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WELCOME

We welcome you and your children to St Georges Road Primary School, and it is our hope that your family's association with the school will be enjoyable and beneficial for all concerned.

Naturally your child will be more actively and directly involved with the school, but we hope that parents will also feel included in school activities. We invite parents to establish regular contact with us and to become involved in some of the variety of ways mentioned later.

It is now widely accepted that the best quality education can be achieved when an effective partnership exists between parents and teachers. Certainly it is recognised that the parent's role as the child's "first teacher" does not end just because the child has started school.

The following pages provide some details of school policy on many routine matters concerning your child, as well as extracts from our school charter. We would appreciate your co-operation in the successful implementation of these.

Jan Gregory
PRINCIPAL
ST GEORGES ROAD STAFF

PRINCIPAL
ASSISTANT PRINCIPAL
TEACHING STAFF
Preps
Charlotte Anderson
Lee Darlow
Kirsty Gebbie
Val Gibbs
Grade 1
Debra Daffy
Renae Jordan
Kerri Birch
Grade 2
Ros Hosa/ Carmen Farrar (grade share)
Wendy Humphrey
Julia Wayman
Grade 3
Deanne Byrne
Mary Reilly
Hannah Saville
Grade 4
Francis Faralla
Sue Woodall
Sam Taylor
Grade 5
Stephen Coates
Viv New
Meagan Smith
Grade 6
Melissa Houlihan
Dianne Ivers
Brendan Ryan
LOTE / Reading Recovery
Jenny Nightingale
Reading Recovery/Literacy
Pam Watt
Reading Recovery/Gr 2
Ros Hosa
Library
Jeannette Fraser
Art
Sonja Muir
Music
Anita Voumard
E.S.L
Steve Fernando
STUDENT WELFARE OFFICER
Carmen Farrar

OFFICE STAFF
Enza Vespoli
Dora Monteleone
NURSE
Barb Stoney
KOORIE EDUCATOR
Marlene Charles
INTEGRATION AIDES
Margaret Stothart
Heather Stewart
Lyn Gawne
CANTEEN
Kaye Martino
ST GEORGES ROAD PRIMARY SCHOOL PROFILE

St. Georges Rd Primary School is situated in the South Central residential area of Shepparton and has an enrolment of about 490 students which should remain stable in the future. School Council believes that the success of each child is the result of a partnership between students, staff, parents and local community. Therefore this school is committed to providing appropriate and challenging learning experiences that support each child in realising his or her potential.

This school provides a comprehensive curriculum which includes sound organisational structure, whole school planning and systematic approach to evaluation and development. The school enjoys a strong parental commitment and values the involvement of parents in supporting School Council and committees, curriculum programs and fundraising. The school believes in effective communication between parents and school, to form a partnership which ensures that as a team we can build on the positive ways that we care for the children.

The school aims to provide a happy, safe, stimulating environment and is structured around basic assumptions:

* Children are individuals and develop at their own rate, in order to reach their maximum potential.
* Children learn best through challenging first hand experiences, and by their natures must be actively involved in the learning process.
* The more stimulating the educational environment the greater the motivation for learning.
* Parents and community members can contribute much to the educational process.
* Children will develop an acceptance of differences and co-operation, with concern for others.
* Learning outcomes will be improved through staff undertaking professional development.
* Learning, behaviour and health will be maximised in a co-operative environment where students can share the responsibility.

Our school offers specialist facilities including library, art, performing arts, computer, music, Language other than English (Italian), reading recovery and a platoon system for physical education.

We have a disabilities and Impairment program

Teachers at our school are excited about education and are constantly learning and growing. Our school shows children a caring community by working together and supporting and respecting one another. Together we strive to reach consensus on important issues that affect us and the children we teach.
ABSENCES

Ministry regulations require that parents provide written explanations of children’s absences from school, and parents are requested to provide such notes when necessary.

Parents or Guardians must ring and notify the school that your child will be absent for each period of absence, a message may be left on the answering machine on 58317482, a note is to be sent to the teacher on the child’s return to school.

Absence verification forms are made available to all families through the circulation of our newsletter, and additional forms may collected from the school office.

If you wish to take your child from school during the day, you are requested to contact the child’s teacher in advance.

ACCESS TO STUDENTS

In some instances special arrangements and conditions exist regarding access to children (e.g. in cases of separation and divorce) The school can only act on these if properly informed.

A copy of any Court Order or solicitors letter should be provided if appropriate.

AFTER SCHOOL CARE AND BEFORE SCHOOL CARE PROGRAMS

The school offers all children at our school the service of being cared for both before and after school under careful supervision.

