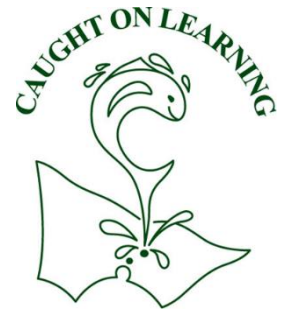


Eildon Primary School



School Values

**Respect-Integrity-Cooperation-Resilience -Altruism
Achievement**

Together we will develop a thriving community of creative, respectful, and resilient learners who strive for physical, social and intellectual growth



Student Information Booklet 2023

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EILDON PRIMARY SCHOOL

School Address: 45 High Street
Eildon VIC 3713

Contact Details: Ph: 03 5774 2074

E-mail: eildon.ps@education.vic.gov.au

Website: www.eildonps.vic.edu.au

Principal: Jai Harrington

Teachers: Hayley Crowle
Andrea Hall
Rebecca Mangelsdorf
Rebecca Lyttle

Business Manager: Cindy Nyari

Integration Aide: Kylie Ryan

Business Manager:
Office Hours: 8:30am to 4:30pm Monday to Wednesday

Chaplain: Peter Geldart

School Council President: Phil Campbell

TERM DATES FOR 2023

Term 1 27th January – 6th April (Students start Monday 30th January)
Term 2 24th April – 23rd June
Term 3 10th July – 15th September
Term 4 2nd October – 20th December

- Primary Schools observe all Public Holidays

WELCOME TO EILDON PRIMARY SCHOOL

A SCHOOL OF THE FUTURE



A school is a community in itself. The children, teachers, parents and the wider community all work together to provide the best programs, facilities and opportunities for our students.

Our school is about preparing students for their future lives as productive citizens of our nation. Our programs are a response to children's -

- Intellectual needs: English, Mathematics, Science, Technology;
- Cultural needs: Art/Craft, Music, LOTE;
- Physical needs: Physical Education, Sports;
- Social needs: Humanities, Health;
- Emotional needs: Wellbeing.

Parent participation is a key factor in children's learning and we recognise and encourage all parents to be involved in the school as much as possible.

I hope you enjoy your involvement with Eildon Primary School. The staff and I look forward to working with you.

Jai Harrington

Principal

STAFF

Principal:

Jai Harrington

Seniors
The Arts



Teachers:

Andrea Hall

Juniors



Rebecca Mangelsdorf

Middles
Visual Arts



Hayley Crowle

Seniors



Rebecca Lyttle

Indonesian & P.E.



Integration Aides:

Kylie Ryan



Business Manager:

Cindy Nyari

Mon to Wed



Chaplain:

Peter Geldart

Wednesday



SCHOOL PROFILE



At Eildon Primary School we believe that all students experience success through access to quality programs. By providing a caring, safe and positive environment, every student has the opportunity to reach their potential and make a worthwhile contribution to their community.

Eildon Primary School adheres to its six values of ***Respect, Integrity, Cooperation, Resilience, Achievement and Altruism.***

It is located within the Eildon Township, 140 kilometres northeast of Melbourne. Our position offers the following advantages:

- ◆ Large grounds of 7 hectares, full size indoor sporting stadium, natural bushland, soccer field, large oval, large grass areas, large asphalt areas, BMX track, substantial adventure playground, vegetable garden, chicken coop, outdoor learning areas, passive recreation areas and arboreal wonderland.
- ◆ Access to outdoor education – lake, snow fields, river, swimming pool, natural bushland and National Parks.

Our school has been extensively renovated and now comprises one regulation size classroom, two double classrooms, a library, art room and an administration block, all with air conditioning. A multi-purpose building set up with HD TV, kitchen and meeting area, was constructed under the Building Education Revolution Stimulus Package funded by the Federal Government, completed in 2011.

At present the school provides a comprehensive curriculum in: English, Mathematics, Health and Physical Education, Science, Technology, Humanities, Languages Other Than English (LOTE) – Indonesian and The Arts.

To actively support these curriculum areas, the following enrichment programs are provided: Life Education, Swimming, Camps and Excursions, Interschool Sport, Cross Country Skiing, Cultural Visits and Parent Education Programs.

In the classroom there is a 1:1 ratio of school owned and maintained devices including PC's, Netbooks and iPads that are linked to the Internet. All classrooms have been greatly enhanced by the use of Interactive Whiteboards and new student desks.

