Paynesville Primary School

Information Booklet

2010-2011
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Welcome
Welcome to Paynesville Primary School. We hope that the enrolment of your child at this school will be a happy and fulfilling experience. We aim to make you feel welcome and an integral part of the school community. Should you have any questions about anything mentioned (or not mentioned) in this booklet, please do not hesitate to call.

Paynesville Primary School’s current building, which has been conceived through much community consultation, has been designed to enable flexible teaching practices, embrace mixed abilities, multi-ages and Information Technologies. We have extensive grounds which are added to by our ability to access the Paynesville sporting grounds which are right next door. Special grants and a very generous bequest from a local community member have allowed our community to begin construction of an environmental centre in an area we call Jiddelek. Funding from the Stephanie Alexander Kitchen Garden Program has enabled us to equip the room for kitchen classes!

Make sure you have a look in Jiddelek – it’s a froggery designed and built by students and staff. The building was officially opened on the 17th November 2008 and is named after Peter Lamb. Its official name will be The Peter Lamb Science Education Centre. Have a look at the newly established edible garden at the entrance from Waratah Street. We are very excited to have been accepted into the Stephanie Alexander Kitchen Garden Program in 2009 and the garden is a result of all students working on the patch on a regular basis.

We are aware of the joint responsibility we share with you in helping your child. We welcome your support, suggestions and co-operation. It is the philosophy at Paynesville to value the individuality of each child and provide a quality education which meets optimum learning needs. We believe this best occurs in an open and friendly atmosphere where the teamwork between home and school encourages students to be enthusiastic and responsible learners with the flexibility to cope with our ever changing society.

This booklet has been prepared to give you a general overview of what goes on in our school. Please read it and retain it for future reference and do not hesitate to contact us if you have any queries or problems.
**Term Dates 2011**

Term 1 for students
Friday 4 February—Friday 8 April

Term 2
Wednesday 27 April—Friday 1 July

Term 3
Monday 18 July—Friday 23 September

Term 4
Monday 10 October—Thursday 22 December

**Term 1**

Staff - Tuesday 1 February – Friday 8 April

Students - Friday 4 February – Friday 8 April

**Term 2**

Everyone - Wednesday 27 April – Friday 1 July

**Term 3**

Everyone - Monday 18 July – Friday 23 September

**Term 4**

Everyone - Monday 10 October – Thursday 22 December

**Term 1 for Prep students:**

During February prep students have a rest day on Friday. This will give your child the opportunity to ease into the routine and rigour of school. It is also a time where teachers will conduct a prep interview involving parents and students. More information will be forwarded to let you know what this will entail.

**School Structure 2011**

Our structure for 2011 is still to be decided as at time of printing. In 2010 we ran with a dedicated prep grouping with multi-aged groups of grade 1 & 2, 3 & 4 and 5 & 6. The structure of the school and the classes is heavily determined by the number of students at each year level. While our desire is to keep it as stable as possible, it may be necessary to alter the structure to accommodate the number of students across the school.

In making a decision about the structure, we are guided by the philosophy and value of children learning from and with each other. The range of learning stages in the classroom provides a wonderful opportunity to foster co-operation between children, to acknowledge the different ways and different rates at which children learn, and to celebrate learning. Children will be encouraged to see each step of their development as part of the learning process. The multi-age class will also give your child the opportunity to be in a class with an older brother or sister. Please contact us if you would like family members to be together.

In making up a class we consider the learning needs of each student, friendship groups, and the effect certain students have on each other. Classes are constructed so that the best possible learning environment exists for all students concerned. Sometimes this means that students are not with their friends but there is plenty of opportunity for play and friendship within the team and within the school.

As part of our pre-prep transition program we try to find out as much as possible about our new students. We talk to kinder teachers, conduct a language assessment and talk to you to get a picture of where your child would be best placed. While we are always willing to speak with you about your request for your child’s placement we are sure you will appreciate that class combinations are made considering many, many factors and we need to make decisions based on the best needs of all students involved.
Absences – IT’S NOT OK TO BE AWAY!
School is compulsory for all children over the age of six. Frequent absences without a legitimate written excuse are reportable.

Please note that it is a Departmental regulation that written reasons be provided for all absences. These letters are required to be kept as records for a number of years.

If you are planning to be away for an extended period of time and would like work for your child please give teachers at least five days notice so that work can be prepared. Please also be aware that the type of activities that will be provided will be of a revisionary nature, and will most likely be worksheet or written type activities.

Administration
Our office is managed by Lauren Aston. Lauren works closely with Gayle Pincott to make sure all the forms and money are collected and general enquiries are answered. If they don’t know the answer they will be able to direct you to the right person. Please give the friendly team a call if you have any questions.

Ambulance Service
In the case of an emergency, it may be necessary to call an ambulance to transport your child to hospital. The cost of the ambulance transport would be your family’s responsibility as the school does not cover this cost. We strongly advise you to take out ambulance insurance to ensure that you are covered should such an incident occur.

