

STRATHMERTON PRIMARY SCHOOL



FAMILY HANDBOOK 2020

WELCOME

The School Council, Principal and Staff welcome you to Strathmerton Primary School.

We are proud of our school and its warm, friendly learning environment. Our Strategic Plan has priority goals in the areas of excellence in teaching and learning - Literacy & Numeracy, Community Engagement and establishing a positive climate for learning. We offer a comprehensive program combining classroom teaching and extra-curricular activities to engage and motivate our students whilst encouraging them to become confident learners who can work both independently and collaboratively.

There are many ways you can become involved in your child's education, and we encourage you to take advantage of some of the opportunities we offer. As partners, we can work together to ensure your child gets the best out of their time at SPS. You may wish to become a member of our School Council and take responsibility for the management processes, or of our Parents and Friends Group, to assist with classroom programs and fundraising, or volunteer as a helper in the classroom or on excursions.

Please do not hesitate to contact the school office at any time to make an appointment with the appropriate teacher or me should you have any questions. I look forward to getting to know you and your children.

Geoffrey Weppner
Principal

SCHOOL POLICY

At our school we expect children to demonstrate the attitudes and values that allow them to work and play together, with due respect to the rights of the individual and the rights of the group. We have implemented the SWPBS, ('School Wide Positive Behaviours Strategy') program, where we have designed and are now implementing a set of values based around our "**Strathy STAR**" banner. This framework now underpins our curriculum planning and delivery. Children are being explicitly taught school expectations around our value areas: **S** – Support each other, **T** – Try your best, **A** – Act safely, **R** – Respect.

Opportunities are provided for students to accept responsibility, to assume leadership roles and to model appropriate behaviour. Good sportsmanship and citizenship are actively promoted.

Student achievement and behaviour is recognised and rewarded at assembly weekly.

Strathmerton Primary School is a Child Safe school and has a commitment to zero tolerance of child abuse.

SCHOOL PROGRAMS

Our teaching and learning programs are guided by the Victorian Curriculum. Within this whole school curriculum framework, teachers work together to offer stimulating and practical learning programs, tailored to the individual learning needs of the students in their class. Computers and other digital technologies are routinely used in everyday classroom tasks, with each student from Years 3-6 having access to their own laptop. High standards of achievement are aimed for, with a strong emphasis on success in Literacy and Numeracy.

ABOUT OUR SCHOOL

Strathmerton Primary School enrolls students from Grade Prep – 6. It is situated in a rural township along the Murray Valley Highway, 19 kms south west of Cobram. The Strathmerton community is very supportive of the school. Approximately half of the students travel into school by bus from outlying farming areas.

The buildings are set in attractively landscaped grounds. The main brick building includes 5 comfortable classroom spaces and a well-equipped library, as well as an office and staffroom area. Additionally we have a relocatable classroom, the Bristol (our art room) and our BER multipurpose room.

Students are offered learning activities within the essential areas as well as a wide variety of extra-curricular activities. The aim of these programs is to allow all students the opportunity to develop their strengths, and to become more confident. We combine with other local schools as part of the Moira Network for student transition and professional learning activities. Students participate in sports events within the Murray Valley Primary Schools Sports Association division.

The school promotes ongoing professional development for staff, and parents are encouraged to be involved in parent education programs, and as parent helpers.

The budget of the school is derived from government direct grants as well as locally raised funds. The School Council actively seeks out avenues of funding to improve our facilities and keep our technology hardware up-to-date.

- SCHOOL ADDRESS:** Findlay Street, Strathmerton.
- SCHOOL POSTAL ADDRESS:** PO Box 197, Strathmerton. 3641
- TELEPHONE NO:** 03 58745 295
- SCHOOL FAX NO:** 03 58745 537
- SCHOOL EMAIL ADDRESS:** strathmerton.ps@education.vic.gov.au
- SCHOOL WEB ADDRESS:** <http://www.strathmertonps.vic.edu.au/>



BEGINNING SCHOOL AS A PREP IN 2021

During your child's first year of school, his/her teacher will be building on the experiences and learning that she/he has been exposed to at home and at Preschool. A program is provided to meet the needs of each child, based on their level of development when entering school.

As parents, you already understand that each child is precious and different in their own right. We find that children learn in a range of ways, and all have different strengths and needs in their development of literacy and numeracy skills. Just as we model back the correct words to improve their 'baby talk', or excitedly clap their first steps, so should we praise their first stumbling attempts to read, or the first recognisable letter that they write.

The Prep year is an exciting one for you and your child – especially by about mid-year when the black marks on the page do mean something and some of the stories that are written can be read, even by Nana, without a translator!

