



Information Handbook



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Email: specimen.hill.ps@education.vic.gov.au
Web Site: HYPERLINK "<http://www.shps1316.vic.edu.au>"
www.shps1316.vic.edu.au

This Information Booklet
is provided for your convenience, courtesy of the
Specimen Hill Primary School Council.

For further information, please contact:

Jac Louttit
Principal

David Craggs
*President,
School Council*

School Office: (03) 5443 5353
Email: specimen.hill.ps@education.vic.gov.au
Website: www.shps1316.vic.edu.au

Dear Parents,

We welcome you and your child to our school community and to the start of your Primary School journey of fun, friendship and learning. We provide an assurance that everything will be done to ensure your child will have a happy and successful education at Specimen Hill.

Many parents want to help their children but feel unsure about how they can best support school programs.

We hope this booklet helps you to understand how you can help your child and how your child will develop academic skills.

- Between birth, and when your child commences school, they have already undertaken the most important learning that they will ever do in their life.
- Prep is a year to learn the skills required for formal learning, and to develop skills for social interaction in daily life.
- To encourage your child's love of learning please always be positive about school and show an interest in the work he or she brings home, discuss it with him/her and compliment him/her for his/her efforts. Always remember to accept your child's individual abilities and to avoid comparisons to others. Each and every child is an individual, with varying abilities.
- ***Learning is a journey, not a race.***
- It is widely acknowledged that you as parents are the main educators of your children. Parents and teachers share a responsibility in each child's learning.

Our School's policy is to involve parents as much as possible. Please see us if you are able to help in any way during the coming year, e.g. listen to or reading to children, fundraising, sports days, Parents and Friends committee, support in the canteen or other programs.

The school operates from five key values which underpin all learning and behaviour at school. These are:

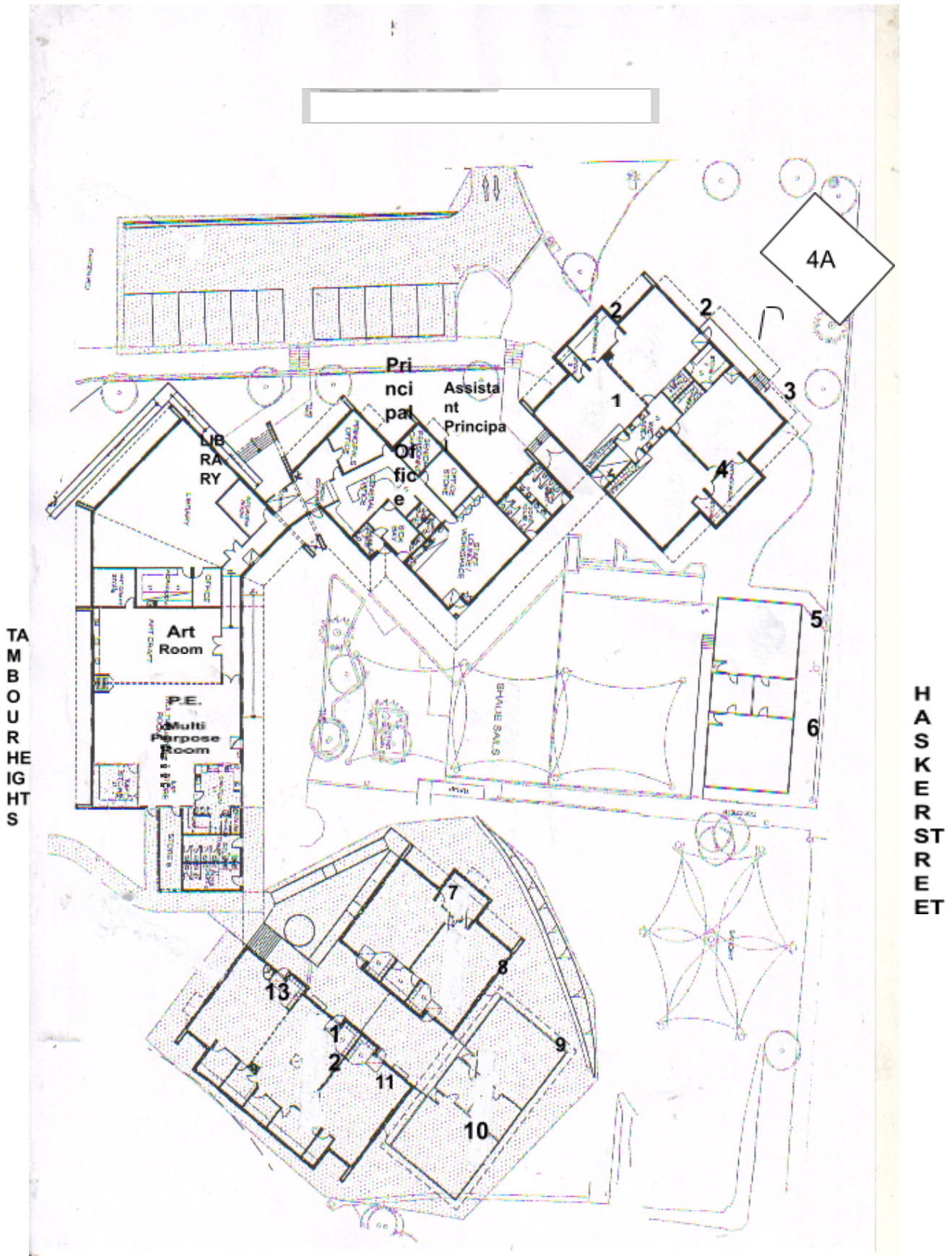
Empathy, Excellence, Honesty, Resilience and Respect

