Parent Information Manual

2014

‘Serving the community since 1868’
**WELCOME TO GREENVALE PRIMARY SCHOOL**

This booklet contains information regarding the organisation and day to day running of the school. It is intended to give you, as parents, greater understanding of the school community and encouragement to be actively involved in the education of your children.

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</table>
Please note that all visitors to the school must sign in at the office to collect a ‘Visitor’s Pass’

TERM DATES, PUBLIC HOLIDAYS & SCHOOL HOURS

Please see that your child arrives at school on time. Lateness is upsetting for the child involved, unsettling for the teacher and the whole class, and is poor character training for the child.

If lateness is unavoidable, parents must complete and sign the Late Arrival Notice book at the General Office. The top white copy is sent with the student to their class teacher.

Supervision of children in the yard commences at 8:45am and concludes at 3:45pm.

Children should be in the school ground by 8:50am, ready to commence at 9:00am.

Grade Prep children will have a staggered start time on Wednesday 30th January and will attend school until 3:30pm from the first day. Prep Grade children will not attend school on Wednesday 5th, 12th, 19th and 26th February. Individual prep assessments will be conducted by the prep staff on these days. Parents will be notified regarding their child’s day and time for the assessment. From Monday 3rd March prep children will attend full time five days per week.

Please arrange to meet your child near the OUTSIDE door of their classroom to avoid confusion in the corridors of the main building. (Except for Prep students on their first day.)

TERM DATES - 2014

<table>
<thead>
<tr>
<th>Term</th>
<th>Teachers resume</th>
<th>Students Commence:</th>
<th>Term Commence:</th>
<th>Term End:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tuesday 28th January</td>
<td>Wednesday 29th January to Friday 4th April</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Tuesday 22nd April to Friday 27th June</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>Monday 14th July to Friday 19th September</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Monday 6th October to Friday 19th December</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
PUBLIC HOLIDAYS

2014

Wednesday  1\textsuperscript{st}  January  New Year's Day
Monday    27\textsuperscript{th}  January  Australia Day
Monday    10\textsuperscript{th}  March  Labour Day
Friday    18\textsuperscript{th}  April  Good Friday
Monday    21\textsuperscript{st}  April  Easter Monday
Friday    25\textsuperscript{th}  April  Anzac Day
Monday    9\textsuperscript{th}  June  Queen's Birthday
Tuesday   4\textsuperscript{th}  November  Melbourne Cup Day
Thursday  25\textsuperscript{th}  December  Christmas Day
Friday    26\textsuperscript{th}  December  Boxing Day

SCHOOL TIMES

\textbf{SCHOOL DAY STARTS}
9:00am

\textbf{RECESS}
11:00am to 11:30am

(Lunch eaten in room between 1:30pm – 1:40pm)

\textbf{LUNCH RECESS}
1:40pm to 2:30pm

\textbf{DISMISSAL}
3:30 pm
Officially opened in 1868 and situated on Somerton Road, Greenvale Primary School relocated to its present site in Bradford Avenue in April 1988, retaining the original identity number and its historical links. The school services a large area incorporating the surrounding suburban and rural districts. It has approximately 665 students enrolled this year and is expected to maintain high enrolments in the immediate future. This school encompasses a wide socio-economic and increasingly diverse cultural mix.

Considerable planning and community support has resulted in a school setting which presents a modern building with well maintained lawns and gardens. The main building provides a spacious administration and staff area, a well appointed conference room, spacious air-conditioned classrooms including some with recently installed interactive whiteboards, teacher workstations, extensive display areas and internal student toilets. Specialist areas include well equipped visual and performing arts rooms, a hall/gymnasium and stage, and a large library with a teacher resource centre. Students and staff are well served by a school-wide computer network system which provides access to a broad range of curriculum services, internet information in classrooms and a computer lab. A leased canteen provides a selection of lunches and snacks for students and staff. In 2009 the school received a $3,000,000.00 grant through the Federal Governments ‘Building Education Revolution’ for a new Library and Learning Centre. This new centre has replaced portable classrooms.

The grounds provide a safe and attractive environment with landscaped gardens, shaded verandas and walkways, a quality oval, extensive outdoor seating, courtyards, large asphalt play areas, basketball courts and separate, modern playground equipment for junior and senior students. The school is well equipped with students able to access an extensive range of educational materials and technological equipment. A full time library technician supports the students’ utilisation of the networked library system across the school and two computer network technicians support staff and student learning in this important field.

Greenvale Primary School offers a broad curriculum from years Prep to Grade 6 encompassing the Victorian Essential Learning Standards (VELS). Classroom programs are progressive, catering for each child’s needs, encouraging parental involvement and promoting active learning. The school has high, but achievable student expectations with students being assessed regularly. A wide range of specialist and support programs is offered throughout the school to enhance the children’s total development. These include:

- Reading Intervention, ESL, integration of students with disabilities, Early Years and Middle Years literacy/numeracy programs.

Student wellbeing and welfare is important at Greenvale Primary School. Students take an active role through programs such as: “You Can Do It”, Student Leadership, Drug Education, Buddy System, Student Voice and Bounce Back.

The school is committed to keeping abreast of current educational trends and developments and strives to achieve quality educational practice. An educational strength is the wide range of extra-curricular programs offered at Greenvale Primary School which enable and encourage students to pursue personal strengths and interests. Programs currently offered include: Choir, Chess, Student Leadership, Student Voice, Instrumental Music Lessons, Camps, Excursions and Interschool Sport.

The school has developed a new Strategic Plan with an emphasis on Literacy and Numeracy. The School values are Respect, Resilience, Honesty and Learning. ICT is integrated into the daily classroom program, with and individual NetBook program offered in Year 4.