Assembly
Whole school assemblies will be held in the multi-purpose hall on Fridays. Parents and community members are welcome to join us in singing our national song, sharing news and celebrating student achievements at this time. Please watch the school newsletter for the time of the assembly. Each area of the school also conducts regular assemblies for students.

Bikes, Scooters and Skateboards
We have a bike shed where students may leave their bikes during the day. The bike shed is locked during the school day. Helmets are compulsory. Students who arrive without a helmet will not be permitted to ride home. For safety reasons bikes and scooters etc are not to be ridden in the school ground unless under teacher supervision. Scooters, skateboards and similar gear must also be left in the bikeshed as well. While the bike shed is locked during the day please keep in mind that the safety of this gear cannot be guaranteed.

Please note that VicRoads does not recommend that children under the age of 10 ride a bike or cross the road unaccompanied by an adult. Children at this age do not have the skills, abilities and judgements to be safe in traffic.

Breakfast Program
Breakfast is available from 8.30- 8.50 am in the canteen (Terms 2 & 3 only). Donations or assistance are always welcome. The SRC will be running this in 2008. While bacon and eggs may be a request of some, the breakfast fare is simple and filling – toast and milo.
Choir
We have been fortunate in the past to be able to offer students in years 3 to 6 the opportunity to be part of our school choir. The choir has performed at many community functions as well as our school events and assemblies. Whether the choir operates is dependent on the availability of staff and whether time permits. We would welcome any assistance in being able to offer this program on an ongoing basis.

Class Supplies & Booklists
At the end of the school year you will receive a booklist for the following year. The booklist details items that your child will need – some of which you may choose to buy elsewhere and some of which are school-based costs. It is vital that the lists are returned by the due date so that orders can be ready for packing and delivery before school starts. If your child enrols in terms 2, 3 or 4 the booklist and subject contributions are calculated on a pro-rata basis.

Booklist money is to be paid at Reception on pick-up day. We are able to accept cheques, cash, EFTPOS and we can also organise Centrepay deductions through Centrelink.

As well as the items on the booklist your child will need:
- An old shirt or smock to use for art activities;
- A school bag large enough to hold everything!
- A school hat – available from the uniform shop – (preps will receive this as a gift.)
- A t-shirt in the allocated house colours for sports days etc. – (House t-shirts are also available from Nick’s Clothing, Bairnsdale).

Conveyance Allowance
If you live more than 4.8km from the school you may be entitled to a conveyance allowance. This allowance needs to be applied for at the beginning of the year. Payment will be made to the bus company if your child uses the Paynesville buslines or directly to you if you drive your child to school. The bus that transports the students is a private bus and as such does carry other fare-paying customers. Contact the office for more information.

Curriculum
The School Council oversees the curriculum at Paynesville Primary School. Currently our curriculum is based on the “Victorian Essential Learning Standards” (VELS).

The Victorian Essential Learning Standards describe what is essential for all students to achieve from Years Prep to 10 in Victorian schools. They describe what students should know and be able to do at different stages of learning.

The Standards are developed within three core and interrelated strands. These outline the knowledge, skills and behaviours all students should acquire if they are to successfully manage themselves and their relations with others, understand the world and act effectively in that world. The three strands are: Physical, Personal and Social learning; Discipline-based Learning; and Interdisciplinary Learning.
<table>
<thead>
<tr>
<th>Strand</th>
<th>Domain</th>
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<tr>
<td>Physical, Personal and Social Learning</td>
<td>Health and Physical Education</td>
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<td>Discipline Based Learning</td>
<td>The Arts</td>
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<td>Communication</td>
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More information about VELS can be found at this website:

Paynesville Primary School’s curriculum planning is based upon a thematic approach in the development of teaching programs. Where possible, these learning areas are integrated and children’s skills are developed across the curriculum. Programs developed in the different areas of the school will reflect the range of abilities and student interests.

Teachers in each area plan together, to ensure a common approach to learning within each area and level of the curriculum. General attitudes, values and personal qualities such as perseverance, initiative, honesty, loyalty and creativity are recognised and encouraged as underpinning learning skills, processes and understanding of the curriculum.

The Victorian Essential Learning has organised learning material into levels. This provides a framework for identifying student achievement and future learning goals. These levels are equated with levels of schooling as follows:

- **Level 1**  End of Prep
- **Level 2**  End of Grade 2
- **Level 3**  End of Grade 4
- **Level 4**  End of Grade 6

Please remember that children develop in their own unique way and while the levels above are a guide to expectations, your child may be working above or below and teaching will be at his or her individual level of need.

Curriculum assessment is ongoing, and is covered by a range of quality approaches relevant to the child’s instructional level.
Curriculum Support Programs – Extra Curricula Activities

**Private Coaching**
From time to time we are able to offer coaching clinic or in various sports. These clinics may be available for individual classes and, in some cases, the whole school. There may be a small cost involved with these types of activities.

**Religious Education**
The school offers a non-denominational Christian-based religious education program for half an hour each week for students in prep to grade 6. This program is a very student centred program based on personal behaviour, attitudes towards others and making sensible life choices. All students participate in special church services throughout the year. These services are held at the various churches in Paynesville. You are most welcome to join us at these services.

