

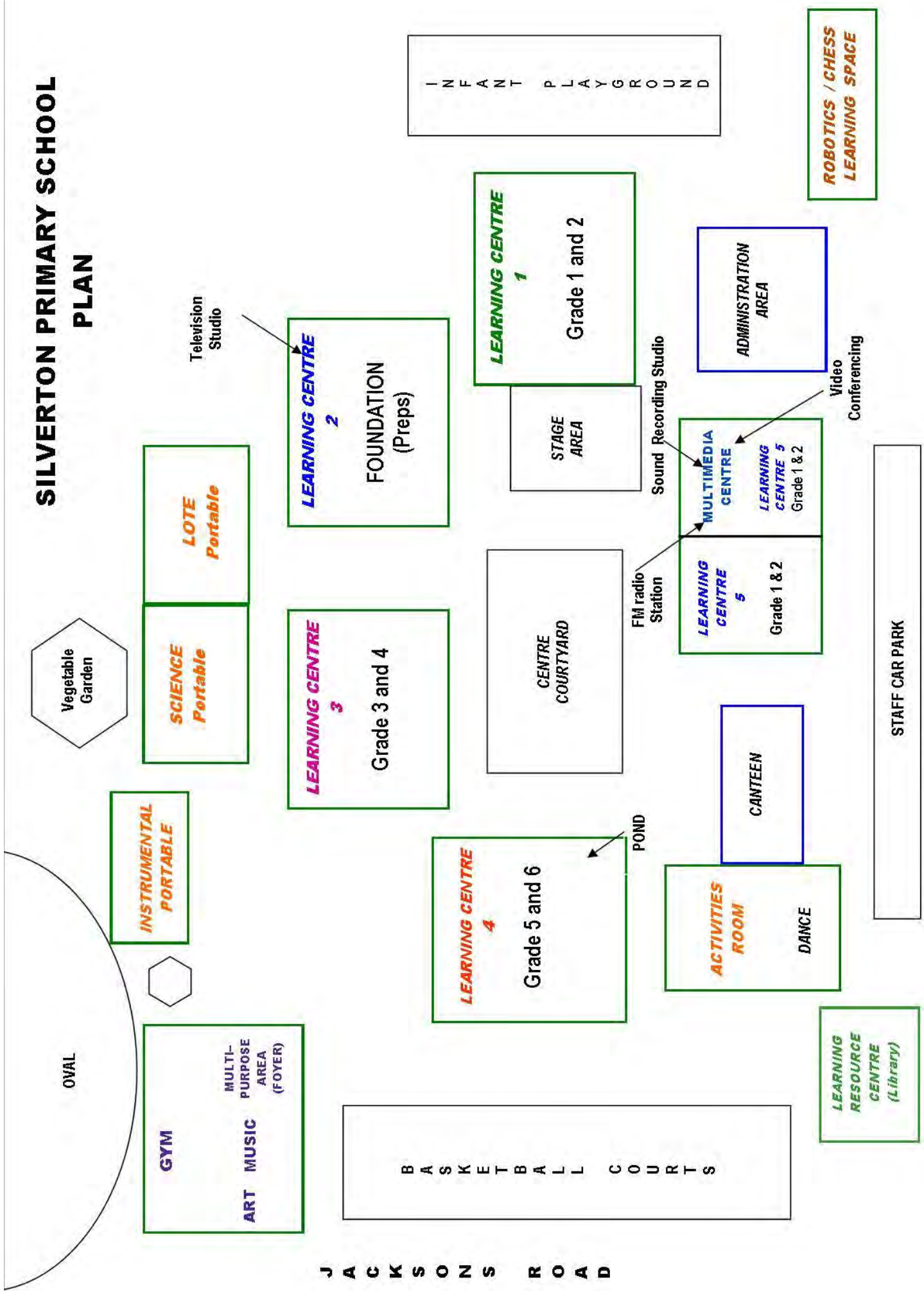
Information Booklet

2017

TABLE OF CONTENTS

MAP OF SCHOOL	3
PRINCIPAL'S WELCOME	4
PROFILE	5
VISION STATEMENT	5
VALUES	5
INTRODUCTION	5
GUIDING PRINCIPLES	5
CURRICULUM	6
ENVIRONMENT	7
DIRECTORY	8
SCHOOL	8
SCHOOL COUNCIL	8
PARENTS ASSOCIATION EXECUTIVE	8
CANTEEN MANAGERS	8
OUTSIDE SCHOOL HOURS	8
CARE (OSHCare) PROGRAM	8
PLAYGROUP	8
TERM DATES 2016	9
2016 PUBLIC HOLIDAYS	9
CURRICULUM DAYS - PROFESSIONAL DEVELOPMENT	9
SCHOOL HOURS	9
HOURS FOR FOUNDATION (FORMALLY PREP) CHILDREN	9
PREPARING YOUR CHILD FOR SCHOOL	10
PREPARING YOURSELF	10
PREPARING YOUR CHILD	10
SAFETY	10
PERSONAL DEVELOPMENT	11
ON ARRIVAL (REQUIREMENTS)	11
SENTRAL – STUDENT AND PARENT PORTAL	12
FURTHER INFORMATION	12
LUNCH ORDERS	12
PLAY LUNCH	12
SNACK TIME	12
BELL TIMES	13
OSHCARE	13
PLAYGROUP	13
SCHOOL BANK	13
LOST PROPERTY	13
LITTER	13
EXCURSIONS & INCURSIONS	13
IN-SCHOOL EDUCATIONAL ACTIVITIES	13
MONEY	13
BICYCLES / SKATEBOARDS / SCOOTERS	14
SWIMMING	14
PARENT HELPERS	14
NEWSLETTERS OR BULLETINS (ON ALTERNATING WEEKS)	14
TiQBIZ	14
SCHOOL UNIFORM	14
PARENT TEACHER RELATIONSHIPS	15
HEALTH & WELLBEING	15
MEDICAL HISTORY	15
ABSENTEE NOTICE	15
LATE PASS	15
SCHOOL VISITORS	15
LEAVING EARLY	15
EMERGENCY INFORMATION	15
PARENT EMPLOYMENT STATUS	16
IMMUNISATION HISTORY STATEMENT	16
ASTHMA CARE	16
MEDICINES / EPIPEN (FOR CHILDREN WITH ANAPHYLAXIS)	16
EXCLUSION FROM SCHOOL	16
SUN SMART	17
SCHOOL COUNCIL	18
PARENTS ASSOCIATION	18
PARENT PAYMENT	18
STUDENT ACCIDENT INSURANCE ARRANGEMENTS	19
OUTSIDE SCHOOL HOURS CARE PROGRAM (OSHCARE)	19
STUDENT CODE OF CONDUCT	20
STUDENT WELLBEING & DISCIPLINE	20
SCHOOL OATH	20
SCHOOL UNIFORM	21

SILVERTON PRIMARY SCHOOL PLAN



PRINCIPAL'S WELCOME

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

Our school's motto is "Aiming For Excellence." When you join our school community you will quickly become acquainted with the quality and richness of programs that are designed to meet your child's needs. Our school values are used in our everyday dealings with each other {colleagues, students and parents} and in the development of our programs and policies. The values form the moral purpose of our school and the foundation for ensuring the best school environment for all of our community.

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

We are very proud of our tradition and heritage at Silverton, but at the same time we recognise the school exists to continually promote the growth of all its members - students, parents and staff.

Many of you are experiencing your first child beginning school. We recognise this is an important and sometimes difficult time in your lives. Let me assure you we are not taking away your children but extending the good work you began at home. I see the education of the children as a joint project between home and school. You have started their education and prepared them for us. We are extending their knowledge, however to do this effectively we must work together. Thank you for your good work to date. It is by working together that we are able to jointly ensure your children are given a sound education.

