

NEWTOWN PRIMARY SCHOOL INDUCTION HANDBOOK

At Newtown Primary School we believe that every individual will learn and flourish with time and the support of a committed team.



RESPECT

for

Self,

Others,

Learning and

Environment

Newtown Primary School - Induction Handbook

School Address: Aberdeen St,
Newtown 3220

Email Address:
newtown.ps@edumail.vic.gov.au

Website:
www.newtownps.vic.edu.au

Telephone: 5229 9730
Fax: 5221 6447

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| Contacts: | |
| Principal | Amanda Hay |
| Assistant Principal | Shaun Haberfield |
| Business Manager | Judith Teasdale |
| Office Administration | Amanda Grinter |

SCHOOL PROFILE

Newtown Primary School has a strong culture of RESPECT with particular emphasis on respect for self, respect for others, respect for learning and respect for the environment. Respect for learning and environment are reflected in the focus on building a sustainable future. Living the pursuit of sustainability is demonstrated in our commitment to waste and energy management and the establishment of our grounds to incorporate edible gardens and shaded areas.

Our school has a strong record of performance in both Literacy and Numeracy. Students have personal commitment to their learning by participating in setting learning goals and monitoring their progress as they engage in meaningful tasks. Additional programs are offered in the areas of Physical Education, the Arts, Library Studies, Computer Technology and Indonesian. A literacy intervention program ensures additional support is given to students across the school in reading and writing.

The Newtown community is active in our school at many levels. From the formal School Council structure through to student led conferences and informal community picnics, the community demonstrates a close connection to the school. Parents are encouraged to participate in a range of school events and fundraising activities such as our annual Trivia Night and Art Show, while our Parent Ambassador program connects families. Our school buildings and grounds are a source of great pride, as our entire community work together to keep these learning spaces safe and attractive.

In recent years, cultural diversity has become a feature of our school. Students from Nigeria, India, Korea, China, Philippines and Spain participate fully in our school program and enrich our lives through their generous sharing of the culture of their mother country. Newtown Primary School is accredited to deliver education to International students and we explicitly plan for their academic progress and wellbeing. Accreditation is provided through

the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS Provider Code: 00861K).

Newtown Primary School has 14 teaching staff (including 1 Assistant Principal and 1 Principal) and 2.64 (EFT) Education Support Staff. Newtown Primary School currently has an enrolment of 255 students.

We are a Team

At Newtown Primary School we believe that every individual will learn and flourish with time and the support of a committed team.

In order to meet this vision, we trust that staff and families will work together to provide the best possible learning environment.

While we work with School Council to set policy, we rely heavily on families to work within these guidelines.

Please become familiar with the items detailed in this booklet.

We also ask that special attention is paid to:

- our school uniform code.
- punctual arrival at school.
- calm and orderly movement around our school.
- prompt return of permission forms and payments.
- making time to talk with the teacher outside of instruction time.
- our school value of respect for self, others, learning and environment.

If you have any concerns please contact the classroom teacher or Principal immediately.

SCHOOL BELL TIMES:

Students will be supervised continually from 8.50am to 3.45pm. **Students should not be in the school grounds outside these times** unless attending Outside School Care or another approved activity.

| | |
|---------------|--|
| 8.50 – 9.00 | Students arrive at school |
| 9.00 – 11.00 | Teaching and Learning time |
| 11.00 – 11.20 | Supervised recess time |
| 11.20 – 1.20 | Teaching and Learning time |
| 1.20 – 1.30 | Supervised lunch eating in the classroom or the school yard |
| 1.30 – 2.30 | Supervised lunch recess time |
| 2.30 – 3.30 | Teaching and Learning time |
| 3.30 – 3.45 | Students leaving the school grounds |

TERM DATES - 2019

| | |
|--------|---|
| TERM 1 | 29 th January (teachers start) 30 th January (students start) – 5 th April |
| TERM 2 | 23 rd April – 28 th June |
| TERM 3 | 15 th July – 20 th September |
| TERM 4 | 7 th October – 19 th December (students) 20 th December (staff) |

STUDENT FREE DAYS - 2019

January 29th – Teachers commence work
July 25th – Student-led Conferences
tba - Professional Learning Day
December 20th – Last day of the year



FOR PREP PARENTS

WHEN SHOULD MY CHILD START SCHOOL?

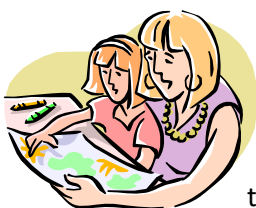
To be enrolled in a Victorian government school your child must be at least five years of age by 30 April in the year of starting. Children between six and sixteen years of age must attend school or be receiving an approved, alternative tuition program. In Victoria, children are admitted to government schools at the beginning of the school year (usually late January).

Prep Entrance Requirements:

- Birth Certificate
- Certificate of Immunisation.
- Appropriate visa documents (if applicable)

Parents are required to furnish proof of the child's date of birth. Each child should be immunised against communicable diseases before starting school. (See also *Immunisation*). Dental examinations are also recommended before a child enters school. Immunisation Certificates can be accessed through the myGov website - www.my.gov.au. Please provide the school with a copy.

AM I READY FOR MY CHILD TO START SCHOOL?



It is common for parents to miss their child when they start school. You may have mixed feelings about your child's new identity as a more independent person.

Parents come to understand and accept that starting school is part of their child's long-term progression from dependence to independence. By talking to the teacher about how your child is settling in and the types of things they have been doing, you are forming a partnership with the school. This builds a strong foundation for your child's learning.

SCHOOL READINESS

Practise these with your child:

- Following a set routine
- Sitting and listening to a story
- Following simple instructions
- Joining in with songs
- Recognising their own name
- Holding a writing/drawing pencil
- Using scissors efficiently
- Recognising colours, shapes and numbers to 10
- Completing a jigsaw
- Building with construction material
- Having a good breakfast
- Establishing a routine with a set bedtime to ensure your child gets enough sleep
- Packing a healthy lunch and snacks, and explaining when they should be eaten



ENCOURAGE INDEPENDENCE

Children should be able to:

- Toilet themselves without assistance
- Dress and undress themselves
- Begin to tie their own shoelaces

- Look after their belongings
- Open their school bag, lunch box, drink bottle (a little practice at opening lids and clips on lunch and snack boxes would be a great idea)
- Communicate their needs to the teacher ie: if they feel sick, need to use the toilet
- Recite their full name, their address and telephone number

SOCIAL SKILLS

Support your child to:

- Mix with other children socially
- Share toys
- Take turns

STARTING SCHOOL

Your child is entering the Prep grade. It will be an exciting and different experience. We know that you are eager to have your child continue the happy, normal life which they have begun at home. It is our pleasure to share with you the responsibility of helping your child to learn to live a happy and productive life. The home and the school both working together should help them develop physically, mentally, emotionally and socially.

