



**Strathfieldsaye
Primary School**

Information Book 2024 - 2025



**Principal:
Mrs Cindi Bruechert**

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

Our school endeavours to develop independent, confident children by providing learning experiences aimed at students pursuing excellence in all areas of the school curriculum.

The philosophy of our school 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.

The school is a modern teaching and learning facility incorporating a comprehensive computer network to support the provision of information technologies for our student's future education.

We have an excellent netball facility, three large adventure playgrounds, two shade cloth protected sand pits for junior students and covered basketball and tennis courts. This covered area provides a venue for all weather outdoor P.E, sport and assembly purposes.

At Strathfieldsaye Primary School we provide a number of specialist programs including Visual Art (Visual and Media) Music, LOTE Chinese language, Digital Technologies, Physical Education, and Performing Arts (Music and Drama). Students who require more assistance in Reading are catered for in intensive small group programs - Mini Lit (1-2) and Macq Lit (3-6).

Parental support and involvement is an important priority for the school. We receive excellent support for classroom programs at all levels from parents, School Council, Parents and Friends and the wider school community.

We aim to provide an open friendly atmosphere that welcomes parents 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.

We work co-operatively with our community to provide high quality educational experiences for the students of Strathfieldsaye.



Our CORE Values

At Strathfieldsaye Primary School we have a set of core 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 CORE Values are :

Caring

We look after our environment and we show kindness to other people and to ourselves.

Optimism

We are grateful for what we have and believe that we can make good things happen. We choose to be positive.

Respect

We have integrity and we understand that everyone has different feelings and different approaches to life.

Excellence

We set high standards and we persist until we have done our best.



Caring



Optimism



Respect



Excellence

Our Strategic Plan 2020-2024

The strategic direction of our school is set by the school council, in conjunction with the school community, and this is done through the four year review cycle that aligns with Department of Education and Training (DET) guidelines.

Our current strategic plan was developed in 2020 and it will be implemented from 2020 to 2024.

The strategic planning has seen a strong and aligned approach from the school council and the staff to develop a plan for our community that is aligned with the DET Framework for Improving Student Outcomes and focuses on developing individual students in a stimulating learning environment.

Our School Vision

Our vision at Strathfieldsaye Primary School, is to empower everyone to learn and grow in an inclusive environment.

Our Four Year Goals

Our main aim at Strathfieldsaye PS is to enable all students to reach their individual potential in all areas of the curriculum. This will be achieved through the implementation of effective teaching practices and through strong partnerships, in a positive learning climate that is student centred, locally connected and globally aware.

The following goals will assist us in achieving this aim:

- Improve growth and achievement for all students in literacy
- Improve student leadership, voice and agency in learning
- Improve the wellbeing of all students

Our Staff

Leadership and Administration Staff

Mrs Cindi Bruechert, Principal
Mrs James Sait (Assistant Principal)
Mrs Cherie Walker (Assistant Principal)
Mr Nic Hargreaves (Learning Specialist)
Mr Luke Freeman (Learning Specialist)
Mrs Erin Kane (Inclusive Education Coordinator)
Ms Sally Downes (Business Manager)
Ms Rebecca Soulsby (Finance Manager)
Mrs Joanne Grace (Administration/Reception)
Ms Rachael Connelly (Administration/Reception)

Teaching Staff

Mrs Gabi Cavallaro and Ms Issy Hooper (Foundation Rm 1)
Miss Chloe Blackley (Foundation Rm 2)
Mrs Dani Nixon & Ms Lucy Lang (Foundation Rm 4)
Mrs Jen Rogers & Mrs Krystal Cahill (Grade 1 Rm 3)
Miss Christina Spence and Mr Nic Hargreaves (Grade 1 Rm 5)
Ms Jacinta Dullard (Grade 1 Rm 6)
Mrs Jen Dunstan & Mrs Krystal Cahill (Grade 1 Rm 8)
Mrs Emma Wishart (Grade 2 Rm 18)
Mrs Cheryl Sumner & Ms Krystal Harte (Grade 2 Rm 19)
Miss Ashley Ryan (Grade 2 Rm 20)
Mr Lachie Worn (Grade 3 Rm 15)
Mr Aaron Collins (Grade 3 Rm 16)
Ms Kerrie Meaden-Kendrick (Grade 3 Rm 17)
Ms Brittany Shannon and Mr Luke Freeman (Grade 4 Rm 24)
Miss Georgia Searle (Grade 4 Rm 25)
Ms Brooke Boswell (Grade 4 Rm 26)
Mr Nick Pinder (Grade 5 Rm 21)
Ms Amy Cunliffe & Ms Georgie Freeland (Grade 5 Rm 22)
Mr Nathan Coad (Grade 5 Rm 23)
Mr Jackson Godfrey (Grade 6 Rm 13)
Mrs Deb Burke (Grade 6 Rm 14)
Miss Amy Bilkey (Grade 6 Rm 27)
Mr Ash Grant and Mr Todd Canobie (Grade 6 Rm 28)
Mrs Cheryl Fitzpatrick (Library)
Mrs Michelle Di Camillo (Music)
Mrs Melinda West (Art)
Mr Bryce Curnow (P/E)
Mr Jason Hague (STEM)
Mr Dave Stevens (Digital Technologies)
Miss Lindsay Dwyer (LOTE Chinese Language)

