FROM THE PRINCIPAL

On behalf of the Staff and the School Council, I extend a warm welcome to all parents and children and I trust that 2011 will be the start of a happy and ongoing relationship with the school.

It is our school's aim to foster a strong relationship between the school and yourselves. There will be many opportunities to participate in both classroom and wider school community activities. Please take advantage of these opportunities as we welcome your involvement and interest.

I draw your attention to the section referring to the Parents’ and Citizens’ Association (PCA). This body is responsible for the fundraising and social activities for the school and will only be effective if it has strong and continued support from the community.

This booklet has been prepared to give both parents and children an indication of the intended school routines and organisational structures. Obviously some aspects may have to be revised through the year due to unforeseen circumstances. We will endeavour to give you plenty of notice of any changes. The school website is a valuable tool for families, as it contains up to date information, such as newsletters, notices, term dates etc. The school website is www.parkridge-ps.vic.edu.au

Park Ridge Primary School prides itself on providing an excellent, innovating and interesting curriculum program for the students. We have been able to achieve high academic standards through effective teaching, parent participation in class activities and the ability to think outside the square. Our motto is ‘Strive, Learn, Excel’.

I look forward to meeting you all personally and sharing with you this important stage of your child's education.

David Mann
Principal
TERM DATES 2011
Term 1:
Friday 4 February – Friday 8 April
Term 2:
Wednesday 27 April – Friday 1 July
Term 3:
Monday 18 July – Friday 23 September
Term 4:
Monday 10 October – Friday 22 December

The office will be open from Wednesday 2 February.

PUBLIC HOLIDAYS
Labour Day: Monday 14 March
Good Friday: Friday 22 April
Easter Monday: Monday 25 April
ANZAC Day: Tuesday 26 April
Queen's Birthday: Monday 13 June
Cup Day: Tuesday 1 November

NORMAL SCHOOL HOURS
8:45 am - 3:15 pm ***

Morning Recess: 10:45 am - 11:15 am
Lunch Recess: 1:15 pm - 2:15 pm
(Lunch is eaten in the classrooms 1:05pm-1:15 pm)

***Please note that special arrangements for the children in Prep apply for the first six weeks of Term One. Please refer to the Prep section of this booklet.

END OF TERM
Students will be dismissed at 2:30 pm on the last days of Terms 1, 2 and 3 and at 1:15 pm on the last day of Term 4.

PUPIL-FREE DAYS
Pupil-free days are used as curriculum/planning days for school staff. Students do not attend school on these days. Details with respect to these days will be confirmed during the year however, the proposed dates are as follows.

Pupil Free Days: 1, 2 & 3 February
Report Writing Day: TBA

ARRIVAL AT SCHOOL
The school grounds are supervised by rostered teachers from 8:30 am until 8:45 am and children should arrive during this time. It is not advisable for children to arrive at school too early. Whilst we prefer children to come to school, whether late or not, late arrivals do disrupt assemblies and classrooms. If your child arrives to school late but before 9:30 am, you will need to take your child directly to the classroom and give verbal permission to the teacher for the late arrival. If your child arrives to school late after 9:30 am a written note is required. There are no teachers on duty in the school yard after the bell.

CHILDREN'S ATTENDANCE AT SCHOOL
As you are aware, it is compulsory for your child to attend school from the age of six years. It is also a requirement of the Department of Education & Early Childhood Development (DEECD), that when children are absent from school, they should bring a note explaining the reason for their absence. The note should be signed and dated. This is necessary as the teachers are required by the department to keep written records and enter the data on the department’s system.

To protect your child, and to give you peace of mind, no child will be permitted to leave the school grounds during normal hours (ie. 8:45 am to 3:15 pm), unless collected by the parent/guardian. Children need to be signed out at the office. The office staff will issue a collection slip for the appropriate class teacher. This is to be given to the class teacher when collecting the child. No child will be released from the classroom without a collection slip from the office. In some instances, if the office is not sure of a visitor’s identity or relation to a child, identification may be asked for.

The office cannot release a child unless identification is proven. As children are not permitted to wait outside the school grounds, please allow sufficient time to collect your child from the classroom. It is also essential that we are informed of any custody restriction etc, that applies to your child. We must sight the court orders in these cases.

DEPARTURE FROM SCHOOL
Children should leave the school grounds promptly at the conclusion of the day as supervision of the yard finishes at 3:30 pm. The only exceptions will be when a TEACHER SUPERVISED activity or a booked program such as sports practice is taking place. This will involve a specific group or groups of children and prior written notice will be given.