School Council

CRAGGS, David	President/Parent
EELES, Ashlee	Secretary/Parent
KNIGHT, Wayne	Treasurer/Parent
NOSKE, Fern	Parent
CAMERON, Rob	Parent
HINCK, Kelly	Parent
YEOMAN, Amanda	Parent
LOUTTIT, Jac	Principal
POLGLASE, Hayden	Assistant Principal
McCLOUD, Sam	Teacher
PYSING, Scott	Teacher

- * Council currently meets at least twice per term on a Monday evening at 7.00 p.m.
- * Sub-committees meet usually during the week prior to the Council meeting.

Plan of the School



Absence Notes

For each absence parents and carers are asked to log it on Sentral, phone the school, provide a short note, or reply to the SMS text message to confirm a reason for absence. The provision of an absence note is a legal requirement of parents and carers. If your child is absent from school, you will receive a notification via SMS. Please reply to this SMS or call the school to outline the reason for the absence (DET requirement). To collect your child from school early, please sign child/children out at the front office utilising the iPad station provided. Also, please refer to 'CHILDREN LEAVING SCHOOL GROUNDS' section.

Accidents and Illness

School procedures are designed to create a safe place for all students. However, if an accident does happen school staff will handle minor injuries. Parents and carers will be immediately notified in the event of serious issues. Please ensure that up-to-date contact numbers are available at school. If students fall ill during the school day, parents will be contacted for advice. If your child is ill at the start of the school day, then the best place for them is at home with appropriate care. Please contact the school if you know your child will be absent.

Alternative Lunchtime Program

This is a supervised program which is held each lunchtime from 11.15 – 11.40am.

This program is designed to provide activities, which support and encourage social interaction, tolerance and co-operation.

Children may attend this program voluntarily, or may be required to attend because they have to reflect on their own behaviour in respect to following the school rules.

Annual Report

Specimen Hill Primary School Annual Report is completed Term 1 every year and when ratified by School Council is available on our website: <https://www.shps1316.vic.edu.au>

Art Smocks

All children are requested to have an art smock to protect their clothes.

There is no need to buy a smock - an old shirt with cuffs replaced with elastic makes a most serviceable smock. *(Please label with student name)*

Assembly

Whole school assemblies take place each Monday commencing at 2.45 pm. The national anthem, Advance Australia Fair is sung each week.

Children of conscientious objectors may be excused from this part of the assembly as long as a note is provided. Assemblies are a time to celebrate achievements and come together as a school community. We award 'Stars of the Week', Values awards and celebrate student achievements.

Book Bags

Children in lower grades are provided with a reader bag to protect books whilst travelling between home and school.

Book Club

Your child will have the opportunity to buy books *(at very competitive prices)* through the Scholastic Book Club at regular intervals during the year. When offers are made by this club, details will be included in the school's Newsletter.

Canteen

Currently our canteen operates each Monday and Friday. Students may place orders off the school menu list. School lunches can be ordered and paid for via a “QkR App” on your iPhone or iPad.

The canteen may operate for recess sales on other nominated days. These sales include icy poles, pop corn, fruit slabs, etc.

All items sold must be approved by State Schools’ Canteen Association (‘one offs’ eg. Pizzas, sausage sizzles etc. must have School Council approval).

Special reusable LUNCH WALLETS are available from the school office for \$8.00

Child Safe Standards

Children have the right to be safe and protected, including at school. Schools and other child related organisations have an important responsibility for keeping children safe. The child safe standards strengthen existing approaches to preventing and responding to child abuse and aim to create a culture where protecting children from abuse is part of everyday thinking and practice. Specimen Hill primary school is committed to the Child safe Standards.

<http://www.vrqa.vic.gov.au/childsafepages/home.aspx>

Communication

Communication between parents and the school, parents and class teachers, is vitally important for us to continue to work co-operatively in the best interests of our students.

It is very important that parents maintain informal contact with their child’s teacher to facilitate this process but other formal avenues are provided *eg. (please refer to weekly Newsletters, SENTRAL, Facebook, Reports or school website)*

CSEF Payments

CSEF payments (Camps, Sports, Excursions Fund) are available to families who hold a concession card. Forms are available at the office. These forms must be lodged at the office with a copy of your concession card before the end of term 2. This money is directly deposited into your school account and is only for payment for camps, sporting activities or excursions.