This is an approved Government Child care Program, which means it is partially funded by the federal government, no matter what wage or income the family receives. Whilst some children are already booked in on a permanent basis, there are times when your child/ren may need this service due to an unexpected event where no-one is able to care for them on that one day. It is strongly recommended that all children should be enrolled in case of such an emergency.

Before School Care Program runs from 6.45am until 8.45 am
After School Care runs from 3.30 pm until 6 pm and from 2.30 pm on early dismissal days.

However these programs are not run during the school holidays.
ART CRAFT

The school has a well equipped and staffed art/craft room. All the children have at least one art/craft lesson per week in the art room. Other art/craft activities are undertaken in the class room with the class teacher. The art course covers five main areas: painting, drawing, modelling, construction and threads and textiles. Art appreciation is also covered.

Art can be a messy activity so to protect clothing each child is required to wear an art smock whilst in the art room. A simple inexpensive smock can be made from an old shirt by sewing up the button front, turning collar down and threading elastic around the neck, turn cuffs up and thread elastic through them.

Wet, messy hands are wiped on smocks, so choose a thick shirt, preferably a large long sleeved one. If you’re handy with a needle and thread a double thickness of material on the front of the smock may save washing paint stained jumpers and T-shirt. Please avoid using buttons and tapes on smocks, they are difficult for children to do up. Plastic smocks and aprons are ineffectual. Please put child’s first name on the smock in large colourful letters on the front.

ASTHMA FRIENDLY SCHOOL

We have been recognised by the Asthma Foundation as an Asthma Friendly School. An asthma management plan should be filled in for all children who suffer from asthma even if very mild or seasonal asthma. Our groundsperson has developed an asthma friendly playground.

BICYCLE RIDERS

In accordance with safety regulations all children who ride bicycles to school must wear protective helmets. Protective helmets are stored in corridors with the children’s school bags. Bicycles are secured in the bicycle compound. It is recommended that all bikes are locked within the bike compound. Check the Code of Conduct for Bike riding rules. Scooters and Roller blades are not to be used as transport to or from school.

BOOKLISTS

Each student will be issued with a booklist prior to the commencement of the school year. The booklist will cover the basic supply of classroom books and stationery and will be kept to an absolute minimum. The school will also provide further supplies throughout the year. Families are encouraged to fill their orders through Lovell’s Newsagency where we have negotiated what we feel as a School Council the best deal. All families must have these supplies ready on the first day of school.
BREAKFAST PROGRAM

At St Georges Road Primary School, we operate a Breakfast Program between 8.00 am and 8.45 am daily from the school canteen. We believe, and research shows, that children require an adequate breakfast to enable them to cope with each school day. The program is accessible to all students free of charge and not only provides the opportunity to have breakfast, but allows the children to socialise in a welcoming environment. The menu includes fruit juice, a variety of cereals, toast and spreads, hot chocolate and milo.

BULLYING

St Georges Road Primary School has a pro-active approach to help prevent bullying, children are versed in strategies from the Bully Busters Program. Bullying can be carried out in a variety of ways e.g. physical, violence, teasing, isolation from games etc. It is our aim to identify types of bullying at St Georges Road and implement positive strategies. Teachers, children and parents have been exposed to methods of identifying signs of bullying, and strategies to deal with bullies. We believe that being pro-active has produced positive results at St Georges Road. Whilst we do encounter isolated instances of bullying we believe the students here enjoy a happy, productive and caring environment.

BUS TRAVELLERS

Bus travellers will be dismissed at 3.20 pm and make their way to the bus assembly area. The bus stop is supervised in the afternoon. School bus travellers are required to sign a bus code of conduct before travelling on the bus. Students not adhering to the bus code of conduct may be suspended from travelling on the bus at the discretion of the bus company. The school bus code of conduct runs in conjunction with the St Georges Road School Code of conduct.

CHANGES OF CLOTHING

We keep on hand a small supply of clothing for loan to children on those occasions when a change of clothing is necessary on wet days.

Please note that this clothing is only on loan, and should be returned to school as soon as possible after laundering. We would appreciate further donations of clothes for this purpose.

It is recommended that parents send a change of clothes for all Preps to be used in the case of the odd accident. In the case of a child who needs frequent changes of clothing, a complete change of clothes should be handed to the child's teacher, who will keep it for use when required by the child.
CHILD AND FAMILY HEALTH PROGRAM

The Child and Family Health Program offers all Victorian children a health assessment in their first year at school. The program is delivered by school nurses. It gives parents/guardians, teachers and nurses an opportunity to work together for the well being and educational progress of children.

