Foundation Transition Handbook 2026



kind hearts curious minds





Dear Foundation Parents/Guardians,

Welcome to Richmond Primary School. It is a big decision to join a new school community and we know you have made an excellent choice.

We hope your family grows to appreciate our school values, spirit and performance as thousands of other children and parents have done for over 140 years.

Richmond Primary School was founded in 1874 on the current site. Our school is renowned for its inclusive culture, supportive learning environment, lively arts programs and experienced teachers.

Our school has a committed team of experienced and innovative teachers. We prepare confident, balanced and friendly children based around our school values of Respect, Resilience and Responsibility.

Our school runs a busy and rich curriculum that covers all major areas of learning. In addition to the traditional areas of curriculum, there is a vibrant arts and language program.





Contents



Term Dates & Times	4
RPS Faces	6
Preparing for School	7
What to Expect	8
Essential Information	12
How Can You Get Involved?	17
You Will Need	19
Payments & Contributions	20
Health & Safety	21

Term Dates



Jan 27 - Teachers Return

Term 1

Jan 28 - Grade 1-6 Return
Feb 2 - Foundation Begin
Apr 2 - Last Day of Term

Term 2 Apr 20 - Jun 26

Term 3 Jul 13 - Sep 18

Term 4 Oct 6 - Dec 19



Term One



Jan 27	Teachers return
Jan 28	Grades 1-6 return
Jan 28 - 30, Feb 4, 11, 18, 25	2026 Foundation students scheduled in for initial 1:1 assessments with class teachers.
Feb 2	Foundation begins
Mar 9	Labour Day public holiday
Apr 2	Last day of term 2pm finish

The first day of the 2026 school for Foundation is Monday 2nd February. On this day, the classroom will be open from 8:50am, students can make their way into the learning space for a 9am start. Foundation will attend 4 days per week (Monday, Tuesday, Thursday and Friday) from February 2nd to February 27th.

They will begin full 5-day attendance from Monday 2nd March

They will begin full 5-day attendance from Monday 2nd March.

Our school day begins at 9am and ends at 3:30pm. A staff member will be on yard duty before school from 8:45 am to 9am and after school from 3:30pm to 3:45pm. Lunch runs from 11:10am-12:00pm and recess runs from 2:00-2:30 pm. There are multiple yard duty teachers supervising all students during recess and lunch.

RPS Faces

School Leaders





Megan Dell
Principal
Megan.Dell@education.vic.gov.au



Russell Sivewright
Assistant Principal
Russell.Sivewright@education.vic.gov.au



Hayley Coates

Leading Teacher

Hayley.Coates@education.vic.gov.au



Sarah Devine Learning Specialist Sarah.Devine2@education.vic.gov.au



Josh Hurn
Learning Specialist
Josh.Hurn@education.vic.gov.au

Foundation Team



Emily Wilson

Team Manager

Emily.Wilson2@education.vic.gov.au



Sarah Golin Classroom Teacher Sarah.Golin@education.vi c.gov.au



Luke Davy
Classroom Teacher
Luke.Davy@education.
vic.gov.au

Preparing for School



Below are some recommendations to prepare your child for what will be one of the most important transition stages of their life.

Encourage your child to look forward to school by highlighting positive aspects of their new experience. Try to avoid talking in a way that may make your child apprehensive or let your own anxieties be reflected in your child. Encourage your child to take care of and be responsible for their own belongings. At first children need lots of time to learn to do these things independently; please allow them extra time in the short term as it will be paid back to you in the long term.

Give your child plenty of opportunities to practise independently putting on and taking off their socks and shoes, tying up shoelaces, doing up buttons and zippers, and pulling up their pants. Encourage your child to wear clean clothing and be tidy.

Your child will find school easier if they have started to learn to:

- Say their full name and address
- Put their things away after finishing
- Recognise and care for their named belongings
- Go to the toilet and adjust clothing, boys should be familiar with the use of urinals
- Flush the toilet after use and wash hands
- Use a tissue or handkerchief properly
- · Cover their mouth when coughing or sneezing
- Take of their jumper/jacket
- Pack their bag and place in bag boxes



The First Day

The first day is an important day for you and your child.

Dress them up, brush their hair, take a photo and get ready for a new chapter in your lives.

Children in Foundation will commence school on Monday 2nd February.

On the first day of school, parents are invited to take their child to the Founbdation between 8:50am and 9:00am to say a quick goodbye. In order to minimise separation anxiety, parents need to leave the classroom as soon as possible whereupon you may choose to join other parents at a nearby café for morning tea, friendship and support.

At the end of the day, Foundation teachers will take their class to the courtyard for students to be picked up. We will wait with your child until you have arrived. Any students remaining unaccompanied at school after 3:45pm will be taken to Out of Hours School Care or the school office.

