students in these circumstances. Should your Intervention Order be changed or varied, it is important that you inform the Principal or delegate and provide any updated documentation.

Department policy states that breaches of Intervention Orders should be reported to Victoria Police.

## Enrolment and transfer

If parents who have equal shared parental responsibility disagree on the decision to enrol a student, Quarters Primary School may:

- defer admission and request that parents resolve their dispute and reach an agreement, or
- if failure to enrol the child or young person is likely to have an adverse effect on their education and wellbeing, Quarters Primary School may conditionally enrol the student and encourage the parents to resolve their dispute and reach agreement.

## Collection

Quarters Primary School understands that Family Law Act Orders or parenting plans will often include arrangements about which parent is to spend time with the children, and when.

Generally, providing that both parents have shared parental responsibility, parents can collect their children from school. Whilst Quarters Primary School encourages parents to abide by Family Law Act Orders, school staff are not responsible for enforcing them.

If a dispute between parents over the collection of a student happens at Quarters Primary School, generally, we will:

- encourage the parents to resolve their dispute away from school
- encourage to parents to ensure the child's attendance at school is not compromised as a result of the dispute over collection
- where appropriate, move the student to a safe place away from the dispute



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- ask the disputing parties to leave the school grounds if the dispute is causing disruption or concern to the child or any other members of the school community
- if the dispute cannot be resolved, Quarters Primary School may contact Victoria Police and/or Child Protection.

## Visits during school hours

We understand that there may occasionally be a reason why a parent or carer may want to speak to or see their child at school, during school hours.

If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents or carers call the school office to make the request to speak to or see their child during school hours.

We also ask that parents avoid arranging to visit their children at school wherever possible, as this can cause inappropriate disruptions to the school day.

All parents or carers who visit our school during school hours, other than during usual school pick up and drop off times, are required to sign in as a visitor at the school office.

## Requests for information

Parents are generally entitled to information ordinarily provided to parents, including school reports and newsletters.

Parents seeking information that is not ordinarily provided to parents are encouraged to apply for access through the Freedom of Information process, or, if the information is sought for use in court proceedings, by issuing a subpoena.

Freedom of Information requests should be directed to:

Manager – Freedom of Information Unit  
Department of Education and Training  
2 Treasury Place  
EAST MELBOURNE VIC 3002  
03 9637 3134  
[foi@education.vic.gov.au](mailto:foi@education.vic.gov.au)

## Managing disputes

Whenever faced with a dispute between persons who are responsible for decision-making in relation to a child, staff at Quarters Primary School will seek to:

- avoid becoming involved
- avoid attempting to determine the dispute
- act neutrally and not adopt sides
- act in the best interests of the student involved
- act in the best interests of the school community

Quarters Primary School encourages parents and carers to seek the assistance of the Family Relationship Centre or obtain independent legal advice if they are unable to reach an agreement about important decisions.



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## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

- the Department's Policy Advisory Library:
  - [Decision Making Responsibilities for Students](#)
  - [Requests for Information About Students](#)
  - [Intervention Orders](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	January 2025
Approved by	Principal
Next scheduled review date	January 2028



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## PARENT CODE OF CONDUCT



### Purpose:

At QPS we have a fantastic body of parents (including carers and extended family) who are involved in all aspects of the school life and they provide critical support to the school, its teachers and student population. The purpose of this policy is to state the expected conduct so that we can work together to ensure a safe and positive school environment for our children. The Code highlights the importance of the partnership between school staff and community members for the benefit of the students at school and reflects the school's vision and values.

### Guidelines/Scope:

This code of conduct covers all forms of communication whether written, spoken or through social media.

Parents/Caregivers, visitors and volunteers may need to approach the school in order to:

- Discuss the progress or welfare of your own child.
- Express concern about the actions of other students.
- Enquire about school policy and practice.
- Engage with in-school/excursion activities; assistance with reading/numeracy; following an invitation/enquiry for assistance from staff.
- Convey information about change of address, custody details, health issues.
- Express concern about actions of staff. There may be occasions when concerns cause frustration and anxiety. At such times it is important to organise a time to talk with school staff in an unhurried and confidential atmosphere.

***Please note: No Parent/Carer is permitted to directly approach another person's child whilst they are in the care of our school, to discuss or chastise them because of their actions. Such an approach towards the child may constitute an infringement on the child's rights and could potentially consequences. Common sense applies if the child is in danger. The school will deal with issues between students as part of the school's Student Engagement Policy.***

- A parent or guardian should approach the class teacher in the first instance to seek their intervention to resolve a situation. If the situation remains unresolved, an approach should be made to a member of the Principal Team.
- Bullying involving either parents or children has no place within our community and as such will not be tolerated. Instances of bullying must quickly be brought to the attention of the classroom teacher and a member of the Principal Class in line with the relevant policy (Bullying and Harassment Policy).
- Parents and guardians must ensure that all members of the school community are treated with respect, fairness and dignity.
- There is an expectation that people working within the school as volunteers and parent helpers act in a professional and courteous manner at all times, maintaining confidentiality.



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- Parents should make complaints through official school channels rather than posting them on social networking sites.
- We request that parents refrain from public criticism of children and school staff. Parents are expected to refrain from discussing the business of school or children attending school in any public forum, including social media sites. Parents should not post malicious or fictitious comments on social networking sites about any member of the school community.
- For privacy reasons, a number of QPS parents do not allow their child's photo to be taken by others during school hours and at school approved activities. Therefore we ask that parents only post pictures of their own children on social networking sites, unless they have permission from the other student's parent/guardian. Implementation:
- This policy will be communicated to the school community at the beginning of each school year and is available on the school website.
- Parents and guardians are expected to deal with all grievances in a calm and rational manner.
- The QPS community will comply with the Parent Code of Conduct in all interactions associated with the school to meet high standards of respect towards all staff and children at Quarters Primary School.
- Any breach of this code and/or conflict on school grounds will be dealt with in accordance with existing school and Department of Education and Training (DET) procedures.

For other information please read:

Complaints Policy  
Privacy Policy  
Child Safety and Wellbeing Policy  
Child Safe Code of Conduct  
Bullying Prevention Policy

Policy last reviewed	September 2023
Approved by	Principal
Next scheduled review date	September 2025



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