

# Avenel Primary School No. 8



## Information Booklet 2019



# AVENEL PRIMARY SCHOOL

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# WELCOME

Hello and a warm welcome to you and your family to Avenel Primary School. Starting school is a momentous event in children's lives, whether this is your first child's experience or you already have a child at our school. We want to make your child's time at their school productive and a safe and enjoyable time so never hesitate to get involved in our school, classrooms and activities or to sit down with us to openly discuss any issues along the journey ahead. It is our mission to make your school the best learning and social environment it can be so that your child can learn and grow confidently and feel connected to their school.

The purpose of this booklet is to give you some of the information on our school routines and practices - sort of an ABC of our school. Hopefully this helps to answer some of the many questions that you may have or may arise. Should you, at any time, have any queries about anything at all please do not hesitate to contact one of our teachers, our business manager or myself to discuss the matter. It is important to us that you feel welcome and able to talk openly and frankly in our common interest for your child.

Welcome again, and very best wishes

*Neil O'Sullivan*  
*Principal*

*This handbook and many other school publications and photos are available on the school webpage at [www.avenelps.vic.edu.au](http://www.avenelps.vic.edu.au)*



# STUDENT TERM DATES 2019

## *Term 1*

January 30<sup>th</sup> to April 5<sup>th</sup> 2019

Teachers begin Term 1 on 29<sup>th</sup> January 2019

Students commence Thursday 31<sup>st</sup> January 2019

Office is open from Monday 28<sup>th</sup> January 2019

*\* Please note that schools are allowed four pupil free days for staff professional learning or report writing. Schools must use one day at the beginning of the year but now have flexibility in how they use their three remaining student free curriculum days. This means that other schools in Victoria could begin school in Term 1 on a different day to Avenel Primary School if they choose to make an additional two or three days pupil free at the start of the school year*

## *Term 2*

23<sup>rd</sup> April to 28<sup>th</sup> June 2019

## *Term 3*

15<sup>th</sup> July to 20<sup>th</sup> September 2019

## *Term 4*

7<sup>th</sup> October to 20<sup>th</sup> December 2019

# SCHOOL TIMES

We encourage punctuality at Avenel Primary School with an expectation that our students are at school on time and ready to begin learning activities at 9:00am. Late arrival disrupts the rest of the class, distresses the child coming in late as they try to catch up on what is happening and interrupts the teacher's planning and organisation for the most productive learning time of the school day. It is a courtesy to be on time.

8.30 am.	Students begin arriving. Students have the option of being inside or playing outside
9.00 am.	School commences. Literacy session
11.00 to 11.10 am	Lunch time supervised eating
11:10 to 11.50 am	Lunchtime play
11.50 to 1.50 pm	Middle learning session -Maths and Inquiry
2:20 to 3:20 pm	Learning session: PE, Inquiry, Art, Music
3.20 pm.	School Dismissal



**Any changes to school times and dates are notified in the newsletter.**

***Please remember - especially when planning your family holidays that every missed lesson has an impact on your child's success and confidence and their learning.***



## *An ABC Guide to Avenel Primary School*

### **AVENEL'S TEAM TEACHING APPROACH**

Our school has led the way for some years in team teaching methodology and teaching in 21<sup>st</sup> Century design classrooms.

The team model allows for us to commit every teacher in the school to literacy & numeracy teaching blocks. In the afternoons, our students benefit from curriculum programs through all teachers sharing a talent or speciality and 'swapping' within teams so our small school can offer Physical Education, Art and Music.

For our students, team teaching has meant

- the synergy of three teachers minimum planning, monitoring and concerned for their learning and well being
- a consultative approach to issues of learning
- a differentiated learning program based on their learning journey and not age or grade level
- the modelling of co-operation and working together by their teachers,
- seeing teachers learning from each other and bouncing around ideas, our teachers modelling as learners
- social networks are left to mature as they are not split into individual grades year after year - social issues are resolved instead of managed by separation,
- the environmental necessity of work habits and personal noise levels respectful of other individuals or groups - some of whom might be engaged in something completely different,
- a sense of open space allowing flexible configurations, teaching groups and activities
- a sense of belonging to a larger whole than a grade group and an extended number of classroom peers

Key to a team approach is a shared responsibility for students, within each team and more widely for all students in the school. Our team approach to our data is that everyone is accountable for student connection to school and academic progress and can have an impact. Apart from our focus on assessment for learning, our school has a simple, school based tracking and monitoring system based on a summative assessment schedule in literacy & numeracy. At the start of each term we share whole school data and examine every student's progress with all teachers. Our term's professional development meetings each week then focus on a teaching and learning practice based on a key message in our school data. Our

Professional Learning Team meetings and Teaching team meetings further unpack this data into addressing our individual student learning needs.

