



2027

KISMET PARK PRIMARY SCHOOL FOUNDATION HANDBOOK



ACKNOWLEDGING *country*



We acknowledge the
Traditional Owners and Custodians
of the land on which we stand today,
the Wurundjeri Woi-wurrung people
of the Kulin Nation, and pay our
respects to their Elders past, present,
and emerging. We recognise the
ongoing connection that Indigenous
peoples have to the land and the
importance of their cultural heritage
to the community.



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WELCOME TO KISMET PARK PS MESSAGE

Dear Families,

Welcome to Kismet Park Primary School. We are proud to be a welcoming and inclusive school where every child is known, valued and supported. At Kismet Park, we believe strong partnerships with families lead to the best outcomes for students.

Our dedicated staff use creative and effective teaching to support every child's learning. We promote curiosity, collaboration and confidence through engaging programs, and safe inclusive spaces.

We invite all families to be active in our school community, whether by joining events, supporting learning at home, or working with us through School Council.

Thank you for being part of our community. We look forward to working together to help your child thrive.

Warm Regards,

Sam Carlton
Acting Principal





SCHOOL MISSION

Building the Foundations for Success and Happiness

SCHOOL VISION

Our Vision is to ignite a passion for learning in our students and equip them with the skills and mindset to thrive and achieve excellence.

OUR SCHOOL VALUES





OUR CURRICULUM

We offer a rich and engaging curriculum that supports every child's learning and development. Our programs follow the Victorian Curriculum, which outlines the key skills and knowledge students need to succeed at school and beyond.

Students at our school learn in all key areas, including:

- English
- Mathematics
- Humanities (History, Geography, Civics and Citizenship)
- The Arts (Visual Art)
- Health and Physical Education
- STEM (Science, Technology, English, Mathematics)
- Japanese (LOTE)
- Intervention and Extension groups
- Respectful Relationships



We use teaching approaches that are evidence-based, dynamic, and accessible to every student. Students learn through hands-on activities, explicit teaching, group work and personalised support. We believe all children learn best when they are known, feel safe, and are given the chance to learn and ask questions.

All students across the school take part in daily Reading, Writing and Maths. Our teaching is designed to be flexible and responsive, so that we can meet the needs of each child in the classroom.

Foundation - Year 2: Learning to Read with Little Learners Love Literacy

To support students in learning to read, we use the Little Learners Love Literacy phonics program across the early years. This program is based on research and follows best practices in how children learn to read.

Lessons are taught daily in a clear, structured way that helps children become confident and accurate readers. This gives students the strong foundation they need for lifelong literacy success and helps them develop a love of reading from the start.

Learning with Technology

We embed the use of technology across the curriculum to support and enhance student learning. Devices such as iPads are integrated into lessons in meaningful ways, not as a replacement for traditional learning, but as tools that help students explore, create, collaborate, and deepen their understanding. Families are not required to purchase any devices, as the school provides all necessary technology to ensure every student has access to the tools they need for success.



KISMET KIDLETS

Our free pre-foundation program is designed to help enrolled students for 2027 settle into the school environment and assist them in preparing for school.

Come for a school tour with our Principal & collect an enrolment pack!



Building the Foundations for Success and Happiness

KISMET KIDLETS 2026



We are excited to announce the dates of our Kismet Kidlets, Pre-Foundation Program for 2027. The program will run every Wednesday morning for 45 minutes commencing Term 3, Week 7. Groups to be confirmed.

