



Family Information Booklet 2021



SHEPPARTON EAST PRIMARY SCHOOL NO 1713

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INTRODUCTION

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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STAFFING FOR 2021

| | | | |
|-----------------|------------------|-------------------|----------------------|
| Trent McCrae | Principal | Leah Sanders | Perform Arts/Science |
| Stacey Willaton | Assist Principal | Diana Dow | Art |
| Eva Brennan | Classroom | Amanda Heard | PE |
| Brad Willaton | Classroom | | |
| Demi Morrison | Classroom | | |
| Hayley McDonald | Classroom | Julie Williams | Business Manager |
| Jessica Greene | Classroom | Rebekah Hayward | Admin Assistant |
| Jessica Beaton | Classroom | Christy Gray | Teacher Aide |
| Ash Williamson | Classroom | Amber Phillips | Teacher Aide |
| Lisa McCrae | Classroom | Madeline Parker | Teacher Aide |
| Emily Cook | Classroom | Mark Rumble | Chaplain |
| Sean Johns | Classroom | Cheryl Collins | OSHC Coordinator |
| Curtley Allen | Classroom | Katy Thompson | OSHC Assistant |
| Rachel Chenery | Classroom | Emma O'Sullivan | OSHC Assistant |
| | | Steve Whittingham | Grounds |

START OF THE SCHOOL YEAR

Classroom rules will be formulated with students, displayed in each classroom.

An emphasis on the school values, getting along and safety will be focused on with direct links to and explicit teaching of our PBS values and expectations matrix occurring.

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 be buddied up with some classmates to assist with a smooth transition into school.

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. 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.

CALENDAR OF EVENTS



TERM DATES

2021 Term dates are:

| | |
|--------|-------------------------|
| TERM 1 | 27 January - 1 April |
| TERM 2 | 19 April - 25 June |
| TERM 3 | 12 July - 17 September |
| TERM 4 | 4 October - 17 December |

2022 Term dates are:

| | |
|--------|-------------------------|
| TERM 1 | 28 January - 8 April |
| TERM 2 | 26 April - 24 June |
| TERM 3 | 11 July - 16 September |
| TERM 4 | 3 October - 20 December |

PUBLIC HOLIDAYS

| | |
|--------------------|-------------------|
| Monday 8 March | - Labour Day |
| Friday 2 April | - Good Friday |
| Monday 5 April | - Easter Monday |
| Sunday 25 April | - ANZAC Day |
| Monday 14 June | - Queens Birthday |
| Tuesday 2 November | - Cup Day |

SCHOOL PHOTOGRAPHS

School photographs will be taken on Thursday 6th May.



SCHOOL CONCERT AND GRADUATION

The end of year concert is held in the last weeks of the school year.

A Citizenship Award is presented to a Year 6 student, along with a book and their name on an Honour Board in memory of 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.

Year 6 students 'graduate' from Primary School at a separate ceremony and presentation held during the final week

ATHLETIC SPORTS/ CROSS COUNTRY /INTERSCHOOL/ ZONE SPORTS

The athletic sports will be conducted in March at McEwan Reserve. Shepparton East Year 3 - 6 students attend the 'small schools' day. Parents are responsible for taking and collecting their children to and from McEwan Reserve. In addition to the 'small schools day', SEPS conducts a House Athletics at the school. Students in Years 3-6 also participate in a House and small 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 Compass 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 uploaded onto our website as well as being sent out on our information app Compass.

COMPASS

Compass is our parent portal enabling families to:

Access student's progress and semester reports, book Parent/Teacher interviews, view attendances, enter absences, approve upcoming excursions, access information including school newsletter.

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 via Compass. 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.

ABSENCES

Parents are required **by regulation, to inform the school** of the reasons for a child's absence. Parents can register their child's absence by phone or through the Compass app.

If a student is absent without explanation, Compass will automatically send out an SMS to parents requesting 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, collect your visitors badge and sign out when you leave. This is an OH&S and DET requirement. **(Please note: This is subject to COVID-19 restrictions)**

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 DET 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. 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. 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. (Please note: This is subject to COVID-19 restrictions)

If your child arrives after the 9.00am bell, you as the parent are required to sign in and obtain a late pass at the office.

Apart from some bus travelers, students should not be at school before 8.30 am. Students arriving before 8:30am will be placed into our OSHC program and parents charged accordingly. 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. Students remaining at school after 4:00pm will be placed into our OSHC program and parents charged accordingly.

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. (Please note: This is subject to COVID-19 restrictions)

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.



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 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. If your child requires a spoon or fork to eat their lunch, please supply this from home. **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 and staff healthy and safe.

WATER

Children are permitted to have water bottles in the classroom. All students are required to bring a drink bottle each and every day.



CURRICULUM INFORMATION

THE VICTORIAN CURRICULUM

The Victorian Curriculum F-10 sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

The Victorian Curriculum F-10 incorporates the Australian Curriculum and reflects Victorian priorities and standards

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. Orders are placed online through the Book Club Linked Online Ordering & Payment platform (LOOP).

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.

We have an exemplar Visual Arts program where all classes have visual arts sessions weekly, comprising 2D and 3D artworks. Visual art is also incorporated into units of work, where students learn about different techniques and artists. An Arts Activity Day is also held during the year.

PHYSICAL EDUCATION

Students at all year levels undertake a physical education program with a qualified specialist teacher. 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, incorporating theory and practical experiences.

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 DET. 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 3, 4, 5 and 6 students have their own individual ipads. The Prep-Year 2 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.