Preparing Your Child for School:

All parents are asked to send children to school in uniform every day. The uniform is designed to be comfortable and practical. Please name all items of clothing clearly, even underwear and footwear, as your child will be participating in the swimming program early in the year. Other learning that you can focus on before the start of the school year is:

- Awareness of road safety rules
- Awareness of the danger of speaking to strangers
- Being able to dress him/herself
- Able to put on and do up shoes (NO THONGS PERMITTED) Velcro is great!
- Bring and use a handkerchief or tissue
- Wash own hands and face
- Attend to own toilet needs
- Can recognise his/her own named bag, lunchbox, clothing
- Use scissors safely
- Make him/herself understood outside the family
- Persist with tasks even when not successful the first time

First Weeks:

Your Prep child will begin school on **Friday, 28th January**. Being on time every day helps your child settle quickly into routine and into being part of the class.

PLEASE NOTE: For the following few weeks all children in the Prep grade will attend school for four days a week. **EACH WEDNESDAY IN FEBRUARY WILL BE SPENT AT HOME.**

Children in their first year of schooling become very tired when negotiating a 5 day week at school. This is an enormous change from Pre-school. Over past years, having a rest day in the middle of the week has proved to be a success and enhanced the child's ability to learn.

Term 1: During Term 1 you will be requested to sign a permission form for your child to see the visiting school nurse, where hearing, sight tests etc can be done. There is also the opportunity for us to offer a Prep speech screening assessment by a visiting Speech therapist to help identify strengths, weaknesses and suggest 'next steps' needed.

Home Reading:

After the first few days, your Prep child will bring home 'readers' to practise new skills. Make the home reading time fun and relaxed. You are not being asked to teach your child to read, but we would be thrilled if you can teach her/him to LOVE reading.

COMMENCEMENT OF THE YEAR

Term Dates for 2019:- (All dates are inclusive)

Term 1	28 th January to 1 st April (Teachers commence on the 27 th Jan)
Term 2	19 th April to 25 th June
Term 3	12 th July to 17 th September
Term 4	4 th October to 17 th December

Public Holidays:

Australia Day	26 th January
Labour Day	8 th March
Easter	2 nd April – 5 th April
Anzac Day	25 th April
Queen’s Birthday	14 th June
Melbourne Cup Day	2 nd November

School Hours:

Morning

Session One:	9:00 am to 11:00 am
<i>Recess:</i>	11:00 am to 11:30 am
Session Two:	11:30 am to 1.30 pm
<i>Lunch:</i>	1:30 pm to 2:20 pm (Children eat in class 1.30 -1.40pm)

Afternoon

Session One:	2:20 pm to 3.30 pm (<i>Bus travellers dismissed at 3:20pm</i>)
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SCHOOL UNIFORM

GIRLS	BOYS
<p>SUMMER Bottle green & white check dress Bottle green plain skirt Bottle green plain shorts/skorts Gold/Green polo shirt Plain coloured socks Broad-brimmed school hat Black leather shoes or runners</p>	<p>SUMMER Bottle green plain shorts Gold/Green polo shirt Plain coloured socks Broad-brimmed school hat Black leather shoes or runners</p>
<p>WINTER Gold/Green polo shirt Bottle green skirt Plain coloured socks Bottle green bomber jacket gold trim Bottle green windcheater Bottle green bootlegs/trousers Black leather shoes or runners</p>	<p>WINTER Gold/Green polo shirt Plain coloured socks Bottle green bomber jacket gold trim Bottle green windcheater Bottle green track pants/trousers Black leather shoes or runners</p>

The wearing of the school uniform is compulsory. **It is a mandated that hats must be worn outside during Terms 1 and 4.** Uniform items are available from the school office. Sensible footwear for Physical Education is important (sports shoes). The school is carpeted throughout and the children are asked to remove their shoes during wet conditions.

Although teachers encourage children to wear smocks when painting, accidents do happen. School paint can be removed by soaking in cold water.

SCHOOL UNIFORM...

It is important that all clothes are named clearly. A Lost Property hamper is in the corridor. Please enquire at the office if your child has lost an article of clothing, and encourage him/her to bring all items home each day.

If your child is out of uniform for any reason, please write a note to your child's class teacher or call the office (5874 5295)

Uniform Items- May be purchased or ordered from the school office. The following is a list of available items, prices are subject to change.

Bomber jackets	Hooded windcheaters	Micro fibre shorts Polo-shirts
Shorts	Hats	Bootleg pants (girls)

There may also be some second hand items available for purchase. Please ask at the office.

LUNCH ARRANGEMENTS

As the school is committed to the promotion of a healthy diet for children we ask that **lollies, soft drinks, packet chips, chocolate bars etc are not included** in lunches but rather seen as treats for special occasions outside of school hours. (Refer to Healthy Food Policy on back page)

The children eat their lunch inside each day. At recess time, children eat in the courtyard/covered area and are then released to go to play. This limits the rubbish around our school. We are a *Waste Wise* school. We encourage children to bring 'waste free' lunchboxes (no glad-wrap or non-recyclable wrappers). This has been very successful in reducing our waste and the frequency of our rubbish collection.

