



STUDENT INFORMATION BOOK

2014-2015



A WORD FROM THE PRINCIPAL

Relationships.

Okay, maybe I should add some other words. Belonging. Respect. Learning. Teamwork. Persistence. Kindness. Resilience. Fun. Creativity. Humour. Risk. Pride. Support.

These are just a few words that sum up the culture at our school. Wahgunyah Primary School is well known for being a school that is inclusive, that values each child and helps them to feel they belong. We are a 'KidsMatter' school which believes that 'every face has a place' in our school. In 2013 we employed a Student Wellbeing co-ordinator because we believe that the mental and emotional wellbeing of everyone in our school is of highest importance. We hope you feel the same way too.



Our intimate size and the strong relationships staff form with students is the secret to our school's success. At our school we think we've got the balance right. We want our kids to be resilient and independent. We support them but do not do everything for them. We're not afraid to comfort children who need it, but also not afraid to say, 'it's okay, you'll get past it.' We do this with confidence because we take the time to get to know individual students. Knowing students means knowing when to protect and when to push.

On behalf of the Staff and the School Council, I extend a warm welcome to all parents and children. It is our school's aim to foster a strong relationship between the school and yourselves. There will be many opportunities to participate in both classroom and wider school community activities. Please take advantage of these opportunities as we welcome your involvement and interest.

This booklet has been prepared to give parents, carers and children an indication of the intended school routines and organisational structures. More information about our school is also available from our website at www.wahgunyahps.vic.edu.au. If you have any further questions, please don't hesitate to contact me by phone or make an appointment to meet with me in person.

Regards,

Brendan Hogan
Principal

ABOUT OUR SCHOOL

The school is a well-resourced school with buildings that reflect both the new and old. In 2011 works on the new building were complete. The new learning spaces house our four classrooms, along with a shared open area which is also used as the school library and assembly area. The original brick building is used as a teacher preparation area, along with two classrooms set aside as multi-purpose rooms. These rooms are often used for literacy support, discovery learning, music, art and languages. The school enjoys spacious and well-kept grounds, set one street back from the main thoroughfare. The grounds boast a newly laid 'all-weather' basketball/netball court and sports oval. The school maintains a steady enrolment of around 80. Classrooms for 2014 consist of multigrade settings; Foundation/1, 2/3, 4/5, 5/6.



Wahgunyah Primary School has always been a small school and as such allows children to be educated in a close, friendly atmosphere. Visitors to the school often remark on the friendly, caring atmosphere and the pleasant tone. Small class numbers mean that children have access to increased individual attention and are able to work at an individual level. The interaction with children of all ages helps students to learn tolerance and have well-developed interpersonal skills.

We feel that our school benefits from children, staff and parents all taking an active interest in the school and its activities and programs. Parents are always encouraged to participate and become involved in their child's education and are always welcome at the school.

Specific Programs we provide to our students include:

Early Years Literacy and Numeracy
Language (French)
Learning Technologies
Inter-School Sport
Music Program P-6
Life Education Van
Bike Ed
Social & Emotional Learning
Bluearth

Individual Reading Programs 3-6
Responsible Pet Ownership
Computer/iPad Ratio 1:3
Art Van (Specialist teacher)
KidsMatter
Environmental Education
Neighbourhood Watch
Science



2015 Term dates

Term 1

28th January – 4th April

Term 2

22nd April – 27th June

Term 3

14th July – 19th September

Term 4

6th October – 19th December

Address:

Elizabeth Street
Wahgunyah VIC 3687

Telephone: 02 6033 1265

Fax: 02 6033 0002

E-mail: wahgunyah.ps@edumail.vic.gov.au

Website: www.wahgunyahps.vic.edu.au

Staff 2014

Principal: Brendan Hogan

Teachers: Marg Cheesley
Anne Anderson
Kathleen Parry
Lisa Waterman
Lydia Billington
David Sexton
Brendan Hogan

Wellbeing Co-ordinator: Stacey Beattie

Office Manager: Debby Renshaw

Office Hours:

8.30am-4.00pm Monday, Thursday and Friday

Foundation Transition Days

Wednesday, October 29, 9-11am

Wednesday, November 12, 9-11am

Wednesday, November 16, 9am-1pm

Tuesday, December 9, 9am-3.05pm

Normal School Hours

School commences at 9.00am and ends at 3.05pm.