Whilst at Silverton your children will be afforded the opportunity of working in one of Victoria's most up to date Primary Schools, Silverton Primary School has been recognised Australia wide and in many parts of the world, as a progressive and innovative school that sits at the cutting edge of education. We believe that the children at Silverton are very fortunate because the size of the school is ideal for fostering excellent learning and communication in a caring family atmosphere. Children are able to work in a safe, secure and friendly environment. Children identify with the school and develop a strong sense of belonging and pride.

The school has a tradition of excellence in academic achievement and also a balanced program in creative skills and sporting programs. Children are given the opportunity to explore a variety of experiences and to reach their potential.

The Department of Education and Training's review of Silverton Primary School clearly indicated that the academic performance of our children is above State Average and well above Like School Performances. The Parent and Staff Surveys also indicate that our school is rated one of the highest in the state. This achievement is something our whole school community can be very proud of.

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

The school places a strong emphasis on the use of computers in teaching and learning. Children in grade 3,4 and 5 are involved in a 1:1 computer program. The school has its own television studio, FM Radio Station (87.5FM), Sound recording studio, Planetarium as well as numerous technological devices to support the children in their learning.

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

At various times throughout the year you will be given opportunities to familiarise yourself with your children's programs and progress, however if the need arises, please feel free to make an appointment to discuss the matter with the child's Class Teacher, Learning Centre Managers, Assistant Principals or myself.

We look forward to your child being part of our great school and invite you also to participate in the many activities for parental involvement in the school. We hope your association with our school will be a long and happy one, as we work together to achieve the best possible education for your child.

Amanda Prosser
Principal

PROFILE

VISION STATEMENT

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

VALUES

The core values which form the basis of our actions are:-

- Integrity
- Trust
- Honesty
- Responsibility
- Confidence
- Emotional and Psychological Well Being
- Academic Achievement
- Respect
- Learning
- Professionalism
- Cooperation
- Self Esteem
- Community Partnerships

INTRODUCTION

SILVERTON Primary School is situated in Jackson's Road Noble Park, amidst an established residential area of the City of Greater Dandenong. The school was opened in 1977 and currently has an enrolment of 532 students. An increase in enrolment is likely to continue over the next few years. The steady increase in enrolments over the period in an area of declining school age children is testimony to the standing Silverton has in the community.

The majority of the students are from the immediate locality but a significant proportion of the enrolment comes from outside this area. Silverton Primary School draws students from Dandenong Nth, Dandenong, Noble Park Nth, Noble Park, Springvale, Rowville, Mulgrave, Hallam, Doveton, Springvale, Cranbourne, Glen Waverley, Patterson River and Keysborough areas.

