SHEPPARTON EAST PRIMARY SCHOOL
NO 1713

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or
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Dear Parents and Carers,

On behalf of the Shepparton East Primary School community, we would like to extend a warm welcome to your family and hope you will form a close and rewarding association with the school.

Our guiding principle is to provide a high quality education, especially in Literacy and Numeracy, through a relevant and dynamic curriculum in a secure and caring environment.

The school strives to develop self-esteem, confidence and independence. We believe all students need care and support and are better prepared for learning when they are happy, safe and healthy. Our school values are:

- Care for yourself
- Care for others
- Care for your learning
- Care for your school

Shepparton East Primary School is an inclusive school, offering the best in educational, social, sporting, and performing arts opportunities. We are proud of our school and the part we play in our community.

If you require any further information, please do not hesitate to contact the school.

Trent McCrae
Principal
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START OF THE SCHOOL YEAR
Classroom rules will be formulated with students, displayed in each classroom. Students and families need to discuss the Class Rules & Consequences document and sign it to show their support and commitment to adhering to it.
Relevant sections of the Student Engagement Policy will be read with students with an emphasis on the school values, getting along and safety and a copy of the policy will be sent home to parents/carers.

NEW STUDENTS
Upon enrolment students and families will be offered an induction session with the Principal who will complete a 'New Family Induction Checklist'. The new student will meet the School Captains who will give the child a guided tour of the school and complete a 'New Student Induction Checklist'.

HOME READING
Reading with your child and talking about what they are reading is a vital factor in developing literacy skills. This partnership between home and school is vital to us all. We request that all parents and their children participate in the home reading program. Your child's teacher will send home a letter at the start of the year explaining the process. Please initial the home reading diary each night.

SCHOOL LEADERS
Year 6 students are given an opportunity to be elected as school leaders. School Captains and Vice Captains are elected late in the previous school year by the students. They are given the opportunity to give a short speech to the students. They are then interviewed by a selection panel before a final decision is made.
2016 School Captains are: Jasper Heenan and Bethany Gray
2016 Vice Captains are: Patrick Thompson and Hannah Doyle
All Year 6 students undertake leadership roles under our four PBS values.

Two students from each year level (Yrs 3-6) can also elect to be Junior School Councillors. These students are wonderful role models for the other students which enhances our positive school atmosphere. All leaders are presented with their badges at a special assembly at the start of the year.
CALANDER OF EVENTS

TERM DATES

2016 Term dates are:

TERM 1  
27 January - 24 March

TERM 2  
11 April - 20 June

TERM 3  
11 July - 16 September

TERM 4  
3 October - 20 December

2017 Term dates are:

TERM 1  
30 January - 31 March

TERM 2  
18 April - 30 June

TERM 3  
17 July - 22 September

TERM 4  
9 October - 22 December

PUBLIC HOLIDAYS

Monday 14 March - Labour Day
Friday 25 March - Good Friday
Monday 28 March - Easter Monday
Monday 25 April - ANZAC Day
Monday 13 June - Queens Birthday
Tuesday 1 November - Cup Day
SCHOOL PHOTOGRAPHS
School photographs will be taken on Friday 22nd April.

SCHOOL CONCERT AND GRADUATION
The end of year concert is held in the last weeks of the school year. (Wednesday 14th December)
Year 6 students ‘graduate’ from Primary School at a ceremony and presentation held after the annual school concert. A Citizenship Award is presented to a Year 6 student, along with a book and their name on an Honour Board donated by Mrs Wright McGuiness in memory of her son, David Wright, who was a past student at SEPS.
The Anne Garner Literacy Award is also presented on this night to a junior student for outstanding literacy achievement and improvement.
A Principal award is also presented to a senior student for outstanding academic improvement.

ATHLETIC SPORTS/ CROSS COUNTRY /INTERSCHOOL/ ZONE SPORTS
The athletic sports will be conducted in April at McEwan Reserve. Shepparton East Year 1 - 6 students attend the ‘small schools’ day. Parents are responsible for taking and collecting their children to and from McEwan Reserve. Year Prep students participate in an athletics day held at the school.
Students in Years 3-6 participate in a school cross country in Term 2.
The senior students are given the opportunity to compete in interschool and zone sports and parents are notified of these events via personalized notes and the school newsletter.
COMMUNICATION and ADMINISTRATION

NEWSLETTER
The school publishes a newsletter weekly. This contains important information so it is vital that you read it each week. This is distributed to the eldest child in each family on Wednesday and is also uploaded onto our website as well as being sent out on our information app ‘Tiqbiz’.