First bell rings at 8.55am. Children go to oval for morning fitness during terms 2 and 4.

9.00am	Second bell
9.00am to 11.00am	Session 1
10.00am	Fruit break
11.00am to 11.30am	Recess
11.30am to 1.00pm	Session 2
1.00pm to 1.35pm	Lunch.
1.35pm to 3.05pm	Session 3

Children eat lunch in their classroom under supervision before going out to play. Every Friday we have extended for an extra 25 minutes. During this time teachers come out into the yard and engage with the students through structured games or activities.

We prefer that children not be at school before 8.40am as the yard is not supervised by staff before this time. Once children are at school they are not able to leave the grounds without parental permission.

If your child will be going home to lunch on a regular basis please send a letter to cover the whole year. We appreciate all children being on time for the morning session.

End of Terms

Students will be dismissed at 2.30pm on the last days of term and at 1.30pm on the last day of the year.



Adverse Weather Conditions

Children will normally remain indoors on wet days – supervised by class teachers. No children are permitted in classrooms unless a teacher is present. If light showers commence during a recess or lunch break, the children may be asked to shelter under the covered areas or are moved inside. On very hot days, class programs will operate normally as all our classrooms are equipped with air-conditioners. Physical Education activities will be in the cooler mornings.

Ambulance Subscription

As we do not cover the cost of transport by ambulance for a student who requires emergency hospital treatment, parents would be responsible for that cost if such a situation arose. To avoid this parents are urged to take out a subscription with Ambulance Victoria.

Art Smock

An art smock is a necessity both as protective clothing and to encourage children to take part confidently in messy activities.



Arrival at School

The school yard is supervised by teachers from 8.45am to 9.00am and children should arrive during this time. Whilst we prefer children to come to school, whether late or not, late arrivals do disrupt assemblies and classrooms. No teachers are on duty in the yard after the bell. Please note, if your child is late, a written note to the school is expected for our records.

Assembly

There is a whole school assembly every second Friday at 2.50pm. Parents and carers are invited to attend but are requested to remain at the rear of the school group and not to distract the children or allow younger children to disturb the proceedings. Assemblies are a great opportunity to convene as a whole school community and celebrate achievements and events within the school. Assemblies are led by the student leadership team.

Bicycles and Scooters

With safety of children in mind and heeding advice from police and Bike Ed Educators, we recommend that children under 8 years of age do not ride their bikes to school unless accompanied by an adult.



Bikes/scooters are stored near the old toilet buildings during the day. This area is out of bounds except when children are handling their own bikes/scooters. Children must not ride their bikes/scooters in the school grounds for safety reasons. When entering the school grounds, students should wheel the bike/scooter to the rack.

Book Club

The school takes part in a Book Club with Scholastic Books. This gives children and parents the opportunity to purchase good quality books at a reasonable price. Order forms are sent home at regular intervals throughout the year. If children decide to purchase a book the order form, along with the required money, is returned to the school where it is ordered.

Book Lists

Booklists will be given to children in November. The book list states the essential items that children need throughout the school year. Exercise books are provided by the school. Completed booklists are sent back to the school. The book packs are then collected on payment of monies the day before children commence school. We encourage children to use and look after their own possessions and not borrow constantly from others. Material services charges include consumables such as photocopy paper, Athletics, and a Grounds Maintenance Levy.

Bullying

Bullying is when someone, or a group of people, deliberately upset or hurt another person or damage their property, reputation or social acceptance on more than one occasion. There is an imbalance of power in incidents of bullying with the bully or bullies having more power at the time due to age, size, status or other reasons.

Category	Includes
Direct physical bullying	hitting, kicking, tripping, pinching and pushing or damaging property
Direct verbal bullying	name calling, insults, teasing, intimidation, homophobic or racist remarks, or verbal abuse.
Indirect bullying	action designed to harm someone's social reputation and/or cause humiliation. Indirect bullying includes: <ul style="list-style-type: none">- lying and spreading rumours- playing nasty jokes to embarrass and humiliate- mimicking- encouraging others to socially exclude someone- damaging someone's social reputation or

	social acceptance
Cyberbullying	direct verbal or indirect bullying behaviours using digital technologies. This includes harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces.

Note: Many distressing behaviours are not examples of bullying even though they are unpleasant and often require teacher intervention and management.

