Alphington Primary School
Information Booklet
2015 – 2016

Principal: Cheryl McCashney

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Dear Parents and Carers,

Welcome to Alphington Primary School.

This booklet is designed to assist families in the introduction to our school.

At Alphington we offer your child a high quality, broad curriculum based on the \textit{AusVELS} in a safe and attractive environment.

Differentiated learning caters for diverse student needs and supports students to attain their potential. An exemplary Arts program, Sustainability, and Information Communication Technology encourage the belief that learning should be engaging, challenging and fun. The curriculum is integrated and direct experiences through an excursions program and visiting artists are central to the classroom programs. A positive approach to wellbeing is developed, based on rights and responsibilities for all.

In today’s increasingly complex world, it is important for parents and teachers to work together, to assist children develop a love of learning and support them to achieve their potential. At Alphington, a strong partnership between home and school is encouraged in order to maximise educational outcomes through involvement in a range of committees and within the classroom.

This participation is one of the most significant influences on a child’s educational progress.

Information sessions are conducted throughout the year to communicate with parents about their child/children’s progress and the school programs.

Classrooms are technology rich with interactive whiteboards, computers and netbooks supporting learning and student engagement. The school’s physical environment has been transformed with new buildings and playground upgrades giving the school flexible learning spaces and child friendly play spaces.

Please feel free to visit the school to discuss any concerns you have about your child’s education with the class teacher or make an appointment to have a chat with me.

I look forward to working with you in the years ahead.

Cheryl McCashney
Principal
ALPHINGTON PRIMARY SCHOOL

Alphington is a school of 422 students situated in an area bounded by Heidelberg Road and the Yarra River. It is set amidst residential streets, close to parklands, a sporting oval and public transport, and is a focal point for the community it serves. The school includes flexible classroom areas, two library/resource centres, a multipurpose room and art/craft room. Classrooms are technology rich with interactive whiteboards, computers and netbooks. The playground includes both active and passive spaces with two new artificial turf playing areas and two re-surfaced flexible ball-sport courts.

Alphington Primary School strives for personal growth and academic achievement. It aims to stimulate all children to promote curiosity and to nurture the development of competence, confidence and resilience. The school program encourages children to learn independently and collaboratively, to be valued and value others and to take pride and pleasure in participation and achievement.

EQUAL OPPORTUNITY

The school emphasises equality of opportunity in all areas of the curriculum and in the playground. Every child has the right to access education programs and recreation areas, free from harassment. Active and passive play are equally valued and provided for in the school grounds. Where necessary and appropriate, affirmative action programs such as Restorative Practice are initiated to ensure all children have the opportunity to achieve.

PROGRAMS FOR STUDENTS WITH DISABILITIES

Alphington Primary School has a sensitive and successful Integration Program that promotes understanding and appreciation of diversity. It optimises opportunities for all children to be educated to their full potential and to experience access and success at their individual rate of development.

COMMUNITY WORK

Alphington Primary School has a long history of active parent and community involvement. We are committed to the concept of being the hub of the local community and we strongly encourage collaborative decision-making.

SCHOOL PROGRAMS

Alphington Primary School’s curriculum is based on the AusVELS. The AusVELS outlines what is essential for all Victorian students to learn during their time at school from Foundation (F) to Year 10. It is a single, complete set of common standards which are used to plan student learning programs, assess student progress and report to parents. The subjects provide a developmental learning continuum and prepare children for lifelong learning of the knowledge, skills, behaviours and dispositions that will equip them for the challenges of the twenty-first century.

The AusVELS identify two core and interrelated strands which have 8 Learning Areas and 7 General Capabilities. There are 3 Cross-Curriculum Priorities embedded in the learning area and will be used as conceptual lenses when planning learning programs.
• Learning Areas include: English, Maths, Science, Health and Physical Education, Languages, Humanities and Social Sciences, The Arts and Technologies
• General Capabilities include: Critical and Creative Thinking, Personal and Social Capability, Intercultural Understanding, Ethical Behaviour, Literacy, Numeracy and ICT
• Cross Curriculum Priorities include: Aboriginal and Torres Strait Islander Histories and Cultures, Asia and Australia.