Part Time

Attending school full time can be tiring. It requires lots of concentration, as there are new relationships to make and new routines to learn. Therefore, Foindation are part-time for one month. They attend school on Monday, Tuesday, Thursday and Friday in February. Foundation commence school full time from Monday 2nd March.



A Typical Day

8:55am: Music starts (students go straight into their classrooms)

9am: Bell rings and school begins

- Morning Welcome

- English, Phonics and Investigations

10:50/10:55: Lunch eating time

11:10 - 12:00: Lunch

12:00 - 2:00 : Mathematics and/or Specialist subjects

2:00-2:30: Recess

2:30 - 3:30: Resilience Project or Specialist subjects

3:30pm Home time



Individual Assessment Time

Your child will be allocated a one-hour assessment time on January 28th, 29th, 30th or one Wednesday during February. This is a chance for teachers to get to know your child one-on-one. It is a time for teachers to see what knowledge your child is bringing to school so we can begin teaching at their point of need. Parents are not allowed to stay for this time. Your allocated time will be outlined in your transition packs.





Settling In

Each child is encouraged and assisted to progress at their own pace. When talking to other parents, remember this and consult with the staff if you have any concerns or questions. Our door is always open. Please feel free to make a time to see us. New friendships will be made and will last for six years, or longer. Let the kids make their choices and be interested in their new acquaintances. Play dates are a great way to assist your child to grow new friendships.



Attendance Records

Richmond Primary School uses an online system to record attendance. Teachers update attendance first thing in the morning and again after lunch. Please ensure your child arrives at school before 9am. If you arrive late, or need to leave early, please sign your child in/out at the front office via our COMPASS system.





Buddy System

Your child will have a Grade 6 'Buddy'. The Buddy will show them around, help them find their feet, and be a friendly face in the playground. We will be eating our recess and lunch with our Buddies for the first two weeks. This is an important stabilising factor for your child. Try and meet the Buddy, and thank them for their help. (Remember that your child will be a Buddy one day too!)

Parent Teacher Interviews

This is a great opportunity to discuss your child's development in detail with their teacher. The first interview in Term One is parent focused and gives you an opportunity to let the classroom teacher know all about your child. The interview in Term Three is to report back on student progress, both academic and behavioral.



Newsletter

Our school newsletter 'The Chatter' is sent home every second Friday via Compass, and can also be accessed on the school website (see below). Please read it as often as possible as it contains important notices, dates, reports, articles and issues of interest.

Website

Additional information is available on our school's website.
Information, videos, forms, and school events can all be found at
www.richmondps.vic.edu.au.

Online Communication

Compass an online system of communication that we use at Richmond Primary School. The site is used for the distribution of information and permission forms for excursions, incursion and other events. Each parent has an individual username and password to access. Once you have your username and password, you will need to download the app.

We use the *Seesaw* app as an online portfolio for students to showcase their learning at school. Teachers post regular updates such as photos of school events and student work samples to include parents in the learning process.



Assembly

In 2026, we will be having whole school assemblies every second Friday at 3:00 pm. Parents are encouraged to attend when they can, especially if their child is Student of the Week, as they will be celebrated by the other children and staff.

Recess, Lunch and Food

Students are supervised between 11:00-11:10am to eat their lunch. Foundation are given extra eating time for the first month during recess and lunch. This time is important to the development of the child's social skills and self-reliance.

Recess is from 2:00pm until 2:30pm and students eat just before this time. Please pack something small and healthy for them to snack on each day.

Please check that your child can eat all the lunch given to them and that they are able to manage all lids, containers and packets by themselves. Teachers do their best to ensure students are eating their food for the day, however, it is ultimately the responsibility of your child to remember to eat their food.

Students may keep a water bottle in the classroom. Please make sure the top does not leak. Drinks in glass bottles are not allowed. Lollies / sweets of any kind are discouraged. Sharing food is not allowed, due to the risk of allergies or anaphylaxis.

Please minimise the amount of wrappers in your child's lunch. Reusable plastic containers are the best option, and buying food in bulk, not individual packets keeps our rubbish levels down.



Home Reading Program

The Foundation class teachers will explain the Home Reading Program in detail in 2026. Books will be sent home in the first few weeks of school.

When the Home Reading Program commences, students will bring home 5 books to read every Friday in their special navy carry bag. The book is usually read by/with/to a parent. It is not supposed to be difficult as it is an ideal time for students to practise what they have been learning at school. The books will be accompanied with a Reading Log which is used to record the books your child has read and encourage daily reading.

Personal Belongings

Children like to bring toys and other personal property to school for special occasions. Sometimes these things can give very young children a feeling of security and although we don't wish to discourage children bringing things to school, we expect that parents will keep a close eye on very precious things and not allow children to bring them to school (including Smart Watches).