Mutual conflict: Involves an argument or disagreement between people but not an imbalance of power. Both parties are upset and usually both want a resolution. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.

Social rejection or dislike: is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike to others.

Single –episode acts of nastiness or physical aggression are not the same as bullying. If someone is verbally abused or pushed on one occasion they are not being bullied. Nastiness or physical aggression that is directed towards many different people is not the same as bullying. However, this does not mean that single episodes of nastiness or physical aggression should be ignored or condoned as these are unacceptable behaviours.

We:

- Promote and support safe and respectful learning environments where bullying is not tolerated.
- Put in place whole school strategies and initiatives as outlined in the Department's anti-bullying policy.

- Work in partnership with parents to reduce and manage bullying.
- Take a whole school approach focusing on safety and wellbeing.

Camping

The school's camping program enables students to further their learning and social skills development in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school. Students in Years 3/4 and 5/6 attend a camp annually.



Children's Attendance at School

It is compulsory for your child to attend school from the age of 6 years. It is also a requirement of the Department of Education that, when children are absent from school, the school should be notified in writing, the reason for their absence. The note should be signed and dated. This is necessary as we are required to keep written records.

To protect your child, and to give you peace of mind, no child will be permitted to leave the school grounds during normal hours (i.e 8.45am to 3.05pm), unless collected by the parent/guardian. Please ensure that the classroom teacher is notified BEFORE collection, and the sign out book is completed in the office. As children are not permitted to wait outside the school grounds, please allow sufficient time to collect your child from the classroom. It is also essential that we are informed of any custody

restrictions etc. that apply to your child. We must sight the court orders in these cases.

Computers In Our School

At present we have a mix of stand-alone computers and iPads, printers, a scanner, iPods, video and digital cameras for the use of children in our school. We operate on a Mac platform and regularly update our equipment.



The school aims to develop the children's computer literacy by the inclusion of programs in English, Mathematics and many other curriculum areas. Children also have internet access.

Our web page is
<http://www.wahgunyahps.vic.edu.au/>

At the commencement of each child's schooling parents are asked to complete a form giving permission for the publication of work and photos of their child/children. This includes the use of the internet, displaying work on the internet, displaying their photo on the internet as well as in local media and newsletters.

Curriculum

A balanced program of educational experiences is provided to all pupils in the following curriculum areas:

- Science
- Language (French)
- Humanities
- English
- The Arts (Visual and Performing)
- Civics & Citizenship
- Personal Learning
- Interpersonal Development
- Health and Physical Education

- Maths
- ICT & Technology



Cyberbullying

Cyberbullying is bullying behaviour using digital technologies. This includes harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces.

Cybersafety

Cybersafety refers to the way in which people behave safely and responsibly to keep themselves and their friends safe online. Children and young people are no longer passive recipients of information that is available on the internet. They actively produce web content and publish their personal details, creative works and comments on site such as You Tube and Facebook. While some of this does occur within the physical school environment, much will inevitably be posted online from a site external to the school.

Damage to Property/breakages

Children who damage school property are responsible for replacement/repairs. In the case of breakages eg. computer equipment, glass, furniture etc. the account will be sent to parents.

Departing from School

Children should leave the school grounds promptly at the conclusion of the day as supervision of the yard finishes at 3.15pm. The only exceptions will be when a TEACHER SUPERVISED activity such as sports practice takes place. This will involve a specific group or groups of children and prior written notice will be given. If a child is to be picked up from school prior to 3.05pm, it is necessary to first visit the office and sign the child out. Please note that parents are expected to make every effort to collect children

on time and should always notify the school if problems occur.

Dental facilities

Primary School aged children can go to Wodonga for dental care. The contact phone number is 02 60567522.

Drinks

Drinks need to be in a named UNBREAKABLE container. Cans/bottles are NOT permitted. Only water is permitted, no cordial.

Dress Code

Wearing of a school uniform by children is COMPULSORY. Wahgunyah Primary School Council believes that a uniform provides a neat, economical and functional dress for students. Council believes that a school uniform has a positive role to play in promoting a sense of individual and collective pride in students and their identification with the school.



- It is expected that all students will be attired in the correct school uniform for normal classes.
- All students shall wear the school uniform which has been adopted by the School Council under the provision of the Amended Education Act of 1958.
- It shall be the responsibility of the parent or guardian to see that students wear the uniform consistently and properly.
- Whenever circumstances prevent a pupil from wearing correct uniform, parents or guardians are expected to provide a note of explanation to the Principal.
- Students representing the school shall be required to wear school uniform unless otherwise instructed.