Our caring atmosphere reinforces mutual respect, promotes self-esteem and enhances the cohesive nature of the school where a positive home/school relationship is highly regarded. Parents are encouraged to play an active role in the education of their children through a range of school community information sessions including: Parent Helpers, ICT Sessions, Drug Education, School Information and Orientation Sessions.

Parents are also integrally involved in the broader school community through involvement in School Council, Fundraising, Uniform sales, Buildings and Grounds maintenance, via assistance on excursions and camps, special events and celebrations.

Greenvale Primary School values its links with the local community to further enhance the quality of the programs offered. Close links have been established with:

- Hume Global Learning Centre and Village
- Kindergartens/Secondary Schools involved in the Transition of students either beginning Prep or completing Year 6
- School Support Services (Speech Therapists, Psychologists, School Nurse, Occupational Therapists, Physio Therapists)
- Hume City Council
- Local network associations
- Local sporting bodies
- Hume Schools’ Network
The school’s Strategic Plan 2013 - 2016 has set the following as curriculum priorities:

- Literacy
- Numeracy

At Greenvale Primary School teachers work in teams to plan differentiated daily lessons in Literacy and Numeracy.

Teams of teachers from each cohort develop units of work each term integrating the subjects of Science, History, Geography, Health and Social Skills.

Indonesian is taught in Years 2 - 6 and all grades receive lessons in Physical Education, Performing Arts and Visual Arts.

The curriculum planning is currently based on the AusVELS (Australian Curriculum). The use of technology is a focus across all year levels and specialist classes with children having access to netbooks or ipads.

In 2012 we commenced a 1-1 Netbook Program for students in Year 4 whereby each student has access to their own netbook. In 2014 students in year 4, year 5 and year 6 will be part of the 1-1Netbook Program.
## CURRICULUM SUPPORT AND ENRICHMENT PROGRAMS

### CULTURAL AND ARTISTIC:
- Grade 3 – 6 Concert every alternate year
- Prep – 2 Concert every alternate year
- Art Show in alternate year to School Concerts
- Choir
- Performances by grades throughout the year
- Professional performances held at school
- Art Displays/competitions/parades
- Instrumental music program (Fee-for-service basis)
- School Rock Band
- Buskers Morning

### SPORTING AND LEISURE:
- Inter-school sporting competition for grade 6
- Home sport program for grades 3-6
- Skill focussed sports program for grades Prep - 2
- Annual House and District athletics competition
- Coaching of team sports/athletics
- Sports Clinics
- Lunchtime Activities Program

### EDUCATIONAL ENHANCEMENT:
- Reading Intervention Program
- Use of Learning Resource Centre Library for resources
- Book Club/Book Week Celebration
- Special days/theme days - whole school celebration weeks
- Integration Program for students with disabilities
- English as a Second Language support
- Graduation - Grade Six
- Chess Club

### WELFARE:
- Student Welfare Coordinator
  - Jane Greig-Hancock
  - Gwen Hutcheson
- Psychologist
- Speech Pathologist
- Visiting Teacher Service
- Restorative Practices
- Student Engagement Guidelines
- Whole school activities highlighting positive behaviour.
- Special assemblies / behaviour focus / student awards
- Integration support staff - teacher and aides.
- Transition program:
  - Pre-School and Secondary School
- Social Skills:
  - You Can Do It! and Bounce Back Programs

### LEADERSHIP AND DECISION MAKING:
- Student Leadership Program Including:
  - School Captains and Vice Captains
  - House Captains
  - Student Voice
  - Learning Resource Centre Library Monitors
  - Class captains in Grades 3 - 6
  - Buddies Program

### CAMPS AND EXCURSIONS:
- Grade level excursions and in school activities
- Grade 4 Camp – 3 days
- Grade 5 Camp - 4 days
- Grade 6 Camp – 4 days

### COMMUNICATION:
- Assemblies-whole school, grade level
- School Website
- Newsletters
- Information nights for parents.
- Parent Forums with Principal and Assistant Principal
- Events Committee
Student Rights and Responsibilities

RIGHTS

A "right" is something that belongs to you and cannot be taken away. Remember, we all have rights - our classmates, other students, parents, teachers and visitors.

RESPONSIBILITIES

As we accept rights, alongside are responsibilities. These affect others as well as yourself.

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<thead>
<tr>
<th>Student’s Rights</th>
<th>Student’s Responsibilities</th>
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</thead>
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<tr>
<td>To feel safe at school.</td>
<td>To learn and follow all school rules.</td>
</tr>
<tr>
<td>To learn without interference from others.</td>
<td>To attend class prepared to learn to the best of your ability and not interfere with the learning of others.</td>
</tr>
<tr>
<td>To be treated with respect and in a fair manner free from harassment.</td>
<td>To treat others with respect and resolve differences through discussion and compromise and not conflict.</td>
</tr>
<tr>
<td>To expect your property to be safe.</td>
<td>To take care of your own, schools and others peoples’ property.</td>
</tr>
</tbody>
</table>

School Rules

There are five basic school rules:

- Move and play safely
- Care for yourself, others and property
- Follow teachers’ instructions
- Resolve problems calmly, sensibly and fairly
- Respect others through your speech and actions

Every teacher has a copy of the School Rules and Student Rights and Responsibilities displayed in their room.
MONEY MATTERS
Whenever it is necessary to send money to school for excursions, book club, camps, educational expense payment etc. please enclose the correct money in a School Payment Envelope with the child's name, grade, activity and amount included on the outside.

All money should be sent with your child to their teacher for collection.

If you are paying by cheque, please make cheques payable to 'Greenvale Primary School'.
We also have Visa, Mastercard, BPay and EFTPOS payment facilities at the General Office.

SCHOOL NEWS
To keep you informed of school activities, a newsletter, known as the ‘School News’, is produced fortnightly on a Thursday and placed on our web page.

