



**SILVERTON**  
PRIMARY SCHOOL

*Aiming for Excellence*

# **Information Booklet**

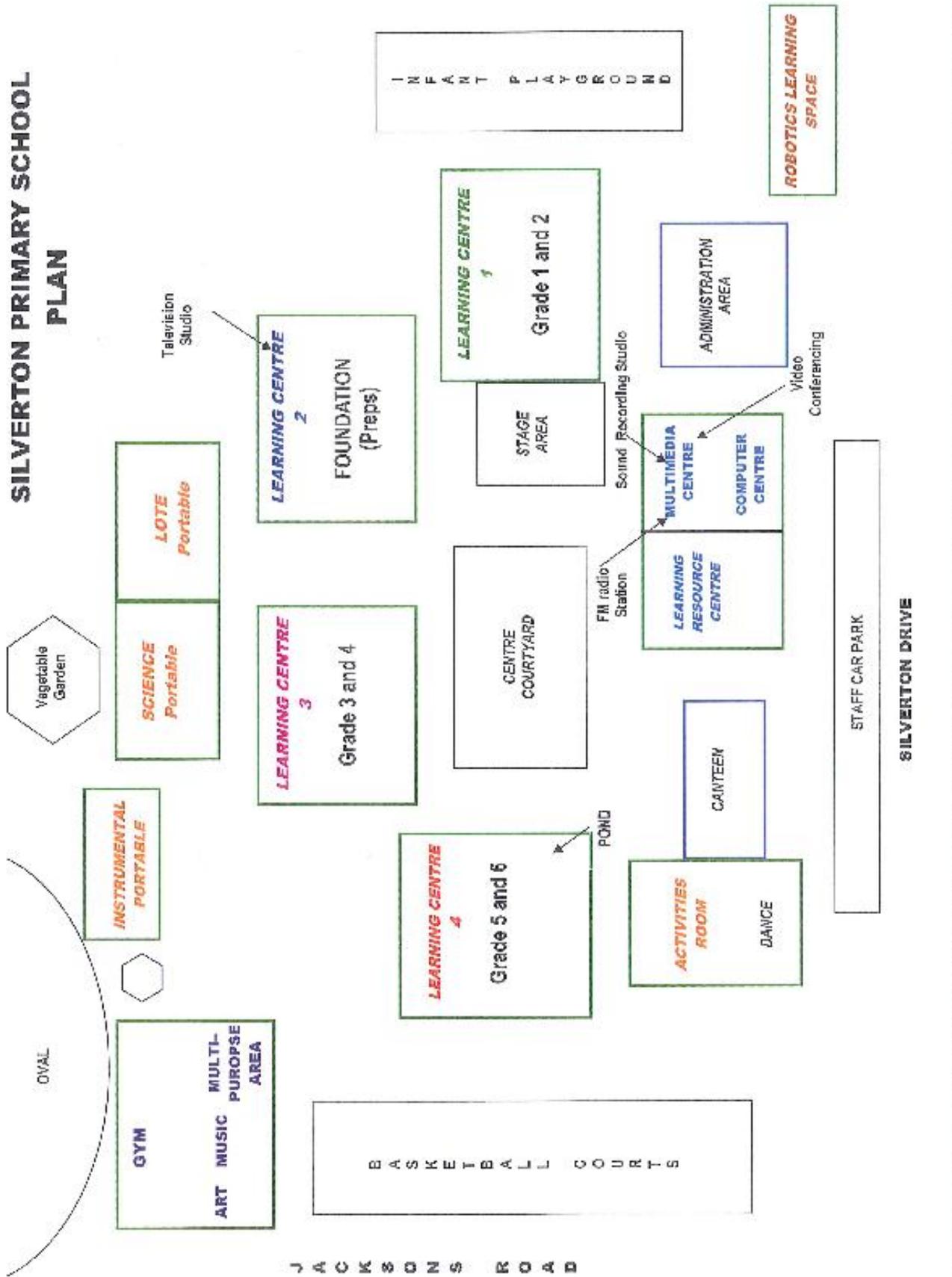
**2014**



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# SILVERTON PRIMARY SCHOOL PLAN



## **PRINCIPAL'S MESSAGE**

As Principal I would like to welcome you to Silverton Primary School and extend an invitation to you and your family to take an active role in our school community.

Your active interest in your child's education and your co-operation with the school are requested to make effective the team effort of school and home. It is only by this means that the realisation of the educational attainments of your children is possible.

We are very proud of our tradition and heritage at Silverton, but at the same time we recognise the school exists to continually promote the growth of all its members - students, parents and staff.

Many of you are experiencing your first child beginning school. We recognise this is an important and sometimes difficult time in your lives. Let me assure you we are not taking away your children but extending the good work you began at home. I see the education of the children as a joint project between home and school. You have started their education and prepared them for us. We are extending their knowledge, however to do this effectively we must work together. Thank you for your good work to date. It is by working together that we are able to jointly ensure your children are given a sound education.

Whilst at Silverton your children will be afforded the opportunity of working in one of Victoria's most up to date Primary Schools. We believe that the children at Silverton are very fortunate because the size of the school is ideal for fostering excellent learning and communication in a caring family atmosphere. Children are able to work in a safe, secure and friendly environment. Children identify with the school and develop a strong sense of belonging and pride.