The Department of Education & Training (DET) has asked schools to advise parents that the DET is not responsible for the loss of property brought to school by students and property is not insured.

Lost Property

Ensure your child's uniform and belongings are clearly labelled to avoid them ending up in lost property. If something belonging to your child is missing, please check in the classroom, their personal tub or in the Lost Property near the stairs. Things may go missing for a few days, but if they are named clearly, they often return.



Leaving School Grounds

No student is allowed to leave the school grounds unless we have written permission from the child's parents. If anyone other than the parent/s is to collect the child, an email is required to the teacher or the school office.

If for any reason your child is late, or is being picked up early, please sign them in/out on the tablet which is located at the School Office.

Absences

All absences from school must be explained via Compass or phone call to the front office. If you know your child will be away from school for an extended period of time (e.g. family holiday), please contact the office.

School Library

The Library at Richmond Primary School is computerised and operates much the same as your local municipal library. On your child's library day they have the opportunity to choose and/or change their books. Each child is allowed to borrow up to two books for a period of two weeks. Your class visiting time can be found on your class timetable which will be communicated by your class teacher at the start of each term.

House System

All students are placed in one of the four Houses which are named after the streets which border our school (Brighton, Mary, Burgess and Barkly). Encouragement points are given, but never deducted by teachers regardless of subsequent behaviour. The Houses are also used when participating in whole school sport activities, such as the Cross Country.

Fundraising Events

Fundraising events are held throughout the year and may include trivia nights, Mother's/Father's Day stalls, auction nights, fêtes, the arts gala etc. You are encouraged to participate and offer your assistance at some of these events. A fundraising committee manages the events throughout the year.



Birthday Treats

Students are welcome to bring a small treat to share with the class on their birthday, as long as it's individually portioned (e.g. Freddo Frog, cupcakes) and classroom allergies are taken into consideration.

If you plan to provide a treat, please notify the classroom teacher in advance so they can arrange for you to come in and help your child hand them out at the end of the day. Please do not send treats with your child to distribute independently.

Fundraising Events

Fundraising events are held throughout the year and may include trivia nights, Mother's/Father's Day stalls, auction nights, fêtes, the arts gala etc. You are encouraged to participate and offer your assistance at some of these events. A fundraising committee manages the events throughout the year.



How can you get involved?



All parents are encouraged to get involved in some way in the school. There are a variety of options available for parents to help, as we are well aware that some people have more time available than others. When your child sees you involved, they feel more positive about the school and its place in their lives.

Parent Representatives

At least one parent from each grade will be asked to be the Parent Representative. The Parent Reps are the liaison between teachers and parents and are vital to the effective running of the school. Please support the Parent Reps wherever possible. Feel free to ask them any questions as they are typically experienced Richmond Primary School parents. They may occasionally email or call you to see if you can help with something. It is important to realise that it is okay to say no, if asked to help.

Fundraising Committee

New members are keenly sought for this Committee. This is a body, which provides invaluable support for the school through such things as the involvement of parents in school activities and fundraising activities.

School Council

The School Council of Richmond Primary School consists of six parents, three teachers and two co-opted persons, plus the Principal. The School Community nominates the parent representatives, and if there are more nominations than positions, then an election is held.

A new School Council is elected each year in March. It makes policy decisions and ensures the school is compliant with government guidelines.

How can you get involved?



Student Representative Council Events

The SRC organise student-orientated activities such as Social Service fundraising, discos and dress-up days. From time to time your child may choose to participate in a charity fundraiser and will therefore be asked for a 'gold coin donation' on the day of the event.

Help in the Classroom

Parent involvement in the classroom is rewarding, provides an insight into your child's learning, and also provides very valuable assistance for the teachers. Some of the areas where you may be of assistance in the classroom are:

- Reading
- Help with excursions
- Repair of material and equipment
- Library
- Help preparing for and supervising events
- Swimming

The classroom teachers will let you know when and how you can help.

Requirements

All parent helpers are required to have a 'Working with Children Check' (WWCC) which needs to be applied for online and lodged at your local post office. Please provide the Office with a copy once you have a WWCC as we are required to keep this information on file.

Classroom volunteers are also required to attend a classroom volunteers course with Megan. The course takes approx 90 mins and will run numerous times throughout the year.

What You Will Need



Uniform

Richmond Primary has a compulsory school uniform. All children are required to wear the uniform. There is a summer option and winter option, these can be mixed and matched according to your taste.

Uniforms can be purchased online at www.psw.com.au or by visiting the store at PSW Quality Apparel, 12 Strathalbyn Street, East Kew 3102 (near the corner of Harp Road and High Street). They can be contacted by phone on (03) 9819 7809. Information, opening times and a price list are all available on the website. RPS also has a parent - run second hand uniform stall which is available on certain dates throughout the year.

