INFORMATION BOOKLET

Situated: Corner Axe Creek Road and Patons Road, Axe Creek

Postal Address: 149 Patons Road, AXE CREEK VIC 3551

Telephone: 5439 6366  Email: eppalock.ps@edumail.vic.gov.au

Principal - Emily Ryan

QUALITY EDUCATION IN A RURAL ENVIRONMENT

2013 School Year
WELCOME TO EPPALOCK PRIMARY SCHOOL

Thankyou for choosing our school for the very important task of educating your child/children. We encourage your involvement in your child’s education and look forward to developing a strong relationship with your family. The importance of the family’s contribution to a student’s overall growth cannot be underestimated and as partners in their learning, we know there will be many memorable moments, as your child grows with us.

It is widely acknowledged that you, as parents, are the main educators of your children. Parents and teachers share a responsibility in each child’s learning.

We hope the following information is helpful; however, we encourage you to contact the school at any time to discuss any issues/concerns you may have.

Remember, all children are different and learn at different rates and in different ways.

SCHOOL VALUES

- **Care and Compassion** – care for self and others
- **Honesty and Trustworthiness** – be honest, sincere and seek the truth
- **Respect** – treat others with consideration and regard: respect another person’s point of view
- **Responsibility** – be accountable for one’s own actions, resolve differences in constructive, non-violent and peaceful ways; contribute to society and civic life, take care of the environment

MULTI-AGE CLASSROOMS

Research indicates that children in their early years of schooling are exposed to more learning opportunities in a multi-age grouping.

This is because:

- Multi-age groupings model the family group in which the initial learning takes place eg: parents and older siblings
- Younger children quickly adopt the independent work habits, skills and practices of older ones
- Staying with a familiar group for 2 to 3 years develops closer relationships among the group. In this secure environment children are more likely to take risks and experiment in their learning
- Multi-aging encourages acceptance of differences and takes advantage of opportunities for children to work at their own level
- It provides greater potential for developing leadership qualities, independence, mutual support and co-operative approaches to learning
- Multi-age groupings encourage developmental learning
2013 SCHOOL TERM DATES

Term 1 - 30 January to 28 March
Term 2 - 15 April to 28 June
Term 3 - 15 July to 20 September
Term 4 - 7 October to 20 December

Prep children will attend school for the month of February on Monday, Tuesday, Thursday and Friday. Wednesday will be a rest day. From the first Monday in March normal school days will apply. Be aware that the children do get tired and may be teary as they adjust to school life. They can bring a favourite pillow along for quiet reading time.

SCHOOL COUNCIL
School Council is made up of parents, interested people, the Principal and teaching staff. It represents the school community and makes decisions on school policies according to Department of Education and Early Childhood Development (DEECD) guidelines. School Council has the financial responsibility in the areas of planning, auditing and overseeing of work contracts. Meetings are held once a month in the evenings. Please enquire at school about School Council or watch for notices in the school Newsletter.

All new members are more than welcome and children do appreciate their parents being part of the school. Various sub-committees operate within the School Council, of which you may become a member and take an active part in the school’s development.

All parents are welcome to attend meetings.

SCHOOL COUNCIL EXECUTIVE MEMBERS

Wendy Ratcliffe  President
Andrew Gallagher  Vice President
Karen Green  Secretary
Emily Ryan  Executive Officer

PARENTS’ CLUB
Everyone is welcome to join and it is a great way to meet other parents. There is normally a meeting quite early in first term. It will be advertised in the newsletter.

The Parents’ Club also undertake fund-raising efforts during the year as well as organising special events for the wellbeing of students.

SCHOOL TIMES

Commences 9.00 am
Morning Recess 11.00 am - 11.30 am
Lunch 1.30 pm – 2.15 pm
Dismissal 3.15 pm

Staff are on yard duty to supervise the children before school from 8.45 am, at recess and lunchtime. On wet days children are supervised in their classrooms. Children cannot be dropped off at school until a teacher is present.

Lunches are eaten in the outdoor learning area from 1.30 pm – 1.40 pm and the children are supervised during this time.

