

Walwa Primary School

Respect

Resilience

Compassion

Courage

'A strong beginning for a great future.'



Information Booklet 2019

This booklet has been produced to provide students and parents with information about Walwa Primary School.

Please contact the school with any queries.

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School Council

Our School Council consists of ten members. Seven of these are parents elected for a two year term, one teaching representative, the Principal and a community member.

Three of the critical roles of school councils are;

- developing and overseeing the strategic plan;
- approving and overseeing the annual budget, and
- deciding on and reviewing policies.

School Council elections are held annually for half the school council body and elected members hold office for a two year period. An active school councillor will listen to and ask the school community, and sometimes the wider community about their views on topics that council might be considering.

Any parent with suggestions for improvement at the policy level can discuss these with a school council member to be presented at school council meetings.

The principal is an ex-officio member, representing the Department of Education, Employment and Training. School Council elections are held during March each year. The School Council is recognised as the local governing body by the Department of Education and early Childhood Development. Our Council meets regularly at the school. We work within our School Strategic Plan, which is an agreement with the government about what the school will provide over the next four years.

Calendar dates 2019

Term 1: 29th January is a student free day. Students start back on the 30th January to 5th April

Term 2: 23rd April (Tuesday) to 28th June

Term 3: 15th July to 20th September

Term 4: 7th October to 20th December

Absences

Excessive absences hinder a child's progress. However, home is the place for a sick child. In the case of sickness and other absence, (including appointments, family reasons or holidays) it is necessary for the school to receive a phone call or written explanation on the day of absence. Refer to our School Policy for further information.

No child will be permitted to leave the school grounds without written permission. Further, any child that 'normally' catches a bus will be placed on the bus, unless written permission making alternative arrangements is received by school staff.

Additional Student Services

These may be accessed through the school, and include:

Speech Therapy

Social Welfare

Further assessment regarding child's academic performance

Psychological Assessment

Occupational Therapy

Physio Therapy

Book club

The school takes part in the Scholastic Book Club. Each month order forms listing the books available for purchase are sent home with each child. The order form, along with the payment should be returned to the school on the due date shown on the form. The school places the order and the books are returned to the school in approximately two weeks. There is no obligation to buy, but this provides children with the opportunity to build up their “home” library.

Business Manager

The hours of the Business Manager are 8:00am to 4.00 pm Monday, Tuesday and every second Wednesday.

Bus Travel

Bus Route	Areas Served	Schools serviced or coordinating school	Contact Details
Mt Alfred	Mt Alfred	Walwa Primary School	Gai Drummond 0260376258 0438 424 254
Talmalmo	Talmalmo NSW	Walwa Primary School	Andrew Perkins 0417 610 306

Please notify drivers and the school if your child will not be on the bus, otherwise they will be sent home on the bus.

Only children living outside the 4.8 km radius (Vic) are permitted to travel on school buses. Permission to travel on the bus for children inside the radius must be applied for.

Classroom Materials and Requisites

The school provides all materials and requisites that are required for the students learning.

Communication Folder and Diary

A communication folder and diary is used to send information to and from school. Please read and sign and send these back to the school each day they are sent home. This is an important way to communicate with us and keep information together.

Curriculum

The school’s curriculum is concerned with the development of all the skills, knowledge and attitudes that children need to cope efficiently with the demands of living in our complex, changing society.

Produce – Vegetables and cooking

Students will have the opportunity to work in the Kitchen program and will be expected to be involved in the program including growing vegetables through to cooking the produce for others.

Disaster Information

For local/school disasters, e.g. fire, children are evacuated to the school oval or as directed. For major disasters they will be evacuated as directed by the Fire Brigade or Police. In the case of a disaster, with the school needing to be evacuated or because of an inability to contact the school via phone, please contact the Department of Education Regional Office, Wodonga on 1300 333 231.

Emergency Information

These forms will be sent out at the beginning of each year. It is vital to your child's safety that all the relevant information contained in them is accurately completed and updated as necessary.

Extra Curriculum Activities

During the year the students will have many opportunities to participate in extra curricula activities within the school as well as visit other school settings and access outside activities. Extra curricula activities include: music lessons, sports days, swimming, dance, group days, transition days, various excursions and outside experiences.