ENJOY SCHOOL WITH YOUR CHILD

- Develop the idea of going to school as a pleasant thing for them to do.
- Help your child to look upon parents, teachers and playmates as their friends.
- The wise parent makes the separation on the first day as unemotional as possible.
- Show an interest in what they do at school. Be enthusiastic about the things they bring home. Avoid criticism - be positive.
- Do not discuss your child's abilities in their presence. Avoid comparing your child with other children in the neighbourhood.
- Listen to your child read from their books each day.
- Visit school once in a while to learn what the teacher is trying to do for your child. Perhaps you can help each other. Become involved if you have the time. Teachers welcome it. If you are concerned about your child's progress, please contact the teacher or the principal for an after hours conference.

AVOID OVER ANXIETY AND PROMOTE CONFIDENCE

- Do not threaten your child by proclaiming what the teacher will do to them when they go to school. Teachers are allies not enforcers.
- Avoid being over anxious about your child. Children's fears can be relieved by parents who are willing to discuss these fears with their children.
- Parents can help overcome anxiety by showing children that they are valued for their own sake and that they have skills and talents with which they can contribute to the family and grade.

STARTING NEW PREPS

Our transition program will endeavour to ensure that all students and parents know who their class teacher will be prior to starting school.

You will receive a letter during January that will inform you of a special time to arrive on the first day of school.

This allows a smooth start to the morning as students will arrive in small and manageable groups and have the full attention of their teacher.

Bring your child into the room where you will be greeted by the teacher. Be sure to tell the teacher any important information or condition which may affect your child, and who will be collecting them at the end of the school day.

Take your leave quickly and cheerfully. It has been the experience of teachers for the last few years that Prep children these days settle into school very quickly.

FIRST TERM OF SCHOOL

Prep children will attend from 9am – 1:30pm for the first day of school.

For the month of February the Preps attend from 9am-3:30pm, except on Wednesdays.

As well as being a rest day, Wednesday will provide an opportunity for our Prep teachers to meet with your child for some literacy/numeracy assessment (by organised appointments).

10 TIPS - HOW CAN I HELP MY CHILD?

1. Assure them of security
Help them feel that they are wanted. Give them friendship and sincere affection.
2. Help them to live democratically
Help them to follow simple directions and perform reasonable tasks and duties.
3. Help them to learn responsibility
Make them responsible for caring for and putting away their belongings. Let them carry their own school bags, hang them in the hallway and place water bottles in the classroom..
4. Help them to develop independence and self confidence
Help them to play freely and to amuse themselves, to create things – painting, drawing, cutting and making. Praise and encourage – never make fun of what they try to do.
5. Listen to them and answer their questions
Take time to talk to them, encourage them to put their ideas into words. Oral expression is the basis of all language development. Show interest in what they do and answer their questions simply, sincerely and to the best of your ability.
6. Encourage clear speech
Encourage them to speak distinctly in sentences without baby talk or excessive slang. Speak clearly yourself because speech is learnt by imitation.
7. Endeavour to avoid anxiety and fear
Don't threaten them with "what the teacher will do" but endeavour to relieve their fears by trying to find the causes with them. Aim to do things well for self satisfaction rather than through competition with other students. Doing things well to beat someone else or gain a reward or attention at another's expense is undesirable.
8. Set a single standard of behaviour
Parents and teachers should work together in establishing clear, consistent standards of behaviour. Discipline should be honest, fair, gently firm and lead towards self discipline.
9. Provide a background of experiences



Experience is pure learning and provides a basis for further learning affecting understanding, enthusiasm and readiness. Visits to different places around the community and further afield will allow for lots of talking, explanations and further research.

10. Enjoy the school with your child

Develop the idea that school is a pleasant place and that parents, teachers and children are friends. Show an interest in, and be enthusiastic about his/her achievements. Avoid applying adult standards to the work they do. Encourage them to follow up their interests and do things with them. Be involved.

The A –Z of Newtown

ABSENTEES/ATTENDANCE

Regular attendance at school is a very important habit to develop but in the case of unavoidable absence, a written note is required. The law in the State of Victoria is very clear about the requirement of children to attend school. Schools can be asked to furnish evidence in court on a child's attendance. The school's roll is therefore an important legal document.

It is not OK to be away.

If your child is to be absent, please notify the school by phone on 5229 9730 on the day of the absence. A message can be left on the 'absence line'. A note may also be written to the teacher explaining the absence. If your child is late to school, it is expected that your child is signed in at the office by a supervising adult. If you have to leave early or attend an appointment during the day, your child must be signed out at the office.

You can also record absences on our school portal COMPASS.

ACCIDENTS

If a student has an accident at school the teacher 'on duty' will bring the student to the first aid room (if possible) and the student will be assessed by qualified staff. The parents will be notified if required, and the incident will be recorded.

All head injuries are considered serious and parents must be notified to collect their child from school.

In the case of serious injuries an ambulance will be called to take a student to the hospital for treatment.



ARTS ROOM

Our special purpose Arts room is fully equipped and the students attend weekly Arts sessions with an enthusiastic and qualified arts teacher. Arts sessions include Visual Arts and Performing Arts (Music, Drama, Dance and Movement). The Multi-purpose room is a wonderful large space that can be utilized when conducting Performing Arts lessons.

Skills are taught as part of thoughtfully planned lessons. Arts lessons are often based on the Inquiry Unit of work that the students are exploring and learning about across the whole school. Often tasks are part of a unit of work that is developed over a series of lessons. An exciting celebration of the Arts has been our annual community Arts Show. Newtown Primary School also holds a whole school concert that is a wonderful celebration of Performing Arts.

Art Smock - Please provide a large, named smock to be used to protect clothing during Art/Craft Sessions. Lined or rubber backed art smocks provide the best protection.

ASSEMBLIES

Assembly is held every FRIDAY afternoon in the assembly area or in the Multi-purpose room. Our assemblies are prepared and led by our senior students as a part of their leadership role. The assembly begins with the Welcome to Country and National Anthem. Recognitions, performances and special announcements are then made.

Parents are most welcome to attend and are invited to join in. It is requested that younger children be kept in check and parents refrain from talking or walking around for the duration of this school ceremony, especially during the National Anthem.

BIKES

It is recommended that only children in grades 3-6 ride bikes to school. Children **below Grade 3 level** are asked **not to ride** a bike to school unless accompanied by an adult. Any bike brought to school must be locked in an appropriate place and is the responsibility of the owner. Bikes should be regularly checked for road worthiness, and **protective headgear / helmets are compulsory.**

BIKES IN THE SCHOOL GROUND

Children are not permitted to ride their bikes in the school grounds before, during or after school. However, bike riding after 4.00pm and at weekends in the grounds, is encouraged as long as care is taken.

Children are not permitted to play near or interfere with bikes in the bike racks.

