

# ELLIMINYT PRIMARY SCHOOL



## HANDBOOK

*Elliminyt Primary School exists to enable our children to become responsible life-long learners.*



WELCOME TO  
ELLIMINYT PRIMARY SCHOOL

City Education .....  
..... Country Style

# ELMINYNT PRIMARY SCHOOL

The teachers, non-teaching staff, students, parents and members of our community all work together to create a positive environment in which our students learn. We continually strive to improve our achievements and are proud of the excellent reputation Elliminyt Primary School has. We trust your stay with our school will be a rewarding one.

We have included information that will assist in making your family's transition into our school a positive experience. If you have any queries or are interested in any other school information such as school policies please contact us.

We look forward to having you part of the Elliminyt family.

## CURRENT STAFF LIST 2016

### **Principal**

Angela Hall

### **General Office Staff**

Lorraine Cole      *Business Manager*  
Megan Doolan      *Administration*

### **Years 5/6**

Year 5T      –      Georgie Tait  
Year 6H      –      Wes Hollick

### **Years 3/4**

Year 3/4S      –      Nicole Slater  
Year 3/4C      –      Jarrad Cook

### **Years Prep/2**

Year 2G      –      Jonathan Graham  
Year 1/2T      –      Hollie Testa  
Year 1G      –      Hailey Griffiths  
Year Prep S      -      Norma Sell  
Year Prep R      -      Lynice Riches

### **Specialist Staff**

Art      Caroline McCallum  
Indonesian      Phil Gray  
Physical Education      Heath Hackett  
Welfare      Denise Hulonce  
Science      Sarah Handscomb  
Student Wellbeing  
Officer      Helen Jones

### **Library Assistant**

Jane Watts

### **Integration Aides**

Deb Ferrari  
Marg Phillips  
Michelle Carson

### **Computer Technician**

Damian Meade

## **ABSENCES**



If a child is absent, please send a note to school informing us of the reason – student diaries can be used for this purpose. This is a legal requirement as student achievement is directly influenced by continual absences or late arrival to class so we encourage parents to make every effort in this regard. Regular unexplained absences are followed up by the teacher or the Principal. Absences are also recorded on student reports. Children may not be taken from the school during the day without first notifying the office or obtaining permission from the Principal. This ensures a level of safety for all our students.

## **ACCIDENT/ILLNESS**

In the event of a serious accident or illness an ambulance will be called and parents notified via the information supplied on the Family Information Sheet. Costs, if any, are to be borne by the parents. Children who are unwell should not be sent to school as this may impact on the health of others. If children become ill at school a parent or nominee will be contacted and asked to collect the child.



If your child is taking medication there are both a permission form and medication log that will need to be completed. Please ensure the child's name and details for administering the medication, including the dosage, is attached to the container.

## **ALLERGIES**

If your child has allergies of any kind, please notify the grade teacher in writing. Allergies can include reactions to bandaids, food, etc. The school has several policies in place for serious allergies.

## **APPOINTMENTS**

Communication between parents/guardians and the school is important and encouraged. If you have any concerns please don't hesitate to contact us. The office staff will always ask what your concern is so they can direct you to the most suitable person. In most cases an appointment will be made at a convenient time. Teachers are not available for consultation during class time or rostered yard duty/bus duty times as they have a duty of care towards students. Having an arranged appointment time ensures that they are free to fully concentrate on the issue you wish to discuss with them.

## **ART SMOCK**

It is wise for children to have a smock for art work. An old shirt is ideal or you could purchase one. Please ensure they are named.



## **ASSEMBLIES**

We have school assemblies on Monday mornings at 9 am. Students are involved in running assemblies. Parents, family members and interested community members are most welcome to attend. Student of the Week awards as well as community awards are presented at the assemblies.

## **ASTHMA**

Parents are to notify teachers if their child is asthmatic. Children who use puffers and the like need to bring their own to school. Parents are required to complete a School Asthma Management Plan and Medication Approval form at the beginning of the year and these must be updated when there are changes to treatment. Medication needs to be in date.

