

Welcome To Sale Primary School '545'

Dear Parents/Guardians,

We are very pleased to welcome you and your child to Sale Primary School No 545. Whether commencing school for the first time, or transferring from another school, this is a time of anticipation and excitement, for all involved. We endeavour to ensure that settling into this new environment is a trouble free and happy time.

Your child's education is a cooperative venture between home and school. The teachers at '545' acknowledge that parents are a child's first and most important teacher and provide their children with the foundations on which to build. We try to maintain close links with parents and encourage them to become involved in their children's learning at school.

Having parents active in our school not only increases their knowledge of how their child is performing and their needs, but it also encourages communication between parents and teachers as well as helping to foster a strong community spirit.

This information book is presented with the view to helping pupils and their parents become more familiar with some of the activities and organisational matters that exist at Sale Primary School No 545.

If you would like more information, please don't hesitate to contact us.

We wish you and your child a very happy association with our school.

Yours sincerely,

Brad Evans
Acting Principal



History and Outline of Sale Primary School

Sale Primary School – known locally as “545” – was first established in 1853 but has occupied its current site adjoining historic Victoria Park near the city centre since 1883. After a period of growth during the late 1990s, the school’s enrolment has consolidated above 500 students in recent years. 545 draws its pupils from the city itself and from outlying areas including the R.A.A.F. Base at East Sale, with students of defence force families making up around 10% of the student population. The school currently has an enrolment of 554 children.

545 prides itself on being a supportive, friendly and caring school. We have a happy relaxed community atmosphere that fosters a strong and active partnership between students, staff, parents and local community. The traditional Maypole Dance, performed each year since 1893 by senior students at the annual Garden Party, symbolises the link between our school and the community that has developed over a number of generations.

The warm feeling of “belonging to 545” is evident in the children, parents and teachers working cooperatively in the education of our children. The school has a reputation for providing a positive, caring environment, which promotes and celebrates endeavour and the pursuit of excellence.

The philosophy of the school underpins all school operations and curriculum. It is encapsulated in the school motto, “At 545 we care”, and expressed in the following values:

- * In respecting the individual, we value the whole person, we treat people equally and we strive to maintain a safe environment where “risk taking” with learning is encouraged.*
- * We value teamwork, which provides support and features cooperation between staff, students, parents and the broader community.*
- * Having fun is essential in maintaining a healthy work ethic.*
- * We value learning that strives for excellence, has high expectations and works towards continuous improvement.*
- * Professional commitment and open, honest communication are essential for the maintenance of high professional and ethical standards.*
- * We value our past while planning and building for a better future.*

Schooling takes place in a combination of old and new buildings, which include a modern art/craft room, library/resource centre with state-of-the-art technology facilities, a large gymnasium/hall and music room. Each classroom is equipped with multiple networked computers for student use. The school also has beautifully landscaped gardens which continue to be further developed, grassed play areas, netball/basketball court, rebound wall and cricket nets and adventure playgrounds for junior, middle and senior school students.

‘545’ provides a broad curriculum that ensures opportunities and successes for all children within a safe and orderly environment. We promote excellence in learning by providing quality programs that challenge and interest all students, and foster self-esteem, confidence, independence and cooperative skills. We offer students a balanced educational program in English, Mathematics, The Arts, Humanities (Social Studies), Health and Physical Education including Drug Education, Science, Technology and LOTE (Japanese), placing particular emphasis on the development of Literacy and Numeracy skills.

All students have the opportunity to participate in a range of extra-curricular activities including a Swimming Program, Camps and Excursions, Band & Choir, School Productions, Traffic Education, Perceptual Motor Program, Tournament Of Minds, Clubs Programs, and House Sports in Cross Country, Swimming & Athletics.

The school seeks to affect improvements in the quality of learning for all pupils and therefore assumes a leadership role in curriculum and professional development for teachers and parents across the Wellington Network of Schools. The school also ensures the opportunity for continued high levels of parent participation in the school's daily routines, and provides for the active involvement of the whole school community using collaborative processes.

The school is supported by an enthusiastic Parents' Club, a School Council with active sub-committees in Finance, Buildings & Grounds and Curriculum, and Junior School Council.