Children who do ride bikes to school are requested to have a safety lock and to use it!

BIRTHDAYS

The celebration of a child's birthday is a special time.

Parents are requested not to send food treats on these occasions.

With the increasing incidence of food allergies and new Anaphylaxis guidelines required by the Department of Education and Early Childhood Development, the sharing of food items is fraught with complexities.

This will ensure all of our students are kept as safe as possible.

Birthdays will of course continue to be treated as significant in classrooms.



Note: We would also like to point out that the distribution of party invitations at school can be confusing and disappointing to some children and we would prefer that this be done privately and not at school.

BOOK LISTS

Students do not need to supply their own books and stationary.

The Student Resource Package provided by the Department of Education covers the cost of many aspects of schooling, however, it is not sufficient to cover all needs. Consequently, parents are asked to contribute a designated amount each year to cover the cost of their child's Essential Education Items (stationary supplies).

There is also a Voluntary School Council contribution per child which is used for special school projects (as determined by School Council) not covered by the Department of Education.

Payment of Book Lists and School Council Contribution

Payment of money for Parent Payments can be paid at the school office at the beginning of the new year.

'BRING YOUR OWN DEVICE' (BYOD) Program

In 2017 our school transitioned to a 'Bring Your Own Device (BYOD)' Program. Students in **Grades 3-6** have the option to bring their own Apple iPad to school to be used **ONLY** for educational purposes. There are strict protocols around the use of these devices which are outlined at annual parent information evenings and in the Digital Technology Acceptable Use Agreement which is signed by both parents and students.

The school also provides additional iPads and desktop computers across all grades to ensure all students have access to digital learning tools to enhance their learning. Contact the school for details on purchase options for iPads.



BUDDIES

We have a Buddy program at Newtown Primary School. We are proud to be part of the 'Better Buddies' program developed by the Alannah and Madeline Foundation. Through this program the students develop understandings about respect, friendliness, care, responsibility, valuing differences and including others.



Buddy Bear is our mascot.

Each Prep child is assigned a Grade 6 buddy. The Senior School Buddies are encouraged to look out for their Prep buddy if they need assistance in the playground, and the Prep buddies are encouraged to find them if they need help.

Each child reacts differently to the initial meeting, but over time we hope that the relationship, confidence and trust will grow. We do our best to match the children appropriately. We set aside a time each week for Buddies, where we do an activity together. Buddies can be of two-way benefit. Often the senior school child develops in their sense of responsibility as they care for a Prep child, and the Prep child develops confidence and is given some reassurance within the schoolyard as they have one of the 'Big kids' as a friend.

CAMPS

Currently the camping program at Newtown consists of the following:

Prep and Grade 1 – Little Night In

Grade 2 - Big Night Out

Grade 3/4 Camp – 2 days and 1 night

Grade 5/6 Camp – 3 days and 2 nights

CANTEEN

Healthy and delicious canteen lunches are available on Fridays from our independent canteen provider *Zebra Foods* who specialise in nutritious, homemade meals for kids.

Orders can be emailed to zebrafoods@hotmail.com, ordered online at www.zebrafoods.com.au or delivered to the canteen **before 9am on Fridays**. There is also the option of lodging a standing order for the whole term.

Zebra Foods also serve snacks on Fridays at recess and after school until 4pm. See the website or Facebook page – www.facebook.com/Zebrafoods - for further details.

Ordering Lunches

1. All lunches must be ordered by 9am, Friday morning
2. Write your child's name and grade on an envelope (reusing the back of old envelopes is encouraged as a convenient way to promote our sustainable values!)

3. Write down your child's lunch order and total cost and place the money inside the envelope and seal. Please try and have the correct money - it is greatly appreciated. Any change is considered to be a donation to Zebra Foods.
4. Your child is to take the order to the canteen before school starts.

Please check the menu and the items for quantity and order realistic amounts for your child.

Special Days - From time to time, a Special Canteen Day is held, e.g. Footy Day, Sausage Sizzle etc. Details of menu, prices and procedures are always supplied well in advance.

CHARITY APPEALS

The school responds to Charity Appeals through the work of our Junior School Committee

CHAPLAIN

Aaron Butters is our School Chaplain. He works at our school every Thursday and Friday. During this time, he works with small groups of students, individuals or in classrooms. If you would like to meet or talk to Butters, please make contact our Principal, Amanda Hay

CHILDREN IN ROOMS

Children and parents are not permitted to be in rooms at any time without the presence of a teacher. This includes the times before and after school, and during recess.

There are always duty teachers outside should there be any problems.

Inclement Weather - Should it be too wet or hot for children to be outside, an Inclement Weather Procedure is put in place. Children will be in their classrooms supervised by teachers.



COMMUNICATION

The school communicates with families and the broader community in a number of ways.

Website - www.newtownps.vic.edu.au

Providing a broad overview of the school, its profile and policies, the Newtown Primary website also displays regular updates from the individual Learning Teams.

Compass

A key communication tool for the school, Compass is an online portal for staff and parents that records student information such as pupils' attendance, school semester reports and feedback from Learning Tasks. It is also an important instant notification service for relaying messages and reminders from the school. Compass can be accessed by searching for Newtown via the website <https://newtownps-vic.compass.education> or downloaded as an app.

Newsletter

Newsletters are another primary means of communication from the school to home. The newsletter is released every Thursday through Compass. The newsletters are also archived on our school website.

Seesaw

An online app, Seesaw gives staff and students a chance to creatively document their learning and publish it for parents to view in an immediate and personalised way. Once you are registered via the parent app as advised by your child's teacher, you can instantly access images and videos regularly uploaded by your child and their teacher, providing you with valuable insight into the students' individual and classroom learning experiences.

CONCERT

A concert is traditionally held every year and gives the students a chance to showcase their talents on stage while also providing an opportunity to work collaboratively with teachers on the creative process of putting on a performance.

The format, time and venue is set and coordinated by the staff and may change from year to year.

CURRICULUM

Victorian Curriculum provides our curriculum, beginning at Level F (Foundation/Prep) to Level 10.

Teaching and learning programs are devised by staff to ensure that the core areas of English and Mathematics are taught each day. Specialist areas of The Arts, Indonesian, Physical Education and Library are conducted on a weekly basis by specialist teachers. Integrated Inquiry Units are developed by teaching teams each term. This enables students to broaden their understandings in the remaining curriculum areas as well as linking with English and Mathematics where possible.

Content is developed using the following Learning Areas -

Physical, Personal and Social Learning:

Students learn about themselves and their place in society. They learn how to stay healthy and active. Students develop skills in building social relationships and working with others. They take responsibility for their learning, and learn about their rights and responsibilities as global citizens.

Discipline-based Learning:

Students learn knowledge, skills and behaviours in the Arts, English, Humanities, Mathematics, Science and Indonesian.