## **BANK ACCOUNTS (STUDENTS)**

All Prep children are given an information pack supplied by the Commonwealth Bank. New students to our school can use their bank



accounts from their previous schools. Bank day is TUESDAY. We receive a small commission from the Commonwealth Bank for deposits made through our school.

### **BIKE EDUCATION**



All children in Years 3 to 6 complete a bike safety and education program. It involves a safety check of their bikes, theory and skill practise. Selected students participate in the annual Bike Ed Challenge.

### **BULLYING**

We do not tolerate bullying or harassment in any form. All staff are committed to ensuring a safe and caring environment which promotes personal growth and positive self esteem for all students. Policies are in place to address bullying and inappropriate behaviour. Children are encouraged to speak to the yard duty or class teacher if they feel intimidated, bullied or unsafe. Parental concerns regarding bullying should be directed to the classroom teacher or Principal. Regular bully surveys help ensure students can provide regular feedback to their class teachers and any concerns raised are always followed up.

### **BUS TRAVEL**

A Town Bus operates daily for a charge payable to the driver. A number of country buses service the rural areas around the school. Children are able to use these services if they live more than 4.8 kms from the school. Further details regarding the bus service need to be directed to Colac Secondary College as the bus coordinating school.



Children are not permitted (under any circumstances) to alter their normal travel arrangements. School buses cannot be used by non-bus travellers.

### **CAMPS**

The school has a camps policy which aims to involve students from across the school in an on-going sequential program. All details with regard to particular camps are made available to parents prior to the commencement of each program.

### **CASUAL REPLACEMENT TEACHERS (CRTs)**

When your child's teacher is absent a casual replacement teacher will be employed to teach the class.

### **CENTREPAY**

CentrePay is an initiative by the Federal Government that allows families to have regular payments deducted from their Centrelink benefits and sent directly to the school. The school receipts these payments and adds them to the family account, keeping a balance there for any fees, uniforms, excursions etc. that arise. This is a very effective way of managing the cost of education. Please see the Business Manager to arrange this.

### **CLASSROOMS**

Students are not permitted to enter classrooms unless a teacher is present to ensure student safety.

### **COMPLAINTS OR CONCERNS**

Parents are asked to contact the school with any complaints or concerns they may have. Always speak to your child's classroom teacher in the first instance to alleviate any issues you may have. It is far more productive to share any concerns with the class teacher and/or the Principal at an early stage as many misunderstandings can be addressed if parents approach the school with their concern.

## **CULTURAL VISITS**

Cultural visits are organised during the year. We invite performers to come to the school or attend local Colac events. We endeavour to keep the costs to a minimum and student interest high.



## **CUSTODY RESTRICTIONS**

It is vital that we are informed of any current custody or access restrictions. Copies of any such orders need to be given to the school and updated where circumstances change.

## **DAMAGE TO THE SCHOOL**

Accidents that cause damage to the school property happen and are part of school life. However, if a child causes wilful damage to school property then it is appropriate for the school to request the costs of repair or replacement from parents/guardians.

## **DETENTION**

In rare cases students may be given detention for inappropriate behaviour. Parents are asked to support the school in this matter. Students may be detained for up to half of any recess or lunch break.

## **DISCIPLINE**

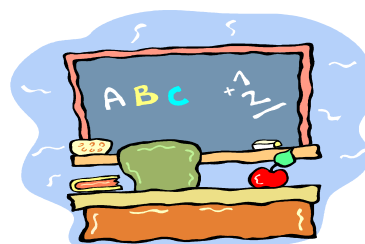
Student discipline at Elliminyt Primary School aims to promote a safe and harmonious teaching and learning environment for students. The Student Engagement and Inclusion Policy is regularly reviewed.

Children have the right to:

- be safe
- be treated with respect, kindness and fairness
- work and play without intimidation
- receive high quality and meaningful education

Children are responsible for:

- their own actions
- obeying school rules
- setting a good example
- being punctual and co-operative
- respecting the rights and property of others
- maintaining school dress standards
- treating others with courtesy and empathy
- taking pride in their personal achievements and school work.



## **DISMISSAL**

School is dismissed at 3.30 pm.



## **DISPLAN**

We have developed a DISPLAN to be enforced in case of emergencies. It is reviewed regularly. Fire emergency procedures are practised regularly.