Contents

SCHOOL CALENDAR 2010	4
TERM DATES	4
SCHOOL CLOSURE DAYS:	4
SCHOOL TIMES	4
FEBRUARY FLEXIBLE SCHOOL ATTENDANCE FOR PREPS	4
APPROACH TO TEACHING AT ‘545’	5
CURRICULUM PROGRAMS AT ‘545’	5
PROVIDING A STIMULATING, VARIED AND CHALLENGING CURRICULUM	5
STUDENT WELFARE PROGRAMS AT ‘545’	7
CREATING AN OPTIMUM LEARNING ENVIRONMENT	7
SPECIALIST PROGRAMS AT ‘545’	8
OTHER FEATURES OF THE ‘545’ CURRICULUM	8
PARENT INVOLVEMENT	9
SCHOOL COUNCIL	9
PARENTS’ CLUB	9
ENSURING A SAFE AND SECURE ENVIRONMENT FOR YOUR CHILD	10
PUNCTUALITY	10
LATE ARRIVALS	10
SUPERVISION	10
TOILET PROCEDURES	10
EMERGENCY INFORMATION	10
ABSENCES	10
MEETINGS WITH CLASS TEACHERS	10
PICKING UP CHILDREN FROM SCHOOL	10
EMERGENCY MANAGEMENT	11
FAMILY COURT ORDERS	11
MOBILE PHONES	11
SAFETY TO AND FROM SCHOOL	11
BUS TRAVEL	11
MEDICAL CONDITIONS	11
MEDICATION PROTOCOL	12
FIRST AID	12
SCHOOL UNIFORM	13
GENERAL INFORMATION FOR PARENTS	14
SCHOOL EDUCATIONAL LEVIES AND VOLUNTARY GROUNDS LEVY	14
COMMUNICATION	15
SCHOOL STRATEGIC PLAN	15
CANTEEN	15
CLASS PARENT REPRESENTATIVES	15
WEBSITE	15
EXCURSIONS	16
STAFF	16
MONEY REQUIRED AT SCHOOL	16
LIBRARY SERVICES	16
CHILDREN’S SERVICES	17
SCHOOL NURSE	17
SCHOOL DENTAL SERVICE	17
INFECTIOUS DISEASES	18



School Calendar 2010

Term Dates

Term 1

Staff commence 27th January
Children commence 2nd February
Last day term 1 26th March

Easter Good Friday 2nd April

Easter Monday 5th April

Term 2

Term commences 12th April
Last day of term 25th June

Term 3

Term commences 12th July
Last day of term 17th September

Term 4

Term commences 4th October
Last day of term 17th December

Please note on the last day of each term the dismissal time is 2.30pm.

School Closure Days:

The Department of Education and Early Childhood Development provides for pupil-free days for professional development, curriculum development, school-based planning and reporting.

These pupil-free days are made up of:-

- the first 3 days of the school year, Wednesday 27th January – Friday 29th January inclusive
- parent teacher interview day – date TBC

School Times

Current arrangements are as follows:-

Morning sessions:	8.50am	-	11.00am (<i>Monday only</i>)
	9.00am	-	11.00am
	11.00am	-	11.30am (<i>Morning recess</i>)
	11.30am	-	1.00pm
	1.00pm	-	1.10pm is a supervised lunch eating session
	1.10pm	-	2.00pm (<i>Lunch</i>)
Afternoon session:	2.00pm	-	3.30pm (<i>3.25pm bell for bus travellers</i>)

Children should arrive at school prior to 9.00am to allow sufficient time to settle in at school.

The school grounds are supervised by teachers from 8.45 am to 3.45 pm. No responsibility can be accepted for children who are on the premises outside these hours (children participating in special teacher-supervised activities excepted).

February Flexible School Attendance for Preps

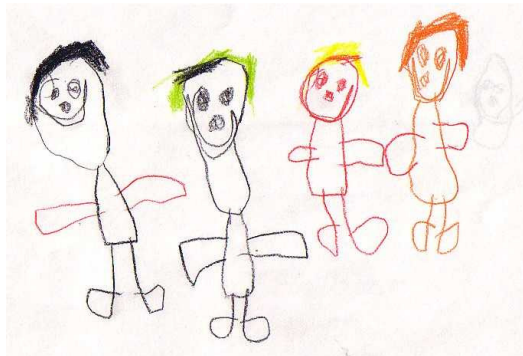
Until the end of February, prep children will attend school for four full days being Monday, Tuesday, Thursday and Friday. Wednesday has been allocated as the rest day for all prep students in this period.



Approach to Teaching at '545'

'545' supports the principle that children learn best when:

- They are actively involved in their learning and it fulfils their needs, purposes and interests;
- There is clear modelling and application;
- They and others believe they can learn;
- They take responsibility for their own learning;
- They receive positive responses to their attempts;
- They have a positive self image;
- They can reflect on their own thinking processes.