Interdisciplinary Learning:

Students explore different ways of thinking, solving problems and communicating. They learn to use a range of technologies to plan, analyse, evaluate and present their work. Students learn about creativity, design principles and processes.

Cross-curriculum priorities are embedded in all learning areas. They will have a strong but varying presence depending on their relevance to the learning areas.-

- Aboriginal and Torres Strait Islander histories and cultures
- Asia and Australia's engagement with Asia
- Sustainability.

CURRICULUM DAYS

The school is allocated four Pupil Free days a year for Curriculum Development and Staff Professional Development. These are organised by the Principal and/or Curriculum Co-ordinators. The school is closed to ALL students on these days. Parents will be notified well in advance of these days.

DIARIES

Every child is issued with a school Diary. Diaries are an important communication system between the school and the child's family and must be used regularly by all staff.

Purposes may include:

- Year level or classroom specific information eg: special days, timetable changes,
- Organisation of student work eg: homework, projects,
- Positive messages of student accomplishments,
- A means of making a time to meet between classroom teachers and parents to discuss any concerns.



The diary is the responsibility of the student.

Lost diaries must be replaced at the owner's expense.

DISCIPLINE – STUDENT

The students are encouraged to maintain a standard of behaviour suited to their age and development. Each child is encouraged to develop a positive attitude that will enable them to work in harmony with all children at the school. Emphasis is on RESPECT – for self, others, learning and the environment.

It is a privilege to attend school and participate in the various activities.

Loss of privilege may be a consequence of lack of RESPECT.



Student management is the domain of the teachers at school. Parents are to approach a teacher if they have any concerns about student wellbeing.

Parents are not to discipline a student on school grounds.

EARLY LEAVERS

Parents who wish to take their child/ren from school early for appointments etc. should send a note to their child's teacher in the morning. Parents must sign the child out at the school office. Parents should notify the school if someone other than themselves will be collecting their child during school hours.

EMERGENCY INFORMATION

Current information is important on each student including emergency contacts. Parents are encouraged to notify the office of changes of student information details.

It is imperative that we have several contact numbers for any unexpected emergency. To help us keep our records up to date, please inform the school if you change any of the following - address, telephone numbers, doctor, emergency contact number or place of work.

END OF TERM ARRANGEMENTS

Students are dismissed at 2.30pm on the last day of terms 1, 2 & 3.

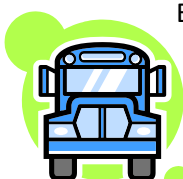
After school care will also begin earlier.

On the last day of the year, students will be dismissed at 3.30pm.

ENROLMENT

Enquires regarding enrolment should be directed to the Principal. Parents are required to complete an enrolment form and Prep children are required to have a birth certificate/passport and an immunisation certificate when they start school.

EXCURSIONS/INCURSIONS



Each excursion will have clearly identifiable links with curriculum and are selected with time and cost in mind. Excursion notices should be distributed to parents well prior to the proposed date to enable them to make appropriate financial arrangements.

All children are expected to participate in school excursions. Excursions are an integral part of the curriculum. They are always carefully planned and accompanied by various classroom activities, which result in the actual excursion being a very rewarding experience.

Visiting experts and performers to the school are considered a minor incursion.

If parents are experiencing difficulties for any reason (e.g. finance, health, philosophical etc) relating to excursions, please contact the Principal to discuss the issue. We can usually solve the problem together.

Permission Notes - For each excursion, an official school permission note is issued. **Written consent, i.e. a parent's or guardian's signature, MUST** be given on this form. A private note, phone call or verbal consent cannot be accepted. To avoid any difficulties and upsets, your child should always return an envelope with the money (if applicable) promptly to the office or class teacher.

CHILDREN ARE NOT PERMITTED TO GO ON AN EXCURSION WITHOUT THIS WRITTEN PERMISSION.

Payment needs to be finalised before the due date. Excursions can be paid by cash, by credit card or EFTPOS via the office or, if they're over \$5, by BPAY (your BPAY details are displayed on every relevant excursion note). Any difficulties with payment need to be discussed with the Principal before the excursion. Students will not attend excursions if payment or an alternative arrangement hasn't be made.

Parent assistance is often necessary on excursions. However, if you have a toddler, they cannot be included in the excursion.

EXTRA CURRICULAR ACTIVITIES

Our school endeavours to provide a range of programs to enrich our children and prepare them for their future place in the community.

These are slotted in at various levels through the school.

Current programs include but are not confined to -

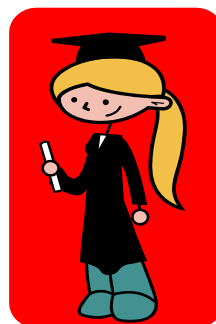
- Early Years Literacy/Early Intervention Program
- Bike Education (Senior)
- Family Life (Middle and Senior)
- Life Education (Prep, Junior and Middle)
- Leadership Programs
- APSMO
- Junior School Committee
- Student Welfare
- Camping Program
- Swimming Program
- Integration/Life Skills
- Jump Rope for Heart
- Ball Games Day
- Lightning Premiership (Senior)
- Newtown Live
- Debating
- Visiting Performers
- Gymnastics
- Sustainability Programs
- Chess Club

GLASS CONTAINERS

For safety reasons we ask that you do not send glass containers of any description to school. This includes drinks in glass bottles.

GRADUATION

The Year 6 students will plan and prepare a Graduation Evening with their teachers at the end of the year. Each student invites special guests and shares the evening with staff members. The number of guests invited will vary depending on the number of students but is usually four. The format of the evening will change every year depending on the students and their teachers.



HEAD LICE

Head lice can infect anyone.

All parents are asked to **check their child's hair regularly for nits and lice.**

Nits are small, whitish eggs, about the size of a pin-head, glued to hairs. Look at all hair, especially near the scalp. Nits cannot be pulled off the hair. Dandruff is easily brushed from the hair.

Lice vary in size from a speck to 3mm long, and look similar to a small ant. If you find nits or lice, check the hair of everyone in the house - adults can be infested by head lice too. If your child is affected by head lice, please treat them. Do not bother treating people who are not infested - it does not prevent it!

Please notify the school as soon as you are aware of the problem and you will be informed of the procedure to follow.

All Chemists sell suitable LOTIONS (do not expect normal shampoo to be effective in the eradication of nits).

The infestation cannot be considered clear until ALL NITS are removed and NO LICE are present. This is because some nits may not have been destroyed by the lotion and live to hatch into lice, so causing re-infestation.

See – Head Lice Policy for details.

HEALTHY HABITS

Help your child to learn to attend to their own toilet needs before they come to school. Flushing the toilet and washing hands after using the toilet should become a habit. We would ask all parents to make every effort to ensure their child/children attend school every day. However, please keep your child home if they have a temperature, cold or cough or signs of contagious diseases.