Please note that parents are expected to make every effort to collect children on time and should always notify the school if problems occur.

STAFF CAR PARK
The school car park is for staff use only. For safety reasons, parents are not permitted to enter the car park or driveway to drop off or pick up children. Parents are reminded that, apart from being dangerous, it sets a poor example if children observe adults walking down the school driveway. Please, always use the footpaths. Parents picking up children attending Out Of Hours Care are not to use the lower restricted car park at all.

STREET PARKING
For the safety of your child and others, please observe parking signs, road rules and bus stop areas. A supervised crossing is provided and everyone crossing Wentworth Avenue is expected to use it. Council By-Laws officers patrol the area regularly. Please note that the two Disabled Car parks are to be used only by vehicles with the necessary authorised permit.
SPEED RESTRICTIONS
Please be aware of speed signs that are in place around the school. They must be adhered to.

YARD SUPERVISION
The recess and lunch periods are supervised by a number of teachers and it is their responsibility to monitor the behaviour of the children in the yard. As mentioned previously, there will also be teaching staff on duty in the playground from 8:30 am - 8:45 am and from 3:15 pm - 3:30 pm.

SCHOOL RULES
Park Ridge encourages all children to develop responsibility for their actions and to consider the well being of others.

Classroom and playground rules are clearly displayed and a range of awards and incentives are provided.

The school’s Wellbeing Program establishes procedures for those who display inappropriate behaviour. The program is known as Restorative Practice Discipline. It will be gradually introduced to Prep children as their school life develops.

SCHOOL PHOTOGRAPHS
Our school photo day is Tuesday 1 March. Class and individual (and possibly family group) photos will be taken at that time. Please note that supply of photographs will be on a pre-paid basis as the school does not handle the money in this instance.

LOST PROPERTY
You are invited to inspect the Lost Property section outside the Student Welfare Office, which is situated at the end of the corridor. We ask that you label all items that are brought to school.

CONTACTING THE SCHOOL
The school's telephone number is 9752-8555. Please note that teachers are unable to come to the phone when teaching, but a message may be left at the office.
Other ways to contact the school are:
Fax: 9752-8666
Email: park.ridge.ps@edumail.vic.gov.au

ADVERSE WEATHER CONDITIONS
Children will normally remain indoors on wet or very windy days and be supervised by class teachers. No children are permitted in classrooms unless a teacher is present.

If light showers commence during a recess break, the children may be asked to shelter under the covered areas until either the rain passes or the children are moved inside.

On very hot days, the timetable will be modified to allow student breaks to occur earlier in the day. All classrooms are air conditioned, allowing for normal programs to operate.

GOVERNMENT GRANT
The Government, through the School Resource Package, provides an allowance towards the costs of each child. This money is not sufficient to cover all materials and prerequisites required for the child's education throughout the year. It is therefore necessary for the School Council to ask parents for an additional amount determined by them each year.

For reasons of economy and consistency, the school purchases the student’s supplies. Parents will receive a school starter pack of individual supplies which will be replenished as needed. Bulk items will be sent to the classrooms.

ASSEMBLIES
Weather permitting, a whole school assembly is held in the courtyard on Monday mornings in Terms 1 & 4 and in the Gymnasium in Terms 2 & 3. Parents are invited to attend but are requested to remain at the rear of the assembly area and not to distract the children or allow younger children to disturb the proceedings. It is not appropriate to stand directly behind grades at the front of the assembly as this disturbs the older classes standing behind.

NEWSLETTER/WEBSITE
The school's Newsletter is sent home weekly, on Thursdays with your eldest child or emailed to you if you choose. This is our main communication about all events, excursions etc. Year level newsletters are also sent home at regular intervals. You can find notices of excursions, proformas and newsletters on the website. The website is: www.parkridge-ps.vic.edu.au

DRESS & APPEARANCE REQUIREMENTS
The Park Ridge Primary School Council has determined that the school uniform is compulsory and that appearance requirements are to be followed.

