



# Strathfieldsaye Primary School

## Information Book—2016/17

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*Pathway to the Future*

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# Strathfieldsaye Primary School

Strathfieldsaye Primary School is located 10 kms from the centre of Bendigo in a unique rural setting bounded by high quality community and recreational facilities.

The school was established in March 1873. However, the oldest building on site is our historical Abbott Room. This building was obtained in 1934 from the Diamond Hill School (near Kangaroo Flat) to be used as a shelter shed at Strathfieldsaye.

In 1995 the administration block was redeveloped and refurbished. In 1997 the portable classrooms were replaced by a modern teaching complex of six classrooms, specialist teaching areas and a canteen.

Our school facilities were extended in 2001, with the provision of two new permanent classrooms. In 2010, under the Federal Government's Building the Education Revolution (BER), 6 new classrooms and an open learning complex were constructed which complement our excellent facilities.

The school is a modern teaching and learning facility incorporating a comprehensive computer network to support the provision of information technologies for our students future education. This has been extended as part of the exciting Netbook project to provide students in grades 5 and 6 with 1:1 computers.

The School Council has developed an excellent netball facility and three large adventure playgrounds. There are two shade cloth protected sand pits for Junior School students, as well as the covered basketball and tennis courts providing a venue for all weather outdoor P.E, sport and assembly purposes. Being adjacent to the Strath Sports complex allows us continued access to community ovals. The natural treed setting at the rear of the school attracts abundant varieties of native birds, and provides a stimulating play and learning environment for our students and a centre for our sustainability garden, propagation area and chooks.

This school endeavours to develop the whole child by providing learning experiences aimed at students pursuing excellence in all areas of the school curriculum.

At Strathfieldsaye Primary School we provide a number of specialist programs including Visual Art, Music, Library, Early Literacy, Physical Education and LOTE. Students who are considered "at risk" in Literacy are catered for in intensive small group programs—Reading Recovery and Supporting Early Literacy Learning (S.E.L.L.)

Our philosophy is firmly based on the belief that the best educational outcomes are achieved when school and home work are combined together to ensure the social, physical, emotional and intellectual development of the student is met.

Parent/guardian support and involvement is an important priority for the school. We receive excellent support to classroom programs at all levels from parents/guardians, School Council, Parent Club and the school community. We aim to provide an open friendly atmosphere that welcomes parents/guardians and families to the school and treats their concerns seriously.

The school also has a philosophy of providing a caring and supportive environment in which students are actively encouraged to learn and grow in self-confidence and esteem. The Behaviour & Wellbeing Code of Conduct balances the rights of students, with their responsibility for the care of others.

The Junior School Council provides a forum for students to be actively involved in the decision making process of the school.

In all, the school provides a comprehensive education in a safe and mutually respectful environment.

The school has grown in recent years, with enrolments increasing from 293 in 1999 to around 500. Our students come predominantly from the local area and travel by car, bike or walk to school. We have two main bus runs bringing students from outlying areas, as well as the local community bus service.

The demographic profile of Strathfieldsaye has also changed significantly during recent years. A number of new subdivisions have been established with a rapid increase in the land available for housing. Land use within areas of Strathfieldsaye has changed from low density rural residential to residential, with allotments varying in size from 500sq metres to 1200 sq metres.

The school is conscious of the impact of future growth and we have undertaken site works to accommodate additional students. This has included relocation of buildings, shedding and services to allow us to develop our grounds with the confidence that any works undertaken will not be disturbed as the school grows.

We look forward to working cooperatively with our community to provide the best quality of education possible for the students of Strathfieldsaye.

## Foundation Values

At Strathfieldsaye Primary School we have a set of foundation values which underpin all the work, relationships and directions of the school. They reflect the needs of our community and the aspirations we have for our students through learning and their development as young people.

Our Foundation Values are :

- Lifelong Learning and Creativity
- Sustainability
- Community
- Caring

These foundation values were developed in consultation with students, the school community and teachers to reflect the areas which we hold as being important and special to our school community. There are many other values which we celebrate within the school through wellbeing programs such as Tribes, You Can Do It and Bounceback. However, these foundation values provide a recurring theme throughout the child's learning journey at Strathfieldsaye Primary School as they grow as an individual and a citizen of our community.

The image of our values represents this philosophy, where the whole child grows like a tree and develops each value at a deeper level as they progress.



## Strategic Plan

The continuous improvement of all aspects of the school's operation is an important feature of our planning. Each four years a major review of the school is undertaken by school council, staff and the Department of Education & Training (DET).

As part of this cycle a 4 year strategic plan is ratified to sequentially develop our programs. This is further expanded into annual implementation plans with an Annual Report produced each year.

Our strategic plan has identified the following all encompassing goals for the next four years in line with DET planning guidelines and set goals.

### Student Learning Goal

- to maximise learning for all students

### Student Engagement & Wellbeing Goal

- to ensure that the school culture and practices support the wellbeing of students, staff and community

## Strategic Plan (continued)

### Student Pathways & Transitions Goal

- to provide effective pathways and transitions into the school, through the school and into the future

Within each goal area the following 5 key improvement strategies are identified :

- developing a clear and shared sense of purpose for student learning that is understood by all
- providing a whole school focus on purposeful teaching with a collective agreement of successful teaching strategies
- ensuring the rigorous use of data is applied to assess and inform teaching and learning
- development of a professional learning community emphasising the importance of learning teams and high expectations for learning outcomes of all students
- building our leadership capacity of students, parents/guardians and staff through training and by implementing a model of distributed leadership

We are excited by the scope of the planning and are happy to discuss our plans with parents/guardians and the community.

## Staff 2016

Mrs Cindi Bruechert, Principal

Ms Lou Maroulis (Assistant Principal)

Mrs Pam Keily (Business Manager)

Mrs Denise Fidler (Finance Manager)

Mrs Marilyn Wallis (Administration/Reception)

Mrs Julie Brady (Foundation 001)

Miss Krystal Harte (Foundation 003)

Mrs Jen Rogers (Foundation 004)

Mrs Gemma Wood & Mrs Lisa Brown (Grade 1 002)

Mrs Bec Lancaster (Grade 1 005)

Mrs Debbie Chlebowczyk (Grade 1 006)

Mrs Cheryl Sumner (Grade 2 007)

Mrs Danielle Nixon (Grade 2 008)

Mrs Emma Wishart (Grade 2 009)

Ms Julie Scully (Grade 3/4 011)

Mr Nic Hargreaves (Grade 3/4 012)

Mr Shane Cowling (Grade 3/4 014)

Mrs Sietske Penno (Grade 3/4 017)

Miss Jess Edgar (Grade 3/4 018)

Mrs Di Floyd (Grade 5/6 019)

Ms Georgina Freeland (Grade 5/6 020)

Ms Deanne Hocking (Grade 5/6 021)

Mrs Jess West & Mr Ryan Edwards (Grade 5/6 022)

Mr Dave Stevens (Grade 5/6 024)

Mrs Cheryl Fitzpatrick (Library)

Mrs Denise Manzie (Additional Needs Coordinator)

Mrs Michelle Di Camillo (Music)

Mrs Joy Montgomery (Art)

Mr Ryan Edwards (P/E)

Mr Michael Cullin (LOTE)

Mr Bob Kelly (Reading Recovery/S.E.L.L.)