PARENT TEACHER STUDENT INTERVIEWS
Parent/teacher/student interviews are conducted midyear as well as any other time at parents’ or teachers’ requests. These interviews assist teachers, parents and students to build a positive relationship to ensure three way communication. They aim at sharing information about student achievements, and provide the opportunity to set goals, discuss progress and assist with strategies for improvement.
There will be an online booking system set up to book an appointment. The newsletter and Tiqbiz will inform families when bookings are open.
Individual Learning Improvement Plans will be established in Term 1 and 3 and monitored throughout the year for each child where there are areas for concern or extension.

WRITTEN REPORTS
Student reports will be distributed in June and December. The report will cover both the academic and social development of the student.

WEBSITE
Our website is maintained weekly. It contains all the information in this document, as well as up to date information on school events, community news, newsletters and weblinks.

TIQBIZ
Tiqbiz is an app which parents can download free of charge.
Simply nominate Shepparton East Primary School as your school and choose your desired year level/s.
Reminder messages, newsletters, excursion return times, photos etc are all posted regularly to keep families updated on the latest news. Absences can also be entered through this app.

ABSENCES
Parents are required by regulation, to inform the school of the reasons for a child’s absence. A note should be sent to school from parents or guardians explaining the reason for the absence. If parents register their child’s absence by phone or through the Tiqbiz app a blue slip from the office will be handed to the child’s classroom teacher and the roll will be updated accordingly.
If a student is absent without explanation the school will contact the parents for an explanation.
Our school seeks to have all children at school every day and we will assist you at any time should you have issues with getting your child to school. Just speak with your child’s teacher.

LATE ARRIVALS AND EARLY DEPARTURES
Parents need to notify the school if their child is to arrive late or leave early from school. Parents are required to visit the office to obtain a late pass or sign their child out early. For bus travellers, please check your child is correctly marked on the bus travellers’ list for that day.

MONEY AND VALUABLES
Money sent to school for excursions and activities should be sent in a sealed envelope and handed into the office or classroom teacher at the start of the day. Electronic games, swap cards or valuable items must not be brought to school.
STUDENT BANKING
Student banking is encouraged. A school bank account for your child may be opened through the school with the Commonwealth Bank. Bank Day is Tuesday throughout the year. The office will carry out necessary transactions. Students receive prizes for regular banking.

VISITORS TO THE SCHOOL AND PARENT HELPERS
All parents and visitors must notify the office of their presence in the school grounds at all times other than when dropping children off at the start of the school day or when picking them up at the end of the day. Simply sign in at the office on your way in, and sign out when you leave. This is an OH&S and DEECD requirement.

LUNCH ORDERS
On Fridays, Eastwood Orchards provides lunch orders for our students. A list of available items and their costs is sent home at the beginning of each term. Eastwood Orchards complies with DEECD requirements regarding healthy eating options. Lunch orders need to be written on a large brown paper bag and placed in the classroom lunch order box before school. Paper bags can be purchased from the office - $2.50 for a packet of 50 (larger than usual bags).

LOST PROPERTY
All personal property should be clearly labeled to ensure ease of identification and return of lost items. Parents are encouraged to check this regularly. Articles with names will be placed in the child’s bag locker. All unnamed articles will be placed in the basket in the First Aid Room and then outside during the last day of each term. All unclaimed articles will be washed at the end of each term and used for emergency use, as second hand clothing or distributed to children in need. Misplaced jewellery, money, keys etc will be sent directly to the office.

BUS TRAVELLERS
Families eligible for bus travel will be given relevant information regarding bus travel procedures.

BIKE RIDERS
To ensure the safety of our bicycle riders, we ask parents to observe the following:
- VIC ROADS recommends that children under the age of 8 do not ride to school
- Bicycles should be stored in the bicycle rack
- Before students are allowed to ride to school, they should know the appropriate road rules
- Only bicycles of the appropriate size and in roadworthy condition should be ridden to school.
- Bicycle riders should be particularly careful when they are arriving and leaving the school as the streets around the school are very busy at these times.
- Bicycles must be wheeled, not ridden, inside the school grounds.
- Helmets must always be worn when riding a bicycle.

