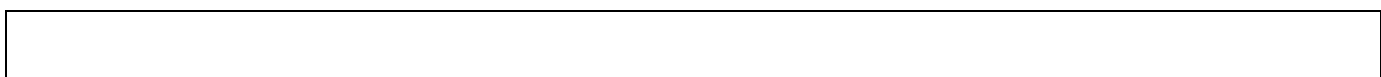


Information Booklet 2023





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STATEMENT OF COMMITMENT TO CHILD SAFETY AND CHILD SAFETY PRINCIPLES

Silverton Primary School is committed to the safety and wellbeing of all children and young people. This is the primary focus of our care and decision-making. The school's approach to creating and maintaining a child safe school environment is guided by our school vision and values;

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

Our school staffing community has developed the following values which are seen as being central to the life of the school:

- Respect - recognising and accepting the differences in ability, race, religion and beliefs of others.
- Honesty - truthfulness and open communication at all times.
- Teamwork- learning together to achieve the best possible outcomes for everyone.
- Learning – developing and acquiring knowledge, skills, values and positive attitudes.
- Responsibility – to be responsible for ones' own actions

Silverton Primary School has zero tolerance for child abuse.

We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Our child safe policies, procedures, strategies and practices will be inclusive of the needs of all children, particularly Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable.

Every person involved in Silverton Primary School has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Acting Principal – Mark Pollard
2023

P L A Y G R O U N D

OVAL

INSTRUMENTAL PORTABLE

Vegetable Garden



Chicken Coop

Science STEM

GYM ART MUSIC MULTI-PURPOSE AREA (FOYER)

Planetarium LEARNING CENTRE 2 FOUNDATION

LEARNING CENTRE 3 Grade 3 and 4

LEARNING CENTRE 4 Grade 5 and 6

B A S K E T B A L L C O U R T S

J A C K S O N S R O A D

P L A Y G R O U N D

LEARNING CENTRE 1 Grade 1 and 2

STAGE

Courtyard

MULTI-MEDIA LEARNING CENTRE 5

Administration Building OFFICE Area

CANTEEN

OSHCare DANCE/ DRAMA

EAL LEARNING SPACE

STAFF CAR PARK

CHESS LOTE

SILVERTON DRIVE

]

On behalf of the staff, children and parents of Silverton Primary School, I welcome you and your family to our school community.

Our school's motto is "Aiming for Excellence." When you join our school community you will quickly become acquainted with the quality and richness of programs that are designed to meet your child's needs. Our school values are used in our everyday dealings with each other (colleagues, students and parents) and in the development of our programs and policies. The values form the moral purpose of our school and the foundation for ensuring the best school environment for all of our community. In 2018 we received 2.1 million to upgrade our administration building, Learning Centre 5 and various outside areas. These upgrades have complimented our school grounds.

Your active interest in your child's education and your co-operation with the school are requested to make the team effort of school and home effective. It is only by these 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.

I see the education of 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 child(ren) are given a sound education.

Whilst at Silverton your child(ren) will be afforded the opportunity of working in one of Victoria's most up to date Primary Schools. Silverton Primary School has been recognised Australia wide and in many parts of the world, as a progressive and innovative school that sits at the cutting edge of education. 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 Training's review of Silverton Primary School clearly indicated that the academic performance of our children is 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.

In the past, Silverton has been recognised worldwide as a Microsoft Showcase School, and a Social Ventures Australia "Powerhouse" School in their Bright Spots program due to the innovative high-level Teaching and Learning occurring here. Our school has been awarded the Victorian Education Excellence Award for Curriculum Innovation, the Regional Science and Mathematics award as well as the Most Outstanding Leadership Award.

The school places a strong emphasis on the use of computers in teaching and learning. Children in grades 3 to 6 are involved in a 1:1 computer program. The school has its own television studio, Sound recording studio, Planetarium as well as numerous technological devices to support the children in their learning.