**Cultural Performances**
Our students have the opportunity to participate in the visiting cultural performance which comes to the school each year. These performances range from drama, magic, music, comedy and other amazing entertainments. The costs for these Cultural performances are included in the booklist or can be paid for as they occur.

**Daily Routines**
We recommend that children arrive between 8.45am and 8.50am each day. School begins at 9.00am. This allows time for morning routines such as changing book covers and greeting friends and teachers. Teachers and support staff are often involved in meetings before 8.45am and are unable to supervise students before this time.

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<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tr>
<td>9.00am</td>
<td>First Session</td>
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<td>11.00am</td>
<td>11.30am</td>
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<td>11.30am</td>
<td>1.00pm</td>
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<td>1.00pm</td>
<td>1.15pm</td>
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<td>1.15pm</td>
<td>2.00pm</td>
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<tr>
<td>2.00pm</td>
<td>3.30pm</td>
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- Classroom doors open at 8.45am.
- Breakfast program *(when operating)* open at 8.30am. (Term 2 & 3 only)
- Music precedes all bells to enter school allowing children time to go to the toilet and have a drink.
- Lunch is eaten under teacher supervision.
- Our Spelling program operates on Monday to Thursday beginning at 9.00am.

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*Our whole school swimming sports are enjoyed by all of our students. Even the staff gets wet!*
Dental Services
The School Dental Service provides dental treatment for all primary aged students. Students need to be enrolled in the service to be able to be seen. If you would like to enrol, or are unsure whether your child is enrolled call the School Dental Services on 1300 360 054. The service is free if you or your child holds a valid pensioner concession or health care card. Non card holders pay a fee of $27 per child (maximum $108 per family) per course of care, which includes a dental check up and general dental treatment. The local SDS is located at the Bairnsdale School Dental Clinic Bairnsdale Community Health Centre Ross Street Bairnsdale

For more information contact the Regional Office on 1300 360 054 or log on to www.dhsv.org.au

Early Collection / Late Arrival
When children are arriving or leaving school outside regular hours, please sign the book provided for this purpose. It is a DEECD requirement that we know where all students are at all times. The sign in book is located on the front counter at the office.

Education Maintenance Allowance (EMA)
Families holding a current Commonwealth Healthcare card on the first day of terms 1 & 3 are entitled to the Education Maintenance Allowance (EMA). This allowance is paid in two instalments throughout the year with half the allowance coming to you and half coming to the school. The part that comes to the school on your behalf is used to offset various excursions and activities throughout the year. Closing dates are very important for this allowance as late submissions are not accepted by the Department. Keep an eye on the newsletter or contact the office for more information.

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<tr>
<th>Instalment</th>
<th>Portion</th>
<th>Primary school*</th>
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<tr>
<td>One (late term 1/early term 2)</td>
<td>Parent</td>
<td>$78.75</td>
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<td>School</td>
<td>$78.75</td>
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<tr>
<td>Two (late term 3/early term 4)</td>
<td>Parent</td>
<td>$33.75</td>
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<tr>
<td></td>
<td>School</td>
<td>$33.75</td>
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<td></td>
<td>Total</td>
<td>$225.00</td>
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Emergency Information
At the beginning of each year families will be asked to complete an “Emergency Information” form. This form will let us know where to contact you in an emergency or whom we should try if you are unavailable. It is essential that the ‘Confidential Student Information’ form be completed accurately when each child enrolls and be kept up to date. Please notify us if there are changes to any of the information.

Emergency contact people can be called if we cannot contact you and your child is ill, has had an accident or is behaving in a way that is dangerous to himself or other students. Families are asked to make sure these contacts are aware of the role they may play and are usually available during the day.
Excursions & Camps
Camps and excursions form a very important part of the school program. It is important that all students participate as these activities are usually organised to supplement or enhance class programs with class work being done before and after the event.

At the beginning of the year you will receive an excursion approval form which will cover your child for any local excursions. We ask that you read the form carefully and return it to school by the requested date. The idea behind the blanket approval is to save you a little time by not having to complete a permission form for every excursion.

All excursions and camps are pre-approved by school council. Our Camping & Excursion Policy is available on our school website or a hard copy is available on request.

You will still be notified of planned excursions via the newsletter and special permission is still required for excursions further afield. Normally students will be transported by bus but should we need to use cars, you will be notified of the driver and asked to sign a separate permission form. In some cases, where only a small number of students are involved, we may seek your help in finding transport for your child.

We aim to provide you with as much up-front information about proposed camps and excursions and so you will be provided with a full list of the camps and excursions and other special activities on your child’s booklist. You will have the option of paying for these activities at the beginning of the year, as a layby option or a pay as you go plan.

Please do not hesitate to come and have a chat if you need any assistance.

Fundraising
Our fundraising committee is driven by volunteers who have done a fantastic job raising money for various projects around the school. Keep an eye on the newsletter for the next project.

Over the past few years, money raised by the group has gone towards the purchase of the stage curtains and various sections of the science shed. In 2010 our first Food and Garden festival was held and is planned again for 2011.

