

SHEPPARTON EAST PRIMARY SCHOOL

Parents' & Friends' Welcome Book



2019

WELCOME LETTER

Dear Families,

The Parents' & Friends' of Shepparton East Primary School are excited to welcome our new prep students and their families in 2018. Some of you we already know, and to our new families we look forward to meeting you.

We have put together this information book to answer some questions you may have and to let you know a little bit about the school and the Parents and Friends.

Please don't feel like any question or suggestion is silly. If you have any questions feel please free to speak to Ashe Goodwin (P&F President), Amber Phillips (P&F Secretary) and Julie Williams (Business Manager) or any member of the Parents and Friends. We are here to help and always happy to chat.

We hope everyone has a great year here at our fantastic little school.

Best Wishes,

Ashe Goodwin and the Parents and Friends Committee.

WHO IS THE P&F?

The P&F is a chance for families to contribute back to the school community. It's not all about attending meetings and helping cook BBQ's, it's about having a chance to bring ideas and suggestions forward that can help to improve our children's experiences and the environment in which they learn.

We meet about twice a term in the staff room at school. Our meetings are quite casual and are a great opportunity to meet new people. We have a President and Secretary in order to keep track of our activities and no pressure is ever placed on parents to take on roles they're not comfortable with.

Our main aim is to fundraise in order to purchase items that will enhance our schools learning environment, but alongside that we are here to help by offering up our time and services to the school. In the past P&F have contributed to our school by providing classroom items such as Interactive White Boards and Notebook computers, playground items, books and furniture.

In the future we are planning to expand and complete our schools new sensory play area as well as supporting classroom learning programs. We are also working alongside our school to create a new quiet play space where children can do activities such as colouring in, drawing or play chess and checkers.

We also support a "Helping Hands" program where you can register your interest to supply meals to help out families who are going through hardship.

If you're curious about the P&F and would like to see what it's all about, keep an eye on the Newsletters. Early term one we will announce our first meeting for the year and all are welcome to attend.

DAILY TIMETABLE

First Bell – 8:45am Children enter classroom. Every day your child will read to yourself, their teacher or to a helper during these 15 minutes. If you have time to stay and listen to reading you are more than welcome, quite often your child's friends will want to read with you too.

Start of Class Bell – 9am This is the time when parents leave our students so they can start getting ready for their learning. It helps our teachers if we can leave as promptly as possible, it also helps students settle quicker into their learning day.

Fruit Snack – 10am Each day our students have a fruit snack while they continue learning. It is advisable to make their snack something that is not too juicy and where possible cut up into bit size pieces. If your child is a slow eater it's really helpful to the teachers if you provide your child with something they can eat quickly and independently.

Recess – 11:00am till 11.30pm When the first bell sounds the children eat their snack. We promote rubbish free lunchboxes in order to keep our school clean, so please limit the amount of packaged foods in lunch boxes. Our teachers supervise eating time to ensure snacks are consumed. After 5 minutes a second bell sounds to indicate playtime.

Lunch – 12:30pm till 1:15 pm Our students go straight out to play when the first bell sounds. At 1pm our children eat under the supervision of their teacher. This calm eating time eases the students into their next hour of learning.

Mini Recess – 2:15pm till 2:30pm Our students have a 15-minute short break to go to the toilet and refresh before their final hour of learning for the day. Not many children choose to eat a snack at this time, as it hasn't been overly long since lunch. If your child wants an extra snack they can eat in the undercover eating area at this time.

Final Bell – 3:30pm During the first term of their Prep year, our students are expected to wait in the classroom until collected by an adult. Where older siblings need to collect them please let their teacher know.

ITEMS OF INTEREST

Assembly – Every Friday afternoon we have assembly at 3:10pm on the basketball court. Parents and families are welcome to attend. We announce the Principals Award, SPOTTO Achievers and Mr McCrae runs through any important information.

Newsletter and Notes – The Newsletter is distributed weekly on a Wednesday. Families receive a digital copy via the TiqBiz app. It is a good idea to get your child into the habit of putting all notes into their blue reader bag right from the start. It makes life so much easier.

