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Contained in this folder you will also find:

- ◇ Permission Forms (Page13 & 14) *
- ◇ Prep Information- including Prep Supplement
(page 15-22)*

**To be completed by you and
returned to the school
on the first day of Term 1,
29th January, 2015.**

PARENT AND TEACHER RESPONSIBILITIES

Teachers will be assessing children's progress throughout the year.

The following outlines the reporting procedures:

- Parent, Teacher, Student meeting held early in the year to determine Student Individual Development Plan
- June report pertaining to AusVels and Australian Curriculum
- Parent-teacher-student interview in the middle of the year
- December reports pertaining to the AusVels and Australian Curriculum
- Interviews on request or for a particular need can be arranged through the Principal, Assistant Principals, or classroom teacher at a time convenient to all parties.

Children's educational outcomes are totally dependent on a successful partnership between home and school. Teachers undertake to provide a challenging and meaningful education and must have parents' support in achieving this. As teachers, we will do our best to foster and encourage acceptable values and standards in work habits and behaviour and we need to know that parents are supporting these goals. If issues arise, we would like parents to arrange a time to discuss the matter with the teacher, Well-Being staff, Assistant Principal or Principal and not undermine the teacher's position through discussions with the child.

PROFESSIONAL DEVELOPMENT ACTIVITIES

An ongoing program of Professional Development is pursued by the staff at this school both on a personal level and as a whole staff.

Some professional development activities cover areas of interest to parents. When this occurs, parents will be informed via the school newsletter, Valley Views, and are encouraged to contact the school to make arrangements to attend these sessions.

In-services for School Council members are offered at various venues and times throughout the year.

Parents are also encouraged to be part of the decision making process in many avenues of the school organisation. This can be accessed through joining School Council or by signalling a willingness to become a co-opted member of a particular committee where you could offer your expertise.

PARENT EDUCATION

The school provides an ongoing program of parent education with the availability of a range of programs designed to enhance the partnership between teachers and parents in the education of the children. We hope to run programs for parents who assist in the educational programs at the school and various educational evenings on topics such as Parenting, Reading etc. Other general information evenings are also held regularly.

MONEY SENT TO SCHOOL

The following procedure needs to be followed for money sent to school for activities such as excursions, in school activities, camps etc.

1. Money placed in a sealed envelope with the appropriate form.
2. On the front of the envelope, please write the following:
 - ◇ Child's Name,
 - ◇ Child's Grade,
 - ◇ Reason for Money (e.g. Year 5 camp /Year 2 movie excursion), and
 - ◇ Amount of money enclosed. (Please forward the **correct** amount required.)
3. The envelope is to be handed **to the class teacher** who will check the child's name off the appropriate list. Please **do not** hand in at the General Office.



WORKING WITH CHILDREN CHECK

Parents who are interested in helping at Kilberry Valley Primary School will be required to have a **Working With Children Check**.

YOU CANNOT ASSIST IN ANY CAPACITY WITHIN THE SCHOOL UNLESS YOU HAVE A VALID WORKING WITH CHILDREN CHECK.

Application forms can be accessed by visiting the Department of Justice website at www.justice.vic.gov.au Once your Working With Children Check has been obtained, please bring it to the office to register and wear the card whenever you volunteer at the school. (There is no cost involved.)

SCHOOL RULES

Code Of Conduct

A school is like a family. If everyone is to be safe and happy and get things done, there must be rules for all to obey.

1. Some rules tell people what behaviours they should display

- ◇ Courtesy - to all with whom you have contact
- ◇ Consideration - of others' feelings and beliefs
- ◇ Tolerance - of all who are different or think differently
- ◇ Encourage - each other towards success in any endeavour
- ◇ Acceptance - of responsibility for all your own actions and the consequences they may bring.

2. Rules telling people what they should not do

- ◇ Fighting, throwing rocks and other missiles, kicking, disobeying or being disruptive
- ◇ Verbal abuse towards teachers or peers
- ◇ Stealing - school property or any individual's property
- ◇ Any wilful damage to or destruction of any property or equipment belonging to the school or other individual
- ◇ Being absent from school without parental permission.

