
GREYTHORN PRIMARY SCHOOL



~ Working Together ~

Parent Handbook

2016

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Welcome to Greythorn Primary School

Dear Parents

Greythorn Primary School is a dynamic, thriving learning community made up of a diversity of cultural and social backgrounds. Parents, staff and students share a common goal and commitment to educational excellence and personal growth. It is our view that a shared commitment and a genuine partnership between school and home will enhance the learning opportunities of the students in our care. I trust that you will find the information contained in this handbook helpful in providing answers to questions you may have concerning our school. It is designed to provide an introduction to the school and an overview of school operations, routines and matters of organisation. Please do not hesitate to seek further information or clarification about any aspect of Greythorn Primary School. We welcome enquiry and feedback on school matters.

Appointments may be arranged by telephoning us on 9857 9762.

Regards

GEOFF AGNEW
Principal

Greythorn Primary School Contact Details

Address	Reading Avenue North Balwyn 3104
Telephone	9857 9762
Fax	9857 8175
Email	greythorn.ps@edumail.vic.gov.au
Website	www.greythornps.vic.edu.au

School Profile

SCHOOL VISION

Greythorn Primary School, 'working together' with its community, has the expectation that all students will pursue excellence whilst acquiring a lifelong love of learning and the skills and attitudes necessary to contribute successfully in our global society. Our pedagogical focus is to create an environment where students are encouraged to take risks, ask questions and seek answers to stimulate their curiosity. Students are supported to develop the strategies and confidence to engage in all tasks, demonstrating a sense of purpose and a zest for life.

Our dynamic learning environment encourages students to become active learners, acquire and practise higher order thinking skills and utilise Information and Communication Technology skills. ICT hardware including PC's, laptops, iPads, IWB's and netbooks form part of the learning tools available to all students. Our school seeks to support students' learning through 21st century learning programs.

Providing leadership opportunities and developing students' social competencies is a priority at Greythorn. The school culture is influenced by a common purpose that we need to continue to acknowledge and pursue high performance whilst embedding a social framework to support students on their learning journey.

Strong parent-school partnerships enable parents to participate in all aspects of school life. This partnership promotes a cooperative school culture where a spirit of mutual respect is evident. Parent participation complements and extends the quality programs provided by the staff.

VALUES

The school's motto '**working together**' reflects our core values of **pride, optimism, respect and integrity.**

- | | | |
|------------------|---|--|
| Pride | - | Recognising and celebrating your personal achievements, and the personal achievements of others. |
| Optimism | - | Focusing on positive, rewarding and enjoyable daily experiences. |
| Respect | - | Caring about yourself, others and the things in your environment. |
| Integrity | - | Being honest and fair. |

CONTEXT

Greythorn Primary School serves the educational needs of families in the area of North Balwyn. The school opened in 1953 and occupies a site of just over two hectares with sweeping views to the city.

The current enrolment of 575 students is accommodated in 26 fully air-conditioned classrooms. Facilities include a resource centre/library, a multi-purpose sports and learning centre, a richly-resourced music room/school hall, a well-equipped art room, a Languages-French classroom, a Discovery Centre, extensive outdoor play areas and adventure playground and an Out of Hours Care Program.

Greythorn Primary School provides a balanced curriculum featuring quality, sequential programs. The (AusVELS) Australian Victorian Essential Learning Standards, as well as the new Victorian curriculum, are used to plan teaching and learning programs.

Extensive staff training and Professional Learning Programs have continued to allow a commitment to continuous improvement in maximising student achievements.

The school recognises that students have different learning styles, talents and interests and provides additional enrichment and support programs, which include:

- Music Programs [including recorder] with choral, instrumental groups and major productions
- Camps [Years 4 – 6]
- Swimming [Prep – 6]
- Sport Programs including summer and winter interschool competitions, Cross Country and Athletics
- After School sports
- Junior School Council
- Perceptual Motor Program
- Annual Magazine [Readabout]
- Young Leaders Program
- Maths Olympiad
- Student2Student reading program
- Alliance Française – French Poetry Competition
- French Club
- Australasian Schools Competitions
- Chess Club
- P-6 Buddy Program
- Learning Assistance
- Social Skills Program
- Games Club

Staffing 2016

Principal	Geoff Agnew/Kim Dray
Assistant Principal	Ken Darby
Business Manager	Ricarda Lillis
Office Administration	Jen Senior/Jennifer Culshaw/ Kay Gardner
First Aid	Jennifer Culshaw/Kay Gardner
Prep J	Juliette Browne
Prep R	Rebecca Birch
Prep L	Laura Smaniotto
Year 1B	Andrea Bentley
Year 1S	Caitlin Shippides
Year 1W	Rachel Wallace
Year 1T	Sarah Tirtilas
Year 2SB	Krystina Simpson/Bec Banez
Year 2B	Matthew Baker
Year 2R	Elidia Rymer
Year 2W	Anna Webb
Year 3R	Sue Rourke
Year 3A	Kim Adam
Year 3MW	Liz Miller/Brooke Walling
Year 3H	Lorraine Howell
Year 4DE	Melissa Darby/Caroline Eva
Year 4V	Kathy Verbi
Year 4D	Catia Durante
Year 4S	Liam Santamaria
Year 5J	Simon Judkins
Year 5N	Alex Nitsos
Year 5P	Steve Pertz
Year 6S	Narelle Sime
Year 6N	Megan Stewart-North
Year 6M	Janice Miller
Year 6K	Helen Karvela
Aides	Judi Bancroft, Kylie Batten, Leesa Morris, Ben Giraud, Sana Ellerbeck
Library	Cheryl Williams (Mon, Tues, Wed)
Visual Arts	Kristina Verhagen
Music/Performing Arts	Joy Odou
French	Kirstin Tuminello/Aude Joyce
Physical Education	Daniel Zito
EAL	Amber Shepherd
LAP	Denise Hartigan
Canteen Manager	Lynne Archdall / Suzy Dickinson (Monday)
Computer Technicians	Ian Clark Andrew Sinclair
Maintenance	John Arboit
Grounds	George Fotis

