Est. 1879

Tambo Upper Primary School

Targeting Unique Personal Strengths

Student Handbook - 2026

Dear Parents and Carers,

Welcome to Tambo Upper Primary School!

At Tambo Upper Primary School we offer your child a high quality, broad curriculum in a safe and attractive environment.

We have a strong focus on Literacy and Numeracy at our school whilst catering to the diverse needs of our students in ensuring that all reach their full potential as learners. We strongly believe that all students learn differently and at different rates so an emphasis on differentiated learning is clearly evident in all classrooms. At Tambo Upper, we acknowledge and celebrate the skills and attributes of all students.

It is important for parents and teachers to work together to assist children develop a love of learning and support them achieve their potential at school. At Tambo Upper, a strong partnership between home and school is encouraged in order to maximise educational outcomes through involvement in a range of committees and within the classroom.

This participation is one of the most significant influences on a child's educational progress.

Information sessions are conducted throughout the year to communicate with parents about their child/children's progress and the school programs.

Classrooms are technology rich with computers, I-Pads and netbooks supporting learning and student engagement. The school's physical environment has been transformed with new playground upgrades giving the school flexible learning spaces and child friendly play spaces.

Please feel free to visit the school to discuss any concerns you have about your child's education with the class teacher or to have a chat with me.

We are committed to maintaining a caring, friendly school environment where children, teachers and parents support each other and everyone's rights are respected.

The one very important principle which guides the operation of our school, the decisions we make and the processes we follow is what we believe is in the best interests of your child.

I look forward to working with you in the years ahead.

Mark Chandler

Principal

CURRICULUM

Tambo Upper Primary School provides a differentiated academic curriculum tailored to meet the needs of all our students. Learning programs are designed to meet the needs of all students, so that they are all challenged and supported to extend their learning every day in the classroom.

Our curriculum derives from the Victorian Curriculum The domains include; English, Mathematics, Science, Health and physical Education, Interpersonal Development, The Humanities (Economics, Geography and History), Technology, ICT and Thinking Processes. Tambo Upper Primary School focusses on Literacy and Numeracy whilst integrating these skills across all areas of the curriculum. The school is also involved in the Stephanie Alexander Program where students participate in Cooking and Gardening lessons. This enables students to make strong connections with the local community,

Our curriculum is differentiated in order to enable personalised learning – we do not believe in a “one size fits all” approach to education.

In addition, the school offers specialist programs in the following areas across P-6:

- Science
- The Arts
- Physical Education
- Cultural Studies
- Literacy and Numeracy Intervention

INDIVIDUAL LEARNING GOALS

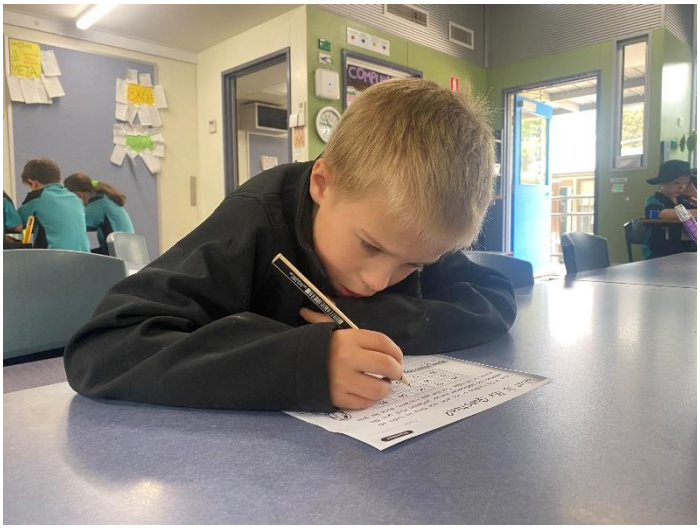
- Every student at TUPS will have Individual Learning Goals in Literacy, Numeracy, and Personal learning.
- The Individual Learning Goals will be developed in consultation with the student (*will vary in process depending on age and capacity*)
- The Individual Learning Goals will be developed throughout every term and will be updated regularly
- Time will be allocated to monitoring the Individual Learning Goals within the classroom
- All Individual Learning Goals must be *achievable* and *measurable*

ASSESSMENT

At Tambo Upper Primary School, assessment practices are aimed at providing evidence to support and direct teaching practice. Our Assessment Schedule involves various forms of assessment to establish a clear picture of student achievement. Assessment items include; Essential Assessment Mathematics, Fountas and Pinnell Reading Benchmarking System, NAPLAN, Online English and Mathematics and VCAA English and Mathematics. The school also incorporates an Internal and External Writing Moderation process and the 300 Most Used Word list to create a well-rounded assessment program.