Individual programs are in place for students at risk. Additional assistance is provided through the Program for Students with Disabilities.

NB: Parents and community members play an important part in supporting student learning in the classroom.

Great emphasis is placed on caring for our students, staff and parents by:

- ◆ Providing an environment that is safe and secure.
- ◆ Equal opportunity for all members of the school community.
- ◆ A cooperative environment where students can share the responsibility for their own learning, behaviour and health.
- ◆ Providing an extensive transition program for Foundation and Grade 6 students.
- ◆ Developing life skills such as responsibility, communication, independence and empathy.
- ◆ Extending students to reach their individual potential by encouraging, recognising and rewarding achievement and effort.
- ◆ Providing ongoing professional development opportunities for staff.
- ◆ Providing communication to the wider school community to encourage involvement and support.

Community Links

Eildon Primary School prides itself on being a vital, active member of the Eildon Community. This is due to the strong links built up between the school and its wider community over a number of years. Community members are valued and are active in our Literacy programs, Working Bees and Camps and Excursions program.

The local community groups support the school in a number of ways including raising funds, conducting social events, providing scholarships and assisting with projects around the school.

Eildon Primary School is a member of the Cathedral Cluster of schools. Our students are given the opportunity to mix with students from Alexandra, Buxton, Marysville and Yea and participate in Swimming, Athletics and Cross Country running, together.

We are fortunate to have Eildon & District Kindergarten, School's OUT, out of school hours care and Eildon Playgroup located on the school site, making drop off and pick up very convenient for our busy families. The Kindergarten joins the Foundation classes for cultural activities throughout the year. This supports the transition process from Kindergarten to School.



CURRICULUM PROGRAMS

At Eildon Primary School we place Literacy at the centre of our teaching and learning.

Students' reading abilities are benchmarked regularly using running records. We have a fantastic stock of levelled readers that students work their way through. Our online CARS and STARS program provides a framework and learning activities that enable our students to develop strategies that refine their ability to understand what they read.

We use the BigWrite/VCOP approach to teaching writing which supports students to develop their Vocabularies, use of Connectives and Openers and understanding of Punctuation features. Once a fortnight, students sit a BigWrite session where they produce a piece of writing in a set amount of time. Students are trained to edit their writing and incorporate VCOP into their pieces.

Our staff believes that spelling is at the heart of literacy. At Eildon Primary School, we use SMART Spelling and our students are given new spelling words every week. Their words are taken from the SMART spelling scope and sequence and are at each students' point of need. Students complete spelling activities using their words through the week and are tested on Fridays. This new initiative has seen a dramatic improvement in our spelling scores.

All of our students are provided with their own levelled English Skills Workbook, supplied by the school. This develops their understanding of grammar and punctuation. Each day, they complete a page of exercises as a warm-up to the main literacy focus lesson.

Handwriting and typing skills are an integral part of our writing program and students participate in weekly activities in these areas. Students are also given the opportunity to experiment with writing in a range of genres including narratives, expositions, procedurals, recounts, reports and poetry.

In Mathematics, Eildon Primary School believes that students develop numeracy skills in a variety of different ways. All of our students are provided with their own levelled Maths Mentals Text Book, supplied by the school. Each day they complete one page which covers all aspects of the mathematics curriculum. Following this warm up activity, teachers deliver a differentiated focus lesson on a particular area of the curriculum that has been scheduled into term curriculum planners. Students then complete an activity to consolidate their understanding of the topic that includes: investigations, problem-solving exercises, open-ended maths activities, use of concrete materials and/or ICT software programs (e.g. Mathletics).

At Eildon Primary School, we are well-known for our excellence in The Arts. We provide regular opportunities for performing from an early age and our students are well-accustomed to getting up in front of a crowd and giving it their very best. We have a number of concerts throughout the year and hold regular Cultural Assemblies where students perform songs, skits, instrumentals, recitals and reports for the school community. Once a week, 2 Dream Music, provides small group lessons in singing, drumming and guitar.

Each class participates in an Indonesian lesson each week. The lessons are delivered using a multi-sensory approach including music, dance, song, art/craft, iPad apps, traditional storytelling and pencil and paper activities.

Our Health and Physical Exercise Program is fantastically resourced. We have a huge Sports Shed that is well organised and stocked with a wide range of modern sports equipment through the Sporting Schools program. We also have a large oval with cricket pitch and AFL goal posts. In addition the school has a huge indoor basketball stadium where we hold many PE sessions and Whole School Sport Sessions.