Buying Lunch:

The Strathy Bakery provides a lunch service on Tuesday and Thursdays. If you wish to place an order, the correct amount of money must be placed in a sealed envelope or money bag and placed in the lunch order basket outside Room 1. Each 'Fab Friday' (first Friday of the month) children are able to also order extra 'occasional' items from the Strathy Cafe. Lunch lists will be provided at the beginning of the year for each shop.

Strathy Bakery	Phone 58 745 398
Strathy Cafe	Phone 58 745 228

NB: **Soft drink and sports drinks are not allowed in Victorian schools.** Please do not include items that are not on our list in your child's order. The child's name, room number and items being ordered should be CLEARLY PRINTED on the envelope.

The school will ensure that your child does not go hungry if there is a problem with non-arrival or incorrect supply of an order. We prefer that if children are to have a lunch bought from the shops that it is ordered through the above procedure. Children are not allowed to leave the school grounds during the day unless collected by a parent.

Fruit & Water Program:

At 10.00am and 12:30pm each day, children are encouraged to have a drink of water and a piece of fresh fruit. The disruption to the class's learning time is kept to a minimum. We have found that this helps children remain focussed during our two-hour literacy block in the morning. You can help by ensuring your child knows which piece of fruit is for this time of the day, and their drink bottle only ever contains water.

GENERAL INFORMATION

1. Absences:

A note stating the reason for absence is required after each occasion on which the child has not attended school. These notes are retained by the class teacher and reasons for absence noted in the Roll which is marked daily. If a child is to be away for a number of days, we would appreciate prior notification. Students are expected at school every day, with exceptions being illness or appointments that can't be made outside school hours. Parents need to reinforce the importance of school attendance to their children by emphasising the value they place on education. **It's not OK to be away!**

2. Bikes:

Parking is provided for your child's bicycle or scooter. This area is out of bounds to all children except when leaving or collecting her/his bicycle. Any skate boards (or similar) should be brought to the office. Before allowing your child to ride his/her bicycle to school, help them to learn simple road safety rules, particularly the correct side of the road for riding, and care at intersections. Victoria Police advise that children generally do not have the skills to manage cycling in any traffic conditions independently (without adult supervision) before 10 years of age.



Ensure that he/she has adequate balance and knows how to stop in an emergency.
PLEASE NOTE: Helmets are compulsory!

3. Camps program:

An opportunity is offered at all year levels for students to mix and make friends in an informal setting. Our 2011 whole school camps program consists of:

P/1	- 'After school fun' and BBQ and excursion term 4
Gr 2	- 'Sleep over at school
Gr 3/4	- 2 night / 3 day camp
Gr 5/6	- 3 night / 4 day camp

4. Car Parking:

The school car park is not to be used for the dropping off and picking up of children. No child is permitted in the parking area. The car park may be used by parents who are attending the school for reasons other than collecting children.



Some parents find it convenient to park across the road from the buses when collecting their children. If you do park opposite the school, please walk across to the school gate and collect your children. Please note the signs and park well clear of the crossing during bus times. **The bus bay is not a parking zone.**

5. Dogs:

Children should be discouraged from allowing their dog to follow them to school. Dogs in our yard are a problem from both safety and health angles. Stray dogs found on school grounds will be handed over to the dog ranger.



6. Emergency Forms:

A form is provided at time of enrolment, and at other times during your child's school career for you to enter information regarding medical history of children, emergency contacts, etc. As this is a most important piece of information, we would appreciate it if you would ensure that the information provided is correct.

If alterations, (telephone no., Doctors etc.) are made during the year, please let us know immediately. It is very helpful if we have a list of alternative contacts in the event we are unable to contact parents in the first instance.

7. Excursions:

During the year a number of excursions may be arranged to fit in with the educational program. No child will go on the excursion unless written permission is supplied. Before each excursion it is our practice to send home information and permission forms. Returning these forms promptly means less hassle for your child, and for our office staff. Please be organised in this area. Ambulance membership is desirable.

8. Hours of Instruction:

School commences at 9am. Each Monday afternoon there is a school assembly (2:45pm). Punctuality is important, late arrival or early leaving can mean a child misses new work, newsletters etc. Please make dental or doctor appointments for after school, or during the afternoon. Valuable tuition time is lost if children are absent during the morning session.

3:20 pm - Bus travellers dismissed

3:30 pm - School Dismissal.



9. Leaving School Early:

Parents wishing to take their children from school early should give prior notice by note or telephone. This is particularly important for bus travellers. There is also a book in the front foyer, in which parents must sign their child/ren out with the time of leaving.

10. Library Books:

Each year a great number of library books just disappear. As an average book costs \$15 - \$30, a loss of only a small number of books imposes a strain on the finances available to the school. We ask parents to periodically check their homes for school books and return them to school if found.

