Inverloch / Kongwak Primary School

We Give Our Best
To Be Our Best

2015 Information Book
Dear Parent

If learning is a process, not a product, perhaps we should not ask our children, “What did you learn today?” or “What did you make today?”

BUT

“What did you work at today?”

So many of the things young children learn and achieve are intangible - they cannot be produced as the end product of effort.

During a school day your child may have progressed in

~ learning to communicate more effectively
~ thinking more logically
~ appreciating beauty
~ accepting failure

He/she may have increased his/her vocabulary; broadened a concept; accepted a challenge; gained in confidence, independence or self-respect; lost a fear; anticipated a problem; gained a skill.

Your child may not be able to tell you these things, but they are all signs of development just as surely as too tight and too short clothes are signs of growth.
Unity

I dreamed I stood in a studio
And watched two sculptors there.
The clay they used was a young child’s mind,
And they fashioned it with care.
One was a teacher; the tools he used
Were books, and music, and art;
One, a parent with a guiding hand,
And a gentle, loving heart.
Day after day the teacher toiled,
With touch that was deft and sure
While the parents laboured by his side
And polished and smoothed it o’er.
And when at last their task was done,
They were proud of what they had wrought.
For this thing they had moulded in the child
Could neither be sold nor bought.
And each agreed he would have failed
If he had worked alone,
For behind the parent stood the school
And behind the teacher, the home.

Author Unknown
SCHOOL DETAILS

Inverloch Primary School

SCHOOL NAME: Inverloch Primary School

LOCATION: Bayview Avenue, Inverloch

POSTAL ADDRESS: P. O. Box 159, Inverloch 3996

TELEPHONE: 03 5674 1253

EMAIL: inverloch.ps@edumail.vic.gov.au

WEB: www.inverlochps.vic.gov.au

PRINCIPAL: Wendy Caple

ASSISTANT PRINCIPAL: Andrea Penrose

OFFICE STAFF: Debbie Miller, Chloe Corry, Lindee Benson & Barb Miller

SCHOOL COUNCIL PRESIDENT: Dermot Griffin (Term of office until March, 2015)

PARENTS & FRIENDS ASSOCIATION PRESIDENT: This has been a shared position

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Kongwak Primary School

SCHOOL NAME: Kongwak Primary School

LOCATION: Government Road, Kongwak

POSTAL ADDRESS: P. O. Box 159, Inverloch 3996

TELEPHONE: 03 5657 4224

EMAIL: kongwak.ps@edumail.vic.gov.au

SCHOOL COUNCIL PRESIDENT: Brian Anderson (Term of office until March, 2015)

PARENTS & FRIENDS ASSOCIATION PRESIDENT: This has been a shared position
School Hours

- **8:45 a.m.** Teachers begin Yard Duty supervision
- **9:00 a.m.** Morning session begins
- **10:40 a.m.** Morning recess
- **11:10 a.m.** Middle session begins (Fruit Time occurs during this session)
- **12:50 p.m.** Lunch
- **1:50 p.m.** Afternoon session begins
- **3:30 p.m.** Dismissal and collection of children

The 2015 School Terms

**Term 1:**
- January 28: Teachers start
- January 29: Children start
- March 27: Term 1 finishes

**Term 2:**
- April 13: Term 2 starts
- June 26: Term 2 finishes

**Term 3:**
- July 13: Term 3 starts
- September 18: Term 3 finishes

**Term 4:**
- October 5: Term 4 starts
- December 18: Term 4 finishes

ABOUT OUR SCHOOL

SCHOOL PROFILE

Inverloch is a rapidly growing school which underwent a total rebuild in 2010/2011. In 2014 we have approximately 370 students in 17 classes with 4 Specialist teachers. We have three Prep classes, five Year 1/2 classes, five Year 3/4 classes, four Year 5/6 classes and Specialist Art, Music P.E. and Literacy Support.

Kongwak has 22 students in two classes, a Prep – Year 2, and a Year 3 – 6 with the visiting MARC Library van and 2 Specialist teachers attending each week. All staffing to Kongwak is from the Inverloch base.

In 2013 we undertook to become a “Kids Matter” school (Kongwak in 2014) with the Kids Matter banner helping us to look at what we do focusing on each and every student and also the wider community from a social/emotional perspective. This will continue this year as will our focus on strengthening Literacy skills. Developing the Walker Learning Approach in Years Prep – 2, organising Literacy and Numeracy scope and sequence plans school wide, strengthening community links and developing a strong school based curriculum in General Studies are also going to be a focus.