School Calendar, Timetable and Important Dates

TERM DATES 2016

Term 1: 27 January (school teachers start) to 24 March *

Term 2: 11 April to 24 June

Term 3: 11 July to 16 September

Term 4: 3 October to 20 December

* The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The remaining three student-free days are determined by each individual school. We list these on the school website and in our newsletter.

DISMISSAL

Students are dismissed at 3.30pm except for the last day of each term. In Terms 1, 2 and 3 students are dismissed at 2.30pm and at 1.30pm in Term 4.

DAILY TIMETABLE

The school bell sounds at 8.55 a.m. It is an important practice for students to be punctual, providing a smooth start to the day. Students are encouraged to be at school from 8.45 a.m., but not earlier unless required for before school activities. **Students who arrive at school before 8:45 may be sent to our schools Outside School Hours Program to ensure they are properly supervised.**

School commences	8.55 a.m.
Morning Recess	10.40 a.m. to 11.10 a.m.
Lunch eaten in classroom	12.50 p.m. to 1.00 p.m.
Lunch Recess	1.00 p.m. to 1.50 p.m.
Dismissal	3.30 p.m.

We stress the importance of collecting your child promptly at the end of the school day. If however circumstances delay you, please notify the school regarding arrangements. **Staff are on yard duty until 3.45pm only.**

HOLIDAYS and STUDENT FREE (formerly CURRICULUM) DAYS

You will be notified well in advance through the newsletter of all dates when the students are not required to attend school. The school is required to notify parents in writing 24 hours in advance if there is to be any industrial action taken which prevents students attending school.

We are allocated four student-free days for the purpose of professional learning for staff, school planning and administration, student assessment and reporting. A plan developed by the School Improvement Team for the use of these student-free days requires School Council approval. In planning, consideration is given to school strategic priorities.

The dates of these Curriculum Days have been allocated for 2016 as follows:

- Wednesday 27th January* (*The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students)
- Friday 11th March (day before Labour Day weekend)
- Monday 11th April (first day of Term 2).
- Remaining day still to be advised.

Procedures, Policies and Practices

ABSENCES

It is a requirement and it is important that your child maintains full school attendance for prescribed times unless she/he is ill. [No facility exists at school to care for unwell students.]

All absences must be accounted for by a written explanation, in hard copy or online. Absences will be recorded electronically using the Compass program. Unexplained absences will be detected when data is entered into this program and a note to parents will be automatically generated.

A note to the class teacher, upon return is a school requirement, unless an online record has been completed on Compass.

If your child arrives at school after 9am you must report to the school office to sign them in and take a note to the class teacher.

All students leaving school during school hours must be signed out by a parent or representative at the School Office before the child is collected from the classroom.

If your child is ill due to one of the following: mumps, chicken pox, measles, please notify the school immediately.

ACCIDENT AND ILLNESS

Medication at school

Should a child require medication at school, a Medication Administration Form is to be completed by the parent/guardian and handed into the office along with the medication. [This form is available from the office and on the school's website]. The First Aid Officer will administer the medication at the appropriate time. The medication will be stored appropriately throughout the day and will need to be collected at the end of the day by an adult. This policy also applies to medication administered on excursions and school camps.

Asthmatics

It is imperative students suffering from Asthma have this condition detailed on the School Asthma Action Plan form. If your child develops Asthma during his/her school life, please ensure the school's records are updated. Medication should be available for these students. A spare named treatment kit can be left at the First Aid room for use as required. However, we encourage all asthmatic students to carry a reliever puffer [Ventolin] and spacer on them at all times.

Further pertinent details [regarding medication, physical exertion etc.] should be given to the teacher when your child is suffering from Asthma.

Anaphylaxis

There are a number of students throughout the school with Anaphylaxis and food allergies, namely dairy, egg, nut and fish. The school has a significant number of students with anaphylaxis, a severe and potentially life-threatening allergic reaction. Since 2008, parents are required by law to inform schools of their children's allergies. All schools are legally required to implement strategies to prevent these students' exposure to allergens. Allergens can include eggs, peanuts, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat and other grasses, soy, certain insect stings, animal hair and medications. Shared food and food brought from home can unwittingly pose a severe risk. It is critical that the school community understands that contact with or ingesting these allergens is **life-threatening for some of our students**.

At Greythorn we try to reduce the risks by asking for your support in a number of ways. Firstly we ask that you do not provide your child with peanut butter or Nutella sandwiches or snacks with nut products in them. We also request that you contact your child's class teacher should you wish to bring in birthday treats or cakes for your child's class.