Acceptable school uniform:
- Bomber Jacket with logo
- Polar Fleece Jacket with logo
- Rugby Top with logo
- Polo Shirt with logo
- Sports Polo Shirt with logo
- Plain yellow skivvy (worn underneath)
- Plain navy tracksuit pants
- Plain navy bootleg stretch pant - girls (spring and winter options available)
- Plain navy shorts – boys
- Plain navy pleated culottes-girls
- Unisex Shorts
- Blue and white check uniform dress
• Navy – dark coloured coats for outside
• Navy waterproof jacket
• White or navy socks
• Appropriate safe footwear
• Blue or yellow hair scrunchies, ribbons, clips
• Jewellery – watch, stud earrings, sleepers for medical or religious reasons (with notification from parents)
• Natural hair colour and appropriate hairstyles
• Natural finger nail colour
• School hat with logo

It is therefore requested that all parents co-operate in this regard. Children may bring slippers for classroom use, as outside shoes are removed in all classrooms when the grounds are wet. The school has a 'No School Hat, No Play' rule - in Terms 1 and 4, school uniform hats are compulsory and sun screen is recommended. The Uniform Shop also has an art smock to purchase for your convenience.

All classes will participate in Physical Education activities, so please consider this when children are dressing for school. For example, if your child wears earrings, the smaller stud-types are the only suitable ones as the longer types have at times contributed to injury. Long earrings and circular sleepers are NOT to be worn. Jewellery, other than watches, should not be worn to school. Long hair should be neatly tied back with modest navy blue or yellow hair ties.

Students should wear suitable footwear for Physical Education lessons. It is strongly recommended that all items of clothing be clearly labelled.

Children out of any of the above uniform, except on designated free dress days and crazy hair days, are to carry a note from their parent. The note is to be carried daily for a period not exceeding one week.

All students are expected to wear school uniform on excursions unless it is a designated non-uniform excursion.

Uniform enquiries may be directed to the school office. The Uniform Shop is scheduled to open:

**WEDNESDAYS**: 3:00 - 3:30 pm
**FRIDAYS**: 8:30 - 9:00 am

In addition to these times, we will open:

- **Friday 8, 15, 22, 29 October**: 2:25pm – 3:15pm
- **Friday 5, 19, 26 November**: 2:25pm – 3:15pm
- **Friday 28 January 2011**: 11:00am – 1:00pm

The Uniform Shop will also be open on the first Wednesday of each month from 7:00 pm – 7:30 pm, prior to the PCA Meeting.

A Price List and Order Form are included in this pack. Extra copies are available from the School Office or via the school website. Uniform Shop open times are also printed in the School Newsletter which can also be accessed via the school website: www.parkridge-ps.vic.edu.au

Prices may change throughout the year. New pricelists will be distributed if this occurs.

NON-DESIRABLE ITEMS

Children are not permitted to bring the following items to school:
- Cameras, chewing gum, skateboards, guns, knives, water pistols, water bombs, tape recorders, radios, walkmans, hand held computer games, MP3 players, cans of drink and glass containers. It is also not advisable to bring valuable toys such as games and dolls as these may get misplaced or lost. The school will not accept any liability if any such items are brought to school and as a consequence are lost or damaged.

CANTEEN

The school has a fully equipped Canteen which opens on Wednesdays, Thursdays and Fridays for lunches and over counter sales. The Canteen also has a healthy food policy. A cash limit of **$3.00** has been set for over the counter sales - please do not allow your child to have a greater amount to spend. If a child produces larger amounts parents will be notified.

LUNCH ORDERS

On Wednesdays, Thursdays and Fridays ONLY, it will be possible to order lunch for the children. If you wish to order lunch for your child please send a brown paper bag with your child’s name, room number, order and amount enclosed. Each room is provided with a lunch basket, the order will be placed in the basket on entering the classroom. We strongly recommend that exact amounts of money be provided. If there is insufficient money, then items will be substituted to allow for the discrepancy. Class monitors will collect lunches from the Canteen at 1:00 pm. It is not possible to purchase lunches over the counter.

Lunch order price lists will be distributed during the first week of Term 1, further price changes will be published in the weekly Newsletter. Additional copies are always available from the Office. Printed lunch bags specifically for canteen orders are available for purchase at the Canteen at a nominal cost or you can use your own.

The Canteen cannot operate without the help of volunteers. If you are able to assist, even in the smallest capacity, please contact the school office and a message will be forwarded to Jenny Ousley, the Canteen Coordinator.

DRINKS

Drinks need to be in named UNBREAKABLE containers. Cans and glass bottles are NOT permitted.