## **DONATIONS**

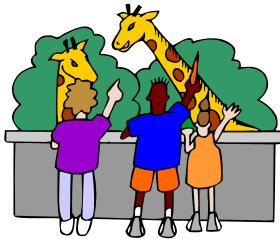
Requests for donated items such as magazines, clean containers etc are placed in the weekly newsletters as required. Please contact your child's teacher or the art teacher if you have any items that you think may be useful.

## **ENROLMENT**

When enrolling for the first time parents need to supply the following:

1. Birth Certificate
2. School Entry Immunisation Certificate
3. Enrolment Form – which includes permission forms for Head Lice Checks, local excursions, Religious Education etc.

We are happy to help parents complete these forms when requested.



## **EXCURSIONS**

There are single day events, where classes are taken outside the school so children can have access to experiences that are not available within the school environment. Often these excursions relate directly to a topic or theme that is taking place within the classroom. At times parental involvement/assistance is requested. If you are experiencing financial difficulties when payment is due for excursions, please contact the Business Manager. We can usually solve the problem together so all children get to experience the

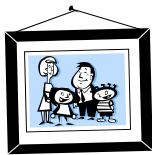
educational value of excursions.

## **GAMES/TOYS**

Games (digital, hand held), phones and toys are not permitted at school unless organised by the class teacher. They cause disruption to classes, and if lost or damaged, cause distress to the child and costs to families. Any games/lost or damaged at school will not be compensated by the school.



## **FAMILY INFORMATION SHEETS**



At the beginning of each year parents are asked to fill in an Annual Family Information Sheet. It is very important to have up to date information such as telephone numbers, work/home addresses, medical information etc.; these are essential in case of accident or illness. If any details change during the year please let the school know.

## **FIRST AID**

First aid is administered by staff for minor problems (cuts etc). If an injury requires medical treatment we first try to contact the parent/guardian, then the emergency contacts. If we are unable to contact anyone, a decision will be made by the principal or delegate regarding the child's care. Parents will be requested to meet any medical expenses incurred.

Basic information in the form of a first aid report is sent home for all students treated at school by a staff member.



## **HATS**

In terms one and four it is compulsory for students to wear a broad-rimmed hat. They may be purchased through the school.

## **HEADLICE**

Currently we have trained personnel who regularly check students' hair. (A permission slip allowing your child/ren to be checked is included on the student enrolment form). Parents/guardians are asked to be vigilant in checking their child/ren's hair. Where headlice are found, students are excluded until the day after appropriate treatment has commenced. Once treated, students may return to school, but are inspected by trained staff to ensure treatment has been effective.

## **ILLNESS**

The best place for an ill child is home. If a child becomes ill at school and the parents/guardian cannot be contacted, the emergency contact will be notified.

## **IMMUNISATION**

Following Departmental guidelines, an immunisation certificate/statement **must** be provided for every child upon enrolment.

## **INTERNET**



Students are allowed to use the internet under direct supervision of the teacher. Students and parents sign a Student Code of Conduct for internet use. Currently students are restricted to sites approved by the Department of Education and Training through NetSpace and this policy is regularly reviewed.

## **LIBRARY**

Children are encouraged to borrow books from our school's computerised, well equipped library. Books can be borrowed for a 2 week period. Children are able to borrow during their library periods. To encourage children to care for and remember to return their library books we suggest you either make your child a draw string bag from waterproof materials or purchase a library bag with the school's logo. Please put your child's name on the bag. Due to the high expense involved in replacing books, children who lose books are asked to meet the cost of replacement.



## **LOST PROPERTY**

All property should be clearly marked with the child's name. All named items are returned to the students. All unclaimed items are kept in the sick bay. At the end of each term the lost property is donated to a charitable organisation or sold as second-hand uniforms.

## **LUNCHES**

### Monday - Thursday

Currently lunches are available from the Elliminyt Mini Mart (phone 5231 5104) across the street from the school. These must be ordered on forms available from the shop or the school prior to 9 am each morning. These lunches are then delivered to the school by the Mini Mart staff.