GENERAL INFORMATION A - Z

ATTENDANCE / ABSENCES

Children are expected to attend school every day except in the case of illness. Parents are expected to ring the school when their child is absent or send an absent notification through the School Stream app. The Education Department requires parents to supply a timely explanation for the absence of any child. Parents will be contacted by phone if their child does not arrive by 9:30am and no notice has been given.

ARRIVAL AND LEAVING OF SCHOOL GROUNDS

Children need to arrive at school no earlier than 8:30am each school day. From arrival at school until departure for home, children may not leave the school grounds. If your child arrives late or needs to be collected early, please sign the Arrival / Departure Book in the General Office. Please use the Eildon Community Centre Car Park for pickup and drop off. Remind your child to use the School Crossing and enter / leave via the Centre Avenue gates.

ASSEMBLIES

Weekly Assemblies are held each Monday morning. Cultural Assemblies are held at the end of each term, in the Multi-Purpose Hall starting at 12:30pm. Parents are encouraged and welcome to attend any of these gatherings. Cultural Assemblies usually include a few items from each grade and provide children with an opportunity to showcase their learning in front of an audience.

ASTHMA AND OTHER SPECIAL NEEDS

Please notify the school if your child has any medical condition e.g. asthma, epilepsy, allergic reactions, etc. that requires special care and would necessitate special consideration in school activities such as sport, swimming and excursions. A School Asthma Action Plan is to be completed by a GP and a School Camp Action Plan is to be completed for attendance at school camp.

The school keeps a register of asthmatics and their medications.

BEHAVIOUR MANAGEMENT

The wellbeing of children is paramount at Eildon Primary School. The school has developed and maintained an atmosphere where all children feel safe and secure. The school has a Student Engagement and Wellbeing policy which is available to all parents to read and discuss if they wish (all policies are located on the school website). Our Wellbeing policies are based on the clear communication of high expectations, the

improvement of each child's self-discipline and the encouragement of acceptable behaviour.

The school has developed a school-wide approach to behaviour management. This is based on the premise that teachers have a right to teach and that all children have a right to learn without being interrupted.

Consequences for choosing to follow or disregard the agreed school rules are made known to all children. The school endeavours to have a common approach in all classes, (including specialists) and in the school grounds.

BICYCLES

Children who ride bicycles are to wear a helmet and to leave their bikes in the Bike Shelter during school hours. Bicycles may be ridden in the school grounds under teacher supervision in designated areas.

BOOK CLUB

Scholastic Book Club operates throughout the school. It offers children and parents the opportunity to select and buy books at a cheaper than retail price. Order forms, which are distributed regularly throughout the year, are graded into reading age levels, thus giving an indication of books suitable for each child.

The school earns Reward Dollars on every order which enables us to receive free books for our library.

BREAKFAST CLUB

Every term we have a new supply of breakfast cereals and fruit delivered to school. There is always breakfast available at school each day.

Once a month our Chaplain Peter Geldart cooks up free bacon & egg breakfast for the school community. Parents are welcome to come along and join their children and school staff for breakfast.

CAMPS

All grade levels attend an annual school camp

The Juniors (P-2) have an annual sleepover in December and grades 3-6 attend the annual school camp which cycles through the following sequence: Canberra, Beach, Outdoor Adventure and Urban.

Children from Eildon Primary School also participate in the Somers Program for grade 5/6 which is a 10 day camp offered to schools in this area every 2 years. The Woorabinda Camp for grade 4/5 is held every alternate year to Somers.

A copy of the School's Camping and Excursion Policy is available to all parents on our school website www.eildonps.vic.edu.au or you may contact the office.

CHAPLAINCY

Our resident Chaplain, Peter Geldart, is present on Tuesday afternoon & Wednesday's to support the whole school community.

CHILD SAFETY

School Council has approved a numbers of policies that relate to Child Safety. These documents have been published on the school website. We ask that you take the time to read the policies so that you are fully aware of the school's commitment to Child Safety and the procedures our staff take to ensure the wellbeing of our students.

EMERGENCY CONTACT DETAILS

Please contact us if you have any changes to your phone number and address. This enables contact with parents in case of illness or accident. Parents are asked to ensure that any allergies or disabilities are listed on these cards with any necessary information. Parents are also asked to advise the school without delay of any changes in their address or telephone numbers or those of emergency contact people.