The school has a tradition of excellence in academic achievement and also a balanced program in creative skills and sporting programs. Children are given the opportunity to explore a variety of experiences and to reach their potential.

The Department of Education and Early Childhood Development's review of Silverton Primary School clearly indicated that the academic performance of our children is well above State Average and well above Like School Performances. The Parent and Staff Surveys also indicate that our school is rated one of the highest in the state. This achievement is something our whole school community can be very proud of.

Silverton has been recognised worldwide having been selected as a Microsoft Worldwide Mentor School and a Cisco Ingenious School because of the innovative high level Teaching and Learning occurring here. In 2010 the school was awarded the Victorian Education Excellence Award for Curriculum Innovation and again in 2011 was awarded the Regional Science and Mathematics award as well as the Most Outstanding Leadership Award. The staff also won the Minister's Cup for demonstrating Best Team Spirit at the Teacher's Games held in Bendigo.

Our School Strategic Plan emphasises learning activities in accordance with the AusVELS. However, we are also able to offer challenging and exciting programs to complement studies in these areas. Programs include an extensive Performing Arts Program, including instrumental music, dance, choirs and drama. Camping begins in year 2 and develops further in years 4 and 6. We also offer specialised teaching for children with reading difficulties (Reading Recovery) and integration of children with disabilities and those requiring special assistance.

At various times throughout the year you will be given opportunities to familiarise yourself with your children's programs and progress, however if the need arises, please feel free to make an appointment to discuss the matter with the child's Class Teacher, Learning Centre Managers, Assistant Principals or myself.

We look forward to your child being part of our great school and invite you also to participate in the many activities for parental involvement in the school. We hope your association with our school will be a long and happy one, as we work together to achieve the best possible education for your child.

**Tony Bryant**  
Principal

# PROFILE

## VISION STATEMENT

Silverton Primary is committed to providing a learning environment and educational programs which will motivate, challenge and support students to become life long learners. The school aims to maximise student potential in a safe and caring community in which academic achievement, positive self esteem, cultural diversity and the rights of all are highly valued and respected.

## VALUES

The core values which form the basis of our actions are:-

- Integrity
- Trust
- Honesty
- Responsibility
- Confidence
- Emotional and psychological well being
- Academic achievement
- Respect
- Learning
- Professionalism
- Cooperation
- Self esteem
- Community partnerships

## INTRODUCTION

SILVERTON Primary School is situated in Jackson's Road Noble Park, amidst an established residential area of the City of Greater Dandenong. The school was opened in 1977 and currently has an enrolment of 480 students. Recent increases in enrolments are expected to level off over the next five years. The steady increase in enrolments over the period in an area of declining school age children is testimony to the standing Silverton has in the community.

The majority of the students are from the immediate locality but a significant proportion of the enrolment comes from outside this area. Silverton Primary School draws students from Dandenong Nth, Dandenong, Noble Park Nth, Noble Park, Springvale, Rowville, Mulgrave, Hallam, Doveton, Springvale, Cranbourne, Glen Waverley, Patterson River and Keysborough areas.

The school is organised in four (4) learning centres reflecting the AusVELS levels. Twenty two grades (22) are being planned for 2014. Teaching staff are employed consisting of the Principal, 2 Assistant Principals, 1 Leading Teacher and 34 Generalist teachers. A significant number of part time staff enhances the breadth of curriculum provided. Support staff consists of a Business Manager & 3 Administration staff, 4 Teacher Aides, Handyman/Gardener, Library Technician as well as Mandarin, Chess, Instrumental Music and Dance teachers. A highly nutritional canteen is available five days a week. Five staff manage the Out Of School Hours Care (OSHCare) program.

## GUIDING PRINCIPLES

At SILVERTON Primary School all students are offered the opportunity and support to grow in confidence and self-esteem in a flexible, happy and positive environment. Students are expected to increasingly take initiative, accept responsibility for both their learning and their behaviour, and to exercise various forms of leadership.

Our main aim is to foster in students qualities and skills that will enable them to adapt to a changing world.

## CURRICULUM

SILVERTON reflects the concept that all children will have success through the provision of a wide range of programs that develop children as learners. The school's policies and programs support a learning environment, which encompasses the AusVELS from Prep to Year 6 with an increasing emphasis on the application of computers and learning technologies across the curriculum. Literacy and Numeracy remain a priority in our School Strategic Plan.

The diversity of the SILVERTON community is acknowledged through a curriculum program which gives attention to equal opportunity issues, provides for the integration of students with disabilities and impairments, supports students from Non English Speaking Backgrounds, and caters for students who need extension, enrichment or extra assistance.

Core teaching programs are enhanced by the provision of opportunities for participating in the performing arts, multi-cultural celebrations, sporting activities, school camps and programs for students with particular talents and interests.

