Information Book
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Welcome

To all parents and children we extend a warm welcome and sincerely hope your association with our school will be worthwhile in all respects.

I am so proud to be Principal of such a good school where you can see great things are happening.

We are very fortunate at Echuca East to have committed teachers who work so hard at making our children’s schooling positive and enjoyable. One of those positive things is the way parents and teachers work together to provide the great programs we have.

There has been significant improvement to our buildings and playgrounds over the last few years and we look forward to continually enhancing these facilities.

If you have any enquiries, please do not hesitate to contact me. The office door is always open.

Echuca East Primary School has a friendly spirit of co-operation, enabling our children to enjoy their time here, while experiencing an excellent education.

Lyn Strachan
Principal

Our Mission

To create a community learning environment where everyone has the opportunity to learn to the best of their ability.

Our Vision

- Engaged, confident students who are motivated and excited to learn and who love learning.
- Positive, professional staff committed to sharing their passion for learning with the students and the wider community.
- Innovative curriculum that values diversity.
- A community that values strong partnerships between home, school and community.
- A safe and stimulating learning environment which is creative and fun.

Our Values

- **Achievement** – Striving to be the best we can
- **Community / Connectedness** – Working together to achieve success
- **Friendliness** – Interacting with others fairly in a warm and friendly manner
- **Responsibility** – Being relied on to do the right thing
- **Respect** – Valuing people, property and the environment
- **Caring** – Being considerate of others and their feelings
- **Fairness** – Being fair in everything we do
- **Honesty** – Being truthful and open so that others can trust you
Profile

At Echuca East Primary School we are striving to create a cohesive, challenging and supportive learning environment encompassing all members of the school community and based on the school’s values of achievement, community, friendliness, responsibility, respect, caring, fairness and honesty.

We are all proud to continually learn through seeking best practice, innovation, reflection, celebration of our achievements, having a safe environment and being open to learning.

Various comprehensive parental programs are offered, including Family Maths, Family Science, Parents as Classroom Helpers, Solving the Jigsaw, MAD and PMP. These areas will continue to be developed and are viewed as a special feature of our school.

The school is organised into four levels, Level 1 – Prep; Level 2 – Grades 1 and 2; Level 3 – Grades 3 and 4; and Level 4 – Grades 5 and 6 for the delivery of teaching and learning programs. Within each unit, a strong team ethos exists between all staff members, which enhances opportunities for all.

Specialist programs offered at Echuca East include School Band, Reading Recovery, Physical Education, Literature Appreciation and Visual Arts.

To enhance curriculum areas, enriched programs provided include Swimming, PMP, Jigsaw, SELL Support Groups, Peer Mediation, Sustainability, Social Services, Religious Education, House System, Better Buddy Program, School Camps, School and Interschool Sports and other extension groups including Energy Breakthrough, Young Leaders and the Community Radio program. We are constantly looking for additional programs to support the development of our students.

Our priorities for 2008-2012 are English, Mathematics and Inquiry. In 2012 we review our priorities and programs.

With a clear vision for our future, Echuca East’s teaching and learning community continues to foster an environment that provides a quality, comprehensive education enabling all students to become life-long learners.
2010 Term Dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Staff commence</th>
<th>Commence</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td></td>
<td>Wednesday 27th January</td>
<td>Friday 26th March</td>
</tr>
<tr>
<td></td>
<td>Students commence</td>
<td>Monday 1st February</td>
<td></td>
</tr>
<tr>
<td>Term 2</td>
<td></td>
<td>Monday 12th April</td>
<td>Friday 25th June</td>
</tr>
<tr>
<td>Term 3</td>
<td></td>
<td>Monday 12th July</td>
<td>Friday 17th September</td>
</tr>
<tr>
<td>Term 4</td>
<td></td>
<td>Monday 4th October</td>
<td>Friday 17th December</td>
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</tbody>
</table>

On each Wednesday during February, prep teachers will conduct online testing with prep parents and their child. This will give all parents the opportunity to spend time with their child’s classroom teacher and some initial testing will be completed. Interview times will be arranged prior to the commencement of the school year. For the month of February, the Prep children will have every Wednesday as a rest day. This arrangement will continue up to and including the 24th February. Their first full week will commence on Monday 1st March. Should you consider that your child is still too tired to cope with a full week, please speak with the teacher about alternative arrangements.

Public Holidays

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labour Day</td>
<td>Monday 8th March</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday 2nd April – falls during school holidays</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Monday 5th April – falls during school holidays</td>
</tr>
<tr>
<td>Anzac Day</td>
<td>Monday 26th April</td>
</tr>
<tr>
<td>Queen’s Birthday</td>
<td>Monday 14th June</td>
</tr>
<tr>
<td>Melbourne Cup</td>
<td>Tuesday 2nd November</td>
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</tbody>
</table>

Curriculum Days

Curriculum days are held on the first three days of the school year, Wednesday January 27th, Thursday January 28th and Friday January 29th. Parent / Student / Teacher Interviews be held on Friday 11th June. These are all pupil free days.

School Hours

School commences at 8.45am.

Morning Recess 10.45 – 11.25am

Lunch 1.25 – 2.15pm (1.25 – 1.35 teachers supervise children eating lunch).

Dismissal Time 3.15pm (1.25pm on last day of each term).

