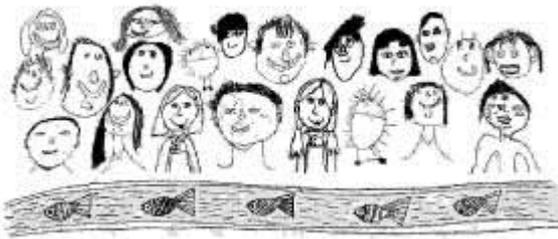


Whitfield

District Primary School



Parent Handbook

2016



WHITFIELD DISTRICT PRIMARY SCHOOL NO. 5397

6182 Mansfield Road, WHITFIELD 3733

Ph: (03) 57 298 286

Mob: 0428 298 286

E: whitfield.ps@edumail.vic.gov.au

Website: www.whitfieldps.vic.edu.au

Principal / Teacher Grade 3-6	Mark Van Bergen
Teacher Grade Foundation – 2	Dianne Feldtmann
Teacher Grade 3-6 / music	Claire Bradbury
Italian teacher	Peg Twitchett
Education support / garden	Jill Schiller
School Council President	Peter Hanley
Administration Officer (2 days/week)	Pam Spencer
Outside School hours care	Pam Spencer/Leigh Soderblom

Term Dates 2016-17

2016

- **Term 1** 27th January (teachers start) to 24th March
- **Term 2** 11th April to 24th June
- **Term 3** 11th July to 16th September
- **Term 4** 3rd October to 20th December

2017

- Term 1 30th January (teachers start) to 31st March
- Term 2 18th April to 30th June
- Term 3 17th July to 22nd September
- Term 4 9th October to 22nd December

SCHOOL PROFILE

Whitfield District Primary School is a small rural school located in the beautiful King Valley. The school is a focal point and resource for our rural community.

School facilities are of a very high standard; this includes a library, performance space, art room and OSH program. With the addition of more laptops and iPads, we have a great ratio of students to computers, with interactive whiteboards in all classrooms. Sustainability is a focus with our school being self-sufficient in both water and power. The school has magnificent grounds including large vegetable garden, fruit trees, chook shed, oval, undercover & open sports area, with Jessie's Creek bounding half the school, which provides an abundance of authentic learning activities.

The school is currently staffed by three full-time highly experienced teachers. Italian, Library and Art are supported by visiting teachers. The school has a fantastic music program for all students as well as private instrumental lessons in 5 disciplines are offered at the school. We also have Office manager (0.4) & educational support (0.25) assist our students and programs.

The school derives value adding from its active participation in The King Valley Cluster of schools. Cluster initiatives include the Stephanie Alexander Kitchen & Garden program, a shared Italian teacher, a range of sporting activities including Personal Best athletic sports, cultural days and professional learning initiatives, as well as a number of camps. The cluster of schools work together to support each other to deliver the best possible teaching and learning programs in each of our unique rural communities.

The school was established in 1875 and many of the families have historic links with the school. The school is the focal point of much community activity.

GUIDING PRINCIPLES

'Exceptional Educational Experiences'

To provide a caring, stimulating and safe environment which guides students toward their full potential, in a dynamic learning environment. The school has particular emphasis placed on the importance of English and Mathematics.

To use an integrated approach to providing authentic learning experiences across all domains of the AusVELS.

To provide a comprehensive and inclusive curriculum including; Daily physical activity, Italian language and music program. To deliver extra-curricular activities such as camps and excursions which are available to all students. The school provides many student directed activities and opportunities.

We strive to give every student a 'voice' in the school, as well as provide them with responsibility and leadership opportunities throughout their schooling.

To run an extended transition into and out of the school, which supports students and strengthen theirs and their families' connections to our school community.

To proactively encourage parent and community involvement in our school to enhance student learning and connectedness.

SCHOOL VALUES

The values which form the basis of the actions of the Whitfield School community are:

Respect

- Recognising and accepting the differences in ability, race, age, religion and beliefs of others.
- For our environment.

Learning

- Developing and acquiring knowledge, skills, values and attitudes focusing on our personal best at all times.

Goal setting

- Awareness and development of personal goals, both academically and socially.

Teamwork

- Learning together to achieve the best possible outcomes for all.

Honesty

- Truthfulness and open communication in everything we do.