Specialist programs include Visual Arts, Physical Education, Music, Science, LOTE and Information Technology. Support programs include Reading Recovery, Literacy and Numeracy intervention and EAL (English as an Additional Language). Early Years Literacy, Early Bird Reading program and Numeracy co-ordinators are provided to support the school's program. Enrichment programs are offered through instrumental music and dance. Teachers plan units of work as teams with rotations within Learning Centres to cater for the various expertise's of staff. Parenting programs are provided to assist in the classrooms. Intervention programs are provided for children needing special assistance. Staff utilise Individual Learning Plans to support the needs of the children. Student Support Group meetings are arranged as required to support student progress and wellbeing and facilitate home/school communications.

Extensive Professional Development is provided for both teaching and non-teaching staff in all areas of the Curriculum, Information Technology and Student Welfare.

The Performing Arts is a focus with Instrumental music and dance catered for through external teachers employed to instruct the children. A school concert is held every two years.

Parent programs are offered as well as staff and high-level programs for the children. The school has developed its own television studio and 24/7 FM Radio Station 87.5 FM. The computer technician program managed by the school for a cluster of 38 schools was used as a model to develop the now very successful DEECD technician program in schools across Victoria to showcase I.C.T. in the school curriculum.

A strong children's leadership program is operative including Silverton Student Committee, School Captains, House Captains, Sport Captains, Environmental Captains, Performing Arts Captains and Peer Mediation Program. Children have an integral role in weekly assemblies and self-esteem programs are developed including presentation of "Student of the Week" awards.

The school provides an 'Introduction Interview' in Term 1 and a 'Teacher, Student Led Conference' mid year with two written reports aligned to AusVELS for each student during the year. The reporting and assessment format is constantly being reviewed to cater for both the parents and school needs. Parents are encouraged to visit the school to discuss any concerns. Regular Program Support Group meetings are held for children on the integration program.

School Council provides strong and supportive leadership for the school community, delivering clear direction through open and informed communication channels. The school promotes participation and regular communication between parents and teachers. Parents participate in the school through their involvement in excursions, inter-school sport, outdoor education, literacy programs as well as highly productive and vigorous Parents' Association, School Council and parenting programs.

A successful Outside School Hours Care Program is available. This program provides a valuable resource for our local community.

## ENVIRONMENT

The school was opened in 1977 with a unique Open Plan design consisting of four open plan teaching learning centres, 3 x portable classroom, administration block, and specialist wing consisting of Information resource centre, visual arts workshop, canteen and general-purpose room all established around a central courtyard. The buildings are surrounded by spacious playing areas, which include an oval, attractive gardens, adventure playgrounds, animal farm, planetarium, as well as asphalt, grassed and shaded play areas.

The school has a reputation for safety highlighted by being a past winner of the City Of Dandenong "Safe School Award".

The school is maintained in excellent condition. A feature is the air conditioning of the entire school. A new building consisting of a hall, visual arts room, music room, canteen and multi-purpose area has recently been constructed. The school has also developed a new Library Resource Centre and a state of the art Media Centre.

Silverton Primary School will continue to provide a quality education for its students so they can become effective members of the community.

The school's expectations are consistent with the school motto

**"AIMING FOR EXCELLENCE"**

## DIRECTORY

<b>LOCATION</b>	77-123 Jacksons Road (Office & entry located in Silverton Drive) Noble Park North, 3174 <b>(Melways Reference - 80 J9)</b>
<b>TELEPHONE</b>	9795 5033 ext. 1 – Administration ext. 2 – OSHCare ext. 3 – Canteen ext. 4 – Student Support Services (Psychologists) ext. 5 – Visiting Teacher service for the Hearing Impaired (Janine Davis)
<b>FAX</b>	9795 7163
<b>E-MAIL</b>	<a href="mailto:silverton.ps@edumail.vic.gov.au">silverton.ps@edumail.vic.gov.au</a>
<b>WEB SITE</b>	<a href="http://www.silverton-ps.vic.edu.au">www.silverton-ps.vic.edu.au</a>
<b>PRINCIPAL</b>	Mr. Tony Bryant
<b>ASSISTANT PRINCIPALS</b>	Mrs. Loretta Sutherland Ms Amanda Prosser
<b>ADMINISTRATION STAFF</b>	Mrs. Sue Mourant Mrs. Sandy Manhire Mrs. Christine Baxter Mrs. Stacey Hansen
<b><u>SCHOOL COUNCIL</u></b>	
<b>PRESIDENT</b>	Mr. Daud Ally
<b>SECRETARY</b>	Mrs. Petra Tonkin
<b>TREASURER</b>	Mrs. Sue Robyns
<b><u>PARENTS ASSOCIATION EXECUTIVE</u></b>	
<b>PRESIDENT</b>	Lydia Naylor
<b>SECRETARY</b>	Jane Van Duin
<b>TREASURER</b> <b>ASSISTANT TREASURER</b>	Dawn Oliffe Ritsa Alexiou
<b>CANTEEN MANAGERS</b>	Mrs Kim Gerardi and Mrs Amanda Hampton
<b>OUTSIDE SCHOOL HOURS CARE (OSHCare) PROGRAM COORDINATOR</b>	Ms Michelle Johnson
<b>PLAYGROUP COORDINATOR</b>	Mrs Tasneem Ally