Dr Kelvin Curnow (Chaplain)

Mrs Debbie Walker (Integration Aide)

Mrs Bridget Denholm (Integration Aide)

Mrs Kylie O'Bryan (Integration Aide)

Mrs Melissa Bennett (Integration Aide)

Mrs Marcella Carr (Canteen Manager)

Continued...

## Behaviour & Wellbeing Code of Conduct

Our code of conduct is based on the following :

### **STUDENTS' RIGHTS :**

We all have the right to

1. be safe at school
2. be an individual at school
3. be respected and treated with kindness at school
4. express ourselves
5. tell our side of the story

### **STUDENTS' RESPONSIBILITIES:**

We all have a responsibility to

1. come to school every day and be ready to learn
2. obey school rules
3. take care of property
4. make school a good place to be
5. complete our class assignments
6. allow others to work without being distracted
7. practise good personal cleanliness
8. practise healthy habits and be thoughtful to others by staying home when we are sick
9. bring messages from home/take school messages home

## The Curriculum

At Strathfieldsaye Primary School we use the Victorian Curriculum as a planning tool to provide engaging educational programs.

The Standards aim to meet the challenges of preparing young people for a world in which knowledge is highly valued and constantly changing, a world in which work, society, community and personal relationships are subject to increasingly complex pressures.

Young people need a broad range of knowledge and social, personal and thinking skills to be successful. The Standards enable young people to develop through their schooling and will prepare them for their final years of study.

Our highly trained staff are extremely dedicated and will endeavour to ensure that your child/ren receive the best education.

### **Educational Enhancement**

- LOTE Specialist (Indonesian Grades Prep, & 3—6)
- Early Years Literacy Program
- Reading Recovery
- Supporting Early Literacy Learning (S.E.L.L.)
- RACV Energy Breakthrough (Grade 3—6)
- Saltwatch/Landcare activities
- Book Launch
- Environmental Studies based on sustainability
- Water-Garden Project (Grades 3-6)
- Visiting speakers and Excursions
- Library Specialist
- Computer access in all classrooms, including use of internet and e-mail
- Grade 5/6 Netbook program
- Preparation for Puberty Program (Grades 5 & 6)
- Cyber Safety and on-line responsibility
- Mathletics/Reading Eggs
- Fortnightly Group Action Program (GAP)
- Foundation transition program
- Grade 6/Secondary College transition program

### **The Curriculum (Cont)**

#### **Cultural and Artistic**

- Art/Music specialist
- Visiting poets, writers, illustrators and performers
- Visits to art displays, artists and cultural performances
- Displays of children's work
- Involvement in community art competitions
- Drama – Biennial major school performance showcase events each year (Grade 5/6)
- Music - Grade and community musical performances

#### **Sporting and Leisure**

- Physical Education Specialist/Sports Program
- Interschool sporting activities eg. Cross Country, Athletics, Football and Netball
- Lapathon
- Swimming program
- Sport coaching days/clinics
- Gymnastics program
- Comprehensive Camps Program (Grades 3-6)
- Bike Education (Grade 5)

#### **Leadership and Decision Making**

- School Captains
- House Captains and Vice Captains
- Leadership Group
- Junior School Council (Grades 3—6 with 2 representatives from each home group, School Captains and Vice Captains)

#### **Self Esteem Enhancement**

- You Can Do It (YCDI)
- Fortnightly class awards
- Attendance Awards
- Positive appreciation and rewards for good playground behaviour
- Student of the Week (Foundation)
- Tribes

#### **Social Service**

- Ongoing fundraising for specific causes eg. Christmas Tree Appeal, Out of Uniform Days, Coins for Kids Appeal

## General Information

SCHOOL TERM DATES		
	2017	2018
Term 1	30 January to 31 March	29 January to 29 March
Term 2	18 April to 30 June	16 April to 29 June
Term 3	17 July to 22 September	16 July to 21 September
Term 4	9 October to 22 December	8 October to 21 December

Please note that at the time of printing this information was accurate. However if you are making plans over these periods, please check with the DET website ([www.education.vic.gov.au](http://www.education.vic.gov.au)) or the school office for any alterations that may have occurred.

SCHOOL TIMES	
8.50 am to 9.00 am	Preparation
9.00 am to 11.00 am	Classroom
11.00 am to 11.30 am	Recess
11.30 am to 1.30 pm	Classroom
1.30 pm to 1.40 pm	Supervised Lunch
1.40 pm to 2.30 pm	Lunch
2.30 pm to 3.30 pm	Classroom
3.30 pm	End of school day

#### **Supervision:**

Three staff members (and two at specific times) supervise the playground at each organised break. This is to ensure that students can play in a safe environment and to help prevent accidents.

The playground is supervised between 8.45 am and 9.00 am. Students are encouraged to arrive at school between these times to ensure they are supervised. It is important that students are at school prior to 9.00 am so they can be ready and organised to commence their school day on time.

Students should be collected promptly at the end of the school day. Supervision after school is available until 4.00 pm.

The Outside School Hours Care program is conducted daily by Camp Australia. The Before School Care program runs from 7.00 am to 8.50 am and After School Care from 3.30 pm to 6.00 pm on a fee for service basis.

Enrolments online : [www.campaustralia.com.au](http://www.campaustralia.com.au)

On the last day of Terms 1, 2 and 3 students are dismissed at 2.30 pm. On the last day of Term 4, early dismissal is 1.30 pm.

#### **Assembly**

Assembly is held every second Friday at 2.40 pm on the covered basketball courts at the rear of the school. This provides an opportunity for information sharing about current events and activities. Individual team or group achievements are also recognised. We also use this time to display the musical or creative talents of our students. Parents/guardians are always most welcome to attend our assemblies.

#### **School Council**

The School Council comprises eight parents/guardians and five teachers, as well as two members of the wider community who may be coopted when required.

School Council, as well as being a general policy making body, has specific responsibilities in the areas of Finance, Buildings and Grounds, Education Policies, Employment and Accountability. To assist School Council in its role, sub-committees operate :

- Management and Accountability (Finance)
- Community Liaison
- Executive Committee

#### **School Council (Cont)**

School Council members have the responsibility to present ideas and concerns of their representative groups, as well as to feed back information, issues and decisions to the school community. The primary duty of School Council is to determine policy guidelines and to work for the benefit of the whole school community.