Inform your teacher of any unusual health condition.

All absences must be explained by completing an absence form on return to school.

HOMEWORK

Homework should be viewed as a means of stimulating parental involvement and as a benefit to the student socially and academically through the meaningful extensions of tasks and assignments instigated initially in the classroom.

See - Homework Policy for details

HYGIENE- Personal

Encourage your child to take pride in being clean each day, as they get ready for school. This is especially important as children grow older and reach puberty. For younger children, help them learn to brush their teeth every morning and night. Help them develop enjoyment in physical activities. Running, skipping, jumping and hopping are exercises which develop good co-ordination.

Makeup / nail polish: is not to be worn at school.

Hair Styles: Long hair should be neatly tied back off the face. This will help students to see clearly and hair will not get caught in the play equipment.

Deodorant: Older students are advised to begin the practice of wearing deodorant. This habit demonstrates respect for self and others.

ILLNESS

If a student takes ill at school, the teacher in charge of the child and/or First Aid Officer shall assess the student's condition and immediately notify the office if a parent needs to be contacted.

IMMUNISATION:

The Health Act now requires all children in primary school to have an Immunisation Certificate. This certificate is issued to you by your local Council Health Department and shows that:

- your child has been immunised against measles, mumps, diphtheria, tetanus and polio
- there is a good reason why your child has not been immunised

- you, as a parent/guardian have undertaken to have your child immunised

Without this certificate, your child will need to be excluded if the relevant infection is detected.

If your child cannot be immunised for medical or conscientious reasons, the certificate will show this and your child enrolled.

Any child who catches measles, mumps, polio or diphtheria will be excluded from school. All unimmunised children will also be excluded if there is a case of measles or diphtheria in their classroom.

INFECTIOUS DISEASES IN SCHOOLS: EXCLUSION FROM SCHOOLS

The principal is required to exclude children according to the table under the Health (Infectious Diseases) Regulations 1990. Note that the regulations require the parent or guardian to inform the principal as soon as practicable if the child is infected with any infectious diseases or has been in contact with an infected person. It should be noted that in cases of diphtheria, typhoid and paratyphoid fever, exclusion and determination of recovery will be matters for the municipal Medical Officer of Health.

“Contact” means child of school age or pre-school age living in the same house as the patient, “patient” includes carrier and “school” includes any pre-school centre, kindergarten, primary school or secondary school. A patient or contact shall be prevented from attending school unless conditions hereunder prescribed are complied with.

INFORMATION

It is most important that the school is notified of any change of address and phone numbers of both parents and emergency contacts and any other information which may directly affect your child in their day to day existence at school.

Early in Term 1, you will receive a form requesting any updates of this information. Please complete it and return it promptly with your child.

JEWELLERY

For health and safety reasons, it is requested that jewellery not be worn to school.

Pierced Ears: Studs are preferable to sleepers.

JUNIOR SCHOOL COMMITTEE

Each year the school has a Junior School Committee, which is made up of Year 6 students. The students take responsibility for issues raised by the students and some social service activities.

LABELLING

Please label everything that comes to school so we can help return items to you if they are lost. Labelling separate lids and lunchboxes is helpful as often children have similar lunch

boxes and they can be confused, or, children take the lids off their lunchboxes and forget to put them on again. Labelling hats and uniforms is important, as they all look the same.

LANGUAGE OTHER THAN ENGLISH – LOTE

All students are taught Indonesian as part of our LOTE program each week. This is an important opportunity to provide language and experiences, which will help prepare students to live in a multi-cultural society.



LATE ARRIVALS / EARLY DEPARTURES

- Parents check in at the office and inform the office staff that their child is leaving early
- Fill in the Sign In/Out iPad at the office window and then collect your child from the classroom.

LEAVING THE SCHOOL GROUND (For Prep children)

Explain and discuss that school is not like kindergarten - here the gates are not locked. Also explain that children are not to go outside of the school ground even if a ball goes over the fence.

No child is permitted to leave the school ground for any reason without a note. Children from ANY LEVEL must be picked up by a parent/guardian during school hours.

LIBRARY

Children visit the Library each week (check the Library window for your child's Library sessions). During this time they take part in a literacy/research based activity, and have the opportunity to borrow from our wide range of picture story, junior fiction and non-fiction books. The children have access to a computerised catalogue to search for titles, authors, subjects or series' that interest them.



Children in Prep to Grade Two are able to borrow up to four books at a time to take home. Children in Grade Three and Four are able to borrow up to six books at a time, and children in Grade Five and Six can borrow up to 10 books at a time. Books may be borrowed for a period of two weeks. All children are required to supply a sturdy bag for borrowing books. This helps to ensure that books leave and return to the Library safely and in good condition. Children must return all overdue books before they will be able to borrow additional books. All books must be returned at the end of each term.

Be aware that small children may borrow a book which you may not consider to be suitable for them. However, children must be free to look at a wide variety of books. Be discreet if this happens and just browse through it and talk about it naturally. Book browsing is a very pleasurable pastime for anybody! Children may lose confidence in themselves if their selections are criticised.

Encourage your child to change their library book each session.

LIFE EDUCATION VAN /DRUG EDUCATION /FAMILY LIFE PROGRAMS

The Life Education Van visits our school every second year to run programs for Prep to Grade 4 around Caring for our bodies and Healthy Living.

A Drug Education program, "Values For Life", occurs every alternate year. Details are given to children and parents prior to the start of the program.

Each year a Family Life Program for Years 3, 4, 5 and 6 children is held. A parent session is always offered so that parents know what their children might be discussing.

LINING-UP AREA

Children line up in designated areas in close proximity to their classrooms.

One bell is rung to warn students allowing three minutes for children to get to line, before the final bell is rung. This procedure is followed at the beginning of each day and following lunchtime recess.

Many parents like to stay to see their children walk into school and also to hear any special announcements.

LOST PROPERTY

Parents are requested to check on clothing when their child arrives home. All clothing that students are likely to remove should be labelled. Unclaimed articles are kept in the lost property box and all named items will be returned at the end of term. Unnamed items are washed then sold through our 'pre-loved clothing' store (\$2 per item).

LUNCH ORGANISATION



The bell that rings at 1.20pm signals the start of supervised lunches in rooms.

The students are then dismissed to play at 1.30pm. Children who have not finished lunch must remain seated in the eating areas until they do.

As the lunch break is later, children are encouraged to have a substantial snack (or ½ of their lunch) at morning recess at 11am.

Many classes have a 'fruit snack' at 10am.

Lunches -

Pack a simple, realistic lunch for your child, with food that they like.

Generally speaking, finger foods are most easily managed. One round of sandwiches is usually sufficient, followed by a small piece of fruit. Uneaten food is encouraged to be taken home. Food that requires heating at school is not encouraged. We are unable to heat food for student.

