The School Council, Principal and Staff welcome you to Strathmerton Primary School.

We are proud of our school and its warm, friendly learning environment. Our current Strategic Plan has priority goals in the areas of Student Learning - Literacy & Numeracy, and Student Engagement - Being your Best. We offer a comprehensive program combining classroom teaching and extra-curricular activities to engage and motivate our students while encouraging them to become confident learners who can work both independently and collaboratively.

There are many ways you can become involved in your child's education, and we encourage you to take advantage of some of the opportunities we offer. As partners, we can work together to ensure your child gets the best out of their time at SPS. You may wish to become a member of our School Council and take responsibility for the management processes, or of our Parents and Friends Group, to assist with classroom programs, fundraising, or volunteer as a helper on excursions.

Please do not hesitate to contact the school office at any time to make an appointment with the appropriate teacher or me should you have any questions. I look forward to getting to know you and your children.

Yvonne Cleary
Principal

SCHOOL POLICY

At our school we expect children to demonstrate the attitudes and values that allow them to work and play together, with due respect for the rights of the individual and the rights of the group. The You Can Do It Education program underpins our curriculum. Through this philosophy, children are explicitly taught the habits of the mind that lead to success in life. Children receive specific feedback and recognition when they show persistence, organisational skills, confidence, getting along skills and resilience. Opportunities are provided for students to accept responsibility, to assume leadership roles and to model appropriate behaviour. Good sportsmanship and citizenship are actively promoted.

SCHOOL PROGRAMS

Our teaching and learning programs are guided by the Victorian Essential Learning Standards (VELS). Within this whole school curriculum, teachers work together to offer stimulating and practical learning; using computers and other digital technologies in everyday classroom tasks. High standards of achievement are aimed for with a strong emphasis on success in Literacy and Numeracy. In Years 3-6 students practise the higher order thinking skills as they respond to our QUESTS (problem-based learning tasks).
Strathmerton Primary School enrols students from Grade Prep – 6. It is situated in a rural township along the Murray Valley Highway. The Strathmerton community is very supportive of the school. Approximately half of the students travel into school by bus from outlying farming areas.

The buildings are set in attractively landscaped grounds. They include a modern, well-equipped library in a brick building with 5 comfortable classroom spaces, a relocatable classroom and the Bristol (our art room).

Students are offered learning activities within the essential areas as well as a wide variety of extra-curricular activities. The aim of these programs is to allow all students the opportunity to develop their strengths, and to become more confident. We combine with other local schools as part of the Cobram Cluster for professional learning activities. Students participate in sports events within the Murray Valley Primary Schools Sports Association zone.

The school promotes ongoing professional development for staff, and parents are encouraged to be involved in parent education programs, and as parent helpers.

All students are required to wear school uniform, and as part of the school's Sun Smart Program are required to wear wide brimmed hats for all outside activities during Terms 1 and 4.

The budget of the school is derived from government direct grants as well as locally raised funds. The School Council actively seeks out avenues of funding to improve our facilities and keep our technology hardware up-to-date.

SCHOOL TELEPHONE NO. - 03 5874 5295,

SCHOOL FAX NO. - 03 5874 5537

SCHOOL EMAIL ADDRESS - strathmerton.ps@edumail.vic.gov.au

SCHOOL WEB ADDRESS – www.strathmertonps.vic.edu.au
BEGINNING SCHOOL AS A PREP IN 2011

During your child's first year of school, his/her teacher will be building on the experiences and learning that she/he has been exposed to at home and at preschool. A program is provided to meet the needs of each child, based on their level of development when entering school.

As parents, you already understand that each child is precious and different in their own right. We find that children learn in a range of ways, and all have different strengths and needs in their development of literacy and numeracy skills. Just as we model back the correct words to improve their ’babytalk’, or madly clap their first steps, so should we praise their first stumbling attempts to read, or the first recognisable letter that they write.

The Prep year is an exciting one for you and your child – especially by about mid-year when the black marks on the page do mean something and some of the stories that are written can be read, even by Nana, without a translator!

Preparing Your Child for School:
All parents are asked to send children to school in uniform every day. The uniform is designed to be comfortable and practical. Please name all items of clothing clearly, even underwear, as your child will be participating in the swimming program early in the year. Other learning that you can focus on before the start of the school year:

- Awareness of road safety rules
- Awareness of the danger of speaking to strangers
- Being able to dress him/herself
- Able to put on and do up shoes (NO THONGS PERMITTED) Velcro is great!
- Bring and use a handkerchief/tissue
- Wash own hands and face
- Attend to own toilet needs
- Can recognise his/her own named bag, lunchbox, clothing
- Use scissors safely
- Make him/herself understood outside the family
- Persist with tasks even when not successful the first time

First Week:
Your Prep child will begin school on FRIDAY 4TH FEBRUARY at 9.00am. Being on time every day helps your child settle quickly into routine and into being part of the class.

