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NO. 1905

SCHOOL INFORMATION BOOKLET

2016.

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|--------------------|----------------|--------------------------------|
| TERM DATES: | Term 1. | 28/01/2016 – 24/03/2016 |
| | Term 2. | 11/04/2016 – 24/06/2016 |
| | Term 3. | 11/07/2016 – 16/09/2016 |
| | Term 4. | 03/10/2016 – 20/12/2016 |

The purpose of this booklet is to acquaint you with some of the policies and procedures in the areas of; -

- 1) Education
- 2) Organisation
- 3) Administration

To achieve success in our endeavours, we look to parents for support and co-operation in school life.

Please keep this booklet where you may refer to it when the need arises.

SCHOOL ADDRESS

Buchan Primary School
No. 1905,
P.O. Box 34,
BUCHAN. 3885.
Phone: 5155 9241 Fax : 5155 9249.
Mobile: 0499 559 241
Email: buchans.ps@edumail.vic.gov.au

SCHOOL TIMES:

| | |
|-----------------|-------------------|
| Start / finish: | 9:00 am - 3.00pm. |
| Morning Recess: | 11:00 – 11:20am. |
| Lunch: | 1:00 - 1:40pm. |

WEEKLY NEWSLETTER:

A newsletter is distributed to all parents each Thursday. This is a most important communication document to keep you in touch with the goings on of the school.

PUPIL SUPERVISION BEFORE AND AFTER SCHOOL

On normal days, teachers will be on duty between 8.30am and 3.20pm.

CHILDREN SHOULD NOT BE AT SCHOOL OUTSIDE THESE TIMES.

LUNCHES

The children will be seated for fifteen minutes each lunch time.

Your children may have lunch orders on Monday, Wednesday and Friday which come from the Buchan Valley Roadhouse.

NO LOLLIES, SOFT DRINKS OR GLASS CONTAINERS, PLEASE.

PARENTAL VISITS TO SCHOOL

The school welcomes parent visits and active involvement and interest in their child's learning and development. However it is important to be mindful that each classroom teacher and the Principal have a heavy classroom commitment and the importance of not disrupting classroom learning. Parents are requested to limit contact and visits to the school to outside class times.

TELEPHONE CALLS

For the reasons mentioned above, please keep telephone calls to a minimum. The most convenient times to call are before 9:00, between 11:00 – 11:20 and 1:00- 1:45 or after 3:20pm. If you telephone outside these hours you may leave a recorded message.

PHOTOCOPYING & LAMINATING

In order that the school program is not interrupted, please make arrangements to do your printing outside school hours. 3.30pm is a convenient time.

You may arrange for a staff member to make limited copies at 20c per copy.

Laminating is available at the school – A4 \$2.00 per sheet and A3 - \$3.00 per sheet.

Use of this machine is limited to staff members only.

SCHOOL POLICY AIMS

It is the policy of this school to give high priority to the development of a creative atmosphere in which children have the freedom to learn.

We aim to give the child the opportunity to live a full and interesting life in a stimulating environment where he/she can:

- 1) Use and develop natural abilities to move, talk, see, create, question, investigate, lead and love.
- 2) Widen horizons to learn about his/her town, family, school environment, country and universe.
- 3) Extend sympathies to care for others; have consideration for others, have freedom from fear and show thoughtfulness for younger ones.
- 4) Develop an appreciation for what is fine and beautiful; to read good literature, to appreciate good art and music, to observe in nature and to conserve and preserve.
- 5) Take part in the social life of the group through classroom activities, sport and games and participation in school camps and excursions.
- 6) Develop good character traits; to be honest, loyal, truthful, courageous, to have pride in achievement and to be persistent in endeavour.
- 7) Acquire the skills needed for a happy life now and in the future to be able to read and comprehend, to write thoughts clearly, to have legible and fluent handwriting, to have mathematical skills, to be physically co-ordinated and to have the ability to inquire, investigate and attempt to reach solutions.
- 9) The school shall have regard for the personal development of the child so that he can; see the need to accept and adapt to change, develop confidence in doing things, see the opportunities for leadership and see the need to appraise and evaluate the media.
- 10) The school shall give special consideration to the needs of children with; varying levels of achievement and varying patterns of behaviour.
- 11) The school will seek to establish close links with the overall community and parents by; making parents aware of the school objectives, and encouraging community use of school facilities for continuing education and promotion of community affairs.

VELS CURRICULUM Broad Statement

Three Stands of learning.

To succeed beyond the compulsory years of schooling, all students need to develop the capacities to:

- Manage themselves as individuals and in relation to others
- Understand the world in which they live
- Act effectively in that world.

To ensure that the school curriculum develops students with these capacities, the Learning Standards are developed within three core, interrelated *strands*. Each strand has a number of components called *domains*.