Please drop off and collect your child from the Kismet Kidlet Room at the front of the school (follow the signs) at the times listed below:

Term 3

**Session
1**

Wednesday 26 August 9am/10am

**Session
3**

Wednesday 9 September 9am/10am

**Session
2**

Wednesday 2 September 9am/10am

**Session
4**

Wednesday 16 September 9am/10am

Term 4

**Session
5**

Wednesday 7 October 9am/10am

**Session
8**

Wednesday 28 October 9am/10am

**Session
6**

Wednesday 14 October 9am/10am

**Session
9**

Wednesday 4 November 9am/10am

**Session
7**

Wednesday 21 October 9am/10am

**Session
10**

Graduation

Wednesday 11 November 9am/10am

Transition Day 1

Wednesday 18
November 9am-10am

Transition Day 2

Wednesday 25
November 9am-10am

Meet the teacher

Wednesday 2
December 9am-10am

Please ensure your child brings a drink bottle

SWPBS MATRIX OF EXPECTED BEHAVIOUR



Kismet Park Primary School is proud to be a School-Wide Positive Behaviour Support (SWPBS) school. This means that we take a proactive, consistent and evidence-based approach to teaching and supporting positive behaviour across all areas of the school.

At Kismet Park, SWPBS is embedded in everything we do, from the classroom to the playground with clear expectations that are explicitly taught, modelled and reinforced to help all students thrive socially, emotionally and academically.

Our school values of Be Your Best, Respect, Resilience and Kindness, guide the way we interact with each other and form the foundation for our positive behaviour expectations. We celebrate students who demonstrate these values through regular acknowledgements.

SWPBS at Kismet Park creates a safe, supportive and inclusive school environment where every child is given the tools and encouragement to succeed.

POSITIVE BEHAVIOUR MATRIX



BE YOUR BEST



RESPECT



RESILIENCE



KINDNESS

CLASSROOM

- I challenge myself and give my best effort
- I come prepared and ready to learn
- I set goals and reflect on my progress

- I listen and follow instructions
- I value others' right to learn
- I take care of classroom equipment and resources

- I keep trying even when learning feels hard
- I learn from my mistakes
- I stay calm when things don't go to plan

- I encourage others and celebrate their success
- I help classmates who need support
- I use kind words and include others

TRANSITION

- I move calmly and safely between spaces
- I stay with my class and model great behaviour

- I follow staff instructions and routines
- I value personal space and walk quietly
- I keep my hands, feet and unsafe words to myself

- I wait patiently during transitions
- I snap back when routines change
- I can adjust and learn in any space

- I greet others with a smile or kind words
- I offer to walk with someone who is unsure or alone
- I am calm and act with care in busy spaces

TOILET

- I use the toilets properly and return to class quickly
- I wash my hands with soap and water
- I ignore distractions from others

- I give others privacy and use quiet voices
- I leave the area tidy and flush when I'm finished

- I take responsibility for my own choices
- I try to go during breaks, but I let a teacher know if I need to go during learning time

- I keep the toilets clean for others
- I speak kindly and encourage others to do the right thing

OUTSIDE

- I play safely and follow the rules
- I take turns and share
- I try new activities and challenge myself

- I include others in games
- I take turns and share equipment
- I care for the yard and school equipment

- I am an upstander and seek help when something is wrong
- I snap back if things don't go my way
- I can solve small problems or ask a teacher for support

- I help others have fun and feel welcome
- I check in on someone who is hurt or upset
- I use friendly words and actions

SCHOOL TIMES



Students may be dropped off from 8:35am, when yard supervision begins. When the music plays at 8:45am, students enter their classrooms to start the school day.

Staff are present each morning to supervise and greet students as they arrive. Afternoon supervision is provided until 3:30pm each school day.

8:45	Start of the Day Students enter their classrooms where they are greeted by their teacher
8:45 - 11:00	Learning Time
11:00 - 11:30	Recess Students play outside with their friends or choose to attend our adult supported clubs
11:30 - 1:15	Learning Time
1:15 - 1:30	Lunch Eating Time
1:30 - 2:15	LUNCH Students play outside with their friends or choose to attend our adult supported clubs
2:15 - 3:15	Learning Time
3:15	End of the Day Students are dismissed from their classroom. Students are supervised by their classroom teachers and are only dismissed once they have seen a parent or carer for the child

Early Pick Up

We understand that families may need to collect their children early for appointments or other commitments. If possible, please avoid early pickups during recess or lunch.