PLEASE NOTE: For the following few weeks all children in Prep Grade will attend school for four days a week. EACH WEDNESDAY IN FEBRUARY WILL BE SPENT AT HOME

Children in their first year of schooling become very tired when negotiating a 5 day week at school. This is an enormous change from pre-school. Having a rest day in the middle of the week has been a great success and has enhanced the child’s ability to learn.

Homework:
After the first few days, your Prep child will bring home ‘readers’ to practise new skills. There may be other tasks, such as a “Sounds Book” which the teacher will explain to you. Make the home reading time fun and relaxed. You are not being asked to teach your child to read, but we would be thrilled if you can teach her/him to LOVE reading.
COMMENCEMENT OF THE YEAR

Teachers will be in attendance at school on Tuesday 1st, Wednesday 2nd & Thursday 3rd February, but no children will attend on these days.

Term Dates for 2011:- (All dates are inclusive)
Term 1  4th February – 8th April (Teachers on 1/2/3 Feb)
Term 2  27th April to 1st July (June 11th – Student Free Day)
Term 3  18th July to 23rd September
Term 4  10th October to 22nd December

Public Holidays:  Australia Day 26th January
Labour Day 14th March
Easter 22nd April-26th April
Anzac Day 27th April
Queen’s Birthday 13th June
Melbourne Cup Day 1st November

School Hours:-
Morning
  Session One:  9:00 am to 11:00 am
  Recess: 11:00 am to 11:30 am
  Session Two: 11:30 am to 1:00 pm
  Lunch: 1:00 pm to 1:50 pm (Children eat in class 1.00-1.10pm)
Afternoon
  Session One: 1:50 pm to 3.20 pm (bus travellers)
  3.30pm (town children)

SCHOOL UNIFORM

<table>
<thead>
<tr>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMER</td>
<td>SUMMER</td>
</tr>
<tr>
<td>Bottle green &amp; white check dress</td>
<td>Bottle green plain shorts</td>
</tr>
<tr>
<td>Bottle green plain skirt</td>
<td>Gold polo shirt</td>
</tr>
<tr>
<td>Bottle green plain shorts</td>
<td>Plain coloured socks</td>
</tr>
<tr>
<td>Gold polo shirt</td>
<td>Broad-brimmed school hat</td>
</tr>
<tr>
<td>Plain coloured socks</td>
<td>Black leather shoes or runners</td>
</tr>
<tr>
<td>Broad-brimmed school hat</td>
<td></td>
</tr>
<tr>
<td>Black leather shoes or runners</td>
<td></td>
</tr>
<tr>
<td>WINTER</td>
<td>WINTER</td>
</tr>
<tr>
<td>Gold polo shirt - Long/short sleeve</td>
<td>Gold polo shirt - Long/short sleeved</td>
</tr>
<tr>
<td>Bottle green skirt</td>
<td>Plain coloured socks</td>
</tr>
<tr>
<td>Plain coloured socks</td>
<td>Bottle green bomber jacket gold trim</td>
</tr>
<tr>
<td>Bottle green bomber jacket gold trim</td>
<td>Bottle green windcheater</td>
</tr>
<tr>
<td>Bottle green windcheater</td>
<td>Bottle green track pants/trousers</td>
</tr>
<tr>
<td>Bottle green track pants/</td>
<td>Black leather shoes or runners</td>
</tr>
<tr>
<td>bootlegs/trousers</td>
<td></td>
</tr>
<tr>
<td>Black leather shoes or runners</td>
<td></td>
</tr>
</tbody>
</table>

Wearing of hats when outside is compulsory during Terms 1 and 4. The wearing of the school uniform is compulsory. Uniform items are available from the school office. Sensible footwear for Physical Education is important (sports shoes). The school is carpeted throughout and the children are asked to remove their shoes on entering the building.

Although teachers encourage children to wear smocks when painting, accidents do happen. School paint can be removed by soaking in cold water.
SCHOOL UNIFORM

It is important that all clothes are named clearly. A Lost Property hamper is in the corridor. Please enquire at the office if your child has lost an article of clothing, and encourage him/her to bring all items home each day.