Wellbeing and Education Support Staff

Mrs Lynley Jordan (Chaplain)
Mrs Jade Tonna-Dorling (Canteen Manager)
Mrs Kylie O'Bryan (Integration Aide and Coordinator)
Mr Zac Allison (Integration Aide)
Mrs Melissa Bennett (Integration Aide)
Mrs Bridget Denholm (Integration Aide)
Miss Eden Dunstone (Integration Aide)
Mrs Melinda Frost (Integration Aide)
Mrs Meredith Gallagher (Integration Aide)
Mrs Kellie Howard (Integration Aide)
Mrs Shannon Howard (Integration Aide)
Ms Trisha McCann (Integration Aide)
Miss Abbi McInnes (Integration Aide)
Mrs Trena Nihill (Integration Aide)
Mrs Belinda Parker (Integration Aide)
Mrs Nicole Power-Hall (Integration Aide)
Mrs Megan Pyke (Integration Aide)
Miss Jayda Smith Howard (Integration Aide)
Mrs Julie Voight (Integration Aide)
Mr Dave Taylor (Maintenance)

Our Student Wellbeing

Our student wellbeing focus is based on the following :

Students' Rights

We all have the right to

- be safe at school
- be an individual at school
- be respected and treated with kindness at school
- express ourselves
- tell our side of the story

Students' Responsibilities

We all have a responsibility to

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

Our Curriculum

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

The curriculum aims 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 - Chinese - all grades
- Early Years InitialLit Program
- Multi Lit and Macq Lit programs
- RACV Energy Breakthrough (Grade 5-6)
- Environmental Studies based on sustainability
- Community Garden
- Visiting speakers and Excursions
- Library Specialist
- Computer access in all classrooms, including use of internet and e-mail
- Grade 4/6 Netbook program
- Preparation for Puberty Program (Grades 5 & 6)
- Cyber Safety and on-line responsibility
- Athletics/Reading Eggs
- Healthy, Active, Healthy Kids Hour
- Foundation transition program
- Grade 6 to Secondary College transition program

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
- Performing Arts - Drama sessions
- Music - Grade and community musical performances
- LOTE Chinese

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
- Comprehensive Camps Program (Grades 3-6)
- Bike Education (Grade 5)

Leadership and Decision Making

- School Captains
- House Captains
- Junior School Council (Grades 3-6 with 2 reps from each home group, School Captains & Vice Captains)
- Healthy, Active, Happy Kids Group

Self Esteem Enhancement

- Fortnightly class awards / Student of the Week
- Attendance Awards
- Strath Stars - Positive appreciation and rewards initiative
- Berry St Education model / Respectful Relationships.

Social Service

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

Our School Term Dates

	2024	2025
Term 1	30th January to 28th March	39th January to 4th April
Term 2	15th April to 28th June	22nd April to 4th July
Term 3	15th July to 20th September	21st July to 19th September
Term 4	7th October to 20th December	6th October to 19th 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) or the school office for any alterations that may have occurred.

Our School Times

8.50 am to 9.00 am	Preparation for Learning
9.00 am to 9.10 am	Morning Circle
9.10 am to 11.10	Learning Session
11.10 am to 11.20 am	Supervised Eating - Lunch
11.20 am to 12.00 pm	First Break
12.00 pm to 1.20 pm	Learning Session
1.20pm to 1.30 pm	Supervised Eating - Snack
1.30 pm to 2.00 pm	Second Break
2.00 pm to 3.30 pm	Learning Session
3.30 pm	End of school day

Our School Council

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

Our School Council Members

President:	Mrs Mihaela Kovacic
Vice President:	Ms Kylie Baker
Finance Committee Convenor:	Mr Hamish McIntosh
Principal/Executive Officer:	Mrs Cindi Bruechert
Minute Secretary:	Mrs Cherie Walker
Parent and Community Members:	Mr Alex Forest
	Mr Lee Harte
	Mrs Kim Kohlman
	Mrs Carleen Picket
	Mrs Sarah Wilson
	Mr Andy Clark
DET Members:	Ms Jo Grace
	Mrs Cherie Walker

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, the following sub-committees operate - Finance and Infrastructure; Parent & Community Liaison; and School Improvement.