The School's 'Golden Rules' are as follows:

- Rule 1: Be a Responsible & Supportive member of a Learning Community.
Rule 2: Communicate with others in a Courteous and Respectful manner.
Rule 3: Stay within your own 'Personal Space.'
Rule 4: Use equipment for its Correct Purpose, at the correct time.
Rule 5: Follow ALL staff instructions.

BICYCLES/SCOOTERS

Students in Grades 3 – 6 may ride a bicycle or scooter as long as they agree to the conditions as listed in the

Bike / ScooterSmart Pledge

***Completed form to be returned to school.**

- ◇ All children must wear a suitable helmet.
- ◇ No bicycle or scooter may be ridden within the school boundaries. The security of bicycles at school cannot be guaranteed so labelling and perhaps the use of a safety chain is advisable.
- ◇ All students must obtain a bike/scooter licence and display it on their bike/scooter when riding their bike/scooter to school. Students are expected to follow the guidelines regarding bikes/scooters as agreed on the Bike/Scootersmart pledge.



HEALTH ISSUES

ACCIDENTS AND ILLNESSES

The school has a first aid room and, although a number of staff are Level 2 First Aid Trained, we expect that no parent will send a child to school who is obviously unwell. If children are ill or injured at school, we will contact parent or emergency contact as soon as possible. If neither contact is available, a decision will be made as to whether to seek the assistance of the local medical centre or convey the child to hospital (e.g. in case of a broken arm). In all cases, the welfare of the child will be our first concern.

If parents' home or work phone numbers change, it is very important that the school is notified immediately. Also, emergency contact people's names and phone numbers must be currently available. Please inform the school of any relevant information changes since the submission of the original enrolment form, i.e.: residential address, child's living arrangements, change of parent/s occupation status, or student's medical condition/s.

EXCLUSIONS FROM SCHOOL - DUE TO INFECTIOUS DISEASES

There are certain infectious diseases which are contracted by children and which will preclude them from attending school until they have recovered. The list below nominates the exclusion periods for the more common infectious diseases.

Chicken Pox	Until fully recovered or at least one week after the eruption first appears
Viral Hepatitis	Until a medical certificate of recovery has been produced
Measles	Until at least five days from the appearance of rash or until receipt of a medical certificate of recovery from infection
Mumps	Until fully recovered
Head Lice	Until appropriate treatment has commenced
Rubella (German Measles)	Until fully recovered or at least five days after onset of rash
Scabies	Until appropriate treatment has commenced
Scarlet Fever	Until a medical certificate of recovery is produced
Whooping Cough	Until two weeks after the onset of illness and until receipt of a medical certificate of recovery from infection

Details of other exclusions for more exotic diseases may be obtained by contacting the general office.

INNOCULATIONS

Preps

Diphtheria/tetanus/pertussis -Triple Antigen
Oral polio vaccine - Sabin
(This to be completed prior to school entry)

Grade 6 girls and boys

Measles/Mumps/Rubella
(These are no longer given at school)



MEDICATIONS

Teachers are no longer permitted to administer medicines, other than asthma medication / use of spacer or pump, **unless** a **Student Medication Consent Form** has been completed with all relevant details and returned to the office.

Medication consent forms are available from the office.

EMERGENCY INFORMATION

There should be two emergency contacts (**other than parents**) for each child in the school. This information must be provided as soon as the child is enrolled. This enables contact with the parents or their agents in case of illness or accident.

Parents are asked to advise the school (without delay) of any changes in their own or their contact's address or telephone number.

SCHOOL UNIFORM

DRESS CODE POLICY

The School Council has ratified the decision that the wearing of the prescribed school uniform, by all children attending this school, will be compulsory for children in Prep to Grade 6.

Please refer to the school website for the full School Uniform Policy:

www.kilberryps.vic.edu.au

The wearing of the school uniform promotes pride in the school and self-discipline. Uniform is to be worn on school excursions.

Children will not be permitted to wear clothing, jewellery and footwear that are considered unsuitable for school.

All students with shoulder length hair or longer will be required to wear their hair pulled back whilst at school.