- The instructional program of the school is the responsibility of the Principal and staff of the school. They work within guidelines suggested by the Department of Education and Training (DET) and a general policy formulated by the Principal, Staff, School Council members and Parents/Guardians. This is approved by the School Council.
- Members are generally elected to School Council for a two-year term of office, which can be extended through the election process, provided the member is still eligible to serve on School Council. Elections are held in March every year with half the membership returning each year. This ensures continuity of policies and the work of School Council. The timing and procedures for elections to the School Council are contained in an Act of Parliament.
- School Council is required to present an Annual Report to a Public Meeting.
- Parents/Guardians and community members are very welcome to attend meetings as non-voting observers. Meetings are normally held on the third Tuesday of the month at 7.00 p.m. (dates and times are notified in the newsletter). Parents/guardians who are interested in joining School Council are invited to contact the Principal or a School Council member to find out more about the specific roles and duties
- School Council is an important avenue for parents/guardians to have school policy items discussed and decisions made for the benefit of all students. Please contact School Council members if you have items to be discussed
- All parents/guardians are welcome to attend and participate in School Council sub-committees.

School Council Members 2016/17	
<b>President :</b>	Mrs Jennifer Hurrell
<b>Vice President :</b>	Mr Ivan Crisp
<b>Treasurer :</b>	Mr Peter Lodewijks
<b>Principal/Executive Officer :</b>	Mrs Cindi Bruechert
<b>Secretary :</b>	Mrs Pam Keily
<b>Minute Secretary :</b>	Mrs Jen Rogers
<b>Members :</b>	Mrs Julie Brady
	Mr Nic Hargreaves
	Mrs Helen Rodda
	Mrs Nicole Stephens
	Ms Sharon Kemp
	Mr Ed Castle
	Mr Sam Muscatello
<b>Community Members :</b>	

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## School Council (Cont)

### Funding

The Department of Education and Training (DET) provides funding to schools through the Student Resource Package (SRP) and various programs. This includes funding for the standard curriculum program and associated education items, equipment and operational costs which are an integral part of the SRP.

School Councils have the responsibility to develop policy and plans to allocate their overall resources—human, financial and physical—in accordance with the goals, targets and strategies outlined in their strategic plan. This includes the allocation of funding provided under the SRP and any other funding provided by DET and locally-raised funds, which include :

### Essential education items :

Booklists

**Essential services which are offered on a user-pays basis and which parents/guardians may choose whether their child accesses or participates in :**

Minor Incursions/Excursions and performances held throughout the year

### Essential Education Items :

Materials and services provided to enhance the standard curriculum program, visual and performing arts material and printing.

### Voluntary financial contributions which parents/guardians are invited to make to the school :

To assist with playground and school grounds/garden development, as well as additional and ongoing upkeep of computers

### Fundraising

Fundraising activities are conducted during the year and include the Twilight Fair and Lapathon.

## Parent Club (Cont)

The Club believes that education is a community responsibility and that students, parents/guardians, teachers and administrators should be involved in the process of decision making.

Fundraising activities provide the Club with the relatively small amount of money it needs to meet its own commitments.

There are numerous tasks that Parent Club undertakes to enrich the educational experiences for the students.

Parent Club manages the Uniform Shop where parents/guardians can order school uniforms. The Uniform Shop provides uniforms basically at cost as a service to parents/guardians.

Parent Club provides end of year Citizenship and Academic Achievement awards to Grade 6 students.

Meetings are held monthly during the school year. Meeting dates and times are advised in the school newsletter.

### Student Banking

Parent Club arranges for the processing of the student deposits each Tuesday morning. CBA Dollarmites and Bendigo Piggy Bank Account Opening kits are available from the school office.

## Healthy Food Canteen

A healthy food canteen operates three days per week (Wednesday, Thursday and Friday), under a Canteen Manager. Parents/guardians are most welcome to assist in the canteen as voluntary helpers under a roster system. A Working With Children Check is required by all volunteers. Students are able to purchase items at recess on each of the canteen days. A Special Lunch Day is held once per term. Profits are paid directly to the School Council to fund budgeted programs.

## Parent Club

### Parent Club Executive 2016/17

President	Mrs Carolyn Whitfield
Vice President :	Mrs Kylie Morrison
Secretary	Ms Rebecca Soulsby
Treasurer	Mrs Kim Elkington
Uniform Coordinators	Mrs Kim Elkington & Mrs Cath Schintler

The Parent Club consists of a group of school parents/guardians who wish to work together for the wellbeing and interests of all students at the school. All parents/guardians are automatically included as members of Parent Club, however attendance at meetings is optional.

All parents/guardians are welcome to attend meetings and participate with the School Council sub-committees.

The Club provides parents/guardians with the opportunity to meet and discuss educational and wellbeing issues affecting the students. This is an excellent way for new parents/guardians to become involved in the school community.

The broad aims of the Club are to:

- provide teachers and students with additional aids and amenities to those provided by the Department of Education and Training (DET)
- cooperate with the School Council to promote the welfare of the school

## Parents/guardians & Teachers

### Interview Policy

Parent/Guardian/Teacher & Student interviews are held twice a year, usually early in Term 1 and midyear. Parents/guardians or staff may request additional interviews to discuss a child's educational program at mutually agreeable times throughout the year.

### Student Reports

We have developed a continuous reporting model to provide information about your child's curriculum achievements throughout the school year. Assessed work samples in Maths and English are provided each term, with an additional sample per term from any of the other Learning Areas. Assessment portfolios are sent home at the end of each term.

At the end of Terms 2 and 4, a profile of your child's achievements in all Learning Areas is also included. The Learning Areas reported at various stages through their Foundation—6 schooling will include :

1. English—Reading, Writing, Speaking & Listening
2. Mathematics—Number & Algebra  
Measurement & Geometry  
Statistics & Probability
3. Science
4. The Humanities—Geography, Economics, History, Civics & Citizenship
5. Health & Physical Education

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## **Student Reports (Cont)**

- 6. The Arts
- 7. Languages
- 8. Technologies
- 9. The Capabilities—Personal & Social
  - Critical & Creative Thinking
  - Ethical
  - Intercultural

Student Reports can be accessed on the Compass Learner Profile page.

The assessed work samples demonstrate your child's level of performance across a range of curriculum activities. A description of the learning activity is included to outline the purpose of the work being assessed.

**The range of student work samples selected portray a realistic picture of your child's progress, and do not consist only of 'best' pieces of work.**

Students may select up to two additional pieces per term for inclusion in their portfolio. It is important to share your child's report with them and to discuss their progress with the class teacher.