Breakfast Program - Our School Chaplain Mark Rumble and teacher Hayley McDonald provide our school with a Breakfast Program on Wednesday mornings. The program starts at 8am and runs until 8:45am. There is toast and warm milos on offer alongside fruit etc and on special occasions pancakes. The kids love this program and it's a nice chance for them to sit around together and chat. Parents are encouraged to help and are welcome to come along.

Lunch Orders – Lunch order day is Friday. You must ONLY use the brown bags from the office (for \$2.50) as our caterer will not accept anything else. A menu will be sent home with your child at the start of each term. Eastwood Orchards are our caterers and the food is fantastic. There are plenty of healthy and delicious options. Children place their lunch order into the red tub in their classroom by 9am.

Fresh Fruit Friday – Each Friday the students in years Prep-2 are supplied with cut up fresh fruit. This is often a great opportunity for children to try new foods and sometimes what they won't try for us at home; they will try at school with their friends.

Library – All classes use the library with their teacher. Books are returned after two weeks and children can only borrow if they have their library bag. Maintaining the library is a big job, and if you have an interest in books or helping our please let Julie know at the office.

Book Club – Our school participates in the Scholastic Book Club. Children will receive catalogues home throughout the year. If you wish to order books for a special occasion, or don't want the kids to see them you can make an order yourself and collect it from the office.

HEAD LICE

Head lice aren't something any of us want to deal with but unfortunately it's not uncommon among primary school aged children. Our school takes a proactive approach when it comes to head lice and appropriately trained staff carries out head checks during the year. It is better to take a proactive approach to preventing nits as much as possible in your children's hair and we hope the following information will help you.

What are Head Lice

Head lice are small, parasitic insects that live on the human scalp and hair. An itchy scalp is a common symptom of head lice, however, not all people who have head lice actually feel an itch. The white eggs (nits) tend to be easier to spot than live lice. Eggs are about the size of a grain of salt and feel gritty when touched. The infestation tends to be well established when constant scratching occurs.

Prevention of Head Lice

Do not let kids share brushes, combs or hats. Keep long hair tied back or braided. Check for head lice regularly and if one family member has head lice, also check all other family members for head lice too. Wash all bedding and combs/brushes.

What if my child gets Head Lice

Once treated you child may return to school but must be accompanied by an adult to the office to be checked before heading to their classroom. The person in charge of first aid will check your child's hair and then they can join their class as normal after getting the all clear.

ILLNESSES

We all know how frustrating and worrying it is when our children are ill, especially during winter when cold and flu viruses seem to be everywhere.

We can all do our bit in trying to keep infectious illness from spreading by adhering to standard waiting periods for children returning to school.

If you are ever unsure, you can always contact the office and seek guidance from Julie or Bek.

If your child requires medication at school this is to be signed in at the office with instructions on administration.

A copy of guidelines from the Department of Education can be found at

<https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/exclusion-periods-role-of-schools-and-child-care-services>

EXTRA SERVICES



Chaplaincy Program – We are fortunate to have an innovative Chaplaincy Program on offer for our students and families. Our chaplain, Mark Rumble, provides our students, parents and staff with one on one support when needed and also runs a number of valuable programs such as a Breakfast Club on Wednesday mornings.

Mark provides ongoing support to students, parents and teachers by offering a pastoral care program that does not have any particular religious focus. This program, made available through our School Council, aims to service the school community and adapt to it's welfare needs. Access to the program is through self, parent, or teacher referral and is of a voluntary nature. Mark is available each Wednesday and Thursday and appointments can be made through the office.

As a Chaplain Mark can: Run support groups, Monitor and assist individual children who are experiencing issues within the classroom and yard; make referrals to other professional services; support teachers in the classroom and yard. Connect with parents during times of bereavement. Matters of faith are only pursued when the child or adult involved wishes to speak of them.

OSHCare- We are very lucky to have a before and after school care program available at our school.



The Co-ordinator of the program, Cheryl Collins, provides a fantastic program for the children along with Assistant Stacey Trinder.