The school is committed to Riding the Waves to Success (You Can Do It!) program which aims at teaching children the skills required to achieve success: being organized, persistence, confidence, emotional resilience, and getting along.

The school enjoys the active support of parent bodies and the local communities. Inverloch Primary School is situated beside the local preschool and a very close relationship exists between the two. A well structured year-long transition program involves many inter-school visits.
Staffing for 2015
As announced last year we are welcoming several new staff to our school and look forward to having them with us on our team. The staffing for this year is:
Prep B - Ms Chantelle Brown
Prep P - Mrs Clare Peterson
Prep S - Mrs Sheri Box
1/2D – Ms Tanith Darvill
1/2H – Miss Kady Hemming
1/2N - Mrs Sharyn Noble/Mrs Tegan Renden
1/2V – Mr Rob vanRooy
1/2W – Miss Belinda Witchell
3/4B – Mrs Deanne Bull
3/4F – Mr Adam Foster
3/4G – Mrs Amy Geisler
3/4Q – Mrs Pam Quinlan/Mrs Tegan Renden
3/4S – Miss Jessica Stone
5/6E – Mrs Andreea Elitt/Mrs Sam Martin
5/6K – Mrs Della King
5/6M – Mrs Mel McRae/Ms Jodie Walters
5/6P – Mrs Gab Paterson/Mrs Sam Martin
Kongwak Senior group – Mrs Kerri Besley
Kongwak Junior group – Ms Anna Wilson
Art – Ms Sarah Reark
Music – Mr Andrew Paxton
P.E. – Mr Jesse Boyd
LOTE – Spanish – Mrs Jacqueline Castillo
Education Support –Ms Tracey Pratten, Mrs Vicki Bainbridge (Kongwak), Ms Kim Randall, Mrs Tammy Rowley, Mrs Suzie Lawson
Library Technician – Mrs Rayleen Lennox
Business Managers – Mrs Deb Miller, Mrs Chloe Corry
Administration Officers – Mrs Barb Miller, Mrs Lindee Benson, Mrs Janelle Anderson
Computer Technician – Mr Keith Thevan
School Crossing Supervisor-Judy Hughes

We are also pleased to welcome an intern student Ms Ellie Malherbe who will be working with the 5/6 team as she completes her final year of teacher training.

SCHOOL COUNCIL
The school council is responsible for the financial affairs of the school, the maintenance of the buildings and grounds, and has the major responsibility for deciding the education policy of the school. As part of its responsibility for grounds, the school council organises working bees. All parents are urged to support these as a means of keeping the grounds in good repair. A parent mowing roster for Inverloch exists, and volunteers are sought via the school newsletter early in the school year.
School council elections are held each year and all parents of children at the school are encouraged to nominate and to vote at these elections.
The Inverloch School Council meets on the 3rd Tuesday of each month, and the Kongwak School Council meets on a Wednesday evening of each month. All parents are welcome to attend these meetings as observers.

PARENTS AND FRIENDS ASSOCIATION
The PFA works towards raising funds to provide extra facilities and equipment beyond those provided through government funding. It is also a forum for parent opinion and discussion on all school matters. All parents are urged to attend PFA meetings. News from, and notice of, meetings is included in the weekly newsletter.
The annual Easter Fair, which is held on Easter Saturday, is Inverloch school’s major fund raising activity. All parents are encouraged to become involved with the Easter Fair by being on the organising committee and/or by participating on the actual day.
During 2001, the school underwent its School Self Evaluation and the development of its School Strategic Plan. This Plan sets out the school’s purpose, values and goals for the four year period.

**SCHOOL POLICIES**

The school has formulated a variety of school policies which provide guidelines for its operation. Copies of these are available from the office. Staff and School Council review all school policies on an ongoing basis. Parents are often consulted as part of the formulation and review process.

**YEAR PREP ENTRY**

It is helpful for your child to know the following things and they could be practised in an informal way. However, do not press the issue if your child appears tense or frustrated.

Does your child:
- know his/her full name and address?
- know how to tie and untie shoe laces and buckle sandals?
- know how to attend to their own toilet needs and adjust clothing?
- know the importance of washing hands after visiting the toilet?
- know how to put things away after using them?
- know how to recognise named belongings (clothes, school bags, etc.)?
- always have a handkerchief and know how to use it properly, and
- know the importance of covering their mouth when coughing or sneezing?