At any time, if any facet of your child's education is causing concern, please make an appointment to see your child's class teacher. Conversely, if the class teacher has a concern, the teacher will arrange a mutually agreeable time to discuss the matter.

If you wish to speak with the teacher, please contact the school to arrange a meeting. It is best if this is done outside teaching time so that class programs are not disrupted and the teacher can speak freely with you.

### **Attendance**

The Department of Education and Training (DET) focus on improved attendance rates reflects the findings of international research that demonstrates a strong correlation between students learning, longer-term life outcomes, attendance at school and appropriate participation in education programs.

It is crucial that students develop habits of regular attendance at an early age; even from the time they are enrolled in a pre-school setting.

The school values and recognises students with high attendance.

All our classroom and specialist programs operate along sequential lines, therefore it is important that all students attend school daily.

It is also a legal responsibility for parents/guardians to ensure that students attend regularly and to meet these obligations, all absences must be explained and recorded. Parents are asked to enter any student absences on the Compass-Attendance link, using their electronic device.

We have an obligation to all students and staff in our school community to provide a safe and healthy environment.

We ask that if your child/ren are unwell, that they not return to school until they have fully recovered.

Should your child become ill at school, every attempt will be made to contact you or your emergency contact person. It is vital that all contact phone numbers are current, which include home phone, work phone and mobile numbers.

### **Please remember**

- Students need to attend school regularly to make the most of education opportunities
- There is a direct link between school attendance and achievement later in life
- Poor patterns of attendance in the early years lead to poor patterns of attendance throughout the school years

## **Attendance (cont)**

- Poor attendance makes it difficult for students to form positive relationships with their peers

In cases of extended unexplained absence, truancy and/or high absence, the Principal can refer the case to the School Attendance Officer and parents may be issued with a School Attendance Notice.

### **Late arrivals**

Students arriving at school after 9.10 am need to call at the office with their parent/guardian to have their Late Arrival recorded. Students will be given a 'Late Arrival button' which is to be taken to the classroom teacher to make sure all students are accounted for and recorded correctly on the class roll.

### **Early Departure**

If you need to collect your child from school for any reason between 9.00 am and 3.30 pm, including lunch and recess breaks, you must come to the office to have an Early Departure recorded before going to the classroom.

Students leaving the school for a short period must be signed out by a parent/guardian at the school office, and must be signed back in on their return, prior to proceeding to the classroom.

This procedure must be strictly adhered to, and is in place to protect your child, you and the school.

Please note that unless a request is received in writing, students can only be released to a known adult.

Similarly, students cannot leave the school ground at any time without the permission of the Principal, unless a written request is received from a parent/guardian. This includes leaving the school for lunch.

### **Money brought to school**

It is requested that money be sent in a sealed envelope with **the student's name, home group, amount and the reason for its enclosure on the front of the envelope.**

All money must be sent to the classroom teacher, not the office.

When students bring money for other family members, please mark this clearly on the envelope with written details of each student, home group and teacher. Separate excursion notes must be completed for each individual student as these are taken with staff on excursions and are required in case of an emergency.

### **Emergency information**

Emergency information regarding each student is kept on computer files in the school office. This enables prompt contact with parents/guardians or others should the need arise.

Parents/guardians are asked to update their personal information and to notify the school of any change to details including address, telephone number, doctor, emergency contact persons, Court Orders or custody restrictions as soon as possible to ensure accuracy of our records.

If you have a silent number, we **must** have this number at the school, but your confidentiality will be protected.

The school should be notified of any physical problems your child has such as speech, sight, hearing etc. or conditions such as asthma, heart defects, diabetes, allergies etc. to enable safeguards to be taken to protect your child.

**It is strongly recommended that all families are ambulance subscribers. In an emergency an ambulance will be called when required by the staff member in charge and parents/guardians will be responsible for the costs involved. This applies to camps and excursions as well.**

## **Brain Food**

As we have a late recess and lunch break, students have the opportunity for a healthy (Brain Food) snack and water during class time.

This is seen as additional to the students' normal recess and lunch food. It is important to ensure that Brain Food is suitable and does not contain excessive levels of sugars, fats or processed additives.

The following foods will be accepted as classroom Brain Food :

- Any unprocessed fresh fruit and vegetables and also cheese
- Water is also made available for students to access during class time
- Acceptable popular foods include apples, berries, snow peas, bananas, avocado, carrot and celery sticks etc

While parents/guardians and students will have a variety of views about what is acceptable, you will appreciate the difficulty in monitoring all brain food and so our list is kept to a manageable level and reflects the findings of current research in this area.

Nuts are not to be consumed as brain food in classrooms due to the presence of students with severe nut allergies.

We would prefer no nuts are brought to school.

Please note that *unprocessed* does not include fruit snack packs or dried fruit.

The eating habits of students are greatly influenced by the food available in the school environment. Food eaten at school contributes substantially to the students' daily habits, alertness levels and cognitive development.

It is important that students bring along a balance of food in their lunchbox, and that food high in sugar and fats are kept to a minimum.

## **Newsletters**

The newsletter is prepared weekly on Thursday and is accessed via Compass and the school website.

Families that don't have internet access can collect a hardcopy from the office foyer.

The newsletter is an important form of communication between home and school and the wider community.

Advertising is available for parents/guardians and community members at a cost of \$5.50 (including GST) for business advertisement. Community notices can be included free of charge.

All items for the newsletter must be received in the office by 4.30 pm on Tuesdays.

## **Chaplaincy Services**

Dr Kelvin Curnow is the school Chaplain providing care and support to anyone associated with the school community—students, their families and staff, as well as implementing positive programs.

The Chaplain works two days a week (currently Wednesday and Thursday) .

Our Chaplain also coordinates a program called 'Kids Hope' where a small number of students are matched 1:1 with a community mentor who visits once a week.

To make an appointment with the Chaplain, please contact the school office.

## **Library**

In addition to the class library sessions, the library is open to students for reading, borrowing, school work etc. as follows :

8.45 am to 9.00 am and 2.00 pm to 2.30 pm Tuesday, Wednesday and Thursday  
2.00 pm to 2.30 pm Monday & Friday.

Parents/guardians are encouraged to visit the library with their children and to help in their selection of books to be borrowed.

Students can borrow a maximum of two books and the borrowing period is two weeks.

Library bags are required for Foundation to Grade 2 students and encouraged for Grade 3—6 students.

Students are encouraged to care for books and to read for pleasure, as well as information. If a book is lost or damaged it will need to be replaced by parents/guardians.

## **Junior School Council**

Representatives are elected from students in Grade 3-6 . They meet regularly under the guidance of staff members and operate formal meeting procedures to actively represent their own home group.