If you have any ideas for fundraising or you can help out in this area please let us know.

House System
There are 4 houses operating in the school, with new students being allocated to a house upon enrolment. Children from the one family are placed in the same house. Meetings are held from time to time, with houses competing in swimming, cross country and athletics sports. At the beginning of each year Senior School students are elected as Captains and Vice-Captains.

The houses are:
- Blue - Seagulls
- Green - Eagles
- Red - Swans
- Gold – Kookaburras

Students may purchase House t-shirts from Nick’s, our uniform supplier, or may supply a t-shirt in the house colours. These t-shirts are worn on sports days and other days where house activities take place.
**Infectious Diseases**

Schools are required to exclude students according to the School Exclusion table under the Health (Infectious Diseases) Regulations 2001.

A full outline of infectious diseases and exclusion times is available at the following address.


The items below are the most common infectious diseases and a summary of exclusion is included for your information.

- **Chicken Pox**: Until fully recovered or at least 5 days after the first eruption appears;
- **Conjunctivitis**: Until discharge from eyes has ceased;
- **Measles**: At least 4 days after the onset of the Rash;
- **German Measles**: Until fully recovered and at least 4 days from the onset of the rash;
- **Whooping Cough**: For 5 days after starting antibiotic treatment;
- **Hepatitis**: Medical certificate needed;
- **Impetigo**: Until treated. Sores must be covered with waterproof dressings;
- **Ringworm**: Until appropriate treatment has commenced.
- **Mumps**: Exclude for 9 days or until swelling goes down (whichever is sooner);
- **Scabies**: Re-admit the day after appropriate treatment started;
- **Lice**: Patient must be receiving proper treatment and should remain at home if infection is serious.

Under the Health Act all children are required to present an immunisation certificate when enrolling in primary school. Should an outbreak occur in a class where a student is not immunised, the student will be excluded from school for the required time.

**Integration**

The school is committed to the belief that students shall not be excluded on the grounds of race, religion or disability. Paynesville’s integration policy acknowledges that the local school setting is the most appropriate environment for many students with disabilities. The policy acknowledges that parents of students with disabilities and teachers should both be actively involved in the student’s placement and planning of the school’s program for the student concerned. Regular meetings are convened to facilitate this working relationship.

**Library Borrowing Times**

Children have regular access to the library when they can borrow books. Some lunch times and before school times are available for further borrowing. These times are noted on the library window. A limit of 4 books is applied and students are expected to take care of the material borrowed and return items on time. We are not able to run the library program as a specialist area in 2011 but we are very grateful to our support staff member Judi Owen who manages and maintains the library with assistance from a casual staff member.
**Lost property**
This is stored in a basket in the meeting room near the general office. Please make sure that all your child’s belongings are clearly labelled. All unclaimed, unnamed lost property is sent to the op shop at the end of each term.

**Lunches**
Students may purchase lunches from the Harbourside Café or bring their own lunch each day. Our canteen services have been outsourced to The Harbourside Café located at 2/77 The Esplanade in Paynesville. Lunch orders are to be posted in the wall box at the canteen door for collection before 9.30am. Lunch Order menus are available from the school office or on our website at [www.paynesville-ps.vic.edu.au](http://www.paynesville-ps.vic.edu.au)

Lunch is usually in the outside eating areas from 1.00 – 1.15.

*Soft drinks are not permitted at school and we discourage chocolate and lollies.*

**Lunchtime Activities**
In an effort to provide an alternative to the hurly burly of the playground, where we are able to, a staff member is rostered on each lunch time to offer special programs. Activities range from drawing, board games, computer activities, playing with the tyres, drama, craft activities, dancing, reading and so on. If you have an activity you would like to offer we would love to hear from you. The activities last about half an hour and can be run for one day or can be run over several weeks. A staff member would be with you to help supervise students and we would be happy to organise payment for any supplies needed.

**Medical Information**

*Children’s Illnesses*
The best place for students who are ill is at home. If your child is sick, please keep him/her comfortable at home.

If your child becomes ill at school and needs to go home we will contact you or one of the people listed as an emergency contact.

*Medication*
If this is necessary, please assist the teacher by labelling the medication with your child’s name, the dose and the time this medication is to be given. Confirmation of a request for a teacher to administer medication should be given in writing. If your child takes regular medication, detailed information must be supplied using a form available from the office. Asthma sufferers on medication must provide the school with an emergency supply, as well as having their own supply on hand at all times. Please make sure a current asthma information form is filled out for your child. Epipens and other specialised medication should be clearly labelled and discussed with your child’s teacher.

*We are not able to administer pain killers unless we have written permission and they have been provided by you.*

**Newsletter – The Seagull**
The newsletter is our main way of relaying information. In 2011 the Seagull will be sent home on a fortnightly basis and usually on a Thursday so please ransack your child’s bag to retrieve it. It is important to read this newsletter as it contains news of coming events, changes to school programs,
permission forms, pupil free days, etc. Sometimes there are even prizes to be won! If you would like anything published in the newsletter let us know before 2.00pm on Wednesdays. Our newsletter can be emailed on request and is also available on our website www.paynesville-ps.vic.edu.au/ Classroom newsletters are also sent home on a fortnightly basis and will include photos, explanation of programs, special activities and homework outline to give you an idea of what is happening in your child’s area.

