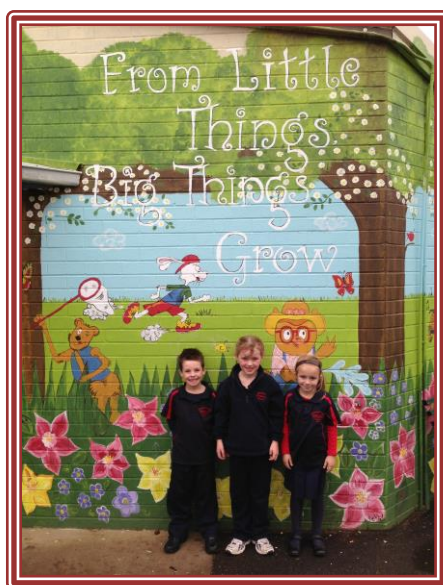


ST. ARNAUD PRIMARY SCHOOL



Today's Learners, Tomorrow's Future

2016 INFORMATION BOOK



The Leader in Me™

great happens here

PRINCIPAL: MELISSA MITCHELL

A 'LEADER IN ME' SCHOOL AND HOME OF THE RIGHT CHOICES PROGRAM

PHONE: 03 5495 1028

FAX: 03 5495 1609

PO BOX 124 ST ARNAUD 3478

Email: st.arnaud.ps@edumail.vic.gov.au

A MESSAGE FROM THE PRINCIPAL

Welcome to St. Arnaud Primary School No 1646.

We sincerely hope that the coming years will provide a rewarding and educational experience for you and your child/children.

Our aim is to provide an environment where your child feels safe and happy so that they are able to learn to their full potential.

As parents, you are a vital part of your child's learning and education. At St Arnaud Primary School we encourage parents and staff to work in partnership to help children achieve success in learning. The formation of mutual trust and co-operation between home and school is essential in your child's learning and together we can work towards the same goals of providing your child with a stimulating environment in which the total growth of the individual can be fostered. You are welcome into the classroom as a classroom helper, and to be involved in various groups and activities.

Through the implementation of The 7 Habits program, we aim to develop young leaders who will develop into active and responsible citizens of our community.

Together we can ensure that your child maintains a desire to learn and respect others. Your child will achieve more from their primary education if they can see that you value learning and support the school.

We trust that the information in this booklet will help you become familiar with school routines and requirements, thus enabling you to work with us in the task of helping your child grow and develop into a responsible citizen.

Through open communication and shared goals for your child's development, we will help your child to grow as an individual and as a learner.

We look forward to being a part of and celebrating your child's learning through their primary years of schooling with you.

Melissa Mitchell
PRINCIPAL

BRIEF SUMMARY OF PROGRAMS AND RESOURCES

At St Arnaud Primary School we aim to provide a comprehensive education for all pupils in a happy, secure environment that fosters the desire to learn.

The school places the highest priority on improving the literacy and numeracy achievements of all children. Prep to Year Six student data is closely monitored to assist with teacher and school planning.

Specialist subjects taught in 2016 are Art, Science and Physical Education/Health.

Technology facilities have been greatly improved during the past few years. This includes upgrading PC's, upgrading student laptops, improved use of interactive whiteboards, wireless network and broadband for Internet use. The ARTS/Multipurpose Room is in use by students almost every day.

All classrooms have access to computers, an interactive whiteboard and are networked for Internet and email access.

We are continually upgrading our computer hardware allowing a great deal of access to computers by students. Software is carefully scrutinised so that its use fits neatly into the learning program and supplements the work of the teacher. DEECD filters prevent inappropriate use of technology and students are educated in this area.

Health, Sport and Physical Education are an important part of our curriculum. We have a specialist PE and PMP program. All children are encouraged to participate in a variety of physical activities and events. Children who excel in sports have the opportunity and are encouraged to compete in Zone and State Championships.

The school caters for students with special needs by the tailoring of programs to meet individual needs. Extra staff members are sometimes employed to assist with these children. The school has an Integration Officer that assists with assessment of students who may need assistance. They can also help with access to specialists and resources for families and students with special needs.

All students at our school have a Road to Success Folder where assessment and data for each individual child is recorded. Parent/Teacher interviews are offered four times a year to discuss Individual Learning Plan's (ILP's). Each Parent/Teacher interview has a different purpose.

Grounds and facilities are continually being upgraded. We have a large area for the students to work and play in outside.