In this forum many problems are discussed. Representatives meet with the Principal or can send issues to School Council or staff meetings to be addressed.

It is a valuable lesson in the operation of the democratic process. It also provides a forum for students to discuss issues of concern and have these raised in the appropriate areas of the school.

## **Outside School Hours Care (OSHC)**

Our OSHC program is run by Camp Australia Pty Ltd. and is available each day.

Before School Care commences at 7.00 am to 8.50 am  
After School Care from 3.30 pm until 6.00 pm.

It provides for permanent and casual care, and is a highly valued service for our community.

Students need to be enrolled in the program online at [www.campaustralia.com.au](http://www.campaustralia.com.au) prior to attendance.

OSHC can also be offered for curriculum days, however, this is dependent on sufficient numbers enrolling for the day to cover all costs.

## **Student Mobile Phones**

As a general rule students are not permitted to bring mobile phones to school. However, if for some extenuating circumstance a student needs to occasionally bring a mobile phone to school, the following will apply:

- Parents/guardians must complete a consent form, informing the Principal that their child will have a mobile phone while at school and provide an outline of the reasons for it.
- Failure to do so will result in confiscation by the class teacher, Principal or Assistant Principal and parents/guardians will be notified.
- Students will have to report for Time-in for breach of the School Student Mobile Phone Policy.

**Students who have the Principal's approval must place their phone in the school office before 9.00 am for collection at 3.30 pm..**

## **Netbooks & Computer use**

The school has introduced a 1:1 student Netbook program for Grade 5 and 6 students.

This program provides home and school use of the Netbooks and has specific rules, agreements and safety protocols designed to provide a safe ICT environment.

Parents/guardians and students involved in this program are provided with these agreements.

All students are trained in the appropriate use of relevant computer programs and facilities. They undertake learning experiences and the correct use of all IT resources.

Each year students and parents/guardians are required to sign the Responsible Use Agreement for Internet and Digital Technologies, which sets out the rules under which computers and associated equipment can be used.

Parents/guardians are also required to give their permission as to the level of Internet access for their child. This helps parents/guardians to promote a safe ICT environment for their child/ren.

## **Parent/Guardian Involvement**

Strathfieldsaye Primary School is an open school, where parents/guardians are welcomed and encouraged to participate in day to day activities. The school is an integral part of the local community and feels that there are many people who have something to contribute, either in a classroom, or any other aspect of the school's operation. If you would like to become involved in your child's classroom, please speak to the class teacher. If you have an idea or suggestion which could benefit the students, the Principal or School Council representatives would be only too happy to discuss it with you. Examples of activities in which you may be able to take an active role include :

- taking a small group of students in the daily two-hour Literacy Block
- listening to reading
- helping with excursions and camps
- assisting in the library
- assisting with book making or book repair
- joining a School Council sub committee
- offering to be included on the canteen or uniform roster
- contributing to grounds and facilities development
- helping with sporting teams and programs
- sharing special skills in a mentor program
- joining the committee of a fundraising event

## **Working with Children Act 2005.**

All volunteers are required to obtain a Working With Children Check through the Department of Justice. A volunteer WWC card is issued free of charge and cannot be used for employment. There is a small cost for a passport photo.

Applications should be made by filling in the online form at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au) and lodging this form at a participating Post Office.

## **Parent/Guardian/Visitor Sign-in/out**

For emergency purposes between the hours of 9.00 am and 3.30 pm, all parents/guardians and visitors must call at the office on their arrival and sign their name in the attendance register at the front counter. All visitors must also sign out when departing.

## **Visitor Policy**

### **Aims:**

- To provide a safe, orderly school environment to promote high quality educational and social outcomes for all students, staff and school community members
- To provide efficient, reliable processes to ensure the safety of all people on site in the event of an emergency
- To ensure that all people involved with the school have a clear understanding of the school's expectations and procedures
- To provide clear boundaries for all visitors to the school in order to support the school's programs and students

### **Implementation:**

- All visitors must report to the office to sign in and out of the school to support emergency management procedures and to inform the staff who is on site at any particular time
- Visitors must be directed to the office if seen in the school grounds prior to reporting in
- Visitors are provided with a visitor badge from the office eg: reading parents/guardians under classroom supervision, canteen helpers, uniform organisers, Kids Hope Mentors, Playgroup, unless visible identification is present (Badges)
- This policy and visitor information will be provided to parents/guardians via the newsletter, staff and specialist services eg: canteen, uniform to help ensure all parents/guardians and visitors are informed of the school's policies and evacuation processes
- Where visitors attend on a single visit eg: speakers, photographers etc they will be advised of the emergency evacuation centre on the oval in case of an emergency
- If the behaviour, language or interaction with staff, students or members of the school community of any visitor to the school is not consistent with the school's policies, beliefs and procedures, the Principal or their delegate can ask that person to immediately leave the school grounds. Failure to comply will result in a call to the police and DET Emergency Services
- Where visitors are not known to the staff they should be accompanied by a staff member to assist them with information about the school, evacuation processes and our expectations in dealing with staff, students and parents/guardians

### **In the event of an issue, dispute or complaint parents/guardians are not permitted to speak with other children of the school.**

In the event of a need to communicate with others the issue must be discussed with the Principal or a member of staff.

It is not appropriate for parents/guardians to discuss this with students

- To help parents/guardians remain informed and able to provide informed consent the arrival of visitors for presentations to students will be provided ahead of the visit.

Please note that this is not always possible, however it is our intention to provide as much forward notice as possible.

## School Uniform

A school uniform is compulsory for all students, and the following items featuring the official school logo are available from the Uniform Shop.

- Polo Shirts (Short Sleeve & Long Sleeve)
- Rugby tops
- Jacket (Shower proof)
- Sports & Cargo shorts
- Skorts (shorts with a skirt front for girls)
- Summer Dress—custom check (No logo)
- Track Pants (plain or with reinforced knees)
- Bucket hat
- School Bags
- Protective art smocks

Leggings can be worn in the winter months, but they must be navy.

Students who represent the school or participate in excursions, are to wear their school uniform.

### UNACCEPTABLE DRESS

Jeans, netball skirts or netball pants (worn on their own).

### ACCEPTABLE JEWELLERY

Watches, studs and sleepers

### FOOTWEAR

Students must wear sensible, practical footwear. Black school shoes, sneakers or runners are acceptable. Footwear must be worn correctly and securely.

### UNACCEPTABLE FOOTWEAR

Open-toed shoes, thongs, high-heeled shoes or sandals, crocs/clogs, bare feet or surf sandals.

### HAIR

Neat, tidy hairstyles are preferred and long hair should be tied back for safety and hygiene.