Communication

- Developing and practicing good communication and social skills.

SCHOOL PROGRAMS AND FACILITIES

The school has excellent programs and facilities for its present enrolment. Currently it makes use of three classrooms in the main building, a performance room, library and a community built Art facility. The school has become an integral part of the community with links formed with civic groups and businesses. The school operates an Outside School Hours Care service after each school day and a Vacation Care program during the holidays.

Community use of the buildings and equipment and partnerships with organisations and community agencies is encouraged, and the school offers access to photocopying and laminating to community members at a per page fee (price depends on B&W or colour and paper size).

The school presents many 'real life' learning opportunities for our students, through camps, excursions and student led projects.

OUTSIDE SCHOOL HOURS CARE PROGRAM

Our OSH program has been operating for over ten years providing both after school care and vacation care. Our service has been accredited by the National Childcare Accreditation Council and our Co-ordinator Pam Spencer has a Certificate IV in Children's Services and a Diploma in Outside School Hours Care.

After school care operates from 3.30pm to 6pm week nights and vacation care operates from 8am until 6pm during school holidays. Child Care Benefit (CCB) is available to qualifying parents. The service regularly combines with Moyhu and Oxley OSH for excursions during the holidays.

Bookings can be made by ringing **0448 298 467** and leaving a message prior to 3.30pm. Vacation Care information is sent home before the end of each school term. Details are also available on the school website.

CURRICULUM PROFILE

The classes at Whitfield District Primary School are organised in Year Levels from P-6. In 2016 we have a Prep - Grade 2 class, and a Grade 3 – 6 class.

The classroom program is planned as a unit, providing opportunity for team planning, sharing of ideas and good use of each individual teacher's skills and interests. The classroom teacher caters for each child's educational needs individually. Classes work together on a regular basis.

The school provides high quality learning programs in the 8 key learning areas. English (reading, writing, spelling, speaking and listening), Maths, Science, Technology, Arts (performing and visual), Health & Physical Education, Studies of Society & Environment, Languages (Italian). The balanced curriculum covers all core subjects with the emphasis on **literacy and numeracy**.

Each day all students participate in two hours of **literacy**. These sessions cover reading in small focussed work groups, writing, spelling and other language skills. Parents are welcomed and encouraged into the school to listen to reading with younger students.

Each day all students participate in one hour of **numeracy**. These sessions cover concept and skills development including mental and written mathematics.

At Whitfield District Primary School each child is introduced to the 8 key learning areas within real and simulated learning situations. All children are given the opportunity to learn at their own rate while being encouraged to extend themselves to reach their full potential. The teachers utilise many teaching styles to accommodate each child's unique learning ability.

Shared specialists conduct lessons in the areas of **Library, Language – Italian and Art**. The classroom teachers take Physical Education, ICT, Music and Drama

Private individual music lessons are offered during school hours at the school. Fee paid tuition is available on a term by term basis in the areas of Flute, Recorder, Piano, Keyboard, Drums, Guitar and Vocals.

Parents can be involved in many activities including class reading, maths lessons, physical education, and in assisting with excursions and with the camps program (overnight camps require a current Working With Children Check)

A transition program exists, for kindergarten children who will be attending year Prep the following year. A program also exists for the Grade 5 and 6 children as they begin preparing for secondary school.

The following curriculum activities are also conducted within the yearly program:

- Camping program Years 3 - 6 (4 nights) Melbourne Camp (Term 4 - TBA)
- Camping program Years 3 & 4 (3 nights) 15th – 18th Mar, 2016
- Camping program Years P - 2 (2 nights) (Term 4 – TBA)
- Ski Camp for senior students (2 nights) (Term 3 – TBA)
- Sailing – transition camp Year 6 (4 nights) 29th Feb – 4th March, 2016
- Camping program Years P -2 (held here at the school – 1 night) Dec, 2016
- Bike Education program Grades Prep to 6 (Term 2 TBA)
- Leadership camps (for selected grade 5-6 students) throughout year (1st camp 22nd – 26th Feb)
- Annual School Athletics (based on Personal Best). Mid May, 2016. TBA
Some children then participate in district/region/state meets.
- Swimming program for all Grade levels. Starts Feb 18th, 2016
- A number of performances, which provide the children with cultural experiences that focus on music, drama, art and literature are organised throughout the year.
- LOTE – currently the language other than English is Italian

THE ROLE OF PARENTS IN THE SCHOOL

The active support and encouragement of parents is, of course, necessary for the educational growth of your child. You can stimulate this growth by taking an interest in the daily activities and achievements of your child, the work he/she may bring home, and by visiting the school on both formal and informal occasions. Parents are greatly encouraged and welcomed at the school at any time to assist. Please talk with the teachers to find out when this is best to occur. Home Reading should be a daily activity. The students are provided with books and a Home Reading Record for you to fill in and/or sign.