## **TERM DATES 2014**

Term 1	Tuesday 28 <sup>th</sup> January (staff) Wednesday 29 <sup>th</sup> January (Grades 1-6) Thursday 30 <sup>th</sup> January (Prep Grades)	- Friday 4 <sup>th</sup> April
Term 2	Tuesday 28 <sup>th</sup> April	- Friday 27 <sup>th</sup> June
Term 3	Monday 14 <sup>th</sup> July	- Friday 19 <sup>th</sup> September
Term 4	Monday 6 <sup>th</sup> October	- Friday 19 <sup>th</sup> December

## **PUBLIC HOLIDAYS**

Australia Day	-	Monday 27 <sup>th</sup> January (actual Australia Day on Saturday 26 <sup>th</sup> )
Labour Day	-	Monday 10 <sup>th</sup> March
Good Friday	-	Friday 18 <sup>th</sup> April
Easter Monday	-	Monday 21 <sup>st</sup> April
Anzac Day	-	Friday 25 <sup>th</sup> April
Queen's Birthday	-	Monday 16 <sup>th</sup> June
Melbourne Cup Day	-	Tuesday 4 <sup>th</sup> November

## **CURRICULUM DAYS - PROFESSIONAL DEVELOPMENT**

Four days are already set aside by DEECD (Department of Education & Early Childhood Development) for each school's Curriculum Development of School Programs and Professional Development (children do not attend school on these days). Parents will be informed of these dates via the school Newsletter & Bulletin once they have been set & approved by School Council.

## **SCHOOL HOURS**

Normal School hours for all children are:-

Mondays	8.50 a.m. - 3.15 p.m.
Tuesday – Fridays	9.00 a.m. – 3.15 p.m.

## **HOURS FOR FOUNDATION (PREP) CHILDREN**

For the first month of Term 1 the Foundation children will be required to attend school on Monday, Tuesday, Thursday & Friday for normal school hours, 8.50 a.m. – 3.15 p.m. on Mondays and 9.00 am – 3.15 pm on Tuesday, Thursday & Friday. This will give them Wednesdays away from school. We do this for two reasons:-

1. We believe that this break in the middle of the week will make the adjustment to school life a little easier for the children and help them cope with this new exciting challenge.
2. The extra time will enable the Prep teachers to accomplish a number of important tasks.
  - They can meet at length with parents to discuss any issues concerning the children.
  - They have a number of assessments to do with the children. This time will enable them to administer, document and analyse these assessments. (N.B. To assist in this regard we may ask that some children attend for an hour or so on a Wednesday. The teachers will notify you in person if and when this is required.)

**The Foundation children will commence full school attendance (including Wednesdays) from the week commencing 3<sup>rd</sup> March 2014.**

**There will be a Foundation Parent 'Meet and Greet Barbeque' on Thursday 6<sup>th</sup> February 2014 between 5:30pm and 7:30pm**

## PREPARING YOUR CHILD FOR SCHOOL

The start of school is an important part of your child's life. Children's first experiences are most important as they influence children's attitudes for years to come.

At school in the beginning children are confronted with a whole new set of experiences. Each child will need to make many adjustments and you can help your child through this challenging period by making sensible, methodical preparations.

The responsibility for your child's pre-school development is largely yours. However, once school life begins both parents and teachers share the responsibility for the child's continuing development and must co-operate in many ways to make the child's school days secure, happy and full of interest.

The information in this booklet is designed to assist your preparation for your child's entry into school life. Our aim is to ensure that the challenges and problems which confront all beginners are met and overcome with a minimum of stress and a maximum sense of achievement.

### PREPARING YOURSELF

1. Be aware that you are an important model. Your child's attitudes and responses will be influenced by your attitudes and responses. Make it a habit to avoid making casual remarks in your child's hearing which may adversely affect their anticipation of school.
2. Let your child see that you expect him/her to be happy at school. Do not make an unnatural fuss and he/she will accept school as a matter of course.

### PREPARING YOUR CHILD

#### SAFETY

The school's program will help to develop safety habits in your child. However, for his/her safety, and for the welfare of others, you should give him/her the following preparatory training:-

- a) Know full name, address and if possible, phone number.
- b) Walk with your child to school before the school year starts (especially if your child will walk each day) - acquaint him/her with road safety procedures e.g. kerb drill, not crossing from behind parked cars etc.
- c) Practise to use the school crossings correctly.
- d) Warn him/her about strangers.
- e) Remember not to bring to school any articles which may cause harm to them or others.
- f) Adhere to the Parking Zones and Restrictions around the School. They exist for the safety of all children.

***Private property brought to school by students is not insured nor is the DEECD responsible for any loss.***

## PERSONAL DEVELOPMENT

- a) Make sure that your child is accustomed to spending time away from mother and/or father, otherwise this sudden separation may be a problem.
- b) Have several school lunches with your child at home. Children need practice in handling a lunchbox successfully and how to tidy up afterwards. Please ensure that play lunch and a daily fruit snack are wrapped separately.
- c) Develop your child's self-management with dressing and preferably send them in shoes that they can do up and undo themselves.
- d) Ensure your child's confident self-management at the toilets.
- e) Stress the importance of washing hands after visiting the toilets.
- f) Ensure he/she can use a tissue or handkerchief properly and the importance of covering their mouth when coughing or sneezing.
- g) Stress the importance of listening carefully, speaking clearly and politely and obeying promptly.
- h) Teach him/her to be courteous and considerate of others.
- i) Ensure that all your child's school clothing and possessions are clearly labelled with his/her name. If possible train your child to recognise their name on these items.
- j) It is wise not to bring to school articles of value or toys that can be easily damaged.
- k) Have a reasonable, regular bed time for your child so that he/she is ready for school the next day.
- l) Be up early enough to give him/her a calm ordered start to the day. A good breakfast is essential to staying power and concentration through the morning. Being on time is an organised way to start the day.