Children are provided with a structured and varied program that helps to keep them engaged and entertained.

Each week Cheryl contributes to our school newsletter to keep

Labels- If you are thinking about buying labels that will clearly name your child's items then we recommend Henderson Promo Print.

We are fortunate enough to receive continued support of this locally based company through the production and printing of resources for our school throughout the year.

Henderson Promo Print donates 20% of all labels sold back to our school.

We have order forms available at our office or you are able to order online at www.hendersonpromoprint.com



UNIFORM TIPS

Hats

We are a 'Sun Smart School' and all students and staff start wearing hats from the first day of Spring through to the end of Term 1. The children must wear them at all times in the playground. If they do not have their hat to wear, then they are restricted to playing in the undercover eating area. The children keep their hats in their bag locker within the classroom so they do not forget to bring them every day. Hats are available for purchase from the office for \$10.

Jacket, Long Sleeve Shirt, Vest & T-shirts

We have one style of jacket for all students. We highly recommend using iron on labels for jackets to ensure they don't get lost. During the swimming timetable it is essential to have your child's name on every piece of clothing (even socks) to ensure no items are lost.

We find it's worth the extra moment to turn jackets and t-shirts inside out before hanging them on the line. It prevents them from fading and keeps uniforms looking newer for longer.

Footwear

Students are required to wear fully black shoes. Many wear the black Velcro sneaker style shoes with some girls choosing to wear T-bar or Mary-Jane style shoes. If you buy shoes with laces it would help the teachers a lot if your child can tie their own laces. It may seem odd to name shoes but we recommend you do. There are times in the classroom, such as yoga time, when students remove their shoes.

MAINTAINING YOUR UNIFORMS

- The navy polo tops are great for hiding dirt and stains but unfortunately they can fade quickly if you don't turn them inside out on the clothesline.
- If you can afford it buy two hats and keep a spare in your child's school bag. This ensures your child is never stressed by not having their hat at school and gives you the opportunity to take one home to wash it.
- Buy all the same socks so that you can always make a pair. It saves times and your patience.
- If you name nothing else, name your child's jacket and hats, as these are the articles most likely to be left in the playground.
- Missing items may be in lost property, which can be found in the sick bay. See Julie or Bek in the office if you need help.

UNIFORM TIPS

Girls Uniform -

Summer:

Many of the girls wear their short sleeve polo and skorts (all in one skirt with shorts) or shorts during the warmer weather.

School dresses are also nice and cool for the girls in the warmer weather. Navy blue boy leg style underwear or black nicks underneath are not required but considering the cartwheeling and handstands that girls do it's an idea to keep in mind.

Girls wear either white or navy blue socks with their uniforms. Just ensure that socks are plain and without a visible logo or brand.

Winter:

Navy blue track pants with the polo or long sleeve top is the winter uniform choice for the majority of girls. We also have a navy blue tunic dress that girls wear over their polo top, long sleeve shirt or with a sky blue skivvy with navy blue tights. It can be handy to have a spare pair of tights in their bag just in case they fall over or get a hole in them.

Students are able to wear a sky blue or navy long sleeved top under the polo for added warmth if they don't have one of our long sleeve tops. Some children find that wearing too many layers makes them overheat while indoors and opt to wear just the polo and add their jacket to go outside. A navy blue rain jacket can also be worn outdoors.

Boys Uniform –

Summer:

The short sleeve polo and navy blue shorts is the uniform for boys in summer. Boys wear either white or navy blue socks with their uniforms. Just ensure that socks are plain and without a visible logo or brand.

Winter:

Students are able to wear a sky blue or navy long sleeved top under the polo for added warmth. Some children find that wearing too many layers makes them overheat while indoors and opt to wear just the polo or long sleeve top and add their jacket to go outside. A navy blue rain jacket can also be worn outdoors.

Earring's, Nails, Hair & Hats-

It's a good idea to make sure that your child's hairstyle allows their hat to fit properly from the start of Spring.