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)

- 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.

Funding and Parent Payment Requests

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 also covers the allocation of funding provided under the SRP and any other funding provided by DET and locally-raised funds, which include :

Curriculum Contributions

- Classroom requisites - books, pencils and other learning implements
- Materials and services provided to enhance the standard curriculum program, visual and performing arts material and printing.
- Essential services which are offered on a user-pays basis and which parents/guardians may choose whether their child accesses or participates in such as Minor Incursions/Excursions and performances held throughout the year

Other Contributions

- Parent and guardians are invited to make additional voluntary contributions to assist in the operation and upkeep of the school
- These contributions 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 two major fundraisers - Community Fair and Colour Run - and various smaller events.

Our Parents & Friends Group

The Parent & Friends 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 & Friends, however attendance at meetings is optional. All parents/guardians are welcome to attend meetings and participate with the School Council sub-committees.

The Parents & Friends 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.

Parents and Friends Committee

The broad aims of the Parent & Friends aim to:

- provide teachers and students with additional aids and amenities to those provided by the DET
- cooperate with the School Council to promote the welfare of the school
- stimulate interest in the school

The Parents & Friends believe 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 Group with the relatively small amount of money it needs to meet its own commitments.

Parent & Friends provide 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.

Our Healthy Food Canteen

A healthy food canteen operates four days per week (Monday, Tuesday, Thursday and Friday), under a Canteen Manager.

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.

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.

Our Assemblies

Assembly is held every second Friday at 3.00 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.

Our Accountability Processes

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, which we call Learning Tasks, are available for parents and carers to view on Compass, our online learning portal, at regular intervals throughout the term. Assessment portfolios, which contain samples of students work are sent home at the end of each term.

At the end of Terms 2 and 4, a report or profile of your child's achievements in all learning areas is compiled and is accessible on Compass. Parents may request a printed copy of their child's report through the school office

The Victorian Curriculum areas reported on at various stages through Foundation - Year 6 will include :

Learning Areas

- English
- Mathematics
- Science
- The Humanities
- The Arts
- Languages
- Technologies
- Health & Physical Ed.

Capabilities

- Ethical
- Intercultural
- Personal and Social
- Critical and Creative Thinking

Assessment Portfolios

At the end of each term, a range of student work samples are collated and sent home in an assessment portfolio for Grades Foundation to 3. These samples of work 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 assessment portfolio and 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 of our teaching time so that class programs are not disrupted and the teacher can speak freely with you.

Student Learning Interviews

Student Learning Interviews are held twice a year, usually early in Term 1 and midyear. These interviews are a great opportunity to hold valuable three way conversations between students, teachers and parents/carers. Parents/guardians or staff may request additional interviews to discuss a child's educational program at mutually agreeable times throughout the year.

Our Accountability Processes (continued)

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.

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 attendance patterns in the early years lead to poor attendance patterns throughout the school years

Absent Phone Line

If your child is absent from school you can contact the school on our Absence line 5439 5476 and leave a short message stating the students name classroom and reason for absence. If the school doesn't receive notification by 9.30am you will be notified by a automated SMS message.

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 9.00am need to call at the office with their parent/guardian to have their Late Arrival recorded on Compass. Students will be given a 'Late Arrival Pass' 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 Departures

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 on Compass 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.

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 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 on Compass 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.

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 as required, and parents/guardians will be responsible for the costs involved. This applies to camps and excursions as well.

Yard Supervision:

Four teachers and several support staff 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 day. The yard is supervised after school until 4.00 pm.

Students requiring supervision before 8.45am or after 4.00pm will need to be enrolled in the Outside School Hours Care program is conducted daily by OSHClub. The program runs from 6.30am to 8.50 am and from 3.30 pm to 6.30 pm on a fee for service basis.

Enrolments online: www.oshclub.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.

Our Additional Information

Brain Food

As we have a late recess and lunch break, students are given the opportunity to eat a healthy (brain food) snack and drink 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 added 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 made available for students to access during class time
- Acceptable popular foods include apples, berries, snow peas, bananas, avocado, carrot and celery sticks

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.

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 fortnightly 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

Mrs Lynley Jordan is our school's Chaplain and works at our school two days a week (currently Thursday and Friday). Our Chaplain provides care and support to anyone associated with the school community - students, their families and staff; and assists with the implementation of programs that build social skills.