11. Medicines:

In the interest of safety, no medicines will be given to children without written consent. If your child is on self-administered regular medication please inform the class teacher and indicate this on the emergency form. Other medications are kept at the office and will be administered by staff as directed. We do not have full sickbay facilities. If your child is unwell, we will contact you to collect him/her.

If your child has asthma, severe allergies or anaphylaxis the school will require a management plan completed by your GP.

12. Money & Valuables:

All money or cheques should be enclosed in an envelope or plastic zip bag. Your child should hand this envelope/bag to his/her teacher. A class monitor will take all notes and money to the office in a zip bag. Children should not leave money in bags or carry it about with them during the day.

13. Names on Property:

Please clearly and permanently name all items of clothing and belongings. There are a number of jumpers and hats collected from the playground each afternoon, and we return them more easily, if they are named.

14. Parent-Teacher Interviews:

An interview for all parents/carers will be scheduled in Term 1 to discuss your child/ren's general progress and identify any concerns which may be apparent at this time. Parent-Teacher interviews are scheduled after the semester 1 mid-year reports have gone home (June/July), with interviews after semester 2 (December) reports are sent home being at the discretion of the classroom teacher or request of the parent/carer. However we encourage parents to come to school at any time through the year to discuss their child's progress with their teacher. Specific interviews with the class teacher can be arranged through the Principal.

15. Reports:

Reports are issued twice yearly, July and December. They indicate to the parents the progress being made by their child in the various subject areas and socially. Like all schools across the state, we use the Department of Education's report format. Your child will receive an A-E grading for each area of the curriculum.

A = achieving at a level **well** in advance of the expected level

B = achieving at a level in advance of the expected level

C = achieving **at** the expected level

D = achieving at a level below the expected level

E = achieving at a level **well** below the expected level

The report will include a summary of your child's strengths, areas for improvement, next learning goals and advice on how you can assist at home.

16. Punctuality:

Pupils are expected to arrive punctually to all school sessions and parents are asked to ensure that children arrive at school on time. It can be upsetting for your child if they are regularly walking in late, once other children have settled to their work. It is also very disruptive for teachers and other students to have constant late comers. Please show consideration by being punctual.

17. Pupils leaving the school ground:

- If parents wish children to leave the school grounds for any purpose, a signed note must be provided.
- Children who become ill will report to a teacher or the office. Parents will be contacted to collect them.

18. School Buses:

Children need to be at their stop at the correct time i.e. **5 minutes before** the scheduled arrival of the bus. It is important that children are aware of the need to remain seated during the journey and to behave with consideration for the other travellers. Eating and drinking are not permitted on the buses. You will receive a copy of the Bus Travellers Code of Conduct early in the year.



If regular bus travellers are to be taken home from school by parents, a note to the **class teacher is necessary**. The bus driver must also be informed so that delays are avoided. A note must be handed in to the office for a 'green slip' to be completed for any bus traveller who wishes to get off at a different bus stop.

New bus travellers in 2021 must complete an "Application to Travel" and lodge this with the school. Non bus travellers are not permitted to travel on the school bus.

19. School Crossings:

All children who reside south of the Murray Valley Highway must cross the highway via the school crossing. The crossing is supervised between 8:20am and 9:15am then again between 3:30pm and 4:15pm. There is also a crossing outside our gate for children who walk to school along Maguire St. Please observe the parking signs at this crossing. It is not supervised, but cars must give way to pedestrians when the flags are out.



20. School Notices:

The eldest child in the family will have the responsibility of taking notices home during the year. The School Newsletter is sent home each Thursday and is available on the school website on Friday. It provides information about current and upcoming events at school. Please read these notices carefully, and return any reply slips promptly.

21. School Photographs:

Each year a photography company will take whole school, class and individual photographs. Parents pay the company directly. You will receive the photographer's package prior to the nominated date.

22. Student Requisites:

Parents are expected to pay for their children's classroom supplies and stationery items and to meet the cost of items such as excursions, camps, visiting performers etc. A detailed account is provided to parents on enrolment. Your support, along with fundraising activities, supplements government funds and enables us to provide our students with extensive and varied curriculum programs. The government provides an amount of \$125 per child for eligible healthcare or pension card holders, to assist with payment of camps, sports and excursions (CSEF fund). Contact the office for information.

23. Swimming program

As swimming is part of the school curriculum, all children are expected to participate. Our intensive program involves each class having a daily 30 minute session for two weeks during February. A whole school swimming carnival usually celebrates the end of our swimming program.