## ON ARRIVAL (REQUIREMENTS)

On your child's arrival at school on his/her first day he/she will be required to bring with him/her the following belongings:-

- A school bag, large enough to accommodate a school library bag (for good posture a back pack is preferable) \*
- A colouring book for rainy days (named)
- A bag for library books (named) \*
- A change of underwear and socks, (in a plastic bag with the child's name on it). Accidents can happen.
- A box of tissues

A small list of stationary items is required to be brought to school by your child on their first day. Please ask the Office staff for a copy of this list.

\* These items are available from the School Uniform Shop.

## FURTHER INFORMATION

### LUNCH ORDERS

Lunch orders are collected daily at the beginning of the school session. Lunch orders should be written on the outside of a paper bag bearing your child's:-

1. Name
2. Grade
3. Learning Centre Number
4. Details of the order
5. Amount of money enclosed

Please enclose correct money when possible. If using an envelope to enclose money, make sure that it is sealed properly so that the money does not fall out, and then place this inside the paper bag.

#### **DO NOT PLACE MORE THAN ONE CHILD'S ORDER IN EACH BAG**

NB. A list of items available and their costs will be distributed early in the New Year. You will be notified of any price changes throughout the year as they occur.

### PLAY LUNCH

Children need to bring to school a substantial play lunch. They often begin to get hungry during the morning and can't wait until lunchtime to eat.

### SNACK TIME

At approximately 10.00 am children are allowed to have a snack comprising of such items as a piece of fruit, dried fruit and nuts, or some cheese but NEVER chips or lollies. If they wish, the children may have a drink of water from a bottle at any time through the day.

### BELL TIMES

8.50 a.m. (Mondays)	School begins
9.00 a.m. (Tuesday – Friday)	School begins
11.00 a.m.	Morning Recess
11.30 a.m.	Session 2 begins
1.30 p.m.	Lunch
2.15 p.m.	Session 3 begins
3.15 p.m.	Home time

### OSHCare

Our school OSHCare program (Outside School Hours Care) is available every morning and afternoon should you wish to use it. Bookings must be prearranged (please refer to page 16 for details of this program). The OSHCare Coordinator will help explain Payment Options.

### SCHOOL BANK

All Prep children will be given the opportunity to open a Commonwealth Bank Dollarmite Account early in the New Year. Children in Grades 1 – 6 will also be able to open an account or transfer an existing account from their previous school.

**BANK DAY IS THURSDAY.** The banking is processed at school and the school receives commission for every book processed.

### LOST PROPERTY

As mentioned it is important that all items of clothing are clearly labelled. Make sure that all articles of clothing worn to school are brought home again each day. Items of clothing not labelled are placed in a plastic tubs or hung up outside Learning Centre 2 (LC2).

## EXCURSIONS & INCURSIONS

Each grade has excursions (outside school) & incursions (at school) each year. These are held for specific educational purposes and all children are expected to attend. Plenty of time will be given notifying you of such activities. It is very important that the permission note be filled in and returned. If you have difficulty paying for an excursion, please contact the teacher in charge.

## IN-SCHOOL EDUCATIONAL ACTIVITIES

As well as excursions, there are usually one or two activities per year for children to participate in that comes to the school. These range from drama groups, puppets, storytellers to Mobile Farms etc. Once again it is important that all children attend to extend knowledge, enjoyment & group participation.

## MONEY

Money sent to school for a specific purpose (e.g. swimming, excursions etc.) must be enclosed in a sealed envelope which is usually provided by the school. The information on the envelope should include the child's name, grade/learning centre, the purpose for which it is intended and the amount enclosed. Students can hand these envelopes to their teacher

## BICYCLES / SKATEBOARDS / SCOOTERS

Because of traffic hazards and the limited space available for secure storage in the area, School Council has determined that these items are not to be brought to school.

## SWIMMING

Swimming is an important lifesaving skill. All grades are involved in a swimming program at a nearby heated pool. Eight lessons are conducted over a two week period by fully trained instructors. A fee is payable, which includes the cost of admission to the pool as well as bus transport. All children are expected to attend unless they have written medical reasons for not doing so.

## PARENT HELPERS

The school very much welcomes parents to become actively involved in the life of the school. Some ways that parents currently help us directly in school programs include reading, story writing, computers, typing, excursions, sports training, applied mathematics, music programs, swimming programs, theme days, cooking, children's book making and repairs to readers.