Parent Opinion Survey
Each year a randomly selected group of families is invited to participate in the annual parent opinion survey. For our sized school it works out to about 40 families. The survey seeks opinions about all aspects of the school and families are asked to respond based on their experiences. The surveys are anonymous and returns are not opened at school. The returns are collected and collated by an outside company with result coming to the school and to the Department of Education.

Payments
From time to time you will need to send money to school as payment for one thing or another. We have special payment envelopes which are available from the office. Envelopes will also be attached to notes about excursions should a payment be required. It is very much appreciated when these envelopes are used as it makes our job in the office a lot easier. If you don’t have one of the envelopes could you please include your child’s name, grade, the amount enclosed and what the payment is for on the envelope you use.

Money envelopes can be brought directly to the office or placed in the “collection box” outside the administration area. No money is to be handed to the classroom teacher. A receipt will be automatically generated by the school accounting computer and is only issued by request. EFTPOS facilities are available at the office: we accept Mastercard, Bankcard, Visa and all debit cards as well. Please ask Gayle or Lauren if you would like a copy of our EFTPOS or payments policy.

Payment Options

EMA
If you have a current Health Care Card or Pension Card you may be eligible for the Educational Maintenance Allowance and this can be used for booklist payment. Please remember to bring your current Health Care Card/Pension Card if you are choosing to pay this way. Payment is expected on the Friday 28 January (TBC) when you collect your books. The school will receive a direct payment of $78.75 per student, for the first installment and $33.75 per student for the second installment. The same amounts will also be paid in a parent portion either as a cheque payment or direct deposit payment to family’s bank accounts. Please see Lauren if you have any questions about EMA.

CENTREPAY
If parents are receiving Centrelink payments or family tax benefit payments then they may be able to register for Centrepay deductions. The payment can be directed to the school to cover school costs. The minimum deduction amount is $20. Please speak to Lauren if you would like more information or an application form.

SMITH FAMILY SCHOLARSHIP;
Some families may be recipients of the Smith Family Scholarship scheme: this money can be paid directly to the school and then used for expenses as they occur.
**SCHOOL START BONUS:**
Parents of First year students will be receiving a “School Start Bonus” of $300. This allowance will be available to parents after the January 11 2011. Vouchers will be provided to families during Term 4. If you have missed out on your voucher please contact Lauren at the school office.

**CASH, CHEQUE, EFTPOS – Debit Card, Visa or Mastercard.**
Sorting through the booklist, what needs to be paid and when and working out the best way to pay can be very confusing. Please do not hesitate to come and see us if you need any help with any items that appear on the booklist.

**Public Holidays & Pupil Free Days**
From time to time throughout the year there will be days where students will not be required at school. Four of these days are called ‘pupil free days’ and are days where staff members are involved in training, school planning or report writing. We will endeavour to give you as much notice as possible about these days.

As well as the pupil free days the school will be closed for all public holidays and one other day when School Council grants a holiday in lieu of the Melbourne Cup Holiday to which metropolitan schools are entitled. This holiday has usually been around the Melbourne Cup week but can be taken at anytime with School Council approval.

The Public Holiday & Pupil Free Dates for 2011 are:
- **Labour Day** Monday 14 March
- **Anzac Day holiday** Monday 25 April (Tues 26 holiday due to Mon 25 being Easter Monday holiday)
- **Queen’s Birthday** Monday 13 June
- **Pupil Free Day – Staff development** - Date to be decided. Most likely in term 2 or 3
- **Melbourne Cup Holiday** Tuesday 1 November

**Reports**
We are continually aiming to devise a reporting program which keeps you up to date with your child’s progress throughout the year. We feel it is vital that the reporting process be a three way activity which involves parents, teachers and students.

Initial interviews for prep children will begin in the second week of school. These are held as part of the Prep Entry Assessment Procedure, which has been compulsory for all students entering school since 2000. This procedure collects information about children and their “prior to school” experiences, knowledge, social skills and health. It involves close consultation with parents and pre-school/kinder teachers.

In 2011, brief interviews will be held at the beginning of the year and more in depth interviews will take place in June. Students are expected to accompany parents to the mid year interviews so that they can participate in the discussion and show you some of the good things they have been doing.

Over the 2011 year we will continue to use the reporting format which has been devised by the Department of Education after a lengthy consultation period with parents and families across the state. The report will give you an idea of what successes your child has had, where he or she may need some support, as well a guide as to how he or she compares with the expectations of a child at his or her level.
Informal discussions with you and sending home samples of work also provide an ongoing review of your child’s progress.

Feel free to come and talk to your child’s teacher about any areas of concern, or to make an appointment with me if you would like. Of course you can just come and have a look at what’s going on in the classrooms and what your child is producing.