It is extremely important that children are punctual and ready to commence school activities at 9.00 am. Being at school on time is vital. Taking part in the daily physical education session from 9.00 am – 9.30 am is important and sets children up for an active learning session from 9.30 am – 11.00 am. If your child arrives at school after 9.00 am, the ‘Late Book’ situated in the office area must be signed.

ASSEMBLY
Whole school assembly takes place each Monday where the National song, Advance Australia Fair, is sung. Assembly is a time to celebrate achievements and come together as a school community. We also present Award and Birthday certificates to students at assembly.
ATTENDANCE
Attendance is very important. All students are expected to come to school every day on time unless they are too ill to do so. There is a direct correlation between attendance and success at school.
If your child is away, please let the school know. The provision of an absence note remains a legal requirement of parents. For each absence parents are asked to provide a short note simply to confirm a reason for absence.
Email notification of an absence can be forwarded to: eppalock.ps@edumail.vic.gov.au

Phone notification of an absence: 5439 6366
If your child becomes ill at school, we will attempt to contact either yourself or your designated emergency contact. Medication cannot be given at school unless there is personal contact by the parents and written authorisation with detailed instruction provided (form is available at the office).
Please be sure that you tell the teacher of allergies or any other medical problems of which they need to be aware. Ensure all relevant information is updated on your enrolment form. Many things can upset young children and teachers can be more understanding and helpful if they know what is worrying or upsetting your child.
Please ensure that up to date contact numbers are available at school.

CURRICULUM
The school offers a comprehensive curriculum covering key learning areas. Literacy and Numeracy are priority areas. The school day begins with half an hour of physical activity designed to charge up the batteries and set the tone for the day. Maths follows PE and has a minimum time commitment of one hour per day. The middle block (11:30am – 1:30pm) provides the students with a 2hr literacy program. The afternoon sessions are dedicated to an Inquiry Based Learning approach and covers such areas as sciences, arts and SOSE through an integrated approach. The school offers Indonesian as the Language other than English as well as Music and Drama with a specialist teacher. Children have a one hour Art lesson each week.
Clubs run one afternoon each week. These multi-age activities are a great way for student interests to be developed and community members to be involved in the student’s education.

ENROLMENT
- An Enrolment Form is required for entry to Primary School, together with a copy of your child’s birth certificate.
- The provision of a School entry Immunization Certificate is a DEECD requirement when children are enrolled to commence their primary school education. These certificates can be obtained from the ‘Australian Childhood Immunisation Register’ (phone 1800 653 809) or from any Medicare office.
COMMUNICATION
Parents are encouraged to visit the school and consult with the Principal or class teacher on any matter relating to school management or pupil progress. Remember that as partners in your child’s education, we need to work together closely in order to deal with any problems that may arise. The most important consideration is communication. The staff at Eppalock Primary School pride themselves on their genuine care and concern for all students. We encourage open and constructive communication to ensure the best results for your child and a happy school experience. Teachers are more than happy to discuss your child’s needs but would prefer that appointments are made outside school hours. Interviews are held early in the school year and after June reports to discuss progress. All students have an Individual Learning Plan (ILP).

NEWSLETTER
It is the policy of this school to send one Newsletter home per week on Tuesdays. We send this home in your family’s Newsletter Folder or you may also sign up for the school’s e-Newsletter which is also emailed to an address of your choice on Tuesdays. Notes and money can then be returned in the folder. We urge parents to keep this document for reference as this will keep you up to date with current and future happenings at the school. Past Newsletters may also be found on the school website at www.eppalockps.vic.edu.au

MONEY
Please ensure that any money sent to school for any reason is placed in an envelope, clearly marked with the child’s name, amount and purpose of the money. All money should be given to the class teacher or delivered directly to the office.
CHILDREN LEAVING SCHOOL
We are very aware of the dangers associated with children leaving the school grounds especially at dismissal time and therefore expect and encourage children to:

- Report to teachers if you have not arrived to collect them on time.
- NEVER leave the school grounds during school time.
- Report to a teacher if children are to be collected during school hours or if child/ren are not returning to school after the lunch break.
- There is a ‘Sign in’ / ‘Sign Out’ register in the office that must be completed if you arrive after the morning bell (9.00 am) or collect your child prior to the afternoon dismissal (3.15 pm).
- Always stop and look before crossing Patons Road; it can be very busy, especially at collection time.