### COSMETICS/NAIL POLISH ARE NOT TO BE WORN AT SCHOOL

Parents/guardians seeking exemptions to the Dress Code due to religious beliefs, ethnic or cultural background, student disability, health condition or economic hardship must apply in writing to the School Council for consideration.

**HATS**—Students are required to wear the compulsory school navy hat in Terms 1 and 4.

Students with severe allergies (Anaphylaxis) are required to wear their specially identified school navy hats in the school grounds all year.

**Lost property.** ALL items of clothing must be clearly named. Please call and check the lost property drawers (in the foyer of the main office) on a regular basis. Lost property is sorted on a weekly basis and unclaimed items in the drawers at the end of each term are sent to an appropriate charity.

### Personal belongings.

All belongings must be clearly marked with the student's name and home group and should be checked regularly to ensure all items remain clearly marked.

Please do not allow students to bring valuable items to school as the Department of Education & Training (DET) and Strathfieldsaye Primary School do not hold insurance for personal property and valuable items brought to school by students.

## Special Clothes

Art - An Art smock is required by all students. These can be purchased from the Uniform Shop, or an old shirt can be worn.

Physical Education - For physical education lessons, sneakers and loose fitting clothes are required.

Gym - Students are not permitted to participate in the gym programs unless correct clothing is worn.

Swimming - Bathers, towel and a change of clothes is required.

## Change of Clothing

The school keeps on hand a small supply of clothing for loan to students if a change is necessary. This clothing should be laundered and returned to school as soon as possible after use. **If you believe your child may need a change of clothes in the event of an accident, please make sure appropriate items are in your child's schoolbag.** If parent/guardian assistance is required we will contact you to arrange support for your child.

## Sunsmart Campaign

This school supports the 'Sunsmart Campaign' where all students are required to wear the compulsory school navy hat during lunch and recess breaks in **Terms 1 and 4**. Our school hats are most effective in protecting the face and neck from the sun.

The School has a 'no hat, no play' policy. We also strongly urge parents/guardians to provide students with an effective sunscreen for further protection.

## Health

### Headlice

This presents a common problem in schools. Thorough, regular checking is essential in controlling this pest. Please notify the school of any infestation so that preventative measures can be taken.

Students cannot attend school until the day after appropriate treatment has been undertaken.

### Asthma

It is essential that the school is fully informed of all students suffering from Asthma.

**If your child requires medication, including an inhaler, parents/guardians must provide this and should be sent in your child's bag so that they can self-medicate when required.** This is particularly important when students are participating in sports events or going on excursions. The school also requires a copy of your child's Asthma Management Plan.

### Medication

If you require staff to administer medication to your child whilst at school, please ensure a Medication Consent Form is completed and handed to a staff member at the office, along with the medication. Medication will not be administered if dosage instructions are not supplied. Please note siblings cannot share prescribed medications. Medications need to be collected from the office at the end of the school day.

### Communicable diseases

Strathfieldsaye Primary School follows guidelines set by the Department of Human Services for the exclusion of students with an infectious disease.

See Exclusion table on pages 13 and 14

## **Health (Cont)**

### **Allergies/Anaphylaxis**

Anaphylaxis is an acute allergic reaction to certain food items and insect stings.

The condition develops in approximately 1-2% of the population.

The most common allergens are nuts, eggs, cows milk and bee or other insect stings, and some medications and sunscreens

- Anaphylaxis is a severe and potentially life-threatening condition
- Signs and symptoms of anaphylaxis include hives, rash, tingling in or around the mouth, abdominal pain, vomiting or diarrhoea, facial swelling, cough or wheeze, difficulty breathing or swallowing, loss of consciousness or collapse, or cessation of breathing
- Anaphylaxis is best prevented by knowing and avoiding the allergens

### **School's aim :**

To provide a safe and healthy school environment that takes into consideration the needs of all students, including those who may suffer from anaphylaxis.

### **Our school will manage anaphylaxis by :**

1. providing professional development for all staff
2. identifying susceptible students and knowing their allergens
3. informing the community about anaphylaxis via the newsletter
4. not allowing food sharing and restricting food to that approved by parents/guardians
5. keeping the lawns well mown, ensuring students always wear shoes, and not allowing drink cans at school
6. requiring parents/guardians to provide an emergency management plan developed by a health professional and an Epipen if necessary, both of which will be maintained in the first aid room for reference as required
7. ensuring key staff are provided with professional development on the response to anaphylaxis and the proper use of an Epipen
8. ensuring that students with severe allergies wear their specially identified hats in the school grounds all year

The school strongly recommends that families do not send food products that trigger allergies eg nuts. We cannot claim to be a nut-free school, as a claim of that nature may create a false sense of security and put lives at risk.

## **Safety first**

From the view point of the safety of your own child and the welfare of others, it is important that each child knows the basic rules of safety.

1. All students should know their full name and address
2. All students should know and observe kerb drill – stop, look, listen, wait – if safe, cross quickly, don't run
3. Use the school crossing, walking quickly across when directed
4. Do not play on the road, and travel directly between home and school on the footpath, or far right, gravel section of an unmade road

## **Safety first (cont)**

5. Do not run from behind parked cars or school buses
6. Travel the most direct route home
7. Do not accept rides from strangers
8. Students who ride bicycles should know and observe road rules. Bicycles should be roadworthy and helmets must be worn
9. Students should be taught to respect those in charge of their safety – police, teachers, parents/guardians, neighbours, crossing supervisors, bus drivers etc
10. Never bring things to school which may have the potential to cause accidents

As with all schools, safety is our major concern when parents/guardians collect and deliver students. There is parking along the front of the school and the main car park next to the oval. (Please see map on page 14 for details). There is also a car park at the rear of the school.

### **Here are some simple rules to make our school safe for everyone :**

1. U turns are not permitted in Uxbridge Street (Police and Council Parking Officers patrol the area)
2. Obey the speed restriction of 40 kph in Uxbridge Street
3. Please do not use (or obstruct) the Disabled Car Parking bays unless you have a permit
4. Do not park or stop behind other parked vehicles
5. When using the large unsealed car park in Uxbridge Street, please only enter via the first driveway, and leave via the far end. Please reverse park into car spaces and only park in the designated areas. If you park outside these areas you can create a danger for our students. Also, you will be blocking the traffic flow for other motorists and the steady stream of school buses that use the car park
6. Leave the area slowly, mindful of small children
7. Do not park near the Eppalock Road school crossing blocking the vision of the crossing
8. Back of school car park—please reverse park into spaces. When you have left your car, please walk down the outside of the car park, not through the middle.

### **Bicycles, Skateboards, Scooters and Rip Sticks**

Students are not permitted to ride bicycles, skateboards, scooters and rip sticks in the school grounds because of the dangers to themselves and others.

They are to dismount and wheel (or carry) them, and can only ride when they are beyond the school boundary and footpaths adjacent to the school.