Fees

A collation of costs throughout the year for cultural events, swimming lessons, sports trips and carnivals, cooking and science expenses and the like has been included in the annual school Parent Contribution Payment.

Head Lice

Occasionally children will be found to have head lice. Although head lice are not a serious health problem, they cause some irritation to the children who are affected and they cause considerable frustration to parents and carers. There is also some stigma attached to having head lice, which although unfounded, causes children some anxiety.

Please report any instances of head lice to the school.

Under the Health (Infectious Diseases) Regulation 2001, children can be excluded from school found to have live lice or eggs. Parents are asked to treat their children appropriately following the information "Management and Treatment of Head Lice" which is supplied by the school if an infestation occurs. The school newsletter will often contain information for tips on the treatment of head lice

Healthy Eating

Our school is developing a healthy eating program. Students are encouraged to bring fruit snack (to be eaten at 9.30 am) and then healthy snacks for recess. It is recommended that students are also given a suitable lunch. We encourage student and parents to limit the amount of pre-packaged food that they eat. The school has a pie warmer, oven/microwave that can be used to heat food during terms 2 and 3.

Homework

Your child will receive homework depending on the requirements at each year level.

Years Foundation	Daily reading of readers and sight words for revision
Years 1 - 3	Daily reading, weekly spelling words and quiz (based on the work being taught in the daily curriculum)
Years 4 - 6	Daily reading, Literacy Improvement, weekly spelling, writing and Numeracy Improvement where and when appropriate.

It is an important requirement that your child reads their reader and words to an adult each school night. Please try to return your child's reader and diary to school each day.

Jewellery

Jewellery is not part of the school uniform and for pierced ears small stud earrings are best to wear, as they are unlikely to get caught in clothing etc., during sport or other activities.

Library Bag

New Foundation Students will be given a durable library bag to carry books borrowed from the School Library and classrooms.

Lost Property

Parents are requested to name their child's clothing. Un-named items will be placed in a lost property box.

Lunchtime

Children eat their recess and lunch outside under supervision of their teachers.

Medications

Please notify the school if your child needs to take any medicine during the day. All medications are to be placed in the care of the office.

Medical and Health

If your child suffers from any serious illness or physical disability, please discuss it with both the class teacher and the principal.

In any case of illness:

- a. A sick child must be kept at home and the school should be contacted that day. Please do not send sick children to school as illness spreads easily among students and staff, especially in a small school environment.
- b. Certain infectious diseases are covered by specific Health Department instructions regarding exclusion of the patient and, where applicable, contacts. The most common are listed on the back page under Infectious Diseases. This list includes influenza.
- c. If a child becomes ill at school the parent will be notified and asked to come and collect the child. When parents cannot be contacted then the emergency contacts will be contacted. Please update these whenever there are changes.

Infectious Diseases Exclusion Table

Disease	Student shall be excluded from school
Chickenpox.....	Until fully recovered or at least five days after the eruption first appears. NB some remaining scabs OK.
Conjunctivitis	Until discharge from eyes has ceased.
Diarrhoea.....	Until diarrhoea ceases.
Diphtheria.....	Until at least two negative nose & throat swabs have been obtained at intervals of not less than 48 hours, the first swab taken not less than 24 hours after cessation of anti-microbial therapy.
Hepatitis (infectious hepatitis)	until receipt of a medical certificate of recovery from infection but not before 7 days after onset of jaundice or illness.
Hepatitis B.....	Exclusion is not necessary.
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 adhesive dressings.
Measles	Until at least four days from the appearance of rash or until receipt of a medical certificate of recovery from infection. The regulations also require that when there is a case of measles in a school, "contacts" who do not have an immunisation certificate issued by local government, or whose certificate indicates that the student is not immunised against measles, are to be excluded from school. "Contact" refers to other students in the same classroom as the infected student(s).
Meningoccal infection.....	Until adequate carrier eradication therapy has been completed.
Mumps.....	Until 9 days or until swelling goes down (whichever is sooner).
Pediculosis (Head Lice)	Re-admit the day after appropriate treatment has commenced.
Pertussis (whooping cough).....	Until five days after starting antibiotic treatment.
Poliomyelitis	For at least 14 days from onset and also until a medical certificate is produced.
Ringworm	Until appropriate treatment has commenced, supported when requested by a medical Certificate.
Rubella (German Measles)	Until fully recovered and at least four days after the onset of the rash.
Scabies.....	Until appropriate treatment has commenced, supported when requested by a medical certificate.
Streptococcal infections (including Scarlet Fever)	Until the child has received antibiotic treatment for at least 24 hours and child feels well.
Trachoma	Until appropriate treatment has commenced.