Parents of students with anaphylaxis are asked to provide their students with their own special treats to have when celebrating a special occasion. All students are asked not to share food and to only eat food that their family has prepared for them.

Our school is 'allergy aware' and by reducing the risks and developing the strategies suggested by Allergy and Anaphylaxis Australia as outlined in our school Anaphylaxis Policy, we aim to educate all students about caring for themselves and others.

Infectious Diseases

Parents are requested to notify the school should your child contract an infectious disease. DET has established regulations regarding the exclusion from school for specific diseases.

Chicken Pox: Until fully recovered or at least one week after the eruption first appears. Contacts are not excluded.

Conjunctivitis: [infectious] Until discharge from eyes has ceased. Contacts not excluded.

Diphtheria: Until a medical certificate of recovery is produced. Non immunised contacts must be excluded until investigated by Medical Officer of Health.

Giardiasis: [diarrhoea] Until Diarrhoea ceases. Contacts not excluded.

Hand, Foot and Mouth disease: Until all blisters have dried.

Head Lice: Until appropriate treatment has commenced. Contacts not excluded.

Hepatitis A: Until receipt of medical certificate of recovery from infection. Contacts not excluded.

Hepatitis B: Until recovered from acute attack. Contacts not excluded.

Herpes [Cold Sores]: Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing where possible.

Impetigo/School Sores: Until sores are fully healed. Contacts not excluded.

Measles: Until at least 5 days after the rash has appeared. Non immunised contacts must be excluded for 13 days from the first day of appearance of rash in the last case unless immunised within 72 hours of first contact.

Meningococcal infection: Until adequate carrier eradication therapy has been completed.

Mumps: Until fully recovered. Contacts not excluded.

Polio: Until at least 2 weeks from onset of illness and until a medical certificate of recovery is produced. Non immunised contacts must be excluded until investigated by Medical Officer of Health.

Ring Worm: Until appropriate treatment has commenced. Contacts not excluded.

Rubella: Until fully recovered or at least 5 days after onset of rash. Contacts not excluded.

Streptococcal infection [including scarlet fever]: Until the child has received antibiotic treatment for at least 24 hours and the child feels well.

Trachoma: Re-admit the day after appropriate treatment has commenced.

Tuberculosis: Until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.

Whooping Cough: Until 2 weeks after the onset of illness and until receipt of a medical certificate of recovery is produced. Non immunised contacts must be excluded until investigated by Medical Officer of Health.

Worms [Intestinal]: Exclude if diarrhoea present.

AMBULANCE COVER

It is strongly recommended that families take out Ambulance cover in the event of an accident at school requiring the Ambulance Service. If a child requires urgent care, an ambulance will be called, irrespective of whether they are insured or not.

The Department of Education and Training advises the following:

- parents/guardians of students, who do not have student accident insurance, are responsible for paying the cost of medical treatment for injured students, including the cost of ambulance attendance/transport and any other transport costs; and
- parents/guardians can purchase insurance policies from commercial insurers.

ASSEMBLY

School assembly is held every second Monday at 2:40 pm in the school hall or school stadium.

It opens with "Advance Australia Fair" [see below] and is followed by important news items, presentations by individuals, classes or the choir, celebrations of achievement by students receiving class awards and sharing of

sporting results and house points. Our school leaders play an active role in its delivery. All parents are welcome to attend, however the hall fills quickly and you may be required to stand.

Advance Australia Fair

Verse 1

Australians all let us rejoice,
For we are young and free,
We've golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature's gifts
Of beauty rich and rare;
In history's page, let every stage
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

Verse 2

Beneath our radiant Southern Cross
We'll toil with hearts and hands
To make this Commonwealth of ours
Renowned of all the lands;
For those who've come across the seas
We've boundless plains to share,
With courage let us all combine
To Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

CAMPS AND EXCURSIONS

These are an important component in supporting school programs and contributing to the students' development. All students are expected to participate in school excursions/camps.

CANTEEN

Our canteen operates everyday and provides students with a range of meals, drinks and snack food. The canteen is managed by Lynne Archdall with the daily assistance of Suzy Dickinson and two voluntary parent helpers who attend from 10.30am -1.30pm [usually on a monthly basis or as suited] to cover morning recess, lunch orders and lunch trade. If ordering your child's lunch please use a paper bag labelled as follows:

Student's Name

Grade

Lunch Order [itemised prices]

Amount enclosed \$

Hot food is available all year round and a new price list is issued annually. A sample price list is available on our website. Exact starting and finishing dates are published in the newsletter.

Special Food Days are run regularly. Notice of these days is advised via the school newsletter.

Volunteers are always required and your help is appreciated. Please contact Lynne in the Canteen or the office if you are interested.

CLASS AWARDS

Certificates presented at school assemblies, are one of the means we use to say 'well done' or 'thank you'. They are issued according to our You Can Do It program, acknowledging Persistence, Organisation, Confidence, Getting Along and Resilience.

COMPASS

Greythorn Primary School uses the Compass to communicate with families. Compass is a modular, web-based school management platform. Our office provides each family with Compass access upon enrolment and details of how to use the Compass system. Parents are advised to keep their password confidential. Children do not need to use Compass, nor should they have their parents' password.

