

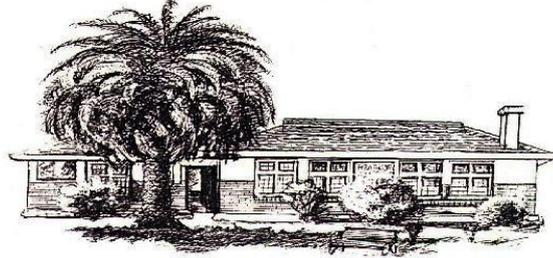
Heathcote Primary School



Information Booklet

2018

Welcome to Heathcote Primary School



Staff Members

Principal	Kate Ballantyne
Business Manager	Greg Kingsford
Assistant Business Manager	Nina Kerwin
Special Project Worker	Jan Webster

Classroom Teachers

Year F	Marg Parry
Year 1-2	Rebecca Somerville
Year 3-4 Teacher	Rhys Clayton/Kristy Balic
Year 4-6 Teacher	Kym Childs

Education Support	Brenda King
Education Support	Lisa Ziersch
Education Support	Joan Stammers
Teacher Aide	Marni Champion

SAKGP Garden	Michelle Witham
STEM	Kristy Balic and David Close
Indonesian	Beth McKinnell
Digital Technology	Rhys Clayton
School Community Worker	Clarissa Power

School Cleaner	Angela McCall
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1 Welcome

Welcome to our school community. Learning is a lifelong process taking place every day in a variety of settings. Your child's time at school is one part of this valuable lifelong journey. Our school community aims to work as a partnership between students, Parents/Carers and teachers to provide a consistent and supportive environment that caters for the whole child, supporting academic, social, physical and emotional growth. We encourage parents and carers to be involved in our school community, to value what our students do and encourage them to strive to do their very best in everything they attempt. Having a go and trying things outside our comfort zone is one way of developing skills, supporting personal growth and learning about our community. This booklet provides information to assist you and your child to settle into our school community. If you have any questions that need clarification, please feel free to come in to our school office or ring and make an appointment.

We look forward to your support and involvement in your child's learning and the development of a positive partnership in the coming years.

Heathcote PS distributes a weekly newsletter each Monday. This is an important communication link between home and school. Please take time to sit down and read it with your child as it outlines current activities and reinforces expectations of our school. The newsletter is an important place to find out about volunteering for different school activities. Our newsletter is also available on our school website each week. www.heathcoteps.vic.edu.au Staff are continuing to work on our school website update, the website is an important sharing point for distributing and sharing information.

2 School History

Heathcote Primary School began as a tent school at the McIvor Diggings on 19th December 1853. The first permanent school was established in 1856 on the site of the present police station.

In 1926 a Higher Elementary School was opened in Herriot St, and the Junior School moved onto this site in 1961. The old red brick building is a monument to those that served in World War 1.

On 19th October 2003 a new school was opened to celebrate the school's 150th Anniversary. In the same year the Police Commissioners Residence, built in 1888 was refurbished for use by the school.

Heathcote Primary continues its proud tradition of serving the Heathcote Community in buildings that have their origins over three different centuries.

3 Term Dates

Term 1 2018

29th January - Teachers resume (*Curriculum Day*)

30th January - Students commence

Thursday, 29th March - End of Term 1

Term 2 16 April – 29 June

Term 3 16 July – 21 September

Term 4 8 October – 21 December

School Curriculum Days are held each term. These days are pupil free days to enable staff to participate in professional development on or off site. This year, the 29th January is the first pupil free day for the year, there will be three additional days throughout the year, one per subsequent term. Pupil free days are communicated through our newsletter well in advance to provide Parents/Carers with time to make alternative arrangements where necessary. Please read the newsletter each week to enable you to keep up to date with what is happening in our school.

4 Teaching and Learning

The guiding principle of our school is “Every child is every teacher’s responsibility”. Our school follows the Victorian Curriculum in delivering teaching and learning programs. Teachers follow this curriculum when planning for student learning and assessing student growth. Teachers plan individually and as a unit team, Year F-2 and Year 3-6 teachers have planning time together each week. Teaching and learning programs provide differentiated opportunities for students to progress, including explicit teaching, projects and tailored learning activities. Staff participate in weekly staff meetings and weekly professional development meetings.