As teaching teams we are learning together, from each other and for each other. We are bringing together the best of our collective ideas, wisdom, teaching craft and personalities to our students. We are open and transparent about our teaching practice. We are learners and teachers. We are attuned to students' progress so we can share that information with parents and colleagues. Across a teaching team we can more effectively differentiate learning and be flexible with our learning groups based on need - focussed teaching.

Our teaching teams in 2019 are:

**Prep:** Sarah Ternes

**Grade 1 /2:** Anne Tranter, Lisa Witt, Kate Phoenix and Mel Kesckes

**Grade 3 /4:** Kahlia Evans and Hayley Tobin

**Grade 5 /6:** Carrye Malone and Jania Cotter

## ACCIDENTS

Accidents at school are rare but do happen despite our best attempts at making school as safe as possible. If your child is involved in a serious accident at school you, the ambulance and doctor will be contacted immediately. The Principal (or delegated member of staff) will use their discretion in calling an ambulance. As ambulance benefits are no longer available to schools, the cost of using an ambulance becomes a parent/guardian responsibility. We therefore strongly advise you to subscribe to the ambulance service. Department policy advises that no teacher may transport injured children to a hospital or doctor.

If non-urgent medical help is required, a parent, guardian or emergency contact will be notified and arrangements made. If we administer any first aid to your child you will receive notification. Our school is fortunate to have Anne Tranter on our staff. Anne is a former nurse and is Level 4 equivalent First Aid trained. Anne is our designated First Aid resource person. All staff members and all staff are trained annually in CPR, anaphylaxis and basic playground first-aid.

## ADDRESSES & CONTACT NUMBERS

It is vital that the school records are accurate and current especially in an emergency, so please advise the office promptly of any change of address, telephone number or back up emergency contact number. Mobile phone numbers are especially handy for us to know - especially if you've changed numbers!!!

Our school also uses a bulk SMS facility to quickly inform groups of parents of alerts, safety or excursion information so accurate mobile numbers are essential. The SMS is set up to text the first named parent on school enrolment forms.



## ASSEMBLIES

We hold a whole school assembly each Monday morning to begin the week. Assembly begins with the singing of a boppy version of Advance Australia Fair. The assembly is hosted by Grade 6 students to give them confidence in public speaking and as part of their leadership development. There is news of the week, award presentations and an address by the principal. Parents are most welcome to come along and join in but we ask that parents remember our school culture of respectful listening as a model for our students.

## ATTENDANCE – Absences and Sickness

Your child's health has a direct impact on their learning so if they are not well they are better off at home resting for a speedy recovery. It is a requirement that all Victorian government schools contact Parents and Carers as soon as practicable on the same day of an unexplained student absence and that all student absences are accounted for. Parents and Carers should contact the school for all student absences either via telephone, email, Tiqbiz or Compass apps.

On the other side of the coin, your child will be happier and successful at school if they attend school regularly and punctually. There is a direct link between student achievement and attendance. Irregular attendance, unless the child is ill, is detrimental to your child's connection to school and can be stressful when they find they have missed out on prior learning or their friendship group dynamics have changed. Parents receive a summary of student absences with their child's reports.

*Please note that Preps do not attend school on Wednesdays in February.*

## BICYCLES

Children 8 years old and below are not considered by road experts as capable of consistently following road rules or making accurate judgement of distance and speed and so we recommend that children this young not ride to school without supervision. If your child intends to ride a bicycle to school please make sure they:

- ◆ Receive careful instruction in road rules and hand signals
- ◆ Have regular checks and maintenance done on the bike.
- ◆ Wheel the bike through the side entrance to the racks in the bike shed.
- ◆ Wear a safety helmet (includes parents if riding with their child)

Students riding bikes must park them in the bike shed

# BUS

Many of our students travel to school on our school bus. Students are eligible for free bus travel if they live more than 4.8 kms from their nearest school. Permission can be given (at the principal's discretion) for students closer to the school to travel by bus if there are spare seats available. Parents of children who are eligible to travel on any of our school buses will need to complete a 'Permission to Travel' application form. Application forms for new enrolments will be distributed to families as part of the enrolment process.