In order to carry out a health assessment, the nurses need to know information that only parents or guardians have about their child. Prior to the school nurse's visit parents will receive a School Entrant Health Questionnaire which will assist them to provide this information. Parents are encouraged to consult the school nurse at the time of her visit to their school to discuss any concerns they may have. All information is confidential. The health assessment is not intended to replace your normal source of health care.

School nurses are also available to see children from other grades causing concern to parents or teachers. For further information please contact your School Principal or child's teacher.

CHILDREN WHO BECOME ILL, OR WHO HAVE ACCIDENTS AT SCHOOL

If it is considered necessary, the parent is contacted through the emergency information system. It is therefore imperative that the information on your child's card is kept up to date. The decision regarding the extent of medical treatment is left to the parent.

In serious or urgent cases, the doctor and/or ambulance may be contacted first, so that emergency treatment can be arranged without delay. Every effort would also be made to contact parents immediately. It is expected that parents will meet the cost of any transport by ambulance and/or medical treatment arranged by the school.

Whilst the school does have a sick-bay, this can only be looked upon as temporary accommodation while the child is waiting to be collected by the parent.

Children who are ill in the morning should not be sent to school, as we are in no position to care for a sick child.

We have a medication register at school at the Sick Bay. If students are to receive medication, whether on a short term or long term, then parents are required to give clear directions to us to the medication and dosage. All medication is administered at the Sick Bay. Medication is not to be kept in school bags or in classrooms.

Asthmatic children who use an inhaler should bring it to school each day and hand it to the teacher. An asthma plan should be provided for easy reference in the sick bay. For convenience, parents may wish to provide an inhaler and capsules, with written instructions, to be retained at school.
CODE OF CONDUCT
St Georges Road Primary School

DEVELOPING STRONG FOUNDATIONS

We at St George’s Road Primary School have developed a Student Code of Conduct. This will ensure we reach our goals and make school a special place where we all feel comfortable, safe and successful.

The policy encourages parents to work in partnership with teachers and the school. This partnership will ensure that as a team we can build on the positive ways that we care for your children.

It states:
- the manner in which we cater for all students.
- the school rules and the consequences for breaking those rules.
- the school approaches that make St Georges Road Primary School a special place for everyone.

Each family will receive their own copy of the Code of Conduct. We ask you as a family to sit down together and discuss this policy. It is written for a wide range of groups and situations, and you may find it advantageous to explain some items to your children.

COLLECTION OF CHILDREN

If you have to collect your child before dismissal time please report to the office first so this can be recorded. This is to ensure your child’s safety.

COMMUNICATION WITH PARENTS

During your child’s first days at school we hope there will be adequate opportunity for discussion on an informal basis. After that it may best be done by arranging an appointment. Depending on the situation an appointment could be made by direct approach to the teacher or through the office. Further to these we have formal communication links with all families.

SCHOOL NEWSLETTER:
This is distributed every Thursday and contains up to date information about school events. It is absolutely essential that all families receive and read the newsletter each week.
PARENT TEACHER INFORMATION NIGHTS & INTERVIEWS:

In February / March each section of the school conducts information nights. These provide an opportunity for parents to hear what is planned for the children during the year. Parents are also encouraged to ask questions about how & what children learn.

Also, on two separate occasions during the year parent / teacher interviews are conducted. This is an opportunity to share information and discuss how parents and teachers can work together to develop a child's education.

REPORTS:

These are distributed mid Year and about mid December and contain a detailed report of your child's achievements in all curriculum areas.

CURRICULUM ENHANCEMENT

Children will be involved in excursions and camps from time to time. Parental permission must be provided before a pupil leaves the school. Curriculum Enhancement must be paid either by one payment in 1st Term or by two instalments one in 1st Term and the second at the beginning of 3rd Term.

DISABILITIES AND IMPAIRMENTS PROGRAM

Since 1984 the Victorian Government has adopted a policy of integrating students with impairments, disabilities or problems into regular schools rather than having them attend a segregated seating.

Our school has participated very successfully in this program and at present has Integration Aides employed to support the program.