School Council

The School Council is a legal entity similar to a Company and is composed of unpaid members. The composition of the Whitfield District Primary School Council is:

- The Principal
- 10 Parent members elected by parents and teachers
- 1 Teacher / Department of Education employee

Elections for School Council are held in March each year. Members are elected for a term of one or two years.

Summary of the School Council's Areas of Responsibility

- Work with the staff in shaping the educational policy of the school.
- Stimulate interest in the school
- Assist in drawing up annual financial budget of proposed expenditure.
- Monitor all expenditure of the school's money.
- Keep financial accounts as directed by DEECD and publish an audited statement of receipts and payments each year.
- Select the School Principal.
- Be the employer of any employees at the school other than teachers.
- See that the buildings and grounds are kept in good state of repair.
- Suggest improvements/extensions to buildings and grounds.
- Provide for cleaning and sanitation.
- Have all its records at the school.
- Conduct working bees.

Whitfield District Primary School Parents Association

The aim of the Parents Association is to advance the educational and social welfare of the children. Your active involvement with the work of the School Council and Parents Association will demonstrate to your child that you value the role the school can play in their lives.

We hope you and your child have a happy association with our school. Over the years we as parents have worked hard for our school and the results of our labour have been very worthwhile. We organise several major fundraisers through the year including catering for the King Valley Art Show and community events. Parents also cook and supply hot lunches in term 2 & 3. We are proud of the happy atmosphere in our school environment and the facilities we have to offer the children.

We encourage all parents to actively support the school and we welcome you to our Parents Association. Meetings are held regularly and parents are notified by phone or in the school newsletter of upcoming meetings and events.

Financial Assistance for Families

If your family is eligible, you can receive financial assistance to help meet the costs of your child's education.

- *Camps, Sports and Excursions Fund
- *Schoolkids Bonus
- *Child Care Benefit and Family Assistance
- *State Schools' Relief uniform assistance.

Camps, Sports and Excursions Fund

The Camps, Sports and Excursions Fund (CSEF) is available to valid means-tested concession card. The allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities, (please note, unfortunately this can **not** be used for private instrumental lessons).

Schoolkids Bonus

The Schoolkids Bonus is a Commonwealth Government payment to assist eligible families with education costs. The Bonus is automatically paid by the Department of Human Services in two instalments each year. There is no need to make a claim.

Child Care Benefit and Family Assistance

The Child Care Benefit helps eligible families with the cost of outside school hours care, vacation care and registered care. For more information about eligibility and making claims, see Centrelink: Child Care Benefit.

State Schools' Relief uniform assistance

State Schools' Relief is a not-for-profit Victorian charity that provides government school students with financial assistance for uniform and footwear. Eligibility
State Schools' Relief support any student attending a Victorian government school on the advice of the school if parents or carers are facing one or more of the following: *Health issues resulting in serious financial difficulty. *House fires where school clothing is lost. *Natural disasters *Serious financial difficulty. For more information, see: State Schools' Relief.

SCHOOL ENVIRONMENT

During February, Preps will attend school on Mondays, Tuesdays, Thursday and Fridays from 9.00am to 3.30pm. The children will attend for the full week from the second week in March.

School Times

9.00am	School Assembly
11.00am - 11.30am	Morning Recess
1.00pm - 2.00pm	Lunch
3.30pm	Dismissal

These are normal school times. If any changes are necessary, parents will be notified. Children will be supervised before school between 8.45am and 9.00am, and after school between 3.30pm and 3.45pm. We do not have the resources to supervise outside these hours, other than bus children. If you are unable to pick up your child for any reason please ring the school. As the office is not always attended if your call is not answered by someone you **need to leave a message on the OSH mobile regarding any afterschool changes or arrangements. This phone is checked by OSH staff just prior to dismissal of students. 0448 298 467.**

If we are unable to contact a parent or guardian in the short term the child will be placed in the After School Care Program until contact is made. The parents will be required to pay for the cost of the After School Care.

