

## **WELCOME MESSAGE**

Welcome to Yinnar Primary School. We hope that your association with the school is both rewarding and enjoyable.

The school is a vital and integral part of this community and as such, we encourage participation in school activities by all interested people. We hope parents will feel free to visit the school at any time, both to discuss their child's progress and to become involved in school activities.

We urge all parents to read the information contained in this booklet.

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## **SCHOOL DETAILS**

Postal Address : 30 Main Street, Yinnar, Vic., 3869.  
School phone number: 03 5163 1362.  
Fax. number: 03 5163 1638.  
E Mail: [yinnar.ps@edumail.vic.gov.au](mailto:yinnar.ps@edumail.vic.gov.au)  
Website: [www.yinnarps.vic.edu.au](http://www.yinnarps.vic.edu.au)

**PRINCIPAL :** Mr GEORGE TELFORD

**BURSAR :** Mrs DONNA LAWLESS  
**OFFICE ASSISTANT:** Mrs JODIE DAVERN

**TEACHERS :** Ms CHRISTINE CAREW, Mrs. CHRISTINE HALL,  
Mr. CHARLIE TWOMEY, Mrs. JAN LEWIS,  
Mrs. SHEENA PETERS, Miss HAYLEY SHAW, Miss JESSICA  
RORISON, Miss TAMARA HALKET, Miss KATIE VARY,  
Ms SHARI GRUNBERG

**TEACHER AIDES:** Ms LEANNE MILLSOM (Library), Mrs SARAH LAWSON  
Mrs SAM McGOWN (Special Needs) Mrs JODIE DAVERN,  
Mrs ANDY VAN AALST

## **TERM DATES : 2014**

**TERM 1 :** *Tuesday 28 January - Friday 4 April*  
**TERM 2 :** *Tuesday 22 April - Friday 27 June*  
**TERM 3 :** *Monday 14 July - Friday 19 September*  
**TERM 4 :** *Monday 6 October - Friday 19 December*

**NOTE : All children in grades 1 to 6 should commence school on Wednesday 29 January 2014. Prep students will commence on Thursday 30 January 2014.**

## **DAILY SCHOOL HOURS:**

**Commence** 8:45am  
**Morning Recess** 10:40am - 11:15am  
**Lunch Time** 1:15pm – 2:15pm  
**Dismissal** 3:15pm

During February and early March Preps will attend on Monday, Tuesday, Thursday and Fridays only. Wednesday is a day for them to rest, and for teachers to plan and interview parents.

## **ENROLMENT REQUIREMENTS**

Children who will reach the age of five years on or before 30th April may commence school in January of that year. An enrolment form may be obtained from the school office. On first enrolment of a child, a **Full Birth Certificate** must be produced as proof of date of birth. An **immunisation certificate**, received from the Immunisation Register, is also required to be presented on enrolment.

## **SCHOOL ENTRY ASSESSMENT**

At the start of their Prep Year the children at our school participate in the Prep Entry Assessment Program which is used in Victorian Government Primary Schools.

The Assessment Tasks are designed to assist teachers in gathering information about your child's literacy and numeracy understandings. This information will help us provide the very best teaching and learning programs to cater for the individual needs of your child and to ensure that starting school is a rewarding and profitable experience.

The results of the tasks undertaken during the School Entry Assessment provide a 'snapshot' of your child's performance and are used solely for the purpose of planning your child's teaching and learning programs. They are kept within the school and will be just one part of the ongoing assessment programs used with students throughout their years at school.

The literacy and numeracy tasks your child will complete are administered to each child individually. They have been specifically designed for use with young children and contain an element of fun which makes them enjoyable as well as informative. They are all tasks that are used extensively throughout Australia and New Zealand.

To ensure your child has the opportunity to work in a quiet environment, these assessments are scheduled on Wednesdays during February when the Preps don't normally attend school. At the start of next year you will receive notification of a time for this to occur. During the visit you are also invited to discuss with the Prep teacher any relevant information about your child's development and share any matters of concern to you. If you are interested in further information on this process booklets are available for borrowing from the school.

## **REPORTS**

Major reports are issued in both Term 2 and Term 4. An interim report is sent home at the end of term 1. At the start of the year teachers meet with parents to have a discussion regarding their child and the coming year. Interviews are held at the end of Terms 2 and 4 after reports have been distributed. Parents are invited to discuss their child's progress with the teachers at any time by making an appointment to do so. Contact the teacher or the office.

## **EXCURSIONS**

The School conducts excursions on a regular basis, generally one per term.

Bus contractors used operate within State guidelines and the teachers take both a first aid kit and the school mobile phone in case of emergencies.