SCHOOL REQUISITES
The school endeavours to keep costs to a minimum. Book collection day is held each year in late January. The date will be on your child’s booklist.

There is a charge to cover class materials and school equipment. This charge covers classroom requisites in all classes including library, information technology, art, phys ed.
A cultural levy which covers cultural performances throughout the year is also included on the booklist. Each year the contributions are set by School Council. Parents who are having difficulties in meeting this requirement, should discuss the matter with the Principal.
**SCHOOL DAY**

8:45 - 9:00  
YEARS PREP - 6 COME IN FOR READING

9:00 - 11:00  
LESSONS

11:00 - 11:05  
SUPERVISED EATING OF PLAYLUNCH

11:05 - 11:30  
MORNING RECESS

11:30 - 12:30  
LESSONS

12:30 - 1:05  
LUNCH RECESS

1:05 - 1:15  
SUPERVISED EATING OF LUNCH

1:15 - 2:15  
LESSONS

2:15 - 2:30  
RECESS

2:30 - 3:30  
LESSONS

Two bells a few minutes apart are rung automatically before each teaching session. Students are asked to use the first bell to pack up, visit the toilet and wash hands and arrive punctually to class and assemblies.

**PUNCTUALITY**

Please ensure that your child arrives at school on time. Learning time at our school begins at 9.00am, with the Prep to Year 6 students coming inside to read to a parent at 8.45am. We earnestly seek your help to ensure a prompt start to the school day.

If your child arrives after the 9.00am bell, you as the parent are required to sign a late pass at the office. Apart from some bus travelers, students should not be at school before 8.30 am. It is also expected that all children, except for some bus travelers, will have left the grounds at the end of the day by 3.45 pm.

If there are exceptional circumstances that require your child to come to school earlier, please discuss with the Principal.

**TIMETABLES**

Daily timetables are displayed in each classroom to help children prepare for each day. Every class has 2 hours of Literacy and 1 hour of Numeracy every day.

**EARLY CLOSING OF SCHOOL**

The school closes at 2.30pm on the last day of Terms 1, 2 and 3 and at 1.00pm on the last day of Term 4.

**MONDAY MORNING ASSEMBLY**

A whole school assembly is conducted at school each Monday at 9.00am. The agenda includes: Singing the National Anthem and reciting our oath, sports results and distribution of student awards and announcements. Parents are most welcome to attend.

**FRUIT BREAK**

A fruit break is offered to children each day from Monday to Friday and children are encouraged to bring fruit from home each day.

On Fridays the school will supply fruit to the P/1/2 students as part of the Fresh Fruit Friday Program outlined on the booklist.
RECESS AND LUNCH ORGANISATION
All children eat inside for five minutes at recess time and ten minutes at lunch time. Children can order their lunch on Fridays. Lunches should be healthy and nutritious. Children should not bring lollies to school. We encourage waste minimisation and hope that you will use environmentally friendly / reusable lunch wraps. Fruit may be eaten in classroom fruit breaks. Chewing gum is not permitted in the school grounds. Prepared sandwiches are kept in the staff freezer and excess fruit is available in the staffroom for students who forget their lunch. Children who need to finish eating after the bell will be asked to finish eating in the undercover eating area. Parents are reminded, due to extreme allergies, not to send nuts in any form to school. We thank you for your assistance in keeping all students healthy and safe.

WATER
Children are permitted to have water bottles in the classroom. A refrigerated tap is available at the bubble taps outside the girls’ toilet block near the playground.
CURRICULUM INFORMATION

THE AUSTRALIAN CURRICULUM IN VICTORIA (AUSVELS)

AusVELS is the Foundation (Prep) to Year 10 curriculum that provides a single, coherent and comprehensive set of prescribed content and common achievement standards, which schools use to plan student learning programs, assess student progress and report to parents. AusVELS incorporates the Australian Curriculum F-10 for English, Mathematics, History and Science within the curriculum framework first developed for the Victorian Essential Learning Standards (VELS). AusVELS uses an eleven level structure to reflect the design of the new Australian Curriculum whilst retaining Victorian priorities and approaches to teaching and learning. AusVELS is based on the VELS triple-helix structure of three interconnected areas of learning called strands.