Students develop social skills such as understanding what it means to be a good friend, have a good friend, how to care for and work with others.

Alphington teachers often deliver the curriculum in ways that integrate learning - a number of learning areas are studied at the one time. For instance, during a Maths lesson there will be opportunities to study writing, reading, thinking and perhaps interpersonal development. In this way students make connections with different aspects of their learning and make links to the real world. This practice is based on sound learning theories.

Our curriculum policies and program are available for your perusal at: www.alphinps.vic.edu.au/policies/

We welcome your involvement should you wish to be part of our collaborative decision-making process.

Home Reading Program
A Home Reading Program operates at Alphington Primary School. Foundation (Prep) parents are invited to participate in the program early in Term 1. The Home Reading Program involves children reading with parents, reading to parents and being read to by parents each evening. The philosophy behind the program is that children learn to read best by ‘doing’. This has proven to be most successful, as it has given parents the opportunity to share the joy of reading with their child.

Classroom Helpers
Parents participating in the program are invited to attend sessions that describe how a book can be introduced to children, how a child can be helped with reading and comments that assist with what the parent and child read together when reading at home and school. Whilst the teacher is the instructor in teaching reading at school, parent involvement enables each child to practice and celebrate their reading, which is crucial to success. Teachers look forward to parent support and participation in the Classroom Helpers Program.

Sustainability
The notion of sustainability is an integral part of our philosophy. Alphington has had a focus on sustainability for many years, from our association with the Gould League in 2003 through to becoming a 4Star accredited Resource Smart School in 2010. In 2011, Alphington Primary School participated in a carbon sink project with CERES to actively contribute to reducing overall consumption of electricity, gas, fossil fuels, water, etc. that collectively result in environmental savings for the planet. The school has also installed solar panels and water tanks.

Students have been involved in designing and building an Eco Cubby using innovative materials such as recycled bottle bricks and paper bricks. The school benefits financially with savings from reduced utility costs freed up to support other key school programs.
Children participate in the Veggie Patch Program. The children learn in a very “hands-on” way and are engaged in the growing, harvesting, preparing and sharing of delicious, fresh, seasonal food. The emphasis is on learning through experience and the fun of growing and then preparing the food. Keen parent volunteer gardeners assist classes. New volunteers are always most welcome.

Travel to School
Traffic safety and awareness around our school is of prime importance. Recent improvements for our students include cycling and pedestrian facilities around the school, implementation of Walk and Ride2School Days and traffic streams to reduce traffic jams at peak times. There is a 40km/h speed restriction in the local area.

Bikes/Scooters/Skateboards
The Road Traffic Authority states that children should not be unescorted on roads before Year 4. An adult must accompany younger students on bikes. The school provides housing for bikes during the day. Helmets are compulsory for those students riding bikes to and from school and students are strongly encouraged to wear helmets when riding skateboards, rip sticks and scooters. Bikes, scooters, rip sticks and skateboards are not to be ridden in the school grounds between 7.00am and 6.00pm.

SCHOOL TIMES
School commences 9.00am
Morning Recess 11.00 – 11.30pm
Lunch 1.00pm – 2.00pm
School dismisses 3.30pm

End of term dismissal times will be notified in the weekly newsletter.

DURING OFFICE HOURS, VISITORS ARE REQUIRED TO SIGN IN AND OUT AT THE OFFICE USING THE VPASS IPAD.

Please ensure your child is punctual for school. Children feel embarrassed entering a classroom after school has started. Lateness means children may miss vital instruction as teachers model and provide instruction at the beginning of the day. A late pass is to be collected at the office when a child arrives late to school.