Our bus run covers Upton Hill and Mangalore areas. Please contact the school about bus stops, route and times if you think you may be able to use the bus.

## IMPORTANT BUS DETAILS

- We keep a bus roll and check students onto the buses each night to ensure their safety and whereabouts. **If for any reason your child is not travelling home on a bus, please inform the school by phone or note of the details.**

This is very important to avoid delays in searching for children who have not turned up to go home on the bus!

- Children other than normal bus travellers who wish to travel on buses for whatever reason must request permission prior to the day of travel from the Principal's office for student safety and the requirements of legal liability by the bus driver and school

Students travelling on the buses have a responsibility to be on their best behaviour. Bus rules will be explained to all students at the start of the year (and when-ever they seem to need a reminder). The rules are common sense really - basically sit in your seat and don't disturb others! Behaviour that is disruptive, harmful or annoying to the driver or other travellers is not acceptable for safety reasons and harmony.

Bus travel is a privilege, **not a right**. At the discretion of the principal travel rights may be suspended or cancelled for anti-social or dangerous behaviour.

## CAMPS

The aim of our school camps policy is to broaden and develop social and life skills through introducing the children to different experiences and environments. A school camping program is designed to develop your child's self-reliance, confidence and social and co-operative skills. In our school, camps are important extensions of school programs and are always the focus of a curriculum unit.

A sequential, exciting camps program for your children that is relatively inexpensive and provides challenges and new experiences is our aim.

Currently the camp program is:

**Years 5/6** - five days/four nights, alternating annually between Canberra and Sovereign Hill. This is based on units of work on Government (Canberra) and Australian History (Sovereign Hill).

The Grade 5/6 Three Day Bike Hike

The Energy Breakthrough program.

**Years 3/4** - three days/two nights, alternating between an adventure camp and a unit theme camp. This year we successfully trialled a five day camp for Grade 3&4.

**Years Prep/1/2** - overnight at school for Grade Prep, 1&2 held late in the year.

Working With Children Checks are required for parents attending overnight camps. There is an online application form that needs to be completed, printed and taken to a Post Office for validation. Working With Children Checks can take a bit of time therefore parents wishing to attend camps overnight need to ensure they apply well in advance.

## CHANGES OF CLOTHING



Accidents do happen!!!! We have a small supply of clothing to lend to children when this becomes necessary. If you could launder and return any change of clothing to us as soon as possible we would be grateful. We always appreciate donations of clothing for this purpose too if your child had grown out of things and they are too good to throw away. .

It is a good idea for some of our children to keep a change of clothing in their bag (especially in Winter if they seem the type to be magnetically attracted to mud and puddles!)

## COMPASS PARENT PORTAL

Our school uses Compass as our Parent Portal. Compass includes many different features, including the ability to monitor your child's attendance, and enter an explanation for absence or lateness and update your family details.

Compass is a web-based system that is accessible on any modern web browser or by using the Compass iOS or Android apps. Search for 'Compass School Manager' in the store.

Every family receives a separate login to Compass. To log in you will require your unique family username and password. These details will be provided by our school upon enrolment.

## CULTURE & EXPECTATIONS of BEHAVIOUR

We aim to have a safe and happy school culture at Avenel Primary School and generally we do! Underpinning this we have a comprehensive whole school approach to developing a harmonious culture which focuses on positive behaviours and relationships, respect and self-esteem. We teach and model confidence, getting along, problem solving, persistence and organisation. Our foundation is our three school values:

- Be a Mate -be interested, ask questions, be inspired.
- Be A Learner -learn how to be mates.
- Give Something Back -give something back, make a contribution.

### School Rules

Our students are involved in developing their classroom rules at the beginning of each year as an integral part of our values program to begin the school year. Playground rules are deliberately kept simple and based on playing together fairly and safely, including others, tolerance, caring for school property and respecting the rights of others. Playground issues are primarily resolved using the Restorative Practice strategy which focuses on students taking responsibility for actions that harm, recognising those who have been affected and making an agreed effort to redress the harm.

*At times it may be necessary to establish temporary or short term rules to ensure the safety of students. E.g. during building or grounds works*

## CONTACT WITH SCHOOL

Good communication between parents and our staff builds a strong partnership essential to your child's progress and enjoyment at school. We want to work alongside you to make school a happy experience and provide the best education possible for your child.