### Friday

The Parents & Friends Association offers canteen each Friday. Price lists are sent home each term. Parents and friends of students are encouraged to put their name on the canteen roster. Families are urged to support our canteen on Fridays. The school has worked hard to improve the available healthy choices and costs of items on our menu are kept affordable.



## **MOBILE PHONES**

Students are not permitted to bring mobile phones to school.

## **MONEY**

On occasions you will be requested to send money to school with your child for activities such as uniforms, swimming, excursions, cultural visits etc. Please ensure that money is sent in a sealed envelope clearly marked with the child's name, grade and what the money is for.



## **MUSIC**

We currently offer guitar, keyboard and piano lessons during school hours. It is a private arrangement organised with the tutors at a fee. Students are withdrawn from their regular class on a weekly basis to attend these.

## **NEWSLETTERS**

The school newsletter, "The Elly News" will be sent home with the eldest child in the family each Wednesday. This is the major form of regular communication between the school and the community. It is vital that parents keep up to date with school activities; all notices, items of interest, coming events etc. are printed in the newsletter. This newsletter is also available on-line via our website or school app, or can be emailed to parents.



## **PARENTAL INVOLVEMENT**

We encourage parents to participate and become involved in school activities. Parents currently help the school:



- in the classroom hearing individual students read
- by taking small groups for activities in P.E., reading, & Bike Ed.
- by being on the canteen roster for Friday lunches
- by assisting on excursions, camps and other outdoor activities
- by becoming a member of Parents and Friends or School Council

The service given by parents is greatly appreciated by the students and staff.

## **PARENTS & FRIENDS ASSOCIATION**

The Parents' and Friends' Association is a group of parents who meet each month. All parents are most welcome to attend. Office bearers are elected at the Annual General Meeting in November.

Fundraising is conducted throughout the year with various events. These include canteen on Fridays, hot dog and sausage sizzle days for the children (usually during terms 2&3), annual events such as the Mothers' and Fathers' Day stalls, as well as raffles. We usually organise one major fundraiser every year. The profits raised during the year fund the purchases of resources such as computers, air conditioners, outdoor seating, upgrade of our play equipment and sand pit etc.



Members of the Parents' and Friends', (and the larger school community, by participating and supporting the fundraiser), have enhanced the quality of school life enjoyed by our children.

## **PREP TIMES**



All Prep children are special. Their first year at school is all important and can set the tone for the rest of their school life. Prep year is preparation for a 13 year journey of schooling that children undertake. Parents of Preps are encouraged to become involved with their children's education at school and at home. During the first week or so, the Preps are dismissed at

2.00pm. From the second week, children will attend school normal hours on Monday, Tuesday, Thursday and Friday. Prep children are not required at school on Wednesdays during February.

## **RELIGIOUS EDUCATION**

Approved instructors provide religious education for half an hour each week. The extent of this service depends upon the availability of instructors. An agreed syllabus is provided by the Council for Christian Education in Schools (CCES) and is completely non-sectarian. Student enrolment forms contain a section for approval to participate in R.E.

## **SCHOOL COUNCIL**

Elliminyt Primary School Council is composed of parents and staff. School Council is responsible for

- developing educational policies
- maintaining and improving the school's physical facilities
- budget planning
- use of the school's grounds and buildings
- as a liaison between staff and the school community.



## SCHOOL CROSSING

The School Crossing over Main Street is controlled by a School Crossing Supervisor from 8.20 a.m. to 9.00 a.m. and from 3.25 p.m. to 3.50 p.m. daily. Children must use this crossing when it is under the control of the Supervisor ensuring increased safety for them.



## SCHOOL HOURS

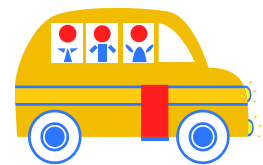


Early bell:	8.50 am
1st session :	9.00 am - 11.00 am (Fruit break 10 am)
Recess :	11.00 am – 11.30 am
2nd session :	11.30 am - 1.30 pm
Children eat lunch in their classroom from 1.30 to 1.40 pm	
Lunch :	1.40 pm – 2.30 pm
3rd session :	2.30 pm- 3.30 pm

It is vital that children arrive at school ready to start at 9 am. All necessary instructions are usually given at the start of the first lesson. If your child is continually late they can miss the most important time of the day.