Uniform Items - May be purchased or ordered from the school office. The following is a list of available items, prices are subject to change.

- Bomber jackets
- Hooded windcheaters
- Gaberdine shorts
- Micro fibre shorts
- Polo-shirts
- Long sleeve polos
- Hats
- Bootleg pants (girls)
- Gaberdine pants (boys)

LUNCH ARRANGEMENTS

As the school is committed to the promotion of a healthy diet for children we ask that lollies, soft drinks, chocolate bars etc are not included in lunches but rather seen as treats for special occasions outside of school hours.

The children eat their lunch inside each day. At recess time, children eat in the courtyard/covered area and are then released to go to play. This limits the rubbish around our school.

We are a WasteWise school. We encourage children to bring ‘waste free’ lunchboxes (no glad-wrap or non-recyclable wrappers). This has been very successful in reducing our waste and the frequency of our rubbish collection.

Arrangements for wet days:

In order to cater for the comfort of the children on wet days, the following arrangements apply:-

1. On arrival at school, children may go to their classroom. We ask that on these cold, wet mornings ‘town’ children are kept home a little longer. The yard is supervised from 8.50am daily which is when our buses usually arrive.

2. In the event of wet recess or lunch times, children are supervised inside.

Buying Lunch:

The Strathmerton Newsagency provides a lunch service each school day. If you wish to place an order, the correct amount of money must be placed in a sealed envelope or money bag, unless prior alternative arrangements are made with the shop. Each Fab Friday (first Friday of the month) children are able to order other items and those from the Strathy Cafe.

Lunch lists will be provided at the beginning of the year for each shop.

Strathmerton Newsagency  Phone 58 745 452
Strathy Cafe    Phone 58 745 228

NB: soft drink and sports drinks are not allowed in Victorian schools. Please do not include items that are not on our list in your child’s order. The child's name, room number and items being ordered should be CLEARLY PRINTED on the envelope.

The school will ensure that your child does not go hungry if there is a problem with non-arrival or incorrect supply of an order. We prefer that if children are to have a lunch bought from the shops that it is ordered through the above procedure. Children are not allowed to leave the school grounds during the day unless collected by a parent.

Fruit & Water Program:

At 10.00am each day, children are encouraged to have a drink of water and a piece of fruit. The disruption to the class’s learning time is kept to a minimum. We have found that this helps child remain focussed during our two-hour literacy block in the morning. You can help by ensuring your child knows which piece of fruit is for this time of the day, and their drink bottle only ever contains water.
GENERAL INFORMATION

1. **Money & Valuables:**
   All money or cheques should be enclosed in an envelope provided by the school. Your child should hand this envelope to their teacher. Children should not leave money in bags or carry it about with them during the day.

2. **School Notices:**
   The eldest child in the family will have the responsibility of taking notices home during the year. The School Newsletter is sent home each Thursday. It provides lots of information about current and upcoming events at school. Please read these notices carefully, and return any reply slips promptly.

3. **Banking: Commonwealth Bank - (Dollarmite accounts)**
   Bank day is every Tuesday. During Term 1 each Prep child will be issued with an "Account Details" form which will need to be filled out and returned to school. Students enrolled during the year can access these by enquiring at the office.

4. **Excursions:**
   During the year a number of excursions may be arranged to fit in with the educational program. No child will go on the excursion unless written permission is supplied. Before each excursion it is our practice to send home information and permission forms. Returning these forms promptly means less hassle for your child, and for our office staff. Please be organised in this area. Ambulance membership is desirable.

5. **Car Parking:**
   The school car park is not to be used for dropping off and picking up of children. No child is permitted in the parking area. The car park may be used by parents who are attending the school for reasons other than collecting children.

   Some parents find it convenient to park across the road from the buses when collecting their children. If you do park opposite the school, please walk across to the school gate and collect your children. Please note the signs and park well clear of the crossing. **The bus bay is not a parking zone.**

6. **School Buses:**
   Children need to be at their stop at the correct time i.e. 5 minutes before the scheduled arrival of the bus. It is important that children are aware of the need to remain seated during the journey and to behave with consideration for the other travellers. Eating and drinking are not permitted on the buses. You will receive a copy of the Bus Travellers Code of Conduct early in the year.

   If regular bus travellers are to be taken home from school by parents a note to the class teacher is necessary. The bus driver must also be informed so that delays are avoided. The office also needs to be contacted if your child is getting off at a different bus stop.