We strongly recommend that you explain these rules to your child regularly.

PARENT PARTICIPATION
Parents are welcome to visit the classrooms at any time during normal school hours. Teachers from time to time will require parent helpers. Your assistance at these times would be very much appreciated.

JUNIOR SCHOOL COUNCIL
Students in Grade 5 & 6 have the opportunity to be involved in the Junior School Council. The Junior School Council is responsible for a range of initiatives including fundraising special days and active leadership.

COMMUNITY SERVICE
The school supports several community activities each year which are nominated and supported through the Junior School Council initiatives.

COMMUNITY ACTIVITIES
Eppalock Primary School is very fortunate in that we have very strong community support. The community joins together on many occasions both within and outside the school. You will enjoy social gatherings and opportunities to discuss issues in a very supportive environment. This indeed would be one of the strengths of the school.

Community use of our computers and internet access is encouraged. We have a separate computer in the project space available for community use during school hours.

PLAY LUNCH / LUNCH
- **Play lunch** - most children are fairly hungry by this time. Ideas for play lunch include dry biscuits, cheese, fruit, fruit / vegie sticks.

- **Lunch time** – Children eat their lunch in the outdoor learning area between 1.30 pm - 1.40pm. If a child has finished before the time, he/she must still wait until the time has elapsed. It is quite common for children to eat less when at school than you are used to. Normally one sandwich, a drink and some fruit will be plenty.

- The school does not have canteen facilities but the Parents’ Club provide some **special lunch days** throughout the term.

- **Free Fruit** is provided on Fridays at recess time to all students.

- During Term 2 and 3 we have ‘**Warmer Wednesday Lunches**’ when students can bring their own food to be heated in the oven. Food must be wrapped in foil or other oven proof wrapping and clearly marked with the child’s name. Food such as pies, pasties, sausage rolls, toasted sandwiches, leftovers etc are suitable. Food must be cooked and not frozen. We do not encourage 2-minute noodles cups as the water is very hot.
SCHOOL UNIFORM

Summer Uniform
Bottle Green or Yellow polo shirt (with or without the school logo)
Bottle Green, black or grey shorts (basketball, bike or gabardine)
Green and white checked school dress
Bottle Green netball skirt

Winter Uniform
Bottle Green windcheater (with or without the school logo)
Bottle Green or Black track suits pants or Grey school pants

Grade 6 students have their special Grade 6 windcheater or polo shirt

If any family needs assistance with uniform purchase, please see the Principal.

Everyone MUST wear a school wide-brimmed hat or legionnaire hat in Term 1 and 4 – baseball caps are not suitable.
Eppalock Primary School is a SunSmart School and we encourage parents to ensure that sunscreen is applied at home each morning especially in the summer months. We have sunscreen here at school so students can reapply during the day.

Footwear is parent's choice, however, please consider the appropriateness of what your children wear to school on their feet. Surf sandals, thongs, high heels or bare feet are not appropriate.

*Singlet-tops are not permitted and are not a part of the school uniform.*

**ART SMOCK** - Each child must have an Art Smock with long sleeves to be worn for Art (an old adult shirt is suitable).

**LIBRARY BAG** - Each child must have a Library Bag that can be used for MARC Van Library books.

**TISSUES** – Each child is asked to bring a box of tissues at the beginning of the school year.

**PLEASE MAKE SURE THAT ALL ARTICLES OF CLOTHING, LUNCH BOX, LIBRARY BAG ETC ARE CLEARLY MARKED WITH YOUR CHILD’S NAME.**

**STARTING SCHOOL**

Help make your child’s Prep year a happy one by showing an interest in the work he/she brings home or shows you in their classroom tubs.

♦ **DO** discuss it with him/her and praise him/her for it.
♦ **DON'T** be critical.