Your first contact at school is usually our Business Manager who will gladly assist you in your enquiries with her depth of knowledge and experience in our school or relay any messages to teachers or your child at recess and lunch times.

Unfortunately, teachers cannot be called from a classroom during their teaching duties as their first responsibility is to their students. Our normal practice is to avoid disrupting a class during lesson times unless absolutely necessary - class time is sacrosanct here. Our Business Manager will pass on a message for the teacher to return your call at a recess time or after school.

We also ask parents and visitors to be respectful of class time and interruptions, and to avoid holding up the teacher if they should be getting to their students.

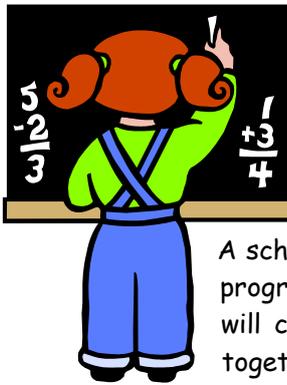
Our Business Manager can also provide information about accounts and the business side of the school.

I am personally only too happy to assist you and your family with any information about our school and our educational programs and assist with family or student issues. I am interested in working with you to address any problems you or your child may be having at school. Of course positive feedback is always welcome too so we know what to keep on doing well.

If you would like to see me or your Class Teacher, please ring and make an appointment through the school front office just to make sure we are available.

We want you to feel comfortable in contacting us if you have any concerns or questions. It is very helpful if you can provide information, at any time, about your child that the teacher may not be aware of and which may affect his/her school work (such as a medical problem, bullying or friendship problems). You may also contact us using the Compass Parent Portal.

## EARLY YEARS LITERACY & NUMERACY



Literacy and Numeracy have a high priority within our school. All students have two hours of literacy learning and one hour of mathematics five days a week. The students develop their reading, writing, speaking and listening skills and their numeracy skills within a structured classroom program.

A school-wide assessment schedule carefully monitors and tracks each student's progress and where necessary additional assistance is given. Your child's teacher will contact you if we are having any concerns about your child's learning and together we will develop an Individual Learning Plan with you as necessary

# EMERGENCY INFORMATION

Please fill in the details of your family accurately and completely on the enrolment form and notify the school of any changes. It is most essential that the school has the name, address and telephone number of a person to contact in case of emergency. It is also handy if your child knows of your whereabouts during the day - at work, shopping, visiting (who), etc. It helps us to 'track you down'. Please keep the school informed of any changes of address, phone numbers, allergies, asthma, etc.

## ENROLMENT

**If your child turns 5 years on or before 30<sup>th</sup> April**, he or she is eligible to enrol in a Victorian Primary School at the commencement of that school year. Children turning 5 after this date must wait until the following year before commencement at this school. To enrol you will need to provide us with....

1. Certificate of Immunisation (see below)
2. Proof of age such as a birth certificate.
3. Completed confidential student enrolment form

## ENROLMENT IMMUNISATION CERTIFICATE

A school 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 occurrence in school.

***Please note it is a legal requirement to provide a school entry immunisation certificate on enrolment to primary school in Victoria***

There are now two ways parents can obtain a school entry immunisation certificate

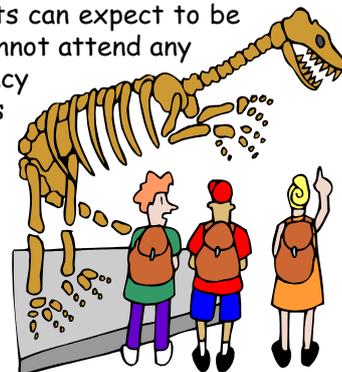
- Parents will automatically receive a history statement from the Australian childhood Immunisation register (ACIR) after your child has completed the 4 year-old vaccine schedule and has completed all childhood immunisations required. On the bottom of the page it should state: "This child has received all vaccines required by 5 years of age." If it does, this is now accepted as a school entry immunisation certificate in Victoria.
- Parents whose child's immunisation records are incomplete, missing or whose child has never been vaccinated, need to contact their local 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 [www.health.vic.gov.au/immunisation](http://www.health.vic.gov.au/immunisation) under the heading "Frequently Asked Questions"

## EXCURSIONS

Excursions are arranged during the year to enable children to have first-hand contact with a variety of experiences connected to their classroom learning. Care is taken to make sure that there are viable educational objectives in the excursion and that there are preparatory and follow-up lessons.