The school is currently organised in five (5) Learning Centres, reflecting the Victorian Curriculum levels. Twenty three grades (23) are being planned for 2017. Teaching staff are employed consisting of the Principal, 2 Assistant Principals, 1 Leading Teacher and 36 Generalist teachers. A significant number of part time staff enhances the breadth of curriculum provided. Support Staff consists of a Business Manager & 3 Administration staff, 4 Teacher Aides, Handyman/Gardener, Library Technician as well as Mandarin, Chess, Instrumental Music and Dance teachers. A highly nutritional canteen is available five days a week. Five staff manage the Out Of School Hours Care (OSHCare) program and one staff manages our Playgroup program.

GUIDING PRINCIPLES

At SILVERTON Primary School all students are offered the opportunity and support to grow in confidence and self-esteem in a flexible, happy and positive environment. Students are expected to increasingly take initiative, accept responsibility for both their learning and their behaviour, and to exercise various forms of leadership.

Our main aim is to foster in students qualities and skills that will enable them to adapt to a changing world.

CURRICULUM

SILVERTON reflects the concept that all children will have success through the provision of a wide range of programs that develop children as learners. The school's policies and programs support a learning environment, which encompasses the Victorian Curriculum from Foundation (formerly Prep) to Year 6 with an increasing emphasis on the application of computers and learning technologies across the curriculum including laptop/tablet 1:1 Program. Literacy and Numeracy remain a priority in our School Strategic Plan.

The diversity of the SILVERTON community is acknowledged through a curriculum program which gives attention to equal opportunity issues, provides for the integration of students with disabilities and impairments, supports students from Non English Speaking Backgrounds, and caters for students who need extension, enrichment or extra assistance.

Core teaching programs are enhanced by the provision of opportunities for participating in the performing arts, multi-cultural celebrations, sporting activities, school camps and programs for students with particular talents and interests.

Specialist programs include Visual Arts, Physical Education, Music, Science, LOTE and Digital Technologies. Support programs include Literacy and Numeracy intervention and EAL (English as an Additional Language). Early Years Literacy, Early Bird Reading program and Numeracy co-ordinators are provided to support the school's program. Enrichment programs are offered through instrumental music, dance and LOTE. Teachers plan units of work as teams with rotations within Learning Centres utilising the various expertise of staff. Parenting programs are provided to assist in the classrooms. Intervention programs are provided for children needing special assistance. Staff utilise Individual Education and Learning Plans to support the needs of the children. Student Support Group meetings are arranged as required to support student progress and wellbeing and facilitate home/school communications.

Extensive Professional Development is provided for both teaching and non-teaching staff in all areas of the Curriculum, Digital Technologies and Student Welfare.

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

Parent programs are offered as well as staff and high-level programs for the children. The school has developed its own television studio and 24/7 FM Radio Station 87.5 FM. The computer technician program managed by the school for a cluster of 38 schools was used as a model to develop the now very successful DET technician program in schools across Victoria to showcase Digital Technologies in the school curriculum.

A strong children's leadership program is operative including Silverton Student Committee, School Captains, House Captains, Sport Captains, Environmental Captains, Performing Arts Captains, Media Captains and Peer Mediation Program. Children have an integral role in weekly assemblies and self-esteem programs are developed including presentation of "Student of the Week" awards.

The school provides an 'Introduction Interview' in Term 1 and a 'Teacher, Student Led Conference' mid-year with two written reports aligned to the Victorian Curriculum for each student during the year. The reporting and assessment format is constantly being reviewed to cater for both the parents and school needs. Parents are encouraged to visit the school to discuss any concerns. Regular Program Support Group meetings are held for children on the integration program and students with additional needs.

School Council provides strong and supportive leadership for the school community, delivering clear direction through open and informed communication channels. The school promotes participation and regular communication between parents and teachers. Parents participate in the school through their involvement in excursions, inter-school sport, outdoor education, literacy programs as well as highly productive and vigorous Parents' Association, School Council and Parenting Programs.

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

ENVIRONMENT

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

The school has a reputation for safety highlighted by being a past winner of the City Of Dandenong "Safe School Award" which is a current Council Program.

Silverton Primary School will continue to provide a quality education for its students so they can become effective members of the community.

The school's expectations are consistent with the school motto
"AIMING FOR EXCELLENCE"

DIRECTORY

SCHOOL

LOCATION	77-123 Jacksons Road (Office & entry located in Silverton Drive) Noble Park North, 3174 (Melway Reference - 80 J9)
TELEPHONE	9795 5033 ext. 1 – Administration ext. 2 – OSHCare ext. 3 – Canteen ext. 4 – Report your child's Absence
FAX	9795 7163
E-MAIL	silverton.ps@edumail.vic.gov.au
WEB SITE	www.silverton-ps.vic.edu.au
PRINCIPAL	Ms. Amanda Prosser
ASSISTANT PRINCIPAL	Mrs. Loretta Sutherland
ADMINISTRATION STAFF	Mrs. Sue Mourant Mrs. Christine Baxter Mrs. Tammy Everitt Mrs. Laura Manhire

SCHOOL COUNCIL

PRESIDENT	Mr. Daud Ally
SECRETARY	Mrs. Loretta Sutherland
TREASURER	Mrs. Sue Robyns

PARENTS ASSOCIATION EXECUTIVE

PRESIDENT	Kerrie Ngoma
SECRETARY	Kylie Merton
TREASURER	Anna-Lieza MORGA-PERANG
VICE PRESIDENT	Teresa Rumpf