Children are expected to be at school at approximately 8.35am to unpack belongings and get prepared for the day’s work. Bus travellers arrive at various times prior to 8:45am. Please ensure that your child/ren DO NOT arrive at school before 8:30am.
Absences

Under regulations, if your child is away from school at any time a brief note of explanation to the teacher or phone call to the office is required. In the case of intended extended absences, a phone call to the office or the classroom teacher is required.

If your child is late to school, please take them via reception so that their arrival is marked on the attendance roll.

Please see attachment b.

Access to Students

We cannot allow your children to leave the school without a parent/guardian without notification. Please contact reception if someone other than a parent/guardian is collecting your child during school time.

In some instances special arrangements and conditions exist regarding access to children (eg. in cases of separation and divorce). The school can only act on these if properly informed. A copy of any Court Order or solicitor’s letter should be provided if appropriate.

Please support us in this process. We cannot enforce your wishes unless the appropriate current formal documentation is provided.

After School Care

The Echuca After School care and Holiday Program offers care for your primary aged child directly after school from 3.15 – 6.00pm at the Echuca East Recreation Reserve. Care is also offered from 8.00am to 6.00pm on most Curriculum Days and during school holidays.

You can book your child/ren in for any reason - to work, shop, keep appointments or just for fun. Afternoon activities are well supervised and include art / craft, cooking, outdoor games, etc. This program is registered with Centrelink and those families eligible will receive Childcare Assistance for this service.

This is not an EEPS program but is conveniently located next to our school grounds.

Feel free to drop into the East Reserve rooms in Sutton Street to speak to staff or phone 5482 4503.

Anaphylaxis

Staff at Echuca East Primary School have anaphylaxis training each year. If your child has any allergies please ensure that the school is informed. If your child requires an EpiPen you must provide one to be kept at school. Please see Appendix C for more information.

Assemblies

The whole school assembles in the Art Centre each Thursday afternoon at 2.45pm. Informational messages are also given at this time and a brief patriotic ceremony takes place. Parents are welcome to attend and hear children report on school events. Our student leaders run this assembly. We expect children to listen quietly at Assembly. Please model this to your child and listen respectfully.

Please model the school values and if at assembly stand with the students when the National Anthem is being played.
Assessment and Reporting to Parents

Parent / Teacher interviews are held in term one and Parent / Teacher / Student interviews on Friday 11th June. Reporting is via Student Learning Diaries (SLDs) which are sent home in terms 2, 3 and 4. This document tracks achievement and progress in all areas including academic and social development and provides evidence through work samples of progress in learning. SLDs invite feedback from parents to their children. Written reports in June and December link all aspects of student achievement and performances.

Year 3 and 5 students participate in (NAPLAN), the National Testing of Literacy and Numeracy skills. Detailed reports are provided to parents.

AIM on Demand testing for Maths and Reading is conducted four times per year to monitor the progress of students in years 3 to 6.

Many students will have Individual Learning Plans (ILPs). These set goals and targets for individual students, and are developed in partnership by staff, parents and students.

The classroom teacher is always approachable and willing to discuss your child’s progress, the educational programs or any other concerns you might have. It may be a good idea to make an appointment to see the teacher as they have various meetings before and after school.

At the commencement of each school year we hold a “Welcome Night”. This provides an opportunity for families to meet the teachers, see the classrooms from Prep to Grade 6 and share a sausage sizzle with the whole school community. This is a great opportunity to start a great relationship with your family and the staff at Echuca East Primary School. An information session may be included on this night if requested.

Please do not hesitate to contact the Principal, Assistant Principals or classroom teacher should you have any concerns.

Asthma Management

Echuca East Primary School is an accredited “Asthma Friendly School”. Parents of students who suffer from asthma are required to complete an Asthma Management Plan. Asthma Management Plan pro-formas are provided for each child at the beginning of the year. This Asthma Management Plan is imperative to ensuring your child has the best care. A new Asthma Management Plan needs to be completed each year. Please return this form even if your child is NOT asthmatic so we can ensure all children are accounted for.

Asthmatic students should have their own inhaler and spacer at school.

Band

The school has two concert bands (Junior and Senior) led by Band Instructor, Mr Peter Arnold. Children in grades 4, 5 & 6 are offered the opportunity to learn a variety of instruments. The cost for band tuition is $120 per term which includes instrument hire. Both junior and senior bands perform at community functions and competitions. Echuca East Primary School is extremely proud of their achievements.
### Bicycles / Scooters / Skateboards

Children who regularly ride bicycles to school have a bike rack provided at the Barry Street gate.

Children are not allowed to play near the bicycles or to ride in the school grounds.

Bike helmets are compulsory. Authorities recommend that children should not ride to school until they are nine years old. We do not recommend that younger children be permitted to ride scooters to school.

Scooters are not to be ridden in school grounds and are to be parked in bicycle area. We have established a secure bike/scooter area, which is locked during school hours. New VicRoads laws require scooter riders to wear approved helmets.

Skateboards are not permitted in the school grounds.

### Bus – Town / Country

There is always a teacher on duty to supervise bus travellers and to ensure that all children have left the grounds.

It is imperative that parents and children observe the Bus Traveller’s Code of Conduct to ensure the safety of all children.

Enquiries regarding Echuca East Primary School bus travelling arrangements should be directed initially to the school.