**SOME SUGGESTIONS PRIOR TO SCHOOL COMMENCEMENT**

😊 Talk positively about school.
😊 Have several “school lunches” with your child at home.
😊 If the school is within walking distance from home, follow the route to be taken there and back with your child.
😊 Acquaint your child with road safety procedures, including the correct use of school crossings.
😊 Warn your child not to accept rides from strangers, and to go home immediately after school is dismissed, preferably in the company of an older student or an adult until a routine is established.
😊 It is wise to have a medical check for your child prior to the commencement of school, particularly sight, hearing and immunisation.

😊 At the end of every day, always show an interest in your child’s account of the day. Encourage him/her to talk about his/her work, find something to praise, and display his/her work in a special place.

**ENROLMENT REQUIREMENTS**

* Completion of an enrolment form.
* Presentation of a birth certificate as proof of age.
* Presentation of an immunisation certificate. (If you do not have an immunisation certificate please ring the Australian Childhood Immunisation Register on 1800 653 809.

Year 1 Preps beginning at Inverloch / Kongwak attend the school until 3pm from the 29th Jan—27th Feb and do not attend on Wednesdays from 2nd Feb-27th Feb (weeks 2-5). All Year Prep children in the state undergo a series of assessment activities to help determine their learning needs. These activities are undertaken on a one-to-one basis and, as much as possible, are conducted by appointment during the Wednesdays. Further information will follow in regard to this. After this time all Prep students attend school full time from 9:30-3:30pm.

A generous play lunch, with plenty of fresh fruit, should be provided.

To ensure a smooth start, parents are requested to bring their child to the Prep room, say goodbye and depart, even if the child appears upset (they usually settle down very quickly). Be sure the child understands the arrangements for getting home. We also request parents to wait outside the school building at the end of the day. This ensures that all children contribute to packing up the room without distraction.
Children are encouraged to bring their own lunch. This is particularly important for Prep children as they can eat lunch together, and it avoids the stress of missing a lunch order.

All children are very tired at the beginning of the school year, particularly the Preps. Activities are planned which are appropriate for the children’s development and weather conditions. In the initial weeks this may include an afternoon rest period.

**CURRICULUM PROGRAMS**

**ENGLISH**

Reading, writing and speaking and listening are all linked - as in real life. Purposeful activities are carried out at all levels where children write and talk about their actual experiences and imaginative adventures.

**Writing**

When writing, the children are encouraged to try new words to extend their vocabulary; and so at the first-copy stage, less importance is placed on spelling. However, the significance of correct spelling for the final copy is emphasised. The school has developed a **Seven-year Writing Program** consistent with the Early Years approach and the Western Australia First Steps program. This ensures consistency in the way writing is taught and assessed across the school throughout the seven years a child is at Inverloch/Kongwak Primary School.

**Reading**

In lower grades, children read class and individual sentences, sequential readers, picture story books and other teaching material. Word study includes phonics [alphabet and sounds], word families, sight vocabulary, understanding words in context and meanings.

In the upper school, reading should be independent but some children still need specific teaching of decoding skills, while others learn to read critically and appreciatively.

At least once a week all children at all levels sit with a teacher for formal **Guided Reading sessions**. During these structured sessions a small group of children read the same text - discussing and sharing their reading strategies as they do so. Teacher-guided discussion also develops and assesses each child’s level of understanding of the text.

All classes have timetabled **library sessions**. The children are encouraged to love and enjoy good books, and to read for recreation and information. The Inverloch classes also walk down to visit and make use of the local town library. Kongwak is serviced weekly by the Mobile Area Resource Centre van.

To help care for the library books, we ask that all children in Years Prep to 2 have a cloth bag (approximately 30 cm. square) with a drawstring.

Students experiencing difficulty with reading have access to reading support programs. Students who are making slow progress with learning to read are assessed and given a strict program of reading and writing activities.
MATHEMATICS

Children actively measure, weigh, count, estimate and calculate, graph, draw and describe their solutions to real problems. Fractions, decimals, geometric shapes, area, volume, etc. are all taught and used in practical situations. Of course, tables and number facts are vital to the whole process. Formal and abstract computations are taught as understanding grows. Mathematics is a priority of our present school charter. We have developed a whole school Seven-year Number program which provides a consistent approach by all teachers throughout the seven year levels when teaching Number.