Curriculum Programs at '545'

Providing a stimulating, varied and challenging curriculum

A broad and balanced educational program is provided throughout the school and is based on the Victorian Essential Learnings Standards (VELS) introduced in 2006. The VELS includes standards at 6 levels (4 of these span the primary school years)

Level 1	Prep year
Level 2	Years 1 and 2
Level 3	Years 3 and 4
Level 4	Years 5 and 6

This new curriculum structure provides for the curriculum in the 'traditional' areas of English, Mathematics, The Arts, Health and Physical Education, Science, Humanities (Social Studies), Languages Other Than English L.O.T.E. (Japanese) but also gives significant formal direction for schools to include and assess in the areas of Information & Communication Technology (ICT), Design Creativity and Technology, Civics and Citizenship, Personal Learning and Interpersonal Development.

In 2007 all Victorian schools adopted the Department of Education and Early Childhood Development's Student Report.

Your child's progress in the above mentioned curriculum areas (where appropriate) will be reported to parents via this student report both in June and December.



Some significant features of the curriculum programs undertaken at '545' are:

English

- Early and Middle Years Literacy program
- Reading Recovery
- Special Needs Literacy Support Program

Mathematics

- Early and Middle Years Numeracy program
- Maths Recovery

Integrated Studies (Humanities, Science & Technology)

- Traffic safety education
- Classroom units planned in a two year cycle in line with the Victorian Essential Learnings Standards, to ensure that students develop necessary skills in these areas

Throughlines (Units of Work)

The school is currently developing new Integrated Units based on the needs of students. The Units will be entitled:

- Belonging to a World Community
- Growing Up Safe and Healthy
- Living in a Sustainable World
- How Things Work

The purpose of Throughlines is to develop student's inquiry skills through Integrated Units that are both relevant and developmentally progressive

Arts

- Visual Arts Program currently provided to all classes by a specialist teacher
- Music classes are provided to all grades by specialist teachers
- Senior Gr 5-6 and Middle 3-4 Choirs participating in Eisteddfods, District Music Days and special events
- Instrumental music programs
- Senior school band, "The Boyz" rock band
- Annual Arts show that highlights the school's musical, dramatic and visual arts programs is held each November

Health & Physical Education

- Sequential physical education programs provided by a specialist teacher
- Perceptual Motor Skills Program (PMP)
- School athletic, cross country and swimming carnivals for students
- Middle/Senior Sport programs with participation in school representative teams in football, cricket, netball, soccer, basketball, sports eisteddfods
- Dance programs provided by a specialist teacher
- Fitness program
- Swimming program (each grade attends for a term – preps usually in term 4)

Languages Other Than English (Japanese)

- Japanese classes provided to grades 1-6 by a specialist teacher
- Japanese Intern working in classrooms and living within the school community
- Taiko Drumming Band
- Asian Studies
- Japanese introduced during the year by prep class teachers



Student Welfare Programs at '545'

Creating an optimum learning environment

At '545' we endeavour to provide the best possible learning environment that we can for our students. The school motto is "We Care" and this is exemplified in the promotion and nurturing of a caring school environment. We believe that students learn best when they feel safe, are happy, and feel valued as people. We deliver a number of programs that are targeted at ensuring our students needs are met in this important area of student welfare:

Peer Support (Buddies Program) - Involving Prep students and their grade 6 buddies being timetabled to meet and participate in activities together. Buddies also assist prep students in the yard at recess and lunchtimes early in the year by creating games and helping them to join in and make friends.

Pastoral Groups - Teachers are allocated a small group of grade 5& 6 students who meet regularly to discuss issues that are important to them. They are a significant 'other' adult apart from the classroom teacher with whom they can confide, and talk about issues.

Seasons for Growth – A Grief and Loss program conducted by specially trained teachers to assist referred students in dealing with major change in their lives.

Sequential Social Skills program taught at all grade levels - Specific social skills are taught at different levels of the school so that students know how to successfully interact and cooperate with their peers, and the adults with whom they come into contact.

Anti Bullying Policy - The school has a zero tolerance to bullying, and acts promptly when staff witness any bullying issues, or when they are drawn to the attention of staff.

Student Management Policy – Students in all grades are involved in the setting of class rules based on the Assertive Discipline model which operates throughout the school. This whole school approach to managing students provides consistency in the classroom, specialist classes and in the playground. Copies of this policy are available to parents on request.