The program is organised and supervised by fully qualified Austswim Instructors. During the swimming season children should bring along a bag containing bathers, towel, shade hat and sunscreen. **ALL ITEMS MUST BE CLEARLY NAMED.**

24. Wet day arrangements:

In order to cater for the comfort of the children on wet days, the following arrangements apply:-

- We ask that on these cold, wet mornings 'town' children are kept home a little longer. The yard is supervised from 8.45am daily which is when our buses usually arrive.
- In the event of wet recess or lunch times, children are supervised inside.
- Parents may provide their children with a pair of slippers for indoor use

STUDENT ENGAGEMENT & WELLBEING:

Student Wellbeing:

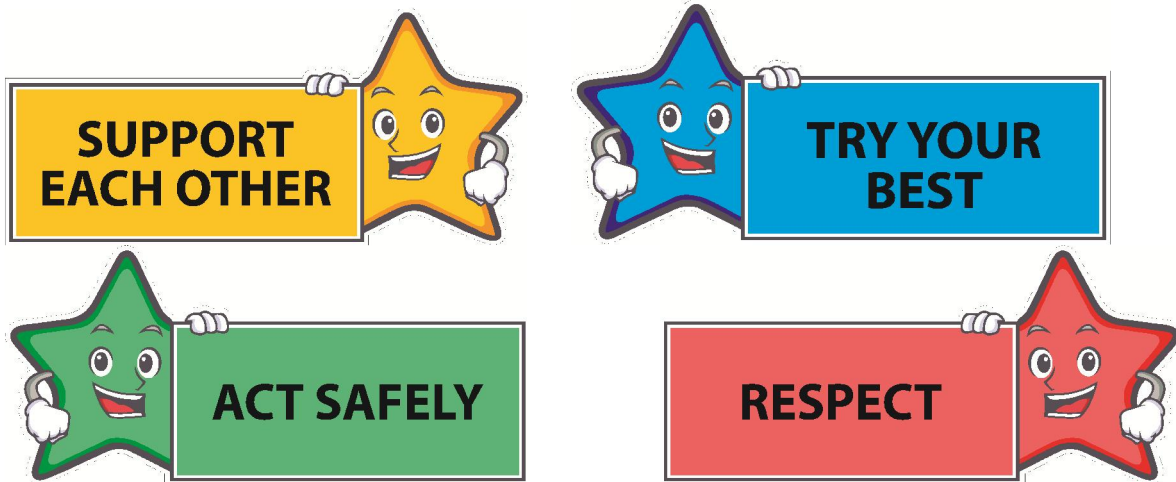
Strathmerton Primary is a Child Safe school and is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Strathmerton Primary has a commitment to zero tolerance of child abuse. We support and respect all children as well as our staff and volunteers. Strathmerton Primary is committed to providing a child safe environment where children and young people feel safe,

We aim to make everyday the best possible for every child at our school. Bullying and antisocial behaviour is not acceptable. Bullying may take the form of physical or verbal attacks, exclusion, teasing or harassment. Bullying is a term we use when these behaviours are happening over time, not in isolated incidents.

At Strathmerton PS such behaviour is rare. However, please contact the class teacher or Principal if you have any concerns about your child's wellbeing at school. Other school services available are health nurse visits, visiting social worker and speech or occupational therapist access.

During 2021, staff and students will review 'behaviour expectation' statements for specific areas in and around the school and rearrange where necessary. Understanding of expected behaviours and consequences for actions will be directly taught at all year levels. The SWPBS (School Wide Positive Behaviours Strategy) is based around looking for positives and being accountable for your own actions.

STRATHY STARS



Teachers will be consistently reinforcing our **STRATHY STAR'S** values for all settings.

Your support in encouraging these values and using our words will help our school-wide delivery.

There are consequences for students who choose to breach our school rules. Teachers on yard duty apply a range of consequences depending on the severity of the behaviour and on the outcome of any initial warning or discussion:

- Generally, a verbal warning or some advice is offered to a student who is in breach of the rules
- The child may be asked to walk with the duty teacher, to pick up papers or to sit quietly in 'time out' areas for a period of time
- If the child does not cooperate with the teacher, or chooses to escalate their behaviour, she/he will be sent to the Principal. Parents are usually contacted by phone or letter if this occurs
- Very serious breaches which result in injury to a student or staff member, or deliberate breakage of property may result in detention or suspension. Parents will be notified of these events

There are positive consequences for children who demonstrate positive behaviours. House points or awards are given at assembly, with prize draws for those children who fill their positive behaviours chart. Each week, the classroom teacher selects a student to receive their 'Student of the Week' award at Monday morning assembly. Staff give lots of verbal praise and recognition to children who are doing the right thing in and out of the classroom.

INFECTIOUS DISEASES

We count on the discretion of parents to keep at home, any child showing symptoms of possible approaching illness or infectious disease.