Curriculum

The Victorian Curriculum will give students the skills they need for work and life: literacy, numeracy, scientific knowledge and skills, resilience, respectful relationships, the use of digital technologies and the capacity for critical and creative thinking and expression. (Attachment A for Reading, Spelling and Mathematics)

Early Years Literacy Program

At Specimen Hill the Early Years Literacy Program that operates focuses on a strategic, balanced and comprehensive approach to Literacy. The key features of this program are:

- Focused two hours of literacy per day
- A balanced mix of reading, writing, speaking and listening tasks
- Regular monitoring of student progress
- Targeted small learning groups
- Assistance and or extension activities required for some students.

Excursions

Day excursions are a feature of school life for students. Excursions are used to provide an added dimension to classroom learning. Excursions are always planned to relate to classroom work. Parents are expected to complete a permission form for each excursion and cover any costs incurred. Excursions must be paid for in advance.

Expenses

Not included in the fees, but requested from time to time will be money for the children to participate in either extra-curricular or curriculum based (voluntary donation) activities.

Payment can be made via:

- QkR – School on-line payment App
- Cash/Cheque (all money must be placed in a named/sealed envelope or zip lock plastic bag and placed in the school office mail box)
- EFTpos at the school office
- Centrepay (*an instalment process through Centrelink*)
- Use Camps, Sports & Excursion Fund (CSEF)

Fees

The school offers three methods of paying fees and other school charges. These three methods are:

- A pre-payment method (via QKRor the office)
- A pay-as-you-go method (via QKRor the office)
- Centrepay (for parents and carers receiving payments from Centrelink)

The school offers EFTPOS facilities or Direct Deposit. Detailed information is available at the school office and is sent home at the start of each school year.

First Aid

Staff with first aid qualifications are available to provide assistance to students. The school keeps well-stocked first aid kits for use at school and on excursions and camps. In the event of serious injuries, parents and carers are notified as soon as possible. In the event of an emergency the Ambulance Service is contacted. Up-to-date medical forms and information returned promptly to school assists us in keeping students safe. All parents / carers of students who require an anaphylaxis plan, asthma plan or other medical plan must provide a current plan to the office.

Games

The students are expected to play co-operatively and safely in the playground during lunch breaks. Students who are unsafe to either themselves or others are temporarily withdrawn from the playground. Parents / carers are notified when required. All games should reflect the 'respect value'. Toys of violence and aggression have no place at school. If brought to school these items will be cared for by teachers until collected by a parent / carer.

Hats and Sunscreen

In the warmer weather please encourage students to protect themselves against the sun by wearing sunscreen and a hat. Sun safe hats are now a compulsory part of the school uniform and must be worn from 1st September until 30th April when the students are in the playground, during morning and afternoon breaks, during sport and other outside activities.

Head Lice

The school's Head Lice Policy and procedures assist in keeping head lice infestation amongst the student population at a minimum. Constant vigilance and attention is required by parents. Please notify the school in the event of infestation so other families can be advised to take extra care. Head lice are not a sign of uncleanliness so no embarrassment should be felt about notifying the school. Information can be obtained from the General Office, the City of Greater Bendigo or your local pharmacy about the effective forms of treatment. Parents are required to complete a Head Lice Consent Form and return it to school at the beginning of the year. This form authorises the First Aid Officer to conduct head lice inspections. On returning to school after being treated for head lice the child and parent must present to the office for a re-entry check.

Homework

There is an expectation that all children read at least 5 nights a week at home at each grade level. Spelling words are sent home on a weekly basis and should be practised at home. Students working on Individual Projects (tasks for 'high fliers') will also complete some tasks at home. From time to time classroom teachers will set homework tasks such as spelling, maths, research or project work.

Hours of Instruction

9.00am - 11.00am	Class
11.00am - 11.15am	Supervised lunch in classrooms
11.15am - 11.45am	Lunch break
11.45am - 1.45pm	Class
1.45pm - 2.15pm	Supervised Eating Time Outside/Recess
2.15pm - 3.15pm	Class

Hours of Supervision

The school grounds are supervised from 8:35am until 3:30pm when the students are outside. In the event of accidents happening outside these hours, rapid assistance may not always be available. Parents / carers of students remaining after 3.30pm for whom no pick-up arrangements have been made with the school will be contacted by phone. It is important that all personal contact numbers and emergency contact numbers are kept up to date.

End of Term Dismissal – Students are dismissed earlier on the last day of each term. This is always advertised stating the time in the newsletter.

We would prefer children not to attend school before 8.30 a.m. as there is no teacher supervision of the school grounds until 8.45 a.m. Where family circumstances require children to arrive earlier than 8.30am, the OSHC program can be accessed (at a minimum cost through CAMP Australia).

Immunisation Certificates

The provision of a School Entry Immunisation Certificate is a Department of Education requirement when children enrol to commence their Primary School education. These certificates can be obtained from the "Australian Childhood Immunisation Register " (Ph: 1800 653 809) or from any Medicare office.