Short walking excursions around Yinnar do not require a parental consent form, but excursions further afield do. No child can take part without this form being signed.

We are cognizant of the costs involved for parents so adequate notice and the option of paying by instalments is always given.

## **LIBRARY**

Book borrowing for Preps will commence after an initial “book care” program. Prep children are provided with a library bag in their initial supplies for use during their early years. Spare library bags are available from the Librarian.

## **RELIGIOUS INSTRUCTION**

Religious Instruction is an option available at the school on a regular basis. Parents are asked to complete the section on the “Confidential Student Information” form, under Family Details regarding this at the beginning of the year. We encourage all children to attend Religious Instruction classes so that they may become better informed adults and make choices based on knowledge not ignorance of these issues.

## **MUSIC TEACHERS**

Currently we have a piano teacher and a guitar teacher come into the school. These lessons are not part of our curriculum. If parents would like their children to have these private lessons, they need to contact the teacher and make their own arrangements. The teachers’ contact details are available from the Office.

## **PUPIL FREE DAYS**

There are a total of four ‘pupil free’ days each year. All students except for Preps will begin school on the second day of Term 1 2014, that is Wednesday 29<sup>th</sup> January 2014. Preps will begin school on Thursday 30<sup>th</sup> January 2014. Teachers will resume on Tuesday 28<sup>th</sup> January 2014. The remaining pupil free days will be advised well in advance through the school newsletter.

## **MEDICAL AND HEALTH**

If your child suffers from any serious illness or physical disability, please discuss it with both the class teacher and the principal.

### **In any case of illness :**

- a. A sick child must be kept at home and a note explaining any absence should be provided promptly.
- b. Certain infectious diseases are covered by specific Health Department instructions regarding exclusion of the patient and, where applicable, contacts. The most common are listed on the back page under Infectious Diseases. This list includes influenza.
- c. If a child becomes ill at school the parent will be notified and asked to come and collect the child. When parents cannot be contacted then the emergency contacts will be contacted.

## **MEDICINES AND MEDICAL TREATMENT AT SCHOOL**

The school is equipped with first aid facilities sufficient to deal with minor injuries. Care and attention is always given to the extent considered appropriate.

Many children attending school need regular medication to control illnesses such as asthma, hayfever and epilepsy. Parents whose children have such needs should discuss them with the teacher. Tablets and medicines should be supplied in a suitable container and clearly marked with the child's name, the dose and the time the dose is to be given, and the name of the medicine. In the case of presented medication a doctor's instructions should be supplied. Regular medication is kept in a safe at the Office and staff sign a medication booklet that includes the dose administered and the date and time.

The teachers will co-operate to the limits of their ability in such matters. Parents must understand that the child's failure or refusal to follow the prescription is not the responsibility of the teacher.

## **SUNSMART POLICY**

During terms 1 and 4 all students are required to wear school hats and encouraged to play in shaded areas around the school. The hats are available from the school. All new students to the school are entitled to a complimentary hat.

## **HEALTH AND DENTAL CONTACTS**

A school medical service is provided to children in Grade Prep. Vision, hearing and general physical well being are assessed.

A dental service is available to all primary school aged children. This service is free if you hold a Victorian Concession of Health Care card. In all other cases there is a small charge per child. This service is located at the Moe Community Health Centre. For appointments please phone 1300 360 054.

## **HEADLICE CHECKS**

While it is known that Head Lice do not carry any infectious disease, Yinnar Primary School has developed a program to **help parents manage Head Lice**. Qualified nurses registered with the Latrobe City Council, coordinate the program and it is fully supported by the Principal, teaching staff and the School Council.

Inspections are held regularly and when an outbreak is reported. These inspections are announced in the newsletter. The person conducting the inspections will physically search through each student's hair to see if any lice or eggs are present. **There are no toxic chemicals used and no treatment is undertaken at the school.**

In cases where headlice are found, the person inspecting the student will inform the student's class teacher and the Principal. The school will send a written notice home with the child and provide parents with comprehensive advice about the use of safe treatment practices which do not place children's health at risk. Please note that the law requires that where a child has headlice, that child should not return to school until appropriate treatment has commenced.

## **PICKING UP CHILDREN DURING SCHOOL HOURS**

It is sometimes necessary to take children to appointments during school hours. If you know in advance please send a note and when you pick up your child please sign them out at the Office.

## **SECURITY**

To ensure we know all adults on the premises, you are requested to sign in at the office if you are visiting other than at pick up and drop off times.

## **NOTES**

If your child is absent from school, or has reason to leave during instruction hours, a note should be provided. While a telephone call to explain might be a courtesy, it does not replace a note as the Department of Education requires that a written explanation be filed at school.