School Timetable 2017

9.00	am	English
11.00	am	First break
11.30	am	Mathematics/Humanities
1.30	pm	Second break
2.00	pm	Humanities, Performing Arts, Visual Arts, PE
3.00	pm	End of School Day

Assessment and Reporting

The priority of the Heathcote Primary School Assessment and Reporting Process is to keep Parents/Carers informed of their child’s progress at school. There are two aspects of our process, two written reports are provided at the end of Term 2 and 4. These are accompanied by a Communication Book which contains samples of student work. Our staff believe the partnership between home and school is critical, it is anticipated that Parents/Carers will work in partnership with teachers to ensure students demonstrate progress throughout the year. At times Parents/Carers will be asked to support their child at home with extra work, this will be done after consultation with teachers.

Communication Book

This book provides a snapshot of your child's progress at school during the semester. The book includes samples of work, mid and final year reports, project reports and information on specialist areas. Communication books are available at the end of each semester. In Term 2 they are made available just prior to interview. The communication book along with your child's report will provide a base for discussion with teachers at interview at the end of Term 2. After your interview, the communication book can go home for a short period of time to share with all members of the family before returning it to the classroom teacher. The interview process between student, parent/carer and teacher is a valued part of this process, it allows teacher, parent/carer and student to sit down and look at what is working well and what goals need to be worked on in the coming semester. At the end of the year the communication book will provide a snapshot of your child's achievements for the current year.

Student Reports

As mentioned above, two written reports are written for your child during the year. One at the end of Term 1 and Term 4. These reports will be available to parents just prior to their mid year interview along with the communication book, this provides a great reference point for Parents/Carers to discuss their child's progress with the classroom teacher. A written report is also provided at the end of the year, if an interview is considered necessary at the end of the year it will be arranged with the parent/carer. Teachers across the state report on student achievement using the Victorian Curriculum and provide information regarding your child's achievement.

Student/Teacher/Parent Learning Interviews

Student Learning Interviews are a very important part of our reporting system and are valuable in helping your child establish and achieve their learning goals. It is also an opportunity for Parents/Carers to understand what is working well for their child and what areas of learning they may need to support at home. Interviews are held once a year, towards the end of Term 2. All parents and students are expected to attend these interviews where they will receive their child's report and communication book shortly before speaking with the teacher at interview. Teachers will work with students and Parents/Carers in setting student learning goals for the following semester and answer any questions Parents/Carers or students may have. If at any time through the year the teacher or parent/carer have concerns, an interview time can be organised.

Home Reading

All students are expected to read their 'take home books' daily to an adult. In the Year F-2 classrooms, teachers ask Parents/Carers to listen to their child read each day and sign off when they have done so, returning the book to school daily. Daily reading is critical for all students, particularly our F-2 students. We expect the habit of daily reading to continue in Years 3-6. Older year level texts lend themselves to book discussions with their Parents/Carers rather than a parent/carer listening to them read.

Homework

From time to time there may be homework set for students, however all students should be reading at home on a daily basis and from Year 2 they can be learning the times tables. If homework is set by the classroom teacher, it is expected students complete the set tasks. If parent/carers require other work to be set, it is expected the parent/carer will follow this up with their child at home to ensure it is completed and returned. If you require extra work and will support your child to complete it, please see the classroom teacher.

Library

In 2018 each class will have a fortnightly library borrowing session with their classroom teacher. All students require a Library bag to enable them to borrow books, this is to ensure borrowed books are protected. Books are on loan for two weeks and must be returned to the library. If a child loses a library book, Parents/Carers will be expected to pay for the replacement cost of the book.

Swimming

A Swimming Program for all children is held during Term Four. Staff and students walk down to the pool for these sessions, each session is supervised by a qualified instructor. The emphasis of this program is on skills, enjoyment and safety awareness around water.