For timetable and bus stop information, contact Janis Smith (Country Bus Co-ordinator) at Echuca College on 5482 1133.

Bus travellers assemble at the following points immediately after dismissal and then proceed with a duty teacher to the bus stop :-

- **Town bus travellers** assemble at the Eyre Street gate near the bus shelter.
- **Country bus travellers** assemble at either the Sutton Street gate or under the swelter shelter, depending on which bus

For town bus timetable and bus stop information, please contact Newton’s Bus Service on 5484 1129.

Please ensure you contact the school office if your child is **NOT** travelling on the bus. Accurate rolls are required and student safety is our focus.

### Camps

The students from grades 2 to 6 participate in overnight and extended stay excursions that are linked to their inquiry units. Students in grades 2 to 6 participate in the following camps:-

- **Grade 3/4** Melbourne / Deniliquin
- **Grade 5** Grampians
- **Grade 6** Canberra

Students in Grade 2 participate in a sleepover at school toward the end of the school year. This is to develop independence, confidence and responsibility.
Canteen Lunches

Our canteen follows the Healthy Canteen Guidelines.

Canteen manager Sue Kennaugh co-ordinates this service and extra assistance is provided by parent helpers, who are rostered daily to prepare lunches, help with window sales and cleaning.

Children may order their lunch by writing on the outside of an envelope their:

- Name
- Room No.
- Items Ordered
- Cost
- Change Required (if any)

Enclose money wrapped in a tissue (not foil or plastic wrap please).

Each classroom has a lunch order box and orders should be placed in the box before 8.45am. Lunch boxes are taken to the canteen by a class monitor and collected at 1.25pm. Lunches are eaten in the classroom or outside between 1.25 and 1.35pm.

A special limited menu is used on Fridays.

A current price list for both Mon-Thur menu and Friday limited menu will be distributed early in first term and is updated during the year when necessary.

Children who forget their lunch are supplied with a basic meal by the canteen. Parents receive a note from Mrs Kennaugh stating what was provided and are asked to send the money the following day. Other than this, the canteen does not provide credit.

Classroom Rules

Assertive discipline forms the basis of the classroom agreements. Each classroom has rules. These are discussed and formulated by the class. Rewards, both individual and group, and consequences are identified and displayed prominently.

Classroom agreements are sent home for parent comment.

Where a child's behaviour is unacceptable, parents will be contacted to discuss possible causes and to implement a behaviour improvement program.

EEPS believes strong relationships between home and school are crucial in assisting students to develop into quality community members. Strong relationships between teachers and their students is vital.

Clothing

- Please label all articles of clothing and hats. Please also label lunch boxes, school bags etc. We always have a large amount of Lost Property and named items can always be returned to owners promptly.
- Young children should be trained to look after their belongings and taught to do up shoe laces, etc.
- Wear suitable school clothing. Singlets / tank tops and sleeveless dresses are considered inadequate protection from the sun and therefore should not be worn.
- Thongs are not to be worn because of the likelihood of accidents.
- It is advisable for Prep children to bring a change of clothing to school and extra underpants in a plastic bag clearly marked with their name. These can be kept in their school bag in case of emergency.
- Footwear must be worn at all times.
Cultural Performances

During the year the children have the opportunity to participate in regular Cultural Activities. Groups visit the school and present programs in mime / dance / plays / music etc. These vary from year to year depending on availability.

Discipline

The children are expected, at all times, to display common sense and abide by the School’s Student Code of Conduct. This Code of Conduct outlines children’s responsibilities, rights, rules and consequences should these rules be broken.

Education Programs

Excellent education programs are conducted encompassing the best of current educational practice in the areas of:-

English

Children are involved in a comprehensive English Program that includes reading, writing, listening and speaking. Children are encouraged to read daily at school and at home. Reading Recovery and small group work are available to assist students who require additional help in developing their literacy skills. All grades conduct an intensive language program aimed at ensuring students develop outstanding literacy skills.

Reading Recovery

This program is provided for children in their second year of schooling who need 1:1 assistance with the development of reading skills. There are strict guidelines schools follow when allocating this program.

Literacy

At Echuca East Primary School in 2010 explicit literacy lessons will be running from 8.45 – 10.45am, Monday to Friday. All staff, including Assistant Principals and Specialist teachers will be working with our students in this time to maximise student learning. We are very proud of this initiative.

A Literacy Leading Teacher has been appointed to assist staff to build upon their knowledge and to support student learning.

Throughout the school staff offer support for children who are not attaining the expected literacy standards. Extension opportunities exist at all grade levels for high achieving students.

Students participate in a weekly Literacy Appreciation lesson to help develop a love of reading.

Mathematics

For a minimum of 5 hours per week, children participate in a diverse range of mathematical activities aimed at enhancing their skills in the areas of Space, Number, Measurement, Chance and Data, Working Mathematically and Structure. Staff will give assistance to students achieving below expected level and to those above expected levels.

In 2010 a Numeracy Leading Teacher has been appointed to enhance teachers’ capacity and to support students’ mathematical achievements.

Science

All children have access to a comprehensive Science Program. Through the inquiry process, this area is integrated into classroom inquiries and investigates Science Knowledge and Understanding and Science at Work.
Design, Creativity and Technology
This area is integrated into the inquiry classroom units of work and investigates designing, producing, analysing and evaluating. Again the children have the opportunity to explore concepts in a practical manner.