SCHOOL UNIFORM

Alphington Primary School has a full school uniform range. While the wearing of the school uniform is not compulsory, parents are encouraged to support the wearing of the school top or school colours. A broad range of quality garments can be purchased from the school uniform shop including windcheaters, summer dresses, polo shirts, tracksuits, school bags, and sunhats.
Sunsmart
Our school actively supports children to be ‘Sunsmart’. Sunscreen and protective clothing are encouraged. From 1 September to 30 April school broad brimmed or legionnaire sunhats are compulsory for outdoor school activities. Singlets and shoe-string strap dresses are inappropriate.

Sports Uniform
It is compulsory for team members to wear the Alphington sports uniform to compete in interschool sports activities. It comprises a gold polo T-shirt with the choice of royal blue shorts or skirt for girls and blue shorts for boys. Suitable footwear and appropriate sun hats must also be worn. The school uniform can be purchased from the school uniform shop.

Footwear
Runners/sports shoes should be worn for Physical Education lessons and for sporting activities. Covered shoes and sandals are strongly recommended for the safety of our children. Thongs and ‘crocs’ styled shoes are considered inappropriate for school as injuries can occur during physical activities.

COMMUNICATION

Confidential Information
In caring for your child we require access to information that is current in case of illness or emergency. It is critical we are provided with immediate notification of any changes to phone contacts, addresses, health details or any other relevant information. Mobile telephones are the most effective means of contacting parents in an emergency. All information provided is confidential. It is essential that computer-generated student detail sheets sent home for revision are completed so the school can keep vital information up to date. Teachers request up to date email addresses for ease of information sharing. Class liaison representatives also appreciate email addresses to contact families in relation to school events.

School Newsletter
Each Wednesday a newsletter is emailed or sent home with the eldest child in the family. Please read the newsletter carefully as it contains important information regarding school events, as well as reports from School Council, the Parents’ Association and other school groups. It is important to check for its arrival each week.

Notices
Separate notices are usually sent home regarding excursions and other special events. Prompt replies to notices make the organisation process easier.

Social Service
During the year, students are involved in fundraising activities to support selected charities.

Excursion Permission
Parents are required to sign a permission form allowing a child to attend an excursion and to authorise staff to seek medical attention if necessary. These forms are to be returned 2 days before the planned excursion so numbers and details can be finalised. The school is unable to take children on excursions without written parental permission.
SCHOOL LUNCHES

Alphington is an Accredited Healthy Eating School
Children eat their lunches with teacher supervision indoors, or outdoors in specified eating areas (weather permitting).

Canteen
As a ‘Healthy Eating School’ children are encouraged to eat nutritious snacks and lunches.
Lunch orders from an outside provider, “Classroom Cuisine” are available online on Mondays, Wednesdays, Thursdays and Fridays each week.
www.classroomcuisine.com.au

MANAGEMENT

Office Management
School office staff performs a number of key roles including the processing of DET (Department of Education and Training) operations, reception, accounting, word processing and many other important tasks that keep the school running efficiently.

School Office hours are 8.30am–4.30pm Monday to Friday.

Collecting Children
In the interests of safety it is a requirement that when collecting children during school hours, parents:-
1. Sign your child out by entering their details into the VPass iPad located in the Office.
2. Obtain a green Student Collection Pass from the office which is handed to the grade teacher prior to taking your child

Prior written notification must be received at the office if a person other than a parent or known guardian has been requested to collect your child for this to occur.

THE OFFICE AND CLASS TEACHER MUST BE NOTIFIED OF ANY CHILD LEAVING THE SCHOOL GROUNDS. CHILDREN MUST BE ACCOMPANIED BY AN AUTHORISED ADULT IF LEAVING THE SCHOOL GROUNDS DURING THE DAY.

Emergency Procedures
The school has an Emergency Management Plan to be guided by in an emergency.