***Our uniform colours are navy blue and white
(school logo preferred)***

Summer Uniform

Girls

Blue/white check dress or navy blue shorts/skorts and white or navy polo, black shoes, closed-toe sandals or sneakers.

Boys

Grey/navy shorts, white or navy polo, closed-toe sandals, black shoes or sneakers.

Hats

Broad brimmed navy hat – to be purchased at Brunella Schoolwear, Corowa. No bucket hats or caps. In winter, students are encouraged to wear a navy beanie.

All students must wear navy broad brimmed hats during all outdoor activities, including recesses and lunchtimes, and all Physical Education classes. Non-compliance will result in the student being confined to the shade.



Footwear

Must be practical and suited to the activities being undertaken at the time. Thongs, clogs and surf sandals are impractical and not acceptable.

Winter Uniform

Girls

Navy tracksuit, white or navy polo shirt or skivy, navy windcheater, spray jacket, black shoes or sneakers. Navy tights under a check dress is also acceptable

Boys

Navy tracksuit, white or navy polo shirt or skivy, navy windcheater, spray jacket, black shoes or sneakers.



School uniform is available at Brunella Schoolwear in Corowa.

PLEASE LABEL ALL CLOTHING

- It is expected that all students are comfortably attired for physical activities and wearing suitable sports shoes.

During special events and sports carnivals, students will be required to wear their 'House' colours (red, yellow, blue or green).

Drug Education

Programs such as You Can Do It, Healthy Relationships, Police in Schools and Border Life Ed Van are part of our Drug Education strategy. It is part of DEECD policy to provide Drug Education at all levels (P-6).

Education Maintenance Allowance

For children under 16 an allowance is provided each year to those eligible. Parents must hold a current Commonwealth Health Care Card or Pension Card valid on the first day of Term 1 and Term 3. Two instalments per year are paid and they are intended to offset education costs such as book lists, camps and excursions. If you feel you are eligible please see Debby on either a Monday, Thursday or Friday.

Excursions

The school's excursion program enables students to further their learning and social skills development in a non-school setting. Excursions complement and are an important aspect of the educational programs offered at our school. All children are expected to attend. A notice informing parents of each excursion will be sent home with your child beforehand detailing the venue, time and cost. No child will be permitted to go on an excursion unless a signed permission note is returned to the school prior to the event. Excursions are paid for by the parents before the actual day. Transport is often funded in part. If no payment is received, children will remain at school.



Government Grant

The Government, through the School Global Budget, provides an allowance towards the costs of each child. This money is not sufficient to cover all materials and requisites required for the child's education throughout the year. It is therefore necessary for the School Council to ask parents for an additional amount each year. For reasons of economy and consistency, the school puts out a booklist towards the end of the year for parents to complete.

Hairstyles & Jewellery

All students are expected to have neat and practical hairstyles. Shoulder length or longer hair should be tied back. No extreme hair colours or styles. The only items of jewellery permitted are watches and plain earrings or ear studs. We would prefer students do not wear nail polish to school.

Non-compliance:

Non-compliance with the Student Dress Code will result in the first instance with a verbal request to the individual student to wear the uniform. Continued or regular non-compliance will result in communication with the parents or guardians to reiterate the dress code and to seek an explanation of the non-compliance.

Headlice

Throughout your child's school years, the school will be arranging regular head lice inspections of students. The management of head lice infestation works best when all children are involved in our screening program.

The school is aware that this can be a sensitive issue and is committed to maintaining student confidentiality and avoiding stigmatisation.

Before any inspections are conducted, staff will explain to all students what is being done and why, and it will be emphasised to students that the presence of head lice in the hair does not mean that their hair is less clean or well kept than anyone else's. It will also be pointed out that head lice can be itchy and annoying and if you know you have got them, you can do something about it.

Trained office staff and volunteers will conduct the inspection of students. The person conducting the inspections will physically search through each student's hair to see if any lice or eggs are present.

In cases where head lice or nits are found the parent will be contacted in order to arrange collection of the student and commencement of treatment. The school will also provide parents with comprehensive advice about the use of safe treatment practices that do not place children's health at risk.