SCHOOL UNIFORM



We believe our uniform promotes a strong sense of belonging and pride in our school community. All students are expected to wear the blue and teal Kismet Park uniform.



SunSmart - No Hat No Play

Kismet Park PS is a SunSmart school and we are committed to keeping our students safe in the sun.

As part of our No Hat, No Play policy, all students are required to wear a broad-brimmed or bucket hat during outdoor activities from August - April.

If a student does not have a hat, they will be asked to stay in a shaded area during play and outdoor learning times. We encourage families to support this important health and safety practice by ensuring students bring their hat to school each day during these months.

Uniform Shop

Our uniforms are supplied by Primary School Wear (PSW). Purchases can be made online or at PSW's Sunbury store.



Your School Uniform is
available at PSW Sunbury
Unit 6, 106-126 Gap
Road
Sunbury VIC 3429
Shop online at www.psw.com.au

Trading Hours
(Effective 14th Mar 2016)
Wed to Fri: 10:00am - 4:00pm
Sat: 10:00am - 1:00pm
*Store hours subject to change

BEFORE & AFTER SCHOOL CARE



Our school has partnered with an independent provider called TheirCare to provide exceptional Outside School Hours Care services for our school community. TheirCare provides a stimulating and safe environment for all children.

During sessions, children develop life-skills, friendships, confidence and creativity through play-based programs.

The program is available for all children at Kismet Park Primary School from 6:30am until 8:45am in the morning and from 3:15pm until 6:30pm each school day. During School Holidays & Pupil Free Days the service will operate from 6:30am until 6:30pm.

Families wishing to use this service can visit the TheirCare website: www.theircare.com.au or contact TheirCare Support Team on 1300 072 410.

BSC	ASC	PFD
6:30am to 8:30am	3:15pm to 6:30pm	6:30am to 6:30pm
\$18.00	\$24.00	\$65.00
Average \$1.80 out of pocket	Average \$2.40 out of pocket	Average \$6.50 out of pocket

Programs Designed for Engagement



Sport

STEM

Games

Music

Clubs

Cooking

Art

Nature

FORMS OF COMMUNICATION



FORM OF COMMUNICATION	PURPOSE
Telephone (03) 9744 4566	<ul style="list-style-type: none"> - General information - Sick Bay
Email kismet.park.ps@education.vic.gov.au	<ul style="list-style-type: none"> - Parent/staff communication - Parent feedback
Compass Download the compass App or use via a web browser - schools.compass.education	<ul style="list-style-type: none"> - Attendance - Book parent/teacher conferences - Approve and pay for excursions/incursions - School announcements/news/updates/reminders - Electronic copy of your child's report - School calendar - First Aid notifications - Award notifications - Link to school newsletter
Seesaw QR Code and login provided at beginning of each year	<ul style="list-style-type: none"> - Class announcements - Student work
	<ul style="list-style-type: none"> - School announcements - Upcoming events - Important date reminders
Website www.kismetparkps.vic.edu.au	<ul style="list-style-type: none"> - School policies - Parent information - School profile - Virtual tour - Link to school newsletter
Face to Face	<ul style="list-style-type: none"> - Parent-teacher conferences - Informal discussions before or after school - Pre-arranged meetings with staff - School events and information sessions
Hard Copy Notes	<ul style="list-style-type: none"> - Permission slips - Reminder notices
SMS	<ul style="list-style-type: none"> - Student absences - Unable to make phone contact - First aid updates - Emergency notifications

COMPASS COMMUNICATION



Compass School Manager is the student portal used by Kismet Park Primary School to communicate with parents. This allows access to your child's events, reporting, daily attendance and newsfeed items.