REPORTING

Tambo Upper Primary School reports to parents on student achievement and progress through formal processes. There are two face-to-face student/parent/teacher interview opportunities throughout the year (Term 2 and 4). This is supported by the written reports and in addition, parents are always welcome to discuss their child's progress with the classroom teacher. Our teachers will also touch base with you when they feel further discussion is required to support your child.



SPECIAL PROGRAMS

School Camp

Students in Grades 3-6 will be provided with the opportunity to attend camp. The venues are decided on a rotation process and include; Coolamatong, Gelantipy, Allanbee, Melbourne, Ballarat and Canberra.

Swimming

All students will have the opportunity to participate in a 5-day swimming program conducted at the Lakes Entrance Aquadome. The program is run by trained Auswim accredited staff.

Excursions

Excursions are linked to curriculum areas and are designed to add to the learning experience of students. Parents will be provided with sufficient time to complete the permission forms and return money. The school aims to keep costs to a minimum and we ensure that excursions and performances are relevant and of a high quality.

School Sport

The students in Grade 4, 5 and 6 participate in interschool athletics, swimming, cross country and team sports such as football, soccer, tee ball and netball. The students compete against other schools in the local area.

STAFFING 2026

Tambo Upper Primary School will be operating 4 classrooms and the composition of those classrooms will be decided upon as soon as accurate enrolment numbers are ascertained. The classrooms are labelled as colours to further reinforce our philosophy that students are taught at their level as opposed to their year level.

At this stage of the year it will be:

- Prep/Year 1 **(Yellow)**
- Year 1/2 **(Blue)**
- Year 3/4 **(Orange)**
- Year 5/6 **(Purple)**

School Times

9:00 am	**First Session (Literacy)**
11:00 am	**Morning Tea**
11:30 am	**Middle Session (Numeracy)**
1:30 pm	**Lunch**
2:20 pm	**Afternoon Session (Integrated Studies)**
3:15 pm	**End of Day**

***After School care 3.15 – 5.30 pm available.**

Term Dates - 2026

Term 1	**Wednesday 28th Jan* – 2nd April**
Term 2	**20th April – 26th June**
Term 3	**13th July – 18th September**
Term 4	**5th October – 18th December**

CONTACTING THE SCHOOL

If you have any questions or concerns, please do not hesitate to see the classroom teacher or principal before or after school or ring to organise a mutually convenient time.

Contact Details:
Ph: (03) 5156 4327
E: tambo.upper.ps@education.vic.gov.au

SENDING PERMISSION NOTES, MONEY etc.

All permission notes are sent via XUNO and you can give your child permission to attend on this platform and also pay for the excursion or experience. A guide on how to download Xuno is included in your enrolment pack.

PARENT BONUS PAYMENT

In the 2025 school year the Department of Education is providing a $400 payment to parents for each child attending school. You should have received an email from the DOE confirming that you will be receiving this payment. Throughout the year you can use this money to pay for excursions, camps and school clothing. This money sits with the school and is attached to your child. Simple notify the office that you would like to use this money and we will process the payment and track the amount you have in credit.

ABSENCES

If your child is away from school for any reason, please notify via XUNO or ring the school in the morning. If your child arrives late or leaves early, please complete the sign in/out register at the front desk. Notification for absences are a legal requirement. The office needs to be notified before 9.30 am on the day of absence if not before.

BOOK CLUB

Ashton Scholastic Book Club order forms will be available occasionally for families interested in purchasing discount books and computer software. Order forms will be attached to the newsletter when they are available. The preferred ordering method is via the LOOP.

NEWSLETTER

Newsletters are available fortnightly with a hardcopy sent home for each family and we also publish this via XUNO, Facebook and on or on the school website – www.tamboupperps.vic.edu.au,

CLASS DOJO

Student learning tasks are regularly uploaded to each's class dojo account where parents can view their child's learning progress. Teachers will also use this platform for reminders about class events or excursions.

AFTER SCHOOL CARE

After school care is provided on a full-time or casual basis from Monday to Friday, between the hours of 3:15 to 5:30. If you would like to utilise this program, an enrolment form can be collected from the school office. If student is collected between 3:30 pm and 4:00 pm the charge will be $2, any time after that will be $5.