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

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

Library

The library is open to students for reading, borrowing, school work etc. as follows :

8.45 am to 9.00 am Tuesday, Wednesday and Thursday and every lunch time.

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 Club program is available each day. Before School Care commences at 6.30 am to 8.50 am After School Care from 3.30 pm until 6.30 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 prior to attendance.

OSHC Club 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.
- In accordance with our Mobile Phone and Wearable Communications Device Policy, students must store their phone in the locked drawer in the School Office throughout the day, and they must turn the communication function on their watch off during the day, unless there is a different agreement in accordance with their individual education plan.

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.

Our Netbooks and Computer Use Policy

The school has a BYOD Netbook program for Grade 4, 5 and 6 students. This program 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.

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.

Our 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 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 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.

Our 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, One Hope Mentors, Playgroup, unless visible identification is present (registration label)
- 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.

Our School Uniform

A school uniform is compulsory for all students, and the following items featuring the official school logo are available from Bob Stewart, 108 High St Bendigo.

- 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, diabetes etc.) 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.

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.

Our Safety First Advice

Basic Safety Rules - From the view point of the safety of your own child and the welfare of others, it is important that each child knows the following rules:

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
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. 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 at all times
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.
6. Leave the area slowly, be 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 the middle.

Please refer to parking map on pg 15

Our Safety First Advice (continued)

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.

Our Student Health Requirements

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.

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.

Our Allergies/Anaphylaxis Requirements

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

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.

Implementation:

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.