Drinks – Newtown is a H2O only school which means students are encouraged to drink water only.

Water bottles are permitted in classrooms.

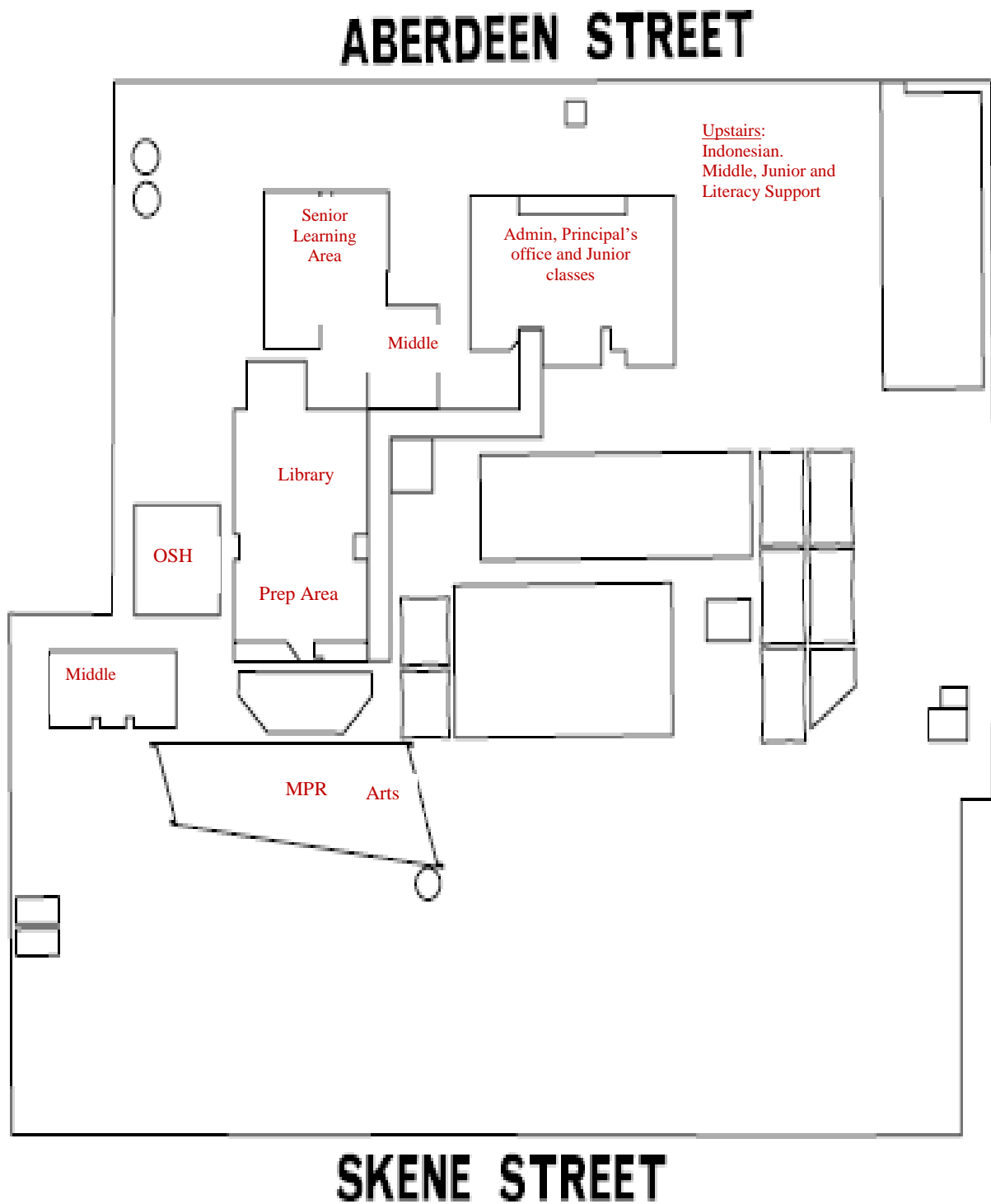
Type of Lunch-Box - The design of the lunch box is extremely important. There are so many gimmicky types available. Many have lids which are too hard for children to close. We advise you to consider your choice carefully.

Going Home for Lunch - Children are permitted to go home for lunch, but not by themselves. Students must be signed out by a parent/guardian at the school office. Children are **NOT PERMITTED** to leave the school grounds to buy their lunch. (See also "Spending Money").

NUDE FOOD IS ACTIVELY ENCOURGED.

Please pack healthy lunches and keep highly processed foods to a minimum.

MAP OF THE SCHOOL



MEDICATION

Teachers are not to administer medication to students. Clear written instructions as to the dosage and frequency of medicine on a School Medication Proforma must be left at the school office. Students need to come to the office for all medication.

We are fortunate in having the services of staff who are qualified First Aid Assistants (Level 2). The school also has a Sick Bay.



In the event of accidents, emergencies or illnesses, parents are contacted immediately for children to be taken home. For this reason, it is most important that files be kept up to date with any changes of addresses, phone numbers etc., and that two (if possible) contact numbers be given. Please notify the Office immediately any changes occur.

Note: School is **NOT** the place for children who are ill.

Parents of students requiring regular medication will be asked to complete a medication form and provide a tablet dispenser in order for Administration Staff to administer the correct dosage at prescribed times.

If any medication is to be administered to a child, the medication, written instructions and permission must be provided to the teacher. Children are not to have medication in their bags for self administering.

Newtown P.S. is a Sunsmart School. Children are required to wear hats and sunscreen lotion during **form September through until April**.

Bandages and Slings - Could all bandages, slings and splints be returned promptly after these have been used by your child.

Medical Examinations – Free medical examinations re available to Prep students during their first year of school. The examination is carried out by a specially qualified nursing sister employed by School Medical Services.

Medical information cards and permission forms are issued to each child prior to the examination and must be returned before the examination can take place.

MEETINGS WITH TEACHERS

Parents are welcome to make appointments to discuss school issues with the classroom teachers. These appointments can be made over the phone or through the diary. The scheduling of a meeting will ensure that the teacher is prepared for a meaningful and uninterrupted discussion.

Meetings without notice are discouraged as teachers are occupied with preparation and team discussions immediately before and after school.

MOBILE PHONES

Mobile phones are not permitted in Newtown PS classrooms. Students who wish to bring a mobile phone to school must check it in at the school office each morning, and pick it up at the conclusion of the school day. This is also true of iPods and other personal digital devices. Mobile phones will be secured in the school strong room for safe keeping. If parents wish to relay a message to a student or contact them during school hours ringing the school office is the only appropriate way to do so.

MONEY

All money sent/brought to school must go to the class teacher or office. Please ensure money is enclosed securely in the envelope, sealed and clearly named and signed, before sending it to school.