Parents will be asked to contribute towards the cost of most excursions but we are very careful to keep the cost to parents affordable. Our policy is that no child should miss out because of cost so if excursion or other school expenses are causing any financial hardship please get in touch with the principal to see what we can arrange. Parents can expect to be notified in writing well in advance of any proposed excursion. Children cannot attend any excursion unless written permission and authority to take emergency action in case of illness or accident is received from that child's parent/guardian (this is a legal requirement).



## FEES

Our school receives government funding to meet most of its staffing, maintenance, curriculum and operational costs but needs to ask parents to pay a voluntary levy in order to provide for your child's stationary needs & art supplies, and to buy student resources such as library books, notebook computers, classroom readers and take home books. The School Council during its budget planning process decides on the funding it will need to continue to improve our teaching and learning resources for our students. This year the amount is \$190 per child (up to three children - \$95 for fourth and subsequent children). This amount is usually paid in Term 1 but other arrangements can be made if you are still recovering from Christmas and holidays!

## FUND-RAISING

We also supplement Government funds through fund-raising activities throughout the year. Parents and Friends take responsibility for fund raising activities with the aim of providing the best possible facilities and programs for your child. Please support them where you can. See Parents & Friends Information under P.

## HEADLICE

Head lice have been around longer than mankind itself, and they are extremely difficult to eradicate. We do the best we can to manage head lice in our school, but like everywhere else can only contain the problem, not eradicate it. Parents can help by checking their children's hair regularly.

Department of Education and Early Childhood Development Policy states that anyone with lice or nits must treat the hair and remove the lice/nits before they are permitted to return to school. - (Please refer to Infectious Disease / conditions sheet).

Tying back long hair is one of the most effective ways of limiting the spread of Head Lice

# HOMEWORK

Homework is an extension of the classroom program giving parents the opportunity to share activities with the children. Parents are informed each year by their child's classroom teacher of homework expectations. Our homework policy sets put the following homework requirements for our students:

Prep to Grade 4	<ul style="list-style-type: none"> <li>• 5 nights of home reading completed each week (including relevant sight word lists) and signed off in reading log. Suggested time 20 minutes per night.</li> </ul>
Grade 5 - 6	<ul style="list-style-type: none"> <li>• 5 nights of home reading completed each week and signed off in homework log. Suggested time 20 minutes per night.</li> <li>• 1 inquiry based assignment each term documented in homework log weekly.</li> </ul>

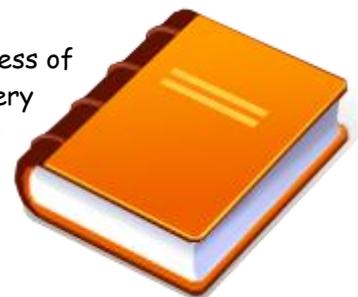
## INFECTIOUS DISEASES

The following table sets out the times of exclusion from school.

<i>Chickenpox</i>	Until fully recovered or at least one week after the eruption first appears.
<i>Conjunctivitis (acute infectious)</i>	Until discharge from eyes has ceased.
<i>Diphtheria</i>	Until receipt of a medical certificate of recovery from infection.
<i>Giardiasis</i>	Until diarrhoea cease. ( <i>diarrhoea</i> )
<i>Hepatitis</i>	Until receipt of a medical certificate of recovery from infection, or on subsidence of symptoms.
<i>Hepatitis B</i>	Until recovered from acute attack.
<i>Impetigo (school sores)</i>	Until sores have fully healed. The child may be allowed to return provided that appropriate treatment has commenced and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressings.
<i>Leprosy</i>	Until receipt of a medical certificate of recovery from infection.
<i>Measles</i>	Until at least five days from the appearance of rash or until receipt of a medical certificate of recovery from infection.
<i>Meningococcal</i>	Until receipt of a medical certificate of recovery from infection.
<i>Mumps</i>	Until fully recovered.
<i>Pediculosis (head lice)</i>	Until appropriate treatment has commenced.
<i>Pertussis (whooping cough)</i>	Until two weeks after the onset of illness and until receipt of a medical certificate of recovery from infection.
<i>Poliomyelitis</i>	Until at least fourteen days after onset of illness and until receipt of a medical certificate of recovery from infection.
<i>Ringworm</i>	Until appropriate treatment has commenced.
<i>Rotavirus (diarrhoea)</i>	Until diarrhoea ceases.
<i>Rubella</i>	Until fully recovered or at least five days after onset of rash.
<i>Scabies</i>	Until appropriate treatment has commenced.
<i>Shigella (diarrhoea)</i>	Until diarrhoea ceases.
<i>Streptococcal infection (inc. scarlet fever)</i>	Until receipt of a medical certificate of recovery from infection.
<i>Trachoma</i>	Until appropriate treatment has commenced.
<i>Tuberculosis</i>	Until receipt of a medical certificate from a health officer of Department of Human Services that the child is not infectious.
<i>Typhoid/Paratyphoid</i>	Until receipt of a medical certificate of recovery from infection.