DISMISSAL

Children are dismissed at 3.30 pm. Bus travellers are dismissed at 3.20pm and are to assemble in the bus assembly area. It is a parent's responsibility to collect their child at 3.30 pm or make suitable arrangements for their travel home. Children who remain in the yard after 3.45pm are required to be enrolled in the after school care program unless prior arrangements have been made.
EARLY YEARS LITERACY PROGRAM

The Early Years Literacy Program is based on the recognition that all children should succeed in literacy by the end of their third year of schooling. At St Georges Road the following essential features are adhered to in order to provide an excellent literacy program for the students:

* There is whole school commitment to all aspects of the program.
* An Early Years school coordinator who ensures that all these features are implemented.
* There is a daily focused two hour literacy session throughout the school.
* There is additional assistance to compliment and support the classroom program with Reading Recovery as the recommended program for Year one.
* There is planned Home/School liaison.
* Teachers participate in focused professional development to add to their skills in implementing the program.

EARLY YEARS NUMERACY PROGRAM

The Early Years Numeracy Program runs in Grades Prep to Four. It is based on the belief that all students can achieve success in Mathematics given sufficient time and support.

At St. Georges Rd Primary School the following essential features are adhered to in order to provide and excellent mathematics program for all students:

* There is a whole school commitment to all aspects of the program.
* An Early Years school coordinator who ensures that all these features are implemented.
* There is a daily hour mathematics session.
* Teachers participate in focused Professional Development to add to their skills in implementing the program.
* There is additional assistance to complement and support the classroom program which includes Home/School liaising.

EDUCATION MAINTENANCE ALLOWANCE

Holders of current Health Care Cards, Foster Parents or Pension cards are eligible to apply for Education Maintenance Allowance on behalf of their child / children attending school.

70% of the E.M.A. is paid in March with the remaining 30% paid in September.

Applications are made in early Term 1 and early Term 3. Eligible applicants will be advised of times and procedure of application through our weekly newsletter. The E.M.A. portion directly credited to the school covers costs of curriculum enhancement activities which may include visiting performances, swimming, local excursions.
EMERGENCY INFORMATION

Quite frequently we need to contact parents regarding the welfare of their children, particularly on occasions such as accident or illness. It is essential that, in the case of emergency, the school has up-to-date information, setting out addresses, telephone numbers, contacts, health conditions etc.

It would be of great assistance to us if all details were completed in clear, legible PRINTING. Please note that it will be necessary to complete the information for each member of your family. If any alterations become necessary from time to time, e.g. change of address, medical conditions etc., please advise us immediately so that our records can be kept up to date.

HEAD LICE

While it is parents who have the primary responsibility for the detection and treatment of head lice on their children, the school will assist by offering up-to-date information and a screening process, and by alerting parents of lice when detected.

The school will ask parents to sign a permission form allowing their children to be screened by our trained personnel for the presence of head lice. Only children whose parents have returned the permission form will be checked.

All children screened will be provided with a confidential report indicating to parents the results of the screening, as well as advice on the latest information regarding head lice. Consistent with Health (Infectious Diseases) Regulations 2001, the principal will ensure that the parents of any child found to have live lice are informed that their child is to be excluded from attending school until appropriate treatment has commenced. Upon their return to school, parents of excluded children must present the signed declaration on Form2 indicating that appropriate treatment has commenced. All excluded children to undergo another inspection from our school nurse before recommencing school. Children with shoulder length hair or longer are required to tie their hair back or put it up whilst they are at school.

HELPER'S REGISTER

We always look forward to seeing parents and friends in our school assisting with the many and varied programs. It is vital to the student's educational outcomes that this assistance continues and increases.

To assist us in identifying our helpers we ask that if you as a parent visit the school to assist with a program that you sign a register at the front office and wear a Helpers Badge.
This will also assist us in identifying at a glance who are our helpers and any visitor not wearing a badge can be directed to the main office for assistance.

**HOURS OF INSTRUCTION**

1st Session  9.00 a.m. - 11.00 a.m.
Recess 11.00 a.m. - 11.30 a.m.
2nd Session 11.30 a.m - 1.00 p.m
Lunch 1.00 p.m. - 2.00 p.m.
3rd Session 2.00 p.m. - 3.30 p.m.

During February these hours are varied for Prep. children. Parents are notified of specific arrangements on Orientation Day.

**SCHOOL ENTRY IMMUNIZATION CERTIFICATE.**

As a result of recent change to the Health Act, all children starting school at Prep level will need to have an Immunisation Certificate.

The Immunisation Certificate is obtained from the Health Department in Shepparton or at listed Kindergartens. As parents or guardians, present this certificate to the school when you enrol your child in prep.

The Immunisation Certificate will indicate to the school whether your child has or has not been immunised against diphtheria, polio, tetanus, measles and mumps.

This does not mean that your child has to be immunised. The above diseases are five serious childhood diseases and the Health Department only recommends that all children be immunised against these diseases before they enter school.