The three strands are as follows:

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

Discipline-based Learning
Students learn the knowledge, skills and behaviours in the arts, English, humanities, mathematics, science and other languages.

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

LIBRARY

All classes use the library facilities. Borrowing routines are taught and students are encouraged to borrow regularly. All children are to have a borrowing bag to house any borrowed books. Parents may be responsible for the cost of replacing unreturned or damaged books.

Children may borrow resources for up to two weeks:
- Years Prep-2: 2 items
- Years 3-4: 4 items
- Years 5-6: 4 items

BOOK PURCHASES

Book Club is conducted regularly during the year. Children should place their orders, including money, in an envelope and return it to the office by the due date.

A Book Fair is held once a year. Books are displayed in the library. Children and parents are invited to purchase books before and after school during this week.
PERFORMING and VISUAL ARTS
We are very proud of our Performing Arts program. The program provides all our students with the opportunities to take part in the school choirs, drama lessons, singing, and dance. Each year our school choir is formed, meeting on a weekly basis and performing regularly. An annual school concert for all students from Prep to Year 6 is held in the last weeks of the school year. This is an outstanding event and very much a part of the community cultural calendar. All the Year 6 students are involved in the writing and production in some way.

All classes have visual arts sessions weekly comprising 2D and 3D artworks and visual art is also incorporated into units of work. An Arts Activity Day is also held during the year.

PHYSICAL EDUCATION
Students at all year levels undertake a physical education program. This program provides children with opportunities to be involved in active physical activities, to sequentially develop physical skills and to assume healthy attitudes and habits. A swimming program at Aquamoves is offered to all children in Term 4. Year 6 students take part in the Bike Ed program.

In addition students have the opportunity to represent the school in chosen sports against other schools and at regional and state level. We strongly support a healthy, active environment emphasising that exercise is fun!

All students participate in physical education as prescribed by the Department of Education and Childhood Development. If medical conditions prevent participation, parents are asked to provide a note.

HOUSE SYSTEM
A house system operates throughout the school with new students being allocated to the same house as older brothers and sisters. The four houses are: Cook - green, Leonard - blue, Hosie - red, Jafer - yellow.

On special house sports days, students are encouraged to wear a t-shirt in their house color.

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)
Our Years 4, 5 and 6 students have their own individual ipads which are either purchased outright or through a payment plan through the school. The Prep-Year 3 students have a bank of netbook computers and ipads in their classrooms which they share. We understand that computers are an important learning tool that our students need to be very familiar with. We are aiming for a combination of ipads and laptops with a good ratio of computers to students. Every classroom has an interactive whiteboard which is used by both teacher and students as part of the interactive classroom.

All students are required to sign an internet agreement at the beginning of each year. Students use the internet under strict adult supervision and information can only be downloaded with teacher consent. Games are not to be downloaded from the Internet or brought from home. We pride ourselves on being an eSmart school.
HOMEWORK
Students in Years Prep to 2 have take home books and THRASS hotwords lists while formal homework is given to Year 3-6 students which includes reading, spelling and numeracy activities.

Other features of the Shepparton East Primary School Curriculum include:
- Specialist Curriculum Coordinators
- Library
- Individual plans and support for students experiencing difficulties in Literacy and Numeracy
- Developmental curriculum program - Investigations
- Kindergarten - Prep transition program
- Year 6-7 transition program
- Program for students with disabilities
- Buddy program
- Social Skills program (PBS)
- Speech Therapy
- Thorough assessment program.

EXTRA-CURRICULA ACTIVITIES

CAMPS/EXCURSIONS
Camps and excursions provide practical experience as an extension or reinforcement of classroom activities. They relate closely to the school curriculum and provide meaningful learning situations. Social skills, leadership, respect for the environment and engagement are the aims of these activities.

Prior to an activity, full details are circulated to parents. All costs related to camps and excursions are borne by parents. In exceptional circumstances some financial assistance may be available. Such matters may be addressed confidentially with the Principal.