The following list of items is **not** permitted:

- ◇ football jumpers (except on special occasions or when playing sport),
- ◇ singlets, tank tops, sundresses,
- ◇ thongs, high heeled shoes, open toed sandals
- ◇ ear jewellery other than studs or sleepers,
- ◇ make-up and nail polish.

UNIFORM

Girls	Blue and white check dress - A line design / white collar
	Navy Blue Pinafore
	Maroon Windcheater
	Navy culottes
	Sky blue polo shirt, long or short sleeved
	Sky blue skivvy
	Navy or White socks
	Black school shoes / sneakers (can be white)
	Navy blue bucket hat / Navy blue slouch hat
	Maroon / Sky blue bomber jacket
	Navy blue track pants
	Navy blue street pants
	Navy shorts
	Navy / maroon scarf
	Navy / maroon beanies

Boys	Navy blue shorts - knit fabric or traditional Sky blue polo shirt / short or long sleeved Sky blue skivvy Maroon Windcheater Maroon/Sky blue bomber jacket White socks / navy socks Black school shoes / sneakers (can be white) Navy blue bucket hat / Navy blue slouch hat Navy blue track pants Navy blue street pants Navy blue shorts Navy / maroon scarf Navy / maroon beanies
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These items may be purchased through Primary School Wear.

Hats And Cultural Headwear:

Uniform hats (broad brimmed or bucket) must be worn for all outdoor activities in Terms 1 through to the end of April and Term 4. Cultural headwear such as turbans and Hijabs are to be in school colours, maroon, light blue, navy blue or white and NOT have any trimming e.g. beads, lace or braid.

Inter-School Sports - Grade 5/6

All Students	Sky blue polo shirt Navy shorts or navy netball skirt (Netball skirt is only a part of inter-school sports uniform) White / navy socks
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Additional Items

All Students	School Bag – Navy Blue (optional) Art Smocks
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Year 6 Students	As part of their final year at primary school Year 6 children will be able to purchase a Special Year 6 Windcheater and / or polo top.
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Uniform hats **must** be worn for all outdoor activities in terms 1 and during term 2 (until 30thApril) & term 4.

**UNIFORM SHOP - located in Hampton Park- Primary School Wear.
Unit 2, 10-12 South Link Road, Hampton Park. Phone: 8768 7490 (MEL Ref: 95 J5)**

To avoid having lost property, please label all items of clothing with child's name (preferably in the waistband in permanent black text) and please check the lost property cupboard regularly. This is situated in the hall foyer.

FACILITIES

CANTEEN

The Canteen has been leased to a private catering company and operates for counter sales at recess and lunch times Monday to Friday.

Lunch orders are placed in the grade basket at 9.00am. It is preferable for lunch orders to be written on a paper bag. Orders **MUST** show child's name and grade.

Please enclose **correct money** for the order.



If an ordered item is not available, an appropriate substitution will be made.

If this is not satisfactory, the child may return the item to the canteen and receive a refund.

EXCURSIONS AND CAMPS

Excursions and in school visits are planned to enhance the curriculum. Pre-excursion and follow up activities are an important part of the particular curriculum focus. Therefore, it is expected that all children will attend unless precluded by health, financial or religious reasons.

EXTRA CURRICULAR ACTIVITIES

Many extra-curricular activities are available to the children throughout the year, some to specific grade levels and some to the whole school. Examples follow:

Sporting Activities: Athletic Sports and Cross Country events in grades 3 to 6 between the District School Sports Association. From these events, successful teams and individuals go on to compete at Zone level then Victorian Championships.

Dance and Drama: Performances both inside and outside the school.

Other Activities include: Choir, Spelling Bee, Chess, Enrichment activities, before school activity program, recess & lunchtime activities, Kilberry Idol, Theatre Sports & many more

These are only a few examples of what the students may be involved in.

GENERAL INFORMATION

SCHOOL HOURS

Hours of instruction within the school shall be from 9.00am until 3.30pm on each school day. The hours will not vary except on the last day of Terms 1, 2 &3 when children will be dismissed at 2.30pm. Term 4 dismissal on the last day is 1.00pm.