**INFECTIOUS DISEASES**

**CHILDREN ARE TO BE EXCLUDED FROM SCHOOL**

**CHICKENPOX:** Until fully recovered. Note: Some remaining scabs are not an indication for continued exclusion.

**VIRAL HEPATITIS**

Until a medical certificate of recovery is produced, or on subsidence of symptoms but not before 7 days after onset of jaundice.

**IMPETIGO**

Until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and that sores on exposed surfaces such as scalp, face, hands, and legs are properly covered with occlusive dressing.
MEASLES For at least 7 days from the appearance of the rash or a medical certificate of recovery is produced.

MUMPS Until fully recovered.

PEDICULOSIS (Head Lice) Until appropriate treatment has commenced. On return children must report to sick bay for a hair check by the school nurse before returning to the classroom.

PERTUSSIS (Whooping Cough) For 4 weeks or until a medical certificate of recovery is produced

RINGWORM Until appropriate treatment has commenced, supported when requested by a medical certificate.

RUBELLA (German Measles) Until fully recovered and at least 4 days from the onset of the rash

SCABIES Until appropriate treatment has commenced, supported when requested by a medical certificate.

STREPTOCOCCAL INFECTIONS (Inc. Scarlet Fever) Until a medical certificate of recovery is produced.

JUNIOR SCHOOL COUNCIL

This is a forum where by children are able to contribute to the school activities. Elected representatives from grades 2 to grades 6 form the Junior School council and their ideas and suggestions are presented to the Principal and/or the School Council.

LATE

Instruction begins at 9.00 am – Lunchtime is at 1.00 pm. When children arrive late it disrupts the program. Please make every effort for your child to be at school ready to begin lessons at 9.00 am. If you are late children must report to the office to register for a late pass and will make up the instructural time missed at lunchtime. (Doctors and Dental appointments are exempt).

Punctual Pat: The grade with the least amount of late comers for that week will be presented at assembly with Punctual Pat (a bear that is kept in the classroom for that week). This is a great incentive for the children to be on time.
LIBRARY

The School has a central library, staffed by a teacher-librarian. Pupils attend one formal library session each week. During this time, they are encouraged to browse, and select books for borrowing. Depending on ages of the pupils, they also learn basic research skills, and correct use of the library catalogue system.

The library is also available for a resource centre for the school. Teachers and pupils are welcome to obtain the assistance of the librarian in the development of topics being undertaken in classrooms.

Pupils are welcome to borrow from the library each day before school. We encourage parents to browse with their children at this time, and select books for reading at home.

Children in all grades are required to have a library satchel in which to carry any books being borrowed. The library satchel is included in the 2005 booklist as a compulsory item – further satchels may be bought through the front office.

It is emphasised that the child is responsible for cost of repair or replacement of books that are borrowed, and then damaged or lost. The high cost of books makes this necessary.

LIFE EDUCATION

We are delighted to have a visit from the Life Education Van on an annual basis. All students attend the very informative lessons conducted in the van under the expert guidance of the Life Education educator.

The program is one of the most impressive and positive responses yet made to tackle the long-term problem of drug abuse.

The sequential program does not moralise or use scare tactics but teaches children in their formative years about the wonders of the human body - its delicate harmony and balance.

Classes also encourage the development of self-esteem and the skills needed to think for themselves in the face of negative peer pressure and media advertising.

LOST PROPERTY

When an item is lost, please inquire at once as to its whereabouts, as any delay makes it increasingly difficult to trace missing items. Please ask at the office, and you will be allowed to check the items that are unclaimed. After a period of time, unclaimed items are disposed of. Please ensure that school windcheaters, hats, lunch boxes and drink bottles are clearly named and names checked frequently and refreshed when required.
LUNCH ARRANGEMENTS

Children are able to purchase lunches from the school canteen. Price lists for this purpose are distributed at the beginning of the year and periodically through the year. Orders should be written on paper bag containing the money, clearly showing items required, child's name and room number. Orders are collected from the rooms each morning and lunches delivered at 1.00 p.m.
All children who have lunch at school eat under supervision between 1.00 p.m. and 1.10 p.m.

Parents wishing to have their children go home for lunch should notify the school in writing to this effect. (Only one notification is necessary). Children will be dismissed at 1.10 pm.
Children will not be permitted to leave the school-ground at lunchtime under any circumstances - unless accompanied by a parent or responsible adult.