Infectious Diseases

Some infectious diseases preclude students from attending school. A list of infectious diseases can be found in attachment C. (Attachment B)

Information Communication Technology (ICT)

Digital Technologies are a critical part of our students' lives. Technology use is growing and changing every day and it is crucial that our students have both the technical competencies and cybersafety skills to enable them to be smart, safe and responsible digital citizens. When used effectively, technology is an important tool to transform student learning.

We have an ICT rich environment with many devices catering for every grade level across the school. All classroom learning incorporates iPad trolleys which are shared amongst classes. These allow for each individual to operate on a digital device throughout the day to enhance learning. Students have access to the internet to support their learning. Interactive white boards are used by teachers and students during whole class instruction or small group work. Integrating ICT throughout our curriculum caters for a wide range of engaging and diverse learning styles.

To support parents at home with their children using technology the school recommends the following websites:

Office of the Children's eSafety Commissioner <https://esafety.gov.au>

Australian Federal Police 'Think U Know' <https://www.thinkuknow.org.au>

Common Sense Media <https://www.commonsensemedia.org>

Junior School Council

All children in the school have the opportunity to be involved in the Junior School Council which is the 'voice' of the students. This is an elected group of students from across the school who are nominated and elected by their peers. The Junior School Council is responsible for a range of initiatives including Fundraising, Special Days, Healthy Breakfasts, decision making and active leadership.

Late Arrival to School

If your child arrives at school after 9.00, they must arrive via the front office and log on to the iPad.

Leaving the School Grounds

- Children should report to teachers if their parents have not arrived to collect them on time.
- Children must **never** leave the school grounds during school time without permission.
- Only in exceptional circumstances will a child be permitted to leave school early unless accompanied by an adult, and even then the following must apply:
 - The parent/guardian (etc.) who is to collect the child must first
 - call at the office, to ensure they are registered as an authorised contact, and use the iPad to "log off" their child.
- If children return to school after being collected, they must be "signed back in" on the iPad. If children have not been collected by 3.30pm, they will be taken to the office by the Yard Duty teacher. Parents will then need to collect their child from this location.

Library Bags

Children are encouraged to bring along a library bag before books are borrowed. Sturdy plastic supermarket bags are ideal for this purpose.

Lost Property

Unnamed clothing which accumulates throughout the year, will be put on display for identification and collection then any unclaimed clothing will be washed up and used as pre-loved clothing in the uniform supplies. A box containing lost property is located in the corridor near the Art room. Parents are encouraged to check for items that their children have misplaced. Please name all items of clothing, drink bottles and lunch boxes.

Lunch

A healthy playlunch and lunch is encouraged eg. a sandwich with fruit and a muffin. Soft drink and energy drinks are not allowed at school (glass containers are not permitted at school). Water bottles (named) on tables each are encouraged. All students are encouraged to bring their lunch along to school in containers rather than wrappers. This is what we term as '**Nude Food**' in that there are no wrappers required.

Medical Problems

Any children who have medical problems such as allergies, anaphylaxis, asthma, eczema etc. must provide a current completed school medical form to the office. This allows appropriate care to be taken.

Medication

In most circumstances students are not permitted to self-administer medication at school. If self-medication is required, e.g. Ventolin, ensure that the First Aid Officer and your child's teacher have been informed in writing and that your child is competently able to self administer. Medication must always be accompanied by written and signed instructions. At the request of parents, prescription medications will be securely kept in the office and administered by the School's First Aid Officer. Asthma Management Plans, Anaphylaxis Plans and other medical plans must be provided to the First Aid Officer on or before the first day of school.

Money sent to the school

Our preferred method of payment is via QkR App. Payment can be made to the school via the **QkR app** for all excursions, school fees, uniform purchases, canteen lunch orders. This is the preferred method of payment for school items. The app is free to download to your smart phone.



If sending money to school, please do so in the provided cash collection envelope (available through the General Office) with the following information:

- Your child's name and grade
- The amount of money enclosed
- The purpose of the payment

All envelopes are to be placed in the mailbox at the school office.
Any other money should be given to the class teacher for safekeeping.

Naming of Belongings

Please label all items children bring or wear to school, e.g. lunch boxes, clothing, swimming gear, reader boxes etc. Lost property crates are located near the Art room. Other unclaimed items are recycled.

Newsletters

The Link is emailed every week on a Friday via Sentral. If you prefer a hard copy please collect at the office. The newsletter is designed to report on school events which have either happened or are being planned. Notices of community interest also appear. Parents are encouraged to read the Link with their child.

Outs of School Hours Care (OSHC)

This program is ran by Camp Australia in partnership with Specimen Hill Primary School to assist parents / carers with their childcare arrangements. It is available from 6:30am to 8:40 am and / or 3:15 – 6:00 pm (Monday to Friday). Care is available before and after school, on Curriculum Days and during vacation periods. Information is available from Camp Australia on (03) 8851 4100 or at www.campaustralia.com.au.

Parents & Friends Club

Parents' and Friends meetings are held in the staff room (usually held twice/three times each term). New members are always very welcome. Meeting dates are advertised in the Newsletter. This is a great way to meet other parents in friendship, support and contribute to the general school community. This is a very friendly and active group of parents, who aim to support the families of the school community through afternoon teas, fundraising and general friendship.