Our school’s website has a feature where you can register your email address and name and each time our latest newsletter is uploaded onto our website you will receive an alert via email advising you.

If you would like to subscribe to receive our newsletter alerts, please visit our website www.greenvaleps.vic.edu.au. You will find the Receive Our Newsletter via email option on the home page. Enter your name and email address and hit submit. Once you have done this you will receive an email confirming your registration.

It is our most vital form of communication to you of happenings and information regarding your child's school activities. There are limited copies of the school newsletter available from the school’s General Office.

SCHOOL APP
We have an APP at Greenvale Primary School. This App is for the community of Greenvale Primary School.

The App is free and can be downloaded from the iTunes Store or Google Play Store. It can be downloaded onto your iPhone, iPad, iPod or any Android mobile phone.

Our App allows easy access to often sought information such as school newsletter, school uniform order sheet, canteen menu list, school contact information, sporting venues location with map and a quick way to notify the school that your child is away from school. Just click on the email icon and email from your phone or iPad.

It will allow us to post announcements to parents regarding times students will be going or returning from camp, excursions updates or sporting events being cancelled due to weather.

WET DAYS
If the weather is unsuitable for the children to go outside, the school will work on a "Wet Day" timetable with supervision being provided inside. Please note the importance of your child having appropriate clothing in winter on wet and cold weather days, i.e. raincoats and hats, waterproof shoes (perhaps slippers to wear in the classroom), gloves, warm hats, etc. Again children do tend to find wet or muddy areas, so a change of clothing, contained in a plastic bag will save us phoning parents to bring such items if needed. Similar arrangements are also arranged for days of extreme heat and high winds.

LOST PROPERTY
If your child has lost any belongings, please check the "Lost Property" cupboard kept near the Learning Resource Centre (Library). Parents are asked to check this cupboard frequently as the storage of lost property becomes a problem. Unfortunately very few lost items have names on them, and as uniforms all look the same, very few items are claimed. We do successfully manage to return labelled clothing via the student's classroom pigeonhole; however this is impossible to do for unnamed clothing. All school clothing should be clearly labelled with the child's name.
Your child is required to tie their school jumper or bomber jacket around their waist if it is removed outside during recess or lunchtimes. At the end of each term lost property is deposited with one of our charities.

**EXCURSIONS & IN SCHOOL ACTIVITIES**

School excursions and in school activities play an important part in the educational and social development of your child. Please allow and encourage your child to attend whenever these activities are arranged for his or her grade.

Due to legal requirements, no child will be permitted to participate in an excursion unless payment and a **signed consent form is returned by the stipulated date**.

One local excursion permission form will be used to cover all local excursions in the Greenvale area - within walking distance. This permission form is included on the enrolment form and is valid throughout your child’s schooling at Greenvale Primary School.

**LUNCH ARRANGEMENTS**

Lunch time for the children is from 1:40pm to 2:30pm. However, children eat in their rooms at 1:30pm. Please wrap play lunch separately and make your child aware of the difference between this and lunch.

Please ensure that the meal you provide is a manageable size, as the children have only a short time to eat their lunch and often their appetite can vary at school.

Please provide a lunch box and drink container which your child can open and close by themselves.

If your child forgets their lunch and we cannot contact a parent to bring lunch to school, an "Emergency Lunch" will be authorised by staff at the General Office. This will allow your child to purchase a lunch from the canteen. The cost of this lunch must be forwarded to the school the next day in an envelope clearly marked with child’s name and grade.

**NOTE:** It is preferable that grade Prep children only begin ordering lunches from the canteen once they are comfortable with the school routine. This is recommended for Term 2.

We are also unable to heat student’s lunches.

**CANTEEN**

The Canteen is open every day for lunch orders and window sales at morning recess and lunch time.

**PRICE LISTS:**
Menu / price lists are distributed to each family. Please keep this list on your fridge or noticeboard. Menu / price changes will be notified through our newsletter.

**WINDOW SALES:**
Your child may find it a fairly daunting experience standing at the canteen window trying to decide what they would like to buy, in those first few months of school. I suggest you may like to put their money in an envelope with their name and order on it and they can just hand it in at the window.

**LUNCH ORDERS:**
Please check your price list when ordering lunches for prices and availability.
Please write your child’s:
NAME, GRADE, ROOM No, ORDER and COST,
ON A PAPER BAG and place money inside bag.
**PLEASE TRY TO SEND THE CORRECT MONEY**

**EMERGENCY ORDER:**
On occasions children may leave their lunch or lunch order at home. If this occurs we will try and contact a parent to ask if lunch can be brought to school; if we cannot contact a parent at home an emergency lunch order will be supplied. In this case a note is completed and sent home to parents requesting payment the next day to the school.

**AIM:**
The canteen staff aim to serve all of the children as efficiently as possible, and to do this we need your help. The canteen operates under a lease agreement to offer efficient service to the school community.
REPORTING TO PARENTS PROCESSES

Parent Information sessions and/or information booklets will be organised in Term One. Prep parents have the opportunity to meet with their child’s classroom teacher once the Prep Assessment Interview is completed.

Formal parent teacher meetings are scheduled for term two for parents of students in Prep to Year 4. Students in Years 5 and 6 participate in a student-led conference in conjunction with the classroom teacher and parents.

Written student reports will be forwarded home to parents at the end of each half-year Semester in June and December.

Also, special parent sessions or information nights will be held to keep the school community informed of our programs. These will be promoted through our newsletter.

ABSENCES - ‘It’s NOT OK to be away!’

Our school supports the Department of Education and Early Childhood Development’s “It’s Not Okay To Stay Away” campaign and has set a school target of 94% attendance for students at every year level. This equates to no more than 11.5 absence days in a school year.