Greythorn Primary School is required under DET policy to obtain valid consent from parents for a range of activities we undertake with students (i.e. excursions). Our school uses online services (such as Compass) to provide an easy way for parents to provide, and the school to obtain, consent for these activities through the use of an electronic signature, for example a 'tick box'. Where an electronic signature is used through an online service to give parental consent, parents will represent that their consent is valid.

We are aware that children sometimes access their parents' personal devices. Please appreciate that for us to satisfy our legal obligations, we will rely upon an electronic signature as providing valid parental consent.

DOGS IN THE SCHOOL YARD

The school recognises that dogs are an integral part of some families and that a walk to and from school is excellent exercise for the family pet. Please ensure the safety of everyone within the school community by having your dog on a lead and in control.

EARLY DISMISSAL

If your child has to leave school early for any reason you must come to the office **first** and:

- sign the late arrival/early dismissal book
- complete an 'absence' form, have it signed by an office staff member, and hand it to the class/specialist teacher when collecting your child from the classroom.

EMERGENCY INFORMATION

Emergency information is kept on file for each student. This enables the school to contact parents or the emergency contact in case of an accident, illness or other emergency. Please ensure the emergency contact lives close by and has transport to pickup your child. **To enable the school to provide this care, parents are requested to advise the school immediately of any change of address or telephone numbers.** Please notify the school of any relevant information regarding custody and access rights which would affect your child's security. Such issues are handled in confidence.

HOMEWORK POLICY

A copy of the homework policy is available on our website under the About Us/Policies tab.

HOUSE SYSTEM

Greythorn Primary School has four houses:

<i>Gardiner</i>	<i>[gold]</i>
<i>Allen</i>	<i>[blue]</i>
<i>Wright</i>	<i>[red]</i>
<i>Woods</i>	<i>[green]</i>

Incoming students are divided evenly into each house. School policy is to maintain siblings in the same house.

Year 6 Captains and Vice-Captains for each house are elected by their peers early each year and are presented with House Captain and Vice-Captain badges. New house members will also receive house badges.

INTEGRATION

We support the basis of the Government policy for integrating students with impairments, disabilities or problems in schooling into regular schools. We foster positive attitudes with the students to enable our integrated students to experience successful schooling.

LATE ARRIVAL

If your child is late to school for any reason, you must come first to the office with your child and:

- sign the late arrival/early dismissal book
- complete an 'absence' form, have it signed by an office staff member, and hand it to the class/specialist teacher at the classroom.

LIBRARY BAGS

It is recommended that all students need to have a waterproof bag in which to carry Library books. It should be clearly named and an adequate size. Library bags can be purchased through our uniform supplier, PSW.

LOST PROPERTY

Please ensure all items are clearly labelled with the child's name. Named items are returned regularly. Unnamed items are held for at least a month. If not claimed after that time, school uniform items are washed and sold in the Uniform Recycle Shop. Other items are discarded at the end of term.

NEWSLETTER

Information and notices are communicated via the weekly newsletter "Greythorn Reading". A hard copy is placed on the noticeboard near the office each week. Families can register at www.greythornps.vic.edu.au to receive an

alert when the weekly Newsletter is available online. The Newsletter provides information about upcoming events and important dates on the school calendar.

If you wish to have school related notices, etc. in the newsletter, please send these to the office by 10am on Tuesdays.

Please endeavour to establish favourable habits with your child regarding information and notices brought home or sent to you via our Compass Management system. It is vital that appropriate notices are returned to school promptly.

OUT OF SCHOOL HOURS CARE PROGRAM (OSH Club)

OSH Club aims to provide affordable quality child care and recreational activities for primary school age students in a safe, relaxed, caring and well supervised environment.

This program operates on school days 7.00 a.m. - 8.45 a.m. and between 3.30 p.m. - 6.00 p.m.

On student-free days [not School holidays] a before school care program operates from 7.15 a.m. to 8.45 a.m. and then a day program from 8.45 a.m. to 6 p.m.

The program operates from the double classroom at the west end of building 3.

Breakfast is provided in the mornings, and afternoon tea in the later program. The students enjoy a program which is a mixture of supervised free play, within designated areas of the school grounds and organised inside and outside activities.

Registration and enrolment procedures must be completed before students attend the program. To enrol in the program all you need to do is complete the enrolment form online at www.oshclub.com.au Further details are available from the OSHClub or Greythorn Primary School website. Management of accounts can be made directly through OSH Club online.

Most families ARE eligible for Child Care Benefit (CCB) and the Child Care Tax Rebate (CCTR). So it is important that all families register with the Family Assistance Office (FAO). Contact the FAO on 13 61 50 for details on how to register.

PARENT PARTICIPATION

Parent involvement at Greythorn is welcomed and encouraged. It is recognised as being natural and desirable in a climate where the notion of home/school, parent/teacher partnership is positively promoted.

Greythorn is proud of, and enjoys a supportive and enthusiastic parent community. There are many ways, small and large, for you to become involved, which ultimately enrich school programs, improve the environment and facilities, and enhance your child's growth and learning.

Parents wishing to become involved in 'decision making' may nominate for School Council or participate in the other operating school committees.