WELLBEING

Our school aims to be a safe, engaging and caring environment where children experience success. With this aim in mind, Alphington has a Student Engagement Policy that promotes positive behaviours throughout the community and fosters a sense of belonging, safety and self esteem. This forms the basis for the Community Behaviour Agreement. This Agreement emphasises rights, respect, responsibility, repair of relationships, reintegration, and consequences based upon clear behaviour guidelines.
There is a whole school approach to student wellbeing based on the implementation of ‘KidsMatter’ principles encompassing restorative practices empowering strategies and a ‘Better Buddies’ transition program.

Children are involved in developing behaviour agreements and appropriate behaviour standards. Classes make a positive classroom behaviour agreement at the beginning of each year.

**Enrolment**
Children who will reach the age of 5 years on or before 30 April may commence school at the commencement of that school year. The following documentation is required for enrolment:

1. Department of Education and Training enrolment Form: These are available at the school office.
2. The child’s Birth Certificate or passport as proof of birth date.
3. Certificate of Immunization for the child from the Australian Childhood Immunisation Register 1800 653 809.

It is advisable to discuss with the kindergarten teacher or equivalent person, your child’s readiness to begin school, especially if his or her birthday falls near 30 April. Sometimes a child benefits if he/she is enrolled closer to the 6th birthday if he/she is less mature than is desirable for a child beginning Foundation (Prep).

**Staff Meetings**
Staff members meet each Tuesday and Wednesday at 3.40pm. Parents are welcome to make mutually agreed appointments to speak with staff at other times.

**MEDICAL**

**Allergies**
Completion of the “Allergy Information Sheet” or “Allergy Alert” form, available from the office, is required if your child suffers from an allergy.

Children requiring Epipens must supply the school with an Epipen prior to starting school.

**Anaphylaxis**
If your child has a current anaphylaxis diagnosis, a School Anaphylaxis Management Plan (available for completion at the office) and Epipen are required.

**Asthma**
If your child suffers from asthma, a School Asthma Management Plan is required and is available for completion at the office. Alphington Primary School is an ‘Asthma Friendly’ school.

**Epilepsy**
If your child suffers epilepsy, please complete the “Epilepsy Emergency Information Sheet” available at the office.

**First Aid**
First Aid is given in the case of accidents. Parents are informed in the case or injuries of illness. Sick children should be cared for at home.

**Infection Diseases: Exclusion from School**
The Principal is required to exclude children according to the table at the end of this booklet.

A patient or contact shall be prevented from attending school unless the conditions stated in the exclusion table are adhered to.
Please note: “contact” means child of school age or preschool age, living in the same house as the patient and “patient” includes carrier.

**Medicines**

If medication is to be administered by the school because it is impossible for the parent/guardian to fulfil this responsibility, the parent/guardian must provide written authority and details with sufficient medication for just one day and should hand it to the class teacher.

**Head Lice (Pediculosis)**

Head lice are a problem in all schools. Children’s hair should be regularly checked each week for any sign of nits (eggs). If your child has lice eggs, treatment can be obtained commercially. If your child has live lice, it is necessary to use the same treatment; it is imperative that the lice and eggs are removed from the hair as soon as possible. Remember to check all the family’s hair, including parents’. The preparation purchased must be used strictly as directed to ensure the head lice and their eggs are eradicated from the whole family. Your child is not excluded from school, provided treatment has commenced.

**FINANCIAL MATTERS**

**Student Banking**

A banking service is offered to all our children through the Commonwealth Bank. Each week children who have an account send their deposit together with their passbook.

Student Banking is processed by a parent volunteer. Parents will be notified when the banking is to be processed and when it is to start for the current year. Starter packs are available at the office.

**Finances**

School finances are derived from two sources; Government grants and locally raised funds. The Government provides some funding which is supplemented by parent contributions to pay for essential materials and fundraising in order to enhance learning and teaching programs. Parent contributions are set each year by School Council.

**Parent Contributions**

Government grants and funding do not adequately cover the cost of all our curriculum programs and School Council priorities. In order to implement a high quality curriculum that optimises children’s educational success, parents are required to pay an essential materials contribution and are requested to pay a voluntary contribution. These payments can be paid in a lump sum or instalments.