The school is proud of its staff for the commitment, effectiveness and professionalism with which they undertake their roles and responsibilities, and the care and concern they show for all of our students and families. Staff work together to provide a well-managed, safe learning environment that caters to the learning needs of all students.

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 your child's Class Teacher, Learning Centre Leaders, Assistant Principal 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.

Mark Pollard
Acting Principal

VISION STATEMENT

Silverton Primary is committed to providing a learning environment and educational programs which will motivate, challenge and support students to become lifelong 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 North, amidst an established residential area of the City of Greater Dandenong. The school was opened in 1977 and currently has an enrolment of approximately 450 students. Steady enrolments over the years 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 North, Dandenong, Noble Park North, Noble Park, Springvale, Carrum Downs, Cranbourne, Croydon, Doveton, Hallam, Hampton Park, Keysborough, Lyndhurst, Malvern, Mount Waverley, Mulgrave, Nunawading and Rowville areas.

The school is currently organised in five (5) Learning Centres, reflecting the Victorian Curriculum levels. Teaching staff are employed consisting of the Principal, Assistant Principal, 1 Leading Teacher, 2 Learning Specialists, 1 and 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, Teacher Aides, Handyman/Gardener, as well as Mandarin, Chess, Instrumental Music and Dance teachers. A highly nutritional canteen is available five days a week. We also have Out Of School Hours Care (OSHCare) program, with a number of support staff and one staff member who manages our Playgroup 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 Victorian Curriculum from Foundation (formerly 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, Dance, Drama, STEM, Science, Media, and LOTE. Support programs include 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, dance, vocals and LOTE. Teachers plan units of work as teams with rotations within Learning Centres utilising the various expertise of staff. Parenting programs are provided to assist in the classrooms. Intervention programs are provided for children needing special assistance. Staff utilise Individual Education and 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, Digital Technologies and Student Welfare.

The Performing Arts is a focus with Instrumental music and dance/drama catered for through external teachers employed to instruct the children. A school concert and Art Show are held on alternative 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 recording studio.

A strong children's leadership program is operative including, School Captains, School Vice Captains, Environmental Science Captains, Performing Arts Captains, Visual Arts Captains, Media/Stem Captains, Sports Captains, SSS Captains and House Captains. Children have an integral role in weekly assemblies and self-esteem programs are developed including presentation of "#SSS – Silverton Super student" awards.

The school provides an 'Introduction Interview' in Term 1, 'Literacy Learning Conversations' in Term 2, a 'Student Led Conferences' in Term 3 and 'Numeracy Learning Conversations' in Term 4. with two written reports aligned to the Victorian Curriculum 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 and students with additional needs.

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 Parent Volunteers.

A successful Outside School Hours Care Program is available. We also run a Playgroup on the school grounds for pre-school children every Wednesday morning. Both these programs provide valuable resources for our local community.

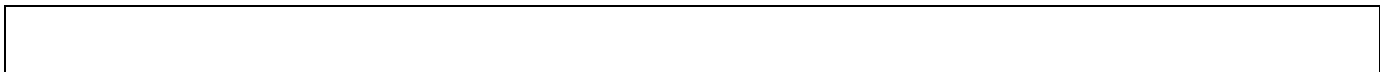
ENVIRONMENT

The school was opened in 1977 with a unique Open Plan design consisting of five open plan teaching learning centres, 3 portable classrooms used for EAL and other special learning, administration block, and specialist wing consisting of a STEM (Science Technology Engineering Mathematics) Centre, Visual Arts, Music and Gym spaces, Canteen and General-Purpose Room all established around a central courtyard. The school is maintained in excellent condition. A feature is the air conditioning of the entire school. The buildings are surrounded by spacious playing areas, which include an oval, attractive gardens, adventure playgrounds, netball and basketball courts, vegetable garden, planetarium, as well as asphalt, grassed and shaded play areas.