9.00am	School begins for the day
11.00 – 11.40am	Morning recess
1.10 – 1.20pm	Students eat lunch in the classroom
1.20 - 2.00pm	Lunch recess
3.30pm	School closes for the day

If there is any alteration to the normal program, (curriculum days, reporting days, stop work action, recess or lunch time changes, etc.) parents will be notified with adequate time to make alternative arrangements.

STUDENT ABSENCES

It is a requirement of the DEECD that an **absence note be produced** to explain the reasons for a child being away from school. In the case of a child being absent for some time, e.g. with a virus, we would appreciate it if families could contact the school. *Please note, a phone call to the school is required if a child is to be absent for only one day. Continual unexplained absences will be followed up by the school's Welfare Coordinator.*

PUNCTUALITY

As a point of good training and good manners, all children will be ready to commence work at 9.00am.

LATE ARRIVALS

If your child is arriving late, e.g. recess, lunch-time, due to such things as doctor or dentist appointments, the child ***must report to the office for a late pass*** and details will be entered into the school's computer system for recording of attendance.

EARLY LEAVERS BOOK

If you are withdrawing your child from school for any reason, the ***early leavers book*** must be filled in, signed and a release pass obtained, which is given to the class room teacher.

SCHOOL CROSSINGS

There are school crossings in Warana Drive and Kilberry Boulevard.

The crossings are supervised at the following times:

Warana Drive (near Lewisham Close) – 8.20am-9.05am and 3.05pm-3.50pm

Warana Drive (near Paydon Way) – 8.20am-9.05am and 3.10pm-3.55pm

Kilberry Boulevard – 8.15am-9.00am and 3.15pm-4.00pm

Kilberry Boulevard (Warana Drive) – 8.20am-9.05am and 3.05pm-3.50pm

CAR PARKING

Parking is available in Kilberry Boulevard and south of the school in the Wetlands Car Park. Please do not park opposite the school gate in the Bus Stop area.

A ‘drop off and pick up’ zone is located directly outside the front of the school.

Please note that this is **NOT for long term parking, and drivers are to remain in their car whilst dropping off and picking up students.**

Parking inspectors regularly patrol the perimeter of the school and issue parking fines.

The bus stop is not permitted for car parking.

The Staff Car Park is to be used by authorised vehicles only.

BEFORE AND AFTER SCHOOL CARE

A facility is located on the school premises and is leased to a private company. To make enquiries about availability of placement in this facility please contact Camp Australia: 1300 105 343. Other facilities in the area include a variety of Child Care Centres, please contact the School Office for further information.

NEWSLETTERS – VALLEY VIEWS

The newsletter may be accessed via the web address:

www.kilberryps.vic.edu.au each Wednesday afternoon.

Click on the newsletter link and type in your e-mail address to receive information, and a reminder e-mail each week will be sent, that the newsletter has been posted on-line.

The newsletter is an important means of circulating information, along with our Facebook page, as they contain all current information pertaining to the running of the school, e.g. special events, extra-curricular activities.

FACEBOOK

More school information can be accessed through our Facebook page at

<https://facebook.com/KilberryValleyPrimarySchool>

VALUABLES AND MONEY

The school and staff cannot be responsible for any valuable items or heirlooms children may wish to bring to school. School insurance does not cover their loss.

Any such items brought to school will be the total responsibility of the student.

PERMISSION FORM

Child's Name

Grade

Please complete all sections,
sign and return to class teacher

PUBLICITY PERMISSION

I give permission for my child's, work, photograph, name and voice to be used in any publications or broadcasts related to school activities. E.g. School Webpage, Newsletter, Facebook, Local Radio, Local newspapers, Department of Education Publications, Sentral.

Yes No (Tick appropriate box)

FOOD STUDIES

Does your child like and is he/she able to eat everything? Yes No

If No, please list foods causing allergies or illness.

.....
.....
.....

I give / do not give permission for the above named child to take part in cooking activities within the grade and to taste foods not detrimental to health. Activities are supervised and with parent's support.