School Council approved the payment of an essential materials levy of $280 per child, $490 for 2 children or $680 for more than 2 children for all students at all grade levels for 2015.

**Excursions/incursions Levy**

An excursion/incursion levy of $150 per child applies to all children at all grade levels. This meets all costs for the year and we request it be paid at the earliest possible time. A single payment avoids inconvenience for parents and significantly reduces teacher administration time. Grades spend at least this amount over the course of the year.Parents may pay semester by semester ($75.00). Camps and sporting events are not included and are an additional cost.
Grounds Levy
Dates of Working Bees are announced in February for each grade level. We request every family participate in ONE Working Bee for the year. This means attendance at the school one Saturday for two hours to assist with grounds maintenance activities. We request parents who are unable to assist at a Working Bee contribute $100.00 to the school towards paid grounds maintenance work.

Voluntary Contribution to Tax-Deductible Funds
Contributions to the Library Fund and/or Building Fund are fully tax-deductible. This is an important source of school funding. Parents are invited to contribute any amount; however the 2014 School Council set the requested amounts for 2015 as follows: ONE CHILD ~ $280, TWO ~ $465, OR MORE THAN 2 CHILDREN ~ $650.

This contribution is best paid before June 30 each year. It is a purely voluntary contribution which we ask you to consider should circumstances permit. Contributions will be spent on major improvements such as air conditioning or carpets.

A copy of the school-levy policy is available upon request. Annual parent contributions are subject to change at the discretion of School Council.

Money Sent to School
All money sent to school (eg. for special lunches, camps or sport) should be placed in a well sealed envelope, which is clearly labelled with the child’s name, grade and the amount and purpose of the money. School activity money is to be returned in the envelope provided.

Payment by cheque or EFTPOS is preferable to minimise cash on the school premises.

EFTPOS is not available for payments less than $15.00.

EXTRA CURRICULAR SCHOOL ACTIVITIES

Interschool Sport
Alphington is a member of the Ivanhoe District School Sports Association. The School participates in inter-school swimming, athletics, cross country (Years 4-6) and summer, as well as winter sports (Years 5-6).

Summer sports are rounders, volleyball (girls), cricket, bat tennis (boys) and lawn bowls.

Winter sports are softball, football (boys) and netball (girls). Children participating in inter-school sports are expected to wear the appropriate school sports uniform.

Sister Schools
APS formed a sister school relationship with two schools in Huaibei, Anhui Province, China in 2013. Reciprocal visits and home stays involving Year 6 students enhance global relationships and cultural understandings.
Hope Vale

A group of families visited Hope Vale School in Far North Queensland and attended Laura Indigenous Dance Festival in 2013. APS hosted 23 Hope Vale students and teachers on a reciprocal visit in 2014. The school is continuing to develop this relationship with biennial reciprocal visits.

Photographs

School photographs are taken annually. The date is advised in the newsletter. Each family has the opportunity to purchase a class and/or individual photo. Family photos can also be arranged. Pre-payment of photos is required.

Excursions/Incursions

Excursions are viewed as an integral part of the school program and all children are encouraged to participate. Excursions/incursions are used for both motivational and educational purposes to develop language and general knowledge of the child’s environment.

Special Events

Each year the school holds a variety of special events. These events may involve all or part of the school and include such activities as a school concert, a student art exhibition, Book Week, environment days, special lunches and fundraising activities. A Foundation (Prep) Parent Welcome early in Term 2 and a Graduation Night for children in Year 6 is held in December each year.

Camps

Camps are an important part of the Outdoor Education Curriculum and are conducted in Years 3 to 6.

Additional supplementary camps may be offered to students e.g. a Year 2 metropolitan overnight camp, an annual ski camp and/or a biennial Somers School Camp.