## **EMERGENCY INFORMATION**

These forms will be sent out at the beginning of each year. It is vital to your child's safety that all the relevant information contained in them is accurately completed and updated as necessary.

## **DISASTER INFORMATION**

For local/school disasters, e.g. fire, children are evacuated to the school oval or as directed.

For major disasters they will be evacuated as directed by the Fire Brigade or Police. In the case of a disaster, with the school needing to be evacuated or because of an inability to contact the school via phone, please contact the Department of Education Regional Office on 03 5127 0400.

## **BEHAVIOUR MANAGEMENT POLICY**

Yinnar Primary School Behaviour Management policy, both within the classroom and in the playground is based on the Assertive Discipline Program by Lee Canter. The program aims to establish an atmosphere throughout the school in which children feel safe, secure, happy and in addition, have maximum opportunity to learn. Students are rewarded for appropriate behaviour and are aware of the consequences of inappropriate behaviour.

## **PRIVACY**

Parents are required to complete a confidential form to allow their children's work or photograph to be published on the internet or other media formats. If you do not want your child's work or photograph to appear on the internet or in other media the school will ensure that your wishes are respected.

## **CONTRIBUTIONS, CLASS SETS AND SUPPLIES**

In 2013 School levies were set at

\$120 for the eldest child,  
\$100 for the second eldest and  
\$85 for every other child,

plus \$70 per family fundraising fee.

There are no formal fundraising activities carried out by the school. This system has been adopted because of the vast amount of time and effort that parents, staff and students were putting into money raising efforts and is strongly supported by the school community.

The School Levy for 2014 will be announced in December 2013 and is payable during the week commencing Wednesday 22 January 2014.

In 2013 Yinnar Primary School used the Parent Contribution to pay for class supplies and subsidise other curriculum programs. They also used part of the contributions to pay for Standard Benefits Student Injury Personal Accident Insurance to cover every student in the school.

The fundraising levy is paid into our Library Fund and used to support our Library, Information Technology, English and text book purchasing program. The Library Fund is a registered entity and donations to this fund are an eligible tax deduction.

## **PARENTS AND THE SCHOOL**

The school staff welcomes involvement of parents at the school. A good deal of valuable work can be done by parents in helping the school run smoothly. You may have a special expertise in one of the areas listed below, and we welcome your involvement :

- Helping with the Reading Program
- Typing
- Writing - Publishing books, etc.
- Crafts
- Cooking
- Sport
- Music
- Excursions/Group Days
- Information Technology
- Buildings and Grounds development

Please let us know if you can help in any of these or any other areas.

Parents should be aware that the influence that they have on their child's education, especially in the pre-school years, is vitally important to their overall development in the future. It is therefore beneficial for parents to follow-up children's work in all subject areas.

## **SCHOOL RESOURCES**

The school regards its grounds and buildings as a community resource for community use. The school encourages the use of its buildings for meetings and after school activity groups. (Parental supervision will be required). Arrangements to do so may be made at the office. A small fee is charged. The Yinnar Stadium is managed by the School and bookings can be made at the office.

## **SCHOOL COUNCIL**

The School Council is the official parent body of the school. It is comprised of parents, staff and community members. The parent representatives are elected for two year periods, with half facing re-election annually. These elections are held in March-April of each year. Staff and community members are elected annually at this time.

The Council is responsible for the distribution of school finances and the drawing up of the School Policy and Curriculum Statements. They are, therefore, responsible for the curriculum and evaluation of programs at the school.

They are also responsible for ensuring that buildings and grounds are kept in a neat and tidy condition.

Meetings are held monthly at the school. All interested people are invited to attend these meetings to raise matters to School Council, and to become involved in the process of running the school.

## **LUNCHES**

Children may order lunches from either the Milk Bar or the General Store. They do so by placing their name, grade, order and amount of money enclosed on a sealed envelope. Each classroom has two lunch order baskets- one for the General Store and one for the Milk Bar. These baskets are called to the office at approximately 8.50am from the classrooms by senior students and brought to the respective shops. These same students collect the baskets at lunchtime and deliver them back to the appropriate rooms. If change is required it is sealed and sent back in the order envelope. **Under no circumstances are children permitted to order their lunch directly from the shops.**

**All children** will then eat their lunches **INSIDE** until a bell at 1:25pm.

Lollies, chewing gum and bubble gum are **totally** banned in the school ground.