Parent/Carer Participation

It is widely acknowledged that students learn better when their parents / carers are involved positively in the school. There are many ways in which this can happen depending on how individual parents feel most comfortable. There are a wide range of activities in which parents / carers can participate – School Council, School Council Sub-Committees, special classroom events, Education Week events, looking after a garden area in your own time, reading and responding to the School Council Annual Report, attending one of the organised evening information sessions, helping out on one of the Parents & Friends' Club special event stalls. Parent assistance is valued and is acknowledged by the staff at a special morning tea in December. It is now a requirement for all parents and carers who volunteer their time at Specimen Hill Primary School to have a current Working With Children Check (WWCC).

Personal Records

The school keeps confidential records for each child. It is essential that we be informed of **any changes** to a family situation. While this will assist us generally, it is particularly helpful in emergencies or instances requiring sensitive judgement (e.g. custody). Such items as changes of address, telephone numbers, guardianship, emergency contacts etc. are important to the welfare of your child. All matters are treated with confidentiality.

Play Equipment

There are a number of sets of play equipment at Specimen Hill Primary School. There are no allocated grades to play equipment allowing students to play on whatever equipment they wish. For safety reasons no play equipment is to be used in unsupervised times before or after school.

Playgroup

A weekly Playgroup is held at Specimen Hill. This group caters for all pre-school children and is run by a parent coordinator. The group meets weekly on Monday mornings in the multi-purpose room and provides a range of engaging activities for both children and adults. This is a fun

opportunity to come along for both parents, grandparents and children. All inquiries at the office.

Prep Enrolment

A Department of Education [Enrolment Form](#) is required for entry into Primary School, together with a copy of your child's [Birth Certificate](#).

A [School Entry Immunisation Certificate](#) is required regardless of whether your child has been immunised or not. This certificate is available from The Australian Childhood Immunisation Register (phone 1800 653 809) or at any Medicare Office.

Prep Transition

To help our new Prep children adjust and cope with the demands of longer school days and more intense activities, their hours of attendance are modified at the start of the year. During February, prep children do not attend school each Wednesday. This rest day in the middle of the week assists with the transition from Kinder to longer hours and school routines. Without this 'rest' day students get very tired very quickly and in providing the nominated day this allows consistency for all children having the same day for rest.

Prep Buddy Program

Our Buddy Program commences during our Orientation Program (November of Kinder year) when a next year's Grade 6 child will be matched with a prospective new Prep child. The older child will help introduce the younger child to the playground, toilet facilities and general school day activities.

Problems at School

If your child is experiencing any problems at school, the matter should be discussed in the first instance with your child's class teacher. Also available is the Wellbeing Leader and the Assistant Principal and Principal.

Reporting of Student Progress

- **Written Reports**

Written Reports are provided in Term Two and Term Four of each year. They will report student progress to parents in line with the Department's [Reporting Student Achievement and Progress Foundation to 10](#) policy. Reports are handed to students in an enclosed envelope during the final week of term.

- **Interviews**

Student/Parent/Teacher Interviews occur twice each year. The first interview is late in Term One, where teachers take the opportunity to discuss how students have settled into their new classroom, while also reporting on their academic achievement to that point. The second interview occurs early in Term Four and acts as a follow up interview in relation to the most recent student report written by teachers. Prior to the interview taking place, pre-interview sheets will be sent home so that parents can identify any aspects of the written report they wish to take priority during discussions.

- **Other Interviews**

Issues of concern etc. should be addressed without waiting for the formal parent/teacher interview. If required, please contact the teacher concerned so that a mutually convenient (uninterrupted) time can be organised.

Problems of a serious nature should of course be dealt with immediately by going through the Principal or Assistant Principal.

Respectful Relationships

Relationships Respectful relationships education supports the implementation of our School Values. It focuses on building and promoting gender equity in relationships and challenging of gender stereotypes. Respectful relationships education is about tackling family violence. Teaching and learning about respectful relationships is an essential part of a whole school approach to the prevention of gender-based violence. The Victorian Curriculum F-10 provides the basis for teaching and learning about respectful relationships. The Victorian Curriculum identifies the knowledge.

School Council

The School Council is an organization representing parents and staff which oversees the operation of the school. Parents are nominated and elected to council in February each year and serve a two year term.

Non-members are most welcome to attend the monthly meetings as observers, they may also participate in discussions/debates, but cannot vote.

Council is responsible for school management and for developing and reviewing policies.

School Crossings

The school has access to the grounds via two school crossings. For their own safety, students must obey the instructions of the supervisor at all times. Parents / carers are encouraged to familiarise their students with the correct use of school crossings.

School Hours

Unless notified otherwise school commences at 9am each day and concludes at 3:15pm. Students are supervised when eating between 11am and 11:15am and 1:45pm and 1:55pm. Recess – 11:15am – 11:45am Lunch – 1:5 pm – 2:15pm It is best for the students if they can be at school at least ten minutes before the start of the school day. At the end of each term the students are dismissed at 1:45pm. You will be reminded of this in advance in the Newsletter and on our Facebook Page

School Entry Assessment

To ensure we know your child and their academic needs as early as possible, the Prep staff have individual appointments with each student and their parents on the very first days of school.