ENROLMENT ELIGIBILITY

Children who attain the age of 5 years by April 30 in a year, may commence school at the beginning of that year.

EXCURSIONS

Excursions are arranged during the year to enable children to have first-hand contact with a variety of experiences. Care is taken to make sure that there are viable educational objectives for each excursion.

Consideration is given with regard to the cost to parents. Any family experiencing financial hardship may contact the School Office to arrange an appointment with the Principal. Our policy is that no child shall miss out if it can be reasonably avoided.

Parents can expect to be notified in writing in advance of any proposed excursion and should understand that no child can be taken on an excursion unless written permission and authority to take emergency action in case of illness or accident is received from that child's parent or guardian prior to the excursion.

FOUNDATION

Foundation students do not attend school on Wednesdays until March.
Please refer to the Newsletter for exact dates.

HEAD LICE

All parents are encouraged to check their children's hair regularly and to notify the school if they notice an infestation. We ask parents to treat hair thoroughly before sending their child back to school.

HOMEWORK

Teachers will regularly set homework for the students to reinforce the learning that takes place in the classroom. Homework provides the opportunity for children to develop good study habits, organisational skills and to become more responsible for their own learning. Activities that take place after school hours enhance the school program. Some examples are – reading for pleasure, writing a shopping list, writing letters, keeping a diary, reading the local newspaper, shopping, counting money, watching quality television programs with the family and discussing them, planning family outings, being involved in community groups or completing projects around the house.

In Grades 3/4/5/6 children will have a weekly homework task to complete. The task will be set on Monday and collected at 9:00am on the following Friday.

All children are expected to do some homework. Eildon Primary School has a homework policy and a homework club. Students attend homework club when their homework is incomplete.

The Early Years – Juniors and Middles

Each night, children are given Take Home books to read at home. These are changed daily except for longer books such as novels.

Parents are asked to listen to their child read, ask them questions about the text and discuss the story. Please write a comment and sign and date. Praise your child's attempt and remember to make the time enjoyable. From time to time children will have some words to learn or an activity sheet to complete. These will be in the Take Home Cover. Children are responsible to ensure that the Take Home folder is returned to school the next day.

Seniors

The home reading routine continues with children selecting their own material. Parents can help here by encouraging a regular visit to the mobile library, borrowing from the school library, and making time available for reading.

ILLNESS

It is very important that current details of your address, telephone number and doctor are kept up to date. This information should be provided immediately as illness or accident can occur at any time. Whenever possible, parents will be contacted before medical attention is sought.

Important: If children are not well they should not be sent to school, as we have no facilities to care for them for extended periods. The best place for a sick child is at home.

IMMUNISATION

A School Entry Immunisation Certificate is a specific document which shows your child's record of immunisation. The certificate is an important record that will assist health authorities in protecting children in the event of a vaccine preventable disease occurrence in school.

Please note that it is a legal requirement to provide a School Entry Immunisation Certificate on enrolment to Primary Schools in Victoria.

There are now 2 ways parents can obtain a School Entry Immunisation Certificate:

- (1) Parents will automatically receive a history statement from the Australian Childhood Immunisation Register (ACIR) after your child has completed the 4-year-old vaccine schedule and has completed all childhood immunisations required. On the bottom of the page it should state:
“This child has received all vaccines required by 5 years of age”. If it does, this is now accepted as a School Entry Immunisation Certificate in Victoria.
- (2) Parents whose child's immunisation records are incomplete, missing or your child has never been vaccinated; contact your local Council immunisation service who will be able to assist you in obtaining a School Entry Immunisation Certificate.

For more information about how to obtain a School Entry Immunisation Certificate please contact your local Council immunisation service or visit <https://www.health.vic.gov.au/public-health/immunisation> under the heading 'Vaccination of infants and children'.