Athletic Sports

The McIvor and District Primary School Sports are held annually. Heathcote Primary, Holy Rosary and Tooboorac Primary Schools are involved. Students are divided into house colours, this enables students from different schools to mix with each other. Students also have opportunities to compete in regional and zone athletic sports, cross country, basketball, netball, football championships. Due to smaller numbers and distance, involvement and access to these events is often reliant on Parents/Carers transporting their child.

Heathcote Primary has four House teams. Each student is placed in a House group on enrolment for sporting competitions and other activities held during the year. The Houses are – Red, Green, Blue and Yellow.

Special Religious Instruction

A non-denominational Special Religious Instruction Course (SRI) is offered at the school each year, it is run by local volunteers on a weekly basis. The program will continue to be offered each year and will operate when we have an appropriate number of students to form a group and choosing to be involved. This program takes place during a break time during the school day. Parents are required to fill out and return a SRI consent form to school indicating their child's participation in SRI.

5 School Behaviour Management

School Code of Conduct

The following values are central to the philosophy of our school and express how all members of the school community will conduct themselves:

- **Respect** – treating people well, recognising and accepting individual differences and valuing other students, our environment and belongings
- **Learning** – developing the skills, values and attitudes to become a lifelong learner
- **Teamwork** – learning together to achieve the best possible outcomes for all
- **Responsibility** – being accountable for our own actions, what we say and what we do and accepting the consequences for our behaviour

It is expected that all children behave in a way that allows others the opportunity to learn in a happy, safe, co-operative environment whilst demonstrating the above values. Part of our behaviour code is the philosophy of restorative practice, where students are assisted to recognise the impact of their behaviour on others and how they can work to restore relationships when things go wrong.

The schools behaviour code is consistently reinforced and reviewed regularly to ensure the behaviours demonstrated are ones we can be proud of.

Positive student behaviours are acknowledged through the awarding of our ‘Green Cards.’ Green Cards are given to students who demonstrate our school values in their classroom environment and outside in the yard. Positive behaviours are publicly acknowledged at assembly and a Green Card Star of the month is chosen from each classroom.

6 Classroom Code of Conduct

Our school values form a base for acceptable classroom behaviour. We expect children to behave in a manner that reflects and models these values. Students are recognised for positive behaviours, this is celebrated at both a classroom and school level. Reported negative behaviour will be followed through by staff with a planned response as per the School Code of Conduct and Department of Education and Training (DET) guidelines.

7 School Excursions

Camps

Our school has a camping program which operates in Years 3-6. It is considered to be an important part of our school curriculum and all students are expected to attend camp. If there is a serious reason as to why your child can't attend camp they will be expected to attend school as per Department of Education and Training guidelines. In Years F - 2 different experiences are shared, starting with an after hour's activity for Foundation students and progressing to a sleepover in Years One and Two. Years 3-6 go away on a one or two night camp each year. Prior to attending camp Parents/Carers will be asked to fill in medical permission forms and provide consent for their child to attend. The Year 3-6 camping program operates on a four year rotation to ensure all students in these years receive a different experience. The Camps, Sports and Excursion Fund (CSEF) allowance supports families facing financial difficulty through a one off payment each year of \$125. This fund needs to be applied for at the beginning of each year, application

forms are available from the office. Families who have a valid Pension or Health Care card are eligible to apply.

Excursions

From time to time, students will participate in excursions outside our school. On these occasions, an Excursion Approval Form will be sent home, parents will need to complete and return this form to school prior to the excursion. If the school does not receive permission forms or payment prior to the excursion your child will be unable to attend.

Performances

We offer a range of cultural based performances each year. Some of our previous cultural events included: Alpha productions – Sleeping Beauty, Hercules, visit to the National Gallery of Victoria, Bendigo Art Gallery, Bendigo Library, ‘The Blurbs’ music performances.

8 School Council

School Council

The School Council is the major administrative body of the school and is the focal point for decision making on school policies covering Curriculum, Finance and Planning, Fundraising, Maintenance and Development of Buildings and Grounds, and general business relating to the schools daily operation. Meetings are held each month.

The School Council is constituted as follows:

- Principal
- School Council President
- Three staff members
- Four parents

School Council elections are held each year prior to the 31st March, elections are held for half the positions on council. The term of office for an elected School Council member is 2 years.