The school has a reputation for sustainability highlighted by being rewarded the 2019 “Sustainable Community Award” by the City of Greater Dandenong.

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”



SCHOOL

LOCATION 77-123 Jacksons Road
(Office & entry located in Silverton Drive)
Noble Park North, 3174

TELEPHONE 9795 5033
ext. 1 – Report your child's Absence
ext. 2 – OSHCare
ext. 3 – Canteen
ext. 4 – Administration

E-MAIL silverton.ps@education.vic.gov.au
admin@silverton-ps.vic.edu.au

WEB SITE www.silverton-ps.vic.edu.au

ACTING PRINCIPAL Mr Mark Pollard

ACTING ASSISTANT PRINCIPALS Mrs. Karen Wheeler
Mrs. Diane Rickard

BUSINESS MANAGER Mrs. Sue Mourant

ADMINISTRATION STAFF Mrs. Christine Baxter
Mrs. Tammy Everitt
Mrs. Laura Manhire

SCHOOL COUNCIL

PRESIDENT Mrs. Kerry Ngoma

SECRETARY Mr. Mark Pollard

TREASURER Mrs. Sue Robyns

PARENTS ASSOCIATION EXECUTIVE

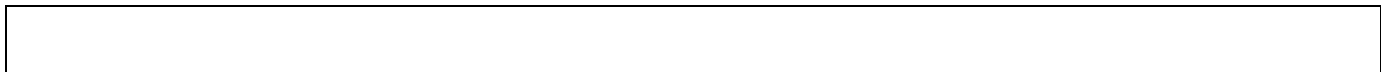
PRESIDENT Ms Naomi Howlett

SECRETARY Ms Donna Baker

CANTEEN MANAGERS Mrs Kim Gerardi and Mrs Amanda Hampton

**OUTSIDE SCHOOL HOURS
CARE (OSHCare) PROGRAM** **COORDINATOR** – Miss Michelle Johnson

PLAYGROUP **COORDINATOR** – Mrs Tasneem Ally



Term 1	Friday 27 th January (staff only) Students start Monday 30st January	- Thursday 6 th April
Term 2	Monday 24 th April	- Friday 23 rd June
Term 3	Monday 10 th July	- Friday 15 th September
Term 4	Monday 2 nd October	- Wednesday 20 th December

2023 PUBLIC HOLIDAYS

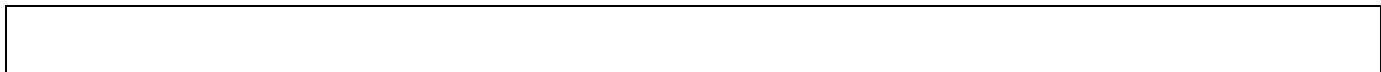
Australia Day	-	Thursday 26 th January
Labour Day	-	Monday 13 th March
Good Friday	-	Friday 7 th April
Easter Monday	-	Monday 10 th April
Anzac Day	-	Tuesday 25 th April
Queen's Birthday	-	Monday 12 th June
Friday before AFL Grand Final	-	Friday 29 th September
Melbourne Cup Day	-	Tuesday 7 th November

CURRICULUM DAYS - PROFESSIONAL DEVELOPMENT

Four days are already set aside by DET (Department of Education & Training) 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, email, Sentral Parent Portal and Sentral Parent App 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 – Friday	9.00 a.m. - 3.15 p.m.



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
- 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, please 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.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support, whether that's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Silverton Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all Parents / Guardians. Silverton Primary School continues to welcome your voluntary contributions.

For an itemised list of Curriculum Contributions, Other Contributions and Extra-Curricular Items and Activities please refer to our Parent payment information on our website or a hard copy version can be collected from the office.

The role of the Parent's Association (PA) 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 Parent's 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 for the Children.

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

- Mother's Day Stall
- Special Lunch Days
- Trivia Night
- Supper at School Concert
- Father's Day Stall
- Bunnings BBQ
- Family Portraits
- Sausage Sizzles

The inclusion of all new members, creative ideas and concepts is encouraged. The Parent's 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.