Each time your child is away from school, please send a note to the teacher when your child returns. The note must include the date, the reason for the absence and the parent’s signature.

If your child's absence will be for an extended period, please contact the school office and forward a letter to your child's teacher on their return. Department of Education and Early Childhood Development regulations will result in teachers contacting parents if a child is absent without a note or if the reason for absence is unsatisfactory. We seek your support in this matter.

ILLNESS/MEDICINES

A SICK CHILD IS NOT TO BE SENT TO SCHOOL

Sending a sick child to school is unfair on the child, and the school does not have the personnel or facilities to cater for these children. If your child takes ill at school, you will be contacted and required to collect him/her or arrange for someone else to do so. If parents cannot be contacted we will then ring the emergency person for your child.

SENDING A CHILD TO SCHOOL WHO NEEDS TO TAKE MEDICATION

Because of the inherent dangers involved, if medication is required, it is preferable for parents to visit the school and administer it personally.

Students who need to take prescribed medication (antibiotics, eye drops, cough mixture, Panadol etc.) in school hours are required to have a Student Medical Management Plan completed by their parents/guardians before the medication can be administered by staff members at school. This form is on our website as a PDF file or a hard copy can be obtained from the General Office.

INFECTIOUS DISEASES

Under the Health Act children are required to present an immunization certificate at primary school entry.

The aim of the legislation is to encourage parents to have their children immunised against diphtheria, tetanus, poliomyelitis, measles and mumps before school entry.

In the event of an outbreak of any of these diseases, any child not immunised will be excluded from school for the prescribed period.

If your child contracts an infectious disease, visit your family doctor. The table on pages 12 - 13 provides exclusion information.
Appendix 8: School Exclusion Table

The following table indicates the minimum period of exclusion from schools and children’s 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. In this Schedule ‘medical certificate’ means a certificate of a registered medical practitioner.

<table>
<thead>
<tr>
<th>Disease or condition</th>
<th>Exclusion of cases</th>
<th>Exclusion of contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis (Entamoeba histolytica)</td>
<td>Exclude until diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has ceased or until medical certificate of recovery is produced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later</td>
<td>Exclude family/household contacts until cleared to return by the Secretary</td>
</tr>
<tr>
<td>Haemophilus type B (Hib)</td>
<td>Exclude until medical certificate of recovery is received</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand, foot and mouth disease</td>
<td>Until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes (‘cold sores’)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, when possible</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human immuno-deficiency virus (HIV/AIDS)</td>
<td>Exclusion is not necessary unless the child has a secondary infection</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza and influenza like illnesses</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Disease</td>
<td>Exclusion Period</td>
<td>Notes</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude until at least 4 days after the onset of rash</td>
<td>Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school</td>
</tr>
<tr>
<td>Meningitis (bacteria)</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until adequate carrier eradication therapy has been completed</td>
<td>Not excluded if receiving carrier eradication therapy</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner)</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (head lice)</td>
<td>Re-admit the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Severe Acute Respiratory Syndrome (SARS)</td>
<td>Exclude until medical certificate of recovery is produced</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Trachoma</td>
<td>Re-admit the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Typhoid fever (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Vero toxin producing Escherichia coli (VTEC)</td>
<td>Exclude if required by the Secretary and only for the period specified by the Secretary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Exclude the child for 5 days after starting antibiotic treatment</td>
<td>Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics</td>
</tr>
<tr>
<td>Worms</td>
<td>Exclude if diarrhoea present</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>

Exclusion cases and contacts is not required for Cytomegalovirus Infection, Glandular fever (mononucleosis), Hepatitis B or C, Hookworm, Cytofalovirus Infection, Molluscum contagiosum, or, Parvovirus (erythema infectiosum, fifth disease).
**PRIVACY**
The school operates within the privacy legislation. Parents are welcome to a copy of the school’s privacy policy.

**EMERGENCY INFORMATION**
It is essential that the school can make contact with parents at all times as serious sickness or accidents can occur whilst the child is at school. We therefore keep computer files on which the parents' work addresses, telephone numbers, and other relevant information is recorded.

**IT IS VITAL THAT THIS INFORMATION IS KEPT UP TO DATE.**
If changes of address, phone numbers, employment, etc. occur during the year, please notify us immediately in writing.

**PARENTS WITH A CONCERN**
Any parent wishing to discuss any school-related matter with a classroom teacher should refer to the *Practices for Positive Primary Partnerships* Brochure (Effective Home – School Communication). In essence, your child’s classroom teacher should be your first point of contact regarding a concern or a question. Remember, it is better to discuss a problem when it is first detected rather than bottle it up until it becomes a major problem!

**PARENTS ARE REQUESTED TO SUPPORT AND ENCOURAGE THEIR CHILD/CHILDREN IN THE FOLLOWING MATTERS**
- By being aware of, and reinforcing, the general school rules and routines.
- Attendance and punctuality:
  - a) Following an absence, please send a brief note for our records.
  - b) Please assist your child to be punctual. Punctuality is an important character trait and is considered by the school to be most important.
- Encourage children to take responsibility for return of notices, e.g. book club, excursion notes etc.
- Name all articles of outer clothing and name possessions, such as sports materials and lunch boxes.
- Parents wishing to collect their children early for an appointment are asked to forward a note with the child stating the time the child will need to collected, then go to the office to collect the early dismissial form. This is to be handed to the classroom teacher who will then release the child.
- Please keep children at home when they have heavy colds or other illness that can be detected before school.
- Discourage dogs from following children to school. Dogs are not allowed in the school yard either on or off a leash.
- Discourage children from bringing expensive personal goods to school as it is against Department of Education and Early Childhood Development policy for this to occur. Personal property brought to school by students is NOT covered by Department of Education and Early Childhood Development Insurance and neither the Department of Education and Early Childhood Development nor the school are responsible for any loss.
- Should students require access to a personal mobile phone, it needs to remain in the student’s school bag and switched off during the school day. Mobile phones sighted by teachers will be stored by the school for the duration of the day.
- **Please note** that Mobile Phones are not encouraged to be brought to school.
COMPULSORY SCHOOL UNIFORM

School Council policy is that the school uniform is compulsory. All children from grades Prep - 6 are required to wear only the official school uniform as per the following list. Parents need to be aware that failure by children to wear the school uniform may result in parents being contacted or a uniform infringement note being given to the child.