Information Communications Technology (ICT)
All students and teachers have access to computers. In the L1, L2 and L3 areas there are desktop computers and shared laptop computers. In grade 5 there are netbooks 1:2 and grade 6 students will have 1:1 netbooks. There is a charge to students using the netbooks.
All children are provided with internet access and introduced to information gathering via computer. Our aim is to have Information Technology integrated into all learning areas and used as a tool to enhance thinking.
Each class has access to an Interactive Whiteboard.

Physical Education & Health
- All grades Prep to Grade 6 have regular Physical Education sessions. It is desirable that children always wear suitable footwear and clothing on timetabled sport or physical education days. Hats are compulsory during SunSmart times.
- Prep students participate in a perceptual motor program (PMP) which develops fine and gross motor skills.
- Swimming classes are conducted for all year levels. Swimming is part of the school curriculum and is compulsory. Parents are encouraged to view this as an important part of development.
- Interschool sports include swimming, cross country, athletics, basketball, softball, football, netball and soccer. The emphasis is on enjoyment, participation and being the best we can be.
- Grades 5 & 6 participate in interschool sport in terms 2 and 3.
- A grade 5/6 team from the school plays in the local Saturday morning cricket competition with other local schools over summer.
- Classroom teachers conduct an integrated Health and Personal Development Inquiry which includes sexuality education as per VELS curriculum.
- Each level operates a sport program alongside the specialist P.E. program.

Personal and Social Learning
We place a strong emphasis on building relationships and developing skills for working in teams. Students set personal goals and develop skills to manage their learning.

Civics and Citizenships
Echuca East Primary School is a school which encourages community engagement to assist our students in developing Civic Knowledge and Understanding.

Visual Arts
We have a well-equipped Art Room and children participate in a variety of art activities facilitated by the specialist Art Teacher.

Library
The school library has been seen as the “focal point of the school’s activity and provides excellent learning programs for all children”. Children are encouraged to borrow books from the Library to take home and read. Books are to be returned within a fortnight. We ask that parents co-operate to ensure return of the books on due dates. Each child must have a large “library bag” to ensure protection for books. The Library is open at various lunch times.

Religious Education
Thirty minute Religious Education lessons are held weekly depending on the availability of instructors. They are conducted by instructors approved by The Council of Christian Education.

This Non-denominational Christian Program uses course material prepared by The Council of Christian Education in Schools. Children whose family request non-participation in this program are withdrawn from these sessions. This request must be in writing.
SPICE
Prep Integrated Curriculum or SPICE (Social, Problem Solving, Inquiry, Creativity and Emotional Development) is an innovative program that provides students with the opportunity to develop a wide variety of skills through play.

Value Added
Other programs including Tournament of the Minds, Energy Breakthrough and Young Leaders are offered throughout the year.

Emergency Contact Information
Emergency contact information is included on your child's enrolment form and is entered into the student database. This information is required so that we can contact you quickly should some emergency arise. If there is any change to the information that you initially provide (e.g. phone number, address or health details), please notify the office immediately. It is also important to have emergency phone contacts other than your own to enable teachers to send home sick or injured children. Emergency first aid is provided, but the school does not have resources for long term care.

Excursion permission notices are printed from the information held on the student database. As you receive these from time to time during the year, update details as necessary and contact reception if details need changing.

Energy Drinks
The consumption of Energy Drinks is banned on school premises and during transit to and from school.

Headlice Management Program
Echuca East Primary School conducts a Headlice Management Program. Inspections are ideally conducted once per term with follow up check, but this depends on volunteer availability. Children identified as having headllice are to be collected from school and removed for treatment. Children may be returned to school following treatment.

Parents are required to regularly check their child / children for headlice to avoid widespread infestation. Please contact the school if you check hair and find headlice. This will assist us to minimise the impact on the class. If you find headlice it is probable that your child is not the only one.

At time of enrolment, parents will be asked to sign a permission form giving consent for headlice checks that will be carried out throughout your child's time at Echuca East Primary School.

To ensure this program operates we need the support of volunteer parents. Please contact reception if you are able to support this initiative.
Homework

All students are expected to read each and every night. Level teams make decisions regarding homework for their students. Homework may cover reading, revision, finishing school activities, etc. Aims of homework at all levels are skills extension, revision, development of independence, development of desirable attitudes to learning and parental involvement.

House Systems

At enrolment, all children are placed in a House team to enable them to participate in friendly competitions within the school.

The purpose of the House system is to develop within the children, a sense of connectedness with others and a pride in their team and school.

The four Houses are named after famous Australian explorers:-

MITCHELL - Green    HOVELL - Yellow    STURT - Red    HUME - Blue

House activities include our leaders organising lunch time activities and sporting events.

Organised house events are particularly relevant to years 3-6. At various times throughout the year, whole school activities are “house” based.

Immunisation Certificate

All children starting in Prep need to have an Immunisation Certificate (either issued by Shire of Campaspe, or the purple form sent out by the Australian Childhood Immunisation Register). This certificate will indicate whether your child has been immunised against diptheria, polio, tetanus, mumps and measles. This does not mean your child has to be immunised.

Children who are NOT immunised will be excluded from school if there is an outbreak of any of the aforementioned diseases. This is a DEECD policy.