Camps for 2016 are:

<table>
<thead>
<tr>
<th>Year</th>
<th>Location</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>Mansfield Zoo</td>
<td>14th October</td>
</tr>
<tr>
<td>Year 1</td>
<td>Mansfield Zoo</td>
<td>13th October</td>
</tr>
<tr>
<td>Year 2</td>
<td>Marysville</td>
<td>20th-21st October</td>
</tr>
<tr>
<td>Years 3/4</td>
<td>Curumbene</td>
<td>26th—16th October</td>
</tr>
<tr>
<td>Years 5/6</td>
<td>Alexandra</td>
<td>25th - 28th October</td>
</tr>
</tbody>
</table>

A Junior/Senior school excursion and local excursions may be planned during the year and parents will be notified via a note and in the newsletter.

Permission and Medical Forms are required to be completed before a child is able to leave the school grounds.

SWIMMING
This program is offered in Term 4 at Aquamoves. Students are grouped according to ability. The swimming program is a fun way for students to learn to swim or to improve their swimming skills and water safety awareness. The cost of the swimming program is borne by parents and payable prior to the swimming program commencing.
ARTS ACTIVITY DAYS
An Arts Activity Day is held late Term 4. This day is cross-aged with children rotating around four activities and parents, older siblings (with parental supervision) and grandparent helpers are most welcome.

MUSIC FESTIVAL
The Shepparton Music Spectacular is held in Term 2. The choir will perform one item and the children in Years Prep-6 are invited to perform another item comprising a storyline told through dance and singing. Students volunteer to be involved in this performance and rehearsals are mainly conducted over lunch times.

PRIVATE MUSIC TUITION
Helen Rankin provides piano, ukele and singing lessons on Tuesdays and Thursdays and Cliff Doornkamp provides guitar lessons on Fridays. Students are taken from class for individual tuition. Parents are responsible for payment of fees directly to Helen or Cliff.

AFTER SCHOOL ACTIVITIES AND SPORTS
During the winter months the school has soccer, football and netball teams coached by parents. AFL Auskick is run at the Shepparton East Football ground.

CULTURAL PERFORMANCES
Term 1: 1 x performance
Term 2: 1 x performance
Term 3: 1 x performance
Term 4: 1 x performance

AFTER SCHOOL CARE (OSHC)
Outside School Hours Care (OSHC) is available to all families. The program will run Monday to Friday from 3.30pm-6.00pm during the school term in the Multi-Purpose Room. Enrolment packs are available from the office. Bookings can be on a permanent ($14) or casual ($15) basis. If eligible, the childcare rebate will be automatically deducted from your invoice. All payments for this service are to be made through the school office. Please note: Places are limited to 15 students per night. Please ensure that the school has a copy of your child's immunisation summary. According to new regulations, if your child is not immunised, you will be ineligible to receive a rebate.
HEALTH AND WELLBEING

PARENT PARKING
Parents need to park in designated parking areas around the school. Parking is available in School Road, Cook Drive and at the front of the school. Students have gate access in these areas. For the safety of all students parents are requested to personally collect their child from the closest school gate, especially when parking on the opposite side of the road to the school.
Please avoid bus parking areas in Cook Drive.
Please do not parallel park alongside the naturestrip at the front of the school as this becomes dangerous for all concerned.

UNIFORM
School uniform is compulsory and must be worn by all students. Uniform order forms are available through the office.

Summer Uniform:
Boys
Navy shorts
Blue polo shirt

Girls:
Blue and white school dress OR
Navy shorts
Blue polo shirt
Navy shorts

Winter Uniform
Boys
Navy blue trackpants
Blue polo shirt
Sky blue/navy skivvy option (parent to purchase)
Navy jacket

Girls
Navy blue pinafore or navy trackpants
Blue polo shirt
Sky blue/navy skivvy option (parent to purchase)
Navy jacket

Plain black shoes (with no fluro or emblems) are compulsory. Stud earrings and sleepers worn in the ears, plus watches are the only acceptable jewellery. Long hair must be tied back, preferably with school coloured accessories.
Second hand uniforms are available for a gold coin donation. Please label all items of uniform clearly.

SUN SMART
Students and staff are required to wear a wide brimmed or bucket hat in Terms 1 and 4 when outside. (Also early Term 2 and late Term 3 depending on the weather). Sunscreen is available for student use in all classrooms.