Hair ties and ribbons should be navy and/or sky blue and earrings should be a small plain stud or sleeper.

Our uniform policy states that no coloured nail polish be worn to school, so it's best to keep it confined to toenails throughout the school terms.

WHAT IF.....

My child has a toileting accident at school.... Accidents can happen when children start school, especially when the excitement and fun of an activity gets the better of them. If your child does happen to wet their pants, a clean pair of pants and a brand new pair of underwear will be supplied to them. The soiled clothing will be placed in a plastic bag and your child's teacher will notify you of the incident.

My child gets hurt.... A qualified staff member is designated to First Aid duties at all times. If children hurt themselves they are given first aid to treat their injury and the parent will receive a note explaining the nature of the injury.

My child needs to take medication.... You are required to sign in medication at the office to have your child's medication dispensed at school by the first aid officer. If your child suffers mild allergies or hay fever you can leave an antihistamine that can be dispensed as required.

My child loses their jumper.... The first place to look is always the lost property box in sickbay. Sometimes it pays to ask if they had art or sport that day too as children quite often take their jumpers off at this time.

Its storming or dangerous weather.... On these rare days, the children remain in their classroom until collected in order to maintain safety.

I want to buy second hand uniforms.... There are second hand uniforms available to purchase. If you would like to do this you can request these from the office. Limited sizes are available and we always welcome the donation of uniforms.

My child forgets their lunch....A snack and sandwich will be made for your child in the staffroom. We keep a supply of vegemite and jam sandwiches along with muesli bars and fruit. If your child has special dietary requirements we will contact home.

My child forgets to put in their lunch order....Teachers remind the class about lunch orders but if they did happen to forget, then a sandwich can be made for them in the staffroom and the lunch order sent back home.

My child is sick or not attending school.... If your child will not be at school for any reason (illness, holidays, parent choice) then please let the school know as soon as possible. The Department of Education requires the school to contact parents if a child is absent and pre-warning saves our office staff making a call to you. You can contact the school via phone, email, or the Flexibuzz app.

I want to help.... Each morning parents are welcome to stay and listen to reading during the 15 minutes prior to the bell. For school excursions you will receive a note and you can put your name forward to help. Due to the large number of parents wanting to help, names are usually pulled out of a hat as not everyone can go.

At the start of each year, the school also runs Parent Helper training and you are able to be rostered as a helper in the classroom. This is likely to be in a different class to your child's, but the help is deeply appreciated. Parents are also encouraged to help out with the library, so if this is something you're interested in please see the office.

I'm running late to pick up my child.... A quick call to the office is appreciated if you think you will be later than 3:45pm. This allows us to make arrangements for your child to wait in our office for collection.

LUNCHBOX TIPS

“My lunchbox tip is: if your child prefers their apple cut up, put a little squirt of lemon juice on each piece to stop it going brown. The kids still like the taste and aren’t put off eating the ‘yuk’ brown apple.” Kathie

“Try not to send messy foods such as dried noodles to school. It helps the teachers to keep their classrooms clean and makes eating time easier for our kids.” Christy

“A Thermos for winter can be used for Baked Beans, soup, pasta etc. and an Ice Brick in summer for keeping your child’s sandwich fresh until lunchtime (especially for fillings like cheese).” Kym

“If you put frozen yogurt sachets in your child’s lunchbox, it stays cold and is usually thawed out enough by lunchtime.” Ashe

“Every couple of weeks I make up some bread scrolls for the freezer. I separate them into freezer bags, and then add them to my children’s lunchbox frozen. By the time lunch comes around they are defrosted and ready to eat.” Amie

“When cooking dinner at night make a little extra for their lunch the next day. Pasta can be easily turned into a pasta salad with a little dressing and vegies.” Monica

“Separate containers for play lunch, fruit and lunch can be useful so your child is not carting everything together and they won’t be tempted to eat it all at once.” Kym

“Something simple, such as cutting sandwiches into fun shapes, can really make a lunchbox exciting. Kids love to be surprised!”. Julie



"By learning we grow"

This booklet was produced by

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