Payments for multiple children from one family can be sent to the office in the same envelope unless otherwise advised. Correct amounts are also a great help.



Spending Money at School - A small, named, zipper purse for icy-poles etc., and any other special occasion money, is recommended.

Children are not permitted to leave the school grounds to visit shops during school hours.

NATURE PLAY Space

The 'nature play space' provides the opportunity for students to engage in creative play. A maximum of 20 students can use the space at any time.

The rules are simple:

- students must wear a 'nature play' vest.
- items must remain in the space.
- students must keep their feet on the ground at all times.

'NEVER NEVER' GATE

The entry to the staff car park and the car park itself is always off limits to students and parents. To ensure the safety of all concerned, only staff members are to use this gate. Students and carers must enter the school via the main gate on Aberdeen Street, or the back gates on Skene Street.

Never, never walk through the car park gateway!

NUT FREE

We aim to be a 'Nut Free' school, as we have students at the school that have nut allergies. If your child has any allergies, please let the class teacher know.

OUT OF SCHOOL HOURS (OSH) CARE

Out of School Hours (OSH) Care is operated by School Support Services.

This service is available from 7am to 6:30pm where the children are well supervised with interesting activities. More information is available through the After School Care information booklet available from the office.

PARENT INFORMATION SESSIONS

Various sessions and programs are conducted throughout the year for the purpose of informing the school community about our school programs and how children learn. Some of these sessions include:

- General Information session at the beginning of the school year
- Guest speakers on a range of educational issues
- Bike Education, Family Life, BYOD & e-smart
- Prep Information Evening in Term 4

Please keep an eye out for the advertisement of these sessions and make the time to participate in those which relate to your child. If you have ideas for other sessions please suggest them to a staff member.

PARENTS INVOLVEMENT

Parents are warmly encouraged to actively support daily programs. All volunteers must have a current *Working With Children* check. Toddlers may be a distraction in the classroom so we would prefer it if you could arrange to have them cared for by somebody else for the duration of the session.

The school's regular fundraising events such as the annual Trivia and Auction Night and whole community Art Show are an important way to raise money to improve our school's facilities. These events are often organised by parent committees that actively encourage new volunteers.

POLICIES

Newtown has all its policies available at the main office and on the school website. These are reviewed regularly by School Council.

PHYSICAL EDUCATION

Timetables are finalised early in Term 1. Please find out when your child's Physical Education days are and see to it that they wear appropriate clothing and footwear on these days e.g. House sport t-shirt and runners.



PLACEMENT OF CHILDREN IN CLASSES

The placement of children in classes is determined by several factors - enrolment numbers dictate class sizes and number of teachers that we have; we aim for a cohesive cohort of children e.g. balance of gender, mixed abilities.

Please do not request particular teachers, as this is a process negotiated by teachers and the Principal and linked to the professional growth of each teacher.

The Prep teachers work closely with the kindergarten teachers in deciding the grade placement of new children. In all cases, teachers take great care in balancing social, emotional, behavioural and educational needs of children.

Enrolling Your Child At School -

Be guided by those who have been working with your child, before enrolling for school. If you have any concerns, please come and talk to us.

PREP ATTENDANCE – FEBRUARY

All Preps are to attend Monday, Tuesday, Thursday and Friday from 9am – 3.30pm (parents may be guided by teacher's judgement if child is tired). Prep children are not required to attend on Wednesday. Individual appointments will be made to conduct a School Entry Assessment in Literacy and Numeracy.

REPORTING TO PARENTS

A “Getting to know you/information” evening is conducted early in the year. Feedback is issued to parents and students 3 times each semester in relation to a particular ‘learning task’. Summary reports are issued at the end of each semester. These are available through our school portal – COMPASS.

Student led interviews will be held in the middle of the year. These interviews focus on goals the student has set for themselves and reflections on how they have been achieved.

RESPECT

Our school value is RESPECT – for self, others, learning and the environment. This is the focus for all student throughout the year.

Our school value helps to develop a culture where all student can flourish.

SAFETY

For their own wellbeing, your child should know their full name, street and house number, telephone number and the names of members of the family, and the names and numbers of an emergency care person.

Teach your child to go to and from school without help from others. Study the routes your child may take and teach him/her to follow the safest one, even though it may be the longest.

- Teach them to obey the safety and traffic rules.
- Teach them to cross streets at crossings.
- Help them form the habit of coming directly home from school without delay.
- Teach them not to speak to strangers.

SCHOOL CROSSING

We have a supervised school crossing in Aberdeen St and the Intersection of Shannon Ave and Aberdeen St. Many of our children need to cross the road at Skene St. We urge you to talk to your child about the purpose and rules of the school crossing. Please observe the Road Laws and exercise care about dropping and picking up your child adjacent to the school crossing.



*Crossing supervisors have the authority to report blatant law breakers.

SCHOOL BAGS

The choice of a school bag is an important one. The school bags available from the uniform shop are excellent. They are well designed, versatile and come with a high recommendation from teachers. They are extremely durable.

Commercially there are many styles to choose from. Whilst these may be bright and attractive, there are many deceptive features.

From your child's point of view, school bags need to:

1. **Have plenty of room** - need to fit a lunch box, book bags, usually a jumper, sometimes a parka or other rain gear, their day's work and often items they bring to school to share at show and tell etc.
2. **Be easy to handle** - many styles are gimmicky with inferior materials, catches and zips which are difficult for both children and teachers to manage! Usually these are too small, have very limited life and are generally most unsatisfactory.
3. **Have a side pocket** - for smaller items, e.g. lunch orders, envelopes containing money, special notes or a purse.
4. **Have an ID tag** - where the child's name can be written clearly and can be quickly and easily located (It is a good idea to put some form of ID individually on the outside of the bag - e.g. a piece of coloured tape).



Be aware that Prep children are not very experienced or adept at organising possessions and packing bags.

If you are looking for a very acceptable gift from Santa, a Newtown school bag will go down very well! These bags may be ordered from the uniform shop at school.

Please take time to instruct your child on how to pack their school bags.

SCHOOL COUNCIL

Role - School Councils have the responsibility for the school grounds; overall school policy; making a recommendation to the secretary for the appointment of the principal; and determination of budget priorities.

Composition -

Currently, our School Council comprises:

- 4 Department of Education and Early Childhood Development (DEECD) Representatives (incl. Principal)
- 11 Non DEECD (Parent) Representatives

Membership Requirements - All parents are eligible for nomination/election and elections are held annually.