MISBEHAVIOUR OF PUPILS BETWEEN HOME AND SCHOOL

Ministry regulations specifically refer to misbehaviour outside the school grounds. A principal is justified in dealing with any misconduct (such as ill-treatment of other pupils) which, in her opinion, may have a prejudicial effect upon the tone and discipline of her school.

MOBILE PHONES

Children are not to bring mobile phones to school. Parents may contact children via the office.

MONEY BROUGHT TO SCHOOL

From time to time, pupils will need to bring money to school for various purposes. Any money being sent to school should be sealed in an envelope. The child's name, room number, teacher, amount enclosed, and purpose (e.g. "Excursion" should be clearly written on the envelope.)
Pupils should hand the envelope to their teacher, rather than put the envelope on the teacher's table.

NAME TAGS ON CLOTHING, ETC

As it is extremely difficult to trace the owners of lost property, we cannot emphasise too strongly the need to label each item of clothing, etc. with the child's name. This should be clear and legible. It is not sufficient to have some form of sign so that the child can recognise it. He/she may be able to do so but we can't.
PARENTAL INVOLVEMENT IN THE SCHOOL

We are most grateful for the excellent support the school receives from so many parents, and we urge all parents to become involved in the school's activities.

Some ways in which parents can be involved include:

a. Membership of School Council.
b. Attending Parents and Friends Club Meetings
c. Assisting with sporting activities.
d. Assisting in school swimming program.
e. Participation on Canteen Roster.
f. Attending working-bees.
g. Assisting with supervision on excursions.
h. Participating in special days and events e.g. "Book Week".
i. Providing assistant with library tasks.
j. Assisting in classroom activities.
k. Outdoor education program.
l. This list is by no means complete and we would welcome your assistance in many other areas as well.

PERFORMING ARTS

All children participate in one hour of performing Arts per week, in the Sports and Arts Centre, with the specialist teacher.

The performing arts program is based around activities which highlight the following properties of music: Beat, Pitch, Tone, Colour, Tempo, Texture, Rhythm, Dynamics, Form and Style.

Within this variety of activities, all children are given the opportunity to acquire a musical knowledge through a balanced program of musical experiences:

- singing
- creating
- playing

- listening
- moving
- reading

Extra Performing Arts activities are offered and depending upon circumstances children may participate in the following:

- Learning to play recorder
- The Shepparton District Music Camp
- School Instrumental Group
- School Productions.
- Learning to play guitar (private tuition in the school)
- Learning to play organ (private tuition in the school)
- Lunchtime dance classes
PHYSICAL EDUCATION

The school Physical Education program incorporates the following major areas of sport - Swimming, Athletics, Folk Dancing, Gymnastics, Perceptual Motor Program (Infants) and Aussie Sports Activities (3 to 6). The Inter-School Aussie Sports program involving 5 and 6 occurs during Term 3. Throughout the year class teachers conduct their own P.E. lessons mainly on a platoon system with a high emphasis on ball handling and minor games activities.

There is an on-going swimming program which provides experiences for all levels in the following manner. During the year children from Grade Prep to Grade 4 participate in a two week swimming campaign at Aqua Moves. All sessions are conducted by fully qualified Physical Education teachers or class teachers. Our aim is to provide a very intensive program to achieve maximum benefits for all children.

As children progress, certificates of achievement are recorded for their reward and motivation.

PLAYGROUND SUPERVISION OF CHILDREN

Organised supervision by teachers begins during the period 8.45 to 9.00 a.m., continues through recess and lunch times and concludes after the 3.30 to 3.45 period when children's departure is supervised. During these times teachers "patrol" the school ground to ensure that children are playing safely and harmoniously. Any serious cases of misconduct are dealt with or reported to the Principal. In some instances a child may need to be isolated from the playground.

Parents are asked to co-operate with the school in ensuring that the school's rules regarding conduct and safety are observed.

No child to be at School before 8.00 a.m unless enrolled in the Before School Care Program

PUNCTUALITY

Pupils are expected to arrive early for all school sessions, and parents are asked to ensure that children are sent to school on time. It is generally unnecessary for children to arrive at school before 8.30 a.m., however, all children should arrive at school by 8.50 a.m. at which time a bell rings to inform the children they may enter class-rooms to unpack bags and prepare for the day. If children are late they need to register at the office for a late pass and instruction time will be made up at lunchtime.
PUPILS IN NECESSITOUS CIRCUMSTANCES

The school policy is that no child should be prevented from attending cultural activities, camps, excursions, etc, simply because the parent is unable to pay the costs involved.

In cases of genuine need, we suggest that the parent discusses the matter personally with the principal, and some system of assistance arranged. Such discussions would be treated as confidential.