Setting Up Compass



Download the Compass App

Complete the following steps:

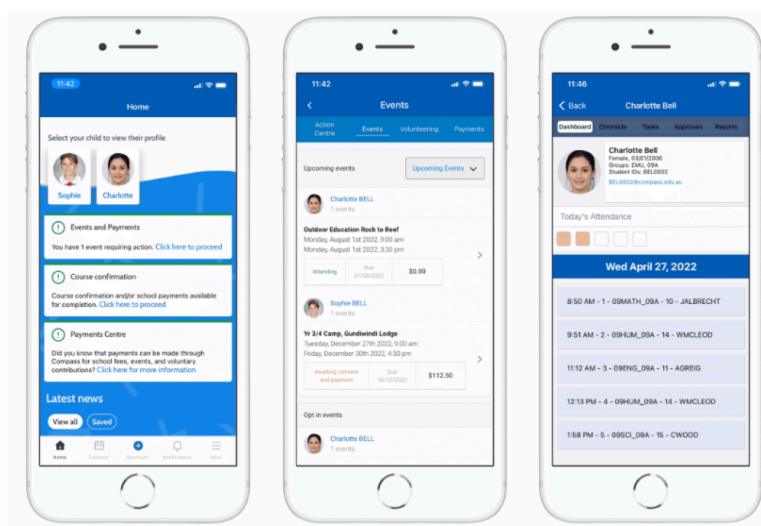


Contact Kismet Park to obtain your Compass Parent Letter including your username and password details.

When first setting up the Compass app, you will need to select Kismet Park Primary School as the applicable school and then enter the Compass login provided to you in your Parent Letter.

Once logged into the app, you will see the home page which will show any children you have enrolled at the school, any notifications and the Newsfeed.

To view all items in Compass, please click on shortcuts on the Navigation Bar at the bottom of the screen, see example images below of your Home Screen & Shortcuts:



MEDICAL INFORMATION



First Aid

Kismet Park Primary School has a fully equipped Sick Bay operating each school day. Our Sick Bay team supports students who are unwell or injured, and staff are trained in First Aid in line with Department of Education guidelines.

Health Care Needs

We work closely with families to support students with medical or health care needs so they can safely participate in school activities in line with department policy.



Medication at School

Where possible, medication should be taken outside school hours. If medication is required during the school day, parents/carers must complete a **Medication Authority Form**, and medication will be stored in the Sick Bay.

Anaphylaxis and Asthma

The school follows Department of Education policies to support students with anaphylaxis and asthma, including individual management plans where required.



GETTING INVOLVED



Parent Helpers

Once students settle into their routines, we welcome parent volunteers to help in classrooms. If you are interested, keep an eye out for a Compass notification during Term 1.

All volunteers must:

- complete our Parent Volunteer Induction
- hold a valid Working With Children Check

Parents and Community Association (PCA)

Our PCA is a group of parents and staff who organise events, support the school community and raise funds for the benefit of the school.

The PCA helps:

- bring our community together
- support school programs and initiatives
- raise funds for school improvements



Meetings are usually held once a month, and new members are always welcome.

School Council

School Council helps guide the direction of the school and supports important decisions about policies, budgets and school improvements. Council meetings are held on the third Monday of each month.

If you would like to learn more or get involved, please contact the school office on 9744 4566 or email kismet.park.ps@education.vic.gov.au

[illegible]

FURTHER INFORMATION FOUNDATION ENROLMENT 2027

The Department of Education has introduced a statewide timeline for Foundation enrolments. Families can find information about key enrolment dates, how to apply, and our school zone on our website. Students who live within our school zone are guaranteed a place at Kismet Park Primary School.





Scan the below QR code
for full enrolment
information and
important dates





BUILDING THE FOUNDATIONS FOR SUCCESS AND HAPPINESS



9-11 McEwen Drive, Sunbury - 03 9744 4566
kismet.park.ps@education.vic.gov.au - www.kismetparkps.vic.edu.au