Please note that the law requires that where a child has head lice, that child should not be returned to school until appropriate treatment has been carried out. Permission forms are sent home on enrolment and these are in place for the child's duration at Wahgunyah Primary School.

Homework

Homework is considered a worthwhile feature of primary education and mandated by DEECD to be part of the education program offered by schools in Victoria.

Foundation-2 : Some work is set on a weekly basis

Years 3-4 : 15-30 minutes, 4 times a week which involves reading, spelling practice and some written work.

Years 5-6 : more formal work is set and the time involved greater as emphasis is placed on preparing children for the heavier workloads required in Secondary school with the aim to establish regular homework habits.

Language Program (French)

All children, Foundation to Grade 6, learn French. Children going on to Rutherglen and Corowa High Schools continue to study French. The program is a socio-cultural one introducing the children to a culture and language different to ours.

Literacy

At Wahgunyah Primary School we deliver a literacy program that is modified for each child's individual learning needs.

The literacy block occurs in our morning session, however literacy skills are taught through our integrated program across the day. Our literacy program incorporates reading, writing, speaking, listening, viewing and critical thinking.



Information Communication Technology is used appropriately, to research and publish. Current research and best practice models inform our literacy teaching. Teachers are educated in these through ongoing professional development.

Our students learn the skills required to be lifelong readers who have a love of reading. Students are involved in independent reading daily, which includes reading of books at their individual levels and sharing books with partners. Guided reading and small group instruction occurs during which students learn reading strategies and discuss elements of texts such as plot, characters and setting.

Phonics, spelling and vocabulary education occurs daily. An important element of our literacy program is handwriting, during which students are taught the correct formation of Victorian Modern Cursive script. Students have time writing independently each day. Mini lessons occur daily, during which the teacher models exemplary writing craft, process and the conventions of writing.



Our teaching is informed by ongoing assessment of the student. Teachers hold individual conferences with children during literacy to identify the specific needs of the student and acknowledge progress made. The Home Reading program complements our school literacy program. Students are encouraged to read each night and to record the reading they do.

Literacy and Numeracy Support

For a variety of reasons, some children may require extra assistance beyond the normal

classroom setting. As an aid to improve their literacy and numeracy skills, the Literacy and Numeracy Support Program is offered to a number of Foundation, Year 1 and Year 2 children each year. The students involved in this very effective Support Program receive specialised tuition with an experienced teacher.

The program is not automatically available to all children who are experiencing difficulty. Factors that are considered before inclusion in the program, are the child's age, his/her level of maturity and the depth of their needs.



Litter

We encourage all children to take pride in our school grounds and to keep the rooms and grounds tidy. Bins are placed around the grounds and rooms for children's waste materials. We encourage a Waste Wise approach and children place rubbish in specific bins.

Lost Property

Lost property is kept in the old school and may be claimed from a teacher. We always seem to have a lot of windcheaters, hats etc. unclaimed so by making sure your child's name is on his/her clothing and possessions, the amount of lost property in the school should be able to be reduced. At the end of each term all unclaimed lost property is donated to charities.

Lunch

Lunch is a very important part of the child's day at school. Hungry children have difficulty maintaining concentration on their work. Please discuss with your child what he or she likes for play lunch and lunch. Children sit in classrooms to eat their lunch. Sports equipment is not allowed until 1.05pm. As a general rule, lollies and other items from the 'confectionary aisle' are not allowed. Cordials and soft drinks are also not

allowed. Please refer to the school's 'Healthy Eating Policy' for further information.

Mathletics

Mathletics is a maths-based internet program that is used throughout the school and is available at home as well. Students have an individual password to access the program. Students pay for Mathletics as part of their booklist.

Medical Insurance

Parents need to be aware that accidents which cause injury to students happen from time to time. School Council is not responsible for medical costs incurred as a result of accidents which happen during school hours.

Medication

Parents are reminded that if staff are requested to oversee children's medication such as tablets etc. a form needs to be collected from the office. It MUST be completed and sent along with the medication. Please include such information as number of tablets and time of administration. Children must hand the medication to the teacher and not retain them in their possession. If regular or timed medication is required, arrangements should be made with the school office for dispensation to the children. Again, it is inappropriate for children to retain this type of medication in their possession. Any enquiries in this area should be directed to the school office. Asthmatic students must have an Asthma Management Plan completed by their doctor and handed to the office.