ART

All students are involved in creating wondrous works of art with a wide range of 2-and-3-dimensional materials, learning to express themselves in a range of forms and appreciating the beauty of form, shape and colour. A well-stocked art room supports this program. All classes are have a timetabled art session every week.

MUSIC

Our music program encourages the making and listening to of many forms of music. Music forms and structures, rhythms, dance, singing, tuned and percussion instruments are all part of our enjoyable program. Sessions are taken by a music teacher. Children have the opportunity to join the talented school band which is lead by a qualified instructor. All children are encouraged to participate in various performances, e.g. weekly assemblies, the Wonthaggi and Yarram Eisteddfods, playing for the local elderly people and for the preschool children. Over the years, a number of Inverloch children have been accepted into the State Primary Schools Honours Band.

HEALTH AND PHYSICAL EDUCATION

We recognise the importance of helping children feel good about themselves and to develop positive social skills when interacting with others. We have implemented a whole-school social education program that focuses on teaching social skills, and we have a Welfare Coordinator who works with individuals as required. A structured Buddy System operates between the Year 5 and the Year Prep children. Inverloch/Kongwak has experienced the benefit of a strong P.E./sport program over many years. All students participate in a diverse range of activities including swimming, dance, athletics, ball handling and major games. The school participates in district and regional school sports and is often represented at state championships. Visits by skill development personnel are encouraged, eg. basketball, netball, golf, cricket, athletics. Recognition is given to the strong link between achievement in P.E., enhanced self esteem, a healthy body and the adoption of useful leisure pursuits. Our school has been committed to implementing the RIDING THE WAVES TO SUCCESS (You Can Do It!) program since the middle of 2002. The goal of this program is to provide today’s children with the Foundations for success (Getting Along, Organisation, Persistence, Confidence and Emotional Resilience) in school, employment and the world tomorrow.

HUMANITIES, SCIENCE, TECHNOLOGY, HEALTH

Our school has developed a seven year program of topics by which the above and the other learning areas are addressed in an integrated and meaningful way. This sequentially-planned Seven-year Integrated Curriculum program ensures that each child experiences a broad range of learning experiences covering all areas of the curriculum. The aim is to help children understand themselves, society and their world, and how they can participate effectively in a democratic society. Teaching focuses on the development of knowledge, skills, values and actions.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

Computers are used for word processing, multimedia presentations, problem solving, data gathering, skill enhancing games, spread sheet analysis and desktop publishing. The school has ratio of one computer to every 5 children, interactive whiteboards, a scanner, and digital still and video cameras. Teachers use computers for both teaching and administrative tasks.

EXCURSIONS AND CAMPS

Excursions and camps are a vital part of our curriculum to which staff put in hours of unpaid out-of-school time. Please be prepared for the camp costs. The following provides a guide as to what has happened in recent past years:

~ Year 6: five-day camp at Wilsons Promontory during November/December – approximate cost of $280.00
~ Year 5: three-day urban camp in Melbourne during November – approximate cost of $260.00
~ Years 3/4: three-day local camp (e.g. Phillip Island Adventure Park) during Feb/March – approximate cost of $225.00
~ Year 2: a sleepover held at either school
~ Years Prep/1: breakfast at school and a day hike around Inverloch

Parents are usually invited to participate in appropriate excursions, and when sufficient staff are not available for supervision, parents may be asked to accept responsibility for a group of children.
SCHOOL RULES

STUDENT CODE OF CONDUCT

The school community has developed a clear and coherent Student Behaviour Policy which focuses on the development of cooperative and responsible attitudes and respect for person and property. The development and reinforcement of positive behaviour is central to the promotion of desired attitudes and behaviours, and a wide range of rewards and incentives are used to encourage this. However, the policy also outlines logical consequences and procedures for any inappropriate behaviour.

LEAVING THE SCHOOL GROUNDS

Children may go home for lunch if desired. However, a note MUST be sent by parents each time, or at the beginning of the year for students who go home each day. We stress that eating together at school is an important opportunity for social interaction and making playtime arrangements. Children who go home on a regular basis miss out on this vital interaction.

PLAYGROUND SUPERVISION

Children at Inverloch are supervised from 8:45 a.m. until about 4:00 p.m. when the last bus leaves. Bus travellers are supervised until departure of the last bus. Non-bus travellers should be collected as close to 3:30 p.m. as possible. Those who enter the grounds after school do so under normal parental supervision and cannot be supervised by staff. Teachers on duty supervise children during recess and lunch periods.