Inclement Weather

If the weather is exceptionally hot, cold, wet or windy alternative arrangements are made for our students. This usually means they will not be outside in the extreme weather.

Infectious Diseases

The principal is required to exclude children according to the attached table (attachment a), under the Health (Infectious Diseases) Regulations 1990. Note that the Regulations require the parent or guardian to inform the principal as soon as practicable if the child is infected with any of the diseases listed in the table or has been in contact with an infected person. It should be noted that in cases of diphtheria, typhoid and paratyphoid fever exclusion and determination of recovery will be matters for the municipal Medical Officer of Health.

“Contact” means a child of school age or pre-school age living in the same house as the patient, “patient” includes carrier and “school” includes any preschool centre, kindergarten, primary school or secondary school. A patient or contact shall be prevented from attending school unless conditions (Attachment A) are complied with.
Insurance on Items Brought to School

Private property brought to school is not insured nor is the DEECD responsible for any loss. Parents are reminded of this Government policy as expensive personal goods are often brought to school by students to display, play with or simply to show other children.

Local Excursions

We see these as a vital part of programs throughout the school and ask for your co-operation with returning permission slips and money when necessary.

Parents are notified before each excursion and are asked to provide emergency contacts and update any medical conditions if necessary.

Again some parents may also be involved with supervision on these occasions.

Lunch Routine

All children sit and eat lunch from 1.25pm to 1.35pm. Generally this is inside.

We encourage all children to have their lunches at school. If they go home daily, they miss out on the social development which takes place in the playground during the lunch break.

It is usual for children to have something to eat at morning recess. Please explain to your younger children the difference between their lunch and play lunch.

Echuca East Primary School operates a “nude food” policy. This has been implemented for two major reasons – sustainability and rubbish. This means that children are encouraged to bring food in re-usable containers. Food packaging / wrappers etc are not permitted outside. Tubs are provided at each classroom for students to place their containers for collection at the end of recess and lunch. The nude food policy has significantly decreased the amount of rubbish in our school yard and, even though it challenges our practices, has been embraced by the majority of students, staff and families alike as a positive measure to protect our environment, and help create a sustainable future for our community.

Glass containers and chewing gum are not permitted at school. Fizzy drinks are discouraged.

Misbehaviour of Pupils Between Home and School

Ministry regulations specifically refer to misbehaviour outside the school grounds. A Principal is justified in dealing with any misconduct (such as ill-treatment of other pupils) which, in his / her opinion, may have a negative effect upon the tone and discipline of the school. This also applies to students who travel on the town bus service.

Bicycles, skateboards and scooters are not to be ridden in the school grounds.
Newsletter

Newsletters are either sent home every Thursday with the eldest child in the family or e-mailed to your home. To assist our school in becoming more sustainable and slightly reduce our paper consumption, please choose the email option if you have an email address you regularly check.

Should you require an item to be printed in the newsletter, please have it to the office before 12.00 noon Wednesday. Business advertising is not accepted, but advertising of community events of interest to our families is welcome. Businesses are welcome to sponsor a weekly newsletter at a cost of $20.

Parent Helpers

Parent helpers are very welcome in our school according to the individual wishes and needs of each classroom teacher or specialist. The usual areas of help are in library work, listening to reading, excursions, sport, PMP, etc. We really need parent help in these activities and children certainly like it when Mum or Dad helps out. Parents gain as well.

Privacy Act

At the commencement of the schooling parents / guardians are required to sign a form giving permission to publish your child’s name and photo in the school newsletter, magazine etc and in the local newspaper to recognise special events and achievements. This gives permission for the student’s entire schooling at Echuca East.

Questions

If you have any questions, queries or concerns, please approach your child’s classroom teacher. They will be happy to assist and clarify anything. The Principal and Assistant Principals are also very welcoming to parents and students. Usually we are available but at times we may need to arrange a time that is suitable to all.

School Charges

School charges fall into the following categories:-

- **Classroom Requisites**: From $30 to $50 per student
- **Bulk Supplies & Student Texts**: $78.75 per student
- **RE Levy**: $5.00 per student
- **Grounds Improvements Donation**: $10.00 per family – this is a voluntary contribution

Families are asked to supply stationery items as set out in booklists. These items will vary between year levels.

In 2010 Those families that are eligible to receive Education Maintenance Allowance (EMA) will not be required to pay the bulk supplies charge of $78.75 and will also receive a $33.75 reduction in the cost of each child’s swimming program charge.

Book Packs containing basic classroom essentials are prepacked and are available for collection on Friday 22nd January, 2010. Payment is by cheque or cash or direct deposit can be prearranged with the office staff. We do not currently have an EFTPOS facility at the school and therefore cannot accept credit / debit card payments.

Prep and Grade 1 and 2 students will not have book packs but will need to purchase Red Reader Bags and Home Reading Diaries.
The costs to each child include the provision of Thesaurus (Grades 5 & 6), Dictionary (Grades 3 & 4), Maths Homework Book (Grades 5 & 6), Spelling Workbook (Grades 1 to 6) and Handwriting Workbook. These are distributed to students by the class teacher.

Stationery items can be purchased from a supplier of your choice or alternatively a pack may be pre-ordered from our supplier and collected with book packs on Friday 22\textsuperscript{nd} January. These stationery packs are ordered as per lists will not be able to be altered.

The bulk supplies & texts payments is used to provide your child with resources purchased by the school, such as art/craft material, text books, paper etc.