CANTEEN MANAGERS

Mrs Kim Gerardi and Mrs Amanda Hampton

OUTSIDE SCHOOL HOURS CARE (OSHCare) PROGRAM

COORDINATOR - Ms Michelle Johnson

PLAYGROUP

COORDINATOR - Mrs Tasneem Ally

TERM DATES 2017

Term 1	Monday 30 th January (staff) Tuesday 31 st January (ALL students)	- Friday 31 st March
Term 2	Tuesday 18 th April	- Friday 30 th June
Term 3	Monday 17 th July	- Friday 22 nd September
Term 4	Monday 9 th October	- Friday 22 nd December

2017 PUBLIC HOLIDAYS

Australia Day	-	Thursday 26 th January
Labour Day	-	Monday 13 th March
Good Friday	-	Friday 14 th April
Easter Monday	-	Monday 17 th April
Anzac Day	-	Tuesday 25 th April
Queen's Birthday	-	Monday 12 th June
Melbourne Cup Day	-	Tuesday 7 th November

CURRICULUM DAYS - PROFESSIONAL DEVELOPMENT

Four days are already set aside by DET (Department of Education & Training) for each school's Curriculum Development of School Programs and Professional Development (children do not attend school on these days). Parents will be informed of these dates via the school Newsletter & Sentral once they have been set & approved by School Council.

SCHOOL HOURS

Normal School hours for all children are:-	Mondays	8.50 a.m. - 3.15 p.m.
	Tuesday – Fridays	9.00 a.m. – 3.15 p.m.

HOURS FOR FOUNDATION (formally prep) CHILDREN

For the first month of Term 1 the Foundation children will be required to attend school on Monday, Tuesday, Thursday & Friday for normal school hours, 8.50 a.m. – 3.15 p.m. on Mondays and 9.00 am – 3.15 pm on Tuesday, Thursday & Friday. This will give them Wednesdays away from school. We do this for two reasons:-

1. We believe that this break in the middle of the week will make the adjustment to school life a little easier for the children and help them cope with this new exciting challenge.
2. The extra time will enable the Foundation Teachers to accomplish a number of important tasks.
 - They can meet at length with parents to discuss any issues concerning the children.
 - They have a number of assessments to do with the children. This time will enable them to administer, document and analyse these assessments. (N.B. To assist in this regard we may ask that some children attend for an hour or so on a Wednesday. The teachers will notify you in person if and when this is required.)

If your Child needs care during these days, Silverton will be operating a special all-day program for Foundation students on the four (4) Wednesdays they do not attend school. From 8:45 to 3:15pm Silverton will organise a program, including playgroup and cooking. Children will need to bring their fruit snack, morning tea, and lunch with a drink bottle. They will also need a sun smart hat. Bookings are essential, please book with the school office. Cost is \$30 a day.

If your child needs care before school, 7am to 8:45am, and after school care, 3:15pm to 6pm, they will need to be booked into OSHCare for these times and then they will be signed over to care during school hours.

Please book with OSHCare staff for before and after school care requirements. (see Page 19 for more details on OSHCare)

The Foundation children will commence full school attendance (including Wednesdays) from the week commencing 27th February 2017.

PREPARING YOUR CHILD FOR SCHOOL

The start of school is an important part of your child's life. Children's first experiences are most important as they influence children's attitudes for years to come.

At school in the beginning children are confronted with a whole new set of experiences. Each child will need to make many adjustments and you can help your child through this challenging period by making sensible, methodical preparations.

The responsibility for your child's pre-school development is largely yours. However, once school life begins both parents and teachers share the responsibility for the child's continuing development and must co-operate in many ways to make the child's school days secure, happy and full of interest.

The information in this booklet is designed to assist your preparation for your child's entry into school life. Our aim is to ensure that the challenges and problems which confront all beginners are met and overcome with a minimum of stress and a maximum sense of achievement.

PREPARING YOURSELF

1. Be aware that you are an important model. Your child's attitudes and responses will be influenced by your attitudes and responses. Make it a habit to avoid making casual remarks in your child's hearing which may adversely affect their anticipation of school.
2. Let your child see that you expect him/her to be happy at school. Do not make an unnatural fuss and he/she will accept school as a matter of course.

PREPARING YOUR CHILD

SAFETY

The school's program will help to develop safety habits in your child. However, for his/her safety, and for the welfare of others, you should give him/her the following preparatory training:-

- a) Know full name, address and if possible, phone number.
- b) Walk with your child to school before the school year starts (especially if your child will walk each day) - acquaint him/her with road safety procedures e.g. kerb drill, not crossing from behind parked cars etc.
- c) Practise to use the school crossings correctly.
- d) Warn him/her about strangers.
- e) Remember not to bring to school any articles which may cause harm to them or others.
- f) Adhere to the Parking Zones and Restrictions around the School. They exist for the safety of all children.

Children with Mobile Phones are expected to hand them to their Teacher for safe keeping every morning and collect them again at the end of the day

Private property brought to school by students is not insured nor is the DE&T responsible for any loss.