At school level, there is the opportunity to become involved with classroom activities. Parents are given the opportunity to attend training sessions so they can support learning programs in the Early Years. Parents also have the opportunity to support classroom programs, attend excursions and other school events. Canteen duty, usually monthly or as suited, is another valuable contribution.

PARENT - TEACHER MEETINGS

Opportunities for parent meetings with teachers are as follows:

- In the first few weeks of the school year for parents to provide information to teachers about their child.
- Whenever a parent sees the need at any time throughout the school year. [Parents need to make an appointment with the class teacher, usually via the office].
- Whenever a teacher sees the need for extra consultation regarding the progress/attitudes of a student.
- On formally set reporting day/s.

PARKING

Please observe all parking restrictions and obey traffic rules when dropping off and picking up your child. The school car park is restricted to members of staff. For safety reasons, parents are **not permitted** to use the staff car parks for dropping off and picking up children.

There is a "2 minute parking" zone located in Reading Avenue between the times of 8:30am-9:15am and 3:00pm to 4:00 pm. Please be aware that this area is for drop off or pick up only. Please also be aware that there is a no parking zone at the end of Reading Avenue at the Greythorn Road end. Council parking officers regularly patrol the roads surrounding the school.

Parents are reminded that parking on driveways, parking on the nature strip and U-turns in front of the school, are illegal.

POSSESSIONS, MONEY, MOBILE PHONES

Please ensure your child does not bring large amounts of money to school. Any money for excursions or special items should be sealed in an envelope on which is written the amount, the child's name and grade and the purpose of the money.

Mobile phones brought to school by students need to be left at the office first thing in the morning and collected again at the end of the school day.

The Department of Education and Training advises families that the Department does not hold insurance for personal property brought to schools and it has no capacity to pay for any loss or damage to such property. We therefore regret that we are unable to take any responsibility for lost, damaged or missing items, nor invest time and effort investigating such instances. Please leave all valuables or 'special' items at home.

READABOUT

A school magazine is produced annually and made available for purchase to students and staff prior to the end of each school year. It serves as a pictorial and written record of events throughout the year. Every effort is made to include a contribution from every child.

REPORTS

Student reports are provided to parents in June and December. The reports are designed to give parents an accurate summary of student performance and the next steps for each child's learning. Reports are able to be downloaded and printed by using our Compass Management program.

SAFETY

The school program endeavours to develop the following safety habits. Please reinforce these at home.

1. Students should know their full name, address and telephone number.
2. Use the safest, most direct route between home and the school.
3. Use the lights when crossing Greythorn Road near the school and at Belmore Road at the intersection of Greythorn Road. These are manned by school crossing supervisors between the hours of 8.15am -9.00am & 3.15pm - 4.00 pm
4. Stop and look both ways before crossing roads.
5. Never run from behind parked cars.
6. Never accept lifts from strangers.
7. Never leave the school grounds until dismissal.
8. Never go home with friends unless you have been given permission.

Parking around Greythorn can be difficult and illegal parking may incur a fine from parking officers. Parents are reminded to refrain from driving into the school. Only staff and authorized vehicles are permitted to enter the school grounds.

SCHOOL BANKING

Students may open and operate a Commonwealth Bank "Account" through the school. *Bank Day* in 2016 will be every Wednesday. New account forms will be arranged for students in Term 1.

There is no obligation to open an account. Parents should consider it as one option in educating their students to handle money. The school benefits from students' regular banking habits by receiving 25 cents commission from the bank per deposit lodged regardless of the amount.

SCHOOL CAPTAINS

A Year 6 girl and boy are chosen as School Captains to represent all students at appropriate functions. These students are chosen by both their peers (Year five and six students) and staff.

SCHOOL COUNCIL/COMMITTEES

The School Council is constituted under law by the Government. It is a legal body representing the Government, and is the meeting place where staff and parents jointly, on behalf of the school community, make decisions related to school issues.

Duties of the School Council include:

- (a) determine the educational policy of the school within issued guidelines
- (b) positively stimulate interest in the school
- (c) oversee the maintenance of school buildings and grounds and make recommendations with respect to effecting improvements
- (d) ensure that all monies coming in to the hands of the school are expended for proper purposes

The Council consists of eight elected parent representatives, four DET representatives plus the Principal, and (currently) a co-opted member, who is the P.F.A. representative. Council positions are for a two-year period, and elections coincide with the Annual General Meeting held in March.

Council usually meets on the 3rd Tuesday of the month at 8.00pm in the staffroom. All parents are welcome to attend. The Council is supported by various committees. These include Canteen, Education, Finance and the Parents & Friends Association [P.F.A].

Finance Committee

The principal function of this committee is to play a major role in preparing the school's annual budget. It consists of the Principal, senior staff and nominated members of the School Council.

Education Committee

The committee consists of parents and teachers and is responsible for making recommendations and developing proposals related to the curriculum, within Government and DET guidelines. Parents are very welcome to attend. Dates and venues of meetings are listed in the newsletter.

Canteen Committee

This committee oversees the operation of the canteen, and reports and makes recommendations about canteen operations to School Council. The committee meets as required.

Parents and Friends Association [P.F.A.]

The aims of the P.F.A. may be simplified as follows:

1. To aid parent/teacher communication
2. To facilitate social contact within the school
3. To support fundraising activities
4. To fulfil a pastoral care role
5. Public Relations
6. To support and promote parent participation at Greythorn.