Information regarding special events is included in the weekly newsletter. Parents and other family members are most welcome and encouraged to attend these occasions.
Swimming
An intensive swimming program is offered to children in Foundation (Prep) and Year 1 each year. The program is conducted during Term 3 or 4.

Book Club

A Book Club operates for all children, normally once a term. This involves children being offered paperback books to purchase, mostly at cheaper prices than through a commercial bookseller. This is something the children enjoy and has benefits for the school as we receive a percentage of sales back in books for our school’s library.

Leaflet order forms are distributed the week before Book Club orders are due and a reminder note is included in the newsletter. Money for orders should be returned in an envelope with the child’s name and grade clearly marked. Book Club is run by a parent helper. If paying for Book Club by cheque, please make it payable to “Scholastic Book Club”, not the school.

Out of Hours Music Program
The Out of Hours Music Program was established in 1990 by a group of parents with the support of the Alphington Primary School Council and has had many years of successful operation. The program is coordinated by a committee of interested parents. Specialist music teachers offer classes on a user-pays basis. Lessons are available for the following instrumental tuition: Individual classes in ukulele, piano, guitar, violin, saxophone, flute, clarinet and percussion. Group Recorder, Ensemble (open to students in Year 3 and up), Singing and Dance classes are also offered. In addition to the Annual Music Concert in which all students participate, the Ensemble also performs at other school functions.

APS Chess Club
A full range of children come to lunchtime chess – older and younger, girls and boys, noisy and quiet, sporty and non-sporty, square pegs and round. A chess coaching program is also available on a user pays basis.
Languages
Foundation (Prep) languages offered are Italian and/or Mandarin. Other Language programs offered at APS include Year 1 – 6 weekly Italian classes for all students. Additional languages taught on a user pays bases are:
- After school Fun With French and
- Mandarin elective program

PARENT INVOLVEMENT

Parent Participation
An effective school is one where teachers and parents work together for the benefits of children.

There are a variety of ways in which parents are welcome to contribute. These include helping in the classroom, assisting with excursions, working in the canteen or library and at working bees, which are held regularly throughout the year.

Each year teachers invite parents to assist in classroom programs.

Committees
Parents are encouraged to take part in the school’s decision-making processes. This can be done by nominating for School Council, joining any of the Sub-committees or the Parents’ Association.

Fundraising
Fundraising is a vital part of the school organisation and requires a high level of support and input from parents.

Parent Liaison Contact
Each year parents from each grade nominates as the Parent Liaison Contact. They become the official contact between the school, the teacher and the parents, organising specific help for the teacher and

Bicycles

Many children ride their bikes to school. For safety reasons, bikes are not to be ridden within the school grounds. A bike enclosure is provided for children, to store their bikes during the school day. Bikes are stored at the owner’s risk. Bikes left at school overnight or over the weekend may not be secure.

Lost Property
Lost property is displayed regularly and named items are returned to their owners. Items that remain unclaimed are donated to a local charity or recycled by the Parents’ Association. All removable clothing should be clearly labeled with the child’s name and regularly checked to ensure that labels are legible.

Personal Property
Private property brought to school is not insured and the Department of Education & Training (DET) is not responsible for any loss.
SAFETY

Accidents to Children
Despite the best precautions and safety procedures, children are involved in accidents on occasion.
For minor accidents children are treated appropriately and sent back to their classrooms. For more serious accidents, which may require professional medical treatment, parents are contacted immediately. If parents cannot be contacted, the emergency contact(s) listed on the child’s enrolment form will be used.
If an accident clearly requires immediate medical attention, your child will be taken by taxi or ambulance to your preferred doctor or hospital. All accidents are recorded on the School’s Accident/Injury Register.
The Department does not provide personal accident insurance for students. Therefore parents are generally responsible for paying the cost of medical treatment for injured children, including any transport costs. Reasonable accident insurance policies are available from the commercial insurance sector.

Parking
Please observe the parking restrictions in Yarralea Street and Adams Street. They include a 5 min drop off zone and disability parking. These restrictions are designed to ensure the school crossing pick-up areas are clearly visible and safe for children.