   New bus travellers in 2011 must complete an "Application to Travel" and lodge this with the school.
7. **Leaving School Grounds:**
Children are not permitted to leave the school grounds unless:

(a) they provide a note

(b) they go home for lunch (a note is also required)

If parents wish children to leave the school grounds for any purpose, a note must be provided - one at the beginning of the year will suffice for children leaving grounds to return home for lunch on a regular basis. Without a note, children will NOT be permitted to leave the school grounds.

8. **Bikes:**
Parking is provided for your child's bicycle or scooter. This is out of bounds to all children except when leaving or collecting her/his bicycle. Before allowing your child to ride his/her bicycle to school, help them to learn simple road safety rules, particularly the correct side of the road for riding, and care at intersections. Victoria Police advise that children generally do not have the skills to manage cycling in any traffic conditions independently (without adult supervision) until they are 10 years of age.

Ensure that he/she has adequate balance and knows how to stop in an emergency.

**PLEASE NOTE: Helmets are compulsory!**

9. **Emergency Forms:**
A form is provided at time of enrolment, and at other times during your child's school career for you to enter information regarding medical history of children, emergency contacts, etc. As this is a most important piece of information, we would appreciate it if you would ensure that the information provided is correct. If alterations (telephone no. Doctors etc.) are made during the year, please let us know immediately. It is very helpful if we have a list of alternative contacts in the event we are unable to contact parents in the first instance.

10. **Medicines:**
In the interest of safety, no medicines will be given to children without written consent. If your child is on self-administered regular medication please inform the class teacher and indicate this on the emergency form. Other medications are kept at the office and will be administered by staff as directed. We do not have full sickbay facilities. If your child is unwell, we will contact you to collect him/her.

11. **Hours of Instruction:**
9:00 am - School commences. Each Monday there is a school assembly. On other days children assemble in grade areas. Punctuality is important, late arrival or early leaving can mean a child misses new work, newsletters etc. Please make dental or doctor appointments for after school, or if not possible, during the afternoon. Valuable tuition time is lost if children are absent during the morning session.
3:20 pm - Bus travellers dismissed
3:30 pm - School Dismissal.
12. **Library Books:**
Each year a great number of library books just disappear. As an average book costs $15 - $30, a loss of only a small number of books imposes a strain on the finances available to the school. We ask parents to periodically check their homes for school books and return them to school if found.

13. **Slippers:**
Parents may provide their children with a pair of slippers for indoor use. All children remove their shoes when entering the building.

14. **School Photographs:**
Each year a photographic company will take the school photographs. Parents pay the company directly. You will receive the photographer’s package prior to the nominated date.

15. **Absences:**
A note stating the reason for absence is required after each occasion on which the child has not attended school. These notes are retained by the class teacher and reasons for absence noted in the Roll which is marked daily. If a child is to be away for a number of days, we would appreciate some notification.

16. **Student Requisites:**
Parents are expected to pay for their children’s classroom supplies and stationery items and to meet the cost of items such as excursions, visiting performers etc. A detailed account is provided to parents on enrolment. Your support, along with fundraising activities, supplements government funds and enables us to provide our students with extensive and varied curriculum programs. There is assistance available for holders of a healthcare or pension card. Contact the office for information.

**HOW TO HELP YOUR CHILD BY HELPING THE SCHOOL**

The school depends very heavily upon the help given by the parents. Not only do parents help in many ways around the school but also on the School Council and Parents & Friends Club.

If you can assist from time to time, it will be greatly appreciated.

**SWIMMING**

As swimming is part of the school curriculum, all children are expected to participate. It is an intensive program with an hour lesson being taken each day over a period of two weeks in February.

The program is organised and supervised by fully qualified Austswim Instructors. During the swimming season children should bring along a bag containing bathers, towel and shade hat. ALL ITEMS MUST BE CLEARLY NAMED.
Parent-Teacher Interviews:
An interview for all parents will be scheduled early in the year to discuss your child/ren’s general progress and identify any concerns which may be apparent at this time. However we encourage parents to come to school at any time to discuss their child's progress with their teacher. Specific interviews with the class teacher can be arranged through the Principal.

Reports:
Reports are issued twice yearly, June and December. They indicate to the parents the progress being made by their child in the various subject areas and socially. Like all schools across the state, we use the Department of Education’s report format. Your child will receive an A-E grading for each area of the curriculum.