MOBILE PHONES

As stated previously, mobile phones are not desirable items to have at school. Under no circumstances will children be permitted to carry them during the school day but we understand that, at times, some parents have exceptional reasons for wanting their child to carry a phone – eg. on the way home etc. A copy of the mobile phone policy must be signed by parents and handed in to the class teacher before the phone can be brought to school.
PAYING MONEY TO SCHOOL
Please ensure that all money is sent to the classroom in sealed envelopes clearly labelled with your child’s first name, surname, grade and what the payment is for. If you wish to make multiple payments for one or more children please mark it clearly on the envelope.

Payments may be made by cash or cheque. Credit card payments can be made only when the amount is $10.00 and over via telephone, school office or the proforma slip on notices. EFTPOS payments can also be made when the amount is $10.00 and over, however can only be made at the school office.

PLEASE DO NOT PLACE CONSENT FORMS INSIDE PAYMENT ENVELOPES

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

The Department of Education & Early Childhood Development does not hold accident insurance for school students.

Is other insurance cover available?
Yes. The Department is aware of two insurers, JUA Underwriting Agency Pty Ltd and Willis Australia Ltd, which provide accident insurance policies for students. These policies provide specific benefits for students who are injured in accidents for a reasonably low cost. Other insurers may also do so.

INTERVIEWS
Interviews will be held at the start of the year and there will be a mid-year reporting and interview program to allow two-way communication between the school and the parents. The proposed reporting days will be confirmed at a later date.

Parents or teachers may request interviews at any other times throughout the year. Appointments can be made through the school office or by letter for a mutually convenient time. Teachers are however not able to conduct interviews when they have teaching commitments. Please do not expect teachers to hold a discussion about your child right on bell time.

STUDENT PORTFOLIOS
A Portfolio of students work will be sent home at the end of each term. Teacher assessed work samples and student related work will be included for parents. This document will then be returned to school at the beginning of the next term.

PARENT HELPERS
Many parents will be required to assist throughout the school in various areas. If you are willing to help, please inform the Class Teacher, Year Level Co-ordinator or leave a message at the office.

Types of help most often required are:
Reading and maths groups, cooking, library assistance, covering books, excursions, sporting events, fundraising events and canteen.

Please note that helpers must always sign in and obtain a Visitor Sticker from the School Office as well as signing out upon leaving. In some instances, if the office is not sure of a visitor’s identity or relation to a child, identification may be sought, this is for your child’s protection.

OUT OF HOURS SCHOOL CARE PROGRAM
Park Ridge provides both Before School Care and After School Care Programs.

Before School Care operates every morning from 7:00 am - 8:30 am in the Library/O.S.H.C building. A healthy breakfast is served between 7:00 am - 8:00 am followed by fun activities until 8:30 am when the children are released to the supervised school grounds.

After School Care operates from 3:15 pm – 6:00 pm in the Gym/O.S.H.C building. The children enjoy a healthy afternoon tea, followed by art and craft, cooking and indoor and outdoor games. All activities are planned for children from Year Prep to Year Six.

An Enrolment Form must be completed before a child can attend the program. Enrolment Forms are available from the Co-ordinator or from the School Office.

You may contact Before School Care between the hours of 7:00 am and 8:30 am only on 9752-9876 or on the mobile 0407 306 330.

After School Care are contactable between 3:15 pm and 6:00 pm only on 9752-9876 or on the mobile 0407 306 330.

SAFETY
Please support us in teaching your child:
1. To observe the correct way to cross a street and use the school crossing
2. To go straight home after school
3. Not to accept sweets or lifts from strangers
4. Not to leave the school grounds without permission

SCHOOL CROSSING
Parents are requested to reinforce the protocol practised by the Crossing Supervisor - that is, children and parents are not to move off the footpath until the whistle is blown.
SOCIAL SERVICE
Throughout the various grades, particular social service activities are organised during the year. Some of our fundraising is used to sponsor a child in Africa.

Simon Peter Ochieng Oyugi is our sponsor child in Kenya. He lives with his family in a community called Kalanya-kanyango where they work on a farm. Park Ridge Primary School raises money every year so as Simon and his family can afford to be sent to school, buy clothes and food. We raise money by having free dress days where the children can donate a gold coin.

Park Ridge Primary School also helps to raise money for the Royal Children’s Hospital (Good Friday Appeal), Anzac Day (pins), State Schools Relief Fund, Remembrance Day (poppies), Juvenile Diabetes and other natural disaster causes that arise throughout the year.

DOGS ON SCHOOL PROPERTY
Parents are reminded that it is not appropriate to have dogs on school property. Victorian law stipulates that outside of the domestic property all dogs should be under control and on leashes. Whilst there are specified areas where leashes are not required, school grounds are not on this list – even after hours.