This important task enables staff, students and parents to get to know each other better. Staff meet with parents and students together for about 10 minutes and then the Prep teacher spends the remainder of the time with your child playing some literacy and numeracy games. These games inform the teachers of the child's areas of strength and those which will require support.

Staff are then in an excellent position in the first weeks to meet your child's needs.

School Uniform

All students are required to wear the school uniform which is available our school office. Support from State Schools Relief is available for families to assist with the provision of uniforms. Contact the office regarding this.

School Nurse

A medical nurse from DET visits the school each year to:

- carry out a health examination of some Prep grade children.
- check on the progress of children found to have had a health problem during the previous School Nurse's visit.
- To facilitate the Grade 5/6 Personal Development program when available.

Sentral

Sentral is the platform that Specimen Hill PS uses for Parent communication, excursions and payments. Sentral keeps you fully updated and helps you manage and understand everything related to your child's education. Sentral provides a Parent Portal and App for ease of access

Sickness at School

Should your child become sick at school, you or your emergency contact person will be notified and asked to pick the child up.

Children who are unwell should not be sent to school as we cannot adequately cater for sick children.

If your child receives a bump on or knock to the head, first aid will be applied and you will be advised by phone of the incident.

Smoking and Vaping

The Government has declared our school buildings and school grounds to be smoke and vape free zones. We ask that all visitors to our school to respect this requirement.

Social Service

The school supports several service activities each year including programs such as the State School Relief Committee, Remembrance Day and the Anzac Day Appeal.

Special Events

Dress-up days, Concerts, Activity Days etc. are conducted throughout the year. Parents are encouraged to participate in these programs.

Staff Meetings and Professional Development

These meetings are held every week on Tuesday and Wednesdays from 3.35pm - 4:35pm. Staff are unavailable during these times.

Strategic Plan

A copy of the School Strategic Plan is available from our website. The current Strategic Plan covers the 2019 – 2023 time periods and outlines our school values and direction.

Term Dates 2023

Term 1: 27 January (*school teachers start*) – 6 April

Term 2: 24 April – 23 June

Term 3: 10 July – 15 September

Term 4: 2 October – 20 December

Term Dates 2024

Term 1: 29 January (*school teachers start*) – 28 March

Term 2: 15 April – 28 June

Term 3: 15 July – 20 September

Term 4: 7 October – 20 December

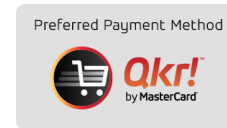
Traffic Movement

For the safety of our school community, Parents / carers are required to obey all traffic signs in the school ground. Child safety should be of the utmost concern for all drivers.

Uniform

Specimen Hill PS has compulsory uniform. Items include:

- Blue and white check dress
- Navy pants
- Navy shorts
- Navy skort
- Navy windcheater
- Emerald polo shirt
- Navy, Emerald & White micro-fibre jacket
- Hats are compulsory in terms one and four – these must be broad brimmed and must be navy in colour.



These items are very reasonably priced and can be purchased /ordered through the Uniform Shop or via the “QkR App”. However, Council does not require children to wear garments provided by our uniform shop. Parents may make or purchase items which are in keeping with our basic uniform i.e. plain navy blue track pants, plain navy windcheater with an emerald shirt. No brand names visible please.

- Children are expected to be clean and tidy in their dress at all times (strapless tops are not permitted).
- Black laced shoes are encouraged but not compulsory (ie ‘track’ shoes may be worn). Heels must be sensible and appropriate for school wear. Sandals may be worn during summer months but must have a heel strip – the wearing of thongs is not approved.
- Long hair should be tied back at all times so that it does not fall into a child’s eyes or mouth.
- Appropriate clothing should be worn for special activities ie; physical education, gymnastics, excursions, art/craft etc.
- A note is required if children need to attend school out of uniform.

Values

The Specimen Hill Primary School values are detailed in Attachment C.

Visits to see the teacher

Many things can worry or upset children. If teachers know about these things we can be much more understanding and supportive. You are most welcome to come to school and discuss any concerns you may have concerning your child's schooling-learning or friendships. Please feel free to visit – however, an appointment is appreciated and will make it easier for us to devote adequate and uninterrupted time to you. Once children are brought to school, parents are expected to leave before the bell so that the teacher and students can begin their school day.

Website

www.shps1316.vic.edu.au

Wellbeing and Behaviour Management

At Specimen Hill Primary School our Wellbeing and Behaviour Management policy incorporates a whole school focus to all aspects of Wellbeing and Discipline. The school community at Specimen Hill Primary School realise that certain skills are required to implement a whole school approach to wellbeing and behaviour management. This is achieved through ongoing Staff Professional Learning, Parent Information Sessions, Parenting Sessions, Child Safety Committee, the Wellbeing Leader and clear documentation. Our whole school focus on wellbeing and behaviour management emphasises the following key aspects:

- Consistent demonstration of the school values:
Empathy, Excellence, Honesty, Resilience and Respect
- Ownership of behaviour
- Respecting mutual rights
- Learning conflict resolution and co-operation
- Building self-esteem and resilience
- Building positive relationships
- Encouraging appropriate behaviour through positive reinforcement and
- Establishment of fair rules and consequences, which are followed through consistently by teachers and parents.