9 Junior School Council

The Junior School Council (JSC) has two student representatives from each year level and a teacher co-ordinator to support students in their discussions and plans. Members are chosen at the start of each year ensuring representation from each class.

Objectives:

- To represent the initiatives and ideas of the student body
- To provide a forum for students to have input into the day to day life of students at the school
- To raise funds and prioritise areas of importance both within the school and the wider community as decided by the students

10 Funding

Our School receives funding from both state and federal government sources. Students are funded on a per head basis, the amount provided differs between a Foundation student and a Year 6 student. At present schools also receive 'Equity' funding which is based on the occupation and education statistics of our families. This amount alters depending on the information we provide to the Department of Education at Census time each year.

In 2016 and 2017 our School Council made the decision to fund all classroom requisites for our students using a portion of our equity funding. This was put in place to ensure all students had the same equipment on day one of school and were not disadvantaged by not having the required equipment.

This decision excluded fees such as online subscriptions, Stephanie Alexander Garden ingredient fees, grounds maintenance, excursions, voluntary contributions, photocopying etc.

11 Child Safety

Child Safe Policy

Purpose: All registered schools are required to ensure they have a child safety policy or statement of commitment to child safety. (Clause eight of Ministerial Order No. 870)

Aim:

- To demonstrate the school's commitment to child safety and monitor the school's adherence to the policy
- Support, encourage and enable school staff, parents and children to understand, identify, discuss and report child safety issues
- Support or assist children who disclose child abuse, or otherwise linked to suspected child abuse

Implementation:

The school is committed to:

- Zero tolerance of child abuse
- The safety of children with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds
- Ensuring all policies that support the safety of children are inclusive of online environments
- Upholding the schools values
- The management of all staff, visitor's and volunteers to ensure student safety
- All relevant policies and documentation to be communicated to the school community via the school website, staff inductions and/or parent information sessions or upon request
- The Principal is the person of first contact for child safety issues

A supervised crossing is located on High Street and a Yard Duty teachers supervises the crossing at the front of the school on Herriot Street. Children are taught to use the crossings correctly, however regular reminders from home are advisable. It is highly recommended that F-2 students are not to use the crossing on their own without supervision.

Bus Travellers

Bus travellers are issued with instructions regarding acceptable and safe behaviour. This is followed up regularly with the bus driver. If students are behaving inappropriately on the bus they may be refused travel. Students can not be left at a bus stop if a parent/carer is not in attendance. In this situation the bus driver will return the student to school where the parent will collect the student. Application forms to travel on either of the school bus routes are available from the school office and must be completed before catching the bus.

Car Park

The car park is one way, the entrance is from Herriot Street and the exit via the old railway track. The speed limit is **strictly 5km** per hour. Please be very aware when driving through this area as some students may not be supervised by their parents. Please do not park in the signed drop off and pick up zone, this is for dropping off only and picking up at the end of the day. If you can't see your child waiting for you in this zone at the end of the day, please park in the long term car parking area. **We recommend that F – 2 children are supervised by an adult when walking through the car park to their car.**

Yard Duty

At all times during our designated break times a teacher is on Yard Duty to reinforce acceptable behaviour and minimize the chance of accidents occurring. Teachers wear a fluoro vest to ensure they are visible to all students. Students are encouraged to talk to a teacher if they have tried unsuccessfully to resolve an issue. A teacher is on duty from 8.45am each morning and until 3.15pm, to assist with student safety. Students should not be in the grounds without parent supervision outside of these times.

Visitor Policy

We aim to make the school ground a safe and secure environment for all students in our care. To help achieve this we need to know where students are at all times and who has responsibility for them. When Parents/Carers collect their children outside the normal arrival or dismissal times they need to go straight to the office, this is to ensure we are aware of any Parents/Carers/visitors on school premises in case of emergencies.