Road Safety
Children are required to use the crossings at the front and rear of the school.
A number of children walk to school and cross Heidelberg Road at Yarralea Street. There is usually a Lollypop Person at this crossing who will ensure children cross this very busy intersection safely.
Please encourage your child(ren) to cross safely and responsibly.

A number of bike paths have been created on the streets leading to Alphington Primary. Please encourage your children to use these paths responsibly when travelling to and from school on a bike.

TRANSFERS AND TRANSITIONS

Preschool to Primary
A Foundation (Prep) Transition Program is conducted during October/November each year. Information concerning transition to school can be found in the Foundation (Prep) Information Handbook.

Transition to Secondary School
When children enter Year 6, decisions need to be made with regard to post-primary placement. APS offers a general information session that outlines the placement process.

Parents are strongly encouraged to contact post-primary schools to find out when Information Sessions are scheduled. These sessions offer parents and students information about a school’s curriculum and policy. At mid-year “Applications for Enrolment for Government Secondary Schools” forms are sent home to parents to complete and return to Alphington Primary School. In Term 4, Orientation Days are held at the post-primary schools where students are provided with activities designed to familiarise them with their new school setting.
Transfers
To transfer a child from one school to another, it is necessary to notify the current school of the intention to transfer the child. A transfer note is then prepared and forwarded to the new school. In 2009 the Victorian School Number was initiated for all students. The VSN is a unique student number and is carried through your child’s primary and secondary school years.

REPORTING

Open Evening
Early in each school year parents are invited to attend an Open Evening where there is the opportunity to meet their child’s class teacher and the specialist staff. An outline of the year’s program and expectations is distributed.

Reporting to Parents
Written reports are issued in June and December of each year. Students also take individual portfolios home at the end of each term. The portfolios are a celebration of student learning and personal growth.

A parent/teacher consultation is offered to enable parents and the teacher to get to know each at the beginning of each year. There are parent/teacher consultations following the June report to discuss children’s progress. A third consultation is available following the December report on request.

Regular informal contact with the class teacher is encouraged. Teachers keep detailed records of children’s work, and are able to keep parents informed about children’s educational progress throughout the year. Email is a convenient and preferred form of communication.

ROUTINES AND ORGANISATION

Whole School Assemblies
Each Monday morning at 9.00am, a whole school assembly is held in the school quadrangle area for the purposes of making announcements and sharing information about school activities and achievements.

The children play an important part in this assembly, being responsible for a number of reports and from time to time, putting on items of interest for the rest of the school. Parents are invited to attend weekly assemblies.

Student Free Days
The Department of Education and Training (DET) provides the opportunity for staff to participate in ongoing professional learning for 4 days each year. School Council approved the following allocation:

Children do not attend school on the first two days (27 January and 28 January), on a midyear Reporting day (Friday 10 June) and a fourth professional learning day (Monday 11 July) in 2015.

Playground Supervision
The playground is supervised for 15 minutes before and after school and during recess and lunchtimes. Although teachers may be at school well before 8.45am and after 3.45pm, they are not rostered for playground duty outside these times. For safety reasons, please ensure your child is supervised in the OSHClub before and after
school care program if they are going to be at school before 8.45am or after 3.45pm.

Trainee Teachers
Teachers in training at universities are offered classroom experience at Alphington.

Wet Day / Hot Day Arrangements
When wet weather occurs during lunchtime, the children are supervised in their classrooms. On days of 35°C+, children have a shortened outdoor play session and are supervised in their classrooms. Appropriate activities are provided.

SCHOOL ORGANISATIONS

School Council
Council membership comprises 9 elected parent members, 4 elected staff members and the Principal. There is also provision to co-opt a non DET member.

The School Council has the overall responsibility for developing the policies and direction of the school within State guidelines. The detailed control of programs of the school and the translating of school policies into educational programs rests with the principal and staff.