GENERAL ASSEMBLY

Assemblies are held each Thursday afternoon for the approximately thirty minutes and are run by the student leaders.
Student recognition for their achievements is an important feature of these assemblies with representatives from each class receiving weekly awards for their learning and positive role modelling of the school values.
Other student awards are also regularly given out at assembly with student leaders and staff making announcements about activities and programs held within the school.
The National Anthem is sung and student's birthdays are celebrated with the singing of Happy Birthday by the whole school.
Parent and community members are most welcome and encouraged to attend any time to these assemblies.

PARENT INVOLVEMENT

We enjoy a high level of parent participation at Tambo Upper. Parents are very welcome to help with any activity including – literacy sessions, excursions, Kitchen Garden Program, fund raising, School Council, Working Bee etc. If you are willing to help in any way, please let us know.

SCHOOL COUNCIL

Parents are invited to nominate for school council membership early in each year. Council meetings are open to all parents although only elected members are able to vote. Council members are the voice of the community. All parents can have their say by making sure school council members are aware of their thoughts on school matters. A list of current school councillors will be published in the newsletter following the Annual Meeting in March.
Several sub-committees are formed each year and all parents are invited to be involved in an area of their interest – grant applications, buildings and grounds, curriculum, finance, welfare, fundraising. etc.

ILLNESS

If your child is unwell, please ensure that they have had sufficient time to fully recover and ensure your emergency contact details are up to date so we can contact you in case of illness or accident occurs at school. Some infectious illnesses require exclusion (see table below). Please contact the school immediately if your child is diagnosed with any of the following:

Infectious Diseases

Disease or condition	Exclusion from school	Exclusion of contacts
Chickenpox	Until fully recovered or at least five days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.	Any child with an immune deficiency (eg. Leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis (acute infectious)	Until discharge from eyes has ceased	Not excluded
Diphtheria	Until receipt of a medical certificate following at least two negative throat swabs, the first not less than 24hrs after finishing a course of antibiotics and the other 48hrs later	Exclude family/household contact until cleared to return by the Secretary - DHS

Giardiasis (diarrhoea)	Until diarrhoea ceases	Not excluded
Hepatitis A (Infectious Hepatitis)	Until receipt of a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Until recovered from acute attack	Not excluded
Impetigo (School Sores)	Until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded
Leprosy	Until approval to return is given by the Secretary DHS	Not excluded
Measles	For at least 4 days after the onset of rash.	Immunised contacts not excluded. Non-immunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If non-immunised contacts are vaccinated within 72 hrs of their first contact with the first case they may return to school.
Meningococcal infection	Until adequate carrier eradication therapy has been completed	Not excluded if receiving eradication therapy
Mumps	For 9 days or until swelling goes down (whichever is sooner)	Not excluded
Parvovirus (erythema infectiosum fifth disease)	Exclusion not necessary	Not excluded
Ringworm, Scabies, Pediculosis (Head lice)	Re-admit the day after appropriate treatment has commenced.	Not excluded

Pertussis (Whooping cough)	Exclude the child for 5 days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics.
Poliomyelitis	Until at least fourteen days after onset of illness and receipt of medical certificate of recovery from infection	Not excluded
Rotavirus (diarrhoea)	Until diarrhoea ceases	Not excluded
Shigella, Salmonella	Until diarrhoea ceases	Not excluded
Streptococcal infection (inc. Scarlet fever)	Until the child has received antibiotic treatment for at least 24hrs and the child feels well	Not excluded
Trachoma	Until appropriate treatment has commenced	Not excluded
Tuberculosis	Until receipt of a medical certificate from a health officer of the Department of Human Services that the child is not infectious	Not excluded
Typhoid and Paratyphoid Fevers	Until approval to return has been given by the Secretary DHS	Not excluded unless a medical health officer or a health officer of the department of Human Services determines exclusion is necessary.
Worms (Intestinal)	Exclude if diarrhoea present	Not excluded

MEDICATIONS

Please discuss any medications your child may be taking with the classroom teacher. All medications other than Ventolin (Asthma) are to be kept in the First Aid kit or with the teacher. All medication must be clearly labelled with instructions logged in the medication administration book located in the office.

EMERGENCY EVACUATIONS

The school has a comprehensive emergency management plan which is linked to relevant state agencies. In the event of an emergency situation that affects school operations (such as floods or bushfire) parents should access the school's XUNO which provides regular updates. Parents who have an active mobile phone number will be informed of an emergency or major event situation through a SMS. Alternative, parents can get current information from local radio and emergency services websites.