Guidelines for Parents/Carers/Visitors

- Parents wishing to collect children outside of normal delivery and collection times will report to the general office to **sign their child out and then wait for their child to come over to the office.**
- Parents/Carers/Visitors who are volunteering in the school need to **sign in** at the office and **sign out** on their **departure. This is to assist office staff in case of an emergency.**
- During breaks, **any student who is to be collected by their parent/carer will be called to the office** so we can ensure they leave the school grounds safely.
- Parents/Carers are welcome to be part of classroom programs **at designated times as implemented and requested by the teacher.**

- **Drop off and collection of students is not permitted in the Staff Car Park.**
- Heathcote Primary School is a **smoke free zone.**
- **All volunteers are required to have a ‘Working with Children Check’.**

12 Health, Welfare & Emergency Information

Emergency Information

If you have a change of address or phone number please notify the school immediately. This is critical in times of student illness or emergencies.

Access / Custody

If you have a Custody or Court Order relating to access please notify the school and provide a copy for school records so that appropriate action can be taken if necessary.

Medication

Any **prescribed** medication should be clearly labelled with the student’s name and dosage required and must be left at the office. Staff members are not permitted to administer Panadol, aspirin, cough mixture, etc without prior permission from parents. Medication Consent forms are available from the school office.

First Aid

The school has staff members with First Aid Training and a First Aid travel bag is taken on all excursions. Staff undertake regular CPR, Asthma and Anaphylaxis training.

Asthma

We encourage all children with asthma to be responsible for their own “puffers” while at school. Children must notify their class teacher or the office staff if they require their puffer. **Parents must provide a completed Asthma Management Plan from their GP at enrolment and continue to update the plan through their child’s attendance at school.**

Serious Accidents

The policy of the school regarding serious accidents is:

- Attendance by First Aid trained staff
- Ambulance contacted
- Parents contacted
- Hospital Admission if necessary

Our duty of care means we will ring an Ambulance if we think it is important for the wellbeing of the student. We encourage ALL parents to be subscribers to the Ambulance Service, as this service is very expensive.

Non-contagious medical conditions

These may require medication, exemption from class activities or use of special apparatus. Please notify the class teacher in writing if the condition will cause any disruption to the student’s normal school routine.

Contagious medical conditions

Parents are asked to keep their children away from school if they have a contagious medical condition until the child is completely well and the incubation period is over.

Head Lice checks may be held by a qualified community nurse. A permission form for all children must be completed on enrolment.

The following diseases are classified as contagious, please observe the exclusion time if your child contracts one of the diseases listed below.

Condition	Exclusion time	Exclusion of contacts
Chicken Pox	Until fully recovered or at least one week after the eruption first appears.	Not excluded
Conjunctivitis	Until discharge from eyes has ceased.	Not excluded
Diphtheria	Until receipt of a medical certificate of recovery from infection	Household contacts excluded until investigated by a health officer of the Department of Human Services and shown to be clear of infection
Diarrhoea	Until diarrhoea ceases	Not excluded
Hepatitis	Until receipt of a medical certificate of recovery from infection or when symptoms subside	Not excluded
Hepatitis B	Until recovered from an acute attack	Not excluded
School Sores (Impetigo)	Until sores have fully healed. The child may be allowed to return provide appropriate treatment has commenced and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressings.	Not excluded
Leprosy	Until receipt of a medical certificate of recovery from infection	Not excluded
Measles	Until at least five days from the appearance of rash or receipt of a medical certificate of recovery from infection.	Not excluded
Meningococcal Infection	Until receipt of a medical certificate of recovery from infection	Household contacts must be excluded until they have been receiving appropriate chemotherapy for at least 48 hours
Mumps	Until fully recovered	Not excluded
Slapped Cheek (Parvovirus)	Not excluded unless generally unwell	Pregnant women should not come into contact