Arriving Late: If your child is arriving late to school you must deliver them to the main building personally and notify a staff member. **Under NO circumstances** should a student arriving late be dropped off and left at school.

(This is vitally important as there are times where the whole school is away on excursion or activity)

School Uniform

The wearing of school uniform is strongly encouraged.

The School colours are bottle green and red.

The following garments make up the school uniform.

- Bottle green shorts or culottes.
- Red polo shirt with logo.
- Broad brimmed hat (supplied by the school once enrolled)
- Green track pants.
- Red or green windcheater
- Red or green polar fleece jacket or vest

School uniform can be purchased from Steer Clothing, 52 Norton St, Wangaratta.
Ph 5721 7773

Please clearly label all articles of clothing with your child's name.

Prep Enrolment

Children must be at least five years old on, or before, 30th April of the year of enrolment before they can be admitted to school. Attendance is compulsory for children six years of age.

All new Prep children must present evidence of up to date immunisations or get an Immunisation certificate from the Health Inspector at the City Offices.

If your child has any special problem or disability please let their class teacher know. If your child is "unwell" please keep him/her home until she/he is fit again.

Admission of Pupils

The parent or guardian is required to produce evidence of the child's date of birth. This is usually in the form of an official birth certificate or an extract of entry.

School Stationery Requirements

Your child will need

- A school bag

All basic stationary requirements are provided by the school.

Bus Travellers

Please notify the school if your child will need to use the school bus. We will advise you where your child can board the bus.

Please insist on your child using and travelling on the bus in a safe and acceptable manner. Misconduct on the bus can lead to refusal to carry the child. Please contact the driver – Wendy for any changes to usual arrangements.

Mobile: 0418 989 938 Satellite Ph: 0406 327 214 UHF: Ch 40

Leaving the School Grounds

Under no circumstances are pupils to leave the school grounds without permission. Requests for permission must be made in writing, by parents.

School Excursions

The Department of Education and Early Childhood Development (DEECD) requires parents' formal approval before students are allowed to take part in excursions and activities.

A permission notice will be sent home for you to sign to allow your child to attend excursions and camps. A medical permission form will be required for each school camp.

Absences

A written explanation must be provided after each absence, a phone call explaining an absence from a parent/guardian is also acceptable, as are text messages **(0428 298 286)**. All absences need to be explained, this is a rule of the Dept. and we are expected to adhere to it.

Discipline

The school has a Student Engagement Policy, which is enclosed with this booklet. We believe it is important for parents to read through the policy with their children and to talk to them about the reasons for having rules.

Visiting the School

Parents are most welcome to visit the school at any time. If you wish to discuss your child's progress with his or her teacher please ring to make an appointment time outside of class time so that the teacher can give you his or her full attention.

Bringing Money to School

Money brought to school should be in an envelope which shows on the outside the child's name, grade, the amount enclosed and the purpose. This should be given to the class teacher or office staff.

Library

Children are encouraged to borrow school library books at any time. The Mobile Library Van and library specialist visit the school on a fortnightly basis.

Lost Property

Please name all articles sent to school, particularly clothing.

Private Property

Private property brought to school by children is not insured nor is the Department of Education and Training responsible for any loss.

School Newsletter

To help foster closer ties between home and school, a newsletter is produced fortnightly. An electronic copy can be emailed home to those parents who request it. All newsletters are available on the school website.

www.whitfieldps.vic.edu.au

Parent-student-Teacher Interviews

During the year the school organises two formal parent-teacher-student interviews. You may, however, request an interview at any time throughout the school year.

School Lunches

During 2nd and 3rd term, the Parents Association provides a two-course lunch at a cost of \$3.00 per child. This lunch is provided on Wednesday, by parents working on a rostered volunteer basis.

Children have supervised access to the microwave oven to heat food brought from home.

Birthdays

Children may bring cakes along to celebrate this special day.

HEALTH AND SAFETY

If your child has any complaint that you feel the school should know about it is important to notify the school as soon as possible.

Early notification of deafness, poor eyesight, nervous disorders, bladder or bowel weakness etc. is of great help to teachers and may save your child being embarrassed.