School Council meetings are open for the community’s attendance and participation. The dates of these meetings are included in the school newsletter and on the school website.

Education Policy Subcommittee
The Education Policy Subcommittee of School Council comprises School Councillors, the Principal, teachers and parents. Its membership is flexible and varies according to the task at hand.

The function of this committee is to develop and review the school’s policies and monitor implementation of the Strategic Plan. This committee keeps abreast of current educational trends and issues. It ensures the school policy reflects DET guidelines and community expectations.

Environment Subcommittee
This School Council Subcommittee’s role is to identify areas of the buildings and grounds that need upgrading, maintenance or redevelopment for the benefit of children and the school community. Regular maintenance work is carried out by families at grade working bees (one per year for each grade). Other working bees are organised to undertake special projects and for special events. Where necessary, the committee organises for required work to be carried out by specialist trades people.

The Environment Committee meet once a month and consists of parents, the Principal, a teacher representative and a School Council representative. All parents are welcome to join the committee.

2010 Building

The Arts Subcommittee
This subcommittee was established in response to a Community Forum that identified the Arts as an area to be promoted. The Subcommittee consists of a vibrant group of parents and teachers who
work together to support the implementation of the integrated Arts Program in the school. This includes the Annual Concert, Visual Arts, Performing Arts, Community Arts events and an impressive annual Art Exhibition.

**Grants, Sponsorship and Fundraising (GSF) Subcommittee**
This Subcommittee prioritises opportunities for grants and applies for them. It also ensures sponsorship is maximised and it coordinates these sponsorship opportunities. The subcommittee supports substantial fundraising initiatives, advises on fundraising activities that require seed funding and makes recommendations to School Council. The GSF Subcommittee is a team of dynamic dedicated parents and School Councillors who are always keen to welcome new members.

**Wellbeing Subcommittee**
The role of the HWB Subcommittee is to support a developing culture of healthy living and emotional well-being across the Alphington Primary School community. Wellbeing encompasses the physical and emotional and relationship elements of school life for all members of its community: belonging, cohesion, participation, inclusion, positive relationships, health and wellness, and the meeting of group and individual needs within a large community. The subcommittee members comprise School Councillors, the Principal and teachers. Its membership is open to all.

**Parents’ Association**
Membership of the Parents’ Association offers parents the opportunity to make new friends while working for the benefit of our children.

The Parents’ Association organises a number of activities and functions. Some of these raise funds to provide the school with additional resources, whilst others are organised for social reasons. Another important activity of the Parents’ Association is to organise the running of the school canteen.

We invite you to join the Parents’ Association. Both children and parents will benefit from involvement in the P.A. The dates and times of Parents’ Association meetings are advertised in the weekly newsletter.

**Out of School Hours Care OSHClub Program**
This program provides out of school hours care and holidays programs for Alphington Primary School children.

The program is conducted on school premises and is contracted to OSHClub. The program provides a safe, warm, caring atmosphere for the children, with a variety of interesting recreational activities, both indoor and outdoor.

The Before School Program runs from 7.00am to 8.45am daily. A light breakfast (toast and juice or milk) is provided for children who require it.
The After School Program commences at 3.30pm and finishes at 6.00pm daily. Afternoon tea is provided for all children.

A School Council representative attends Out of School Hours Care meetings and reports regularly to School Council.

A comprehensive School Holiday Program is available during school holidays.

The OSHClub web address is:
www.oshclub.com.au
Minimum period of exclusion from schools and children's services centres for infectious diseases cases and contacts.

The following table indicates the minimum period of exclusion from schools and children’s service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 – Schedule 6. In this Schedule ‘medical certificate’ means a certificate of a registered medical practitioner.

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

Exclusion of cases and contacts is not required for Cytomegalovirus Infection, Glandular fever (mononucleosis), Hepatitis B or C, Hookworm, Cytomegalovirus Infection, Molluscum contagiosum, or, Parvovirus (erythema infectiosum fifth disease).