HOMWORK

Students in Years Prep to 2 have take home books and word 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:

- School Improvement Team
- Library
- Personalised learning through student learning goals
- Individual plans and support for students experiencing difficulties in Literacy and Numeracy
- Science and Technology
- 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 2021 are:

| | |
|-----------|---------------------------------|
| Prep | Walk from Aquamoves to Kidstown |
| Year 1 | Camp Kookaburra (Day only) |
| Year 2 | Camp Kookaburra (Overnight) |
| Years 3/4 | Billabong Ranch (2 nights) |
| Year 5 | Sovereign Hill (2 nights) |
| Year 6 | Canberra (3 nights) |

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

Permission forms (via Compass) and payments (via the office) are required to be finalised by the due dates to enable students to attend.

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. (Please note: This is subject to COVID-19 restrictions)

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 and netball teams coached by parents.

AFL Auskick is run at the Shepparton East Football ground and the school is affiliated with the Eastern Rangers Football Cluster.

CULTURAL PERFORMANCES

| | |
|---------|-----------------|
| Term 1: | 1 x performance |
| Term 2: | 1 x performance |
| Term 3: | 1 x performance |
| Term 4: | 1 x performance |

Most of the Cultural Performances are held at school, however occasionally they will be held at other local venues. The cost of these performances are covered by the Cultural Levy on the booklist.

BEFORE & AFTER SCHOOL CARE (OSHC)

The OSHC program consists of a morning session running from 7:30am to 8:30am on Mondays, Tuesdays, Thursdays and Fridays. The afternoon session runs from Monday to Friday from 3:30pm to 6:00pm.

The program may be offered on curriculum days if sufficient numbers are received. The program does not operate during school holidays.

All students attending the school are required to be enrolled in the program. (Charges will only apply if students actually attend the program).

Parents may book children into the program as either permanent or casual bookings. Bookings may be phoned or emailed to the office.

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. There is also a drop and go area off school road towards the back of the school.

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 note: This is subject to COVID-19 restrictions)



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 skorts

Winter Uniform

Boys

Navy blue trackpants
Blue polo shirt (long or short sleeve)
Sky blue/navy skivvy option (parent to purchase)
Navy jacket or vest

Girls

Navy blue pinafore or navy trackpants
Blue polo shirt (long or short sleeve)
Sky blue/navy skivvy option (parent to purchase)
Navy jacket or vest

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 from the first day of Spring until the end of Term 1 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

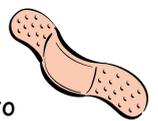
In the case of minor injuries or illnesses your child will be attended to in the sickbay and a first aid notification slip will be sent home to parents. Parents will be contacted for any injury to head or face or in case of serious injury or illness. If a child is to be taken home early due to illness 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 or Bek 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 all 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 five 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 supporting all members of our school. Community to Care for Yourself, Care for Others, Care for Your Learning and Care for Your School.

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

As per the Department's 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 via Compass.

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 by either telephone or email.

This includes changes to your telephone numbers and addresses.

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:

| | |
|---------------------------------|--|
| COVID-19 | Until fully recovered and receiving a negative test result |
| German Measles (Rubella) | Until fully recovered at least seven days from the onset of the rash |
| Measles | At least four days |
| Whooping Cough | Medical Certificate or four weeks |
| Head Lice | To be excluded until treated. The most effective lotion may be obtained from your Pharmacist. The school office can provide advice |
| Scarlet Fever | Medical Certificate |
| Hepatitis | Medical Certificate |
| Ringworm | To be excluded until treated |
| Impetigo (School Sores) | Excluded until treated. All sores must be covered |
| Mumps | Until fully recovered |
| Poliomyelitis | Medical Certificate |
| Chicken Pox | Until fully recovered, or for at least 5 days after eruption first appears |
| Diphtheria | Medical Certificate. Two negative swabs |
| Conjunctivitis | Until eye discharge has ceased |

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.

PARENT INVOLVEMENT

SCHOOL COUNCIL

The School Council provides a forum for parents and members of the community to take an active role in decision making and setting the directions of the school.

School Council meets twice a term on a Tuesday night at 6.00pm in the staff room. Elections for School Council Representatives are conducted in March.

PARENT HELPERS & PARENT EDUCATION PROGRAM

Parents play a vital role in assisting the school to deliver quality programs. Parents are invited to help with reading before school each day (8:45am), after school sporting teams, gardening, special Activity Days, excursions and many other activities throughout the year. Teachers may contact parents personally or via the newsletter when assistance is required. The school also offers a Parent Education Program where parents are trained to be helpers in the classrooms. (Please note: This is subject to COVID-19 restrictions) Topics covered in this training includes Literacy, Numeracy, Student Wellbeing and Confidentiality.



PARENTS CLUB

A very friendly, informal Parents Club meeting is held twice per term

Parents are encouraged to support the school's fundraising activities and these activities are notified to parents via Compass or the school newsletter. Parents are asked for donations, and to help with the wrapping and selling of items to the students for the annual Mother's Day and Father's day stalls.



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.



Shepparton East Primary School

Policy: **UNIFORM**

Approved at School Council Meeting: **November 2020**

Review: **2023**

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, navy tunic or navy blue long skirt with navy tights.
- Navy or sky blue skivvy may be worn under tunic and polos.
- Head scarves, as appropriate, must be plain white or navy blue.
- 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 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.
- **Wearing of approved school uniform is compulsory.**

Evaluation:

- This policy will be reviewed as part of the school's four year review cycle.
- Policy updates and requirements will be made available to staff, families and visitors.

Note: Bring runners for PE if necessary



Policy: **SUN SMART**

Approved at School Council Meeting: 2019 Review: 2021

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 at least annually 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.
- Strategies are in place to remind students to apply sunscreen before going outdoors and then reapplied every two hours if outdoors (e.g. reminder notices, sunscreen monitors, sunscreen buddies).

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 two 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.