As part of the school uniform, all children are required to wear a school uniform black bucket sun hat in Term 1, Term 2 (until ANZAC DAY), Term 3 (1st September) and Term 4. Caps are not acceptable as they do not provide adequate protection from the sun’s harmful rays. If a child does not wear a hat during the summer months, they will be required to sit in a designated shade area.

Full parental support is required in this matter. It is important that our children realise the serious risk of skin cancer resulting from over exposure to the sun.

GIRLS' SUMMER UNIFORM
- Dark Green and white checked dress
- Black shorts, black streetwear trousers or black pleated skorts
- White polo shirt with school logo
- Green windcheater with school logo
- White, grey or black socks
- Black shoes, boots, sandals with toe area covered or black or white Runners, with black or white laces.
- School bomber jacket
- Black bucket sun hat with school logo

BOYS' SUMMER UNIFORM
- Black shorts or black streetwear trousers
- Green windcheater with school logo
- White polo shirt with school logo
- White, grey or black socks
- Black shoes, boots, sandals with toe area covered or black or white Runners, with black or white laces
- Black bucket sun hat with school logo

GIRLS' WINTER UNIFORM
- Black streetwear trousers or black tracksuit pants
- White polo shirt with school logo
- Green windcheater with school logo
- Socks – white, grey or black
- Black shoes, boots, sandals with toe area covered or black or white Runners, with black or white laces
- School bomber jacket.
- School beanie - optional

BOYS' WINTER UNIFORM
- Black streetwear trousers or black tracksuit pants
- Green windcheater with school logo
- White polo shirt with school logo
- Socks - white, grey or black
- Black shoes, boots, sandals with toe area covered or black or white Runners, with black or white laces
- School bomber jacket.
- School beanie - optional

Hair ties, hair bands and head scarves must be, black, white or dark green. Students with pierced ears are permitted to wear gold or silver studs or sleepers only.

School windcheaters, tracksuit pants, skorts, polo shirts, shorts, bomber jackets, hats, beanies, green spray jackets, art smocks and school bags can all be ordered through the school and bought at the "Uniform Shop."

The Uniform Shop operates near the Conference Room and is run by the Uniform Shop Co-ordinator with support from volunteer parents. Please read the noticeboard on the Uniform Shop door for operating dates and times.
HOME-SCHOOL LIAISON

It is essential that children know their parents and school staff are interested in their development. There are a number of practical ways through which parents can make this interest a reality in the eyes of their children.

Here are a few suggestions:

1. Listen to your children and talk with them. Only the family can provide many of the rich experiences which are the right of every child.

2. Develop positive attitudes about, and be supportive of, the school.

3. Be alert to the first signs of stress which your child may be encountering through a problem at school. Make an appointment IMMEDIATELY with the class teacher, or if appropriate, with the Principal or Assistant Principal.

4. Show interest in the work your child brings home.

5. Provide time, place and the willingness to assist in any school work which may be given to the child.

6. Accept any invitations from the school.

7. Be willing to join a parent organisation and become more directly involved in the school.

8. Be willing to assist in the activities of the children from time to time.

9. Read the school 'Newsletter' that is sent home fortnightly.

10. Above all, know that the school welcomes you to see what your child is doing in the classroom.

REMEMBER: Parents and teachers are partners in the education of the child!

* Refer to ‘Practices for Positive Primary Partnerships’ Brochure
  (Effective Home – School Communication)

HELPING AS A PARENT

You can help by:

1. Being active supporters of the School Council, and/or its committees.

2. Taking part in working bees and fundraising activities.

3. Offering yourself as part-time helper at the school as a
   - trained literacy helper
   - classroom helper
   - Learning Resource Centre (library) assistant.
   - excursion assistant

4. Attending parent/teacher meetings or interviews.

5. Ensuring that suitable books, radio and television programs are available to your children.

6. Contacting the school if altered home circumstances or a changing health pattern could affect your child's performance at school.

7. Offering yourself as "outside experts" to teach particular skills which would be of value to the pupils at the school, to talk about your jobs or experiences.

8. Promptly answering written communications (notices) from the school.
Parents are welcome to help teachers in classroom programs, in the processing of library books, preparation of learning materials, assisting with excursions, with the computer program, the maths activity program and in a host of other ways.

Before you can become a Parent Helper you must obtain a Working With Children’s Check. You can obtain an application form from any Australian Post Office. A copy of your card must be given to the school office.

Don't sit back - become involved!!

**SCHOOL COUNCIL**

The School Council is made up of volunteer parents and staff and plays a vital role in the functioning of the school.

Meetings are held on the third Tuesday of each month and parents are cordially invited to attend as visitors.

For further information contact the Principal, Mrs Jane Greig-Hancock or School Council President, Mr Craig Geddes.

Government schools in Victoria have the responsibility to develop their own educational programs for the benefit of all students within policies applying to State schools generally.

The school council is the focal point for decision making on overall school policies.

It is the governing body of the school.

The school council is a representative body with a membership reflecting the important partnership between student, teacher and the home which supports effective learning and which is valued in a caring community.

School councils are constituted as legal bodies under State legislation and represent the Crown.