CAR PARK

For obvious safety reasons Murray Street, Inverloch, is out of bounds to all students. Again for safety reasons, parents are requested not to use the Murray Street entrance for dropping off and picking up children. The car park at the west end of the school is for school staff only. No student drop off or pick ups are allowed from this car park. There is a disabled parking space provided in the staff car park for disabled permit holders.

At Kongwak, there are specific areas for dropping off and picking up, and for parking. If you are unsure of where these are, please ask one of the teachers.

USING THE SCHOOL CROSSING

The local council employs an attendant to supervise the crossing both before and after school. It is the expectation that all children crossing Bayview Avenue will use the school crossing. It is also expected when children are dropped off or collected by vehicles parked on the east side of Reilly Street or Bayview Avenue, that they are accompanied across Reilly Street by an adult.

As the area is usually extremely congested, we ask parents to be very careful when dropping off and collecting children. Please do not park in non-parking areas. Drivers have been booked doing U-turns at the Reilly Street intersection, failing to stop at stop signs, cutting the corner when turning into Reilly Street, and for parking in non-parking areas.

In the interest of our children’s safety, we ask for your full cooperation with these matters; and, we also insist you set a good example for the children by using the crossing yourself.

DANGEROUS ARTICLES

At times, students bring items along to school which are deemed to be unsafe. Items such as pocket knives, roller skates, toy guns, boomerangs, etc. must stay at home.

GENERAL INFORMATION

ASSEMBLIES

The children assemble in their classes every Monday morning (weather permitting) at 9:00 a.m. on the concrete area (known as “The Inlet”) on the north side of the foyer/library. On Friday, at about 9.15 a.m., a weekly assembly takes place in the school’s Multipurpose Room/Stadium for approximately three-quarters of an hour. During this assembly children have the opportunity to share news and their work with the school, and to participate in class presentations and performances. Parents are most welcome to attend all assemblies.
CURRICULUM DAYS

In accordance with Department of Education and Early Childhood Development policy, the school will be conducting pupil-free days for professional development, curriculum development, and school-based planning. Parents will be advised via the newsletter when these days are due to occur. Please note that children do not attend school on these days.

CONTACT WITH THE SCHOOL

Parents are welcome to contact the school by telephone, in writing or in person at any time. Our office personnel will, if teachers are unavailable, take a message or arrange an appointment for you. If parents have a matter of concern which they wish to discuss with teachers or the principal, it would be appreciated if they could contact the school and arrange an appointment. All teachers, including the principal at times, have teaching duties which cannot be neglected, and your cooperation would be appreciated. Please don’t save your problems or concerns for School Council or the Parents & Friends Association, as this delay only starts rumours and causes ill feeling. *If you have a problem of any kind, please contact the principal immediately.*

PARENT ASSISTANCE

We are always pleased to accept offers of assistance from parents. Many parents help with the hearing of reading, preparing aids, typing stories, sports coaching and supporting our many programs. Please contact your child’s teacher if you would like to help in this way.

Should you possess some particular skill, or have a great interest in some area that you would like to share with the children (not necessarily your own child’s age group), please let us know - we appreciate all help offered.

Parents working in the school may bring their pre-school children, but must maintain control, and the children must not be disruptive. Children are NOT to be left in a room to be looked after by brothers or sisters.

If at work or home you have something interesting happening, we may be able to involve the children, e.g. a new baby, baby animals, or whatever. Please let us know so we can make appropriate arrangements.

ABSENCES

The Department of Education and Early Childhood Development requires parents to supply a written explanation (or phone call) for any absence of a child. Your cooperation in seeing that your children attend regularly is requested. Continual attendance has a very positive effect on achievement.

LATE ARRIVALS

In the interests of pupil welfare and accountability, on any occasion your child comes to school after 9:00 a.m. you are requested to come with him/her to the office to complete the Late Arrivals Book, and for your child to collect a Late Pass to take to the teacher. *Please do not just drop your child at the gate.*

PUPIL SIGN-OUT AUTHORISATION BOOK

All parents and/or guardians who wish to collect children from Inverloch and take them from school during the day are asked to go to the office firstly to sign those children out using the Pupil Sign-out Authorisation Book, and to collect an Early Leaver Pass to take to the teacher.