ILLNESS OTHER THAN ASTHMA

Type of Illness or Allergy

Severity of illness or allergy

Minor Moderate Acute Requires urgent medical attention

Regularity of illness or allergy

Rarely Sometimes Quite Often Almost Continuous

Recommended Medication

Staff will only administer medication according to arrangements made with and/or recommendations made on this form. Medications must be supplied by parents marking clearly the child's name, grade, dosage and regularity of dosage.

Parent / Guardian Signature: _____

*****Please also sign and complete reverse side of this form.*****

Computer and Internet Usage Code of Practice Prep to Year 2

I agree to allow my child to access the Internet within areas specified that have been previously viewed by the classroom teacher or quality assured and available through Department of Education & Early Childhood Development web site or other sources approved by the school.

1. I understand that all incoming e-mail correspondence will be approved by a member of the school staff before being given to students.
2. I expect that adequate supervision will always be available when my child is using the Internet.
3. I have explained to my child that they should click on the Home button and inform the teacher if they encounter any material on the web that makes them feel uncomfortable at any time.
4. My child is aware that they should never give out personal information, including phone number, last name or home address when using the Internet or anything that can identify them, our family or where they live.
5. My child is aware that they are to follow school guidelines, procedures and program rules when using school subscribed websites at all times.
6. My child knows to follow the school's Golden Rules when using any Information & Communication Technologies (ICT), school subscribed websites and internet at all times.(this also applies at home with my parent/guardian supervision).
7. My child will only work on a computer or the internet for purposes specified by the teacher.

I give my permission for

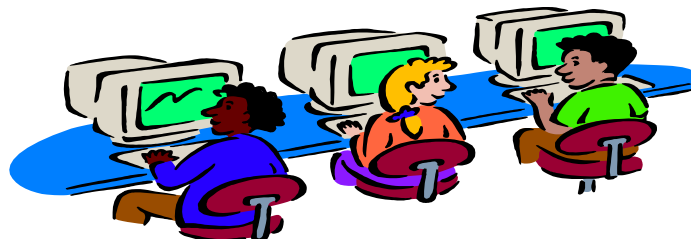
_____ Student's Name _____ Student's Grade
to use the Internet at Kilberry Valley Primary School.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material through filtering and restricted access. I realise it is my responsibility as a parent/guardian to supervise and monitor my own child's computer and internet use outside of school.

Parent or Guardian's Name _____

Parent or Guardian's Signature _____

Date _____



PREP SUPPLEMENT

DATE OF COMMENCEMENT

Preps begin school on **Thursday 29th January 2015 from 9.30 am to 12.30 pm.** Arriving at school very early on the first morning is of no particular advantage to you or your child. Please try to arrive no earlier than 9.15am and no later than 9.25 am.

DISMISSAL TIMES

From Friday 30th January, Preps will attend from 9.00 am to 3.30 pm.

During the month of February, Preps will attend
Monday, Tuesday, Thursday & Friday
9:00 am to 3:30 pm.

There will be no school for Prep children
on Wednesdays throughout February.
Those dates are: 4th February, 11th February,
18th February and 25th February, 2015)

From Thursday 26th February 2015
children will attend for normal school hours:
9.00 am to 3.30 pm, Monday to Friday.

TWO REMINDERS

1. Name Tags Everything your child brings to school must be named - clothing, toys, books, lunch boxes and lids, drink bottles and tops, gum boots, etc. Our lost property boxes are filled with unnamed items causing unnecessary expense in replacing these items.

Please note: If you choose to freeze your child's drink bottle and contents, please put it in a plastic bag before putting it in the school bag.

2. Absence Under normal circumstances, we would like you to ring if your child is to be absent, but we **do require a written note on their return.**

REQUIREMENTS FROM HOME

An art smock (no ties) - these are available from various shops. A large, old, long-sleeved shirt, sewn part way up, with elastic at the neck and at the shortened sleeves is quite adequate. Show your child how to get it on or off.