School councils are accountable to their local school community and also have a responsibility to the Minister and the Auditor-General.

**MAIN FUNCTIONS OF SCHOOL COUNCIL**

The Council is the governing body of the school, whose purpose above all is to serve and promote the interests of the students.

Within state-wide guidelines, school councils have responsibility for the following:

- developing the strategic plan
- developing the education policy of the school
- making a recommendation for appointment of the school principal
- employment of non-teaching staff
- developing a student code of conduct
- reporting to the school community and the Department of Education and Early Childhood Development (DEECD)
• financial management of the school’s funds and accounts
• contracting for the cleaning of the school
• contracting for the undertaking of any construction work.

SCHOOL COUNCIL COMMITTEES
The following are the committees of School Council in which parents can become active members.

FINANCE
The role of this Committee is as follows:
• The Business Manager and Principal are members of this committee. The Business Manager reports to the Finance Committee on the monthly finances of the school.
• Monitor on a monthly basis the Revenue and Expenditure budgets.
• Review and evaluate the Program Budgets each year.
• liaise with the fund-raising committee and consider other sources of funding
• co-ordinate and review matters related to school finances and provide reports and recommendations to School Council
• present the next year’s budget at the November School Council meeting

The Finance Committee meets monthly.

HIRE OF SCHOOL FACILITIES COMMITTEE
The role of this Committee is to:
• support the fund raising program in the school through the hire of school facilities
• devise and recommend policy and guidelines with respect to the hire of school facilities
• administer, on behalf of the School Council, the operation of the hire policy and to oversee the maintenance of records and accounts with respect to hire arrangements
• make recommendations to School Council regarding the approval of hire arrangements
• oversee and monitor the successful leasing of the canteen
• assist the School Council with the development and implementation of the canteen policy
• generate community support for the canteen
• report to School Council on canteen matters
• liaise with the canteen lessee on issues of menu, pricing and financial performance
• make recommendations in relation to the following year’s budget

BUILDINGS AND GROUNDS
The role of this Committee is to:
• administer the upgrading and maintenance of the school facilities by working in consultation with the Department of Education and Early Childhood Development and school community
• respond and have input into the school’s forward planning in relation to buildings and grounds
• conduct structured and regular workplace inspections to ensure safety in school buildings and grounds
• Monitor the school cleaning contract
• monitor and implement:
  * the regular inspection of essential services
  * the Urgent/Minor Works Program with due regard to the School Maintenance System requirements
* working bees to complete various building and grounds projects
- recommend buildings and grounds items to be included in the following year’s budget

**EVENTS COMMITTEE**
The role of this Committee is to:
- work in conjunction with staff, School Council and other school committees to raise additional funds as required for the effective running of the school
- develop a fund-raising schedule for the year and submit to School Council
- enlist support for and nominate a leader to supervise each event
- oversee the operation of fund-raising events to ensure that they are well publicised, administered and supported
- make recommendations in relation to the following year’s budget

**UNIFORM COMMITTEE**
The role of this Committee is to:
- provide a compulsory school uniform which is practical, comfortable, attractive and affordable to distinguish the students of Greenvale Primary School
- maintain a uniform shop to sell using an order system with either cash sale, credit card or EFTPOS
- maintain stock in accordance with the availability of funds
- operate a roster for the voluntary supervision of the uniform shop
- monitor the appropriateness of the school uniform and to make recommendations for change where necessary
- conduct stock takes at the end of each term
- complete regular reports to School Council on the operation of the uniform shop
- promote the school’s compulsory uniform policy
- develop and work within clearly stated operational guidelines

**STUDENT FREE DAYS**
The Department of Education and Early Childhood Development deems four days per year to be allocated as "Student-free days" where children are not required at school. These days are used for Professional Development sessions for teachers, Curriculum/Policy Planning Days and Parent Reporting.

Department of Education and Early Childhood have allocated the first day of Term 1 as a Student Free Day. Parents will be informed of the date for the remaining Student Free days. This will be done via the School Newsletter, the Calendar section, and Up Coming Events section on our webpage.

**OUT OF SCHOOL HOURS CARE**
OSHClub provides Before School Care and After School Care to school aged children at our school.

They believe a school age program of exceptional quality is one that provides a safe environment for children to learn, relax, thrive and have fun. Their programs provide:
- A safe and secure environment.
- An opportunity for children to reach their emotional, physical and self esteem needs.
- Peace of mind for families.
- Affordability for all families.
- Accessible for all individuals including children with physical and intellectual disabilities.
- Friendly, warm, sensitive and co-operative staff.
- An excellent range of activities and equipment that accommodates all ages and interests.
Programs are of the highest quality ensuring children are safe and secure whilst enjoying a wide variety of fun activities. Programs are designed with working families in mind, ensuring that they can continue in their work environment without concerns about the safety and care of their children.

Enrolment forms can be obtained from OSHClub or online at [www.oshclub.com.au](http://www.oshclub.com.au)

**CAR PARKING**

Parents need to be aware that the School Car Park is strictly for staff use only.

Parents of children with Disabilities and Impairments who have been given a specific Car Park Pass can park in the Disabled Parking space or any available space. This pass must be displayed on the care dashboard or in front window of car. *No other parents are permitted to use the Staff Car parks.*

Drivers must observe the 40kmh speed limit in force around our school. Parents are also reminded that police randomly fine people who fail to observe parking or road laws around the school. It is imperative for the safety of our children that parents drive and park safely and encourage children to use the crossings correctly. Remember, we do all we can to protect your children, help us to keep our children safe!
EDUCATIONAL EXPENSES PARENT PAYMENT

Each year the School Council has the role of passing the school budget based upon the goals and priorities as outlined in the school strategic plan. The School Council has three major sources of funding: the Student Resource Package paid by the Department of Education & Early Childhood Development, family payments for materials/programs and local fundraising.