If you know that you are going to collect your child sometime during the day, please send a note on the morning informing your child’s teacher of this.
LUNCH

Children who have their lunch at school eat under the supervision of teachers. Inverloch children who wish to buy their lunch, must place their money in a lunch bag with their order, name and class written on the front; and then place it in the class lunch basket at the beginning of the day. Lunch Orders are available on Wednesday, Thursday and Friday. Sushi lunch orders are available on Monday’s only (not in Term 1). Lunch order price lists are available at the school office. LOLLIES ARE NOT PERMITTED AT SCHOOL.

SCHOOL NEWSLETTER AND BULLETINS

Our combined newsletter, CoastHill News, is printed weekly on a Thursday and distributed or emailed on Friday. Kongwak also sends home a separate newsletter on Fridays. Parents should check that they receive the newsletters. Other notices will be sent home as required. All notices, newsletters, etc. are sent home with the ELDEST child in the family – unless they relate specifically to a particular class.

BUSES

Children who reside more than 4.8 kms. from their nearest school or bus stop may travel to and from school by bus. Buses are organised by Wonthaggi Secondary College. Children travelling by bus are supervised while waiting in the yard. An annual conveyance allowance is available to parents who travel more than 4.8 kms. to reach the closest school / bus stop. Application forms are available from the school.

SCHOOL FEES

School fees are set by school council every year.
To save having to find money each time for In-school Performances (cultural performances), charges for these have been included within the school fees. The fees for 2013 were as follows:

<table>
<thead>
<tr>
<th>Number of Children</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>One child</td>
<td>$180.00</td>
</tr>
<tr>
<td>Two children</td>
<td>$360.00</td>
</tr>
<tr>
<td>Three children</td>
<td>$520.00</td>
</tr>
</tbody>
</table>

In-school Performances – are included in school fees

LOST PROPERTY

The Lost Property Basket is situated in the entry corridor. We urge parents to check it regularly as it is nearly always full. Please ensure ALL of your children’s clothing and property is named. Clothing not named or claimed at the end of each term is sorted and sent to charity.

COMMUNITY USE OF GROUNDS AND FACILITIES

The school welcomes community use of grounds, buildings and facilities. Preference will be given to organisations connected with the school or community, or groups involving Inverloch / Kongwak Primary School children. Outside bodies are expected to meet costs of power and light and to sign a formal agreement regarding conditions.
SCHOOL UNIFORMS

The school uniform is compulsory. The school’s Student Dress and Appearance Policy is available from the school office.

Children look very smart in the Inverloch/Kongwak uniform. It encourages a sense of pride in the school and it is priced within the reach of most families. As well, it saves the hassle of students deciding what to wear and argument over suitable clothing. Uniforms can be ordered once a term. Dates for orders will be advised in the newsletter. We don’t supply pants, shorts, skorts etc. on the uniform list (only items with logos). These can be purchased at any retailer. Second hand uniforms can be purchased from the Anglican Church Opportunity Shop in Cashin Street, Inverloch. All children are required to wear the school uniform whenever they represent the school or participate in an excursion, unless otherwise stated. Similarly, all children must wear a broad-brimmed hat in the playground and apply sunscreen. The school council has determined that all students will be required to wear a broad-brimmed hat during Terms 1 and 4 for physical education/sport sessions, during excursions, and whilst outside during play and lunch times. Those not complying with this requirement will be asked to sit in a specified shaded area.

For health reasons, the wearing of hats/hoods or heavy jackets inside is inappropriate.

The uniform consists of the following:

**TOPS**
Navy crew-neck windcheater with logo; navy polar fleece jacket with logo; navy polar fleece vest with logo; Navy & white sports jacket with logo

**SHIRT**
Short-sleeved surf shirt or polo shirt; long-sleeved polo shirt or skivvy (white or navy)

**PANTS**
Track-pants; shorts; leggings (navy)

**DRESS**
Blue and white gingham

**SHOES**
Black shoes or elastic sided boots, black or white runners. All footwear must have closed toes and no coloured laces.

**HATS**
School uniform navy blue broad-brimmed or bucket hats are compulsory during Terms 1 and 4, and these are available through the school office. (no peaked caps)

CLOTHING OTHER THAN UNIFORM

* Please ensure children are sensibly dressed for school each day. Students who attend the school temporarily out of uniform must observe the following restrictions.

  * Bathers, basketball briefs, boxer shorts and tank tops are NOT to be worn to school as outer garments.

  * Thongs and open-toe sandals are dangerous and are NOT to be worn.

It is highly desirable that children wear suitable clothing for Physical Education and Sport.