We will contact you any time there is a problem or concern and we invite you to do the same. Often small problems become major issues if not dealt with immediately.

**School Captains**
In term 1 of each year, elections are held to decide who the School Captains will be. Students in Grade 6 may choose to run for School Captain by presenting a speech outlining what they will do make our school a better place. Our 2010 School Captains are Zac Buckwell and Elle Hammond and our Vice School Captains were Josh Drohan and Katie Rose.

**School Council**
The School Council is the group that oversees the running of the school. It is responsible for determining policy and budget and for the upkeep of facilities, grounds and equipment.

The council consists of fifteen members: seven elected parent representatives, four elected staff representatives, three co-opted members and the principal. All positions except that held by the principal are for a two-year term with half the elected parent reps. retiring each year. Elections are held in term 1 with the new council taking over from the beginning of April.

Meetings are usually held on the third Wednesday of the month at 6.00pm in the staff room. Everyone is welcome to attend these meetings or you may submit items of business for discussion.

**Current Members**

*Parent Reps:* Russell Broomhall (President)  
Nick Fordham (Vice president)  
Sema Yilmaz  
Andrew Thompson  
Deb Curtis  
Helen Rose

*Co-opted Rep:* Will McCutcheon

*Staff Reps:* Michael Doyle  
Suzi Roberts  
Warwick Fraser  
Vicki Keys

*Principal*  
Debbie Nicholls

Sub-committees or project groups are set up as needed with council members electing to be part of these groups. The project team liaises with school council and decisions are made on the group’s recommendations. Membership of these groups is open to any interested parents.

You are most welcome to attend the meetings or if you would like a full copy of the minutes please let us know.
**School Entry Immunisation Certificate (SEICs)**

As part of the enrolment procedures students need to present a School Entry Immunisation Certificate. The certificate tells the school whether or not all required childhood immunisations have been completed. (Students with incomplete or unpresented SEICs are required to be exempted from school if certain contagious diseases are present in the school).

Copies of your child’s School Entry Immunisation Certificate are available by contacting the Australian Childhood Immunisation Register (ACIR) on 1800 653 809. The certificate that is received has a summary of all immunisations and should also have the statement “This child has received all vaccines required by 5 years of age.” Prep students usually receive this information automatically, however if you are unsure about the process, or your child is in a higher year level and doesn’t have the certificate, give me a call.

### School Hours

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spelling Mastery</td>
<td>9.00am – 9.20am</td>
<td>Monday to Thursday</td>
</tr>
<tr>
<td>First session</td>
<td>9.20am – 11.00am</td>
<td></td>
</tr>
<tr>
<td>Recess</td>
<td>11.00am – 11.30pm</td>
<td></td>
</tr>
<tr>
<td>Second session</td>
<td>11.30am - 1.00pm</td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>1.00pm – 2.00pm</td>
<td></td>
</tr>
<tr>
<td>Third session</td>
<td>2.00pm - 3.30pm</td>
<td></td>
</tr>
<tr>
<td>Assembly</td>
<td>2.45pm -3.30pm</td>
<td>Friday</td>
</tr>
<tr>
<td>Dismissal (normal)</td>
<td>3.30pm</td>
<td></td>
</tr>
<tr>
<td>End of term dismissal</td>
<td>Terms 1, 2 &amp; 3: 2.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Term 4: 1.00</td>
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</tbody>
</table>

The yard is not supervised before 8.45am. Teachers are usually there from 8.00am but this time is for preparation and meetings. If you need to drop your children at school before 8.30am please contact the teachers beforehand so that arrangements may be made.

It is very important that students arrive at school on time. Late arrivals upset the routine of the class and of the person who is late.

It would also be appreciated if children could be picked up on time at the end of the day. Teachers often have meetings after school at other locations and have to leave soon after school ends.

**School Nurse**

The school medical service visits the school annually giving a medical examination to all first year children. Forms are sent home prior to this taking place. Other children may be referred by teachers for various reasons, with parental permission required. Children referred one year are reviewed the following year.

**School Staffing**

We currently have four school teams as listed below.

We are also able to offer specialist programs and we have a number of staff members who support the special needs of children. **Please note the following may change once the classes have been finalised for 2011.**
In 2010 the following staff arrangements were in place:

Prep: Vicki Keys

1/2: Liz Luby, Mary Sowa, Sue Morton & Di Anderson

3/4: Meagan Whitbourne, Michael Doyle & Liz Berwick

5/6: Suzi Roberts, Eleanor Fox & Warwick Fraser

Principal: Debbie Nicholls
Assistant Principal: Warwick Fraser
ICT: Angela Stringer
Support Staff: Judi Owen, Kathy Wright, Gayle Pincott and Rachael Neille
Business Manager: Lauren Aston

Special Friends’ Program
The Special Friends’ Program is for students who would benefit from individual time with a caring friend. Parents and volunteers from the community come to the school and work with a particular student who has been identified as needing support. Students participate in a variety of experiences depending upon individual needs. Special emphasis is placed on developing close, positive relationships between the student and the volunteer to assist in building self-esteem and confidence. If you or any community members would like to be involved, give me a call for further details.