The grounds improvement payment is a voluntary contribution by families to help fund the current playground and landscaping projects. It is also used to fund our mowing and maintenance service.

### School Council

The School Council is an extremely important body in the operation of the school. It is responsible for the school’s Educational Policy, Discipline Policy, Integration Policy formation, Ancillary Staff, Finance and Budgetary Planning. Full details on the School Councillor’s roles and responsibilities are available for all interested parents.

School Council consists of 8 elected parents, 5 Department of Education & Training personnel and 2 Community members.

### School Crossings

The two school crossings are controlled from 8.30 – 8.45am and 3.15 – 3.30 pm each school day. All persons using the crossing are required to stop at the red line on the footpath until the supervisor sounds two sharp whistles. Please ensure you model the correct behaviours and always use the crossing. Many little eyes are watching you.

Parents should observe the various parking restrictions that apply in the immediate school area during drop off and pick up times.

### School Medical Service

The Child and Family Health Program offers all Victorian children a Health Assessment in their first year at school. The program is delivered by a school nurse. It gives parents / guardians, teachers and nurses an opportunity to work together for the well-being and educational progress of children. In order to carry out a health assessment, the nurses need to know information that only parents have about their child. Prior to the School Nurse’s visit, parents will receive a School Entrance Health Questionnaire, which will assist them to provide this information. For further information, please contact the Principal or the child’s teacher. Children in older grades can also access this service if referred by classroom teachers.
School Uniform

THE ONLY LOGO THAT IS ALLOWED IS THE SCHOOL LOGO.

School uniform is compulsory and consists of:-

**Summer**

*Boys*
Plain shorts – grey or navy. Red or white polo shirt with the school logo

*Girls*
Red and white small checked gingham frock with white collar and cuffs OR plain grey or navy shorts OR navy basketball shorts. Red or white polo shirt with school logo.

**Winter**

*Boys*
Grey or navy pants. Red or white skivvy / polo shirt under red school windcheater.

*Girls*
Grey or navy pants OR navy box pleat skirt/tunic with navy tights. Red or white skivvy / polo shirt under red school windcheater.

**GRADE 6**
A Grade 6 polar fleece may be purchased as a special order early in the year.
A Grade 6 polo shirt is printed once early each year. The Grade 6 students and staff negotiate the “slogan” at the beginning of each school year.

**School Hat**

*Summer*  (Compulsory from September to May) Navy broad brimmed hat, available for purchase from school.

*Winter*  (Optional) Navy blue beanie, available for purchase from school.

**Footwear**
Practical footwear must be worn, e.g. sensible closed toe shoes, sandals – thongs are not permitted.

**Sports Uniform**
(Grades 3-6, inter-school and school sports days). White polo shirt with school logo, navy shorts or red netball skirt.

**Interhouse Athletics** – House colour top (optional) with navy shorts.

**Interschool Athletics** – White polo shirt with school logo, navy shorts.

**School Bag**
Optional – Red backpack with logo - available in small or large size from Rex Kightly, High St, Echuca.

Uniforms are available from Hip Pocket Work Wear, Pakenham Street, Echuca, or NuManz in Hare Street, Echuca. Reader bags, art smocks, library bags and swimming bags may be ordered through the school.
Sleepers and studs are acceptable but must be covered for physical activities. No other jewellery should be worn.
An art smock or old shirt is required for art classes.
All children’s’ clothing must be named. Unnamed lost property is often lost forever.
All lost property is placed in a container in the multi-purpose room. Please check this if property is lost at school. Unclaimed property at the end of the school term is given to a local charity.
Students cannot attend any official school function if not in full school uniform. Hats must be in good condition – no graffiti or frayed edges.
Student Wellbeing

Our Assistant Principals Chrissy Drummond and Brenton Taylor are our Student Wellbeing Leaders. Our school recognises that children have different learning needs. These needs are closely monitored by our Student Wellbeing Team which utilises a variety of services such as counselling, learning assessments, psychological intervention, behaviour management programs and parent support programs. Parents are expected to maintain a strong partnership with the school in monitoring and supporting their child’s development.

At times, a child’s learning can be affected by inappropriate behaviours. These are managed through our Assertive Discipline Program. This Program ensures all children have the right to learn and the responsibility to behave in an acceptable manner. These expectations are clearly set out in the Student Code of Conduct.

We have a Wellbeing Officer (Jo Reid) who works with staff, students and parents. If you have any needs, please phone school and make and appointment to speak to Jo, Chrissy or Brenton.

Sub-Committees

Parents are invited to join one or more of our School Council sub-committees. Currently we have Fundraising, Canteen and Environment sub-committees. Further committees are formed as required to deal with specific issues or events. This is a fantastic way to be involved in the operation of Echuca East Primary School and to meet other families and EEPS staff.

Sun Smart Policy

SLIP SLOP SLAP SEEK SLIDE

Our school has a policy which enforces the wearing of broad brimmed hats from September 1st to May 1st with the option of extending this policy according to weather conditions. We do enforce “no hat, no play”. Children without hats sit in a designated shady area. Sunscreen is available for all students to use.

Hats are available for purchase at reception.

We encourage all students to wear sunscreen. Some is provided but we believe parents should supply sunscreen appropriate to your child’s skin type.