At Silverton we use 'Sentral' for communication. There is a Parent Portal and Parent App. The portal/app is an integral part of communication at our school. You can: -

- Email teachers
- Notify your child's absence with an explanation
- Receive Push Notifications with Reminders
- Receive updates from teachers
- View the School Newsletter
- Access Excursion forms and other information is available
- View Calendar of events
- Access Student School reports
- Book Student LED Conference / Introduction interview Times
- And much more.

The Sentral Portal can be accessed via the Silverton Website - <https://www.silverton-ps.vic.edu.au>

Once your child has started school, you will be provided with the appropriate details to register.

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 where 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 and their costs is available on the school website. You will be notified of any price changes throughout the year as they occur.

RECESS/PLAY

Children need to bring to school substantial food to eat at Recess/Playtime. They often begin to get hungry during the morning and can't wait until lunchtime to eat.

SNACK/FRUIT TIME

At approximately 10.00 am children are allowed to have a snack comprising of such items as a piece of fruit, dried fruit 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. Water bottles should be clearly named.

BELL TIMES

8:50am (Mondays)	School begins
9:00am (Tuesday – Friday)	School begins
11:00am	Morning Recess
11:30am	Session 2 begins
1:30pm	Lunch (inside)
1:45 – 2:15pm	Lunch break (outside)
2:15pm	Session 3 begins
3:15pm	School end – students dismissed

PLEASE NOTE:

We always finish early on the last day of the term. Terms 1, 2 & 3 we normally finish at 2:30pm. Term 4 we normally finish at 1pm.

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 18 for details of this program). The OSHCare Coordinator will help explain Payment Options. Direct Deposit is the preferred method of payment.

PLAYGROUP

We also run a Playgroup at Silverton for pre-school children. This is held on a Wednesday morning between 9:00 and 11:00am. There is no charge for this service. Bookings are not required but places are limited.

LOST PROPERTY

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 lost clothing and other items are placed in plastic tubs located in each Learning Centre.

LITTER

We appreciate anything you can do to help teach your child about using rubbish & recycling bins and keeping the areas we use clean, tidy and free of rubbish.

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 permission be given via the Sentral Parent Portal/App, or school notice filled in and returned ASAP. If you have difficulty paying for an excursion please contact the school office or if you have questions about the event, please contact the teacher in charge.

PAYMENTS AND RECEIPTS

We are encouraging all parents to pay either by direct deposit or via their credit card over the phone. We are still accepting cash but these are our preferred methods of payment.

School Direct Deposit Details

Account BSB: 063 244

Account Number: 0090 1052

Account Name: Silverton Primary School

Reference: 'Child's surname and activity'

Credit Card

Call the office on 9795 5033 ext 4, have your credit card details on hand and advise what you are paying for.

Please note: your credit cards details are not stored at our School.

Receipts

All receipts are now being emailed to you.

Please contact us if you need to update your email address and don't forget to check your junk/spam mail if you do not receive your receipt.

BICYCLES / SKATEBOARDS / SCOOTERS

School Council has determined that these items can now be brought to school and stored in the breezeway near the canteen.

SWIMMING

Swimming is an important lifesaving skill. All grades are involved in a swimming program at a nearby heated pool. Lessons are conducted over a 2-3 week period by fully trained instructors. 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. Working with Children Checks (for volunteers) are required. 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 days, theme days, cooking, children's book making, covering and repairs to readers. Parent Helpers are required to check in at the school office before helping in the classroom.

NEWSLETTERS

This is a 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. Newsletters and relevant notices are placed on our school's Sentral Portal and our website. A link to the newsletter is also emailed to parents.

FACEBOOK

We have a closed Silverton Primary School Community Facebook page. We add reminders, links to the Newsletter, events and other general information and reminders. To access the page you need to answer 3 questions about Silverton.