EXCURSIONS
During the year, the children will participate in excursions or events related to their education. All children are expected to attend. A notice informing parents of each excursion will be sent home with your child beforehand detailing the venue, time, cost and where appropriate, the balance remaining from the Excursion Levy. The 2011 Excursion Levy is $70.00 for all students. The Excursion Levy is a convenient option for parents/guardians which allows you to sign and return forms promptly. If your child does not attend a particular activity a refund will be sent home.

This is usually paid at the start of the year and covers most excursions attended by the grade for the year. The Levy does not include camps or travel associated with sports activities. No child will be permitted to go on an excursion unless a signed permission note is returned to the school prior to the event. This applies if the Excursion Levy has or has not been paid.

Please note that the ‘due date’ for payments is set at the last possible date in order for final processes to be completed. No late payments can be accepted.

CAMPING PROGRAM
The major aim of our Camping Program is to provide a practical social experience, independence and meaningful learning situations as an extension or reinforcement of the school curriculum.

The proposed Camping Program for 2011 is:
- Prep Family Picnic, Special Person’s Night, Breakfast and Grandparent’s Afternoon
- Year 1 An extended day at school
- Year 2 An overnight stay at school
- Year 3 Phillip Island Resort
- Year 4 Coonawarra, East Gippsland.
- Year 5 The Old Priory, Beechworth
- Year 6 Canberra Tour

Camping Programs are directly related to the year level studies.

SICK AND INJURED CHILDREN
There is a First Aid Room in the school and all staff are proficient at handling minor injuries. In the case of major accidents every effort is made to contact parents prior to initiating medical treatment. In the case of an emergency parents will be contacted as well as an ambulance if deemed necessary.

If your child is ill, please keep them at home for the welfare of all. School is not the place for sick children and we do not have facilities or staff to care for them. If your child becomes ill at school, you will be contacted. Please endeavour to pick up your child as quickly as possible. It is essential that the school has up to date contact numbers for yourself and at least two reliable standby contacts - that ideally are close by, have a car and are available.

MEDICATION
Parents are reminded that if staff are to be requested to oversee children’s medication, i.e. tablets, etc, a note with details and signed permission MUST be sent along with the medication. Please include such information as number of tablets and time of administration. Children must hand the medication and note to their teacher and not retain any medication in their possession. All medication will be held at the School Office. The distribution of such medication is meticulously recorded as required by the Department. If regular or timed medication, is required, arrangements should be made with the School Office for dispensation to the children. Again, it is inappropriate for children to retain this type of medication in their possession.

If your child has Asthma, an Asthma Management Form is to be completed and lodged at the school office, together with any medication required.

If your child has been diagnosed with Anaphylaxis, an Anaphylaxis Management Plan must be completed, signed by your Medical Practitioner and returned to school. A current Epi-pen must be supplied and stored in the School Office. All staff have current Anaphylaxis training.

Any enquiries in this area should be directed to the School Office.
HEAD LICE
Throughout your child’s school years, the school will be arranging regular head lice inspections of students. The management of head lice infestation works best when all children are involved in our screening program.

The school is aware that this can be a sensitive issue and is committed to maintaining student confidentiality and avoiding stigmatisation.

Before any inspections are conducted, staff will explain to all students what is being done and why, and it will be emphasised to students that the presence of head lice in their hair does not mean that their hair is less clean or well kept than anyone else’s. It will also be pointed out that head lice can be itchy and annoying and if you know you have got them, you can do something about it.

Trained staff will conduct the inspection of students. The person conducting the inspections will physically search through each student’s hair to see if any lice or eggs are present, whilst maintaining a happy and discreet environment.

In cases where head lice or nits are found, the person inspecting the student will inform the student’s class teacher and the parent will be contacted in order to arrange collection of the student and commencement of treatment. The school will also provide parents with comprehensive advice about the use of safe treatment practices that do not place children’s health at risk.

Please note that the law requires that where a child has head lice, that child should not return to school until appropriate treatment has been carried out.
Staff will endeavour to provide checks in a non-discriminating way, instilling that it is quite normal to have your hair checked. Confidentiality will be adhered to at all times.

You can assist yourself, your child and the school environment by regularly checking your child’s hair.