Mobile Library

A mobile library visits the school once a month. We encourage children to borrow from this library as there is a wide range of reading material that we are not always able to offer.



Newsletter

A school newsletter is emailed every fortnight on a Thursday. Families are able to request a paper-copy of the newsletter. The newsletter informs you of things happening in the school, meetings, special events etc and will often include examples of children's work. Please remember to check school bags regularly for notes sent home.

Non-Desirable Items

Children are not permitted to bring the following items to school: mobile phones, chewing gum, skateboards, guns, knives, water pistols, radios, iPods, iPads, hand held computer games and glass containers. It is also not advisable to bring toys such as games and dolls as these may get misplaced or lost. The school will not accept any liability if any such items are brought to school and as a consequence are lost or damaged. If your child needs a mobile phone to contact you out of school, the phone is to be stored in the office.

Parent/Carer Helpers

Many parents will be required to assist throughout the school in various areas. If you are willing to help, please inform the class teacher or the Principal.



Types of help most often required are: Reading, Maths, excursions etc. Parents will be required to have a Working With Children's Check before commencing in the classroom. These are free and forms are available at Post Offices or can be completed online.

Parent/Teacher Interviews and Reports

Full written reports are issued in June and December. Parent/teacher interviews are held in Term 1 and in term 3 should one be required. Parents or teachers may request interviews at any time throughout the year. Appointments can be made through the school office or by letter for a

mutually convenient time. Please note that teachers are not able to conduct interviews when they have teaching commitments.

Paying Money To School

Please ensure that all money is sent to the office in sealed envelopes stating child's name and what the money is for.



Physical Education

The Physical Education Program at Wahgunyah Primary School is a comprehensive program covering many sports and activities. All children are given experience in ball handling, gymnastics, major and minor dance, athletics, swimming and general fitness. It is essential that all children wear appropriate footwear during Physical Education lessons and on Sports Days. Sports briefs or school shorts are also desirable for girls. Children in upper grades take part in interschool sports. A daily fitness program is conducted at 9.00am, for 15 minutes, Monday to Thursday, in Terms 2 and 4.

Pupil Free Days

These days are allocated by DEECD throughout the school year when children do not attend school. Details with respect to these days will be confirmed during the year. Generally they are for Report Writing and Professional Learning.

Safety

Please support us in teaching your child:-

1. To observe the correct way to cross a street.
2. To go straight home after school.
3. Not to accept gifts or lifts from strangers.

4. Not to leave the school grounds without permission.

School Council

School Council is comprised of up to 8 elected parents, 3 staff, the Principal and 2 co-opted members. School Council meets twice a term and is responsible for the school's finances, educational policy, maintenance of equipment, grounds and building. Elections are held in March every year.

School Nurse

During Foundation every child undergoes a medical check up by the School Nurse. This is a free service and is basically to check hearing, eyesight, height, weight etc. It is a non invasive examination. Forms are sent home at the appropriate time.

School Photographs

School photos are taken once a year. Class and individual (and possibly family groups) photos will be taken at that time. Please note that supply of photographs will be on a pre-paid basis.

School Rules and Pupil Behaviour

The school's rules, expectations and consequences are detailed in the our *Student Engagement Policy* which is available for download from our website.



Sick and injured children

There are First Aid Supplies kept at the school and all teachers are proficient at handling minor injuries. In the case of major accidents every

effort is made to contact parents prior to initiating medical treatment. **If your child is ill, please keep him/her home** for the welfare of all. School is not the place for sick children and we do not have facilities or staff to care for them. If your child becomes ill at school, you will be contacted. Please endeavour to pick up your child as quickly as possible. It is essential that the school has up to date contact numbers for yourself and at least two reliable standby contacts that ideally are close by, have a car and are available.

Sign out Register

Parents need to record absentees in the Sign Out Book at the office if a child/children leave school during school hours. Children are only allowed to leave the school with people on their Emergence Contact List.

Sun Safety

Australia has the highest rate of skin cancer in the world. It is estimated that more than 75% of all skin cancers could be prevented by practising sun protection in early childhood and adolescence. This Sun Smart Policy has been developed to ensure that all students are protected from over-exposure to the harmful ultraviolet rays of the sun.