Minimum period of exclusion from primary schools and children's services¹ for infectious diseases cases and contacts

Public Health and Wellbeing Regulations 2019

Schedule 7

Column 1 Number	Column 2 Conditions	Column 3 Exclusion of cases	Column 4 Exclusion of Contacts
1	Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
2	Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
3	Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
4	Diarrhoeal illness*	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
5	Diphtheria	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	Exclude family/household contacts until cleared to return by the Chief Health Officer
6	Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
7	Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
8	Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded
9	Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
10	Hepatitis B	Exclusion is not necessary	Not excluded
11	Hepatitis C	Exclusion is not necessary	Not excluded
12	Herpes (cold sores)	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	Not excluded
13	Human immuno-deficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
14	Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
15	Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
16	Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
17	Measles	Exclude for at least 4 days after onset of rash	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 exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
18	Meningitis (bacterial —other than meningococcal meningitis)	Exclude until well	Not excluded
19	Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
20	Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
21	Molluscum contagiosum	Exclusion is not necessary	Not excluded
22	Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
23	Poliovirus infection	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
24	Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
25	Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
26	Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
27	Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC)	Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer	Not excluded
28	Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
29	Tuberculosis (excluding latent tuberculosis)	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
30	Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer

Regulation 111

A person in charge of a primary school, education and care service premises or children's services centre must not allow a child to attend the primary school, education and care service premises or children's services centre for the period or in the circumstances:

* specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 2 of that Table; or

* specified in column 4 of the Table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 2 of that Table.

*Diarrhoeal illness includes instances where certain pathogens are identified including Amebiasis (*Entamoeba histolytica*), Campylobacter spp., Salmonella spp., Shigella spp. and intestinal worms, but is not limited to infection with these pathogens.

Further information

Please contact the Communicable Disease Prevention and Control Section on 1300 651 160 or visit www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion

¹ Children's services cover the terms 'education and care service premises' or 'children's services centre' used in the regulations. It includes centres such as childcare centres and kindergartens.

INFORMATION TECHNOLOGY (COMPUTERS)

Information Technology is a growing learning component in our school. There is a 1:1 ratio of devices to students across the school i.e. computers, iPads and netbooks. All computers are networked and have Internet access.

Each classroom has an Interactive White Board to further enhance the delivery of the curriculum.



LEADERSHIP PROGRAM

All of our Grade 6 students participate in our leadership program. This consists of taking on a leadership position, attending a Leadership Day and completing the Young Leaders in School e-learning program.

LIBRARY

The school has its own recently refurbished and well-maintained library. Each class has a ½ hour library session each week where they learn to use the library as well as borrow and return books they have chosen. The loan period for each book is two weeks.

LOST PROPERTY

Names are required on all books and clothing.

A lost property bin is located at the school, but we encourage students to label and take care of their belongings.

LUNCH BOXES

Please ensure your child has a nutritious lunch box packed each day. Try to avoid packaged, sugary and salty foods.

LUNCH BREAKS

All pupils eat their snacks/lunch in the yard. Recess is from 11:00am to 11.30am, lunch is from 1:30pm to 2:20pm. It is important for children to eat a healthy snack and lunch at school and home. Children are encouraged to take any uneaten food and wrappers home. Children are not permitted to commence play in the yard until the 2nd bell, to ensure they have enough time to eat their lunch.

LUNCH ORDERS

Eildon Bakery provide Lunch Orders every Wednesday. Orders need to be sent to the office on the Monday.

MONEY AND VALUABLES

Parents should ensure that valuables and excess money are not brought to school. Please make sure your child does not bring to school items such as chewing gum, glass containers or expensive recreational toys, games, equipment, any personal listening devices (iPod etc.) or mobile phones. The school will not take responsibility for personal items.

PARENT HELPERS

Many of the programs being undertaken within the school operate more effectively with the support and assistance of parents. During the year you will be invited to work with teachers on many activities operating in the school e.g. swimming, excursions, sporting days, ski days, hearing reading, literature groups etc. By being involved, your children will benefit from your skills and interest.

We at Eildon Primary School encourage parents, grandparents and members of the community to become involved in these programs and provide assistance where possible.

It is expected that each family helps in at least one area each year. If you can offer help at any time, please do not hesitate to contact the school. Your assistance will be most appreciated.

Please consider joining our School Council and/or Parents' Club.

All volunteers in schools (including parents) must have a current Working With Children's Check.

PARENT PAYMENTS

The Parent Payments Policy is set by School Council at \$200.00 (halves with each consecutive child) for Curriculum Contributions (items and activities that students use, or participate in, to access the Curriculum). This voluntary charge covers all class consumables e.g. books, pens, pencils, folders, reader covers etc. and also some extra-curricular charges which include Life Ed and cultural visits.

Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum. We invite parents to make a financial contribution to support the school.

If you have any queries, you are welcome to make an appointment with the Principal.