COMPUTER/LEARNING TECHNOLOGIES
All children receive regular lessons at individual computer workstations in the Computer Education Room by class room teachers. Computer workstations linked to the school network are also located in all classrooms as well as the Library. Children develop and refine their computer skills using the latest word processing, desktop publishing, graphics and problem-solving software in addition to a wide range of multimedia software that supports their classroom learning. Children have access to the school-based CD-ROM information resources in addition to secure online internet access for information researching. Email, internet and printing facilities are available on all workstations throughout the school network. Children become familiar with computer terminology, functions and specific operations such as network access and file management. All students must adhere to acceptable internet use and computer protocols.

THE ULTRANET
The Ultranet is an online student-centred learning environment that support high quality learning and teaching and connects students, teachers and parents. It is a 21st century online learning platform that takes learning beyond the walls of the classroom and provides a rich knowledge management framework for schools. All students and parents will be provided with an individual log-in to access the Ultranet. These log-ins will be provided to parents and students in Term 1.

INTERACTIVE WHITEBOARDS
Moving along with technology, each classroom has an interactive whiteboard. The whiteboards greatly assist with classroom teaching of Maths, English and Integrated Studies.

INDONESIAN
Indonesian is taught at all year levels. The teaching of Indonesian focuses on language development and cultural awareness through games, songs and many other activities. Our school has various cultural performances each year. Also activities are organised to recognise Indonesian National Day. Indonesian studies are continued at Rowville Secondary College.

LIBRARY
Park Ridge has a well stocked, fully computerised Library. The Library Program focuses on developing the children’s appreciation of literature and teaching information skills. Children receive regular lessons where they experience a variety of literature and gradually develop the skills necessary to retrieve and use information from various resources. Children will require a library bag, preferably waterproof, for borrowing. Your help is requested in encouraging children to borrow regularly. Also, the Library has a fully operational Computer Lab with twenty-four computers for classes to use.

SPECIALIST PROGRAMS
The following areas have specialist programs:
Visual Art/Craft
Computer/Learning Technologies
Indonesian
Intervention & Acceleration Programs
Performing Arts/Music
Physical Education
Reading Recovery

VISUAL ART/CRAFT
Park Ridge has a well-equipped Art Room designed to support the Visual Arts curriculum. The program incorporates the areas of drawing, printing, painting, modelling, construction, threads and art appreciation. Art smocks are provided in the Art Room, however, you are welcome to provide your own or purchase your own from the Uniform Shop.
PERFORMING ARTS/MUSIC
The school has a well equipped Performing Arts room where all children receive regular class lessons in Music and Drama. There are opportunities for the children to be involved in extra curricula groups such as band, choir, the Wakakirri Story Dance and also the school concert. Recorder tuition is introduced at Year 3 and public performances are given by the children throughout the year.

PHYSICAL EDUCATION
The Physical Education Program at Park Ridge is a comprehensive program covering many sports and activities. All children are given experience in ball handling, gymnastics, major and minor dance, athletics and general fitness. Prep students are also involved in a Perceptual Motor Program. In the higher levels Round Robin days are held against other schools. It is essential that all children wear appropriate footwear during Physical Education lessons and on sports days. Sports briefs or school shorts are also desirable for girls. A sports top in also available for students in Year 3—6 if so chosen.

READING RECOVERY
For a variety of reasons, some children in Prep may not learn the early ways of making print work effectively for them and they may require extra assistance. As an aid to the learning of reading, Reading Recovery is offered to a limited number of Year 1 children each year.

In Reading Recovery, the children work for thirty minutes per day with a specially trained teacher on an individual basis. The teacher responds to each child’s individual learning needs in reading and writing. When children in the Reading Recovery Program have developed the necessary strategies, or they complete twenty weeks on the program, they leave the program and do not continue to receive this intensive help.

Reading Recovery is not automatically available to all children who are experiencing difficulty with reading and writing. Factors that are considered before inclusion in the program, are the child’s age, the child’s level of maturity and the severity of their literacy problem.

WELLBEING & SUPPORT SERVICES
Wellbeing is concerned with catering for children who have special needs. These can be academic, social, emotional, physical or behaviourial.

The Wellbeing Co-ordinator oversees all aspects of the Wellbeing Program, particularly in relation to behavioural, social and emotional issues, as well as the Disabilities and Impairments Program (Integration), the provision of speech pathology and psychological services.

The Wellbeing Co-ordinator is available to children, teachers and parents for advice regarding such things as behaviour management, social needs, family and parenting issues. Access is also available to both The Department of Education and Early Childhood Development and outside agencies that can provide services not able to be provided by school staff.