The Department’s Student Resource Package meets most of the costs related to salaries, administration and operational costs such as heating and cleaning. However, it does not meet the cost of individual student packs, classroom packs and consumables associated with some specialists programs.

**Student Essential Education Items for 2014 will cost $140 per student:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual stationery supplies (student book pack) and bulk student consumables kept in classroom</td>
<td>$60.00</td>
</tr>
<tr>
<td>Consumables associated with some specialists programs</td>
<td>$60.00</td>
</tr>
<tr>
<td>Curriculum based photocopies and printing that students use as part of their learning program</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

Total: $140.00

**Excursions / In School Activities Prepayment Plan**

In 2014 we are offering families the opportunity to select a payment plan for excursions and in-school activities. By making a pre-payment families can avoid the need to find money regularly throughout the year, with only the need to complete permission slips and indicate that payment is from the pre-payment plan. Any unspent funds would be carried over to the following year.

Two options are available to families, as outlined below:

<table>
<thead>
<tr>
<th>Option</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Payment</td>
<td>$85</td>
</tr>
<tr>
<td>Pay as you go</td>
<td></td>
</tr>
</tbody>
</table>

Total: $85.00

Some costs are not included in the Excursion/In School Activity prepayment plan as not all students are involved, these are - camps, swimming carnival, interschool sport, cross country, Zone/District/State competitions, Leadership programs

**Buildings & Grounds Voluntary Contributions 2014**

Total: $50.00 per family

To enable the school to develop and maintain areas such as shade structures, covered walkways, garden areas, student seating, synthetic grass.

**Essential Education Items & Excursion In-School Activities of $225**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings &amp; Grounds Voluntary Contribution of $50 per family</td>
<td></td>
</tr>
</tbody>
</table>

Early payment of these amounts would be appreciated as items are ordered prior to the end of this school year and the Education Expenses must be paid prior to collecting your child’s book pack. Payment may be made by cash, credit card, Eftpos, or BPay or by signing over the Education Maintenance Allowance to the school.

Any parents, who have difficulty paying the amount by the due date, should contact the Business Manager Suzanne Leahy to make alternative arrangements.

**EDUCATION MAINTENANCE ALLOWANCE (EMA)**

EMA is provided by the Victorian Government to lower income families to help with education-related costs such as: textbooks, stationery, uniforms, excursions and camps. Parents may have their EMA payment paid directly into the school bank account to be held in credit to help cover the cost of the Parent Payment which includes the Book Pack.

To be eligible to receive EMA, parents must hold a current Centrelink Pensioner Concession or Health Care Benefit Card, or a Veterans Affairs (TPI) Pensioner Card, or be a foster parent. Your card must be valid on the first day of Term 1 and the first day of Term 3 to be eligible to claim. Please contact the school office for further information.
HOW YOU CAN HELP YOUR CHILD SETTLE IN TO PREP

At school children benefit from becoming increasingly independent at doing many things for themselves. It is advisable to begin teaching them to do some things for themselves at home before they reach school. The following skills will help your child become independent and self confident when they are at school.

Managing their own belongings:
Recognising their own belongings and their name
Undoing zips and buttons.

Taking off and putting on:
- Shoes and socks
- Jumpers/windcheaters
- Coats
- Art smock

Turning clothing right side out
Carrying own school bag
Recognising the difference between playlunch and lunch

Taking care of their personal needs:
Independent toileting including washing their hands and flushing the toilets. Boys using the urinal independently.
Using a handkerchief or tissue independently.

SOME THINGS TO CONSIDER:
Can your child -
- Separate easily from mum and dad? (If your child has difficulty separating from you it is best not to linger in the classroom)
- Follow directions?
- Share and take turns with other children?
- Express their needs clearly and confidently?
- Communicate clearly using complete sentences?
- Display confidence and be positive with new people and situations?
- Be truthful and honest?
- Display courtesy? e.g. ‘please’, ‘thank you’, ‘excuse me’
- Manage frustration and anger?

SOME THINGS YOU CAN DO TO HELP YOUR CHILD

Talk freely about the positives of school with your child.
Establish routines – bedtime, meal time, television time and recreation
Label every item of clothing and have your child recognise their name.
Model good speech, reading and writing habits.
E.g. Talk using complete sentences and correct English
Read and talk about stories together
Practice writing together for real life purposes ie. Shopping lists
Model common courtesy and using good manners.
Encourage your child to have a go, take risks, observe and comment
Praise your child’s efforts and encourage confidence to accept new challenges.
Be aware of the school rules and values so that you can reinforce them with your child.
Model and teach your child basic road safety and pedestrian safety around the school eg. using school crossings correctly, wearing seatbelts, exiting and entering the car safely.
Ensure your child attends school on a regular basis.
If possible schedule family holidays during the school term holidays.
Ensure that your child is punctual and arrives at school on time each morning.
BEGINNER'S NEEDS

YOUR CHILD WILL NEED TO BRING THE FOLLOWING WITH THEM ON THEIR FIRST DAY AT SCHOOL:

*ALL CLEARLY LABELLED!*

1. ART SMOCK with long sleeves. An old shirt with elasticised neck and sleeve bands is suitable. Alternatively a smock can be purchased from the Uniform Shop.

2. SPARE CLOTHING a complete change including underwear, in a plastic bag MARKED WITH YOUR CHILD’S NAME.

   Please note that it is not the teacher's responsibility to change children. Parents will need to be contacted if no clothing is available or if the child is unable to change him/her self. The clothing will need to be replaced if an accident does occur.

   A change of clothing is particularly important during the winter months as children do have a tendency to seek out muddy areas!