P.F.A. provides a forum where all parents can participate and develop a shared parent view. The association cooperates closely with the Principal and School Council. All this is achieved in a friendly relaxed atmosphere where parents can gain an understanding of the education system for the benefit of their students, exchange ideas and develop friendships.

The P.F.A. Annual General Meeting and election of Office Bearers takes place in March each year. P.F.A. consists of class representatives [usually two per class, who volunteer at the beginning of the school year] and other interested members of the school community.

P.F.A generally meets on the 1st Wednesday of the month at 8.00pm in the staffroom, or as advised in the school newsletter.

SCHOOL EDUCATION PROGRAMS

English

Our school places strong emphasis upon language learning, both as a tool for further learning and as an important part of communication. Reading, writing, speaking and listening skills are emphasised and incorporated in all programs.

Mathematics

Numeracy skills and mathematical application are a vital part of the curriculum. The mathematics program aims to develop the skills, attitudes and understanding of mathematics which will enable the child to cope effectively in society.

Physical Education

Physical skills are developed through ball activities, gymnastics, athletics, swimming and dance activities. Opportunity is provided to apply skills through individual and team pursuits at school and in after school teams.

Science, Technology and Design

Science, Technology and Design education offers students a valuable way of exploring and understanding their world. This is facilitated through activities which are both meaningful and relevant to a student's concept development.

Health and Interpersonal Development

Studies in Health and Interpersonal Development provide opportunities for students to develop skills, attitudes and understanding which promote their physical, mental, social and emotional health, together with a sense of respect for others and social values.

Our health education program is supported by the "Life Education" program. Five processes inherent in this program which students will develop skills in using are: decision making, communication, developing personal and social relationships, handling peer group pressure and promoting self esteem.

Family Life programs are also included [alternate years]. Qualified educators conduct sessions for students. This program deals with a range of issues related to sexuality.

Humanities

This program aims to develop a comprehensive understanding of the social world. This includes: historical background, environmental settings, cultural composition, decision making processes, values and beliefs and inter-relationships with the global society. It also focuses on developing rational, sensitive and responsible participants in a changing world.

Performing Arts

Our music program involves singing, dancing, instrumental playing [including recorder, marimba and percussion], musical literacy skills, music appreciation and theatresports taught by a specialist teacher.

Students in Years 3 to 6 learn descant recorder and those in Year 6 have the option to learn treble recorder. The school has a Year 3/4 Junior Choir and a Year 5/6 Senior Choir. The Senior Choir perform regularly. A Year 6 Recorder and Percussion Ensemble perform using a variety of percussion instruments and we have Taiko Drumming. A school orchestra, "The Gypsies", is available for students learning an orchestral instrument.

Visual Arts

Our visual art program fosters sequential development of skills in drawing, painting, printing, modelling, construction, threads and textiles, paper design and picture making in an environment which provides students with a wide range of learning experiences and materials.

Information and Communication Technology

Computers are used throughout the curriculum across all levels to enhance and complement learning. Students are given many opportunities to gain skills using a variety of programs suitable to their needs. All classes have access to the Internet in their classroom under teacher supervision and the access is filtered. Parents are asked to discuss with their child, and sign, an Acceptable Use Agreement at the start of each year.

The computer: Student ratio is as follows:

- Senior School – 1:2 Netbooks
- Middle School – Year 4 1:1 iPads and 1:3 Netbooks and Year 3 1:1 iPads and 1:3 Netbooks
- Junior School – 1:1 iPads and access to a class set of Netbooks.
- Prep – 7 iPads per class and access to a class set of Netbooks.

This provides teachers and students with access to an excellent learning and teaching environment for whole class instruction and group activities. Interactive Whiteboards are used in all Prep -2 classrooms with access to interactive boards, LCD T.V's or data projectors. A 1:1 iPad program is implemented in Year 1, Year 2, Year 3 and Year 4.

Languages - French Program

Prep – 6 participate in this program. The French program is facilitated by two specialist teachers.

English as an Additional Language (EAL)

EAL support can be offered to those students deemed as having English as an additional language, or with limited understanding of the English Language. Specific individualised programs to cater for their additional needs can be provided by the EAL specialist teacher working closely with the student's class teacher.

Library

An extensive computerised Library Resource Centre and teacher-librarian ensure all students have regular access to literature and resource material, and encourage the development of a positive attitude towards libraries.

STUDENT WELFARE AND WELLBEING

The school will seek to improve students' social skills and life skills through the successful implementation of a whole-school approach to wellbeing: 'Program Achieve - You Can Do It!'

We aim to:

- Provide a positive, stimulating and harmonious learning environment, where mutual respect is demonstrated between students, teachers and parents.
- Develop a safe, attractive and caring school environment.

TAKE HOME BOOK BAGS

All students in Prep to Year 2 are required to have a Reader bag. 'Take-home' books and school notices are placed in the book bag. It should be checked daily.

TRADING BULLETIN

Once each term, a Trading Bulletin is placed on the website prior to the end of term. Greythorn families and local businesses are able to advertise here. Details on publication date and cost are available in the newsletter or from the office.