Bicycle parking is available at the school and is out of bounds during the day. No responsibility is accepted whilst bicycles are parked in this area.

Students must wear safety helmets when riding bicycles, skateboards, scooters and rip sticks.

If students ride skateboards, scooters and rip sticks they should not ride these on roadways. Parents/guardians need to reinforce safe riding practices.

Some students use the bike jumps area in Club Court before and after school. Due to the risk of injuries, we strongly discourage this practice and ask parents/guardians to reinforce this with their child/ren.

Continued....

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

(Public Health and Wellbeing Regulations 2009)



## Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009)

### Statutory Rule

A person in charge of a primary school or children's services centre must not allow a child to attend the primary school or children's services centre for the period or in the circumstances:

- (a) specified in column 2 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the Table in Schedule 7; or
- (b) specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 1 of the Table in Schedule 7.

The person in charge of a primary school or children's services centre, when directed to do so by the Secretary, must ensure that a child enrolled at the primary school or children's services centre who is not immunised against a vaccine preventable disease (VPD) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note—VPDs are marked in **bold** with an asterisk (\*). Contact the Department on 1300 651 160 for further advice about exclusion and these diseases.)

### Schedule 7 — Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009)

In this Schedule, medical certificate means a certificate of a registered medical practitioner.

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Amoebiasis (Entamoeba histolytica)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immuno-deficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded

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

(Public Health and Wellbeing Regulations 2009)

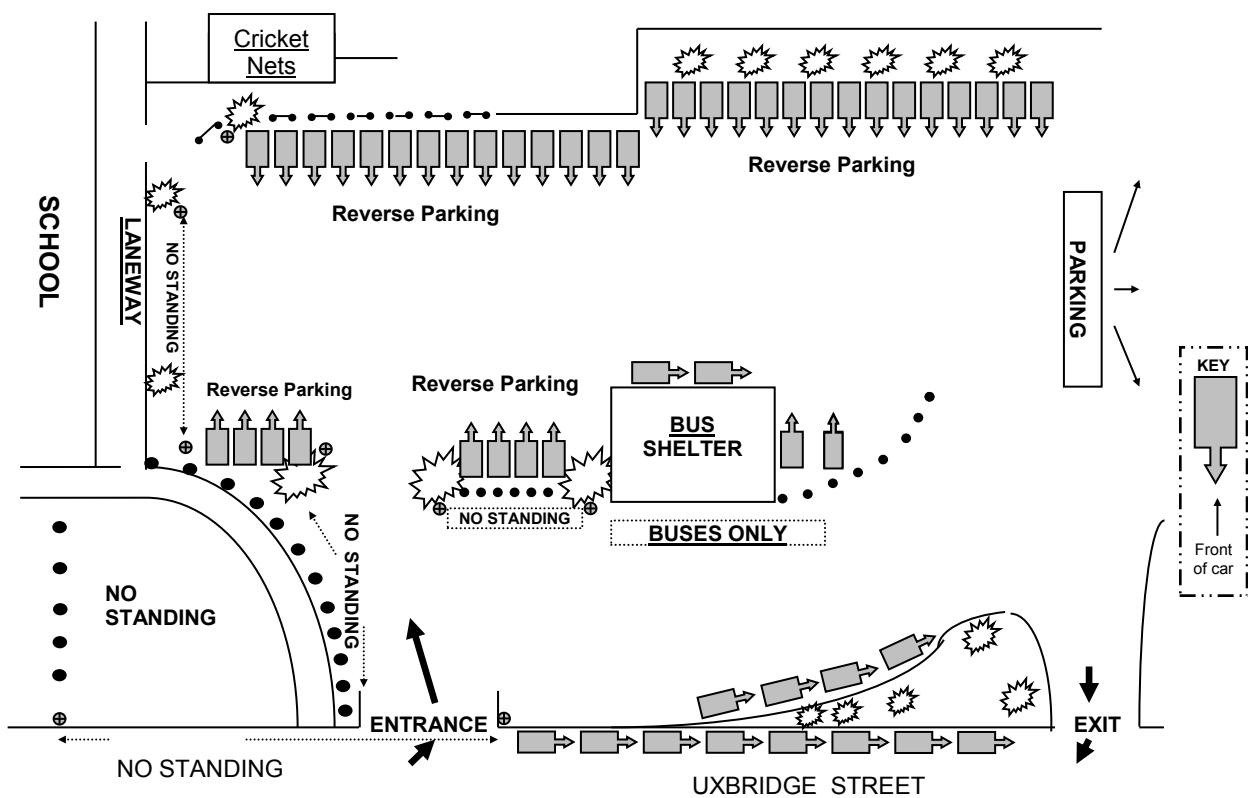
Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts Department of Health [1] Conditions [2] Exclusion of cases [3] Exclusion of Contacts

<b>Measles *</b>	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility
Meningitis (bacteria —other than meningococcal meningitis)	Exclude until well	Not excluded
<b>Meningococcal infection*</b>	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
<b>Mumps *</b>	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
<b>Pertussis* (Whooping cough)</b>	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
<b>Poliomyelitis*</b>	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
<b>Rubella * (German measles)</b>	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing Escherichia coli (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