All parents are welcome to discuss any concerns about their children, preferably after consultation with the class teacher. Appointments need to be made.

SCHOOL COUNCIL
The School Council, which is the policy-making and governing body of the school, is currently made up of the following members:

Parents & Teachers
- Mr Owen Warlond – President
- Mr Peter Daly
- Mrs Leeanne Robertson
- Ms Tim Beer
- Ms Janelle Dinnie
- Mrs Jodie Browne
- Mrs Gladys Mullins
- Mrs Ilona Burke
- Mr David Mann - Principal
- Mr Graeme Lloyd – Assistant Principal
- Miss Kirsten MacFadyen - Teacher
- Mrs Connie Epstein - Teacher
- Mrs Assunta Mancini- Teacher

Interested parents may attend School Council meetings as observers. Council does however request that parents notify the Principal, David Mann of their wish to attend a meeting at least three days prior to the meeting. It should be noted that under Standing Orders, visitors attend council meetings strictly as observers and do not participate in the actual operation of the meeting. Visitors’ participation and parent membership is strongly encouraged in both Parent and Citizen Association and Council Sub-committees such as Education, Canteen and Buildings and Grounds.

Elections for Council occur each year in February/March and appointments are for a two year period.

PARENTS AND CITIZENS ASSOCIATION (PCA)
The PCA is a group of interested people who plan and implement many of our social and fundraising activities. This body meets monthly on dates which are advertised in the Newsletter and new members are warmly welcomed. This group’s fundraising provides the resources so urgently required in schools. Please support the activities.

The PCA President is Lisa White. The 2011 PCA President will be elected at the Annual General Meeting in February/March.
# Communicable Diseases

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

The following table indicates the minimum period of exclusion from schools and children’s service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 — Schedule 6. In this Schedule ‘medical certificate’ means a certificate of a registered medical practitioner.

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Exclusion of cases</th>
<th>Exclusion of contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anaerobiasis (Entamoeba histolytica)</td>
<td>Exclude until diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chicken pox</td>
<td>Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has ceased or until medical certificate of recovery is produced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>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</td>
<td>Exclude family/household contacts until cleared to return by the Secretary</td>
</tr>
<tr>
<td>Haemophilus type b (Hib)</td>
<td>Exclude until medical certificate of recovery is received</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes (cold sores)</td>
<td>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</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human immuno-deficiency virus infection (HIV/AIDS)</td>
<td>Exclusion is not necessary unless the child has a secondary infection</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a waterproof dressing</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza and influenza-like illnesses</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Leptosy</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least 4 days after onset of rash</td>
<td>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 they may return to school</td>
</tr>
<tr>
<td>Meningitis (bacteria)</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until adequate carrier eradication therapy has been completed</td>
<td>Not excluded if receiving carrier eradication therapy</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner)</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Polio</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (head lice)</td>
<td>Re-admit the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Severe Acute Respiratory Syndrome (SARS)</td>
<td>Exclude until medical certificate of recovery is produced</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Staphylococcal infection (excluding scarlet fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Trachoma</td>
<td>Re-admit the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Typhoid fever (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Varicella producing (Escherichia coli (VTEC))</td>
<td>Exclude if required by the Secretary and only for the period specified by the Secretary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Exclude the child for 5 days after starting antibiotic treatment</td>
<td>Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics</td>
</tr>
<tr>
<td>Worms (Intestinal)</td>
<td>Exclude if diarrhoea present</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>

Exclusion of cases and contacts is NOT required for Cytomegalovirus Infection, Glandular fever (mononucleosis), Hepatitis B or C, Hookworm, Cytomegalovirus Infection, Molluscum contagiosum, or, Parvovirus (erythema infectiosum fifth disease).
SPECFICALLY FOR PREP

HOURS FOR TERM 1, 2011

First Day Friday 4 February
* All Preps with older siblings at the school will start at 8:45 am.
* All other Prep children will commence at 9:15 am
* All Prep children will finish at 2:15 pm.

From Monday 7 February to Friday 11 March
Prep children will attend school on:
Monday, Tuesday, Thursday and Friday each week from 8:45 am – 3:15 pm

Monday 14 March Labour Day Holiday

From Tuesday 15 March
Prep children will attend school every day on a full time basis.

BEFORE THE FIRST DAY
Make sure your child is accustomed to spending time away from you. Sudden separation can be frightening.

Please make sure that your child can manage their school bag, ie. unpack and pack as well as carrying it into the classroom.