Positive Rewards – All classrooms operate on rewards systems that encourage students to act responsibly. These usually involve the class choosing a reward if they meet a certain class target eg. marbles in the jar, points, or stickers on a chart etc. Rewards range from a casual day or special lunch to 'lucky dips' in the class at the end of each week.

Peer Assistant Leaders (PALS) – Senior school students trained as peer assistants to help junior students in playground to participate in positive games, and to develop friendships with students their own age.

Chaplain – A chaplain is available 2 days per week to support students and parents in times of need.

Defence Force Transition Aide – A Defence Force Transition Aide is available for Defence Force Families to access in times of need especially regarding initial enrolment and settling in as well as transfers out when postings change.



Specialist Programs at '545'

Visual Arts

Each year grade 1 - 6 classes are programmed to attend a specialist art and craft session in the art room for two terms. Prep classes attend art lessons all year around.

This program provides the children with opportunities to creatively express themselves through a variety of media and experiences in painting, drawing, threads and textiles, modelling, construction and printing.

PLEASE NOTE: All children are expected to wear a suitable (preferably waterproof) art smock to protect clothing when participating in art sessions.

LOTE

The teaching of a Language Other Than English (L.O.T.E.) enhances greater tolerance, understanding and appreciation of those from different cultural backgrounds. Japanese is the LOTE language taught at '545'. The program aims to develop skills in speaking, pronunciation, writing, listening, reading and music through fun activities and topics.

Physical Education

Physical Education provides children with opportunities to be involved in active and participatory physical activities, to sequentially develop physical skills and to assume healthy attitudes and habits. Activities may include ball handling, dance, minor and major games, outdoor adventure activities, athletics and general fitness. Each class is involved in the school's swimming program at the Sale heated pool, which covers water safety, and stroke development. Children are encouraged to dress in clothing and footwear suitable for physical education activities or to bring a change of clothing and joggers as required. Children may only be excused from physical education on medical grounds. Parents are asked to provide such a request in writing to enable alternative arrangements to be made. Hats must be worn during physical education lessons during terms 1 and 4.

Library-Resource Centre

The Library Resource Centre at '545' is large, well resourced and fully computerised.

Resources include fiction, non-fiction and picture books, magazines, video and audio tapes, pictures and charts and kits.

Fifteen networked computers form a technology centre where whole classes gain access to teach specific computer skills or conduct research.

Each class is timetabled to attend a weekly session in the library for book borrowing, literacy activities and to access the technology centre.

We do ask that all children use waterproof bags for protection of borrowed books.

Music

All classes participate in a music program provided by a specialist teacher. Grade 1-6 students are provided with specialist weekly music classes using a variety of resources, equipment and instruments, for two terms, prep classes attend music lesson all year round.

Private weekly music tuition is also available at the school covering a range of instruments, many of which can be hired from the school.

Other Features of the '545' Curriculum

- Camps and excursions
- Christian Religious Education
- Information technology access
- Junior School Council
- Kindergarten – prep transition
- Parent Education Programs
- Clubs for grades 3 / 4
- Safety House program
- Middle Years
- Tournament of Minds
- Program for Students with Disabilities
- Year 6–year 7 transition
- Young Leaders Program
- Book Week
- Asian Week
- Visiting performers
- Family Maths /Science Night
- Maypole



PARENT INVOLVEMENT

At '545' we believe that the education of our students must be a partnership between home and school. Parents have both a right and a responsibility to actively participate in their child's education.

Parents are encouraged to participate in a wide range of areas including:

School Council,	Parents' Club,
Canteen Duty,	Garden Party,
Classroom Assistance,	Perceptual Motorskills Program (PMP),
Excursions,	Sporting Carnivals,
Camps	Parent Representative Program,
Working bees	

Parents are invited to indicate their interest and availability to become involved in these programs via notes in the weekly Newslines.

Benefits

Through these areas of involvement parents and students will be able to gain the following benefits:

- Insights into the school's programs and planning
- Sharing and passing on ideas to benefit the student's schooling
- Raising funds for improving school facilities
- Providing practical ways for parents to get involved in school life

School Council

Our school council is the governing body of the school and operates in accordance with the various School Councils Acts.

Responsibilities of the school council include:

- Policy and Curriculum
- Finance and Budget
- Buildings and Environment
- Fundraising

There are sub-committees of the council to deal with the above areas, as well as for special events, such as the annual Garden Party.

The structure of the '545' school council consists of; eight parents, two co-opted members (one from Parents' Club, one from the community), four teachers and the Principal as the ex-officio voting member. The School Council also has the power to co opt members from time to time to assist with specific tasks.