PERSONAL DEVELOPMENT

- a) Make sure that your child is accustomed to spending time away from mother and/or father, otherwise this sudden separation may be a problem.
- b) Have several school lunches with your child at home. Children need practice in handling a lunchbox successfully and how to tidy up afterwards. Please ensure that play lunch and a daily fruit snack are wrapped separately.
- c) Develop your child's self-management with dressing and preferably send them in shoes that they can do up and undo themselves.
- d) Ensure your child's confident self-management at the toilets.
- e) Stress the importance of washing hands after visiting the toilets.
- f) Ensure he/she can use a tissue or handkerchief properly and the importance of covering their mouth when coughing or sneezing.
- g) Stress the importance of listening carefully, speaking clearly and politely and obeying promptly.
- h) Teach him/her to be courteous and considerate of others.
- i) Ensure that all your child's school clothing and possessions are clearly labelled with his/her name. If possible train your child to recognise their name on these items.
- j) It is wise not to bring to school articles of value or toys that can be easily damaged.
- k) Have a reasonable, regular bed time for your child so that he/she is ready for school the next day.
- l) Be up early enough to give him/her a calm ordered start to the day. A good breakfast is essential to staying-power and concentration through the morning. Being on time is an organised way to start the day and supportive of learning.

ON ARRIVAL (REQUIREMENTS)

On your child's arrival at school on his/her first day he/she will be required to bring with him/her the following belongings:-

- A school bag, large enough to accommodate a school library bag (for good posture a back pack is preferable) OR bags are available through PSW, our uniform supplier.
- A colouring book for rainy days (named)
- A change of underwear and socks, (in a plastic bag with the child's name on it). Toileting accidents can happen.
- A box of tissues

A small list of stationary items is required to be brought to school by your child on their first day. Please ask the Office staff for a copy of this list.

SENTRAL – Student and Parent Portal

At Silverton we use Sentral Student and Parent Portal for communication. The portal is an integral part of communication at our school. You can:-

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

The Portal can be accessed via the Silverton Website www.silverton-ps.vic.edu.au and clicking on the Student and Parent Portal Link or directly at <https://sentral.silverton-ps.vic.edu.au/portal/login>

We have created some 'Helpful Hints' documents that can be viewed through the school website, or under School Bulletin on the Student and Parent Portal.

There is no App for Sentral, but you can create a shortcut on your smart device desktop to the logged in screen to make access easier. If you need help doing this, please see the Helpful Hint instructions on the school website.

Once your child has started school, you will be provided with an access key to register.

FURTHER INFORMATION

LUNCH ORDERS

Lunch orders are collected daily at the beginning of the school session. Lunch orders should be written on the outside of a paper bag bearing your child's:-

1. Name
2. Grade
3. Learning Centre Number
4. Details of the order
5. Amount of money enclosed

Please enclose correct money when possible. If using an envelope to enclose money, make sure that it is sealed properly so that the money does not fall out, and then place this inside the paper bag.

DO NOT PLACE MORE THAN ONE CHILD'S ORDER IN EACH BAG

NB. A list of items available and their costs will be distributed early in the New Year. You will be notified of any price changes throughout the year as they occur.

PLAY LUNCH

Children need to bring to school a substantial play lunch. They often begin to get hungry during the morning and can't wait until lunchtime to eat.

SNACK TIME

At approximately 10.00 am children are allowed to have a snack comprising of such items as a piece of fruit, dried fruit and nuts, or some cheese but NEVER chips or lollies. If they wish, the children may have a drink of water from a bottle at any time through the day. Water bottles should be clearly named.

BELL TIMES

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

OSHCare

Our school OSHCare program (Outside School Hours Care) is available every morning and afternoon should you wish to use it. Bookings must be prearranged (please refer to page 19 for details of this program). The OSHCare Coordinator will help explain Payment Options. Direct Deposit is the preferred method of payment.

PLAYGROUP

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

SCHOOL BANK

All Prep children will be given the opportunity to open a Commonwealth Bank Dollarmite Account early in the New Year. Children in Grades 1 – 6 will also be able to open an account or transfer an existing account from their previous school.

BANK DAY IS FRIDAY. The banking is processed at school and the school receives commission for every book processed.

LOST PROPERTY

As mentioned it is important that all items of clothing are clearly labelled. Make sure that all articles of clothing worn to school are brought home again each day. Items of lost clothing and other items are placed in a plastic tubs located in each Learning Centre.

LITTER

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

EXCURSIONS & INCURSIONS

Each grade has excursions (outside school) & incurSIONS (at school) each year. These are held for specific educational purposes and all children are expected to attend. Plenty of time will be given notifying you of such activities. It is very important that the permission note be filled in and returned. If you have difficulty paying for an excursion or have questions about the event, please contact the teacher in charge. Questions and concerns can be directed to Teachers, Learning Centre Leaders or Assistant Principals.

IN-SCHOOL EDUCATIONAL ACTIVITIES

As well as excursions, there are usually one or two activities per year for children to participate in that comes to the school. These range from drama groups, puppets, storytellers to Mobile Farms etc. Once again it is important that all children attend to extend knowledge, enjoyment & group participation.

MONEY

Money sent to school for a specific purpose (e.g. swimming, excursions etc.) must be enclosed in a sealed envelope which is usually provided by the school. The information on the envelope should include the child's name, grade/learning centre, the purpose for which it is intended and the amount enclosed. Students can hand these envelopes to their teacher

BICYCLES / SKATEBOARDS / SCOOTERS

Because of traffic hazards and the limited space available for secure storage in the area, School Council has determined that these items are not to be brought to school.