A = achieving at a level well in advance of the expected level
B = achieving at a level in advance of the expected level
C = achieving at the expected level
D = achieving at a level below the expected level
E = achieving at a level well below the expected level

The report will include a summary of your child’s strengths, areas for improvement, next learning goals and advice on how you can assist at home.

Student Wellbeing:
We aim to make everyday the best possible for every child at our school. Bullying and antisocial behaviour are not acceptable. Bullying may take the form of physical or verbal attacks, exclusion, teasing or harassment. Bullying is a term we use when these behaviours are happening over time, not in isolated incidents.

At Strathmerton PS such behaviour is rare. However, please contact the class teacher or Principal if you have any concerns about your child’s wellbeing at school.

We are able to offer counselling and assessment by a Social Worker if this is required. Speech pathology is also provided by the school for children who require it.

School Rules:
Our school rules, for the safety and happiness of all children in our playground and when moving around the school, are:
1. We keep our hands, feet and objects to ourselves
2. We treat others the way we want to be treated in the way we speak to, and behave around them. We always follow the teacher’s instructions
3. We move safely around the school. Pathways and inside the buildings are walking areas.
4. We play safely in our designated areas and we do not interfere in others’ games
5. We respect and care for our own, the school’s and other people’s property and belongings
6. Bullying, excluding people, swearing and teasing are not acceptable at Strathmerton Primary School

Each teacher will develop a set of classroom rules with their class to govern ‘learning time behaviours’ at the beginning of the year. You will receive a copy of these rules to discuss at home with your child.
School Rules... cont.:  
There are consequences for students who choose to breach our school rules. Teachers on yard duty apply a range of consequences depending on the severity of the behaviour and on the outcome of any initial warning or discussion:

- Generally, a verbal warning or some advice is offered to a student who is in breach of the rules
- The child may be asked to walk with the duty teacher, to pick up papers or to sit quietly in the courtyard for a period of time
- If the child does not cooperate with the teacher, or chooses to escalate their behaviour, she/he will be given detention inside during lunchtimes or sent to the Principal. Parents are usually contacted by phone or letter if this occurs
- Very serious breaches which result in injury to a student or staff member, or deliberate breakage of property may result in suspension or expulsion. Parents will be contacted for these events

There are also positive consequences for children who demonstrate good ‘getting along’ or care for others in the yard. These children receive a ticket that may be drawn out of the barrel on Monday morning at assembly, or House Points. Yard duty teachers also give lots of verbal praise and recognition to children who are doing the right thing in our playground.

**INFECTIOUS DISEASES**

We count on the discretion of parents in keeping at home any child showing symptoms of possible approaching illness or infectious disease.

The Department of Education stipulates the following:-

<table>
<thead>
<tr>
<th>Disease or Condition</th>
<th>Exclusion of Cases</th>
<th>Exclusion of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Until fully recovered or at least 1 week after the eruption first appears</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Conjunctivitis (acute infections)</td>
<td>Until discharge from eyes has stopped</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Until receipt of medical certificate of recovery from infection.</td>
<td>Domiciliary contacts excluded until investigated by the medical officer of health or health officer of the Department and shown to be clear of infection</td>
</tr>
<tr>
<td>Hepatitis A (infections hepatitis)</td>
<td>Until receipt of a medical certificate of recovery from infection, or until symptoms disappear</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Until recovery from acute attack</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo (school sores)</td>
<td>Until sores have fully healed. The child may be allowed to return earlier provided that appropriate treatment has begun and that sores on exposed surfaces such as scalp, face, hands or legs are properly covered with moisture-proof dressings</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Until receipt of medical certificate of recovery from infection</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Until at least 5 days from the appearance of rash or until receipt of a medical certificate of recovery from infection</td>
<td>Non-immunised contact must be excluded for 13 days from the first appearance of rash in the last-occurring case, unless they are immunised within 72 hours of first contact</td>
</tr>
</tbody>
</table>
## Infectious Diseases