PREPARING YOUR CHILD FOR SCHOOL

For the safety of your child, it is desirable for him or her to know and understand the following:

- ◇ own name, address and telephone number
- ◇ the most direct and safe way to and from school
- ◇ to refuse rides with strangers
- ◇ not to bring dangerous articles to school
- ◇ not to throw sticks, stones or objects that could harm others
- ◇ to be courteous and considerate towards others

Teach your child to help themselves by teaching them to:

- ◇ put away toys, etc.
- ◇ care for their own property
- ◇ dress and undress themselves
- ◇ tie their own shoe laces or buckles (try velcro tabs)
- ◇ wash themselves
- ◇ manage in the toilet - hygiene rules
- ◇ employ good eating habits
- ◇ listen carefully
- ◇ follow simple directions
- ◇ speak politely
- ◇ obey promptly
- ◇ blow their nose properly - not just wipe
- ◇ know and understand the terms: back, front, behind, up, down, in, out, over, under, etc.



Your child is ready for school if they:

- ◇ have had a good night's sleep
- ◇ are cleanly and comfortably dressed
- ◇ have had a good breakfast
- ◇ have a clean handkerchief or tissues
- ◇ have been to the toilet
- ◇ are leaving home in a happy frame of mind



NAME OF CHILD:

1 Is your child known by a shortened version of their name?

If yes, please state name

Can they write either or both of these names? Yes No

2 Are both parents working outside the home? Yes No

Father: full time part time not at all f/t home duties

Mother: full time part time not at all f/t home duties

3 How much time has the child spent in a creche or with a day time babysitter?

.....

How they react when this happened?

.....

4 How many children in the family

5 This child's position in the family is (e.g. 1st of 3)

6 Names and grades of older brothers or sisters at this school next year.

Name(s)	Grade

7(a) Is there any information about your child's disposition which may affect school performance?

- | | | | | | |
|------------------|--------------------------|----------|--------------------------|------------|--------------------------|
| extremely active | <input type="checkbox"/> | inactive | <input type="checkbox"/> | afraid | <input type="checkbox"/> |
| restless | <input type="checkbox"/> | shy | <input type="checkbox"/> | aggressive | <input type="checkbox"/> |
| tantrums | <input type="checkbox"/> | anxious | <input type="checkbox"/> | dependent | <input type="checkbox"/> |
| temperamental | <input type="checkbox"/> | other | | | |

(b) Reaction to brother/sister

- | | | | | | |
|-------------------|--------------------------|--------------|--------------------------|------------|--------------------------|
| jealousy | <input type="checkbox"/> | dependence | <input type="checkbox"/> | aggression | <input type="checkbox"/> |
| good relationship | <input type="checkbox"/> | hero worship | <input type="checkbox"/> | | |
| other | | | | | |

8(a) Bedtime - normally goes to bed atpm
- wakes up atam

(b) Any other information about your child's sleeping or eating habits which the school should know?

- | | | | | | |
|---------------------|--------------------------|-----------------------------|--------------------------|--------------|--------------------------|
| frequent nightmares | <input type="checkbox"/> | bed wetting | <input type="checkbox"/> | broken sleep | <input type="checkbox"/> |
| very little sleep | <input type="checkbox"/> | reluctant eater | <input type="checkbox"/> | eats slowly | <input type="checkbox"/> |
| eats very little | <input type="checkbox"/> | will only eat between meals | | | <input type="checkbox"/> |
| other | | | | | |

9(a) Is your child taking medication? Yes No

If yes, for what reason

(b) Do they suffer from any allergies? Yes No
(especially bites or stings)

If yes, what type

21 What jobs does your child do at home?

.....

22(a) How does your child react when left without mother in a new situation?

.....

(b) Does your child cope well when left with a baby sitter? Yes
No

23(a) Is yours a one-parent family? Yes No

(b) If yes, does the child spend time with the other parent? Yes
No

regularly (*weekly/fortnightly/monthly*)
irregularly (*never*)

(c) Does the child show behaviour changes before or after visits? Yes
No

(d) If yes, what type of changes

excited apprehensive tearful
aggressive other

24 Any other information which may assist us to handle your child with greater understanding?

.....
.....
.....
.....
.....
.....