Current School Council Office Bearers are: *President, Mr Shane Bennett, Secretary, Mr Matt Currie and Treasurer, Mr Cameron Waring.*

Council elections are held in March each year for elected members - half retiring each year. All eligible councillors may stand for re-election. Meetings are held on the third Wednesday of each month. Sub-committees meet regularly prior to council meetings.

Parents' Club

The Parents' Club is a major support body for the school. Parents' Club meets regularly and dates and times are published in the weekly Newslines. All parents are invited to participate in Parents' Club activities.

Current Parents' Club Office Bearers are: *President, Wendy Stephenson, Secretary, Linda Wilson and Treasurer, Leesa Van Emmerik.*

Working with Children Checks

Schools are required to ensure student safety and supervision by insisting that parents/volunteers for such activities as camps, excursion, sleepovers etc have suitable Working with Children Checks. Please contact the office for information if you need / wish to organise one of these.



Ensuring a safe and secure environment for your child

Punctuality

Please insist your child arrives at school on time. Late comers interrupt the class activity, some get very upset at being late and some develop an attitude that they do not have to obey rules because this rule is not observed by parents. We earnestly seek your help to ensure a prompt start to the school day. Students arriving at school late are required to be 'signed in' to the school at the office.

Late Arrivals

To ensure student safety, it is required that students who arrive late to school must be signed in by the accompanying adult.

Supervision

Teachers supervise the school grounds before school from 8.45 – 9.00am, throughout each recess and lunchtime and after school from 3.30 – 3.45pm. On wet days and days of extreme heat, a special program exists to allow children to remain in their classrooms under teacher supervision whilst engaged in suitable indoor activities. Children are not permitted to remain in or enter the classroom unless under the direct supervision of a teacher.

Toilet Procedures

All prep to grade 2 students must be accompanied by a friend to travel to the toilets during class time.

Emergency Information

In case of accident or illness, it may be necessary to contact you in a hurry. As a result you will be asked to complete a Confidential Student Information Form when enrolling.

Please remember to notify the school of:

Change of address

Change of telephone number

Change of contact person who will care for your child in an emergency

If you will be late collecting your child

Medical needs (including medical 'Action Plans')



Absences

When your child is away from school, an explanation is required upon return stating the reason for absence. Parents are not required to ring the school with notification of an absence unless it is to be of a prolonged nature. If your child returns home during the day without permission please contact the school immediately.

Meetings With Class Teachers

Teachers at '545' are regularly involved in meetings or attend professional development before and after school. If requiring a meeting at this time please ring to ensure their availability.

Picking Up Children From School

If you wish to pick your child up from school before the end of the school day it is essential that you visit the office and sign them out. This assists us in managing any emergencies.

The school cannot allow students to leave the school during the school day unless signed out by a parent.



Emergency Management

Each year, students and staff routinely practise such drills as classroom evacuation, yard evacuation and lock down procedures in order to prepare the students and staff should there ever be a need to apply this process.

Family Court Orders

Copies of all Family Court Orders are required for students who have custody and access arrangements as negotiated legally with the Family Court.

The school will only act on these orders as literally as presented. The school acts on behalf of the child according to legal written documentation

Mobile Phones

The school has an existing mobile phone policy. Students are **NOT** permitted to have mobile phones at school unless notification and arrangements have been made by the parents via the principal.

Safety to and from School

The safety and welfare of our pupils is of paramount importance. Please make sure that your child is familiar with the following information and observes all necessary rules and directions:

- a. Own name and address
- b. The need for going home directly after school by the usual route and the time expected home
- c. Obeying the road safety code - particularly the use of school crossings. Children who ride bicycles to school should be made fully aware of appropriate road laws and safety precautions. **Remember:** The wearing of bicycle helmets is compulsory. **Road safety authorities recommend that children under the age of 10 should not be independent bicycle riders on our roads**
- d. The dangers of talking to or going with strangers – identify the location of Safety Houses on the way to school in your area
- e. Getting out of and into parked vehicles

For children being picked up by parents or other authorised adults:-

1. wait inside the school grounds by the entrance you have designated
2. parents - please notify the school if you cannot pick up your child on time

Parents are advised there is no parking or standing in the designated bus pick-up area in Dundas Street. A “drop off zone” for cars exists in the first 10 car parking spaces north of the bus parking zone in Dundas Street between 8.30 – 9.30am and 3.00 – 4.00pm each school day. During these times parents are not permitted to leave vehicles unattended.