PARENTS' CLUB

The Parents' Club's basic aim is to support the development of educational facilities and programs at Eildon Primary School. We aim to provide a means by which parents can become involved in the education of their children and stimulate further support for the school either by attending meetings or other school functions, assisting with fundraising activities or other programs within the school.

Meetings are held each month and details are published in the Newsletter. At this time, fundraising activities are planned and issues involving the education of our children are raised and discussed. Parents are encouraged to make suggestions regarding any improvements that they may see as necessary to enhance their children's school life. The Annual General Meeting is held in March each year.

PARENTS' RESPONSIBILITY FOR CHILDREN

Children will not be permitted to leave the school with a parent who is not the child's legal guardian without permission from the Principal, under direction of legal guardian. The school requires a copy of all court orders that directly relate to a child's guardian and living circumstances.

PAYMENT OF MONEY

When sending money to school for specific purposes (e.g. swimming, excursions, etc.) please ensure that it is enclosed in a sealed envelope, marked with your child's name, grade, the purpose for which it is intended and the amount enclosed. This should be given to the class teacher. We accept bank direct deposit as we do not have an eftpos machine.

REPORTS AND INTERVIEWS

Parent/Teacher meetings are organised throughout the school year. These are informal meetings where the teachers can communicate any general messages to parents regarding curriculum, parent involvement etc. and parents can ask questions of the teachers.

Parent/Teacher interviews are held at the start of Terms 1 & 3 to report on children's progress and it is expected that all parents will attend (children are welcome).

Written reports will be provided at the end of terms two and four, but interviews can be organised as often as required.

If you have a concern regarding any aspect of your child's schooling – academic, social, emotional – please come to the school as soon as possible. Please ring ahead and ask when you can see the teacher. If the matter requires further action please make an appointment to see the Principal.

We take your concerns seriously and by arranging a suitable time, full attention can be given to the concern.

SAFETY

1. Ensure your child knows their full name, address and telephone number.
2. Make sure your child is familiar with the route to school and uses the school crossing.
3. Train your child to “STOP, LOOK AND LISTEN” before crossing streets and also to understand crossings, especially School Crossings.
4. Teach your child to come to school on time – this is not only a good habit but will ensure your child arrives in the “safe” period. Also ensure your child has a regular sleep pattern, so they are not tired during school time. Children are expected to arrive at school between 8:30am and 8:55am. School starts at 9:00am. The school playground is not supervised before 8:30am.
5. VicRoads strongly recommends that “before the age of 9 years children should not cross roads or ride a bike in traffic alone”. State Law requires all children to wear a properly adjusted helmet while riding a bike.

SCHOOL COUNCIL

The School Council is made up of both staff and parent representation. It is largely responsible for the organisation of and improvements to, facilities within and around the school buildings. It also has overall responsibility for the financial operation of the school. One of the increasing responsibilities of School Council is in the development of school policy and curriculum. Decisions made by the School Council rely upon continuing consultation with the Principal, staff and other parent bodies.

The School Council consists of:

- 7 Parent Representatives - current President is Phil Campbell
- 2 Department of Education and Training Representatives
- The Principal – Executive Officer
- 2 Co-opted members.

The term for members is two years. Elections are held towards the end of March each year when School Council presents an Annual Report to parents.

Meetings, which are held twice per term in the multi-purpose room, are open to the entire school body and parents are encouraged to discuss with School Council members any ideas they may have regarding school policy or facilities. If you would like to have an idea heard, please contact the Principal or the School Council President, prior to the meeting. This is essential if the School Council is to reflect the wishes and attitudes of the entire school community.

The School Council has three sub-committees.

At present the sub-committees are:

- **Finance**

The Finance Sub-committee sets the budget for each year's programs and presents it to School Council for approval. It administers the accounts within budget limits and makes suggestions regarding expenditure proposals.

- **Policy**

The Policy Sub-committee develops and revises written policies in all areas of the curriculum and the broader school community.

- **Buildings & Grounds**

This Sub-committee makes recommendations to School Council about the development of the school's buildings and grounds.

SCHOOL CROSSING

The school has a crossing and children are encouraged to use it. Parents need to set a good example by using the crossing.