Strategic Plan
As part of the accountability process for schools the School Council and School Community devised a document called a Strategic Plan which outlines our goals and aims for the next four years. The Strategic Plan contains curriculum goals as well as expected codes of conduct for students, staff and the school community. Our new Plan is available from the office or you can download a copy from the school website www.paynesville-ps.vic.edu.au/

Stephanie Alexander Kitchen Garden Project
2011 will see us in the second year of the SAKGP. Meagan Whitbourne has been instrumental in getting our school involved in the program, and a grant of money to employ someone. This person helps us to implement a program that teaches our students about healthy eating and about planting and growing foods. Our kitchen is currently being run by Bronwyn Benson and Deanne Howlett.
In 2009 the kitchen began operating and our garden continues to grow. We have been overwhelmed by the generosity of families and local community members who have donated money and gifts for both the kitchen and the garden.
This is an exciting project and we will be looking forward to working with our families and local community in taking full advantage of this opportunity.
**Student Representative Council (SRC)**
Each class elects a male and female representative to the Student Representative Council at the beginning of each year. This Council meets weekly, under the supervision of a staff member. The students are encouraged to raise student ideas and concerns and to negotiate ways of solving these. The Student Representative Council is also involved in raising funds for various charities and organising activities for fellow students.

**Student Services**
We are fortunate to be able to employ the services of a speech pathologist, Tristan Nickless. Tristan visits our school once a month to work with both individual students and small groups. Tristan provides professional development for staff and supports parents and families with programs and activities to assist students. Unfortunately we are unable to provide intensive, ongoing support for students but Tristan is able to lead us in the right

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**SunSmart**
We want to make sure our students are well protected from the sun while at school and so a Sunsmart policy has been devised. Students will be required to wear the blue school uniform broad brimmed hat or legionnaire’s hat with the school logo at all times when outside during terms 1 until the 1 May and 1 September until the end of term 4. Hats are available from the office.

We also recommend that sunscreen is applied before coming to school and packed in bags for use on special outdoor activity days.

**Toys & Personal Items**
We all know how exciting it is to have a new toy or game. Some children may want to bring it to show friends but school can be a rough place for toys and special belongings. We recommend that toys and personal items be brought for show and tell but left in school bags and saved for use at home. We cannot guarantee that the items will be safe and returned in one piece.

Items such as swap cards can cause problems and so to curb any “insider trading” or misunderstanding students are not to swap items at school.

Sometimes we have the need to ban certain toys or items but we will let you know the reasons via the newsletter.

Any money should be sent in a purse or wallet for safe keeping.

**Transition**
We aim to ensure all students are ready for the next phase of schooling and we have a number of ways of dealing with transition. Year 6 students begin interacting with secondary schools early in the year before moving on. There are several visits to and by representatives of the various colleges. Students have a number of schools available (Bairnsdale Secondary College, Nagle College, Gippsland Grammar), each offering a range of transition activities, culminating in a full day orientation in term 4.
We begin our kinder to prep transition in early term 4 with classroom visits and information sessions forming part of the program.
All classes participate in a half day orientation program in term 4. This allows all students to get ready for the coming year and to have an idea of what is to come. It also allows staff to identify any concerns or issues that may arise in regard to student placements.

**Uniform**
Paynesville has a compulsory school uniform. This policy came about after surveying families during 2005. Students will also be required to wear the Paynesville School hat which may be purchased from the office. A full copy of the uniform policy is attached to the end of this booklet. Uniform is available from Nick’s Clothing, 93 Main Street Bairnsdale. Phone 5152 1333. If you need any assistance with purchasing uniform, please come and see us.

**Volunteers**
We are always appreciative of volunteers in our school. If you can help in the classrooms, the kitchen, the garden, with odd jobs, with taking things home to cover or make etc etc etc we would love to hear from you. Just pop in and catch up with your child’s teacher or leave your name and number at the office. Nans and pops and other relatives are also welcome. If you are planning to volunteer or attend any excursions or camps you will require a Working With Children Check. Paper work for the check can be obtained from the Post Office and costs around $18 if you register under the volunteer category. See [Working With Children Check](#) for more information.

**Who Do I See if I have a problem or a concern?**
If you have any concerns about how your child is going in class, any problems in the yard or any other issues relating to your child, your first port of call is your child’s teacher. You may also talk to the teacher who is the team leader of your child’s section of the school. The team leaders in 2011 will be:
Prep – Grade 2: Liz Luby; Grades 3 & 4: Meagan Whitbourne; Grades 5&6: Suzi Roberts.
Should you be unsatisfied after talking with the class teacher and team leader your next port of call is to talk to me or our assistant Principal- Warwick Fraser.
Please be assured that we will do our utmost to work with you to resolve any concerns and we will be happy to explain why a decision has been made or why a certain path is being followed.
If you have any concerns about payments, forms, etc please contact Lauren or Gayle in the office. If they can’t help you they will direct you to the most appropriate person.