## LIBRARY

Currently have a small school library which we are currently in the process of expanding. We also visit and borrow from the visiting library bus every second Wednesday. Library bags are provided to Preps for use when borrowing books from the Mobile Library Van.

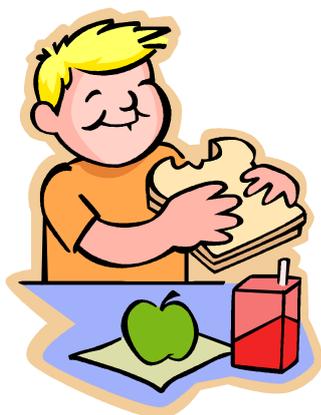


## LOST PROPERTY

*Please clearly mark all clothing and personal items - all pieces of school uniform look the same (which I guess is why it's called a uniform).*

If any property is found it will be returned to your child (if article is named), or placed in the lost property if we can't readily identify the owner. Please clearly name all articles of clothing, especially jumpers, windcheaters, tracksuit pieces and parkas. These are often removed during recess and lunchtimes and become forgotten items.

Lost property is located in the office. **During the year we will give a few warnings in the newsletter and then get rid of all accumulated items.** If we didn't do this periodically there would be no room left for us in the building!! Unclaimed lost property is either donated to a charity or kept at school as spare clothing at the end of each term.



## LUNCH ORDERS

Our school is fortunate to have the services of the Avenel Cafe for lunch orders on Wednesday, Thursday & Friday.

Lunch orders should be placed in the lunch order tub on the office counter before school commences (you will receive a list and current prices at the start of the year). Please place money in a paper/plastic bag with your child's name, grade and order on the outside.

If your child forgets to bring their lunch to school we will try to contact you and make arrangements however if you can't be contacted we will always arrange something, either from the shop or the staffroom.

In winter we operate a 'heat-up' service by the staff. Essentially we are happy to pop any food needing heating into the pie warmer so our students can have a hot lunch - it must be wrapped in foil, defrosted and be suitable for a pie warmer tray - unfortunately we don't have the time or facility to microwave food.

## MEDICATION

Teachers are not expected to administer medication to children. If your child needs to take medication for any reason, please contact the office to make arrangements so we can ensure the medication is stored correctly and safely and administered according to instructions. Medication needed by children must be authorised by their parents using the school's Medical administration form. The Principal (or a delegated member of staff) will supervise your child receiving the medication. All teachers may give first aid treatment for minor injuries at their discretion and the school has teachers trained in with First Aid. All staff have current CPR and basic First Aid training.

## MOBILE PHONES

Our school's policy on mobile phones is that if students need to bring a mobile phone to school for personal or safety reasons, they should leave the phone with the teacher, or in the office, once they get to school. Please note the section in Personal Belongings which says we are not covered for any loss of personal items - the phone remains at the student's risk.

## NEWSLETTERS

We like to keep parents as well informed as possible. Our most common source of communication is our Newsletter, normally distributed each Wednesday

If your child is absent or fails to deliver the Newsletter to you (you will become amazed at what you will find scrunched up in the bottom of a school bag!), please feel free to pick one up from the school or local stores.

You can also get the newsletter by email if you have an e-mail address. Please contact the school's office if you wish to use this service.



## PARENTS & FRIENDS ASSOCIATION

Our parents are warmly invited to join in our school through our Parents and Friends. They meet one day per month. Meeting dates are always published in the school newsletter.