Objectives:

The goals of the Sun Smart Policy are to:

- Increase student and community awareness of skin cancer.
- Assist students to develop strategies which encourage responsible decision making about skin protection.
- Work towards a safe school environment which provides shade for students and staff.
- Encourage students to wear protective clothing, hats and sunscreen during high risk times such as lunchtimes, sports, excursions and camps.
- Ensure that parents are informed of the School's Sun Smart Policy.

Implementation: Behaviour:

- Encourage all students to wear sun protective hats that shade the face, neck and ears during recess, lunchtime and during sporting activities; wear clothing

with sleeves and collars that are made from a closely woven fibre;

- Encourage parents and guests to the school to be 'Sun Smart'.

School Organisation:

- School Uniform: Include a Sun Smart hat as part of the school uniform
- Physical Education and Sport: All students are to be protected from the sun during outdoor physical education and sport classes by the use of hats and sunscreen. Maximize the use of indoor and shade facilities.
- Camps and Excursions: Suitable hats, clothing and sunscreen will be required for all camps and excursions.
- Sunscreen: Will be available from the office.

Curriculum:

- Incorporate sun protection and skin cancer prevention programs into the school curriculum.
- Encourage students to be actively involved to protect the school community from over-exposure to the sun.
- Promote sun protection throughout the year via the school newsletter, assemblies, daily messages, parents and staff meetings and whole school activities.

Environment:

- Ensure there is adequate provision of shade within the school grounds for students and staff.

Swimming Program

Every year a two week swimming program is provided for all students at the Corowa Swimming Pool. All levels are catered for. We conclude the programme with a Swimming Carnival.

Telephoning the School

The school's telephone number is 02 60 331265. Please note that teachers are unable to come to the phone when teaching but a message may be left at the office. The school's fax number is 0260 330002.

Welfare and Support Services

The school employs a Wellbeing Co-ordinator 3 days a week. The Wellbeing Co-ordinator, in conjunction with the Principal, oversees all aspects of the welfare program, particularly in relation to behavioural, social and emotional issues. The Wellbeing Co-ordinator works with staff and parents, along with whole classes, small groups and individual children.

Appointments with the Wellbeing Co-ordinator should be made through the office. The school also provides other support in the form of Speech Therapy, Occupational Therapy, psychological services and the diagnosis of specific educational issues that children may have. The Principal is available to children, teachers and parents for counselling, educational assessments and advice



regarding such things as behaviour management, social needs, family and parenting issues. Access is also available to both DEECD and outside agencies that can provide services not able to be provided by school staff.

All parents are welcome to discuss any concerns about their children, preferably after consultation with the class teacher. Appointments need to be made.



Working With Children Checks

All adults who come into the school ground to assist/work with teachers and children must, by law, have a current Working With Children Check. Forms are available at the Rutherglen Post Office.

Written Notes

Written notes are required:

- For any absence (required by law)
- Variation to fitness / sport activities
- Any medical problem or to administer medication (eg asthma puffers etc.)
- Children going home for lunch on a regular basis.

Yard supervision

Recess and lunch periods are supervised by teachers and it is their responsibility to monitor the behaviour of the children in the yard. There will also be teaching staff on duty in the playground from 8.50-9.00am and from 3.05-3.15pm.



Minimum Period of Exclusion from Schools and Children's Services Centres for Infectious Diseases Cases and Contacts

The following table indicates the minimum period of exclusion from schools and children's service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 – Schedule 6. In this Schedule 'medical certificate' means a certificate of a registered medical practitioner.

Conditions	Exclusion of cases	Exclusion of contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until diarrhoea has ceased	Not excluded
Campylobacter	Exclude until diarrhoea has ceased	Not excluded
Chicken pox	Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining sores are not a reason for continued exclusion	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until diarrhoea has ceased or until medical certificate of recovery is produced	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received	Not excluded
Hand, Foot and Mouth disease	Until all blisters have dried	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immunodeficiency virus infection (HIV/AIDS)	Exclusion is not necessary unless the child has a secondary infection	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school
Meningitis (bacteria)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Polio/myelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Re-admit the day after appropriate treatment has commenced	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until diarrhoea ceases	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Trachoma	Re-admit the day after appropriate treatment has commenced	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Whooping cough	Exclude the child for 5 days after starting antibiotic treatment	Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics
Worms (intestinal)	Exclude if diarrhoea present	Not excluded

Exclusion of cases and contacts is NOT required for Cytomegalovirus Infection, Glandular fever (mononucleosis), Hepatitis B or C, Hookworm, Cytomegalovirus Infection, Molluscum contagiosum, or, Parvovirus (erythema infectiosum fifth disease).