In the event of absence, a note must always be sent to the grade teacher so that the reason may be recorded according to the attendance regulations.

Examine your child's route to school. The Road Safety Council has shown that your child is not likely to be an accident victim if he/she

- wears bright clothes during the winter months
- crosses streets at intersections
- uses a regular route he/she knows well.

If your child becomes ill at school, the school will notify you and request that you take your child home.

Should the principal consider it necessary, an ambulance will be called and the child taken to hospital.

Learning is best accomplished when children are healthy. If your child is unwell, please keep him/her home until well enough to take part in the school program.

Administration of Medication

Some children attending school need medication to control illnesses such as asthma and epilepsy or have emergency medication to treat allergies to insect bites eg. Jumping Jacks and bee stings.

It is school policy that only prescribed medication is to be taken, and this is to be administered by the teacher only after instructions from the parents. Parents are encouraged to administer medication to their own child. The medication will be kept in a safe place - eg. the office.

Please inform the school if your child suffers from asthma or anaphylaxis, as the school must register this information.

Infectious Diseases

Children are excluded from attending school, for the times indicated, when suffering from the following ailments.

Chicken Pox	Until fully recovered.
Measles	For at least (7) days from the appearance of the rash or until a medical certificate of recovery is provided.
Mumps	Until fully recovered.
Pediculosis	(Head Lice) Until appropriate treatment has commenced. When it is deemed necessary the school may need to undertake a head lice check. Parents will be informed and need to provide consent.
Rubella	(German Measles) Until fully recovered and at least 4 days from onset of rash.
Whooping Cough	For 4 weeks or until a medical certificate of recovery is produced.
Other diseases	Please contact the school for information.
Impetigo (School sores)	Until sores have fully healed. The child may be allowed to return provided the appropriate treatment is being applied and that sores on the exposed surfaces eg. scalp, face, hands and legs are properly covered with occlusive dressing.

School Nurse

The child and family health program offers all Victorian children a health assessment in their first year at school. The program is delivered by school nurses.

In order to carry out a health assessment, the nurse needs information that only parents and guardians know about their child. Prior to the nurse's visit, parents will receive a School Entrant Health Questionnaire that will assist you to provide this information.

Parents are encouraged to consult the school nurse, at the time to discuss any concerns they may have. This consultation can take place during the nurse's visit. All information is confidential. The Health assessment is not intended to replace your normal source of health care.

School nurses are available to see any children from other grades that are causing concerns to parents or teachers. For further information please contact your child's teacher or the principal.

SunSmart Policy

At Whitfield District Primary School we have a SunSmart policy that adheres to the guidelines set down by the Victorian Department of Education and Training. Children are required to wear wide brimmed hats during all outdoor activities in terms 1 and 4.

Emergency Contacts

An emergency contact list is maintained at the school so that approval for prompt medical attention can be obtained when needed.

If your contact details change, please notify the school so that our information can be updated.

Student Engagement Policy

Whitfield District Primary School

SCHOOL PROFILE STATEMENT

Whitfield District Primary School is a small rural school which services children and their families from the locations of Cheshunt, Cheshunt South, Rose River, Whitfield and King Valley. Families derive their incomes from farming and skilled or semi-skilled employment in Wangaratta and the local community.

The school enjoys overwhelming support from these families. They support classroom programs, maintain grounds, and actively participate in camps, excursions and our large gardening and cooking programs.

Whitfield District Primary School

- Provides a positive learning atmosphere
- Values academic achievement
- Promotes and encourages the qualities of consideration for others, fairness and contributing to the greater good through community service and responsibility.
- Prioritises individual growth and personal achievement
- Prepares the students for a successful future
- Places high expectations on staff and students alike

WHOLE SCHOOL PROMOTION STATEMENT

Vision

Exceptional Educational Experiences

Purpose

To provide a caring, stimulating and safe environment which guides students toward their full potential, in a dynamic learning environment, with a particular emphasis placed on the importance of English and Mathematics.

VALUES

The values which form the basis of the actions of the Whitfield School community are:

Respect

- Recognising and accepting the differences in ability, race, age, religion and beliefs of others.
- For our environment.

Learning

- Developing and acquiring knowledge, skills, values and attitudes focusing on our personal best at all times.