Shoes

All footwear must have 'closed toes', meaning no open toed sandals, crocs, etc. This is for the safety of our children. Shoes with velcro are highly recommended for young students as they are still learning how to tie laces.

Sturdy runners are highly recommended - the less white the better usually!

Bag

Your child will need a school backpack for carrying their lunch, a jumper, hat, some books and any other items they will want to bring to school. The Richmond Primary backpack can be purchased from our uniform supplier. Remember to write the name on your childs bag or hang a distinctive tag to help identify it from the other bags.

Lunch Box

Your child's lunch box needs to fit lunch, a piece of fresh fruit or vegetable and also a snack for the morning recess. It is important that students can independently open and close their containers. Remember to pack a water bottle that will not leak, especially in the warmer months.

Payments + Contributions



Annual Parent Contribution

Parents are asked to make a small financial contribution at the start of each year.

This is used to fund teaching materials, ground maintenance and computing. If you are finding it difficult to make the payment, please contact the Principal to confidentially discuss payment options.

As you will discover, the school and staff do an incredible job with the resources they are given. The State Government provides our school with two sources of funding. The first is a quarterly grant which pays for our operating costs (telephone, electricity, gas, fire services etc.) and the other is a student allowance which varies depending upon the child's grade level.

This allowance does not adequately cover your child's educational expenses.

Therefore each year parents are asked to make a contribution towards educational expenses, grounds maintenance, and computing facilities.

The amount is set each year by School Council after the School Budget is finalised for the following year. You will receive a letter explaining the way the school is funded and the cost structure for the 2026 school year

Out of School Hours Care

CommunityOSH is our out of school hours care and holiday program provider.

Information regarding their hours of operation, program and enrolment procedures can be accessed on their website: https://www.commosh.net.au/

Excursions & Incursions

Any excursions or incursions involving your child requires consent and payment in advance from a parent or guardian via Compass. A general consent is obtained at the beginning of the year for walking excursions within the school neighbourhood.

Health + Safety



Safety

The school makes a practice of teaching habits which ensure the safety and welfare of your child. We feel children are safer if their parents have taught them the following:

- To look both ways before crossing streets and to understand traffic lights and school crossings.
- Not to accept rides from, or talk to strangers. If you wish another parent to pick him/her up from school, you must let your child, and us know who this is.
- Not to leave the school ground without permission or an adult.
- Toys and articles that cause or mimic injury must not be brought to school guns, arrows, slings, fireworks etc.
- Explain that sticks, stones, sand and tan bark must not be thrown.

Sun Smart

Richmond Primary is a Sun Smart school. All children must have a broad-brimmed hat between September and April, or they will need to stay in the designated shaded areas. As this is not much fun for the kids or staff, please make sure your child has an approved hat and that they take it/leave it each day.

Health

During the first year at school, childhood infections are common. Infections spread quickly at school. If your child is sick or has been experiencing vomiting/diarrhoea 24 hours prior to school, they should be kept at home.

Your child must be kept home if they are suffering from one of the infectious diseases identified by the Education Department. A separate listing of the relevant diseases is available at

http://www.education.vic.gov.au/school/principals/spag/health/Pages/infectiousdis eases.aspx. Please call/ask the office if you are unsure.

Health + Safety



Head Lice

Head Lice are common to all schools and do not indicate that the child's head is dirty. Checking by the Health Department has ceased so parents need to check regularly for head lice. If you find any eggs or lice in your child's hair, please treat the lice immediately and let your class teacher know so we can inform other class members to be extra vigilant about checking.

Asthma, Allergies and Anaphylaxis

If your child suffers from an allergy, anaphylaxis or asthma; please see the office for the required medical form to complete or check the website. An Action Plan must be filled out by your GP and given to the school along with any necessary medication from day one. The school must have direct access to any medicine your child needs. If we do not have a current Medical Action/Treatment Plan and medication for your child, they cannot be at school. Please note we are an 'allergy aware school', so we ask you to be mindful of providing foods with nuts in your child's lunchbox.

Immunisation Details

It is mandatory for all enrolled students to provide the office with a record of their immunisation status certificate. Parents or guardians must provide an immunisation status certificate to the school regardless of whether the child is or is not immunised. The immunisation status certificate can be obtained from the local municipal council, Australian Childhood Immunisation Register or your General Practitioner.

First Aid

Qualified first aid staff will look after children injured at school and all accidents are recorded. If need be, you will be notified either by phone or letter of any first aid treatment. Please ensure that the school has up-to-date emergency contact telephone numbers at all times, especially after moving house, changing jobs or mobile phones.