## **UNIFORM**

School Colours are Navy with Gold. The following fall within the guidelines for the school uniform

**Navy tracksuit pants**  
**Navy windcheater**  
**Navy rugby windcheater with gold trim**  
**Navy shorts**  
**Gold/Navy Polo shirt**  
**Navy/Gold Skivvy**  
**Navy vests**  
**Navy Jacket**

**Additional for girls**  
**Blue and white check dress**  
**Navy culottes**

**Hats - Navy Slouch Hat**

**Sports Uniform -**  
**Navy shorts/Navy skirt/Gold polo shirt**  
**House T Shirt (Red/Navy/Green/Gold)**

Uniform availability Options:

1. Purchase uniform items from Beleza in Traralgon.
2. Purchase second hand items from Yinnar Primary School
3. Purchase individual Dress Code items, without the Yinnar Primary School logo, from department stores.

## **SAFETY**

For safety or modesty reasons the following are not permitted:

- tank tops or singlets,
- sleeveless tops,
- open-toed footwear of any type,
- necklaces, large earrings, bangles and chains (Medical Alert items are the exception).
- cosmetics
- baseball caps

A full list of current School Uniform items is available from the School Office.

## **SECOND HAND UNIFORM SHOP**

Once a term second-hand uniform items are available for purchase at a nominal cost.

## **CLOTHING AND BELONGINGS**

It is requested that all items of clothing and property, such as bags, toys, lunch boxes and drink containers are clearly named to avoid loss. This is particularly important on excursions and camps.

**Valuable items**, such as watches, expensive ear-rings, and/or money **should not be brought to school**, and the Department of Education has no insurance policy nor accepts any responsibility for private property brought to school by students.

## **TRANSFERRING SCHOOLS**

To transfer a child from one school to another it is necessary to notify the current school of the intention to transfer the child. A transfer note is then prepared and forwarded to the new school. A progress report form will also be completed and forwarded to the new school.

## **SCHOOL BANKING**

School banking will be held each Tuesday. School banking accounts are operated through the Bendigo Bank and Commonwealth Bank. If you wish to open a school account for your child please see the Office staff for a form.



## **NETWORK, INTERNET AND E-MAIL RULES**

At Yinnar Primary School, the computer network and all its associated components are to be used as tools to enhance your learning. Having access to the Network, the Internet and communicating with e-mail at Yinnar Primary School is a privilege not a right.

Remember, only use school computers and the Internet for school work set out by your Classroom Teacher or Information Technology Co-Ordinator.

Personal information such as your surname, address, telephone number, parents' work address/number and so on are not to be given out in e-mails or on the Web. Pieces of work and photographs are not to be published on the Web unless your parents have agreed in writing.

Personal log-in information or passwords are not to be given to anyone else, either inside or outside school.

The Internet is not to be used to frighten, annoy or upset other people.

If you come across any information or message that is unsuitable or makes you feel uncomfortable click on the HOME button or turn the monitor off and then tell your teacher straight away.

Don't use down loaded material which has been developed by other people without their permission. If you have permission to use someone else's work, make sure that you acknowledge that person or organisation.

Do not copy or download any material from the Internet or put any home owned software on the School's computers as this may cause a virus or break copyright laws. Please check with your Classroom teacher or Information Technology Co-ordinator first.

Please look after the computers and all their parts. Do not remove any piece of hardware or change any internal computer settings without your Classroom teacher or Information Technology Co-ordinator's approval.

If you break these rules you will lose your Network, Internet and E-mail access rights for a period of time determined by your Information Technology Co-ordinator, Principal or Classroom Teacher.

## **PERMISSION TO PUBLISH WORK**

Yinnar Primary School is a school that is at the forefront of Learning Technologies. The school's classrooms are networked and connected to the Internet. The Internet is a huge and growing network of computers. No individual or group runs the Internet; it is a collective effort of thousands of information providers: schools, governments, nonprofit groups, commercial organisations, and private individuals.

Students at Yinnar are now able to access the Internet's vast resources and also contribute to this resource by publishing their work on the Internet. As a part of the integration of Learning Technologies across the curriculum, the school will publish a variety of student and teacher projects on a part of the Internet known as the World Wide Web.

The kinds of work to be published may include but are not limited to:

- creative writing
- art work
- audio/video productions
- excursion reports

Should your child's work be chosen for publication, your signature on the permission slip on the enrolment form acknowledges your permission for such work to be published on the Yinnar Primary School World Wide Web site, <http://www.yinnarps.vic.edu.au>

From time to time, we are able to submit student photos and written work to local print media publications (e.g. L.V. Express, Round About Yinnar and Churchill News) as a way of publishing and publicizing the terrific work that is happening here at Yinnar Primary. As with our policy for publishing work on the Internet, only students' first names will be used and photographs of groups of children working may be published.

As things change, this policy will be monitored and upgraded accordingly. If you wish to make changes to this permission form, you must do so in writing to your child's teacher.