## NEWSLETTERS and BULLETINS (on alternating weeks) and TIQBIZ

Throughout the year the school Newsletter and Bulletin are distributed by email on a Wednesday/Thursday on alternating weeks. These are the key means of communicating to parents, news of events in all branches of the school's operation and so it is a vitally important publication. Newsletters include children's publications. TIQBIZ is free downloadable app that is used by our school as a form of communication to parents. All Newsletters, Bulletins and relevant notices are also placed on our school website [www.silverton-ps.vic.edu.au](http://www.silverton-ps.vic.edu.au)

## SCHOOL UNIFORM

The wearing of a school uniform is compulsory and we urge you to give the following advantages your consideration.

- a) The uniform is practical, neat and attractive.
- b) It avoids the need to wear other everyday clothing and in the long run is less expensive.
- c) It encourages the wearer to identify with the school, to feel as though he/she belongs.
- d) It greatly increases children's safety on an excursion as they are more readily identified.

Reminder also that we are a Sun Smart School and that the wearing of a school hat in both Term 1 and Term 4 is compulsory.

NOTE: Items of school clothing may be purchased from the Uniform Shop at the following times:-

**Monday** - 8:30 a.m. until 9:30 a.m. and **Wednesday** - 2:45 pm until 3:30 pm

**CLOSED** - Tuesday, Thursday & Friday

Orders can be placed by sending along a note with full details of items required and enclosing payment in an envelope clearly marked with 'School Uniform Order', the child's name, grade and learning centre. The wearing of approved school hats is compulsory for Terms 1 & 4.

## **PARENT-TEACHER RELATIONSHIPS**

It is important to establish and maintain a co-operative parent-teacher understanding. Toward this end, we hope that you and your child's teacher can work in harmony for your child's future and that his/her days will be happy and successful within a sense of mutual respect.

During the year, special arrangements will be made for personal parent-teacher interactions and student led conferences. Their purpose is to permit an exchange of information between the home and the school.

However, if at any time you have any concerns affecting your child, come to us and have a chat about them. Parents are welcome at all times to call and discuss their child's progress but it will be appreciated and best for all parties, if an appointment is made at a mutually convenient time. Such appointments should be made through the Principal or Assistant Principal. The Assistant Principal also has a student welfare role and is readily available to provide assistance to students and their families and where possible, provide access to a range of specialist services.

## **CHILD HEALTH & WELLBEING**

### **MEDICAL HISTORY**

At all times, your child's class teacher is working in association with you in the best interests of your child. Please ensure that you inform the teacher of any illness, emotional stress or worries that your child may have in order that due consideration may be given. Such information will be regarded as confidential.

### **ABSENTEE NOTICE**

Schools are required by law to keep accurate records, so in the event of your child being absent from school, a note must be supplied to the teacher on your child's return giving details of the cause of absence. If your child is to be absent for an extended period, it would be appreciated if you could contact the school and inform them of the circumstances to alleviate any cause for concern.

### **LATE PASS**

If your child arrives at school after the bell at 9.00 a.m., they are required to go to the Office for a late pass. We encourage children to be punctual for safety reasons and to ensure a smooth start to the school day.

### **SCHOOL VISITORS**

In the interests of the students' safety the school has developed a policy with regard to visitors to the school. ALL visitors and parent helpers are directed to a sign-in book at the office and issued with a badge.

### **LEAVING EARLY**

We ask that any person collecting a child early please go first to the office, sign their child out in a special book provided and then take the accompanying acknowledgement slip to the class teacher.

## EMERGENCY INFORMATION

Individual information sheets are kept at the school in case of accident. If a serious accident should occur, we endeavour to contact the parents before seeking medical assistance, including calling an ambulance. This is not always possible. Any decision made regarding treatment of your child will be with the intention of performing our duties in the child's best interest. **PLEASE KEEP THE SCHOOL INFORMED OF ANY CHANGE OF ADDRESS, CHANGE OF TELEPHONE NUMBER (EITHER PRIVATE OR BUSINESS) SO THE SCHOOL HAS A POINT OF CONTACT.**

Remember, it is extremely important that each child has filed away in the office, an up to date or a current information sheet in case of accident or illness, so please if any details change please make sure you inform the office as soon as possible.

## MEDICINES / EPIPEN (for children with Anaphylaxis)

The school is equipped with first aid facilities sufficient to deal with minor injuries. Care and attention is always given to the extent considered appropriate. We ensure that a number of our teachers have first aid qualifications.

Many children attending school need regular medication to control illnesses such as asthma, hayfever, epilepsy etc. Parents whose children have such needs should firstly discuss the matter with the Principal or Assistant Principal, and then acquaint the class teacher with full details.

Children may require medication in the form of tablets or medicines from time to time for a medical condition. Parents should bring these to the school office and complete the appropriate form, which will include details of the child's name, dosage and time the dose is to be given. All medicines should be supplied in a suitable container, clearly marked with the child's name and grade on them. This includes an EpiPen if the child is diagnosed as Anaphylactic. If this is the case we would also need a copy of the child's Anaphylaxis Action Plan. Medications are stored and administered from the front office. Please make sure that the use by date is written on the medicine.