Our Parents and Friends support is crucial to the progress of this school. They have three functions, all of equal importance to students at our school. They are the fundraising body of the school, provide logistic support for school activities and are an important parent forum.

Parents & Friends' function is concerned partly with fund raising activities which provides the school with equipment such as reading books, mathematical aids - in fact, anything that is needed for the benefit of the children. Parents & Friends also provide logistical support for special events in the school. Parents & Friends meetings are a great venue for discussions about school and can be a sounding board for new ideas and proposals.

Parents & Friends assistance with funding, their feedback and helping out in a myriad of special events over the past years has been outstanding and the staff appreciates such tremendous support.

As part of a small community we need and welcome parent involvement through our Parents & friends. Parents who volunteer even a few hours every year make a substantial difference to their child's experience and their school.

Parents & Friends' annual meeting will be held in February 2019

## PARKING

The school has three distinct zones to manage traffic and student safety before and after school. The goal is to separate car, bus, bike and pedestrian traffic which can be chaotic especially at the end of the school day.



**Anderson Street** (the football ground side) is for parent parking and dropping off and picking up students by car. For the last three years, we have been working in partnership with Strathbogie Shire to improve parking on the Anderson St side of our school. By the start of next year, the car park area and drop-off zone will be sealed to improve its overall functioning. We have a teacher on duty to assist students and ensure their safety after school.

**Livingstone Street**, on the opposite side is pedestrian access only. As there is a school crossing there is no standing or parking so please do not drop off students from cars here. It's illegal so you may also cop a fine. The school bus also drops off and picks up its passengers near the Livingstone Street entrance and there will be some provision for staff parking in the future.

**Watson Street** is our designated bike entry zone for the moment.

*Please follow parking rules and park courteously for the safety and wellbeing of our children. Children are unpredictable and have 'tunnel vision' so may not be aware of cars around them. Please drive slowly and be prepared for anything!*

## PERSONAL BELONGINGS

Please clearly name all items of clothing children are likely to remove or lose at school, all lunch and drink containers and their school bag. If your child wishes to bring books, games, a CD or toys, please make sure these are named too.

Personal property is often brought to school by students, staff and visitors. This can include mobile phones, calculators, toys, sporting equipment and cars parked on school premises. Staff and students are discouraged from bringing any unnecessary or particularly valuable items to school. Private property remains the total responsibility of the owner.

We are asked by the Department of Education and Training to inform students, staff, parents and visitors that it does not hold insurance for personal property brought into schools and it will generally not pay for any loss or damage to such property. Responsibility for loss and/or replacement rests with the owner.



## PHOTOGRAPHS

Professional school group and individual photographs are taken annually. In 2019 school photos will be taken on Tuesday 12<sup>th</sup> March.

We also take photographs of our students as you would capture family moments on your camera for awards, sports, class activities and special events. We may also be asking you for photographs from home. Our school also has several digital cameras which students use in their studies. The digital images will be mainly used in class work but may also be used for school newsletters, displays or for local papers or published electronically on our website or on our Facebook page.

## REPORTING TO PARENTS /GUARDIANS

Our formal reporting to parents involves the following:

**Term 1:** Parent & Teacher Interviews are held early in the year for teachers and parents to meet each other in the first instance and secondly mutually to share information about your child for a good start to the school year.

**Mid-year:** A written report under the guidelines and in a format set out by The Department of Education and Early Childhood Development. This is followed by an interview with the teacher, parents and student.

**End of Year:** A written report which will include reference to any plans or actions discussed at mid-year interviews, as well as an up-to-date report on your child's achievements

At any time throughout the year a parent may arrange an interview with a teacher to discuss their child's progress. We would encourage you to take this opportunity if you have concerns. Also, from time to time, teachers may request interviews with parents/guardians.

## SCHOOL COUNCIL

School Council has the role of making decisions regarding the direction and management of the school. Powers and duties of the School Council include-

- Formulation of the School Strategic Plan
- Developing the educational policy of the school, consistent with goals and priorities
- Promoting parent and community participation and interest in the school
- Conducting education activities for the benefit of the community
- Allowing use by outside bodies of the school building and grounds under its control
- Annual reporting to the school community
- Holding property on behalf of the Minister
- Purchasing equipment for the school
- Overseeing the management of the school.
- Conducting canteen for the use of students or staff
- Forming sub-committees
- Responsibility for the financial arrangements within the school
- Overseeing maintenance on buildings and grounds.