Head Lice	Until appropriate treatment has been administered	Not excluded
Whooping Cough (Pertussis)	Until two weeks after the onset of the illness and until receipt of a medical certificate of recovery from infection	Household contacts must be excluded from attending a children's service centre for 21 days after the last exposure to infection if the contacts have not previously had whooping cough or been immunised against whooping cough.
Polio	Until at least 14 days after onset of illness and until receipt of a medical certificate of recovery from infection	Not excluded
Ringworm	Until the day after appropriate treatment has commenced	Not excluded
Rotavirus	Until diarrhoea ceases	Not excluded
Rubella	Until fully recovered or at least 5 days after onset of rash	Not excluded
Scabies	Until appropriate treatment has commenced	Not excluded
Streptococcal infection, including Scarlet Fever	Until receipt of a medical certificate of recovery from infection	Not excluded
Trachoma	Until appropriate treatment has commenced	Not excluded
Tuberculosis	Until receipt of a medical certificate from a health officer of the Department of Human Services that the child is not infectious	Not excluded
Typhoid and Paratyphoid	Until receipt of a medical certificate of recovery from infection	Not excluded unless a medical officer from the Department of Human Services determines exclusion is necessary.
Hand, Foot and Mouth Disease	Exclude until all blisters have dried. Until receipt of a medical certificate of recovery from infection	Not excluded
Cold Sores	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered where possible.	Not excluded

Immunisation Certificates

All students enrolling at Victorian schools are required by law to provide an Immunisation Certificate. These Certificates are available from Medicare Offices or by contacting the Australian Childhood Immunisation Register, phone 1800 653 809.

Nutrition

All students require breakfast each morning as this prevents loss of energy and allows students to focus on learning tasks. Students have the opportunity to have a healthy snack, fruit/vegetables around 10.00am each day. Two more opportunities are provided around 11.00am and 1.30pm. Sandwiches or wraps are a great food for students, they can be loaded with protein and salads to provide sustained energy for your child.

As a school community we are discouraging lots of packaging. Fresh fruit, nuts, yogurt, cheese etc are great items to put into lunch boxes. **It is expected that lollies, chocolate, cordials, juices and soft drink are not brought to school.** Students are encouraged to bring a bottle filled with water to school each day, they are reminded to keep well hydrated throughout the day to promote healthy brain function.

Conveyance Allowance

A Conveyance Allowance is paid for the following:

- A bus traveller who lives more than 4.8 kms from their nearest bus stop.
- Students who live more than 4.8 kms from the school with no bus available.

For eligible students the Conveyance Allowance needs to be applied for at the commencement of each year. It is paid twice yearly. Forms are available from the school office.

Emergency Management Plan

An Emergency Management Plan has been developed for use in emergency situations. Students will participate in regular drills to ensure that all students and staff are able to evacuate the buildings safely and efficiently and assemble for roll call in the designated safe area.

13 General Information

Wet / Hot Weather Arrangements

During wet or extreme cold / hot weather, students will be given an option to stay indoors during breaks, they will be supervised by a teacher.

Parking

The Staff Car Park is NOT for public use. The designated bus parking area may be accessed outside normal dropping off and picking up times, except at bus drop off and pick up times. **Bus only parking in this area between 8.30 – 9.00am and 2.45 – 3.15pm.**

Jobs around the school

Helping out with jobs around the school is a valuable part of contributing to our school. Help is much appreciated and can take place at any time. A notice regarding current jobs will appear in our newsletter, if you can help out with particular jobs please let the office know. **All families are urged to donate some time to their child's school.**

14 School Communication

Contacting the School

The office can be contacted between 8.30 am – 4.30 pm by calling 5433 3090, or on the school's email, heathcote.ps@edumail.vic.gov.au
Our school web site is www.heathcoteps.vic.edu.au

Student Absences

It is essential for your child's education that they attend school every day. Please contact the office to advise us if your child will not be attending school. A note is required for all student absences. The office will make contact with families if a student is absent to determine the issue. Absences are recorded and followed up by the Department of Education and Training. Long term absences will reported to the Department of Education in order for them to follow up.

Unacceptable Behaviour Notes

Unacceptable Behaviour notes are a means of the school communicating with a parent/carer regarding an issue involving their child. This note is sent home with the student, the parent must ensure the situation is discussed with the child and the school is supported in implementing the identified consequences. Parents will need to sign the Behaviour note and return it to school the following day.

Exemption activities

Where students, for medical or other reasons, are unable to participate in an organized activity, a note from parent/carers is required, stating the reason for exemption and the length of time required.

Messages

Messages from parents to students during school hours are restricted to emergencies and unavoidable changes in circumstances. Parents are encouraged to make appropriate arrangements with their children before they leave for school.