FIRST AID
In the case of minor injuries or illnesses your child will be attended to in the sickbay and a first aid notification slip will be sent home to parents. Parents will be contacted for any injury to head or face or in case of serious injury or illness. If a child is to be taken home early due to illness or injury, parents need to sign their child out at the office. If your child is a bus traveller please ensure the child’s name is also crossed off the bus roll.
All medications to be dispensed at school must be in original packaging, clearly labeled with the student’s name, signed into the medications book and handed to Julie at the office.
Students who suffer from asthma are required to supply the school with an inhaler, spacer and a current asthma plan.
Students who suffer from anaphylaxis are required to supply the school with an anaphylaxis action plan and an epipen. The school also has available an epipen which is carried by a staff member on yard duty.
All student epipens and asthma medications will be taken on excursions.
WELFARE

Assistance for financial help may be available for students to attend camp and the whole school excursion. Please discuss your need for support with the Principal.

SCHOOL CHAPLAIN

Mark Rumble is the School Chaplain for two days a week. Mark is available to have a chat with and provide support for both students and families.

DISCIPLINE

A whole school approach to discipline operates at the school. This encourages students to accept responsibility for their actions and respect the rights of others. Early each year classes focus on and discuss school rules and these are displayed in the classroom. (Please refer to the Student Engagement Policy)

PBS

As part of our behavior systems, our school practices Positive School Wide Behaviour. This involves the explicit teaching of expected behaviours and consistent expectations, consequences and acknowledgements. Our school has exemplary practices in this area, with us mentoring 10 other Primary Schools across the State.

TRANSITION

A transition program for kindergarten children commences during Education Week in Term 2 and continues until Term 4. Year 6 students are involved with visits to and from their secondary school during Term 2 and Secondary School applications are completed by parents in Term 2.

CAR TRAVELLERS

Please note:

- It is illegal to park in the Bus Only area in Cook Drive
- Parking on the school side of the street when dropping your child at school or picking them up, is a much safer practice so that your child doesn’t have to cross the street.

HEAD LICE

Occasional head lice checks will be conducted by appropriately trained personnel. All children who have a signed permission form will be checked. Parents will be notified and children with lice will be excluded from school until treated. Newsletter items will be written requesting parents check and treat their child’s hair when an outbreak is reported.

MOBILE PHONES

Refer Mobile Phone Policy.

Students are not permitted to carry mobile phones at school. If you require your child to have access to a mobile phone after school this phone should be handed into the office during school hours.
CHILDREN’S HEALTH

We encourage attendance at school, but please remember that sick children must be kept home. Whilst the Sick Bay provides for minor upsets at school, the school policy is to contact parents if the illness is protracted, could be of a serious nature or an injury is suffered, so that the child may be taken home. Please send a note to explain the reason for each absence.

It is imperative that the school has your daily phone number or that of a responsible friend. If confidential contact information changes, please notify the school immediately. This includes changes to your telephone numbers.

If medication is to be taken at school, written instructions and the medication, in its original packaging, must be signed into the medications booklet and handed to the Office.

If your child suffers from asthma or anaphylaxis it is important that an inhaler and spacer/Epipen be kept at the school and that you consult your GP regarding an asthma/anaphylaxis management plan.

IMMUNISATION CERTIFICATE

All children enrolling in Prep level of Primary School are required to have presented on their behalf an Immunisation Certificate before commencing school. Parents of children starting in Prep must obtain an Immunisation Certificate from the Australian Childhood Immunisation Register (phone number 1800 653 809).

INFECTIOUS DISEASES

Children suffering from infectious diseases shall be excluded for the periods described in the following table:

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>German Measles (Rubella)</td>
<td>Until fully recovered at least seven days from the onset of the rash</td>
</tr>
<tr>
<td>Measles</td>
<td>At least four days</td>
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<tr>
<td>Whooping Cough</td>
<td>Medical Certificate or four weeks</td>
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<tr>
<td>Head Lice</td>
<td>To be excluded until treated. The most effective lotion may be obtained from your Pharmacist. The school office can provide advice</td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td>Medical Certificate</td>
</tr>
<tr>
<td>Hepatitis</td>
<td>Medical Certificate</td>
</tr>
<tr>
<td>Ringworm</td>
<td>To be excluded until treated</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>Excluded until treated. All sores must be covered</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Medical Certificate</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Until fully recovered, or for at least 5 days after eruption first appears</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Medical Certificate. Two negative swabs</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until eye discharge has ceased</td>
</tr>
</tbody>
</table>

The school may be contacted for further information including infectious diseases not shown in this table. The School Medical Service checks all children in Prep and parents are notified of any concerns resulting from these checks.
The purpose of this handbook is to provide families with relevant information relating to the organisation of Shepparton East Primary School.