For safety reasons: Rollerblades and skateboards are not permitted at school

Bus Travel

Two town bus services and privately organised child care bus services are available for school students. Only children who are regular bus travellers are to be dismissed on the bus bell unless the teacher has received a written notice from the parents. Please let the classroom teacher or the office know if your child will be catching a town or child care bus.

Medical Conditions

Many students attending school need medication to control illness such as asthma, epilepsy, anaphylaxis and conditions causing hyperactive behaviour.

Every student who has a medical condition or illness should have a written “Individual Medical Condition Management Plan” that outlines symptoms, treatment, medication etc



Medication Protocol

1. Classroom teachers should be informed by the parents/guardians of any medication taken by children.
2. With the exception of asthmatic sprays (Ventolin, Respoin), which may be held by children trained in their use, no other medication is to be in a child's possession at school.
3. To assist teachers, medication should be in a container which gives details of the name of the student, the name of the drug, the dose and the time it is to be administered.
4. If medication for more than one day is supplied, it will be stored in a locked drawer/cupboard/filing cabinet, or the staffroom refrigerator and be clearly labelled.
5. At no time will staff dispense ASPRIN to children.
6. Other analgesics – eg paracetamol – will only be given with the permission of parents/guardians and be issued by nominated staff members – who will keep a record and monitor student intake.
7. If teachers are required to regularly dispense medication to students (eg daily Ritalin), secure storage will be provided in the classroom. Teachers will be required to keep a record of the administration of this medication – using the Medication Dispersion Record Proforma.
8. Parents are required to provide an epipen for any student prone to anaphylactic reactions These are stored in the main office with the student's individual management plan.

First Aid

There are many staff trained at Level 2 First Aid and these staff members are on duty during recess and lunch time in the event of a student needing first aid treatment.

All staff are also trained in Anaphylactic Management inclusive of the administration of an epipen.



School Uniform

Footwear

- Black Shoes, black boots or plain black runners
- White or multi coloured runners are only to be worn for actual sports activities
- Black sandals can be worn with the summer uniform only
- Plain white school socks or plain grey school socks with all uniform (not ankle socks)
- SOCKS MUST BE WORN AT ALL TIMES

Summer Uniform

Girls

- Dress/culottes in "545" material
- Grey knit shorts
- Red "545" t shirt/polo shirt
- Red "545" windcheater
- Red "545" hat (compulsory in terms 1 & 4)

Boys

- Grey school shorts/grey knit shorts
- Red "545" polo/t shirt
- Red "545" windcheater
- Red "545" hat (compulsory in terms 1 & 4)

Winter Uniform

Girls

- Grey pinafore/skirt
- Plain black trackpants
- Red "545" polo/t shirt/skivvy
- Red "545" windcheater
- Plain grey tights

Boys

- Plain black trackpants/trousers
- Red "545" polo/t shirt/skivvy
- Red "545" windcheater

Sports

The school position for the following sports events for grades 3-6 students is as follows.

- '545' House events** – (swimming/athletics/cross country)
 - Plain black shorts, grey school shorts, culottes or black netball skirt or plain black track pants
 - House colour shirt, (otherwise normal 545 red polo shirt)
 - i.e. LOUGHNAN-blue, SCHULTZ-white, CARPENTER-green & RUFF-yellow
 - School jumper *with logo*
 - White sports socks
 - Sandshoes (any colour) (School Hat in terms 1 & 4)
- ANY carnival where students are REPRESENTING '545'**
 - Plain black shorts or black netball skirt, or plain black track pants
 - School shirt *with logo*
 - School jumper *with logo*
 - School sports jacket (*provided by school for the day of event only*)
 - White sports socks
 - Sandshoes (any colour) (School Hat in terms 1 & 4)

N.B. All tops must have the "545" logo.

General

Hair - long hair should be tied back.

No jewellery except simple "keepers" in ears.

Black track pants must be plain (no coloured stripes)

Sales: Uniform sales are conducted from the Parents' Club Shed, Tuesday and Wednesday mornings from 8.45 - 9.30 am. Prices will be published from time to time in Newslines.

Please Note:-

School hats are a compulsory part of our school uniform in terms 1 and 4.

Children will not be permitted to attend excursions or out-of-school activities unless they are in full uniform.

PLEASE ENSURE ALL ARTICLES WORN OR BROUGHT TO SCHOOL ARE LABELLED CLEARLY WITH THE CHILD'S NAME - this helps prevent loss to parents and wasted time for staff.



