

ABSENCE NOTES

Once your child is enrolled at school and he/she is absent, it is important that you please forward a written explanation of the absence. If you know in advance that your child will be absent, please inform the school. If your child needs to be picked up early please go to the office to collect an early release form to give to your child's classroom teacher. Regular attendance at the commencement of school is so important in setting a routine for the future. As part of our monitoring of children's welfare, if we haven't heard from you why your child is away we will contact you by phone.

AFTER SCHOOL PICK UP

Please make sure your child is made aware of your arrangements-where to meet, at what entrance, which way to ride/walk home.

Prep students need to be picked up outside the classroom door.

If students are waiting for a ride home at the front entrance of the school, they need to stand inside the school until their parents arrive.

If you are delayed, please telephone the school on 59835546.

If there are changes in pick up arrangements please let your child's teacher know.

If your child has to cross Camphill Road to get home please ensure your child asks the Gate Duty teacher to supervise their crossing.

ART SMOCKS

It is expected that each child have an art smock/long shirt to wear during art activities.

ASSEMBLIES

Assemblies are held every Monday at 9.00 in the G.P room or on the asphalt area if the weather is fine. Parents are most welcome to attend.

BANKING

The Hastings Branch of the Commonwealth bank provides the school banking for the children. This service is good training for regular saving. New accounts are offered to preps and new students.

Children bring their books to school each Tuesday. They are delivered to the office by 9.30. Books are returned the same day. Any inquiries regarding student banking

should be directed to the Commonwealth Bank. The school receives a small commission for each transaction so everyone benefits from this program.

BIKES

If your child rides a bike to and from school it is compulsory to wear an approved bicycle helmet.

RIDING BIKES IN THE SCHOOL GROUND IS PROHIBITED

Bicycles can be stored behind the office building. It is an accepted fact (from the Bike Education Program) that students under Year 3 need supervision when riding their bike to school.

BOOKLISTS

Each year staff prepares a list of materials for your child to use throughout the year. The school arranges with a company to supply these books. No other requests for stationery are made throughout the year.

BOOK CLUB

Under this scheme, students are given the opportunity to purchase a variety of books for their personal libraries. Approximately six times a year they will receive a form describing books from which they make a selection. The aim of the club is to encourage students to read for enjoyment and to provide a selection of books to appeal to students of all abilities. The school also conducts a book fair in the school library usually during book week in August.

COMMUNICATION

MOST IMPORTANT

If you have a question, or an issue no matter how trivial you may feel it is - we are **ALWAYS** ready to listen and make every attempt to resolve the concern.

COMPUTERS

Every classroom has at least two multi media centres linked to the Internet for student use. The philosophy behind the use of the computers is for the students to see these learning centres as assistance to their learning and as such the teachers integrate these computers into the student's regular learning environment.

Students are taught on a hierarchy of skills starting in Prep and branching out into a range of programs including power point, word, excel, publisher and beginning data – bases by Year 6.

CURRICULUM DAYS

Staff Professional Development and Curriculum Days are allocated to all schools and students do not attend school on these days. These days are granted so that teachers and interested members of the school community can research educational issues, evaluate school policies and programs, conduct interviews, or write reports. The school community will be given adequate notice of when these will be held.

DAILY TIMETABLE

Assembly	9.00 [on Mondays in the G.P. room]
Session 1	9.00 - 11.00
Recess	11.00 - 11.30
Session 2	11.30 - 12.50
Lunch	12.50 - 1.00
Lunch recess	1.00 - 2.00
Session 3	2.00 - 3.30

STUDENTS ARE DISMISSED AT 2.30p.m. ON THE LAST DAY OF TERMS 1, 2 and 3.

STUDENTS ARE DISMISSED AT 1:30p.m. ON THE LAST DAY OF TERM 4.

- For health and safety reasons wait until the bell goes before your child unpacks their bag, and prepare for the school day.
- If you wish to take your child home during school hours, please call at the office first to sign our early dismissal book and complete a form for your class teacher's roll.
- We also have a late pass for children who arrive after starting time. Children should report to the office and sign the visitor's book.
- If you were assisting with any of the class programs, it would be appreciated if you would first call at the office to sign the visitor's book.

DENTAL SERVICE

The school dental service provides free dental care for primary school students. For further information, please contact:

School Dental Service

Frankston-9784 8187

Dandeneong-9791 7855

EMERGENCY

We will contact you if there is a sudden health concern, incident or accident at school regarding your child.

To do this we will need your help in filling in your **EMERGENCY CARD** each year. An up-to-date card is your child's safeguard of proper treatment.