Train your child in the management of buttons, zips, shoes, smock etc. Velcro may be a better alternative to shoe laces.

Give your child opportunities to eat an individually packed lunch and tidy up when finished.

Check that your child can use a straw and manage the school drinking taps.

Make sure your child can confidently use a public toilet and wash and dry hands unaided.

Make sure all clothing and possessions are CLEARLY AND PERMANENTLY NAMED and that your child can recognise his/her own name.

Train your child in safety habits, eg. road safety, staying within the school boundary, not throwing sticks or stones, stranger danger. This training will be reinforced at school.

Being at school should be a happy experience. A positive attitude is of utmost importance and if there is no unnatural fuss, your child will accept school as a matter of course.

REQUIREMENTS
⇒ lunch (lunch box needs to be named on the base and lid)
⇒ playlunch (wrapped separately)
⇒ school bag (named) with marker
⇒ smock (named) (or use class set)
⇒ name tag supplied by school on first day
⇒ school uniform including hat

Please Note:
* Any clothing which may be removed should be permanently and clearly named, including shoes and socks. Please note that pupils are not allowed to wear thongs to school.

* In Terms 1 and 4, school uniform hats are compulsory and sun screen recommended. The school has a 'No School Hat, No Play' rule at these times of the year, whereby if the student does not have a hat they will have to play in the under cover areas.

* Name tags are worn during the first few weeks to help teachers and children identify each other.

* Parents are requested to leave the Prep room each day as soon as their child is settled. After the first day all children must be at school by 8:45 am. Children will be dismissed from outside the classroom. After that they can meet at a designated place as discussed between you and your child.

CANTENE MONEY AND LUNCH ORDERS
Children may have lunch orders from the commencement of the year. If children do bring money to spend over the counter, it should be in a sealed envelope with their name, and preferably, what they wish to purchase on it.

Please note that the canteen does not operate on Mondays and Tuesdays. A current price list is included in this pack for your convenience.
ADJUSTING TO SCHOOL

In the early weeks your child will probably show signs of tiredness but should soon adjust to the longer day and more formalised routine - earlier bed times are recommended.

Encourage your child to talk freely about the events of each day. However, do not force the issue if he/she is inclined to be uncommunicative.

If your child has older brothers and sisters at school, encourage them to allow the Prep children to play together and establish friendship patterns with their own age group. Since you are the most important people in your child's life, he/she may naturally bring home toys, aids, etc, from school to show you. Do not reprimand, just share the pleasure and then explain that if other children are to enjoy these toys they must be returned to school and that next time it would be better to take you into the classroom rather than bring something home.

Remember also that the little ones are learning to mix with a large group of children of various dispositions. Their little quarrels are usually short-lived and soon forgotten. While we take a firm stand against fighting, unless your child appears to be being bullied, it is probably wise not to make too much of the incident. However, if you are really concerned, please get in touch with us.

HOW TO HELP YOUR CHILD

Here are some easy ways you can help your child. It takes time but it IS worth it.

* **Talk to your child**  
  This helps more than many parents realise. The more words a child understands, the easier it is to learn to read. You are your child’s major language model.

* **Listen to your child**  
  Children always know if we are paying attention to them. Take an interest in what they have to say. Listen to whether your child is using the correct word pronunciation. Children tend to spell words the way they say them.

* **Read to your child**  
  Read every day and not just at bedtime (though this is often the best sharing time for a family). Always keep books in the car. Take them to the beach or when you go shopping or visiting. Read to fill in the odd minutes at bus stops, on trains and in waiting rooms.

* **Have your child read to you**  
  Listen carefully but concentrate on whether the writer’s message is understood. It is not absolutely necessary for a child to read every word. If a word is left out or substituted with another that is fairly appropriate, don't be critical. That spoils the fun! Relax, enjoy it and do not demand a word perfect performance.

* **Praise your child**  
  Children work hard at school and need all the encouragement they can get. After all, they are trying the best they can.

* **Get a Library card**  
  Available from the local Library at Stud Park. Children should also borrow regularly from the school library.

* **Buy books**  
  Books for Christmas and birthdays are gifts that children never outgrow.

* **Television may help**  
  Children learn a lot from television - often not suitable things! Choose programs with care and watch them with your child. Talk about what you have seen and look for books on the same theme.

* **Gross Motor practice**  
  Encourage your child to throw and catch balls, run, jump, climb etc. to develop muscle strength and co-ordination.