## SUPERVISION BEFORE AND AFTER SCHOOL

Staff are rostered to supervise children from 8.45 a.m. each school morning. After school a rostered teacher supervises students who travel by bus until they board their designated bus. The Slater Street entrances are also supervised until 3.45 p.m. when buses have gone and any remaining students are directed to the office and parents are called.



**It is important to note that outside these designated times supervision and/or the collection of students is the responsibility of the parent/guardian.**

Students should exit the school grounds promptly after they are dismissed at the end of the day.

## **School exit and entry points**

All students should exit the school from either the Main Street or the Slater Street pedestrian entrances.

Any student crossing Main Street must use the supervised crossing and obey the crossing supervisor's instructions. Those crossing Slater Street should use the designated crossing after making sure that the road is clear.



## **Parent pick up points**

Parents should pick their children from the Slater Street side of the school, always obeying parking regulations, speed limits and other traffic controls. This will help to create a safe environment at the exits to the school and ensure respect is shown to neighbours who live close to the school.

Teachers rostered to supervise children, especially before and after school, play an important role in keeping your child safe. Teachers are not available for consultation during their rostered times of duty. If you need to speak with child's teacher, please arrange another time to do so when they are free to fully concentrate on the issue you wish to discuss with them.

## **TERM DATES 2015 & 2016**

### **2015**

Term 1	28 <sup>th</sup> January (Teachers start) – 27 <sup>th</sup> March
Term 2	13 <sup>nd</sup> April – 26 <sup>th</sup> June
Term 3	13 <sup>th</sup> July – 18 <sup>th</sup> September
Term 4	5 <sup>th</sup> October – 18 <sup>th</sup> December



### **2016**

Term 1	27 <sup>th</sup> January (Teachers start) – 24 <sup>th</sup> March
Term 2	11 <sup>th</sup> April – 24 <sup>th</sup> June
Term 3	11 <sup>th</sup> July – 16 <sup>th</sup> September
Term 4	3 <sup>th</sup> October – 20 <sup>th</sup> December

Each year Government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. The three remaining student-free days are determined by each individual school, via the School Council.

## **UNIFORMS**

School uniform is compulsory at Elliminyt Primary School. Items of clothing may be purchased through the school or from local stores as parents prefer. All windcheaters and polo tops must have our school logo, either by purchasing with it already printed, or by adding an iron on logo at home (available at school office). All items of clothing should be clearly named.

### ***Girls***

- Blue and white checked dress (white socks only)
- Navy blue shorts or culottes (not sports shorts)
- Navy blue track pants (no stripes or designs)
- T-shirt or skivvy – white or navy (t-shirt must have logo)
- School kilt (with navy tights or navy or white socks)
- Navy blue windcheater/jumper with school logo
- Appropriate socks – white or blue



### ***Boys***

- Navy shorts or trousers (plain - no sport shorts)
- Navy or white T-shirt or skivvy (t-shirt must have logo)
- Navy blue track pants (no stripes or designs)
- Navy windcheater/jumper with school logo
- Appropriate socks – white or blue.

### ***Footwear for Boys and Girls***

- Black shoes or boots
- Black T/Bar shoes



### **Sports Uniform**

- Navy shorts any style
- T-shirt in House colour or School colour.

### **Bags**

- School bags are available from the school.

### **Headgear**

- Navy hats – broad rimmed (compulsory terms 1 & 4)
- Navy beanies (terms 2 & 3 optional)
- No baseball caps allowed at any time.



### **Jewellery**

Stud earrings worn in the ears, plus watches, are the only acceptable jewellery.

### **VISITORS**

For safety issues the school needs to know of all visitors including parents/guardians who come to the school during regular school hours. They must register at the office, signing in, and then out again as they leave.

### **VOLUNTEERS**

Many parents actively work in our classrooms each week. All volunteers are legally required to apply for a Working With Children Check to ensure a greater level of safety and security for our students in school settings and community groups.

### **YARD SUPERVISION**

At any given recess or lunchtime play we have 2 staff on duty.