Tuberculosis	Until a medical certificate is produced stating that the patient is no longer infectious.
Typhoid & Paratyphoid fever.....	Until receipt of a medical certificate of recovery from infection.

Medicines and Medical Treatment

The school is equipped with first aid facilities sufficient to deal with minor injuries. Care and attention is always given to the extent considered appropriate. Many children attending school need regular medication to control illnesses such as asthma, hayfever and epilepsy. Parents whose children have such needs should discuss them with the teacher. Tablets and medicines should be supplied in a suitable container and clearly marked with the child's name, the dose and the time the dose is to be given, and the name of the medicine. In the case of presented medication a doctor's instructions should be supplied. Regular medication is kept in a safe at the Office and staff sign a medication booklet that includes the dose administered and the date and time.

The teachers will co-operate to the limits of their ability in such matters. Parents must understand that the child's failure or refusal to follow the prescription is not the responsibility of the teacher.

Money and Valuables

Children should only bring money to school for a specific purpose. The child must care for other valuables brought to school; the school accepts no responsibility for items that are lost or damaged. There is no insurance cover for personal items that belong to staff, parents or students.

New Foundation (Prep) Students

New Foundation Students will not be required to attend Wednesdays for the month of February.

Newsletter

A newsletter is produced each fortnight and distributed via the children and via email. As well as school news, this newsletter often contains items of community news. The newsletter is the most important means of communication between the school and the parents. Please ensure that your child gets into a habit of delivering it to you

Picking Up Children during School Hours

It is sometimes necessary to take children to appointments during school hours. If you know in advance please send a note and when you pick up your child please sign them out at the Office.

Photographs

School photos are taken each year. Whole school and individual photos are offered to each child.

Policies

Many of the school policies can be found on the school website. Please visit <http://www.walwaps.vic.edu.au/>

For further policies and information, please contact the school office.

Private Vehicles

No private vehicles are to be driven onto the school grounds during school hours, except on school business. There is a speed limit of 10 kph in the school driveway as this is a designated shared pick up zone.

PRIVACY and permission to publish work

Parents are required to complete a confidential form to allow their children's work or photograph to be published on the internet or other media formats. If you do not want your child's work or photograph to appear on the internet or in other media the school will ensure that your wishes are respected.

Students at Walwa are now able to access the Internet's vast resources and also contribute to this resource by publishing their work on the Internet. As a part of the integration of Learning Technologies across the curriculum, the school will publish a variety of student and teacher projects on a part of the Internet known as the World Wide Web.

The kinds of work to be published may include but are not limited to:

- creative writing
- art work
- audio/video productions
- excursion reports

Should your child's work be chosen for publication, your signature on the permission slip on the enrolment form acknowledges your permission for such work to be published on the Walwa Primary School Web site.

From time to time, we are able to submit student photos and written work to local print media publications, as a way of publishing and publicizing the terrific work that is happening here at Walwa Primary. As with our policy for publishing work on the Internet, only students' first names will be used and photographs of groups of children working may be published.

If you do not wish for any photographs of your child/children to appear in the newsletter or in the paper, please do so in writing and notify the office immediately.

Pushbike travel

Bike helmets – Children riding their bikes to and from school are required to wear the regulation AAS bike helmets.

Bikes are NOT to be ridden into the school grounds but must be walked in and put into bike racks or under cover on wet days.

Pupil Free Days

Four days for Professional Development for staff will occur. Notification of when these will occur will be sent home via a School Calendar at the beginning of the school year. Scholl Council approves these days.

Reports and Parent Teacher Interviews

Term 1 Formal interview, to gather information and discuss the child's progress, social skills, work requirements and student's needs (15 minutes) during week 5.

Term 2 The mid-year interview- Three way interview - an opportunity to discuss the mid-year report, and other relevant matters. Any other Parent/Teacher interviews could be made on request at any time, from either party.