<table>
<thead>
<tr>
<th>Disease or Condition</th>
<th>Exclusion of Cases</th>
<th>Exclusion of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meningococcal infection</td>
<td>Until receipt of a medical certificate of recovery from infection</td>
<td>Domiciliary contacts must be excluded until they have been receiving appropriate chemotherapy for at least 48 hours.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Pediculosis (head lice)</td>
<td>Until appropriate treatment has begun</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 they have not had whooping cough or immunisation against whooping cough</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Until at least 14 days after onset of illness and until receipt of a medical certificate of recovery from infection</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Until appropriate treatment has begun</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rotavirus (diarrhoea)</td>
<td>Until diarrhoea has stopped</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella</td>
<td>Until fully recovered or at least 5 days after onset of rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until appropriate treatment has begun</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Shigella (diarrhoea)</td>
<td>Until diarrhoea has stopped</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Streptococcal infection including Scarlet Fever</td>
<td>Until receipt of medical certificate of recovery from infection</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Trachoma</td>
<td>Until appropriate treatment has begun</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Until receipt of medical certificate from a health officer of the Department that the child is not considered to be infectious</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Typhoid and Paratyphoid</td>
<td>Until receipt of a medical certificate of recovery from infection</td>
<td>Not excluded unless the Medical Officer of Health or a health officer of the Department considers exclusion to be necessary</td>
</tr>
</tbody>
</table>

“Medical Certificate” means a certificate of a legally qualified medical practitioner. This table is based on the Health(Infectious Diseases) Regulations 1990.
Head Lice:  
Periodically there are outbreaks of head-lice and contrary to popular belief, they do not need dirty heads to live in. They will infect any head. If we are aware of the problem, we can take appropriate action.

We have a very clear policy on Head Lice (see below). Regular checks are part of the policy. We expect all children to participate in these checks. A permission slip is attached to our enrolment form.

HEAD LICE POLICY

Strathmerton Primary School acknowledges that, while parents/guardians have primary responsibility for the detection and treatment of head lice, the school also has a role in the management of head lice infections and in providing support for parents/guardians and students.

GUIDELINES

The school has a commitment to distribute up-to-date information to each family in relation to detection, treatment and control of head lice at the commencement of every year and more frequently if required.

A resource/support person will be nominated within the school as a point of contact for parents.

A management plan to be implemented incorporating the following arrangements.
1. Clear protocols will be outlined to parents annually (and with new enrolments) and written permission obtained from parents on the enrolment form and annual ‘collection of information’ form to enable inspections to be carried out.
2. On the first Friday afternoon of every school month a whole school head lice check will be carried out by two teams of parents. Parent volunteers will be trained specifically in detection and management of head lice with an emphasis on confidentiality and the sensitive nature of dealing with students identified as having head lice. The Principal will oversee this process.
3. Children identified as having head lice or evidence of eggs will receive a note to inform their parents of the need for treatment. All students will receive a note informing parents that an inspection has been carried out. Where parents have not consented to a head lice check, a note will be sent home to ask that they carry out the appropriate check themselves.
4. Students on whom live lice were detected, when returning to school on Monday will be checked in the presence of their parent/s. Students should be treated before returning to school but it is noted that the presence of eggs in the hair is not cause for exclusion. If the student re-attends school with live lice the school will again exclude the student until live insects have been removed using a recognised treatment.

The Department of Health recommends a regular inspection using the following procedure: Massage enough white conditioner (can be the cheapest brand from the supermarket) into your child’s dry hair. Leave for 15-20 minutes, then comb thoroughly using a nit-comb. Wipe the gathered conditioner on a piece of paper towel. You will see any live lice collected or any eggs as brown-grey dots in the conditioner. If live lice are present, treat using a solution from the chemist. If this process is done regularly, you should avoid the situation of having to remove large numbers of eggs and lice in the event of an infestation.
ADDITIONAL GENERAL INFORMATION

School Crossings:
All children who reside south of the Murray Valley Highway must cross the highway via the school crossing. The crossing is supervised between 8:20 am to 9:15 am then again between 3:30 to 4:15 pm. There is also a crossing outside our gate for children who walk to school along Maguire St. Please observe the parking signs at this crossing. It is not supervised, but cars must give way to pedestrians when the flags are out.

Names on Property:
Please label clearly and permanently all items of clothing and all belongings. There are a number of jumpers collected from the playground each afternoon, and we return them more easily, if they are named.

Leaving School Early:
Parents wishing to take their children from school early, should give prior notice by note or telephone. This is particularly important for bus travellers.

Music Lessons:
Whilst we support the teaching of music in principle, we would ask that music lessons be taken out of school hours if at all possible. If this cannot be done, parents should discuss the matter with the teacher before arrangements are made.

Punctuality:
Pupils are expected to arrive early for all school sessions and parents are asked to ensure that children arrive at school on time. It can be upsetting for your child if they are regularly walking in late, once other children have settled to their work. It is also very disruptive for teachers and other students to have constant late comers. Please show consideration by being punctual.