SO, PLEASE NOTIFY US IMMEDIATELY OF ANY CHANGE OF ADDRESS, PHONE NUMBER, AND MEDICAL ATTENTION ETC.

EDUCATION MAINTENANCE ALLOWANCE

The Education Maintenance Allowance (EMA) is provided to those families who hold a health care card. This allowance is paid in two installments throughout the year and is used to help offset the cost of education. This payment is used to offset the book list costs and other educational requirements throughout the year.

EXCURSIONS

All excursions and In school Performances are designed to give your child an educational and an enjoyable outing. Before an excursion, you will receive a notice informing you of the details with a consent and indemnity form to be returned to the school. Students will not be taken on an excursion without a permission form.

EXTRA CURRICULA ACTIVITIES AND PROGRAMS

These programs further develop the educational requirements and experiences of all students. They include:

- Visual Arts
- Performing Arts- Music, Drama and Instrumental sessions
- Environmental Science
- German
- Health and Physical Education
- Perceptual Motor Program
- Enrichment and Extension
- Out of School Hours Care Program
- Computer Laboratory

FIRE DRILL (Counter Disaster Plan)

Teachers and students practice a procedure, in case of emergency. The school has a comprehensive counter disaster plan, which is reviewed on an annual basis.

FUNDRAISING

Each year the school aims to run fundraising events. The school council, through its Parent and Friends Club and the Finance and Resources committee sets these events.

HEALTHY CHILDREN

Unfortunately, school can be a place for picking up and spreading germs.

You can keep down illnesses by: lots of healthy food, early nights, sensible clothing

However, when your child is sick please keep them at home until they are fully recovered and able to join in the challenging school life.

IMMUNISATION

All children should be fully immunised before they start school. These details are recorded at enrolment. If for any reason this has not been done would you please

attend to this matter? If details are not provided it is assumed the child has not been immunised and may be asked to stay at home (up to 2 weeks) in the event there is a problem at the school.

INFECTIOUS DISEASES

The School Medical Service stipulates the following periods of absence are required if your child contracts any one of the listed infectious diseases.

- 1. *Chicken Pox*:** Until fully recovered. N.B. Some remaining scabs are not an indication for

continued exclusion.
- 2. *School Sores (Impetigo)*:** Until sores have fully healed. The child may be allowed to return

provided that appropriate treatment is being applied and that sores on exposed surfaces, face,

hands, etc. are properly covered with occlusive dressings.
- 3. *Viral Hepatitis*:** Until a medical certificate of recovery is produced, or on subsidence of

symptoms but not before seven days after onset of jaundice.
- 4. *Measles*:** For at least seven days from the appearance of the rash or until a medical certificate

of recovery is produced.
- 5. *Whooping Cough (Pertussis)*:** For four weeks or until a medical certificate of recovery is produced.
- 6. *Ringworm*:** Until appropriate treatment has commenced, supported when requested by a medical certificate.
- 7. *German Measles (Rubella)*:** Until fully recovered and at least four days from the onset of the rash.
- 8. *Head Lice*:** Students are required to be sent home if head lice are found in their hair. Once

treatment commences, they may return to school. The school has commenced a monitoring

program, which is conducted at the start of each term. A qualified nurse now visits our

school to ensure this problem is properly managed.

9. ***Slap Cheek:*** Students are most contagious before the rash appears. A child is not usually

contagious once the rash has appeared. If diagnosed before the onset of the rash students

should remain at home until the rash is visible.

INTERVIEWS

Parents may arrange an interview with the classroom teacher regarding progress or any other concern by telephoning or writing a note to the teacher concerned, so that a mutually convenient time can be arranged. (see reporting to parents).

LIBRARY

Our aim is to foster in students a love of books and literature. We also provide a program, which teaches the students a variety of library skills. Students can borrow books during their weekly class session. Please encourage your child to take care of the books and return them on time. A library bag is also advisable. A library technician works two day per week to maintain resources in the library.

LOST PROPERTY

Lost property can be a continuing concern.

Please label all your child's belongings clearly and permanently (including shoes, jumpers, lunch box lids, and drink bottles). Although we offer every assistance possible, the school cannot be responsible for lost items. All lost property, which is handed in, will be transferred to a box near the G.P.room entrance.

It is particularly difficult for young students to look after their property as they often forget where they have put their items down. During recess times we allow students with a building pass to return items to the classroom if they have obtained this pass from with the teacher on yard duty.

LUNCHESES

Probably the biggest mistake to make is to provide **TOO MUCH** lunch.

WE SUGGEST...one round of sandwiches, some carrot, or cheese sticks and a piece of fruit.