- Evacuation areas for emergencies such as fires are up on the tennis courts or down on the bottom deck of the playground near the road, depending on circumstances.
- Children must be collected by their parents or person nominated by them.
- We have evacuation drills so that children become familiar with the procedure.

FLOODS/FIRES

- If there is a risk of the river rising over the bridge or roads, parents will be contacted to collect their children and the school will be closed. Parents will be notified via Xuno.
- Emergency contacts may be called if parents can't be contacted so that evacuation of students and staff is carried out as quickly as possible.

ASTHMA PLANS

If your child suffers from asthma, it is essential that he/she has their puffer with them every day – even if attacks are rare. You must also provide the school with a copy of the Asthma Management Plan that has been developed in consultation with your doctor.

HEADLICE

A permission form will be sent out at the start of each year for you to sign so that your child can be checked for these 'pesky critters'.

IMMUNISATION CERTIFICATES

All children must have an immunisation record kept at school. Non-immunised children may attend school but in the event of an outbreak of certain infectious diseases, they must be excluded from school for a designated time.

PICK UP AND DROP OFF

- When dropping children off, please use the bottom carpark.
- If you are coming into the school, please use the very top car park.
- Children should not be playing or standing in any car parking area for safety reasons.
- Please do not leave children at school or at an excursion venue until you are sure a teacher is present. Children should be dropped off after 8.30am.
- All staff are on duty from 3:15 to 3:25, at which time a bell will be sounded and all non bus travellers will be required to go to afterschool care. Naturally if you are here with your child you are more than welcome to stay for as long as you like.

- We appreciate a phone call to notify us you are running late so that we can alleviate any concerns your child may have about not getting picked up at the usual time
- If you are taking your child out of school early, please see the teacher before leaving, and sign the register located in the office.
- It is a good idea to let us know if someone different will be picking up your child or if there are any changes to the usual routine. Your children should know who is picking them up each day.

SCHOOL BUS RUN

Our school offers a daily bus service before and after school. There are two bus runs – one which goes to Wiseleigh and Mossiface and another down Duncan Road to Sarsfield. There are limited places on the bus. There is a minimal daily charge of $3 each way (am/pm). Please ask for a copy of the schools' bus policy for further information. We do have a waiting list which you can add your name to and as vacancies arise we will touch base with you about using this service.

CONVEYANCE ALLOWANCE

If you live at least 4.8km away from Tambo Upper and it is your closest school, you are eligible for the conveyance allowance. If Tambo Upper is your second closest school you may be eligible for a part allowance. Please see the office for details.

SCHOOL UNIFORM

Our school colours are jade and black. A range of shirts, hoodies and hats are available from the school. Please fill out an order form and return it to the office with money or bank transfer receipt. This will be processed on a Monday or Wednesday and delivered via the student.

SUNSMART POLICY

As we are a Sunsmart School, students are required to wear a wide-brimmed hat outside during Terms 1 and 4. Please make sure your child's hat is clearly named. Baseball caps are not permitted at school during these two terms. Please do not send your child to school in singlets or tank tops. Shoulders need to be covered at all times. Thongs are not permitted at school as they are a safety risk.

JUNIOR SCHOOL COUNCIL

This is a student-elected group of children with representatives from all grades. They meet regularly to deal with student concerns and issues, fund-raising ventures and fun days. Junior school council brings issues to the attention of staff and school council.

RESPONSIBLE BEHAVIOUR @ TAMBO UPPER

Tambo Upper Primary School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

This Responsible Behaviour Plan for Students is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

Learning and behaviour statement

A Student Code of conduct is detailed in our School Policies that is available to all families upon request at the office. The student code of conduct is based on our school values of be a learner, be respectful, be a friend, be responsible and be safe.

All areas of Tambo Upper Primary School are learning and teaching environments. We consider behaviour management to be an opportunity for valuable social learning as well as a means of maximising the success of academic education programs.

Our Responsible Behaviour Plan outlines our system for facilitating positive behaviours, preventing problem behaviour and responding to unacceptable behaviours. Through our school plan shared expectations for student behaviour are plain to everyone, assisting Tambo Upper Primary School to create and maintain a positive and productive learning and teaching environment, where ALL school community members have clear and consistent expectations and understandings of their role in the educational process.

Our school community has identified the following values to teach and promote our high standards of responsible behaviour:

- Be Safe
- Be Responsible
- Be Respectful
- Be a Learner
- Be a Friend