Similarly, parents unable to provide clothing for their children should contact the principal, who will be able to obtain limited assistance.

PUPILS LEAVING THE SCHOOL GROUND

Under no circumstances are pupils permitted to leave the school without permission. This rule also applies to pupils who go home for lunch.

Requests for permission for a child to leave the school during school hours must be made either personally or in writing by the parent. Parents then must collect their child / children from the school.

Pupils who become ill are to report to a teacher. They must not go home of their own accord.
On occasions, younger pupils will become confused, and leave school at recess, etc. Children who arrive home at different times should be returned to school if at all possible. In all instances, the school should be notified, so that we know where they are.

READING RECOVERY

Reading Recovery has been available at St Georges Road since 1989 and over one hundred children have been in the program. Research in Victoria and overseas indicates that currently, Reading Recovery is the most successful intervention program available to schools.

Reading Recovery defined as an early intervention program which provides an opportunity for students who, after one year of schooling, have not yet established effective reading and writing processes.

Students in the program receive a daily thirty minute Reading Recovery lesson in addition to the regular classroom reading and writing program. The Reading Recovery Program for each student continues until they have developed strategies that will allow them to participate in the reading and writing activities in their classrooms. This usually takes twelve to twenty weeks.
**RELIGIOUS EDUCATION**

R.E. is conducted in grade 1.
An Approved Protestant Course is offered.

**SCHOOL COUNCIL**

The School Council, working collaboratively with the Principal, is the administrative body within the school community. Its responsibilities include policy decisions affecting:
- school finances
- curriculum policy
- grounds and buildings
- fundraising

The School Council comprises:
- 8 members elected by parents
- 4 Director of School Education elected teachers
- 1 Principal
- 2 Co-opted parent members.

School Council usually meets on the second Wednesday of each month.

School Council Members as at December 2004
Malcolm Watt Chairperson
David Stewart Treasurer
Jan Gregory Principal
Donna Dyminski
Debra Daffy
Noelle Manson
Kaye Martino
Anthony Parker
Kathryn Varapodio
Heidi Vine
Melissa Walsh

**SCHOOL CROSSINGS**

Children must use the crossings provided, and obey the crossing supervisors as they prepare to cross the streets.
If you are waiting to pick your child up by car, and are parked across the street from the school, please do not encourage your child to ignore the school crossings.
Double parking of cars when picking up children is forbidden as it causes dangerous situations for cyclists and other motorists including buses.
Parking along the Northern side of John St. is also illegal as the school gate nearby is the exit gate for cyclists.
Parking Officers patrol the area regularly.
SCHOOL PHOTOS

Each year a firm is contracted to take school photographs. Parents have the opportunity to purchase grade or individual photographs.

SCHOOL UNIFORM

Rationale:

* A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the Dress Code.

Aims:

* To promote equality amongst all students.
* To further develop a sense of pride in, and identification with our school.
* To provide durable clothing that is cost effective and practical for our school environment.
* To maintain and enhance the positive image of the school in the community.
* To develop responsibility for possessions as part of the Organization Key in our social skill program You Can Do It.

Implementation:

* St. Georges Rd. School Council has developed a Dress Code that we believe provides choice for the students, allows for students to safely engage in the many varied school activities, and caters for the financial constraints of families.
* The Dress Code applies during school hours, while travelling to and from school, and when students are on school excursions.
* Students may not participate on school excursions if they are not in full uniform unless it is a requirement of the excursion.
* Summer and winter uniforms are required to be worn in the appropriate seasons.
* Muslim girls are to wear the prescribed alternative uniform.
* All school uniform must be clearly identified so there is any chance of lost items being identified.
* Stud earrings and sleepers worn in the ears, plus watches are the recommended acceptable jewellery for equality, safety and security reasons.
* Extreme hair colourings (e.g. bleached hair, green, pink or purple rinses) and/or extreme hairstyles (e.g. spikes or mohawks) are not permitted.
* Other than clear nail polish, cosmetics may not be worn at school.
* The only hats that are acceptable are St. Georges Rd. Sunsmart hats consistent with our Sunsmart policy. They are compulsory in terms 1 & 4. Royal Blue beanies can be worn in winter.
* The school uniform will be able to be purchased from the School Uniform coordinator at the front office. There are also second hand uniforms, which have been donated back to the school available.
* The student Dress Code, including details of uniform items and price list, will be published in the newsletter at the start of each year.
* School Council requires the Principal be responsible for implementation of the Dress Code in a manner consistent with the Student Code of Conduct.
* If there is a legitimate reason a uniform cannot be worn for a day parents will inform the school by note or telephone.
* If a student is continually out of uniform then an arrangement will be made for them to wear a loan uniform if there is one available and parents will be responsible for the cost of laundry.
* Arrangements can be made to supply uniforms via State Schools Relief for families experiencing economic hardship.
* Parents seeking exemptions to the Dress Code due to religious beliefs, ethnic or cultural background, student disability, health condition or economic hardship must apply in writing to the School Council.