TRANSITION TO SCHOOL

A Prep Transition Program takes place throughout the year with a range of planned activities/school visits.

New students going into Years 1 to 6 at the beginning of a year are invited to spend some time in a class at Greythorn on the whole school Orientation Day.

TRANSITION TO YEAR 7

The transition from Greythorn to Year 7 is a well established process. In May of Year 6, parents are requested to fill out a form for placement of their child into Secondary School. There are a number of criteria which have to be met which is explained in an accompanying letter. For most students this will be reasonably straightforward as

they will be attending their neighbourhood school, have a sibling claim to another school, or have a confirmed place in a non-government school.

In August each child who requested a place at a government school will be notified of the school where they have been accepted.

UNIFORM

The school community strongly supports the concept of a school uniform. Its purpose is to promote a sense of pride, equal status and belonging amongst the students of Greythorn.

Uniform items and accessories can be purchased at: Primary School Wear Pty. Ltd. (PSW)

12 Strathalbyn Street,

East Kew, 3102.

Shop hours are Mon-Fri 8.30am-5.00pm

Sat 9.00am-5.00pm

Orders can be placed online at: www.psw.com.au.

A sample uniform order form and price list is provided on enrolment or from the office.

Boys - Summer

Bomber jacket [with school emblem]	royal blue
Windcheater [with emblem]	royal blue
School shorts	royal blue
Gaberdine pants	royal blue
Polo Shirt [short-sleeve with emblem]	light blue
Sunhat - legionnaire	royal blue
slouch	royal blue

Boys - Winter

Tracksuit pants [double knee or open hem]	royal blue
Bomber jacket [with emblem]	royal blue
Windcheater [with emblem]	royal blue
Fleece jacket [with emblem]	royal blue
Polo Shirt [short or long-sleeve with emblem]	light blue

Girls - Summer

Cotton check dress in school material	
<i>or</i>	
Polo shirt [short-sleeve with emblem]	light blue
School shorts	royal blue
Skort	royal blue
Bomber jacket [with emblem]	royal blue
Windcheater [with emblem]	royal blue
Sunhat - legionnaire	royal blue
slouch	royal blue

Girls - Winter

Tartan Tunic	royal blue
Tights [optional]	navy blue
Polo shirt [short or long-sleeve with emblem]	light blue
Trackpants – Open hem	royal blue
Bootleg pants	royal blue
Bomber jacket [with emblem]	royal blue
Windcheater [with emblem]	royal blue
Fleece jacket [with emblem]	royal blue

N.B. A water proof blue jacket is available for all students. A rugby style windcheater is available for Years 5 and 6 girls and boys. **A Sport uniform** for Year 5's and 6's can be purchased from PSW.

Uniform Recycle Shop

The Uniform Recycle Shop operates from the room next to the French room and is open on Fridays 9.00am – 9.30am and Wednesdays 3.00pm – 3.30pm, or as advertised in the school newsletter.

Goods may be dropped off at the office anytime or taken directly to the Recycle Shop. All goods are donated.

Hats

It is compulsory for students to wear *SunSmart* hats whilst outdoors from the beginning of September through until the end of April. Please ensure your child has a hat that is labelled with his/her name. Broad brimmed hats [slouch] and legionnaire hats, all in royal blue, are available through the Uniform Shop.

Art Smocks

All students are required to wear a protective smock for Art lessons. Please ensure the front is long and waterproof and that it has long sleeves. It needs to be easily slipped on and off, and clearly labelled. New art smocks are available for purchase through the Recycle Uniform Shop.

WORKING BEES

A number of working bees are organised during the year to assist with the maintenance of the facilities. Dates are published in the school newsletter.

WORKING WITH CHILDREN CHECK

To ensure parents can participate fully in school activities, we encourage all parents to apply for a WWC Check and provide a copy to the office.

The Working with Children (WWC) check assists in protecting children. The WWC check verifies a person's history to make sure they do not have any relevant criminal offences or findings from professional disciplinary bodies. The WWC check is valid for 5 years (unless revoked).

The school has a Working with Children Policy and Procedures on our website, which outlines the positions at the school that require a WWC check and the process to be followed. This applies to all positions at the school including volunteer, honorary, consultant and contractor positions. It recognises that even parents volunteering may be working with children who are not their own. Our staff also undertake required and regular WWC and Police checks.

Although parents can volunteer in their child's classroom (where the teacher is supervising) without a WWC check, there may be situations that involve parents in direct contact with children where they might unintentionally or momentarily be outside of the supervising teacher's constant eyesight. Because of the possibility of situations such as these, and our focus on your child's safety, we expect parents attending excursions and camps to have WWC checks.

The WWC check is easy to obtain and cost-free. More information is available on our website under the 'About Us' tab – Policies.

Prep – Enrolment - Orientation - First Day

The first year at school is vitally important in setting patterns and attitudes for future learning. Together we aim to develop positive attitudes which will assist your child throughout his/her school life.

At Greythorn Primary School we put a lot of effort into ensuring transition from kinder to school is a successful one. We encourage your children to be independent, confident and resilient. Try not to be too anxious this will effect their perceptions of school. All children are individuals who learn at their own pace and they will settle in their own time.