The Department of Education stipulates the following:-

Disease or Condition	Exclusion of Cases	Exclusion of Contacts
Chicken Pox	Until fully recovered or at least 1 week after the eruption first appears	Not excluded
Conjunctivitis (acute infections)	Until discharge from eyes has stopped	Not excluded
Diphtheria	Until receipt of medical certificate of recovery from infection.	Domiciliary contacts excluded until investigated by the medical officer of health or health officer of the Department and shown to be clear of infection
Hepatitis A (infections hepatitis)	Until receipt of a medical certificate of recovery from infection, or until symptoms disappear	Not excluded
Hepatitis B	Until recovery from acute attack	Not excluded
Impetigo (school sores)	Until sores have fully healed. The child may return earlier provided appropriate treatment has begun and sores on exposed surfaces such as scalp, face, hands or legs are covered with moisture-proof dressings	Not excluded
Leprosy	Until receipt of medical certificate of recovery from infection.	Not excluded
Measles	Until at least 5 days from the appearance of rash or until receipt of a medical certificate of recovery from infection	Non-immunised contact must be excluded for 13 days from the first appearance of rash in the last-occurring case, unless they are immunised within 72 hours of first contact.
Meningococcal infection	Until receipt of a medical certificate of recovery from infection	Domiciliary contacts must be excluded until they have been receiving appropriate chemotherapy for at least 48 hours.
Mumps	Until fully recovered	Not excluded
Pediculosis (head lice)	Until appropriate treatment has begun	Not excluded
Pertussis (whooping cough)	Until two weeks after the onset of illness and until receipt of a medical certificate of recovery from infection	Contacts must be excluded from children's services centre for 21 days after the last exposure to infection if they have not had whooping cough or immunisation against whooping cough
Poliomyelitis	Until at least 14 days after onset of illness and until receipt of a medical certificate of recovery from infection	Not excluded

Disease or Condition	Exclusion of Cases	Exclusion of Contacts
Ringworm	Until appropriate treatment has begun	Not excluded
Rotavirus (diarrhoea)	Until diarrhoea has stopped	Not excluded
Rubella	Until fully recovered or at least 5 days after onset of rash	Not excluded
Scabies	Until appropriate treatment has begun	Not excluded
Shigella (diarrhoea)	Until diarrhoea has stopped	Not excluded
Streptococcal infection including Scarlet Fever	Until receipt of medical certificate of recovery from infection	Not excluded
Trachoma	Until appropriate treatment has begun	Not excluded
Tuberculosis	Until receipt of medical certificate from a health officer of the Department that the child is not considered to be infectious	Not excluded
Typhoid and Paratyphoid	Until receipt of a medical certificate of recovery from infection	Not excluded unless the Medical Officer of Health or a health officer of the Department considers exclusion to be necessary

“Medical Certificate” means a certificate of a legally qualified medical practitioner

Head Lice:

Periodically there are outbreaks of head-lice and contrary to popular belief, they do not need dirty heads to live in. They will infect any head. If we are aware of the problem, we can take appropriate action.

We have a very clear policy on Head Lice (see below). Regular checks are part of the policy. We expect all children to participate in these checks. A permission slip is attached to our enrolment form.



HEAD LICE POLICY

Strathmerton Primary School acknowledges that, while parents/guardians have primary responsibility for the detection and treatment of head lice, the school also has a role in the management of head lice infections and in providing support for parents/guardians and students.

GUIDELINES

The school has a commitment to distribute up-to-date information to each family in relation to detection, treatment and control of head lice at the commencement of every year and more frequently if required.

A resource/support person will be nominated within the school as a point of contact for parents.

A management plan to be implemented incorporating the following arrangements.

- 1. Clear protocols will be outlined to parents annually (and with new enrolments) and written permission obtained from parents on the enrolment form and annual 'collection of information' form to enable inspections to be carried out.*
- 2. On the occasion of a suspected head lice outbreak, a whole school head lice check will be carried out by a team of parents. Parent volunteers will be trained specifically in detection and management of head lice with an emphasis on confidentiality and the sensitive nature of dealing with students identified as having head lice. The Principal will oversee this process.*
- 3. Children identified as having head lice or evidence of eggs will receive a note to inform their parents of the need for treatment. All students will receive a note informing parents that an inspection has been carried out. Where parents have not consented to a head lice check, a note will be sent home to ask that they carry out the appropriate check themselves.*
- 4. Students on whom live lice were detected, when returning to school on Monday will be checked in the presence of their parent/s. Students should be treated before returning to school but it is noted that the presence of eggs in the hair is not cause for exclusion. If the student re-attends school with live lice the school will again exclude the student until live insects have been removed using a recognised treatment.*

The Department of Health recommends a regular inspection using the following procedure: Massage enough white conditioner (can be the cheapest brand from the supermarket) into your child's dry hair, then comb thoroughly using a nit-comb. Wipe the gathered conditioner on a piece of paper towel. You will see any live lice collected or any eggs as brown-grey dots in the conditioner. If live lice are present, treat using a solution from the chemist. If this process is done regularly, you should avoid the situation of having to remove large numbers of eggs and lice in the event of an infestation.

WHO RUNS THE SCHOOL?

State education in Victoria is managed and funded through the Department of Education & Training (DET) There is a hierarchy of management which begins with the Minister of Education, then moves through the Secretary for Education, the Regional Directors (our region is North East Victoria and the Director is based in Benalla), to the school's Principal. Principals are appointed by a panel comprising School Council representatives and DET representatives.