Pupils leaving the school ground:
• Under no circumstances are children permitted to leave the grounds without permission.
• Requests for permission must be made in writing by the parent.
• Children who become ill report to a teacher or the office. Parents will be contacted to collect them.

Dogs:
Children should be discouraged from allowing their dog to follow them to school. Dogs are a problem from both the safety and health angles, and stray dogs found on school grounds will be handed over to the dog ranger.
WHO RUNS THE SCHOOL?
State education in Victoria is managed and funded through the Department of Education & Early Childhood Development (DEECD) There is a hierarchy of management which begins with the Minister of Education, then moves through the Secretary for Education, the Regional Directors (our region is Hume, and the Director is based in Benalla), to the school’s Principal. Principals are appointed by a panel comprising School Council representatives and DEECD representatives.

The Principal is the manager and educational leader of the school. She/he selects teaching and non-teaching staff, implements DEECD and School Council policies and programs and is responsible for providing a safe workplace and learning environment.

School Councils are formally constituted bodies with elected parent and staff representatives. The Principal is the executive officer of Council. The roles and responsibilities of Council are as follows:

• Representing the school and its community in reaching agreement with the Department on the school’s Strategic Plan.

• Determining the education policy, goals and priorities of the school within the framework of the school Plan and state-wide guidelines.

• Approving the school budget, which includes school generated funds, consistent with the school Plan.

• Entering into contracts for purposes consistent with DEECD policy and for the improvement of the school’s facilities.

• Maintaining and improving buildings and grounds.

• Reporting annually to the school community and to Department of Education & Training.

• Making a recommendation to the DEECD on appointment of a school principal when required.

• Authorising the employment of non teaching staff.

• Developing the school’s student dress code.

• Developing the school’s student code of conduct within guidelines set by the DEECD.

The School Council meets on a Monday night twice a term at 7:30 pm. School parents are cordially invited to attend the meetings as observers if they so desire:-

President:- Mr Peter Sargent
Secretary:- Mrs Kylea Price
Treasurer:- Mrs Yvonne Cleary (Principal)
Council Members:- Mrs Michelle Furmston Co-opted members: Mr Grey Dow
Mrs Paula Hansen Mrs Michelle Wyatt
Mr Craig Caughey Teachers:- Mrs Carole Mann
                                      Ms Tania Broadwood
PARENTS & FRIENDS CLUB

This club is affiliated with the Victorian Federation of State Schools Parent Clubs under the motto 'We serve the children' and exists:

a. To finance additional equipment - aids for the children;

b. As liaison between parents and school and to provide an opportunity to express their views and to ask questions.

Meetings are held at the School on the second Tuesday of each month.

President:-      Mrs Michelle Wyatt
Vice President -  Mrs Lynda Dickson
Secretary:-       Mrs Louise Johns
Treasurer:       Mrs Paula Coburn

Uniform Co-ordinator:-
   Contact School Office       Ph. 03 5874 5295

If you are new to our school, and/or to the Strathmerton community, joining the P&F can be a great way to meet other parents and to become involved in the life of the school, and the town. Look out for the dates of meetings in the newsletter. You will be most welcome!
Bus Safety Requirements

CONDITIONS OF BUS TRAVEL

The safety of all travellers on school buses must be ensured at all times. The following conditions apply to all travellers on school buses.

1. All students must
   • Wait at bus stops in an orderly fashion and not approach the bus until it has stopped
   • Be punctual at the pick up (morning and night)
   • Enter and leave a bus in an orderly manner
   • Not move around the bus in transit but remain seated at all times

2. No part of any passenger or object in their possession is to protrude out of windows or doors.

3. Boisterous conduct including the use of bad language or any action which may cause distress to other students or distract the driver will not be tolerated.

4. Students must converse quietly and not call out to passing traffic or fellow students

5. Storage of bags will be in accordance with advice from the driver.

6. Students have access to their allocated bus only. This will not be changed to meet sporting or social arrangements without prior written consent from the school office.

7. Students travelling to school by bus who intend not using the bus for the return trip should out of courtesy inform the driver.

8. After alighting from the bus, the student must remain on the side of the road and should only cross the road when it is safe to do so.

9. All students must treat others with courtesy and consideration.

10. No food or drink is to be consumed on school buses.

11. School bus travel is a privilege and not a right and consequences will apply for breach of these conditions.

At the beginning of each year, children will be provided with a Bus Traveller’s Code of Conduct which must be signed by parents and the child and returned to school.
PURPOSE
The students and staff at Strathmerton Primary School have the right to feel safe at all times. The school is committed to achieving this and each student, parent/guardian and staff member has the responsibility to support and promote this right.