Students begin their lunch at 12:50. The students are supervised at lunchtimes, whether inside or outside (depending on the weather). If lunch is brought to school in a container, could it please be clearly named? A drink in a screw top plastic container is also suggested. Please avoid **FIZZY DRINKS** and **GLASS CONTAINERS**. Most students also bring a "play lunch or snack" which is eaten at morning recess. Junior classes also have a 10:00a.m. fruit snack. (see your child's teacher)

LUNCH ORDERS

Students may purchase a lunch from the school on a Monday. Order forms are given out in the newsletter on the week before. Each lunch is \$3:00 and varies from week to week. Students need to have their details written clearly on a paper bag and for this to be placed in the lunch order basket in their classroom.

MEDICAL CHECK-UPS

During the year, the School Medical Service conducts medical examinations for all Prep students. Parental permission is required. Where it is considered necessary, teachers, and parents may request medical examinations for particular students in other classes, again with parental permission.

MEDICATION

If medicine is necessary during school hours, instructions for its administration must be sent in writing. These instructions and the medicine must be handed in at the office. A measured dose, clearly labeled is a useful way to assist the school. Most medicines require refrigeration and this is the best way of ensuring medicine is not incorrectly administered. Again, if your child is considered unwell please keep them at home.

MONEY

Please send requested money enclosed in the labeled envelope provided by the office to your child's classroom teacher.

MUSICAL INSTRUMENT PROGRAM

Instruments lessons are offered for any student who is interested. These include drums, guitar, piano and keyboard. During 2005 the students will again be offered this program. If you are unsure of the instrument, please talk with staff to help with your decision.

NEWSLETTERS

Newsletters are sent home on a Wednesday (they are sent home on Tuesdays from the start of the year until Labour Day holiday) with the oldest child in the family and are published each week. The newsletters aim to inform the community of the happenings around the school and to celebrate the successes of our school community. These are also available online at the website:

<http://www.somersps.vic.edu.au/Newsletter/newsletter.htm>

NOTICES

As a general rule, notices (when required) will be sent home school happenings, excursions etc. Please check your child's bag for these. Newsletters are sent home weekly on Wednesdays (they are sent home on Tuesdays from the start of the year until Labour Day holiday). This is a major way of communication with the home. If there are two or more children at the school, the newsletter is sent home with the eldest child.

OUT OF SCHOOL HOURS CARE PROGRAM

The school operates an excellent After School Care Program from 3:30p.m. -6:00p.m. The school also offers a Before School Program. This is provided from 7:00am until 8:45. Curriculum Day Care is also offered. Activities are planned for all programs and light meals are also provided.

Bookings can be made (if there are places available), by telephoning: 59 835546 before 3:30pm. You may also be eligible for childcare assistance through the Commonwealth Government Scheme. Information can be obtained from the school. Enrolment forms are available at the office.

PARENT PARTICIPATION

Somers Primary School is truly a "community school" and is a focal point for the Somers community. Your participation will enhance your child's education. All parents who are assisting around the school should sign in and out at the office and obtain a 'parent helper' badge.

Input from parents is sought in the following areas:

- Educational programs. See the classroom teacher regarding this aspect.
- Grounds and building maintenance through working bees
- Fundraising activities
- School Council and Parents Club

The teachers recognise that school is not a separate compartment of your child's life. The more overlap the better!

In countless ways you can **PARTICIPATE**.

- Reading Helper (hears reading)
- Computers
- Parents and Friends Club (everyone welcome)
- School Council (everyone welcome to attend meetings)
- School Council Sub Committees.
- Family Mathematics
- Excursion helper
- School camps assistant
- Swimming helper.
- Bridging the Gap. (A reading enhancement program.)
- Parent Helpers Program
- Perceptual Motor Program

Not all parents are able to assist at school, but listening to your child read, assisting with

homework and general encouragement is also an important contribution.

P.F.C.

The Parents and Friends Club will work for any objective that aims at the improvement in the comfort, convenience, and general welfare of students, staff and school. Membership is open to all parents and others interested in the Somers School Community. Meetings are held at the school on Monday mornings at least once a month.

POLICY

The School Council is responsible for developing school policy. These documents are accessible through the office. Policy is continually reviewed, updated and introduced based on requirements of the Department of Education and Somers Primary School .

PUNCTUALITY

Starting school ON TIME is so important to the routines we establish in life. Be positive and on time in the mornings. If for any reason you are late, please go to the office first and complete a late pass, which is then handed to the class teacher to alter the roll.

REPORTING TO PARENTS

This is done through a combination of written reports and parent/teacher interviews. Beginning with a parent teacher interview in the early part of the year.