This is a working document and will need to be added to and altered from time to time. Please let us know if you have any ideas that will assist us to better inform families of how we do things at Shepparton East PS.
Basic Beliefs:
- Healthy nutritional habits are essential to the growth and development of children.
- It is important that parents, teachers and students work together to support a whole-school approach to building a school culture in which students actively choose nutritious foods and a healthy lifestyle.
- This Policy applies to food services and events within the school environment, for example school events such as celebrations and sports days, fundraising and foods used in curriculum activities. This policy aims to compliment the GFYL School Canteens and Other School Food Services Policy.

Aims:
- To develop within students an informed appreciation of healthy eating habits.
- To ensure that any foods and activities provided by the school are consistent with a healthy eating philosophy.

Implementation:
- The development of an appreciation of healthy foods and healthy eating habits form part of our Health Promoting School strategy.
- Lessons relating to healthy foods and healthy eating will form part of each child’s annual Health & Physical Education curriculum studies.
- The school will involve itself in local strategies designed to raise an awareness of, or to promote a healthy lifestyle including health promotion activities, local fruit and vegetable growing or local dairy industry promotions.
- The school and the school lunch service will promote a good selection of nutritious, tasty and attractive foods consistent with the “Dietary Guidelines for Children and Adolescents – 2003” and operate in a manner consistent with guidelines contained within the “GFYL Healthy School Food Services Policy”.
- The Principal and School Council will ensure that foods served at the school comply with a healthy eating model.
- The school lunch service will not sell soft drinks or lollies.
- Healthy foods and drinks will be available to students in Active After School Sport.
- The Principal will ensure that a supply of drinkable water is available at the school at all times.
- Staff members will be encouraged to model healthy eating habits whilst at school.
- Students will have access to their own water bottles during class lessons, and have a fruit or vegetable break.
- The school will limit fundraising activities that focus on the promotion of unhealthy foods that do not complement our healthy foods philosophy eg: chocolate bars or lamingtons.
- Staff are to inform the Principal of students who do not have adequate lunches or come to school without having eaten breakfast.
- The school’s Breakfast Program will promote healthy eating habits with nutritious foods.

Period of Review: 3 years

Responsibility: Principal
**Rationale:**
- A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the Uniform Policy.

**Aims:**
- To promote equality amongst all students.
- To further develop a sense of pride in, and identification with our school.
- To provide durable clothing that is cost effective and practical for our school environment.
- To maintain and enhance the positive image of the school in the community.

**Approved school uniform consists of:**
- Navy polo shirt with sky inserts with school logo (No singlet tops)
- Navy Bomber jacket with school logo
- Plain navy shorts or tracksuit pants
- Girls may wear school dress or navy tunic with navy tights.
- Navy or sky blue skivvy may be worn under tunic and polos.
- Stud earrings and sleepers worn in the ears, plus watches are the only acceptable jewellery.
- Long hair must be tied back with school coloured accessories.
- Extreme hair colours and/or extreme hairstyles are not permitted.
- Other than clear nail polish, cosmetics may not be worn at school.
- The only acceptable hats are Sunsmart hats consistent with our Sunsmart Policy.
- Hats are not to be worn inside.
- Footwear - Black school shoes, black boots or black runners with black, navy or white socks.
- The School Council is responsible for the sale of school uniform which they do voluntarily on a non profit basis. Second hand uniform is available to families by making a gold coin donation to the school.
- The uniform list, including details of uniform items and cost will be published in the newsletter at the start of each year and on the website.
- On approved out of uniform days, singlet tops, thongs and shoestring straps are not permitted.
- Students out of uniform, require a written note explaining why from their parent/guardian.
- **Wearing of approved school uniform is compulsory.**

**Evaluation:**
- This policy will be reviewed as part of the school’s four year review cycle.

**Note:** Bring runners for PE if necessary
This policy applies to all school events on and off site.

Rationale:
- A balance of ultraviolet radiation (UV) exposure is important for health. Too much of the sun’s UV can cause sunburn, skin and eye damage and skin cancer. Exposure to the sun’s UV during childhood and adolescence is associated with an increased risk of skin cancer in later life. Too little UV from the sun can lead to low Vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health.