School Programs that promote student wellbeing include the Buddy Program, values education, Program for students with Disabilities, enrichment and remedial programs, Respectful Relationships and Restorative Practice. Parents will also be assisted to access outside agencies through discussion with the Student Wellbeing Leader. Further information about student wellbeing and behaviour is available on the school website and from the school office.

Rights and Responsibilities

Rights

At Specimen Hill Primary School everybody has rights – students, staff and parents. **Students** Have a right to work in a secure and enriching environment where, without fear, bullying or harassment, they are able to fully develop their talents, knowledge, skills and interest to promote personal development.

Staff

Have a right to expect that they will be able to work in an orderly, safe, productive and cooperative environment, supported by the school community.

Parents/Carers

Have a right to expect that their students will be educated in a secure and enriching environment. Care, courtesy and respect for the rights of others are encouraged and individual resilience promoted.

Responsibilities At Specimen Hill Primary School everybody has responsibilities.

We all need to care about ourselves, other students, parents/carers, staff, belongings, our school and equipment.

We all have a responsibility to:

- Behave in accordance with school values
- Be honest
- Take care of property
- Be on time, ready to learn & teach
- Be polite

- Work and play safely
- Share equipment
- Ask for help
- Ensure everyone has a fair opportunity to learn.

Working with Children Check

Any volunteer working in the school whether in the canteen, classroom or assisting with PE activities etc must all have a current Working with Children Check (WWCC). These can be applied for online (*Dept of Justice*). A recent passport photo must accompany the application. Once you receive your WWCC, it needs to be brought to the school office for the office staff to photo-copy and to place on the school register.

Attachment A

Mathematics

The Early Numeracy program operates at Specimen Hill Primary School. The areas covered in P-2 are Space; Number; Measurement, Chance and Data; Working Mathematically; Structure.

Under 'Number' the children learn how our number system works. They learn how to count and estimate. They use concrete objects to represent number stories.

Measurement Through use of concrete materials, children learn basic techniques for measuring length, time, capacity and mass.

Space In this study, children learn about common shapes. This involves them in drawing, cutting out, folding, colouring and handling concrete materials.

Reasoning and Strategies Children recognise the elements of chance.

What Can Parents Do?

Encourage children to make use of everyday family activities, such as cooking, shopping, telling the time, playing games which involve keeping scores, calculating journey times and so on. Choose one activity per day. It should only take a few minutes.

Words that can be used:-

under/over big/small heavy/heaviest long/short more/less.

Counting:

knives and forks when setting the table pieces of cake people

Shopping:- How many things can I buy with \$1?

Measuring:-

Which jar holds the most? How can you tell? Who's the tallest?

Will 6 cars fit in? How many footsteps to the letterbox?

Toys can help your child with maths: e.g. How many marbles fill the bag?

Make Available: Pens, pencils, paper, puzzle books, jigsaws, construction materials, boxes, icy pole sticks.

Try To: Praise, Encourage, Talk about, Be patient, Listen, Ask questions.

Spelling

Spelling is one of the skills involved in writing.

What We Need to Know:

1. Spelling needs to be related to writing.
2. Every writing time is a SPELLING TIME.
3. In the past, spelling was mainly taught from lists of words not necessarily related to children's writing.
4. Heavy stress on spelling mistakes in the infant grades can easily cause children to lose confidence.

A well tested way to learn new spellings:

LOOK at the word and

SAY it softly.

COVER the word and try to "see" it in the mind.

WRITE it from memory.

CHECK... and repeat the steps if the attempt was wrong.

3. Strings of Conventional Letters.

Dlfem DLF lie e ve
thswcjm noz l by

The child strings together many letters from the alphabet in left to right direction. The symbols are repeated.

4. Group of Letters with Spaces Between.

wi fstr Ak kpm th A
A G NTM qy fist and gel
gti nopt cum tptp

There may be no match between the letters used and the sounds of the words, but the child has some idea (or concept) of a "word".

5. Writing with a Developing Awareness of Sound-Symbol Correspondence.

mi mmi kpm with me to
the muzeam

(my mummy came with me to the museum)

Mixture of upper and lower case. The reader is able to interpret the message.

As the child progresses through these stages, the teacher should take the opportunity to write the conventional form of the child's message so patterning is of a correct model.

What does all this mean for the teaching of writing in our schools?

- Children write as writers in the "real world" do.
 - They rehearse:
 - draft
 - edit
 - proof read
 - share

- Children write daily for a variety of purposes and a wide range of audiences.
- Children take responsibility and control of their own writing.
- Children have the opportunity to choose their own topics.
- Children write in a variety of styles and genres for different audiences - poems, letters, reports, etc.
- Children 'have a go' at spelling the unknown word.
- Children discuss their drafts with their peers and their teacher in a conference.