The Principal is the manager and educational leader of the school. S/he selects teaching and non-teaching staff, implements DET and School Council policies and programs and is responsible for providing a safe workplace and learning environment.

School Councils are formally constituted bodies with elected parent and staff representatives. The Principal is the executive officer of Council. The roles and responsibilities of Council are as follows:

- Representing the school and its community in reaching agreement with the Department on the school's Strategic Plan.
- Determining the education policy, goals and priorities of the school within the framework of the school Plan and state-wide guidelines.
- Approving the school budget, which includes school generated funds, consistent with the school Plan.
- Entering into contracts for purposes consistent with DET policy and for the improvement of the school's facilities.
- Maintaining and improving buildings and grounds.
- Reporting annually to the school community and to Department of Education & Training.
- Making a recommendation to the DET on appointment of a school principal when required.
- Authorising the employment of non teaching staff.
- Developing the school's student dress code.
- Developing the school's student code of conduct within guidelines set by the DEECD.

The School Council meets twice a term at 7:00 pm in the School and parents are cordially invited to attend the meetings as observers if they so desire. Presently school council comprises of:

President: Mr Gregory Brooks
Vice President: Mrs Lisa Bramich
Minute Secretary: Ms Rachel Olson
Treasurer: Mr Geoffrey Weppner (Principal)

Council Members: Mrs Michelle Wyatt Mrs Lisa Bramich
Mrs Kerry Edgar Mr Trevor Mills
Mrs Michelle Carmody Ms Rachel Olson
Mrs Kylee Lee-Madgwick Mrs Jacinta Ciccone

PARENTS & FRIENDS

This club is affiliated with the Victorian Federation of State Schools Parent Clubs under the motto 'We serve the children' and exists:

- a. To finance additional equipment - aids for the children;
- b. As liaison between parents and school and to provide an opportunity to express their views and to ask questions.

Meetings are held monthly at the school on advised dates.

President: Mrs Michelle Hibberson

Treasurer: Mrs Jacinta Ciccone

HOW TO HELP YOUR CHILD BY HELPING THE SCHOOL

The school depends heavily upon the help given by the parents. Not only do parents help in many ways around the school but also by being in the School Council and Parents & Friends Club.

If you can assist from time to time, it will be greatly appreciated.



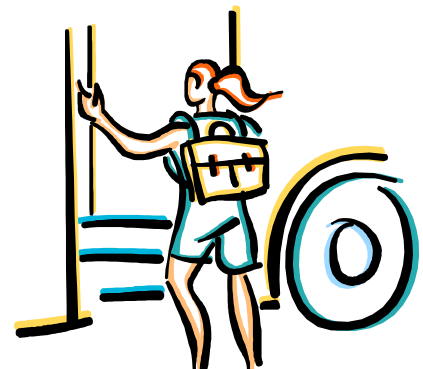
BUS SAFETY REQUIREMENTS




CONDITIONS OF BUS TRAVEL

The safety of all travellers on school buses must be ensured at all times. The following conditions apply to all travellers on school buses.

1. All students must
 - Wait at bus stops in an orderly fashion and not approach the bus until it has stopped
 - Be punctual at the pick up (morning and night)
 - Enter and leave a bus in an orderly manner
 - Not move around the bus in transit but remain seated at all times
2. No part of any passenger or object in their possession is to protrude out of windows or doors.
3. Boisterous conduct including the use of bad language or any action which may cause distress to other students or distract the driver will not be tolerated.
4. Students must converse quietly and not call out to passing traffic or fellow students
5. Storage of bags will be in accordance with advice from the driver.
6. Students have access to their allocated bus only. This will not be changed to meet sporting or social arrangements without prior written consent from the school office.
7. Students travelling to school by bus who intend not using the bus for the return trip should out of courtesy inform the driver.
8. After alighting from the bus, the student must remain on the side of the road and should only cross the road when it is safe to do so.
9. All students must treat others with courtesy and consideration.
10. No food or drink is to be consumed on school buses.
11. School bus travel is a privilege and not a right and consequences will apply for breach of these conditions, which may include exclusion from bus travel for a period of time.

At the beginning of each year, children will be provided with a Bus Traveller's Code of Conduct which must be signed by parents and the child and returned to school.



