



*ST. GEORGES
ROAD PRIMARY
SCHOOL*

Parent Handbook

www.stgeorges.vic.edu.au

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St George's Road Primary School Profile

St Georges Road Primary School is situated in the South Central residential area of Shepparton and has an enrolment of over 400 students. 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. The core values that permeate the culture of our school are:

Respect – *Showing respect for others shows and respect for ourselves*

Responsibility – *If it is to be, it is up to me*

Excellence – *Being the best that you can be*

Pride – *Living our values and being proud of who we are*

This school provides a comprehensive curriculum which includes sound organisational structure, whole school planning and systematic approach to evaluation and development. The school encourages 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 to reach 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 maximized in a co-operative environment where students can share the responsibility.*

Our school offers specialist facilities including Multimedia, Art, Music, Reading Recovery, Oral Language, LOTE and Library, a platoon system for Physical Education and a Before and After School Care Program. These programs are enhanced by a modern gymnasium/ music/canteen facility and beautiful playground facilities and gardens. To help children reach their potential we successfully conduct an integration program, literacy and numeracy intervention and enriching extension programs.

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.

Planning, implementation and assessment of curriculum is done against the Australian Essential Learning Standards. We have a commitment to helping students become independent, life-long learners through our Building Learning Power Program. By acknowledging and addressing the interrelationship between curriculum areas, St Georges Road School's cooperative and caring team provides a comprehensive approach to teaching and learning opportunities for all students.

ABSENCES

DET 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 58 317 482, 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 on TiqBiz. Additional forms may be 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 solicitor's letter should be provided if appropriate.

AFTER SCHOOL CARE AND BEFORE SCHOOL CARE PROGRAMS (OHSC)

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 Childcare 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 3.20 pm until 6 pm and from 2.20 pm on early dismissal days. However these programs are not run during the school holidays.

ASSEMBLY

Assembly is conducted in our Sports & Arts Stadium each Monday from 8.50 am and each Friday at 2.20 pm. Students are presented with encouragement awards, perform various activities and acknowledge what has been happening around the school and advise the community of any upcoming events that are happening around the school. All of the school community is welcome!

ART

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. 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. Alternatively, we sell Art smocks through the school's uniform shop and enquiries can be made through the front office. 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 grounds person has developed an asthma friendly playground. Please make sure that you update this at the front office if circumstances change.



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. All bikes are locked within the bike compound. Check the Code of Conduct for Bike riding rules.

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. Cyber bullying is taught explicitly at our school using the e smart tools.

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.



BUILDING LEARNING POWER (BLP)

Our teachers support all students to see themselves as learners. We explicitly teach how students can build these learning dispositions

The Learning Powers are:

1. Resilience
2. Resourcefulness
3. Reflectiveness
4. Reciprocity

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 offer 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 wellbeing 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

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

We aim to provide a full and extensive curriculum at St. George's Rd., and hope that parents can arrange appointments outside school hours. However, 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 to the eldest in the family and is on the school website, and available on TiqBiz. It 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, 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 midyear and mid-December and contain a detailed report of your child's achievements in all curriculum areas.

SCHOOL WEBSITE

*Our school has a website where calendars, special events and newsletters can be accessed at **www.stgeorges.vic.edu.au**. We also have a Facebook page where we highlight various programs and events.*

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 four instalments one in each Term. The Curriculum Enhancement program provides a wide range of internal/external activities to broaden educational experiences for all children. The school combines 50% of all this cost to every student.



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. Allied Health Services are also provided to support students with additional needs.

DISMISSAL

Children are dismissed at 3.20 pm. Bus travellers are also dismissed at 3.20pm and are to assemble in the bus assembly area. It is a parent's responsibility to collect their child at 3.20 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 NUMERACY PROGRAM

The Early Years Numeracy Program runs in Grades Prep to Yr. 2. 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:

- A whole school commitment to all aspects of the program.
- A Teaching and Learning leader who ensures that all these features are implemented.
- A daily hour mathematics session with an additional session for number fluency.

All 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.

ENGLISH AS AN ADDITIONAL LANGUAGE

English as a Second Language caters for students who have arrived from another country and have minimal knowledge of the English language. The program caters for students who may have attended an English Language Centre Outpost classroom and transited back to their base school, but still require assistance to improve their written and oral learning of the English language.