Please ensure all clothing is named (including shoes, socks and underwear). All children’s belongings, whether clothing or school requisites, should be clearly named.
PUPIL ATTENDANCE AND PUNCTUALITY
THE IMPLICATIONS FOR LEARNING

At times whilst your child is at school you will receive information in relation to his/her attendance in the form of the number of days he/she has been absent during the year.

Over a full year, schools operate for around 41 weeks. With public holidays, weekends and declared pupil-free days, 100% attendance translates to about 200 days.

Of those 200 days, it is likely that most children will suffer some sickness which could be of a short-term (e.g. a cold), and/or a longer-term illness such as measles. It is also likely that family circumstances will play some role in keeping students away from school (e.g. Holidays which can’t be taken during school holiday periods, ill-health of other members of the family, and special occasions.

If a student was to achieve 90% in some assessable activity, many would tend to think it was a pleasing results. If a child achieves 90% attendance at school over a year, it means that he/she has in fact missed around 20 days of school. This also represents 4 weeks over the annual period.

By extension, an 80% attendance translates into 40 school days, or 8 weeks, of lost time (the equivalent of one day per week for every week of the year).

Lost time is lost learning time.

Teacher do allow for some missed schooling through health and other circumstances by regular revision and re-teaching. However, these strategies will not make up for significant time losses.

In saying this, we do not want sick children at school. It is not in the interests of the child, his or her classmates, or the teacher.

What we do want to emphasise is that time at school and learning are directly related; and that regular sustained patterns are vital for on-going successful learning.

Similarly, getting children to school on time should be a major achievable priority for all families. Lateness to school has a number of negative consequences.

Firstly, being late can detract from a child’s sense of connectedness, or sense of belonging, to the class/school. In fact, being late regularly could be actively encouraging this negativity. As well as it putting the child in an embarrassing situation in front of his/her peers, it deprives him/her of socialisation opportunities before the school day begins.

Secondly, being late disrupts learning—for both the child and the rest of the class. A child coming into the classroom late has a distinct disruptive influence on the class. It is also distracting to the teacher because he/she has to update the child and repeat instructions. If the class has a number of children arriving late this can mean constant disruptions to both teacher and students.

Also being late to primary school sets a bad precedent for when the child goes to secondary school where he/she may be required to catch a bus, and will be required to do such things as be on time for lessons throughout the day and have worked handed in at a set time.

More importantly, being late does not set a good precedent for life.

We ask that you seriously consider the above, and help to develop positive habits in your child that will help with his/her learning and set him/her off on a constructive start to life.
SAFETY AND HEALTH

TRAFFIC SAFETY

Parents visiting the school must be especially watchful for children at the crossings, street intersections and riding their bikes. Please refer to the “Using The School Crossing” section of the “School Rules” segment for the requirements when collecting and/or picking up children from in front of the school.

PARKING

The car park at the west end of the school (next to the police station) is for school staff parking only. Parents are requested not to use this area as pick-up/drop-off zone for their children. A disabled parking space is provided in this car park for disabled permit holders.

BICYCLES, SKATEBOARDS, and SCOOTERS

Many children ride their bikes to and from school. It should be emphasised that children MUST obey all the rules of the road. School council strongly urges parents to accompany children under the age of 8 years when riding on the roads. Small children have little concept of relative speed and distance, or of dangerous situations. All cyclists must wear a properly-secured bicycle helmet.

When leaving the school at dismissal time, the children are asked not to start riding their bikes, skateboards or scooters until they have past the school fences on the east and west boundaries of the school. All bikes, skateboards and scooters must be walked/carried in the school ground and until the child has past the fences mentioned above.

MEDICAL HISTORY / EMERGENCY INFORMATION

At all times your child’s teacher is working in partnership with you in the best interests of your child. Please ensure you inform the teacher of any illnesses, emotional stress or worries that your child may have in order that due consideration may be given. Such information is regarded as confidential.

Parents are asked to contact the school without delay should there be any change to information on your child’s Emergency Card e.g. address or telephone number, emergency contact, medical condition, medical practitioner. Please ensure that the people you have nominated as your emergency contacts are made aware that you have given the school their name as such.

ILLNESS

If your child is ill, the best place for him/her is at home as our facilities and staffing do not permit us to adequately care for sick children. If a child is potentially ill and parents will not be available for contact, please inform the school of an emergency contact who could take care of the child.

If a child is hurt or ill at school, basic first aid is given. If the child suffers continued pain or distress, parents are notified.