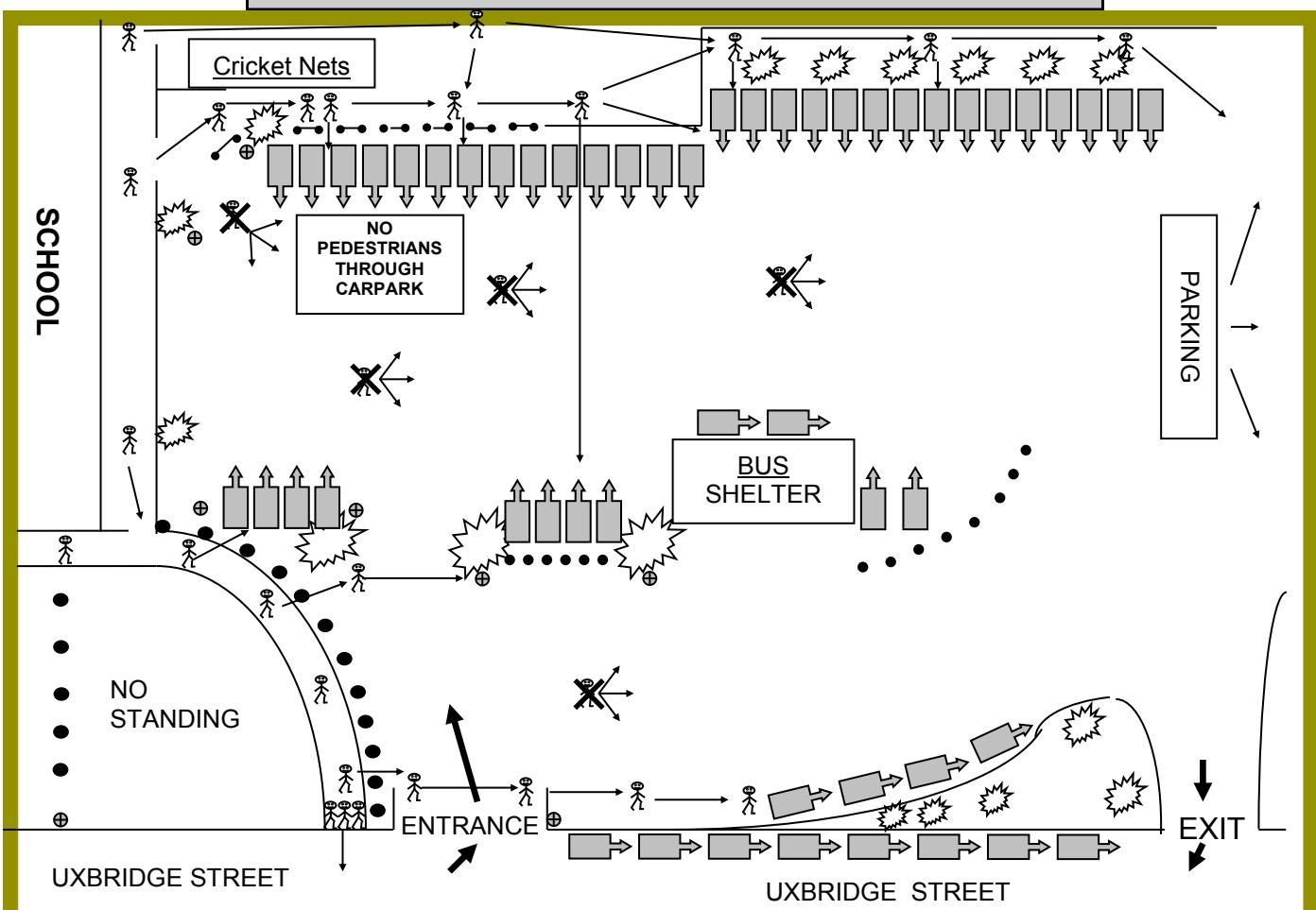
## Further information

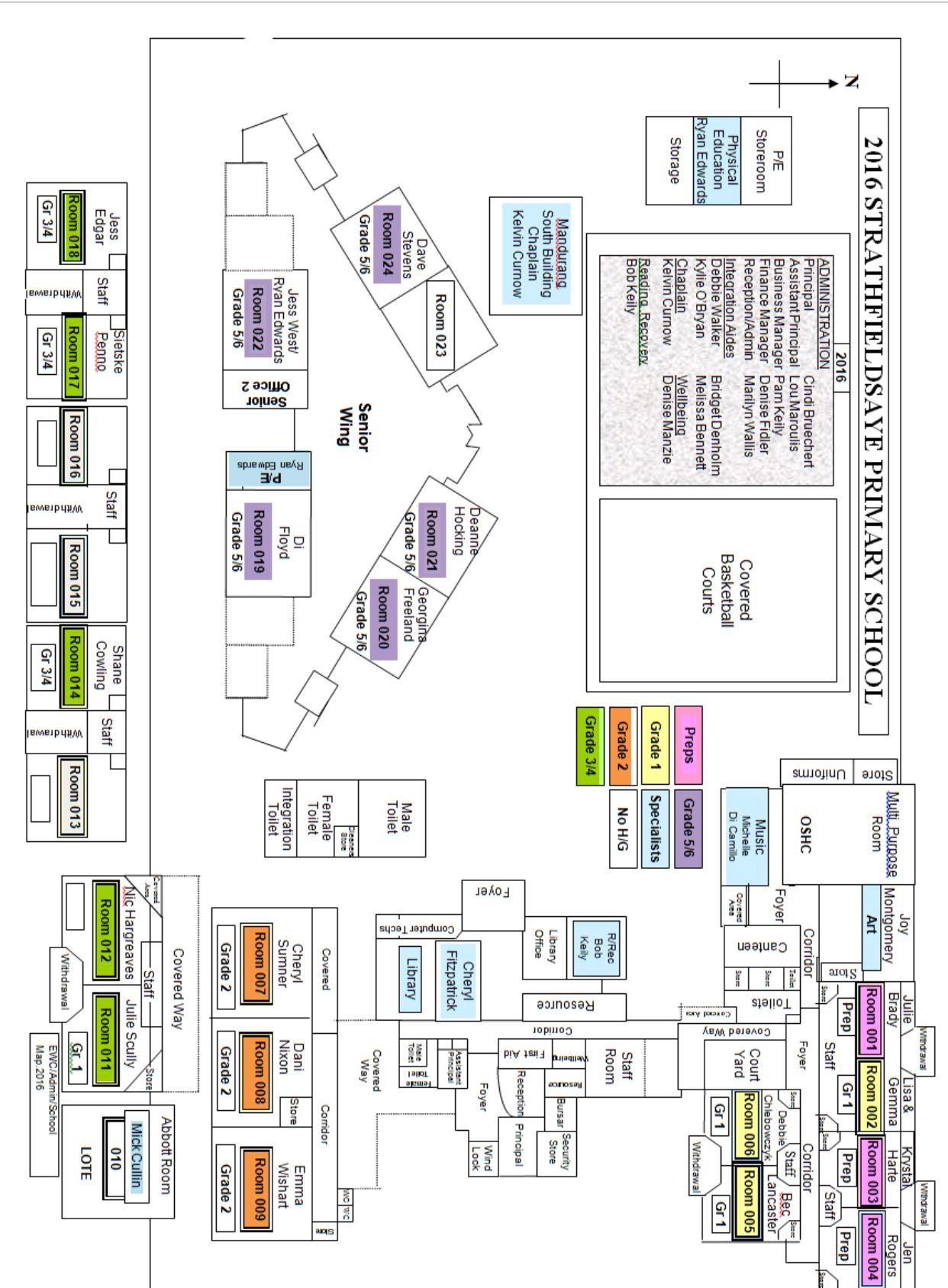
For further information about exclusions mentioned in this document, please contact the Department of Health's Communicable Disease Prevention and Control Unit on 1300 651 160 or visit the [www.health.vic.gov.au/ideas](http://www.health.vic.gov.au/ideas).

## Car Parking—Front Carpark



## Pedestrian Routes—Front Carpark





### **9 Uxbridge Street—front of school**



# Strathfieldsaye Primary School



For further information, please contact  
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Ms Lou Maroulis, Assistant Principal

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