## ASTHMA CARE

The DEECD has recently published a new policy for the management of asthmatic children in schools. Asthmatic students should have available in the school, the appropriate medication required. This medication is kept in the children's file in the office area. Students are required to have a school Asthma Action Plan completed by the Parents, which will be held in the students file. These forms which include advice and directions from your Doctor, are available from the school office.

## EXCLUSION FROM SCHOOL

Certain infectious diseases are covered by specific Health Department regulations exclusion of the patient and others they come into contact with. The most common are listed below:-

<u>DISEASE</u>	<u>PATIENT SHALL BE EXCLUDED</u>	<u>CONTACTS</u>
Chicken Pox	Until fully recovered	Not excluded
Measles	At least 7 days after rash appears	"
Mumps	Until fully recovered	"
German Measles	(at least 4 days from onset of rash)	"
Head Lice	Until appropriate treatment has commenced.	Close contacts should be inspected regularly.

Parents are asked to make routine inspections of their children's hair and to seek advice from a doctor, chemist or local council. Immediate and thorough treatment will overcome the problem. The school should be advised by Parents if their child has been affected. Outbreaks of head lice are unfortunately an on-going reality.

## IMMUNISATION CERTIFICATE

All Preps starting school require either an Immunisation History Statement from the Australian Childhood Immunisation Register (usually mailed out to you). This statement is usually issued after your child has completed all their immunisations (e.g. after they turn 4 the Diphtheria Tetanus Pertussis Polio, Measles Mumps Rubella). If you do not receive one of these statements, then you can apply at any Medicare Office for one.

## SCHOOL COUNCIL

This body of teachers and parents plays an increasingly important role in the overall educational picture of the school as it involves decision making in many aspects of the school community.

These areas include:-

- Education
- OSHCare
- Student Welfare
- Facilities
- Finance

and all other matters which have a bearing on the smooth functioning of the school.

If you wish to become involved with the school and its Council and feel you would like to know more of the functions and responsibilities of this body, you could contact the Principal.

The school can also give the telephone numbers of the President and Secretary of the School Council if you feel you would like to discuss the matters with another parent.

**YOUR INVOLVEMENT WOULD BE MOST WELCOME.**

## PARENTS ASSOCIATION

The role of the Parent's Association is a varied and challenging one. It is undertaken totally on a voluntary basis and provides a great opportunity to meet other parents. It is also a great way for the school community to use their skills, with the children reaping the rewards by way of support and extra money to help fund on-going improvements around the school.

The Parents Association is made up of elected members that meet once a month for an official meeting to discuss events planned for the calendar year. At other times PA members can be spotted in the courtyard talking about a new idea, finalising arrangements for an upcoming event or discussing a new purchase made for one of their many stalls.

The Parent's Association is best known for its work in fundraising, and through their hard work they usually manage to hand over a large sum of money that goes towards some of those extras that are provided around the school.

With the approval of the School Council the following are examples of some of the activities held throughout the year:-

*Easter Special Effort	*Mother's Day Stall & Special Effort
*Father's Day Stall & Special Effort	*Footy Day Special Effort
*Family Portraits	*Entertainment Book
*School Disco	*Christmas Special Effort
*Supper at School Concert	*Christmas Carols Night- Sausage Sizzle

The Parent's Association also organises and funds the Grade 6 Farewell Disco. The inclusion of all new members, creative ideas and concepts is encouraged. The Parents Association is an easy way to get to know other families and spend productive time at the school.. Contact the PA President or the school office for any further information.

Your support would be greatly appreciated.

## SCHOOL CONTRIBUTIONS

School Council has set the Parents Contributions towards the education of your child for 2014 at \$120.00 per child.

This contribution covers the cost of exercise books, photocopying, classroom materials and curriculum levies. Parents are asked to provide a minimum amount of stationary items for their children. Upon full payment of the Parent and Voluntary Contribution, which helps source additional student resources, children will also receive a \$10.00 uniform shop voucher.

Parents are asked to pay their contribution as soon as possible to enable the purchase of materials for our students early in the school year.

School Council has made the decision that families that have paid the Parent Contributions will be given preference for positions in the Instrumental Music & Dance programs that are available to students in grades 3 – 6 that wish to enrol and participate as their contributions help subsidise these.

## STUDENT ACCIDENT INSURANCE ARRANGEMENT

### **Will DEECD pay medical and other expenses of people injured at school or during school activities?**

*If someone is injured at school, or during a school organised activity, the Department of Education and Early Childhood Development will not pay their medical and other expenses.*

*Parents and guardians are generally responsible for paying the costs of medical treatment for injured students, including any transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund.*

*The Department of Education and Early Childhood Development does not hold accident insurance for school students.*

**Is other insurance cover available?** YES

The Department is aware of one company – EBM Insurance Brokers Pty. Ltd., who provide accident insurance for students. These policies provide benefits for students who are injured in accidents for a reasonably low cost. Other insurers may also do so.

At the beginning of each year we will send home details of the policies that are available with an expression of interest to join them. If you are interested in student insurance keep an eye out for the details that will be sent home next year.

## OUTSIDE SCHOOL HOURS CARE PROGRAM (OSHCare)

The school operates a quality Outside School Hours Care Program.  
Current hours and cost of program:

Morning 7:00 am – 8:45 am	\$12.00 a session
Afternoon 3:15 pm – 6:00 pm	\$17.00 a session

There are several convenient payment options such as cash, eftpos or direct debit, please ask the OSHCare coordinator about these.