Term 4 Years 4 – 6 Digital Portfolio Presentations to parents based on student learning
Foundation – 3 Students to present information to parents based on 1 piece of work.

Return of Notes

From time to time your child will bring home a notice that requires a permission note to be sent to the school. Please ensure that those permission notes are returned by the required time. This will assist us at school to meet deadlines that are set for various activities. Children who do not return permission notes for excursions may not be permitted to go on an excursion. Please return all notes to the school.

School Camps

A camping program has been developed as part of the school curriculum. School Council ratifies all camps. The school will notify the parents of camp details as early as possible in the school year.

School Commencement

Children should be present at least ten minutes before school commencement. School begins at 9am at Walwa Primary School. Parents are not to send their children to school before 8:30am. On the last day of each term, the school will dismiss at 2:00pm.

Security

To ensure we know all adults on the premises, you are requested to sign in at the office if you are visiting other than at pick up and drop off times.

Student Management

This stems from community values regarding respect and care for others. The flag reminds us that Australia is our home and we must do what we can to make it fair and peaceful for everyone.

Each week the students sing the national Anthem

We allow everyone to learn without disruption.

We respect other people's property, their belongings and all school equipment.

We behave responsibly and appropriately at all school activities.

We care for and co-operate with each other

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We show respect for others and use acceptable language
We take pride in our appearance, work, classroom and school.
We play safely at all times.

The school has a Student Safety and Engagement Policy.

School Entry Immunisation

All Foundation children must produce an Immunisation Certificate when they enrol.

School Fridge

Students are encouraged to place their lunch and drinks in the fridge. This is especially important on hot days.

School Hours

Commence School	9.00 am
Sport	9.00 am – 9.30 am
Numeracy:	9.30 am – 10.30 am
Morning Recess:	10.30 am – 11.00 am
Literacy	11.00 am – 1.00 pm
Lunch:	1.00 pm – 1.45 pm
Thematic Unit	1.45 pm – 3.10 pm
Jobs	3.10 pm – 3.15 pm
Finish:	3.15 pm

These hours may be varied during hot weather

Student Information

At the beginning of the year, each child will receive an emergency contact form, which is to be filled in and returned to the school. The information provided on this form will enable us to carry out emergency treatment that may be required. The form also covers short-term walking excursions around the area of the school. It is important that if any information changes during the year, that the school is notified immediately of changes in case of an emergency.

School Attendance

Children are expected to attend school on all days that the school is open. Regular attendance at school allows for

- Good school work
- Good social adjustment
- Development of dependability

As per department policy a written note and a phone call on the day of absence must be provided to explain a student's absence.

School Nurse

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

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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, if there is cause for concern among parents or teachers. For further information please contact the school Principal or child's teacher.

School Uniform

Following is the uniform for our students. The wearing of uniform is encouraged as it gives the students a sense of belonging. All garments should be named. Names on items should be prominent. Hats are to be worn from the 1st of September until the 1st of May

Girls Summer Uniform

Blue school dress made from prescribed check material;
Pale blue Polo-shirt
Navy blue shorts or skorts
Black or white shoes or brown/black sandshoes NO THONGS OR SANDALS
Navy, broad brimmed hat
Sun smart swimming top

Boys Summer Uniform

Grey or Navy shorts
Pale blue Polo-shirt
Black or white shoes or brown/black sandshoes NO THONGS OR SANDALS
Navy broad brimmed hat
Sun smart swimming top

It is compulsory for all children to wear an 8cm broad brimmed navy hat during Term 1 and Term 4. Teachers will set and enforce the length of time the hats will need to be worn in Term 2 and 3.

Boys and Girls Winter Uniform

Navy cords, pants or tracksuit pants
Black or white shoes or brown/black sandals
Navy blue windcheater or jumper
Pale blue skivvy may be worn under T shirt

Gumboots are permitted for outdoor wet weather, and slippers may be bought for indoor use if desired. Beanies maybe worn in winter for extra warmth but navy blue is the preferred colour. Girls may wear navy blue headbands.

Sports Uniform

Navy blue shorts, skorts or Aths pants and pale blue Polo

An old shirt or art smock for Art is needed.

Sun Smart Policy

Rationale

Australia has the highest rate of skin cancers in the world. The school community has a major responsibility to conduct programs and activities to help avoid skin damage during childhood and adolescence.