ENGLISH LANGUAGE CENTRE OUTPOST PROGRAM

The Shepparton English Language Centre located at 130 Hayes Street, Shepparton. It was formed in 2009 and caters for Students from Secondary and Primary Level. Students at the Primary level who have little or no knowledge of the English language, both written and oral are placed in an Outpost Classroom for a period of time depending on what visa and country they have arrived from. This enables students to get familiar with our culture and way of living. Staff are trained in teaching students how to read, write and perform tasks which have not been taught in their countries.

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

During February these hours are varied for Prep. Parents are notified of specific arrangements on Orientation Day. Instruction begins at 9:00 am and ends at 3:20 pm each day.

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 enroll 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, whooping cough 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 FOR:

Measles: *For at least 7 days from the appearance of the rash or a medical certificate of recovery is produced.*

Mumps: *Until fully recovered.*

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.*

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

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

Impetigo (School Sores): *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.*

Scabies: *Until appropriate treatment has commenced, supported when requested by a medical certificate.*

Streptococcal: Until a medical certificate of recovery is produced. INFECTIONS (including Scarlett Fever)

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 Leadership team and/or the School Council.

LATE

Instruction begins at 9.00 am – Lunchtime is at 1.30 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 instructional time missed at lunchtime. (Doctors and Dental appointments are exempt).

LIBRARY

The School has a central library, staffed by a library technician. Pupils attend one formal library session each week with their classroom teacher. 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.

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 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. They are also available at the office and on our website. 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 1.30 p.m. All children who have lunch at school eat under supervision between 1.30 p.m. and 1.40 pm.

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 1.40 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

DET 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/ELECTRONIC GADGETS & EXPENSIVE PERSONAL BELONGINGS

Children are not to bring mobile phones to school. Parents may contact children via the office. If for any reasons they do have a mobile phone, it will be held at the office and can be picked up at dismissal.

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

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 cannot.

NETBOOK PROGRAM

The Netbook Program commences for all students at Grade 4. All students are required to participate in this beneficial program which runs until Grade 6. Each family attends an information session in relation how to purchase a Netbook for their child. Students use their Netbooks everyday at school and learn how to personalise their own Netbook with learning activities.

Parent/Guardians enter into a Lease Agreement to pay for their child's Netbook and payment is made by instalments either one payment each term for the period of 3 years or via Centrepay deductions from Centrelink each fortnight i.e. Family Tax Benefit or Pension. This is a simple and easy way to keep up your repayments for the term of the Lease Agreement. After which your child will get to keep their Netbook and take it home.



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:

- *Membership of School Council*
- *Attending Parents and Friends Club Meetings*
- *Assisting with sporting activities*
- *Assisting in school swimming program*
- *Participation on Canteen Roster*

- *Attending working-bees*
- *Assisting with supervision on excursions*
- *Participating in special days and events e.g. "Book Week".*
- *Providing assistant with library tasks.*
- *Assisting in classroom activities, such as daily reading in the morning*
- *Outdoor education program*

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. All children are given the opportunity to acquire a musical knowledge through a balanced program of musical experiences.

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

- *Learning to play recorder or the ukulele*
- *School Choir*
- *School Productions.*

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 an intensive swimming program. All sessions are conducted by fully qualified swimming teachers. Our aim is to provide a very intensive program to achieve maximum benefits for all children. Lifesaving/safety programs are also conducted throughout the year.



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 3.20 to 3.35 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 am unless enrolled in the Before School Care Program. (OHSC)

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

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.

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*
- *Family engagement*

The School Council comprises: 8 members elected by parents, 4 Director of School Education-elected teachers 1 principal and Co-opted parent members where relevant. School Council usually meets on the third Wednesday of each month.

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. (Refer to school uniform)*

Aims of wearing the school uniform:

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

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.

STUDENT REQUISITES PACKAGE-STATIONARY SUPPLIES

Each student will be issued with stationary supplies at the commencement of the school year. These supplies will cover the year's supply of classroom books and stationery. All students must have these supplies ready on the first day of school. Students in Grades 1-6 must bring book satchels, calculators, dictionaries, headphones and any other supplies to their next year level at the following year. If these items are lost, you are required to purchase new ones at an extra cost.

THE SCHOOL MEDICAL SERVICE

The School Nurse 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

“Waste wise” is a whole school approach to managing our rubbish at school. The program 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. Using reusable plastic containers when possible
- 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. We need everyone to continue to work together so that our school environment is a safe, happy place for every-one.

WET DAY ARRANGEMENTS

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