DEFINITIONS
Bullying is when someone, or a group of people, who have more power at the time, deliberately upset or hurt another person, their property, reputation or social acceptance on more than one occasion.

Types of Bullying
There are three broad categories of bullying.

- **Direct physical bullying** e.g. hitting, tripping, and pushing or damaging property.
- **Direct verbal bullying** e.g. name calling, insults, homophobic or racist remarks, verbal abuse.
- **Indirect bullying** - This form of bullying is harder to recognise and often carried out behind the bullied student’s back. It is designed to harm someone’s social reputation and/or cause humiliation. Indirect bullying includes:
  - lying and spreading rumours
  - playing nasty jokes to embarrass and humiliate
  - mimicking
  - encouraging others to socially exclude someone
  - damaging someone’s social reputation and social acceptance
  - cyber-bullying, which involves the use of email, text messages or chat rooms to humiliate and distress.

What Bullying is Not
Many distressing behaviours are not examples of bullying even though they are unpleasant and often require teacher intervention and management. There are three socially unpleasant situations that are often confused with bullying:

**Mutual conflict**
In mutual conflict situations, there is an argument or disagreement between students but not an imbalance of power. Both parties are upset and usually both want a resolution to the problem. However, unresolved mutual conflict sometimes develops into a bullying situation with one person becoming targeted repeatedly for ‘retaliation’ in a one-sided way.

**Social rejection or dislike**
Unless the social rejection is directed towards someone specific and involves deliberate and repeated attempts to cause distress, exclude or create dislike by others, it is not bullying.

**Single-episode acts of nastiness or meanness, or random acts of aggression or intimidation**
Single episodes of nastiness or physical aggression are not the same as bullying. If a student is verbally abused or pushed on one occasion they are not being bullied.
a) Reporting
• At SPS it is a child’s right and responsibility to report bullying whether it happens to them or to someone else. Reporting to the class teacher, duty teacher, Principal, or teacher’s aide will ensure that action will be taken.
• Parents who become aware of bullying are also encouraged to report this to a member of staff, and can be assured it will be followed up. Victims will be supported. (These discussions will be viewed as confidential if so desired by the parent.)

b) Victims
• will be taken seriously.
• may be given the opportunity to attend specialised social skills programs to learn assertion skills and develop their resilience to help them deal with bullying behaviour.
• will not be regarded as “dobbers”

c) School Community Education
• This policy will be sent home to every household, included in the parent information booklet and orientation materials for new Prep children.
SCHOOL

Healthy Food Policy

Context
It is important that parents, students and the school work together to support a whole-school culture in which students actively choose nutritious foods and a healthy lifestyle. Strathmerton Primary School does not offer a canteen service on site. Lunches are ordered through local businesses: Monday – Friday from the Strathy Newsagency; Fab Fridays from The Strathy Café. Their menu items are approved by School Council. The business owners agree that only these items will be supplied as part of school lunch orders. Parents who order non-approved items will be contacted and offered approved alternatives.

Guidelines

- Parents may select items from a School Council approved list. Orders are written on a named envelope with money enclosed and placed in the appropriate basket each morning by 9.30am. Orders are returned to school at 1.00pm for collection by students.
- Some items are only available on the first Friday (Fab Friday) of any month. These are the ‘occasional foods’ and are designated on the approved list in this category.
- Class parties may also include these occasional foods as long as this does not exceed once a term.
- Soft drinks, high energy drinks, flavoured milk that is high in sugar, carbonated drinks and fruit drinks (less than 100% juice) are not permitted at school. Confectionery, snack foods and high sugar icy poles are also not permitted on lunch orders.

Everyday Foods: (examples, as available – see store menus)

Sandwiches and rolls (see store menu list)  Chicken burger*
Fruit salad  Dim Sim (steamed)
Fresh fruit as available  Mini Dim Sim (steamed)
Salad  Pizza (low fat)
Hot dogs (low fat canteen approved only)  Cheese burger (Café only)
Lasagna or Spaghetti Bolognaise  Wraps – salad, sandwich fillings
Water
Flavoured milk
100% Orange juice
Milk

Occasional Foods (Fab Friday only) *=oven baked not deep fried

Pies & party pies
Sausage rolls
Pizza Pockets
Chips and gravy
Chicken nuggets*
Chilli chicken tender*
Dim Sim (fried or steamed)
Potato Cake
Fish Finger*
Donut