**DON'T COMPARE** - Children mature at different rates and the ability of children in Prep varies greatly. However each child brings to school special talents that will be acknowledged and encouraged. Your child will be valued for his/her uniqueness and will be provided with every opportunity to develop as an exceptional individual.

**To help you child with their school work;**

- Read him/her stories and talk about them with him/her.
- When a book comes home from school, read it and talk about it with him/her. Please ensure that it is returned the next day.
- Encourage your child to recognise and write his/her name.
- Try to isolate sounds in words and make rhyming words.
- Give him/her large sheets of paper and thick pencils or crayons to write or draw with.
- Encourage children to recognise signs in the community - eg a red light means STOP.
- Encourage children to compare things - eg bigger, smaller, less than, more than etc.
- Encourage children to recognise colours.
- Encourage children to count objects 1 to 10.
- Show an interest in the work he/she brings home and encourage him/her to talk about it.
- Encourage your child to look after his/her possessions.
- If there is anything that worries you, then please ask.

**The Early Years Program and Philosophy** operates in the school for all students. This program consists of a two hour literacy block (11.30 am – 1.30 pm) including reading, writing, speaking and listening. Assistance with hearing/changing readers and helping children with writing is both appreciated and encouraged.

A one-to-one intervention program, **Reading Recovery** operates for Grade one students requiring extra assistance. This is a very powerful program and runs from 9.00 am – 9.30 am each day.

**School Reader** - when it first comes home it consists of mainly pictures. The reading folder is provided by the school, you just have to cover it with Contact.

Good Beginning Readers:

- Hold the book themselves
- Turn the pages themselves
- Point to each word as they read
- Look at the pictures to check for meaning
- Re-read at difficulty
- Recognise when what they've said doesn’t make sense
- 1 to 2 little books are borrowed each day
CHECKLIST

It would be appreciated if you would keep this checklist in mind when preparing your child for school.

Can your child;
- Do up shoe laces and buckles?
- Put shoes on correct feet?
- Recognise own bag, shoes, lunch box etc?
- Recognise own name?
- Use scissors?
- Clean up own play things?
- Remember where belongings have been put?
- Make himself/herself understood outside the family?
- Answer questions in a way that will be understood?
- Share belongings and toys with other children?
- Separate fairly easily from primary care giver.
- Is toilet trained and aware of basic hygiene?

Although these things are not essential for starting school, the ability to do them will make the Prep Year easier and more enjoyable.

RESTORATIVE PRACTICE

Eppalock Primary School teachers have undertaken Professional Development in Restorative Justice which has been introduced into our school community.

The philosophy of Restorative Justice encourages schools to shift their thinking from a traditional model of punishment to one of education, accountability and meaningful change.

It views wrong-doing as a violation of people and relationships. When wrong-doing occurs it is concerned with healing and repairing those individuals and their relationships. The restorative teacher views wrong doing as an opportunity for learning.

She/he asks questions like ‘What happened?’, “What were you thinking when you ….?”, “Did you make a good choice or a bad choice?”, “Who has been affected by your behaviour?”

SCHOOL COUNCIL LEVY

The school receives an allowance to purchase requirements for children. In addition to this the School Council requests a Voluntary Contribution from families to assist in providing additional funds to improve the grounds and facilities of the school.

ICT

Each classroom is equipped with modern computers which the children use throughout the day to enhance their learning. The computer program is not a separate entity but is integrated into the regular program. Students are encouraged to use the facility to research and present their work incorporating multimedia. Each classroom also has a digital camera. The school also uses interactive whiteboards and visualisers in each classroom.

The School also has purchased Netbooks for student in Grade 3 to 6. Students pay an annual fee to use the Netbooks.
EXCURSIONS / CAMPS
The School undertakes to provide as many varied, relevant excursions as possible to give the children many personal experiences on which to base their learning. Cost of these is kept to a minimal amount. A permission form will be given to each child and parents are asked to sign this and return it promptly to the school office or classroom teacher prior to the excursion.