<https://www.facebook.com/groups/silvertonprimary>

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.

Avoid losing items of clothing by clearly naming them and show your child how to take jumpers etc. off and put them into their school bags or lockers.

Reminder: We are a Sun Smart School and the wearing of a school hat from September to April is compulsory.

NOTE: Items of school clothing may be purchased from PSW, our uniform supplier.

Uniform is available at the PSW store in Hampton Park.
Unit 1, 9-11 South Link,
Dandenong South, Vic
Ph: 9768 0343
(Enter the car park off South Link)

<p><u>REGULAR TRADING HOURS</u></p>
--

<p>Mon to Fri: 9:00am – 5:00pm</p>

<p>Sat: 10:00am – 1:00pm</p>

Save Time, Shop Online at www.psw.com.au

Price list is available from the school office, school website or PSW's website.

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 can message teachers directly through the Sentral Parent Portal. 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.

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. If you need to discuss this with your child's teacher, please make an appointment. Such information will be regarded as confidential.

Parents / carers it's very important to note if your child is ill or feeling unwell please keep them home.

If a child has any of the symptoms of coronavirus (COVID-19) outlined below, however mild, they should get tested, if they are positive they must remain at home until their symptoms clear:

- fever
- chills or sweats
- cough
- sore throat
- shortness of breath
- runny nose
- loss of sense of smell or taste.

In certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered symptoms.

ABSENTEE NOTICE

Schools are required by law to keep accurate records and are legislated to make contact with parents when a child is absent WITHOUT an explanation. So in the event of your child being absent from school, notification must be supplied to the teacher or the office staff giving details of the cause of absence. This can be provided in a variety of ways:

- Enter the absence through the Sentral Parent Portal/App
- ring the school and choose option 1 for Absences,

If your child has been marked absent on the morning roll call and the school has not been notified by one of the above methods, a SMS will be sent to a parent at approximately 10am about the unexplained absence. You can update your child's absence by replying to the SMS or using one of the methods above.

If your child will 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, 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. Children entering via the oval or Jacksons Road need to go straight to the main office to check in.

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 sign-in at the office and issued with a badge which they are to wear at all times while they are in the school. On leaving they are asked to return to the office and sign out.

LEAVING EARLY

Any person collecting a child early is requested to please ring the office prior to pick up if possible. When you arrive at the school please go to the office and then the office staff will organise for your child to come over to the office. All people picking children up within school hours MUST be identified on the child's enrolment form.

PARENT EMPLOYMENT STATUS

Stating your current employment or unemployment information provides essential data to DE&T which attracts additional funding for the school to cater for student needs.

EMERGENCY INFORMATION

Individual information sheets are kept at the school in case of an 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 TO PARENT'S TELEPHONE NUMBER (EITHER PRIVATE OR BUSINESS), AND CHANGES TO EMERGENCY CONTACT SO THE SCHOOL HAS A POINT OF CONTACT AT ALL TIMES.

IMMUNISATION HISTORY STATEMENT

All students starting school require an Immunisation History Statement from the Australian Childhood Immunisation Register (usually mailed out to you) or available from the MyGov website. This statement is usually issued after your child has completed all their immunisations. If you do not receive one of these statements, then you can apply at any Medicare Office (or download online from Medicare/MyGov).

ASTHMA CARE

Asthmatic student's medication can be kept in the Sick Bay/First Aid room or they can keep it with them. Students are required to have a school Asthma Action Plan which is provided by your doctor, **ONLY** if they are not following the standard Victorian Schools Asthma plan. See [here](#) for the standard plan. Child specific plans are kept in the student's file and need to be kept up to date and an updated plan needs to be given to the office every year.

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 staff 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. Sufficient medication is required to be kept at the school and replaced when past the 'Used by date'.