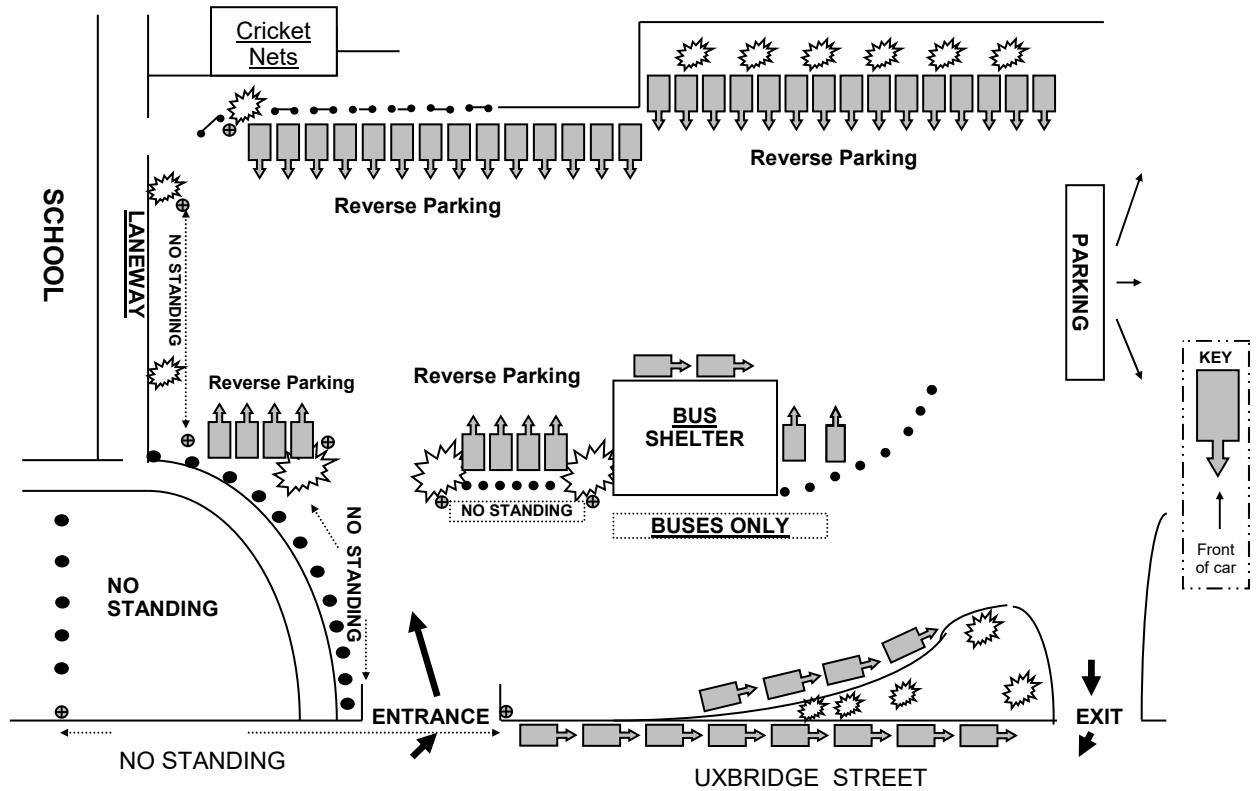
Our Communicable Diseases Policies

Communicable diseases

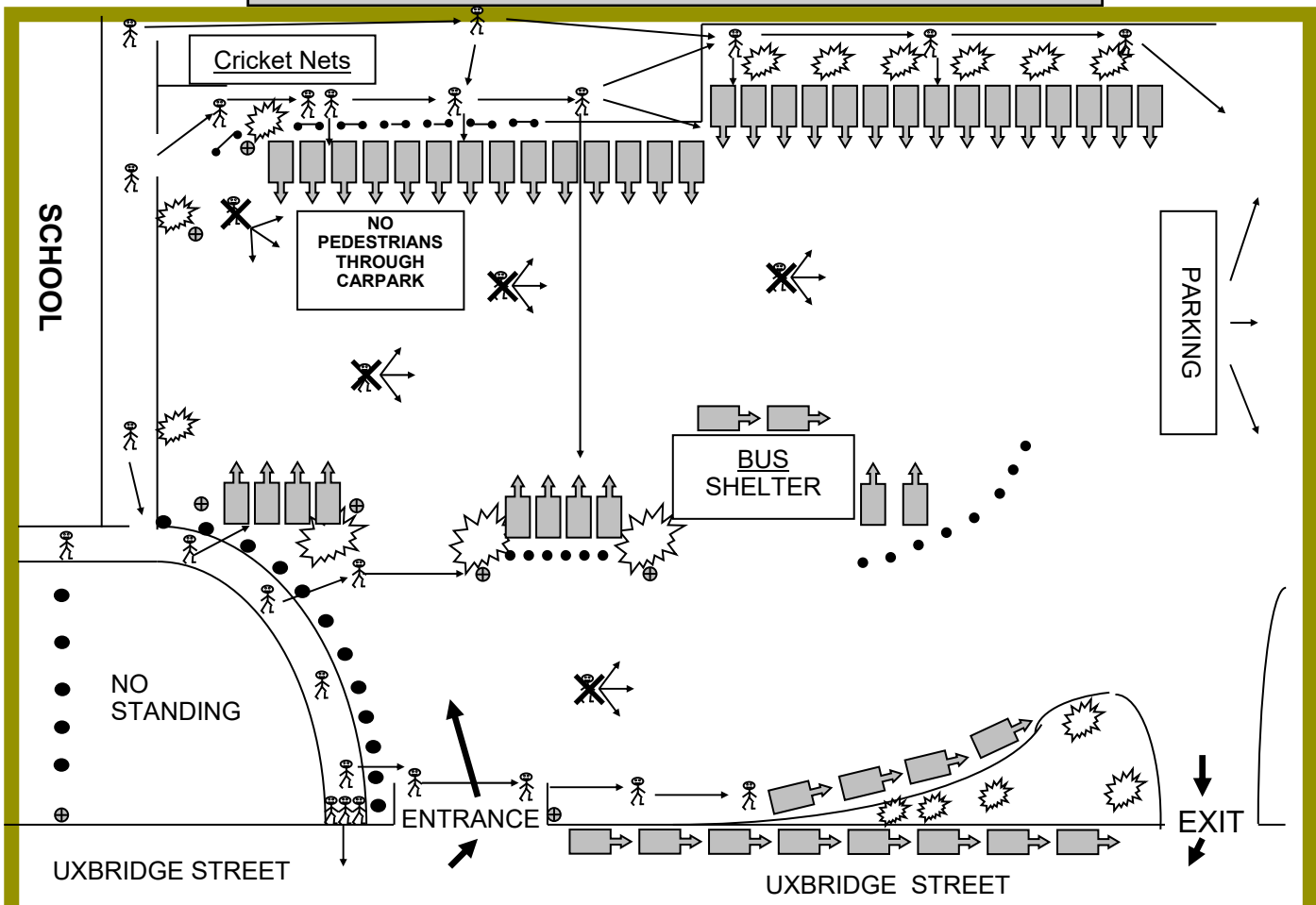
Strathfieldsaye Primary School follows guidelines set by the Department of Health and Human Services for the exclusion of students with an communicable and infectious diseases. Please refer to the following link for details on minimum exclusion timeframes:

<https://www.health.vic.gov.au/infectious-diseases/school-exclusion-table>

Car Parking - Front Carpark



Pedestrian Routes - Front Carpark



School Map

STRATHFIELDSAYE PRIMARY SCHOOL





**Strathfieldsaye
Primary School**

**For further information
please contact
Cindi Bruechert, Principal
Strathfieldsaye PS
Ph. 03 5439 5207**