SCHOOL HOURS

Official School Hours are as follows:

Morning session	-	9:00am to 11:00am
Recess - lunch	-	11:00am to 11:30am
Mid-morning session	-	11:30am to 1:30pm
Recess	-	1.30pm to 2.20pm
Afternoon session	-	2:20pm to 3:20pm

SCHOOL INJURIES AND INSURANCE

Parents and guardians are responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs will be 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 and Training does not hold accident insurance for school students.

Is insurance cover available?

Yes.

The Department is aware of two insurers, EBM Insurance Brokers and JUA Underwriting Agency Pty. Ltd that 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.

SCHOOL NEWSLETTER

The Newsletter is published fortnightly on a Wednesday and sent to families via School Stream. It is an important link in the communication between the school and the parent body. It contains reports from the Principal, various school organisations, and items of interest and notifications of coming events on the school calendar. Local community groups are also able to use it as a means of communication to the entire Eildon community.

SCHOOL NURSE

The Department of Education & Training offers all Victorian children a health assessment in their first year at school. The program is delivered by School Nurses. It gives parents / guardians, teachers and nurses an opportunity to work together for the wellbeing and educational progress of children. In order to carry out a health assessment, the nurses need to know information that only parents / guardians have about their child.

Prior to the School Nurse's visit, parents will receive a School Entrant Health Questionnaire, which will assist them to provide this information. Parents are encouraged to consult the School Nurse at the time of her visit to their school to discuss any concerns they may have. All information is confidential. The health assessment is not intended to replace your normal source of health care. School nurses are also available to see children from other grades that may have a concern noticed by parents or teachers.

For further information, please contact the Principal or child's teacher.

SCHOOL STREAM APP

We use the School Stream app to communicate with our whole school community. We ask all families to download the free app onto their mobile phones, iPads etc., so everyone receives the notifications that we send out. School Stream enables teachers to have fast and controlled messaging to the parents of their class.



Without using phone numbers or emails they can share the classroom daily activities, photos, meeting times and reminders.

School Stream:

- Is a safe, private platform.
- Allows the school to remind parents of upcoming events.
- Allows parents to send absent notifications directly on the day.
- Enables our school Newsletter to be sent each fortnight.

SCHOOL UNIFORM

It is School Policy that children at this school wear the official uniform (we ask that parents name all articles of clothing).

An important part of hygiene is a well presented clean uniform.

The existing school uniform consists of:

- Bottle Green Bootleg Pant
- Bottle Green Twill Pant
- Red Polo Shirt with logo
- Bottle Green Poly Viscose Shorts
- Bottle Green Poly Viscose Skorts
- Bottle Green Polar Fleece top with logo
- Bottle Green waterproof Jacket
- Green School Wide Brimmed Hat in Terms 1 & 4
- Bottle Green Polar Fleece Beanie in Terms 2 & 3



- **A special Polo Shirt is organised each year for the Grade 6 students. Parents' Club purchase one for each child as a Graduation gift.**
- **Grade 6 students can also purchase a Grade 6 Rugby Jumper**
- **Parents' Club supply a wide brimmed hat, free to Foundation students, on enrolment.**

Price lists are available from the school office.

Note: Uniform prices are as low as is possible. This is not a fund-raiser, merely a service to parents.

SCRAP MATERIALS FOR ART/CRAFT ROOM

Scrap materials are required for the Art/Craft room. These may be left at school at any convenient time. Items such as: egg cartons, margarine and ice cream containers, bottle tops, magazines and any other items you feel may be suitable.

SPORT, SWIMMING, PHYSICAL EDUCATION

All children are required to participate in the school's Physical Education, Swimming and Sports program unless a written exemption on medical or similar grounds is provided.

The Swimming Program starts at the beginning of Term 1 for one week and concludes in December with another one week. Children are required to wear sunscreen for protection from the sun. Parental assistance with this program is most appreciated.



SUNSMART

In Terms 1 and 4, all students and staff are required to wear a wide brimmed school hat, in the playground during recesses and during any outdoor activity, excursion or camp. Sunscreen will also be available in each classroom and all children are encouraged to use it. Hats are available at the school office.

WORKING BEES

Although not held frequently, working bees play an essential part in maintaining and improving the school surrounds.

They are an important means by which parents can show an interest and be involved in their children's school. It is hoped that all parents will be actively involved in helping to improve the school facilities. Both skilled and unskilled workers play an important part - do not underestimate the contribution you can make.

Many working bees conclude with a barbecue provided by the School Council and therefore are an enjoyable social occasion for the school community as well.