GENERAL INFORMATION FOR PARENTS

School Educational Levies and Voluntary Grounds Levy

Students at 545 are provided with all of the supplies that they need at school and we ask parents to contribute in the form of an annual levy to cover the following:

- ❖ Educational Levy (Student Supplies)
- ❖ Visiting Performance Levy
- ❖ Swimming Program
- ❖ Learning Technology Contribution
- ❖ Plus a Grounds Contribution (per family)

The Educational Levy (Essential educational items)

- Classroom requisites: - books, pencils, pens, eraser, ruler, colouring pencils, textas, plastic pockets, folders (etc).
- Art material: paints, paper, fabrics, glues (etc).
- Computer/photocopy material - including printing paper, disks, ink cartridges
- Text/library bookstock: bookstock is upgraded annually to ensure all children can access top quality literature and texts.

The Swimming Levy (Essential educational item)

Each child in the school goes swimming for a ten week period during the year at the Sale heated pool. For those students who hold a Wellington Shire seasons ticket the cost is reduced by \$10 a term.

The Visiting Performance Levy (Essential educational item)

Each year we have three visiting performances at 545 to provide extension activities for students. The visiting performances booked for the year will be promoted through “Newslines”.

The Learning Technology Levy (Voluntary Contribution)

The school is constantly upgrading our computers so that they are efficient and can operate all of the current education programs. This year we have added 21 new computers in classrooms and have purchased 3 trolleys of laptop computers to be used in the Grades 3-6 classes.

The Grounds Contribution Levy (Voluntary Contribution)

To assist with the long term improvement and maintenance of our beautiful grounds and gardens this levy also helps to provide for our groundsman.

Extra Curricula Programs - Excursions and Camps (Essential Educational Item)

Details of arrangements and costs of programs associated with, but not considered to be a part of instruction in the standard curriculum program, will be forwarded throughout the year.



Communication

Reporting to Parents

An information session/optional interviews for each year level will be held in Term 1 accompanied by an interim report that outlines a child's social/personal learning performance. A written report will be issued for all students at the end of term 2 and 4. Parent teacher interviews will be scheduled during term 3. However, parents are welcome to discuss their child's progress with class teachers or the Principal at any time. Please contact the school and arrange an appointment.

Newsline

This is the newsletter of our school. It is sent home every Tuesday and is designed to keep parents informed of educational and social activities and functions concerned with our school, working bees, meetings, news from the Parents' Club and news from School Council.

The Newsline is given to the eldest child in each family. Inform the school if you are not getting your copy. By issuing this newsletter each week, we find it unnecessary to be continually sending out extra notes - unless there is a special need. Newsline can be forwarded home to parents via email, please notify the office if you wish to have this implemented.

N.B. Reports and Newslines will be forwarded to non-custodial parents on request.

School Strategic Plan

The school's strategic plan outlines priority areas for improvement over a three year period, and is available to parents on request. Our current school strategic plan is for the 2007-2010 period.

Canteen

The Parents' Club operate the canteen at 545. It is staffed by volunteer parents who are timetabled to assist a couple of times each term. Orders are placed in a box near the office before the school day. Canteen menus are distributed at the start of each year and are updated regularly as needed and distributed with the Newsline. The days of operation of the canteen will depend on the volunteers available and parents will be notified via Newsline.

Class Parent Representatives

Each year the school asks for parent representatives from each classroom to act as a parent liaison person. The parent representative's main role is to coordinate parents from each classroom to assist with the annual Garden Party and canteen roster (when timetabled). However, they can also support the class teacher in organising class activities or welcoming or farewelling students and their families.

Website

The school's website can be found at www.saleps.vic.edu.au



Excursions

Local Excursions

All parents are required to fill in and sign a confidential Enrolment and Indemnity form when their students enrol at '545'. This form covers excursions and activities, such as sport, swimming, cultural performances and visits to places of interest in Sale. Parents will be informed of these excursions with a note home prior to the event.

Out of Town Excursion

A separate Indemnity Form must be signed and returned for each excursion requiring the students to travel on a bus beyond the Sale area. The form will be accompanied by a notice giving details of the venue, times of departure and return, cost, and any special needs relating to that particular excursion.

Staff

A full list of class teachers and specialist teachers is published in Newslines, our weekly newsletter, as early as possible each year.

Money Required at School

All money sent to school must be placed and sealed in an envelope on which is written the child's name, grade, teacher and what the money is for eg. excursion, swimming, Book Club, etc.

A note will be sent home advising if any money is required at school.