Term Holidays Dismissal Times

On the last school day prior to school holidays dismissal time is 1.25pm. Students travelling on buses will be supervised until all buses have departed. A reminder notice is included in the regular newsletter.
Time Out

Students who act inappropriately in the yard may receive Time Out. Staff in Time Out will counsel the students discussing the situation and alternative choices. Please be sure the situation has been investigated and that Time Out is not given lightly. If your child receives a slip, please sign and return.

Your child may be ineligible for some school programs (camps / excursions) if frequent time outs have been given.

Timetables

On the Newsletter early in Term 1, we will include an outline of the timetables for Visual Arts, Literacy Appreciation, Physical Education and any other activity which requires children to return books etc. on time or dress appropriately.

Toilets

Children are encouraged to use toilets during break time. If a child needs to visit the toilet during lesson time a friend must accompany him / her. A toilet register is kept in each classroom to track students leaving the room.

Transition

All new Prep children are invited to be involved in the Transition process. This involves teachers visiting the kindergartens and small groups of children coming to school to join in typical Prep classes. There is also a morning when all new Preps attend together. This is followed by a Parent Information Night when teachers and rooms are announced.

Transition continues the following year with interviews with teacher, parent and child and further information sessions.

The Grade 5 and 6 students are involved in a comprehensive transition program with Echuca College over the two years. This includes a visit to Echuca College to participate in various programs, and visits from Echuca College staff and students to our school and classrooms.

The Grade 6 children receive information regarding all local Secondary Colleges and have the opportunity to visit these schools according to that school’s transition program. They also attend the State wide Orientation Day in early December.

A program to support student transition between year levels at school occurs during term 4. Children visit their next level in order to interact with the staff and students. This assists the students to reduce any anxiety of the “unknown”.

Transfers

When your child transfers from one school to another, a Transfer Note and your child’s Immunisation Certificate for School Entry will be forwarded to the new school. Please put the details of your move in writing, stating the expected final day of attendance at EEPS, the destination, signed by the parent and hand in at the office.
Yard Duty

Staff are rostered from 8.15 each day.

**Before School**  Students need to be on the south side of the school.

**Recess & Lunch**  Staff supervise students in the yard. The library is open several lunch times per week. Various lunchtime activities are offered each week.
YOUR NOTES
# Infectious Disease Exclusions Table

<table>
<thead>
<tr>
<th>Disease or Condition</th>
<th>Patient shall be excluded from school................</th>
<th>Exclusion of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken-pox</td>
<td>Until fully recovered or at least one week after the</td>
<td>Not excluded</td>
</tr>
<tr>
<td></td>
<td>first eruption appears.</td>
<td></td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until discharge from eyes has ceased.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>(Acute infectious)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Until receipt of a medical certificate of recovery from</td>
<td>Domiciliary contacts excluded until investigated by the medical officer of health, or a</td>
</tr>
<tr>
<td></td>
<td>infection</td>
<td>health officer of the department, and shown to be clear of infection.</td>
</tr>
<tr>
<td>Giardiasis (Diarrhoea)</td>
<td>Until diarrhoea ceases.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis</td>
<td>Until receipt of a medical certificate of recovery from</td>
<td>Not excluded</td>
</tr>
<tr>
<td>(Infectious hepatitis)</td>
<td>infection, or on subsidence of symptoms.</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Until recovered from acute attack.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo (School sores)</td>
<td>Until sores have fully healed. The child may be</td>
<td>Not excluded</td>
</tr>
<tr>
<td></td>
<td>allowed to return provided that appropriate treatment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>has commenced and that sores on exposed surfaces</td>
<td></td>
</tr>
<tr>
<td></td>
<td>such as scalp, face, hands and legs are properly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>covered with occlusive dressings.</td>
<td></td>
</tr>
<tr>
<td>Leprosy</td>
<td>Until receipt of a medical certificate of recovery</td>
<td>Not excluded</td>
</tr>
<tr>
<td></td>
<td>from infection.</td>
<td></td>
</tr>
<tr>
<td>Measles</td>
<td>Until at least 5 days from the appearance of rash or</td>
<td>Non-immunised contacts must be excluded from 13 days from the first day of appearance</td>
</tr>
<tr>
<td></td>
<td>until receipt of a medical certificate of recovery</td>
<td>of rash in the last case unless immunised within 72 hours of first contact.</td>
</tr>
<tr>
<td></td>
<td>from infection.</td>
<td></td>
</tr>
<tr>
<td>Meningo-coccal infection.</td>
<td>Until receipt of a medical certificate of recovery</td>
<td>Domiciliary contacts must be excluded until they have been receiving appropriate</td>
</tr>
<tr>
<td></td>
<td>from infection.</td>
<td>chemotherapy for at least 48 hours.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Pediculosis (Head lice)</td>
<td>Until appropriate treatment has commenced.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Pertussis (Whooping Cough)</td>
<td>Until 2 weeks after the onset of illness and until</td>
<td>Domiciliary contacts must be excluded from attending a children's services centre for</td>
</tr>
<tr>
<td></td>
<td>receipt of a medical certificate of recovery from</td>
<td>21 days after the last exposure to infection if the contacts have not previously had</td>
</tr>
<tr>
<td></td>
<td>infection.</td>
<td>whooping cough or immunisation against whooping cough.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Until at least 14 days after onset of illness and</td>
<td>Not excluded</td>
</tr>
<tr>
<td></td>
<td>until receipt of a medical certificate of recovery</td>
<td></td>
</tr>
<tr>
<td></td>
<td>from infection.</td>
<td></td>
</tr>
<tr>
<td>Ringworm</td>
<td>Until appropriate treatment has commenced.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rotavirus (Diarrhoea)</td>
<td>Until diarrhoea ceases.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella</td>
<td>Until fully recovered or at least 5 days after onset</td>
<td>Not excluded</td>
</tr>
<tr>
<td></td>
<td>of infection.</td>
<td></td>
</tr>
<tr>
<td>Disease or Condition</td>
<td>Patient shall be excluded from school</td>
<td>Exclusion of Contacts</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>rash.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scabies</td>
<td>Until appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Shigella (Diarrhoea)</td>
<td>Until diarrhoea ceases.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Streptococcal Infection (including Scarlet Fever)</td>
<td>Until receipt of a medical certificate of recovery from infection.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Trachoma</td>
<td>Until appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Until receipt of a medical certificate from a health officer of the Department that he child is not considered to be infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid and Paratyphoid.</td>
<td>Until receipt of a medical certificate of recovery from infection.</td>
<td>Not excluded unless the medical officer of health or a health officer of the Department considers exclusion to be necessary.</td>
</tr>
</tbody>
</table>
It’s Not Okay to Be Away