**Whole School Performances**
We have a three year cycle of performances at Paynesville. Every three years there is a whole school production involving all students. This is a huge undertaking and involves many hours of rehearsal and preparation by staff, students and families with fantastic results. In 2007 our whole school production was “The Wizard of Aus”. The second year in the cycle involves performances from the different areas of the school – P-2, 3/4 and 5/6s with the third year being a cabaret type performance. You will be very impressed with the talents of the students at our school.

**Working with Children Check (WWCC)**
Our school requires that anyone who volunteers in the school or attends camps and excursions has a current Working With Children Check. The WWCC form can be found at the post office and the application is free however you will need to pay for the required photo,
which needs to be taken at the post office (approx $10). Please don’t pay the $74 fee as that is for people who are employed in children’s services.
More information can be found at the WWCC website http://www.justice.vic.gov.au/workingwithchildren but please feel free to come and chat to Lauren who is a font of all knowledge.

**Yard Duty & Supervision**
The yard is supervised from 8.45am, during recesses and until 3.45pm in the afternoon. During these times students are not permitted to leave the school grounds without the permission of a teacher. We have three teachers on yard duty at recess and lunchtime. A staff member with first aid qualifications is available during recess break.

I hope that this has provided you with an overview of some of the operational aspects of Paynesville Primary School. If we’ve missed anything you think should be included please let me know for our future editions.
Please come and see me if you have any queries or problems. Problems often occur through misinformation and can become mountains if not dealt with in the beginning. I am looking forward to our partnership in making your child’s primary school journey successful, memorable and fun.

Regards

Debbie Nicholls
Principal
This policy has been brought about after a survey of families and has been devised by School Council to include many of the ideas and suggestions provided by families.

**The Aims:**
- to provide a sense of teamship and unity;
- to provide a non-discriminatory dress code;
- to allow the outside community to positively identify Paynesville students;
- to limit the opportunity for negative comparisons of student clothing.

**Implementation:**
1. Students are required to wear full school uniform as outlined unless a special out-of-uniform day has been organised.
2. Contact from families (note, phone call, etc) is requested if a student is unable to wear uniform on any of the uniform days.
3. In the case of an excursion or special event, where parents cannot be contacted, a uniform from the spare uniform box will be provided for the day.
4. Uniform items may be purchased from Nick’s in Bairnsdale. A current price list will be available from the office and on the school website http://www.paynesville-ps.vic.edu.au/
5. Nick’s will stock a range of plain black pants for both girls and boys and the blue and white checked summer dress however families may choose to purchase these items from other suppliers.
6. Donations of second hand uniforms will be gratefully accepted and maybe used to assist families.
7. Shoes need to be ‘school safe’ – i.e. no thongs or scuff type shoes.
8. Students are expected to wear the school broad brimmed hat at all times during terms 1 and 2 until May 1st and term 4 and at other times as advised by parents or staff. Hats should be kept at school.
9. School hats will be sold from the School Office
10. If a student doesn’t have a hat he or she will be offered the use of one of the spares. If there are no spares the student will be required to stay in the shade whenever outside.

**Consequences for being out of Uniform**
It is expected that there will be occasions where full uniform is unavailable due to washing or drying problems etc. In these cases we simply ask for a brief note from parents. In the case of students repeatedly attending school out of uniform without a note or phone call the principal will contact parents to resolve the problem.
Uniform
Tops
Royal blue polo, collared t-shirt with school emblem (long and short sleeved)
Blue windcheater with school emblem
Royal blue full zip polar fleece jacket with school emblem
Black rain proof jacket

Note
Sleeveless polar fleece vests and bomber jackets were part of the previous uniform policy. These items may still be worn as part of school uniform while they are in good condition.

Bottoms & Dresses
Plain black pants or shorts—no stripes, writing or emblems. (Can be leggings, ¾ pants, board shorts etc but must be plain black.)
Plain black skorts
Blue and white gingham small-checked summer-weight dress
Black skirt

Other
Broad brimmed blue coloured school hat with school emblem

Footwear
While there is no prescribed footwear it is requested that shoes be appropriate for the types of activities done at school, that they fit comfortably and are safe. Please note that thongs and scuff type shoes should not be worn for safety reasons.

Hair & Jewellery
For health and safety reasons it is requested that long hair be tied back, earrings be limited to sleepers and jewellery be kept to a minimum.

Make-up
We ask that make up not be worn at school.

Evaluation:
SRC, School Council and staff in consultation with the school community will evaluate the uniform policy bi-annually. Evaluation will take into account the reliability of product, satisfaction with the supplier, the design of the uniform and any problems that may have occurred over the past year.

Current Supplier:
Nick’s Clothing, Sunshield Hat and Clothing and Spartan School Supplies

Resources
Victorian Government Schools reference Guide – Section 4

Ratified by School Council: October 2009
For Review: 2011
Paynesville Primary School
31-47 Ashley Street
(P.O. Box 38)
Paynesville Vic 3880
Ph: 03 5156 6334
Fax: 03 5156 7999
Email: paynesville.ps@edumail.vic.gov.au