<i>PBS Student Matrix</i>	Support Each Other	Try Your Best	Act Safely	Respect
Whole School 	<ul style="list-style-type: none"> *Look after each other *Encourage everyone's efforts 	<ul style="list-style-type: none"> *Persist * Think positive *Have a go 	<ul style="list-style-type: none"> *Act in a sensible way * Walk everywhere 	<ul style="list-style-type: none"> * Follow instructions * Use good manners * Be friendly to everyone.
Play Areas 	<ul style="list-style-type: none"> * Co-operate with others * Include and look after others * Report injuries to duty teacher 	<ul style="list-style-type: none"> *Be honest * Involve myself in games and activities * Be a problem solver. Use the three tells. * Keep in-bounds areas. * Show good sportsmanship. 	<ul style="list-style-type: none"> *Play safe games * Use equipment safely * Be sun-smart * Always wear shoes. * Walk on Yellow footpaths. * Play in the correct age jungle gym area. *Leave sticks alone. * Say no to "bullies" 	<ul style="list-style-type: none"> *Respect other people's games. * Look after our school gardens * Treat others as you would like to be treated. * Put rubbish in the correct bins. * Be water wise when using the bubblers * Return sport equipment.
Classrooms 	<ul style="list-style-type: none"> * Care for each other *Share equipment * Perform activities according to class rules. 	<ul style="list-style-type: none"> *Work hard *Be prepared and ready for learning. *Wear school uniform. *Put things away. *Try new things. *Water bottles encouraged inside. *Ask for help 	<ul style="list-style-type: none"> * Keep your hands feet and objects to yourself. *Ask permission to leave * Walk and move quietly inside 	<ul style="list-style-type: none"> *Follow instructions * Look after classroom furniture and equipment. *Talk politely. *Use manners * Wait your turn to speak. *Raise my hand to speak when in a big group. *Maintain eye contact. * Show consideration
Transitions 	<ul style="list-style-type: none"> *Line up with a partner in a friendly way. *Be aware of the spare and need of others 	<ul style="list-style-type: none"> *Be ready for your teacher. *Have everything you need. *Tidy belongings during day. *Return to class promptly after exiting. 	<ul style="list-style-type: none"> * Only take items requested. * Move in an orderly manner. *Walk inside 	<ul style="list-style-type: none"> * Walk quietly past rooms. * Be on time. * Enter building with bag as directed at 9am. * Shoes on unless directed by teacher in wet weather. Look at art work with your eyes.
Excursions 	<ul style="list-style-type: none"> * Be a friend to everyone in your group. 	<ul style="list-style-type: none"> * Participate * Help at duty times * Have everything you need. 	<ul style="list-style-type: none"> *Practice self care * Think before you act * Only take items requested. * Move in an orderly manner. 	<ul style="list-style-type: none"> *Respect all persons outside or school community. * Be on time.
Office/Staffroom 	<ul style="list-style-type: none"> *Greet staff and show courtesy 	<ul style="list-style-type: none"> * Hand in lunch orders and notes promptly at 9:00am. 	<ul style="list-style-type: none"> *If no-one is at the office, return to your classroom. 	<ul style="list-style-type: none"> *Use manners when talking to staff. *Wait your turn to speak. *Knock at staffroom door and wait to be invited before entering.
Entry and Exit out of school 	<ul style="list-style-type: none"> *Be a role model for others. *Exit school building at the correct doorway. 	<ul style="list-style-type: none"> *Set a good example for other students *Leave school on time. *Listen to the bus driver and teacher on duty. *Follow the bus code of conduct. 	<ul style="list-style-type: none"> * Use covered shelters in wet weather. * Leave classroom at correct bell times. *Walk to the bus line *Wear safety gear when riding bikes and scooters. * Stay seated on the bus. *Cross road safely. 	<ul style="list-style-type: none"> * Act appropriately. * Keep banned items out of school.
Toilets 	<ul style="list-style-type: none"> *Go with a partner (Preps) 	<ul style="list-style-type: none"> *Use toilets before school and in my breaks. *Practice good hygiene. 	<ul style="list-style-type: none"> *Use toilets appropriately. 	<ul style="list-style-type: none"> *Respect others privacy. *Use a quiet voice. * Treat facilities with respect.

STRATHMERTON PRIMARY SCHOOL

HEALTHY FOOD POLICY

Context

It is important that parents, students and the school work together to support a whole-school culture in which students actively choose nutritious foods and a healthy lifestyle.

Strathmerton Primary School does not offer a canteen service on site. Lunches are ordered through local businesses: **Tuesday and Thursday from the Strathy Bakery; Fab Fridays** (first Friday of each month) **from The Strathy Café**. Their menu items are approved by School Council.

The business owners agree that only these items will be supplied as part of school lunch orders. Parents who order non-approved items will be contacted and offered approved alternatives.

Guidelines

- Parents may select items from a School Council approved list.
- Orders are written on a named envelope with money enclosed and placed in the appropriate basket each morning by 9.30am. Orders are delivered to school at 1.00pm for collection by students.
- Lunch orders with 'occasional' foods such as chips (crisps) and fried foods, will only be permitted on the first Friday (**Fab Friday**) of any month.
- Class parties and special school events may also include 'occasional' foods, (as long as this does not exceed twice a term).
- Soft drinks, high energy drinks, flavoured milk that is high in sugar, carbonated drinks and fruit drinks (less than 100% juice) are not permitted at school.
- Confectionery, chocolate, lollies and high sugar icy poles are also not permitted on lunch orders

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