The domains describe the knowledge, skills and behaviours considered essential in the education and development of students to prepare them for further education, work and life. They also include the standards by which student achievement and progress is measured. The three strands for the new curriculum and their associated domains are:

Physical, Personal and Social Learning

- Health and Physical Education
- Interpersonal Development
- Personal Learning
- Civics and Citizenship

Discipline-based Learning

- The Arts
- English and Languages other Than English
- The Humanities (Economics, Geography and History)
- Mathematics
- Science

Interdisciplinary Learning

- Communication
- Design, Creativity and Technology
- Information and Communications Technology
- Thinking.

ATTENDANCE

Regular and punctual attendance is a vital factor in the child's progress at school.

It is compulsory for a note of explanation from the parent to the teacher to be provided if a child has been absent from school.

BOOKCLUB

The Scholastic Bookclub operates in the school. Eight times a year children are given the opportunity to order books from a wide selection at reasonable prices. Children pay for the books at the time of ordering.

LIBRARY BOOKS

Children are encouraged to borrow books from the school library on a regular basis. The library books belonging to the school can be recognised by a bar-code label inside the front cover. Please make sure that your child returns these books on a regular basis. There is a limit of 2 books per week.

UNIFORMS

Uniforms are compulsory at Buchan Primary School. You may put in an order at any time with most stocks kept in the office for your convenience.

Brimmed Hats are also compulsory in Terms 1 & 4 to enable your child to play in the sun.

Correct footwear and clothing is essential for use in all Physical Education sessions. You are advised to LABEL all removable items of clothing. Clothing not collected by the end of each term will be donated to charity.

TRANSFER

If you intend to leave our school, please make arrangements for a transfer note.

PARKING

PLEASE NOTE THAT THE AREA ON THE WEST SIDE OF THE SCHOOL IS RESERVED FOR PEOPLE EMPLOYED BY THE SCHOOL.

PARENTS ARE REQUESTED NOT TO DELIVER AND PICK UP CHILDREN FROM THIS AREA.

PLEASE OBSERVE GREAT CARE WHEN PARKED NEAR THE CROSSING, allowing bus to exit first.

BUS TRAVELLERS

Parents are to advise school (preferably written) of alternative travel arrangements or requests. Note also that regular bus travellers will always be put on the bus unless authorisation is provided by parents.. .

ACCIDENTS

In the case of accidents sustaining injury, the first responsibility of the teacher is to treat the child and then contact the parent. Upon being contacted, it is the parent's responsibility to take the child to a doctor or hospital. Please ensure that the school has up-to-date information of a contact number for yourself or an emergency contact person.

MEDICATION

No medication of ANY kind is to be administered to the children by staff members. If your child requires medication during school hours, please visit the school yourself or arrange with a friend to give the medication at the appropriated times.

BICYCLES

Please ensure that your children know the road laws and can ride competently before allowing them to ride to school. All children riding bikes to school must wear approved crash helmets. Ensure that the bicycle is in roadworthy condition.

The school will not be responsible for damage to any bicycle.

If this rule is not strictly adhered to, the child will be asked to keep his/her bike at home for one week.

PROTECTIVE BEHAVIOURS

Each child should know,

His or her own full name,
Address,
Telephone number,
Age and birthday,
If dad works and where,
If mum works and where.

NEVER TO ACCEPT GIFTS, RIDES OR ANYTHING FROM STRANGERS!!!

SCHOOL COUNCIL

The school council is responsible for assisting the Principal and staff in matters affecting school policy, teacher welfare, accommodation of teachers, safety of teachers and pupils, and buildings and grounds improvements including new equipment purchases.

School council meetings are public meetings and all are invited to attend, but only elected members may vote.

Meetings are generally held at 5:00pm on the Third Monday of each month.

PARENTS AND FRIENDS

This is a small, but highly dedicated group of parents committed to fundraising for the benefit of the school. Please contact the school for further information.

HEALTH

- 1) Remember, infections spread quickly at school.
- 2) If in doubt, parents should contact the school.
- 3) Please send a note when your child returns to school.

INFECTIOUS DISEASES TABLE

Diphtheria

To be excluded until medical certificate or freedom of infection.

German Measles

To be excluded until medical certificate or recovery OR seven days after appearance of rash.

Impetigo (School sores)

To be excluded until sores are treated and covered.

Infectious Hepatitis

To be excluded until medical certificate or recovery.

Mumps

To be excluded until medical certificate or recovery.

Head Lice

To be excluded until EFFECTIVELY treated.

Ringworm

To be excluded until medical certificate stating treatment has been received.

Scabies

As above.

Conjunctivitis

To be excluded until discharge from eyes has ceased.

SCHOOL CROSSING

At the school crossing great care must be exercised by children. If you have a very young child, please wait on the school side of the crossing (not in your car) to escort your child across the road.

WE HOPE THAT YOUR TIME SPENT AS A MEMBER OF OUR SCHOOL COMMUNITY WILL ENRICH NOT ONLY YOUR CHILD OR CHILDREN'S EXPERIENCES BUT ALSO PARENTS AND TEACHERS ALIKE.