Assembly

A general school assembly is held each Friday at 2.30pm. Parents/Carers and friends are warmly invited to attend our assemblies. As part of our focus on 'Respectful Audiences' we ask that mobile phones are turned off during our assembly.

15 Uniform

Compulsory Uniform

Our school uniform is compulsory. Most uniform items can be purchased from the office. In Term 1 and Term 4 all students are required to wear a broad brimmed school hat when they are outside for breaks, sport or gardening, peaked caps are not acceptable. If a student is not wearing a broad brimmed hat they will be excluded from the yard and sat near the office.

Lost Property

All items of student clothing, books, bags, etc. should be clearly labelled. All named property is returned to students. Un-named property is donated to the Opportunity Shop at the end of each Term.

16 School Calendar

Public Holidays

All schools observe the following public holidays - Australia Day, Labour Day, Good Friday, Easter Monday, ANZAC Day, Queen's Birthday, Melbourne Cup Day (Heathcote Show Day). Please read our newsletter to keep up to date with these holidays.

17 Student Property

Valuable Items

Valuable items are not permitted at school. The school accepts no responsibility for loss or damage. **We request that mobile phones are not brought to school. If it is necessary for your child to have a mobile phone they must leave it at the office on arrival and pick it up at the end of the day.**

Bicycles

Students riding a bicycle to school must wear a helmet and observe road rules. A bike/scooter rack is provided near the staff room. It is preferred that skateboards are not brought to school, if they are, they are to be left in the office. Riding a bike, skateboard or scooter around the school grounds is banned. The school takes no responsibility for bicycles that are lost, stolen or damaged on school grounds.

Prohibited Items

The following items are NOT permitted to be brought to school under any circumstances:

- **Tobacco products**
- **Non-prescription drugs**
- **Matches, lighters**
- **Chewing gum**
- **Alcoholic products**
- **Knives or weapons of any type**
- **Objects, music, books, magazines that may offend others**
- **Any objects which the school considers inappropriate.**

If any student is found with these goods in their possession, they will be immediately confiscated and depending on the item, further action may be taken.

18 School Grounds and Buildings

Out of Bounds Areas

Students are not to leave the school grounds un-escorted during school hours. The following areas are out of bounds:

- The staff car park and bus area
- Around the Residence
- Outside boundary fences
- Front of school except during SAKG classes

Staff Room

The staff room is for the use of staff. Students are to enter only on the invitation of a staff member. If a need arises during recess or lunch time for a student to see a teacher, the first point of reference is the Yard Duty Teacher, who will deal with the matter or, if necessary, redirect the student to the staff room.

Some Suggestions for Parents

Parents are always looking for ways of helping their children do well at school. Here are a few hints that can support your child.

- Help your child feel good about themselves and about learning. Encourage every effort, try to praise rather than blame.
- Show an interest in what your child is doing, organise a time to visit the classroom and have a look at what your child is doing.
- Put limits on your child's use of screens, it is advisable for students to spend time with friends and family without the use of screens. Get involved in sport and/or music.
- Have boundaries and consequences, important skills for the future.
- Ensure they have jobs to complete around the house, washing dishes, making beds and helping with household chores helps to develop positive skills for the future.
- Read to them from an early age. There is no better way to create a desire to read, go to the library and borrow and enjoy books.
- Give presents of simply-written and well-illustrated books, both fiction and nonfiction.
- Encourage your child to write regularly in a variety of ways – letters, diaries, factual accounts, shopping lists, imaginative stories etc.
- With younger children, talk to them about numbers, size, length, height, width, volume, area, weight and time in everyday life. Join with them in estimating, counting, calculating and so on.
- Cook with your child, discuss measurements, cooking terms etc.
- Make playdough and encourage your child to with it, cut out shapes etc.
- Sing nursery rhymes together, play with language.
- Buy magnetic letters and have them on the fridge, make their name.
- In summer get a bucket of water and a paint brush and 'paint' outside.
- Grow things, plant some seeds and watch them grow. Record the growth on a graph, take photos.
- Take time to discuss everyday happenings. Encourage questions and show how answers can be found.
- Sing songs and nursery rhymes together.
- Regularly give them one of the most precious gifts you can – your time.