At Greythorn Primary School we run a comprehensive transition program that is aimed at helping children and their families to gain familiarity with the school, teachers and routines necessary for a smooth and happy change to school environment. This program involves all children in a class of simple literacy and numeracy activities as well as lessons in Art, PE, Library and Languages.

At Greythorn Primary School we have an open door policy and we encourage all parents to help around the school and welcome you into our classroom. Our teachers are very approachable - please feel free to offer your help with Reading, Excursions, Parents Club, School Council or general classroom duties.

The first weeks at school are exciting and challenging, which can also be very tiring for children. With this in mind, children attend four days a week for the first four weeks. Each Wednesday children take a break while we take the opportunity to test children on a one-to-one basis by appointment. An appointment schedule will be distributed in the first week.

We hope to forge a long and productive partnership with our families over the ensuing years of your child's attendance at Greythorn Primary School.

Prep Information Sessions

In Term 2, usually during May, Prep Information sessions will be held for the purpose of providing details about the school to parents of prospective Prep students for the forthcoming school year. The dates will be advertised in advance at local kindergartens, day care centres and in the Greythorn newsletter. Additionally, the Principal and Assistant Principal are available to answer any concerns. Appointments are made for mutually convenient times.

Enrolment

To enrol your child at Greythorn you must fill out a DET student information form and provide the following

1. Birth Certificate

It is DET policy that a Birth Certificate is presented to the school with the enrolment form. A copy will be kept for our records. If your child was not born in Australia we need to sight a passport to establish whether they are an Australian Citizen and if not what their Visa category is. A copy of this document will be kept with the child's file.

2. Immunisation Certificate

Every child must have an immunisation certificate to enrol in primary school. It gives the school a clear record of every child's immune status and helps the school to do the right thing by each pupil should a case of infectious disease be discovered in a class. Some students have health conditions that make immunisation unwise. Some parents have conscientious objections to immunisation. These will be recorded on the certificate and the students will be accepted for school.

When you apply for the certificate, make sure your child has had the booster doses for:

DTP [Diphtheria, Tetanus & Pertussis]

OPV [Oral Polio Vaccine]

MMR [Measles, Mumps & Rubella]

Students are required to have these before they begin school. It would be appreciated if completed enrolment forms could be returned to the office before the end of Term 3.

Orientation

The students will have the opportunity to attend school familiarisation sessions. Letters will be sent informing parents of the appropriate dates.

In December we conduct a Prep Orientation Day.

On this day the students are given the opportunity to meet their teacher [if possible], visit their classroom and participate in activities to assist with their understanding of school life. Parents are also provided with information regarding school routines and organisation.

HOW TO HELP YOUR CHILD IN THE FIRST YEAR AT SCHOOL

1. Students become very tired, and perhaps a little irritable, particularly during the first few weeks of adjusting to a new routine. They need extra understanding from parents at this time.
2. Aim to have your child at school by 8.45 a.m. Running late, and entering school after the day's

activities have begun, can be upsetting to a beginner. Also, please make sure that your child is picked up from school on time.

3. **NAME EVERYTHING** which your child brings to school - all clothing, lunch boxes, bags, plastic bottles, storybooks, toys, balls, etc. **UNLESS ARTICLES ARE NAMED, IT IS DIFFICULT FOR TEACHERS TO FIND THE CORRECT OWNER** - and much valuable time can be spent in attempting to do so.

4. Show an interest in "work" brought home, and display it in a special place.

5. Recognise and praise your child's efforts. Aim at helping your child surpass his/her own previous achievement rather than competing with others.

6. Understand the importance of play. Provide materials which stimulate creative play. Encourage your child to play with other students.

7. Teach your child to cope independently with taking clothing on and off, particularly coats, art smocks, shoes, socks, and clothing with buttons or zips. Begin teaching him/her to do up shoe laces.

8. Above all, DON'T WORRY. When students have developed a secure relationship with their teacher, and have made friends, minor problems seem to solve themselves. If a problem persists, don't hesitate to talk to the class teacher, level co-ordinator or Assistant Principal or Principal.

THE FIRST DAY OF SCHOOL

If you have a positive attitude and look forward to the first day of school, your child will probably do the same.

On day one, arrive on time. Help your child find the peg identified with the name for her/his bag and classroom tub. Try to leave quickly once your child is in the classroom. Your own happy, confident farewell will help your child settle.

Make sure you have talked to your child about the difference between "playtime" and "lunchtime". Show your child what food you have packed each morning for these times and say when you expect it to be eaten. Ensure the lunchbox fits easily into the school bag. [Drinks should not be in glass containers].

Please be prompt in collecting your child at dismissal, and share the excitement of starting school.

BUDDY SYSTEM

To help your child settle into school comfortably, we operate a buddy system whereby each Prep child has an older friend. Our 'buddies' are Year 4 students. This program promotes a caring relationship which is valued by all. The buddy is someone who may be sought by the Prep child in times of need in the playground.

These students regularly have lunch and work together with the Prep students on appropriate activities.

SCHOOL REQUISITES

A Prep booklist is issued in November with the materials required for the Prep year.

All items listed need to be purchased.

Please name the following items and bring to school on your child's first day:

- all books (inside front cover only)
- pencil case
- Reader cover
- textas
- small box of tissues
- Art smock**
- waterproof Library bag**
- reader bag**

*** please purchase from the Uniform Shop*