Programs are also run on Pupil Free Curriculum Days at \$40.00 a day.

\* Substantial fee relief in the form of Childcare Benefit and Child Care Rebate is available to eligible parents. Parents must register with Centrelink.

If you are unavailable to take your child home at 3:15pm, please consider booking a placement in our onsite program to provide safe, convenient and sociable care of your child.

Bookings are available on the following basis:

- Full Time
- Permanent Part Time
- Casual

Children are provided with afternoon tea, a well-balanced program with games, craft activities, active after school activities and more.

As part of our National Quality Frameworks Program an OSHCare Parents Committee has been formed. Your participation would be welcomed.

The program is run under the governance of Silverton School Council and supported by Government subsidies.

Please contact Michelle Johnson (Coordinator), on **9795 5033 ext 2**. (An answering machine operates during school hours and calls are followed up from 3:00pm).

## STUDENT CODE OF CONDUCT

Discipline at this school is seen as an individual's ability to perform tasks and duties in a harmonious and safe manner so that others are not deprived of their rights and that there is no danger of injury to self. The school will provide a pleasant and safe environment conducive to learning. The children will be encouraged and assisted in developing harmonious relationships with other children, adults and the community in general. This will be achieved through regular review of our facilities, strategies and Code of Conduct and the school's **Student Engagement and Well Being Policy**.

## STUDENT WELL BEING & DISCIPLINE

### RIGHTS & RESPONSIBILITIES

Each member of the Silverton community has rights and responsibilities. We believe that this means .....

- There is a sense of harmony in the school
- People work together in teams
- There is respect for individual rights
- There is respect for difference
- Bullying in any form will not be tolerated
- There is collaboration
- Persistence is evident
- There is equity
- People take care of each other
- Honesty is highly valued
- People speak with respect
- People try to be their best
- There is coaching
- Co-operation is apparent
- People give and receive feedback with good will
- Communication is open and honest
- Everyone has the right to feel safe at our school
- All of us will ultimately be held responsible for our actions
- The assets and the physical environment of the school will be used responsibly and carefully so that everyone can enjoy and utilize them

Everyone at Silverton Primary School is expected to:

- Respect others
- Respect him/herself
- Take responsibility for his/her own actions

### SCHOOL OATH

I will have pride in Silverton Primary School and obey the school rules  
I will be a good citizen and respect others  
I promise to protect and care for the environment  
I will try to be the best person I can  
I will aim for excellence

**UNIFORM****SUMMER**

\* School hats are compulsory in Terms 1 &amp; 4

		Available from uniform shop in sizes listed
<b>Bike Shorts</b>	Navy	Sizes 4 - 16
<b>T-Shirt with Logo</b>	White	Sizes 4 - 16
<b>Short Sleeve Polo with Logo</b>	White	Sizes 4 - 16
<b>Windcheater with Logo</b>	Navy	Sizes 4 - L
<b>Bomber Jacket with Logo</b>	Navy with red & white bands	Sizes 4 – 16, S, M, L
<b>Rugby Top with Logo</b>	Navy with red & white bands	Sizes 4 - 16
<b>Slouch Hat with Logo</b>	Navy	S, M, L, XS
<b>Microfibre Jacket</b>	Navy / White with Logo	Sizes 4 - XS
<b>Summer Dress</b>	Blue /White Check	Sizes 4 - 16
<b>Shorts Rugby Knit with zip pocket</b>	Navy	Sizes 4 - 16
<b>Skort</b>	Navy	Sizes 4 - 16
<b>Socks</b>	Navy or White	

**WINTER**

		Available from uniform shop in sizes listed
<b>Tracksuit pants Fleece</b>	Navy	Sizes 4 - 16
<b>Track Pants Microfibre NEW</b>	Navy / Red Piping	Sizes 4 - XS
<b>T-Shirt with Logo</b>	White	Sizes 4 - 16
<b>Short Sleeve Polo with Logo</b>	White	Sizes 4 - 16
<b>Long Sleeve Polo with Logo</b>	White	Sizes 4 - 16
<b>Skivvy</b>	White	
<b>Windcheater with Logo</b>	Navy	Sizes 4 - L
<b>Bomber Jacket with Logo</b>	Navy with red & white bands	Sizes 4 – 16, S, M, L
<b>Rugby Top with Logo</b>	Navy with red & white bands	Sizes 4 - 16
<b>Microfibre Jacket</b>	Navy / White with Logo	Sizes 4 - XS
<b>Girls Winter Boot-Leg Pants</b>	Navy	Sizes 4 - 16
<b>Winter Skirt NEW</b>	Navy/Red Check	Sizes 4 - 16
<b>Beanie</b>	Navy	One size fits all
<b>Pinafore w/removable bib NEW</b>	Navy/Red Check	Sizes 4 - 16
<b>Skort</b>	Navy	Sizes 4 - 16
<b>Socks</b>	Navy or White	
<b>School Bag (Made by Spartan) OR School Bag - red piping (Made by Klad Sport)</b>	Navy with Logo	