Children cannot attend an excursion or camp without a signed consent form.
Swimming instruction takes place in Term 1 and Term 4. The program is conducted at the indoor pool at Eaglehawk with qualified swimming instructors. The students travel to and from the venue by bus.
The students in Grade 3/4/5/6 are involved in a camp outside of Bendigo (location varies each year), and the P/1/2 students have a Christmas ‘after school’ activity.
The school joins with other schools to provide cultural and sporting activities throughout the year.

MARC VAN
Mobile Area Resource Centre provides library services on Thursday’s each fortnight and children can borrow books. Students need a designated ‘book bag’ to take the books home.

AFTER SCHOOL CARE
This service is available for all school age children within the community. The program runs from 3.15 pm – 5.30 pm daily (6pm by appointment). Students are provided with a healthy snack for afternoon tea and will be involved in a number of activities presented by our very efficient supervisors. The cost of the program etc is available from the school. Children need to be picked up by 5.30 pm sharp unless previously arranged.
Please contact the school prior to 2.00 pm if you wish your child to be placed in After School Care.

Active After School Program runs for a seven week program during each term on a Tuesday and Thursday afternoons from 3:15 pm – 4:30 pm. There are a variety of activities including Cricket, Tennis, Soccer, Games for Life, Ten Pin Bowls, Basketball and Hockey. Children are also provided with a healthy snack prior to commencing the activities. There is NO cost for student to attend the Active After School Program.

SCHOOL BUS
Eppalock Primary School has a free (conditions apply) school bus run which operates morning and afternoons on school days. For bus application forms, timetables and further information please contact the school. It is vital that students know what they are doing at the end of each day. Parents must contact the school (note or phone call) if arrangement change.

BOOK CLUB
Your child will have the opportunity to buy books (at very competitive prices) through the Scholastic Book Club at regular intervals during the year. Catalogues and order forms are sent home with the newsletter.

CONVEYANCE ALLOWANCE
This allowance is available to assist eligible students with the cost of travel to school. For further information, please contact the school.
MEDICAL
Emergency information sheets are completed at enrolment and updated each year. Parents are asked to inform staff of any medical problems that arise during the year or any change of address, telephone number or emergency contact. If your child is to receive medication while at school, parents are to leave the medicine at the office and complete the Medication Register detailing the type of medicine, the dosage and the time that it is to be administered.
The school must be notified if your child has an infectious disease.
There are regulations governing exclusion from school for infectious diseases. The more common diseases are stated below.

Note -- "contact" means child of school age or pre-school age living in the same house as the patient.
"patient" includes carrier

<table>
<thead>
<tr>
<th>Diseases</th>
<th>Exclude from School</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken pox</td>
<td>Until fully recovered or at least one week after the eruption first appears</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Until receipt of a medical certificate of recovery from infection</td>
<td>Domiciliary contacts excluded until investigated by the medical officer of health, or a health officer of the Department of Human Services, and shown to be clear of infection.</td>
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<tr>
<td>Hepatitis (infectious hepatitis)</td>
<td>Until receipt of a medical certificate of recovery from infection, or on subsidence of symptoms.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Until at least five days from the appearance of rash or until receipt of a medical certificate of recovery from infection.</td>
<td>Non-immunised contacts must be excluded for 13 days from the first day of appearance of rash in the last case unless immunised within 72 hours of first contact.</td>
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<tr>
<td>Mumps</td>
<td>Until fully recovered.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella or German Measles</td>
<td>Until fully recovered or at least five days after onset of rash.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Pertussis (whooping cough)</td>
<td>Until two weeks after the onset of illness and until receipt of a medical certificate of recovery from infection.</td>
<td>Domiciliary contacts must be excluded from attending a children's services centre for 21 days after the last exposure to infection if the contacts have not previously had whooping cough or immunisation against whooping cough.</td>
</tr>
<tr>
<td>Impetigo (school sores)</td>
<td>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.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until discharge from eyes has ceased.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Until appropriate treatment has commenced.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Pediculosis (head lice)</td>
<td>Until appropriate treatment has commenced.</td>
<td>Not excluded</td>
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