What you need to do...

- Attend school every day
- Be on time to school
- Bring a note for your teacher if you are late to school or if you have to leave for any reason
- Make sure that your parent or caregiver lets the school know when you will be away
- Bring a note to explain why you were away when you come back to school.

7 tips for keeping on track

- Take attendance seriously
  When you come to school regularly and get to class on time you are able to do better and will be happier at school.
- Attend regularly
  Have you ever gone into a class and felt strange because you can’t figure out what’s going on? Maybe it is because you missed something important the day before and now it feels like you have lost the plot.
- Tell the school and teacher if you are away
  If you are away make sure that your parents or caregivers let the school and teachers know.
- Catch up with your teachers
  If you have been away from school make sure you see your teachers to find out about the work that you missed and if you have any homework to catch up on.

- Be smart
  Use a diary or the family calendar to write down important days like curriculum days, sport events, excursions and when your homework is due. Ask your parent or caregiver to make sure that shopping trips, doctor and dentist appointments are not set in school time.
- Develop social skills and friendship groups
  School is a great place to make friends. You can learn how to work as a member of a team.
- Become work ready
  Understand that school helps you become work ready. Attending school regularly and on time prepares you better for working life.

Teachers at school will:

- Mark rolls everyday
- Ask for notes if you have been absent
- Check on your wellbeing if you are away from school a lot
- Inform family/caregiver when you are absent
Anaphylaxis – Information for Parents

Information for Parents - Anaphylaxis Management in Schools

The Victorian Government is committed to providing a safe and supportive environment in which children diagnosed at risk of anaphylaxis can participate equally in all aspects of their schooling.

As of 14 July 2008 the Children’s Services and Education and Training Reform (Anaphylaxis Management) Amendment Act 2008 will come into effect. The legislation requires that all schools across Victoria must have an Anaphylaxis Management Policy in place if they have a student enrolled who has been diagnosed at risk of anaphylaxis. Schools are required to have in place:

- individual management plans for each child diagnosed at risk
- a communication plan to inform staff, parents and students about anaphylaxis and the school policy
- procedures to ensure that appropriate staff are trained

What is anaphylaxis?

Anaphylaxis is a severe allergic reaction to a substance, most commonly nuts, egg, milk, wheat, soy, seafood, some insect stings and medications.

Anaphylaxis can be life threatening, but with proper management and prevention strategies in place the risks can be substantially reduced.

Some symptoms of anaphylaxis include swelling of the lips, face and eyes, difficulty breathing, abdominal pain and/or vomiting and loss of consciousness.

What is the responsibility of the parent/guardian of a child who has been diagnosed at risk of anaphylaxis?

The parent/guardian must:

- inform the school staff of the diagnosis and its causes
- discuss strategies with the school
- work with the school to develop an individual Anaphylaxis Management Plan for your child (in consultation with your child’s doctor)
- provide copies of an ASCIA action plan for the child, with up to date photographs
- supply the school with the child’s Epipen® and ensure it has not expired
- inform the school if your child’s medical condition changes

What is the school’s responsibility to a child who is at risk of Anaphylaxis?

The school must:

- have in place an anaphylaxis management policy
- work with parents to develop individual Anaphylaxis Management Plans for students diagnosed at risk of anaphylaxis
- have in place a communication plan to provide information to staff, students and parents about anaphylaxis and the schools anaphylaxis management policy
- know the students who are at risk of anaphylaxis
- liaise regularly with parents
- follow information contained in the student’s Anaphylaxis Management Plan
- be trained in how to recognise and respond to an anaphylactic reaction
- in the event of a reaction follow the procedures in the students ASCIA Action plan

Where can I get more information on Anaphylaxis?

For more information go to http://www.education.vic.gov.au/healthwellbeing/health/anaphylaxis.htm

For further information on anaphylaxis management in schools please contact your school or your local Department of Education and Early Childhood Development Regional Office, Catholic Education Office or Association of Independent Schools in Victoria.