3. TISSUES each child to provide a box of tissues for classroom.

4. SCHOOL BAG or case large enough to hold a book cover; a lunch box and plastic drink bottle (all clearly labelled) which your child knows how to open. School bags are available from the Uniform Shop.

5. PHYSICAL EDUCATION OUTFIT & RUNNERS black shorts or tracksuit pants, white school polo shirt and runners (non-marking soles) are required physical education clothing. It is most important that children are dressed appropriately for their physical education classes.

   NOTE: This is not required on the first day. The class teacher will inform you of your child’s designated Physical Education day.

6. LIBRARY BAG A 36cm x 45cm drawstring bag is required for Library borrowing or you can purchase a Library satchel from the school Uniform Shop.

7. PLASTIC LUNCH BOX with separate compartments for food and drink as drinks often leak into the food if not kept separate.

8. WATER We encourage students to bring a water bottle each day. Glass containers/bottles are NOT allowed at school. Also, due to the prevalence of European wasps in the area, cans of drink are NOT to be brought to school.

9. FOOD WRAPPINGS We are also encouraging children to be environmentally responsible and as such discourage foods with wrappings that need to be taken outside. Children are encouraged to eat all food/snacks inside and to take them out of the wrapper if it must be taken outside. This vastly reduces litter in the school yard and increases the child’s environmental awareness and responsibility.
HOW CAN PARENTS HELP THEIR CHILDREN TO LOVE READING?

THESE ARE SOME WAYS IN WHICH PARENTS CAN SUPPORT THE WORK OF THE SCHOOL

1. Let your children see you reading-for enjoyment, for news, and for information in cookery books, directories, manuals, etc. In this way children will see that reading is important to you for many reasons.

2. Read to your child often. Try to set aside a short period each day for this. Choose a quiet, special time - for instance, bedtime. Reading aloud together should continue, even when your child can read well.

3. Take the time to talk about the books you read with your children. This helps establish the fact that books are things to talk about and that reading generates ideas, opinions and questions.

4. Build up your child's personal collection of books. Give books as presents on special occasions. Take your child to book shops and browse together.

5. Visit your local library on a regular basis to choose books and encourage your child to get involved in the library's activity programs.

6. Write your supermarket shopping list clearly and ask your child to help you read it in the shop. This can be fun, and it helps your child to build a sight vocabulary based on familiar things.

7. Consider a subscription to a children's magazine. Magazines can be good reading for pleasure and information, and children enjoy receiving their own post.

8. Encourage your child to look for signs eg. Stop, Exit, Roundabout, McDonalds, Supermarket, etc. when you are out and talk about what they say.

9. Reading is what makes better readers. Do all you can to make reading a pleasurable and useful activity - and watch your child respond.

PREP - HOME READING

During the year your child/children will be bringing ‘Home Reading Books’ home. This practice is an extremely important part in their learning to read. At times the book may seem difficult; this is because your child may have chosen the book out of interest.

It is important that you take an interest in the book and ask your child some of the following questions:

Would you like me to read the book to you? Would you like us to read it together?

Would you like to "read" it to me or tell me about the illustrations?

Please do not force your child to "read" the book every night as this may reduce his/her confidence. Sometimes your child will be tired and will not be in the mood to read.

Before reading the book, look at the illustrations together and ask your child to tell you what the book could be about.

When reading allow your child to finger point the words as this will help with the flow of the reading. If your child wants to know a word, or is having difficulty with a word, say -

What do you think it could be? Have a go?
Do the illustrations give you an idea? Do the letters give you a clue?

Please do not take too long over a word. If your child begins to get frustrated, simply tell him/her the word.

It is important that reading is seen as a pleasurable and positive experience.
Community Involvement:

Greenvale Primary School relies upon a strong level of parent support and involvement in the school and prides itself on the development of effective and sustainable home/school partnerships. Parents and Carers have the opportunity to be involved in the school through the following avenues:
- Classroom Helpers; Book Club; Working Bees
- Uniform Committee; Fundraising Committee
- Parent Information Nights (Camps, Drug Education, Family Life, Prep Information)
- Attending Camps and Excursions
- Interpreting and translating

Community Access:

The school has an excellent range of facilities that are made available to the local community for a range of purposes that include:
- Hire of School facilities
- After school student extension programs (Chess, Kelly Sports)
- Use of school sports grounds by community sporting clubs

Communication:

At Greenvale Primary School we keep the school community informed of our achievements and activities through:
- Monday morning school assembly for whole school;
- Fortnightly School Newsletter; Term Calendar; Notices sent home. They are also placed on the School’s Website
- Prep Information Handbook
- Twice yearly written report to parents on student achievement and regular Parent Teacher Meetings
- Program Support Group Meetings for students with disabilities or special needs.

Communication (continued):

- Monthly School Council Meetings and regular School Council sub-committee meetings
- Parent training programs such as Literacy Helpers
- Open Days and Whole School Special Celebrations
- Publication of Annual Report on the school website

Greenvale Primary School obtains the local community views on the school’s performance through
- Annual Parent Opinion Survey
- Parent consultation forums and processes
- Evaluation and feedback questionnaires

Community and School Protocols:

Parents and other community members work in partnership with the school and:
- Respect and promote school values
- Support school Codes of Conduct
- Are actively engaged in their child’s learning
- Provide support for the school through working bees, fundraising, involvement at school information sessions
- Observe confidentiality when participating in school activities
- Support the school by providing information to ensure the safety and wellbeing of all children
- Respond appropriately to and respect members of staff

Broader Educational Community:

The school values and develops strong networks and partnerships with the broader educational community through the following opportunities:
- Kindergarten/Prep Transition program
- Secondary School Transition programs
- Hume Network Principal, Assistant Principal and Student Welfare Coordinator collaboration
- Hume Global Learning Village
- Student Teacher placements
- Work Experience students