Our Sun Smart policy has been developed to ensure that all children attending this school are protected from skin damage cause by the harmful ultra-violet rays of the sun. It is to be implemented throughout the year, but with particular emphasis from 1st September until 1st May. As part of general Sun Smart strategies, our school will:

Behaviour

- Require children to wear school hats in terms 1 & 4 which protect the face, neck and ears whenever they are outside (eg. Recess, lunch, sport, excursions)
- Students without hats will remain in shade areas during outdoor activities from the 1st of September until the 1st of May.
- Sunscreen (30+) will be made available in classrooms, and students will be encouraged to apply sunscreen prior to outside activities
- Encourage children to use available areas of shade for outdoor activities
- Encourage staff and parents to act as role models by practising Sun Smart behaviours
- Swim Smart tops for participation in the swimming program

Curriculum

Incorporate programs on skin cancer prevention into the curriculum
Regularly reinforce Sun Smart behaviour in a positive way, through newsletters, parents meetings, student and teacher activities and visits by Health Care Workers.

Technology: NETWORK, INTERNET AND E-MAIL RULES

At Walwa Primary School, the computer network and all its associated components are to be used as tools to enhance learning. Having access to the Network, the Internet and communicating with e-mail at Walwa Primary School is a privilege not a right.

- Remember, only use school computers and the Internet for school work set out by your Classroom Teacher or Information Technology Co-Ordinator.
- Personal information such as your surname, address, telephone number, parents' work address/number and so on are not to be given out in e-mails or on the Web. Pieces of work and photographs are not to be published on the Web unless your parents have agreed in writing.
- Personal log-in information or passwords are not to be given to anyone else, either inside or outside school.
- The Internet is not to be used to frighten, annoy or upset other people.
- If you come across any information or message that is unsuitable or makes you feel uncomfortable click on the HOME button or turn the monitor off and then tell your teacher straight away.
- Don't use down loaded material which has been developed by other people without their permission. If you have permission to use someone else's work, make sure that you acknowledge that person or organisation.
- Do not copy or download any material from the Internet or put any home owned software on the School's computers as this may cause a virus or break copyright laws. Please check with your Classroom teacher or Information Technology Co-ordinator first.

- Please look after the computers and all their parts. Do not remove any piece of hardware or change any internal computer settings without your Classroom teacher or Information Technology Co-ordinator's approval.
- If you break these rules you will lose your Network, Internet and E-mail access rights for a period of time determined by your Information Technology Co-ordinator, Principal or Classroom Teacher.

Transferring schools

To transfer a child from one school to another it is necessary to notify the current school of the intention to transfer the child. A transfer note is then prepared and forwarded to the new school. A progress report form will also be completed and forwarded to the new school.

Upkeep of the School Grounds and parent contributions to programs

The School Council has responsibilities for maintenance of the school grounds. School council employs a gardener who is responsible for mowing and general tidiness.

The school staff welcomes involvement of parents at the school. A good deal of valuable work can be done by parents in helping the school run smoothly. You may have a special expertise in one of the areas listed below, and we welcome your involvement:

- Helping with the Reading Program
- Typing
- Writing - Publishing books, etc.
- Crafts
- Cooking
- Sport
- Music
- Excursions/Group Days
- Information Technology
- Buildings and Grounds development

Please let us know if you can help in any of these or any other areas. You will need a working with Children Check to do so, as per department policy.

Parents should be aware that the influence that they have on their child's education, especially in the pre-school years, is vitally important to their overall development in the future. It is therefore beneficial for parents to follow-up children's work in all subject areas and encourage children's oral language development by having lots of conversations with them and asking them open-ended questions.

Wet Day/Hot Day Procedure

On days of wet weather, children may remain in the classroom during recess and lunch breaks, at the duty teacher's discretion and under supervision, or play in the undercover area at the front of the school. In extremely hot weather, children may remain in the classroom during recess and lunch breaks, at the duty teacher's discretion and under supervision.

Written Reports

Reports include all Victorian Curriculum areas: Maths, English, Humanities, Physical Education, The Arts, Science and Technology, Social Skills and General Comments.

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Reports are sent home at the end of term 2 and term 4.

Yard Duty

All staff members are rostered on to yard supervision before school begins at 8:45am, during all recess and lunch breaks.