School Council meets monthly. **Parents are welcome to sit in on all council proceedings.**

# SCHOOL COUNCIL ELECTIONS

Every year half of the School Council retires so an election is held as soon as possible once school starts. There are three parent vacancies each year. You do not require any special qualifications, only a commitment to ensuring your school provides the best education for all children.

## SCHOOL MEDICAL SERVICE

There are support services available to provide additional assistance to our students and families when necessary. Please do not hesitate to talk to me or your class teacher if you have concerns in any of the following areas:

- Specific Learning Problems
- Emotional Problems
- Special Problems such as family trauma
- Physical Problems - Deafness , Vision, Speech



**The Child and Family Health Program offers all Victorian children a health assessment in their first year at school. The program is delivered by a school nurse. It gives parents/guardian, 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 or 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 their visit to 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 causing concern to parents and teachers.

## SOCIAL SERVICE

During the year students and staff raise money for various charities. This can be a class, team or whole school effort depending on the cause but is usually a whole school effort organised through our Junior School Council. In 2013 our school adopted a sister school in Tanzania and has raised money to support students in that school since as its main charity.

## STRATEGIC PLAN

The School Strategic Plan is the planning and accountability framework that allows the school to develop its plans and priorities within government guidelines.

It allows a school to plan and monitor its programs, establish whether its objectives are being achieved and provide performance information to the school community and the Department of Education Employment and Training.

Achievement measures on school performance as specified in the Strategic Plan are monitored by the school and reported in the school's Annual Report. These annual reports provide the information base for a major review every four years - an in-depth analysis of the school and its performance.

## SUN SMART



Avenel is a registered Sun Smart school.

Australia has the greatest incidence of skin cancer in the world and unfortunately traditional recess times, especially the lunch time, coincide with the most dangerous times of the day for UV radiation. The School Council has adopted a policy for Terms 1 & 4, which requires all students to wear an appropriate broad brimmed hat that protects the ears, face and neck while outdoors. Students without a hat will be directed to stay in a designated shade area.

Preps and new students to our school are provided with their first hat but then it must be replaced if lost or worn out. Hats are available from the Office at a cost of \$10.

Sunscreen is also available at school and children are actively encouraged by staff to use it at playtimes and during Phys. Ed and sport. If your child has skin allergies you may supply your own.

## SUPERVISION

Teachers supervise students during all recess periods through rostered yard duty, and the eating of lunch in each classroom. No child is allowed to leave the school grounds between when they arrive at school and 3.20pm without written permission for safety reasons and even then we would prefer an adult pick them up.

Although our teachers arrive at school quite early in the morning and stay well after students go home, they do so to prepare for their teaching, collate student work, attend meetings and plan their curriculum. Our school provides a teacher on duty and student supervision before school from 8:45am and provides for after school supervision until 3:45pm. Please help us by resisting your child's urging to come to school too early and by making sure they are picked up on time after school (if you are going to be late, please ring the office - that way we can make sure we let your child know, arrange to keep an eye on them and minimise their worry)

## SMOKING

Smoking is not allowed in the school grounds and buildings or within 4 metres of our boundary fences.

## SWIMMING PROGRAM

We are committed to the concept of every child being able to swim and be safe around water, given our creeks, dams and local water sports opportunities. During Term 4, all students receive a week of instruction at our local pool from qualified Austswim instructors. These lessons are free to families and make great use of our local pool facility.



## TRANSFERS TO OTHER SCHOOLS

Children who move to another school need a Transfer Note. This is a legal requirement. If you are intending to move elsewhere either in Victoria or Interstate, please notify the school office. A Transfer note, progress reports and relevant educational information will be provided for the new school. An Interstate Transfer form is required for those families moving interstate.

## UNIFORMS

All students are expected to wear the prescribed School Uniform. A school uniform gives a child a sense of belonging and pride in their school and contributes to the maintenance of a good school culture. Our uniform list is available from the office - most items are available through the school. Just ask our Business Manager and she will fit you out. We also have quite a supply of second hand items going cheap - those unclaimed bits of uniform nobody put a name on.

## WORKING BEES

We can make our school's dollars go a lot further if we do some of the maintenance and grounds work around the school ourselves. Working Bees also have a great social side and are a great opportunity for our school community to get together. We have a bite to eat and refreshments after to make sure that happens. So, keep an eye out for working bee notices in the newsletter!