SWIMMING

Swimming is an important life saving skill. All grades are involved in a swimming program at a nearby heated pool. Seven (7) lessons are conducted over a two week period by fully trained instructors. A fee is payable, which includes the cost of admission to the pool as well as bus transport. All children are expected to attend unless they have written medical reasons for not doing so.

PARENT HELPERS

The school very much welcomes parents to become actively involved in the life of the school. *Working with Children Checks (for volunteers) are required. Some ways that parents currently help us directly in school programs include reading, story writing, computers, typing, excursions, sports training, applied mathematics, music programs, swimming programs, theme days, cooking, children's book making, covering and repairs to readers.

NEWSLETTERS (fortnightly)

Throughout the year the school Newsletter is distributed by email on a Wednesday/Thursday each fortnight. This is a the key means of communicating to parents, news of events in all branches of the school's operation and so it is a vitally important publication. Newsletters include children's publications. All Newsletters and relevant notices are also placed on our school Student and Parent Portal and our <https://sentral.silverton-ps.vic.edu.au/portal/login> website www.silverton-ps.vic.edu.au

SCHOOL UNIFORM

The wearing of a school uniform is compulsory and we urge you to give the following advantages your consideration.

- a) The uniform is practical, neat and attractive.
- b) It avoids the need to wear other everyday clothing and in the long run is less expensive.
- c) It encourages the wearer to identify with the school, to feel as though he/she belongs.
- d) It greatly increases children's safety on an excursion as they are more readily identified.

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

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

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

Uniform is available at the PSW store in Hampton Park.
Unit 2, 10-12 South Link,
Dandenong South, Vic
Ph: 9768 0343
(Enter the car park off South Link)

REGULAR TRADING HOURS

Mon to Fri: 9:00am – 5:00pm
Sat: 9:00am – 4:00pm

EXTENDED TRADING HOURS

MON 7TH NOV 2016 TO SAT 11TH MARCH 2017

Mon to Fri: 9:00am – 5:00pm
Sat: 10:00am – 1:00 pm

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

Price list is available on Page 22 of this document, and from the School Office or School Website.

PARENT TEACHER RELATIONSHIPS

It is important to establish and maintain a co-operative parent-teacher understanding. Toward this end, we hope that you and your child's teacher can work in harmony for your child's future and that his/her days will be happy and successful within a sense of mutual respect.

During the year, special arrangements will be made for personal parent-teacher interactions and student led conferences. Their purpose is to permit an exchange of information between the home and the school.

However, if at any time you have any concerns affecting your child, come to us and have a chat about them. Parents are welcome at all times to call and discuss their child's progress but it will be appreciated and best for all parties, if an appointment is made at a mutually convenient time. Such appointments should be made through the Principal or Assistant Principal. The Assistant Principal also has a student welfare role and is readily available to provide assistance to students and their families and where possible, provide access to a range of specialist services.

HEALTH & WELLBEING

MEDICAL HISTORY

At all times, your child's class teacher is working in association with you in the best interests of your child. Please ensure that you inform the teacher of any illness, emotional stress or worries that your child may have in order that due consideration may be given. If you need to discuss this with your child's teacher please make an appointment. Such information will be regarded as confidential.

ABSENTEE NOTICE

Schools are required by law to keep accurate records, so in the event of your child being absent from school, a note must be supplied to the teacher on your child's return giving details of the cause of absence. If your child is to be absent for an extended period, it would be appreciated if you could contact the school and inform them of the circumstances to alleviate any cause for concern.

LATE PASS

If your child arrives at school after the bell at 8:50am (Monday) or 9.00am (Tuesday – Friday), they are required to go to the Office for a late pass. We encourage children to be punctual for safety reasons and to ensure a smooth start to the school day. Children entering via the oval or Jacksons Road need to go straight to the main office.

SCHOOL VISITORS

In the interests of the students' safety the school has developed a policy with regard to visitors to the school. ALL visitors and parent helpers are directed to a sign-in book at the office and issued with a badge which they are to wear at all time while they are in the school. On leaving they are asked to return to the office and sign out.

LEAVING EARLY

Any person collecting a child early is requested to please go first to the office, sign their child out and then take the sign out pass to the class teacher.

EMERGENCY INFORMATION

Individual information sheets are kept at the school in case of accident. If a serious accident should occur, we endeavour to contact the parents before seeking medical assistance, including calling an ambulance. This is not always possible. Any decision made regarding treatment of your child will be with the intention of performing our duties in the child's best interest.

PLEASE KEEP THE SCHOOL INFORMED OF ANY CHANGE OF ADDRESS, PARENT'S TELEPHONE NUMBER (EITHER PRIVATE OR BUSINESS), AND CHANGES TO EMERGENCY CONTACT SO THE SCHOOL HAS A POINT OF CONTACT at all times.

PARENT EMPLOYMENT STATUS

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

IMMUNISATION HISTORY STATEMENT

All Preps starting school require either an Immunisation History Statement from the Australian Childhood Immunisation Register (usually mailed out to you). This statement is usually issued after your child has completed all their immunisations (e.g. after they turn 4 the Diphtheria Tetanus Pertussis Polio, Measles Mumps Rubella). If you do not receive one of these statements, then you can apply at any Medicare Office (or online from Medicare).

ASTHMA CARE

The DE&T has recently published a new policy for the management of asthmatic children in schools. Asthmatic students should have available in the school, the appropriate medication required. This medication is kept in the Sick Bay/First Aid room. Students are required to have a school Asthma Action Plan completed by the Parents, which will be held in the students file. These forms which include advice and directions from your Doctor are available from the school office and need to be kept up to date.