SPECIFICALLY FOR YEAR FOUNDATION

Hours for Term 1

All Foundation students will have Wednesdays off to let them adjust to school life in February.

Before the first day

1. Make sure your child is accustomed to spending time away from you. Student/parent separation can be frightening.
2. Train your child in the management of buttons, zips, shoes, smock etc. Velcro may be a better alternative to shoe laces. Know how to take off, and put on outer clothing, such as raincoats or jumpers without help.
3. Give your child opportunities to eat an individually packed lunch and tidy up when finished.
4. Check that your child can manage the school drinking taps.
5. Make sure your child can confidently use a public toilet and wash and dry hands unaided.
6. Make sure all clothing and possessions are CLEARLY AND PERMANENTLY NAMED and that your child can recognise his/her own name.
7. Train your child in safety habits, e.g. road safety, staying within the school boundary, not throwing sticks or stones, stranger danger. This training will be enforced at school.
8. Perform simple duties around the home. This will help foster confidence in the performance of small tasks.
9. Put away playthings and materials after using them.
10. Your child should know his/her name and address well enough to repeat if necessary.
11. Being at school should be a happy experience. A positive attitude is of utmost importance and if there is no unnatural fuss your child will

accept school as a matter of course.

Requirements

- Lunch (lunch box needs to be named on the base and lid)
- Playlunch (wrapped separately)
- School bag (named)
- Smock (named)
- School uniform including hat

Please note:

1. Any clothing which may be removed should be permanently and clearly named, including shoes and socks. Please note that pupils are not allowed to wear thongs to school.
2. In Terms 1 and 4, school uniform hats are compulsory and sun screen is a good idea. The school has a 'No Hat No Play' rule at this time.

Parents are requested to leave each day as soon as their child goes into class. All children must be at school by 9.00am and should be collected at 3.05pm. It can be unsettling for many children seeing parents at the door while school is still in operation.

Adjusting to school

In the early weeks your child will probably show signs of tiredness but should soon adjust to the longer day and more formalised routine – earlier bed times are recommended.

Encourage your child to talk freely about the events of each day. However, do not force the issue if he/she is inclined to be uncommunicative.

If your child has older brothers and sisters at school, encourage them to allow the Foundation children to play together and establish friendship patterns with their own age group.

Since you are the most important people in your child's life, he/she may naturally bring home toys, aids etc. from school to show you. Do not reprimand, just share the pleasure and then explain that if other children are to enjoy these toys they must

be returned to school and that next time it would be better to take you into the classroom rather than bring something home.

Remember also that these little ones are learning to mix with a large group of children of various dispositions. Their little quarrels are usually short-lived and soon forgotten. While we take a firm stand against fighting, unless your child appears to be being bullied, it is probably wise not to make too much of the incident. However, if you are really concerned, please get in touch with us.

How to help your child

Here are some easy ways you can help your child. It takes time but it IS worth it.

1. Talk to your child – This helps more than many parents realise. The more words a child understands, the easier it is to learn to read. You are your child's major language model.
2. Listen to your child – Children always know if we are paying attention to them. Take an interest in what they have to say. Listen to whether your child is using the correct word pronunciation. Children tend to spell words the way they say them.
3. Read to your child – Read every day and not just at bedtime (though this is often the best sharing time for a family). Always keep books in the car. Read to fill in the odd minutes throughout the day.
4. Have your child read to you – Listen carefully but concentrate on whether the writer's message is understood. It is not absolutely necessary for a child to read every word. If a word is left out or substituted with another that is fairly appropriate, don't be critical. That spoils the fun! Relax, enjoy it and don't demand a word perfect performance.
5. Praise your child – Children work hard at school and need all the encouragement they can get. After all, they are trying the best they can.
6. Get a library card – These are available through the library van that visits monthly. Libraries are also located at Rutherglen and Corowa. Children should learn to borrow regularly.
7. Buy books – Books for Christmas and birthdays are gifts that children never outgrow.
8. Television may help – Children learn a lot from television – often not suitable things! Choose programs with care and watch them with your child. Talk about what you have seen and look for books on the same theme.
9. Gross motor practice – Encourage your child to throw and catch balls, run, jump, climb etc. to develop muscle strength and co-ordination.