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, grade and expiry date on them. This includes an EpiPen if the child is diagnosed as Anaphylactic. Parents whose children are diagnosed as anaphylactic will need to meet with the principal or a nominated staff member and discuss the relevant medical details and provide a copy of the child's Anaphylaxis Action Plan. Most medications are stored and administered from the Sick Bay/First Aid Room. Most anaphylactic students have an Epi-pen in the sickbay and also one in the Learning Centre. The school has a number of Epi-pens for general use in strategic locations across the school, in case of emergencies.

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>
COVID-19	Until symptoms have cleared	As directed by DHS
Chicken Pox	Until fully recovered	Not excluded
Measles	At least 7 days after rash appears	Not excluded
Mumps	Until fully recovered	Not excluded
German Measles	(at least 4 days from onset of rash)	Not excluded
Conjunctivitis	Until fully recovered	Not excluded
Head Lice	Until appropriate treatment has commenced.	Close contacts should be checked regularly

Please see the details on page 15 regarding Coronavirus symptoms and unwell students.

Parents are asked to make routine inspections of their children's hair for head lice 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.

SUN SMART

Over exposure to the sun presents a serious health risk. Students must therefore be educated as to the need for suitable sun protection and protected from over exposure to the sun whilst at school.

- Children will be required to wear School Council approved hats (at least 8 cm rigid brim) from September to April whenever they are outside.
- Children will be actively encouraged to wear a broad-spectrum water-resistant sunscreen (SPF30+). Sunscreen should be applied before school each day. There is also sunscreen provided in each learning centre, and on excursions. Sunscreen will be applied by students according to the manufacturer's directions, under the supervision of teachers.
- Please see our Sunsmart Policy – available from our School Website.

Will DE&T 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 Training 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 Training does not hold accident insurance for school students.

Other Insurance cover may be available through general insurance companies. If you are interested please investigate.

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

Before School	7:00 am – 8:45 am	\$16.00 a session	Pupil Free Day	7:00am – 6:00 pm	\$55.00 for the day
After School	3:15 pm – 6:00 pm	\$20.00 a session	Vacation Care	7:00am – 6:00 pm	\$55.00 for the day

Bookings are available on a Permanent or Casual basis.

There are several convenient payment options such as cash, eftpos or direct deposit, please ask the OSHCare coordinator about these. Substantial fee relief in the form of Childcare Benefit and Child Care Rebate is available to eligible parents. Parents must register with Centrelink. Fees need to be paid in full and on time. Direct deposit is an efficient and easy way to show you have paid.

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

Children are provided with afternoon tea, a well-balanced program with games, craft activities, sport activities and more. As part of our National Quality Frameworks Program an OSHCare Parents Committee has been formed. Your participation would be welcomed.

The programs are 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 2:30pm). Alternatively, you can email oschcare@silverton-ps.vic.edu.au or Text Only to 0429 784 199.

Silverton Primary School is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students of the School. 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 children will be encouraged and assisted in developing harmonious relationships with other children, adults and the community in general. Silverton Primary School will provide clear guidelines to all students regarding the conduct expected of them whilst at School, engaging in School related activities or representing the School. Students are expected to uphold the School's core values at all times.

STUDENT RIGHTS

- ☐ Be an individual at school
- ☐ Be respected and treated with kindness at school
- ☐ Express yourself
- ☐ Feel safe at school
- ☐ A comprehensive curriculum
- ☐ Support from teachers when learning
- ☐ Support from teachers in dealing with wellbeing matters
- ☐ Have opportunities for collaboration

STUDENT RESPONSIBILITIES

- ☐ Come to school on time
- ☐ Follow School Rules
- ☐ Take care of school property
- ☐ Show persistence
- ☐ Take care of each other
- ☐ Be honest
- ☐ Try your best

STUDENT EXPECTED BEHAVIOURS

- ☐ Treat people with respect and kindness (Bullying in any form will not be tolerated)
- ☐ Respect yourself
- ☐ Be respectful of the physical environment
- ☐ Work co-operatively in teams

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