School Banking

This operates in all grades. Applications for new accounts may be obtained from the school office. Children bring their bank book and deposit to school on Tuesday. The banking procedure is administered by volunteers at the school and books are returned on the next day. Preps are issued with school banking details early in the school year.

Library Services

School Library

All children in the school are permitted to borrow books, the number borrowed varying from grade level. Prep children begin borrowing about a month after they commence school.

Children should have plastic bags to protect their books and they may have their books out for one week. If books are not returned by the due date, reminder notices will be issued. Parents are liable for the replacement cost of lost or damaged books. Please make sure your child returns his/her library books on time and in good condition. Parents with younger children are urged to read to them from their library books. It is important to develop good "book habits" and an enjoyment of books at an early age.

Sale Regional Library

It is suggested that parents enrol their children in the Wellington Regional Library and encourage them to borrow from the excellent range of books available.

Book Club

This is operated through the school Parents' Club. Once a term you may be given the opportunity to purchase books for your children. These books are of a recommended educational standard, of suitable reading levels and are available at a fair price. There is no obligation for anyone to purchase from the Book Club. Children are given order forms from which they may select books. If you wish your children to order, the money is returned in an envelope with the form by the due date.



Children's Services

The Wellington Network of Government Schools provides a range of curriculum and student support services through the school at the request of teachers and / or parents.

Referrals for specialist services in the following areas:

- (i) counselling and guidance
- (ii) speech therapy
- (iii) academic assessment

School Nurse

The Department of Education and Early Childhood Development School Nurse pays periodic visits to the school. Parents are notified when these take place. Results from these visits are kept confidential and private communication is made with parents where necessary.

School Dental Service

Central Gippsland Health Service runs the school dental service, ring 1300 360 054 for more information.



Infectious Diseases

Parents frequently ring seeking information on how long children must stay away from school when suffering from certain diseases.

The following table indicates the minimum period of exclusion from schools and children service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 – Schedule 6.

If your child is unwell please keep them at home to ensure the health of other children in the school.

<i>Disease or Condition</i>	<i>Patient shall be excluded from school</i>	<i>Exclusion of Contacts</i>
Chickenpox	Until fully recovered or at least one week after the eruption first appears	Not excluded
Conjunctivitis	Until discharge from eyes has ceased (acute infectious)	Not excluded
Diphtheria	Until receipt of a medical certificate	Domiciliary contacts excluded until investigated by the medical officer of health or a health officer of the department and shown to be clear of the infection
Giardiasis (diarrhoea)	Until diarrhoea ceases	Not excluded
Hepatitis(infectious hepatitis)	Until receipt of a medical certificate of recovery from infection, or on subsidence of symptoms	Not excluded
Hepatitis B	Until recovered from acute attack	Not excluded
Impetigo(School sores)	Until sores have fully healed. The child may be allowed to return provided that appropriate treatment has commenced and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressings	Not excluded
Leprosy	Until receipt of a medical certificate of recovery from infection	Not excluded
Measles	Until at least 5 days from the appearance of rash or until receipt of a medical certificate of recovery from infection	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 receipt of a medical certificate of recovery from infection	Domiciliary contacts must be excluded until they have been receiving appropriate chemotherapy for at least 48 hours
Mumps	Until fully recovered	Not excluded
Pediculosis(head lice)	Until appropriate treatment has commenced	Not excluded
Pertussis(whooping cough)	Until 2 weeks after the onset of illness and until receipt of a medical certificate of recovery from infection	Domiciliary contacts must be excluded from attending a children's services centre for 21 days after the last exposure to infection if the contacts have not previously had whooping cough or immunisation against whooping cough.
Poliomyelitis	Until at least 14 days after onset of illness or until receipt of a medical certificate of recovery from infection	Not excluded
Ringworm	Until appropriate treatment has commenced	Not excluded
Rotavirus (diarrhoea)	Until diarrhoea ceases	Not excluded
Rubella	Until fully recovered or at least 5 days after onset of rash	Not excluded
Scabies	Until appropriate treatment has commenced	Not excluded
Shiglla (diarrhoea)	Until diarrhoea ceases	Not excluded
Streptococcal infection(inc. Scarlet fever)	Until receipt of a medical certificate of recovery from infection	Not excluded
Trachoma	Until appropriate treatment has commenced	Not excluded
Tuberculosis	Until receipt of a medical certificate from a health officer of the department that the child is not considered to be infectious	Not excluded
Typhoid and Paratyphoid	Until receipt of a medical certificate of recovery from infection	Not excluded unless the medical officer of health or a health officer of the department considers exclusion to be necessary