MEDICINES / EPIPEN (for children with Anaphylaxis)

The school is equipped with first aid facilities sufficient to deal with minor injuries. Care and attention is always given to the extent considered appropriate. We ensure that a number of our staff have first aid qualifications.

Many children attending school need regular medication to control illnesses such as asthma, hayfever, epilepsy etc. Parents whose children have such needs should firstly discuss the matter with the Principal or Assistant Principal, and then acquaint the class teacher with full details. Sufficient medication is required to be kept at the school and replaced when past the 'Used by date'.

Children may require medication in the form of tablets or medicines from time to time for a medical condition. Parents should bring these to the school office and complete the appropriate form, which will include details of the child's name, dosage and time the dose is to be given. All medicines should be supplied in a suitable container, clearly marked with the child's name, grade and expiry date on them. This includes an EpiPen if the child is diagnosed as Anaphylactic. If this is the case we would also need a copy of the child's Anaphylaxis Action Plan. Medications are stored and administered from the Sick Bay/First Aid Room.

EXCLUSION FROM SCHOOL

Certain infectious diseases are covered by specific Health Department regulations exclusion of the patient and others they come into contact with. The most common are listed below:-

<u>DISEASE</u>	<u>PATIENT SHALL BE EXCLUDED</u>	<u>CONTACTS</u>
Chicken Pox	Until fully recovered	Not excluded
Measles	At least 7 days after rash appears	"
Mumps	Until fully recovered	"
German Measles	(at least 4 days from onset of rash)	"
Head Lice	Until appropriate treatment has commenced.	Close contacts should be inspected regularly.

Parents are asked to make routine inspections of their children's hair and to seek advice from a doctor, chemist or local council. Immediate and thorough treatment will overcome the problem. The school should be advised by Parents if their child has been affected. Outbreaks of head lice are unfortunately an on-going reality.

SUN SMART

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

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

SCHOOL COUNCIL

This body of teachers and parents plays an increasingly important role in the overall educational picture of the school as it involves decision making in many aspects of the school community.

These areas include:-

- Education
- OSHCare
- Facilities
- Finance

and all other matters which have a bearing on the smooth functioning of the school.

If you wish to become involved with the school and its Council and feel you would like to know more of the functions and responsibilities of this body, you could contact the Principal.

The school can also give the telephone numbers of the President and Secretary of the School Council if you feel you would like to discuss the matters with another parent.

YOUR INVOLVEMENT WOULD BE MOST WELCOME.

PARENTS ASSOCIATION

The role of the Parent's Association is a varied and challenging one. It is undertaken totally on a voluntary basis and provides a great opportunity to meet other parents. It is also a great way for the school community to use their skills, with the children reaping the rewards by way of support and extra money to help fund on-going improvements around the school.

The Parents Association is made up of elected members that meet once a month for an official meeting to discuss events planned for the calendar year. At other times PA members can be spotted in the courtyard talking about a new idea, finalising arrangements for an upcoming event or discussing a new purchase made for one of their many stalls.

The Parent's Association is best known for its work in fundraising, and through their hard work they usually manage to hand over a large sum of money that goes towards some of those extras that are provided around the school for the Children.

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

- Mother's Day Stall
- Footy Day Special Lunch
- Trivia Night
- Supper at School Concert
- Father's Day Stall
- Family Portraits
- Sausage Sizzles at Athletics, Cross Country, Open Night

The inclusion of all new members, creative ideas and concepts is encouraged. The Parents Association is an easy way to get to know other families and spend productive time at the school. Contact the PA President or the school office for any further information. Your support would be greatly appreciated.

PARENT PAYMENT

School Council has set the Essential Education Items Parent Payment for your child in 2017 at \$120.00 per child. This payment covers the cost of exercise books, classroom materials, photocopying and curriculum levies which help source additional student resources. Parents are asked to provide a minimum amount of stationary items for their children. If full payment of the Parent Payment has been received by 24th February 2017, children will receive a \$10.00 Discount.

Parents are asked to pay their payment as soon as possible to enable the purchase of materials for our students early in the school year.

STUDENT ACCIDENT INSURANCE ARRANGEMENTS

Will DE&T pay medical and other expenses of people injured at school or during school activities?

If someone is injured at school, or during a school organised activity, the Department of Education and Training Development will not pay their medical and other expenses.

Parents and guardians are generally responsible for paying the costs of medical treatment for injured students, including any transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund.

The Department of Education and Training does not hold accident insurance for school students.

Is other insurance cover available? YES

The Department is aware of one company – EBM Insurance Brokers Pty. Ltd., who provide accident insurance for students. These policies provide benefits for students who are injured in accidents for a reasonably low cost. Other insurers may also do so.

At the beginning of each year we will send home details of the policies that are available with an expression of interest to join them. If you are interested in student insurance keep an eye out for the details that will be sent home next year.

OUTSIDE SCHOOL HOURS CARE PROGRAM (OSHCare)

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

Before School	7:00 am – 8:45 am	\$14.00 a session
After School	3:15 pm – 6:00 pm	\$18.00 a session
Pupil Free Day	7:00am – 6:00 pm	\$45.00 for the day
School Holidays	7:00am – 6:00 pm	\$45.00 for the day

Bookings are available on a Permanent or Casual basis.