Goal setting

- Awareness and development of personal goals, both academically and socially.

Teamwork

- Learning together to achieve the best possible outcomes for all.

Honesty

- Truthfulness and open communication in everything we do.

Communication

- Developing and practicing good communication and social skills.

RIGHTS AND RESPONSIBILITIES

Whitfield District Primary School offers a safe, supportive and inclusive environment. We respect and maintain dignity at all times. We value and promote the rights and responsibilities of students, staff and parents.

School staff and principal are committed to:

- valuing and accepting the right of all people to live in a free, just and peaceful society
- embedding Human Rights Education and Values Education across all aspects of school life including the formal curriculum, learning programs and extra curricula activities
- modelling appropriate behaviour by treating everyone with respect and valuing the contributions of all school community members
- promoting and embedding a human rights culture within the school community
- evaluating the school's progress as they work to establish an inclusive, positive and tolerant school environment.

Students are expected to:

- value and accept the right of all people to live in a free, just and peaceful society
- treat everyone with respect, including self.
- Take responsibility for self and contribute to a culture of community.

School councils are committed to:

- valuing and accepting the right of all people to live in a free, just and peaceful society
- ensuring that staff and students are aware of the 'Charter of Human rights and responsibilities Act'
- ensuring that school policies and practices are consistent with the intent of the charter and take human rights into consideration
- promoting respect and understanding among members of school community regardless of their cultural, religious, racial and linguistic backgrounds
- promoting and embedding a human rights culture within the school community.

Parents and carers can promote positive educational outcomes by

- taking an active interest in their child's educational progress
- cooperating and communicating regularly with the school
- actively supporting their child's engagement in the school environment
- supporting the school in maintaining a safe, respectful learning environment.
- Positively promote and supervise the use of digital technologies out of school hours

SHARED EXPECTATIONS

School staff supports students to effectively engage in their learning and experience success by

- inclusive teaching practices
- rich and diverse curriculum practices
- informed and evolving pedagogy
- celebrating and embracing diversity
- implementing high academic standards
- helping students to achieve above these standards
- individual learning goals and plans

Students can expect and are expected to contribute to

- safe behaviour and an inclusive school
- attend regularly and participate
- manage their own behaviour
- respect themselves, the community and the rights of others
- their own safety, with the support of the whole school community, to protect them from bullying behaviours, cyber bullying and any unsafe practices.

Parents and Caregivers can support school by

- Encouraging regular student attendance
- Modelling positive behaviours
- Being active in their child's education
- Assisting students at home
- Promoting positive outcomes
- Communication
- Respecting the learning environment

SCHOOL ACTIONS AND CONSEQUENCES

Corporal Punishment is prohibited in all Victorian schools. Corporal punishment must NOT be used at the School under any circumstances.

Relationship based, whole school and classroom practices are the best way to support positive behaviours. Some students require additional support to develop pro-social, positive behaviours. A staged response, with reinforcement is sometimes required. This is best supported with calm, consistent and predictable school classrooms and environments that recognise all children's individual needs and provide appropriate support.

At Whitfield District Primary School children are supported by caring and astute staff. Classroom behaviour, play ground activities, school data and parent communication are all valuable insights into social and learning behaviours. Staff seek appropriate professional advice and when required will implement a staged response. Some interventions and prevention strategies are applied as needed; such as Individual Learning Plans, eSmart curriculum, student designed classroom norms.

Reinforcements and consequences:

We all try hard to follow our school rules and enjoy positive reinforcements such as:

- Verbal praise.
- Stickers, and similar incentives and awards.
- Recognition in the newsletter.
- Principals 'Thumbs up' award.
- Supervised special activities.
- Development of student sense of pride and intrinsic motivation.

If we choose to break the rules consequences apply. These include:

- Discussion
- Solution focussed problem solving.
- Staff supported conflict resolution.
- Genuine apology
- Withdrawal for appropriate length of time - supervised.
- Notification of Parents.
- Suspension.
- Expulsion (within Department of Education and Training guidelines).

SUPPORTING DOCUMENTATION AVAILABLE ON REQUEST AT SCHOOL

Student discipline and procedures- suspension and expulsion guiding principles, DET 2015

Whitfield District Primary School - 'working' individual learning goals and plans

Check list for staged responses

Transition procedure

School Handbook - supplied to every family