SCHOOL LEADERS

Rationale:

Everyone in our school is a school leader

Aims:

- To allow Year 6 students the opportunity to make a positive contribution to building a culture of respect for self, others, learning and environment at our school
- To develop leadership potential in year 6 students

Process:

- All year 6 students are supported to take a leadership responsibility in our school
- Leadership roles are matched to the skills and interests of the students

School Captains:

- Students nominate for School Captain in December
- Nominees make a speech to staff, who then decide the best candidates based on -speech

-school record (behaviour, academic, responsibilities)

- School Vice Captains are chosen from those students who are nominating for School Captain.
- These positions are announced at the final assembly for the year

All other positions:

- Are to be applied for in writing during Week 2 of Term 1. This is an in-school writing task although students are encouraged to think about positions, arguments and evidence at home.
- Students nominate for a minimum of 3 leadership positions
- Leadership positions are determined by staff, in line with applications, suitability for the position and availability of position.

Leadership positions will be announced at the first whole school assembly in February.



SCHOOL PHOTOS

During the year, photographers will come to the school and take class, individual, and family photographs. There is no obligation for you to purchase the photographs.

SPARE CLOTHING

We do have a cupboard of spare clothing for accidents or emergencies. Please wash, iron and return promptly to school if your child has used any of the garments.

Donations of good used clothing of appropriate size for all levels and genders are very gratefully received.



SPECIAL DAYS

Each year Special Days are held where the children perhaps dress up or are invited to participate in a particular activity. Please support your child by assisting them in every way possible. These are great days and usually leave lasting memories with the children.

Usually on special/curriculum activity days parents will be notified via the Newsletter or a special notice will be sent out well in advance.

SPORTS DAYS

Whole school Cross Country and Athletic Sports are held each year.

Our Senior students are also involved in various interschool sports and Lightning Premiership days.

Information about these days will be sent home with the child or in the newsletter.

House Competition -

When your child is enrolled they will be allocated to one of the following houses:

Skene - Blue

George -Green

Aberdeen - Red

Shannon - Yellow

STAFF MEETINGS – Professional Learning Forums

Staff are involved in compulsory planning and staff meetings each week. These are usually held after school on Tuesday and Wednesday.

Parents are asked not to choose these times to speak with teachers as attendance at staff meetings is compulsory for all staff.

Parents are asked to make an appointment to see a teacher if possible, especially if there is an issue requiring more than a few minutes.

STUDENT TEACHERS/Pre-Service Teachers

Newtown PS has been very proactive in encouraging student teacher placement in our school.

SUNSMART

Students are encouraged to be sun-smart at all times. We have plenty of shade areas and programs are introduced to encourage sun-smart activities. Wide brimmed school hats are compulsory from September until April – No Hat No Play.

See Sunsmart Policy for details.



SUSTAINABILITY

Our school community has a strong commitment to providing an education that reflects a local and global responsibility to our environment and the awareness of sustainable practice. We began our journey in 2010, and our aim is to reduce our ecological footprint through adopting sustainable practises, both at school and in our everyday lives.

We are a Resource Smart school and have completed both the Core and Waste Modules. We are currently completing the Energy Module; keeping track of data in the following four areas: Waste, Water, Energy and Biodiversity.

NEWTOWN PRIMARY SCHOOL HAS ACHIEVED A ONE STAR RATING!

Sustainability is embedded within our curriculum. We have a vegie garden that is used as an outdoor classroom. There are Sustainability Representatives for each class. We actively try to reduce our water and energy consumption. Student Reps. assist with management and ideas. We recycle and re-use whenever possible. We encourage students and teachers to bring Nude Food and celebrate days such as National Nude Food Day and Clean Up Australia Day.

You can help by encouraging your child to use the correct bins. Plastic bags can be placed in re-cycle bins at the supermarket.



SWIMMING

Swimming forms part of the Physical Education program at Newtown PS. All students participate in a swimming program at the end of each school year.

TISSUES

Because of the high loss rate of handkerchiefs and for hygiene purposes, we ask parents to provide one large box of tissues for each child per year. These are usually brought to school during the first few weeks of Term 1.

TOYS AT SCHOOL

The school will not be responsible for expensive or special toys brought along by your child. Toy guns, knives, swords, daggers, water pistols and other toys of violence are not permitted at school. Trading of cards is not permitted at school.

TRANSITION PROGRAMS

A transition program exists for both students coming from kindergarten into Prep, and for students entering Secondary school. We also conduct a thorough program of transition activities for students as they move through our school.

If you have any questions regarding transitions please speak to the classroom teachers.

TREES

Trees are for shelter and shade only. Climbing of trees is not permitted.

UNIFORM AND HATS

School Council has made uniforms compulsory at Newtown and all students are encouraged to wear school uniform each day.

The uniform items are available from our uniform shop which is open on Thursday mornings from 8:45am.

Uniform

School uniform is compulsory at Newtown Primary School and consists of:

| | |
|----------------------|--|
| Polo Shirt | Pale /navy blue with logo (also available in house colours). |
| Windcheater | Navy only. Hooded or crew with or without logo. Red Hoodies and polo shirts are worn by our Year 6 student. |
| Trackpants | Trackpant style (made of fleecy knit, cord, cotton drill - navy). |
| Hat | Wide brimmed navy or pale blue compulsory in Term 1 & 4 |
| Bomber jacket | Available from school. |
| Kilt | Pleated kilt. A bib can now be purchased to suit. Available for purchase from school in February each year. |
| Socks | Pale or navy blue, white or grey. |
| Backpack | Navy, two pocket with or without logo. |
| Tights | Navy. |
| Shoes | Strong shoes, no thongs. |
| Shorts | Navy. |
| Dress | Navy/white gingham check. |
| Hair | Shoulder length hair to be tied back with blue or white ties |

All uniform items can be purchased from Beleza Uniforms, 136 Ryrie St, Geelong, ph 52 218545

Please note:

- The wearing of thongs, open-toe sandals and tank tops is not permitted
- All clothing should be clearly named
- It is not safe to wear earrings at school
- If a t-shirt is worn under the school polo, please ensure that they are blue or white in colour.

Please see the Uniform policy for full details.

VISITORS

All visitors to the school during school hours are asked to sign-in at the office and collect a visitor's badge. This is done for student safety. Signing in also enables us to monitor who is in the school in case of emergencies.

WELLBEING

Newtown Primary School offers a suite of Wellbeing programs to support our students with extra needs academically, socially or emotionally. These programs include Literacy support, Young Language groups, and a School Chaplain.

We also have the support of a network Psychologist and Speech therapist.

A special Mentor program called 'Kidshope' is also offered at our school.

Careful consideration and thought is given to match the needs of the students with the program that would best support them in their learning and development.

Offers to participate in these programs are only made as required and as places become available.

WET WEATHER

During wet weather at recess and lunch time students are supervised in their classrooms by teachers on a roster basis. On wet mornings students will be asked to come inside to their classrooms.

YARD DUTY

During all recess times, and for the 10 minutes preceding school and 15 minutes following dismissal, there are teachers on Yard Duty. The duty teachers are responsible for playground supervision. We do not have any designated areas for any one level, other than the adventure playground equipment. Generally our children play harmoniously together.