For serious injuries an ambulance may be called and parents contacted.

The school carries a spare change of clothing to loan for various emergencies. If your child has to make use of this clothing, please ensure it is washed and returned to school as soon as possible.

INJURY

Many of the teachers are Level 2 First Aid qualified. When a child is injured at school, staff assess the injury and determine appropriate action. Depending on the apparent seriousness of the injury, this may entail first aid provided by staff, contacting a parent or emergency contact person, and/or calling an ambulance.

SCHOOL INJURIES AND INSURANCE

Parents and guardians are generally responsible for paying the cost of medical treatment for injured students, including transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund.

The Department of Education and Training does not hold accident insurance for school students. However, the Department is aware of two insurers, JUA Underwriting Agency Pty Ltd and Willis Australia Ltd, that provide accident insurance policies for students. These policies provide specific benefits for students who are injured in accidents for a reasonably low cost.

Other insurers may also do so.
MEDICATIONS

Staff members are not permitted to give children any medication unless instructed by parents. If your child is required to take any medication during the school day e.g. antibiotics, you must fill in a form at the office detailing medication, dose, times etc and a signature granting permission for medicine to be administered. The school’s a First Aid / Medicines / Asthma Policy, is available from the office and contains clear guidelines and responsibilities for both the school and parents. Please familiarise yourself with this policy.

ASTHMA

Parents of children who suffer from asthma are asked to provide spare medication to be kept at school - in addition to puffers kept in school bags or lockers. We need to know immediately if your child develops asthma, and what medication is given. Please make sure the classroom teacher is also informed. A School Asthma Management Plan is kept for each child with asthma - please ensure it is kept up to date.

ALLERGIES

If your child is allergic to ANYTHING, e.g. bee stings, we MUST be advised in writing. If medication is to be taken, (e.g. antihistamine) a Student Medication Form must be completed.

INFECTIONOUS DISEASES

The following is provided for your information. Parents are required to notify the school if children contract any infectious disease.

CHICKEN POX: Patient excluded for at least 7 days after the beginning of the illness and until the last lesion has healed.
MEASLES: Patient excluded from school for at least 7 days after the appearance of the rash, or until a medical certificate of recovery is produced.
MUMPS: Patient excluded until fully recovered.
HEAD LICE or SCABIES: Patient excluded from school until appropriate treatment has commenced, supported by a Medical/Health Officer certificate when requested.
GERMAN MEASLES – RUBELLA: Patient excluded until 10 days has passed since the appearance of the rash.
SCHOOL SORES – IMPETIGO: Patient is excluded from school until appropriate treatment is being applied, and sores on exposed surfaces such as scalp, face, hands and legs are properly covered with dressings.
RINGWORM: Patient excluded from school until appropriate treatment has commenced, supported when requested by a medical certificate.
HEPATITIS (VIRAL): Patient is excluded from school until a medical certificate of recovery is produced.
GLANDULAR FEVER: Not strictly infectious. Seek medical advice and abide by that decision.

In all cases, brothers and sisters should not be excluded from school. Parents should contact the school for advice about diseases not listed.

SUPPORT SERVICES

Primary School Nursing Program

Children in Year Prep currently have their vision and hearing examined by a nurse from the Primary School Nursing Program. Please contact the school if you have any worries about your child’s health.

SPEECH THERAPY

We are serviced by a trained Speech Therapist. Students requiring special tuition are usually withdrawn from class.

COUNSELLING, GUIDANCE AND CLINICAL SERVICES

This service provides assessment and consultative services for children with educational and adjustment problems. It deals with children who have attendance difficulties, behavioural, social or emotional problems, or whose learning is inhibited by some other difficulty.

SCHOOL DENTAL SERVICE

The School Dental Service offers dental examination and treatment. This service is available free for children whose parents hold a Department of Social Service health card; and non-card holders pay $27.00 per child. The School Dental Service is located at the Wonthaggi Dental Clinic, Bass Coast Regional
If I had my child to raise all over again
I’d build self-esteem first and the house later
I’d finger paint more and point the finger less
I would do less correcting and more connecting
I’d take my eyes off my watch and watch with my eyes
I would care to know less and know to care more
I’d take more hikes and fly more kites
I’d stop playing serious and seriously play
I would run through more fields and gaze at more stars
I’d do more hugging and less tugging
I’d see the oak in the acorn more often
I would be firm less often and affirm much more
I’d model less about the love of power and more about the power of love.

Diane Loomans