Parent/Teacher Meetings and Information Opportunities

Throughout the year various functions are held to give parents and teachers an opportunity to meet and discuss programs and your child's progress. These are usually held on a class level basis, but opportunity is also given for personal interviews.

The first parent teacher chat is held in late February with a formal interview held early in Term 3.

Written Reports

Written reports are prepared for parents in June and December.

Parent /Teacher Interviews are held in June and at the commencement of the school year.

The most important aspect about reporting is that it is ongoing. If you have a concern please contact the school.

SCHOOL COUNCIL

The School Council is the governing body of the school, elected by the school community to work with the Principal to determine school policy and ensure the efficient running of the school. Meetings are open to all members of the school community and are held on Mondays at least twice a term in the Staff room

commencing at 7.30 p.m. A variety of sub committees operate under School Council guidance, usually meeting two weeks leading up to the council meeting.

SCHOOL FEES

Each year the School Council, through its Finance and Resource Committee, sets a fee for each student. This fee covers such things as books, writing materials, and other school resources for the Art Room , Library, and Information Technology Program. A letter confirming the fees and arrangements for the supply of books will be sent out to you before the end of the school year. **Fees can be paid by CREDIT CARD, CHEQUE, and CASH.**

If you are transferring from another school the fees are negotiable depending on what resources your child brings from the other school. Please speak with the Principal about this matter.

SICKNESS AND ACCIDENT REGISTER

Details of all students are kept so that contact may be made with the home in the event of sickness or accident at school. Therefore it is most important that you complete all relevant information on the admission form and emergency information sheet. Please let the school know immediately if any changes occur. That is new address, telephone number, and place of work, doctor, neighbour or emergency contact. Parents are notified when first aid is administered so you may follow up with relevant treatment.

STUDENT MANAGEMENT AND SUPPORT

Somers Primary School will assist all students to develop to their fullest potential. Sometimes underlying issues can influence this potential. A Student Management and Support Policy indicates how Somers Primary School deals with the issues of Speech Therapy and psychological assessment, inappropriate behaviour, welfare issues and procedures for addressing these issues.

STUDENT SUPPORT SERVICES OFFICERS

Somers Primary School has access to Student Support Services Officers. These personnel assess students who are identified as having speech disorders or may require psychological testing. This testing is done on school premises and requires parent consent. A social worker is also available for students and their families when

issues arise that require guidance and support. Once again parent consent is required before this service can be put in place.

SUNSMART

The school endorses a Sun Smart approach at school. Students must wear a polo shirt, (not singlet tops) a broad brimmed hat/legionnaire hat and sunscreen during hot weather. Under our 'no hat no play' policy in terms 1 & 4, children who do not have an appropriate hat, are required to sit quietly in the shade during these terms.

We are an accredited Sunsmart School by the Anti Cancer Council of Victoria .

SWIMMING

At the end of the year, students in Prep to 4 will attend swimming lessons at Pelican Park Hastings or Crib Point Pool. The lessons form a major part of the Physical Education Program. Swimming days will be announced closer to the time and are held during third or fourth term. A note would be appreciated if your child were unable to attend a swimming session. While there is teaching on developing appropriate stroke technique, the emphasis is also to stress water safety. The program for the older students has a stronger emphasis on water safety in a beach environment. Years 5 and 6 will be involved with a water safety program through their camp in Term 4 of each year.

TOYS

Please do not allow your children to bring articles to school, which could cause danger to themselves or others. Please note that expensive toys SHOULD NOT be brought to school. Responsibility cannot be taken for their loss or damage.

TRANSFERS

If you intend leaving the district, please notify the Principal and obtain the necessary information. Please return any school equipment - e.g. library books.

UNIFORM

School Uniform at Somers Primary School is compulsory. The School Council has developed a policy to emphasis this point. Uniform can be purchased through the

Uniform Committee by obtaining an order form the office or meeting a parent who runs the Uniform Shop at the rear end of the G.P.room.

VISITATIONS

During the year the children will have the opportunity to be involved in a number of events where performing artists will visit the school. Some examples include puppet shows, plays, musical presentations, and workshops. The cost for these activities is covered through the schoolbook list fees at the beginning of the year.

VOLUNTARY CONTRIBUTIONS

The School Council towards the end of term 4 decides voluntary Contributions for the next year. The School Council also decides what this money is to be spent on based on School Forums, staff sentiment and school priorities.

WE T DAYS

In wet weather, children remain in the classrooms. Dismissal time for that day is 3.30p.m.

YOU CAN DO IT

A whole school program based on the five foundations of confidence, organization, getting along, persistence and resilience.

If after reading this document you have any further queries about the school's operation, please contact me at school. I'd be very happy to answer any question you may have.