**Evaluation:**
* This policy will be reviewed as part of the school’s three-year review cycle.

<table>
<thead>
<tr>
<th>GIRLS</th>
<th>BOYS</th>
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<tbody>
<tr>
<td>Royal Blue school culottes</td>
<td>Grey school shorts</td>
</tr>
<tr>
<td>Royal Blue check dress</td>
<td>Grey school long pants</td>
</tr>
<tr>
<td>Royal Blue School track pants</td>
<td>Royal Blue School track pants</td>
</tr>
<tr>
<td>White / Royal Blue polo shirt</td>
<td>White / Royal Blue polo shirt</td>
</tr>
<tr>
<td>Royal Blue School windcheater</td>
<td>Royal Blue School windcheater</td>
</tr>
<tr>
<td>White or blue socks</td>
<td>Blue or White socks</td>
</tr>
<tr>
<td>Sensible shoes / sneakers / sandals</td>
<td>Sensible shoes / sneakers / sandals</td>
</tr>
<tr>
<td>In white/ black/brown/navy</td>
<td>In white/black/brown/navy</td>
</tr>
<tr>
<td>School hat</td>
<td>School hat</td>
</tr>
<tr>
<td>School Beanie</td>
<td>School Beanie</td>
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</tbody>
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School colours are recommended for Headbands/scarfes/hair ties.

Muslim girls – Royal blue / blue & white check long skirt
Royal Blue or white leggings worn under skirt.
Royal Blue School track pants
White long sleeved blouse
School windcheater
Royal blue / white Hijab plus school hat
STUDENT BANKING

All students have the opportunity to bank regularly through the Commonwealth Bank at our school. Tuesday is bank day and students bring their deposit book and deposit to school and this is processed at school. We believe that this encourages children to save and our school receives a nominal commission for handling transactions.

THE SCHOOL DENTAL SERVICE.

The School Dental Service will visit the school bi-annually providing the following services:-

1. Classroom oral hygiene instructions and letter to parents notifying them of the need to seek dental treatment for their child.
2. All pupils in Grade Prep. 1, 3, 4 will be offered treatment.
3. All pupils will receive classroom instruction in dental health education and prevention.

THE SCHOOL MEDICAL SERVICE

The School Medical Service will visit the school annually providing the following services:-

1. Examination of all Prep children (with parental consent)
2. Review of children with medical conditions detected during their prep year.

VALUABLES

Children are not to bring valuable items such as jewellery, electronic toys and mobile phones to school. It is difficult to maintain security for valuable items.
WASTE WISE

“Wastewise” is a whole school approach to managing our rubbish at school. The program was introduced to St Georges Road in Term 3 2000 and it is aimed at:

* Improving the appearance of the school grounds by reducing litter.
* Teaching the children about the need to care for the environment and focusing on the 3R’s—reduce, reuse and recycle.
* Informing parents about the responsibility they have in packing a healthy lunch with few wrappings.
* Teaching children about compost.

We have designated eating areas and the children sort rubbish into recycle, waste, compost bins. All uneaten food is taken home as is lasagne trays which often have meat sauce still on them (these foul the waste bins). We need everyone to continue to work together so that our school environment is a safe, happy place for everyone.

Chips/ twisty packets are not to be brought to school. Snap top reusable plastic containers maybe used for these snacks.

WET DAY ARRANGEMENTS

On wet days or days of extreme heat / cold children remain in their classroom under supervision at recess and lunchtime.

YOU CAN DO IT PROGRAM

At St Georges Road Primary School we are committed to the You Can Do It Program. This program is based on four foundations—Confidence, Persistence, Organisation and Getting Along.

The goals of the program is for all children to realise their potential and achieve to the best of their ability.

The program involves teachers, parents and the community working together to instil in children a belief in the value of education, and a belief in the importance of their own efforts in their achievements.
SCHOOL SONG

Knowledge Service Happiness
The motto of our school
Gladly we strive to do our best
Using the golden rule
Knowledge to guide us everyday
Service to all in everyway
Happiness in our work and play
St Georges Primary School