A conference is a teaching time in which the teacher/parent works with children at their individual level and pace.

Attachment B

Infectious Diseases

School exclusion table: Minimum period of exclusion from schools and student services centres for infectious diseases cases and contacts. The minimum period of exclusion from primary schools and children's services for infectious diseases cases and contacts (Public Health and Wellbeing Regulations 2019, Schedule 7) In this Schedule 'medical certificate' means a certificate of a registered medical practitioner.

Conditions	Exclusion of cases	Exclusion of contacts
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
Diarrhoeal illness	In an outbreak of gastroenteritis, exclude until there has not been vomiting or a loose bowel motion for 48 hours, and for all other diarrhoeal illnesses exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded

Diphtheria		Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Chief Health Officer
Glandular fever (Epstein-Barr infection)	Virus	Exclusion is not necessary	Not excluded
Hand, Foot and Mouth disease		Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)		Exclude until 48 hours after initiation of effective therapy	Not excluded
Hepatitis A		Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B		Exclusion is not necessary	Not excluded
Hepatitis C		Exclusion is not necessary	Not excluded

Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immunodeficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded

Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
Meningitis (bacterial other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
Molluscum contagiosum	Exclusion is not necessary	Not excluded

Pertussis cough)	(Whooping	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Poliovirus infection		Exclude for at least 14 days from onset. Re admit after receiving medical certificate of recovery	Not excluded
Ringworm, pediculosis (head lice)	scabies,	Exclude until the day after appropriate treatment has commenced	Not excluded
Rubella (German measles)		Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Severe Acute Respiratory Syndrome (SARS)		Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC)		Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer	Not excluded

Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment or at least 24 hours and the child feels well	Not excluded
Tuberculosis (excluding latent tuberculosis)	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer

Explanatory notes

- Diarrhoeal illness includes instances where certain pathogens are identified including Amebiasis (*Entamoeba histolytica*), *Campylobacter* spp., *Salmonella* spp., *Shigella* spp. and intestinal worms, but is not limited to infection with these pathogens.
- 'Medical certificate' means a certificate of a registered medical practitioner.
- Exclusion of cases and contacts is not necessary for latent tuberculosis.

Attachment C
Specimen Hill Primary School Values

	DET Staff	Students	Parents/Carers
Respect	<ul style="list-style-type: none"> · We respect others' opinions · We work collaboratively · We treat each other equally · We accept differences · We maintain a calm approach to others · We mentor and support each other 	<ul style="list-style-type: none"> · We treat all students fairly · We give all students equal opportunities · We are non-judgemental · We build relationships · We demonstrate care · We model and scaffold respectful behaviour 	<ul style="list-style-type: none"> · We are non-judgemental · We build relationships · We maintain a calm approach · We maintain confidentiality · We show a genuine interest
Empathy	<ul style="list-style-type: none"> · We actively listen to other's point of view · We respond in ways that shows we understand other's perspectives · We try to understand how others may be feeling 	<ul style="list-style-type: none"> · We think how our actions and words may affect students · We put ourselves in the students' shoes · We consider how the student is feeling · We listen to other the student's point of view · We try to see things from the student's perspective 	<ul style="list-style-type: none"> · We listen actively · We respond appropriately · We are non-judgemental · We provide support and advice

<p>Honesty</p>	<ul style="list-style-type: none"> · We provide honest and constructive feedback to each other when required · We honour our commitments to each other · We address our concerns in a timely and honest manner with each other · We ask for help and support when we need it · We are honest in our self-reflections 	<ul style="list-style-type: none"> · We articulate behaviours that demonstrate honesty. · We model honesty in all our interactions with our students · We name the impact of student behaviour to the student concerned on ourselves and others · We acknowledge when they need help 	<ul style="list-style-type: none"> · We communicate our expectations of students clearly to parents · We accurately report each child's progress in all domains · We have honest conversations with parents around issues
<p>Excellence</p>	<ul style="list-style-type: none"> · We strive to improve our teaching practice · We attend and participate in ongoing professional development · We use constructive feedback to improve our teaching practice · We have high expectations of ourselves and others · We are flexible and open to change · We respond to professional learning and 	<ul style="list-style-type: none"> · We set high expectations for all students · We encourage students to think deeply · We use time effectively · We give relevant and timely feedback to students We set challenging learning goals for all students and assist them to achieve them · We encourage students to reflect and evaluate their work 	<ul style="list-style-type: none"> · We act with integrity · We are professional at all times · We are approachable · We celebrate their child's success

	support the school to achieve its goals and targets		
Resilience	<ul style="list-style-type: none"> · We remain calm · We are flexible · We cope with change · We help others · We work in a team 	<ul style="list-style-type: none"> · We maintain our professional manner regardless of our personal circumstances impact · We model owning our mistakes and learning from them · We model resilient behaviour in the face of change 	<ul style="list-style-type: none"> · We develop positive relationships · We acknowledge their support of their child's learning · We are active listeners