There are several convenient payment options such as cash, eftpos or direct deposit, please ask the OSHCare coordinator about these.

* Substantial fee relief in the form of Childcare Benefit and Child Care Rebate is available to eligible parents. Parents must register with Centrelink. Fees need to be paid in full and on time. Direct deposit is an efficient and easy way to show you have paid.

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

Children are provided with afternoon tea, a well-balanced program with games, craft activities, sport activities and more.

As part of our National Quality Frameworks Program an OSHCare Parents Committee has been formed. Your participation would be welcomed.

OSHCare in 2017 will be offering a Vacation Care program, which is due to start on Monday 9th January 2017. The program details will be available start of December 2016. Please ask the School Office for details.

The programs are run under the governance of Silverton School Council and supported by Government subsidies. Please contact Michelle Johnson (Coordinator), on **9795 5033 ext 2**. (An answering machine operates during school hours and calls are followed up from 2:30pm). Alternatively you can email oschcare@silverton-ps.vic.edu.au or Text Only to 0429 784 199.

STUDENT CODE OF CONDUCT

Discipline at this school is seen as an individual's ability to perform tasks and duties in a harmonious and safe manner so that others are not deprived of their rights and that there is no danger of injury to self. The school will provide a pleasant and safe environment conducive to learning. The children will be encouraged and assisted in developing harmonious relationships with other children, adults and the community in general. This will be achieved through regular review of our facilities, strategies and Code of Conduct and the school's adherence to **Departmental Engagement & Wellbeing Guidelines**.

STUDENT WELLBEING & DISCIPLINE

RIGHTS & RESPONSIBILITIES

Each member of the Silverton community has rights and responsibilities. We believe that this means

- There is a sense of harmony in the school
- People work together in teams
- There is respect for individual rights
- There is respect for difference
- Bullying in any form will not be tolerated
- There is collaboration
- Persistence is evident
- There is equity
- People take care of each other
- Honesty is highly valued
- People speak with respect
- People try to be their best
- There is coaching
- Co-operation is apparent
- People give and receive feedback with good will
- Communication is open and honest
- Everyone has the right to feel safe at our school
- All of us will ultimately be held responsible for our actions
- The assets and the physical environment of the school will be used responsibly and carefully so that everyone can enjoy and utilize them

Everyone at Silverton Primary School is expected to:

- Respect others
- Respect him/herself
- Take responsibility for his/her own actions

SCHOOL OATH

I will have pride in Silverton Primary School and obey the school rules
I will be a good citizen and respect others
I promise to protect and care for the environment
I will try to be the best person I can
I will aim for excellence

SCHOOL UNIFORM



Silvertown Primary School

Uniform Price List

Price as at: 17-10-2016

Unisex		Colour	Badge	Size	Price(\$)
1111688	Short Sleeve Polo - Contrast Collar	White_Navy_Red	Embroidery	4-14/XS 16/S-18/M	28.95 30.95
1118051	Long Sleeve Polo with Contrast Stri	White_Navy_Red	Embroidery	4-14/XS 16/S-18/M	30.95 33.95
1100290	Crew Neck Windcheater	Navy	Embroidery	4-14/XS 16/S-18/M	32.95 36.95
1111690	Bomber Jacket - Stripe Rib	Navy_Red_White	Embroidery	4-14/XS 16/S-18/M	47.95 51.95
1100355	Gaberdine Zip Pocket Shorts	Navy		4-14/XS 16/S-18/M	22.95 25.95
1110400	Elastic Waist Pants	Navy		4-14/XS 16/S-18/M	32.95 36.95
1100330	Rugby Shorts - Drawstring	Navy		4-14/XS 16/S-18/M	19.95 22.95
1110423	Trackpants - Double Knee - Rib Cu	Navy		4-12/2XS	27.95
1111689	Microfibre Jacket	Navy_White_Red	Embroidery	4-18/M	59.95
1100408	Microfibre Trackpants - Lined	Navy		4-10/3XS 12/2XS-18/M	39.95 43.95
Female		Colour	Badge	Size	Price(\$)
1100375	Skort	Ink		4G-18G/12L	21.95
1110465	Bootleg Pant	Ink		4G-14G 10L-12L	30.95 32.95
1103001	A-Line Shift Dress	Navy_White		4G-18G/12L	27.95
1104002	Box Pleat Tunic	Navy/Red/White Winter Check - 9081		4G-10G	50.95
1104001	Box Pleat Skirt	Navy/Red/White Winter Check - 9081		12G/6L-16G/10L 18G/12L-18G/12L	50.95 61.95
Accessories		Colour	Badge	Size	Price(\$)
1100380	Artsmock	Navy		S-L	17.95
2513000	Girls Tights	Navy		4--6-11--14	11.95
1100520	Acrylic Beanie	Navy	Embroidery	ALL-ALL	13.95
1100797	Microfibre Hat	Navy	NHI	S-M-L-XL	16.95
8302250	Explorer Bag - Contrast Piping	Navy_Red	NHI	ALL-ALL	47.95



Your School Uniform is available at PSW Hampton Park
Unit 2, 10-12 South Link

Dandenong South VIC
Shop online at www.psw.com.au

Trading Hours

Mon to Fri: 9:00am - 5:00pm

Sat: 10:00am - 1:00pm

*Store hours subject to change