Purpose:
This Sun Smart policy provides guidelines to:

- Ensure all students and staff have some UV exposure for vitamin D.
- Ensure all students and staff are well protected from too much UV exposure by using a combination of sun protection measures whenever UV levels reach 3 and above.
- Ensure the outdoor environment is sun safe and provides shade for students and staff.
- Ensure students are encouraged and supported to develop independent sun protection skills.
- Support duty of care requirements.
- Support appropriate OHS strategies to minimise UK risk and associated harms for staff and visitors.

Procedures
- Staff and students are encouraged to access the daily local sun protection times at sunsmart.com.au or on the free SunSmart app to assist with the implementation of this policy.
- A combination of sun protection measures are used for all outdoor activities from September to the end of April and whenever UV levels reach 3 and above.

Healthy physical environment
1. Seek shade
- A shade audit is conducted regularly to determine the current availability and quality of shade.
- The School Council makes sure there is a sufficient number of shelters and trees providing shade in the school grounds particularly in areas where students congregate e.g. lunch, canteen, outdoor lesson areas and popular play areas.
- The availability of shade is considered when planning all other outdoor activities and excursions.
- In consultation with the School Council, shade provision is considered in plans for future buildings and grounds.
- Students are encouraged to use available areas of shade when outside.
- Students who do not have appropriate hats or outdoor clothing are asked to play in the shade or a suitable area protected from the sun.
Healthy social environment

2. Slip on sun protective clothing
   - Sun protective clothing is included in our school uniform / dress code and sports uniform. School clothing is cool, loose fitting and made of densely woven fabric. It includes shirts with collars.

3. Slap on a hat
   - All students and staff are required to wear hats that protect their face, neck and ears, i.e. broad brimmed or bucket hats, whenever they are outside. Baseball or peak caps and visors are not considered a suitable alternative. Student not wearing hats to play are directed to play in a designated undercover area protected from the sun.

4. Slop on sunscreen
   - The school supplies SPF 30 or higher broad spectrum, water resistant sunscreen for staff and student’s use.
   - Sunscreen is applied before going outdoors and reapplied every two hours if outdoors.
   - Strategies are in place to remind students to apply sunscreen before going outdoors (e.g. reminder notices, sunscreen monitors, sunscreen buddies).
   - With parental consent, students with naturally very dark brown or black skin are not required to wear sunscreen to help with vitamin D requirements.

5. Slide on sunglasses (if practical)
   - Students and staff are encouraged to wear close fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.

Learning and skills
- SunSmart behaviour is regularly reinforced and promoted to the whole school community through our newsletters and school assemblies.

Engaging children, educators, staff and families
- Staff and families are provided with information on sun protection and vitamin D through family newsletters, noticeboards and the service’s website.
- As part of OHS UV risk controls and role-modelling when the UV is 3 and above staff, families and visitors:
  - Wear a sun protective hat, covering clothing and, if practical, sunglasses when outside
  - Apply sunscreen
  - Seek shade whenever possible

Monitoring and review
- The School Council and staff regularly monitor and review the effectiveness of the SunSmart policy (at least once every three years) and revise the policy when required by completing a policy review and membership renewal with SunSmart at sunsmart.com.au.
- SunSmart policy updates and requirements will be made available to staff, families and visitors.

Next policy review: 2017
Beliefs:
- Mobile phones are disruptive to the learning environment.
- We believe mobile phones are unnecessary in a primary school setting.
- Mobile phones are expensive items and are a risk to bring to school.
- Primary school students do not require phone contact during the school day.
- Essential and emergency contact will always be made through the school office.
- The school cannot be held responsible for damage or loss of property if mobile phones are brought to school.
- The Department of Education and Training does not hold insurance for personal property brought to schools.

Guidelines:
- No child may bring a mobile phone to school.
- If by mistake or mismanagement a mobile phone is brought to school it will be handed into the office for safe keeping. The phone will be returned at the end of the day.

Review:
- This policy will be reviewed annually.