GENERAL INFORMATION

The following information is supplied to assist you with communication:-

LOCATION:	Charlton Road, St Arnaud
POSTAL ADDRESS:	PO Box 124, St Arnaud. 3478
TELEPHONE:	(03) 5495 1028
FAX:	(03) 5495 1609
EMAIL:	st.arnaud.ps@edumail.vic.gov.au
PRINCIPAL:	Melissa Mitchell

TERM DATES FOR 2016:

Term 1: 27 January (school teachers start) to 24 March *

Term 2: 11 April to 24 June

Term 3: 11 July to 16 September

Term 4: 3 October to 20 December

* The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The remaining three student-free days are determined by School Council and will be publicised on our School Website and in the Link.

PUBLIC HOLIDAYS:

2016

New Year's Day	Friday 1 January
Australia Day	Tuesday 26 January
Labour Day	Monday 14 March
Good Friday	Friday 25 March
The Saturday before Easter Sunday	Saturday 26 March
Easter Monday	Monday 28 March
ANZAC Day	Monday 25 April
Queen's Birthday	Monday 13 June
Melbourne Cup Day	Tuesday 1 November
Christmas Day	Sunday 25 December
Boxing Day	Monday 26 December

SCHOOL HOURS

8:55am – 11:00am

11:00am – 11:30am – Recess

11:30am – 1:30pm

1:30pm – 2:25pm – Lunch

2:25pm – 3:25pm

All classes have 'fruit break' at 10am during class time.

Children are NOT to arrive at school before 8:40am.

SCHOOL FEES

School fees cover your costs for your child's attendance at visiting performances, a copy of the school magazine, and the bus to Interschool Athletics.

School Council reviews the fees in Term Four of each year.

The fees are currently set at **\$110 per child if paid before the end of the FIRST week of Term 1 2016**. Fee payments made after this date are \$130.00 per child for 2016. An alternative is to pay by term, with \$35.00 being due by **the end of the first week of each term**. Fees are capped at **\$330** for families with three or more children.

Cash, cheque or B-pay can pay your school contribution fees. Please see our office staff for more details.

CONVEYANCE ALLOWANCE

Any parent who transports children more than 4.8 km (3 miles), from their place of residence to the school bus is eligible for a conveyance allowance. Please contact the Principal if you are eligible.

PARENTS' CLUB

The aim of the Parents' Club is to assist with fundraising, policy development and provide a forum for parents to meet.

More parents at meetings means more ideas and help, so a warm invitation is extended to all parents to attend. To keep up to date with what Parents Club is up to, 'like' the St Arnaud Primary School Parents Club Facebook page, or contact Jamie Torney, Stacey Wandel or Mark McLay.

JUNIOR SCHOOL COUNCIL

Junior School Council is a committee made up of our School Captains and two representatives from each class. They work together to help with fundraising for the school and other charities by holding fun events and activities. Junior School Council is a great way to develop and demonstrate leadership and confidence amongst our young learners.

SCHOOL COUNCIL 2016

President: Fiona Keller
Vice President: Bruce Hando
Minute Secretary: Rebbecca Torney
CEO/Treasurer: Melissa Mitchell

School Council is a board of members from staff, parents and the community. Their main aim is to help develop policies,

Once a year, St Arnaud Primary School, St Patricks Catholic Primary School, and St. Arnaud Secondary College have a combined School Council meeting to discuss issues relevant to all schools.

School councils have three main responsibilities:

- Finance – overseeing the development of the school’s annual budget and ensuring proper records are kept of the school’s financial operation.
- Strategic Planning – participating in the development and monitoring of the school strategic plan.
- Policy Development and Review – developing, reviewing and updating policies that reflect a school’s values and support the school’s broad direction outlined in its strategic plan.

Other key functions of school councils include:

- Raising funds for school-related purposes.
- Maintaining school grounds and facilities.
- Entering into contracts.
- Reporting annually to the school community and the Department.
- Representing and taking the views of the community into account.

TRANSITION PROGRAM

To help make the move from kinder to school easier for your child, we run a transition program in the 4th term. Kindergarten children visit our school on numerous occasions to familiarise themselves with the school environment and to participate in classroom activities. Teachers from the primary school also spend time visiting children at the kindergarten.

Students in Grade Six also have an extensive transition program which is well organised in co-ordination with the local Secondary College. The Grade 6 students visit the Secondary College several times to familiarise themselves with the school environment, timetables and surrounds.

As the children move to the Middle School they face many different situations that do not occur in the junior area. The school wants the students to feel confident about this move and so, in Term 4 all Grade Two students participate in a 'Step up Program'.

This means that the children from Grade Two have the opportunity to move up into the Middle School for periods of time during a normal school day. During this time they are involved in Literacy and Numeracy activities. This gives the children an idea of what is expected in Grade 3 and an opportunity for teachers to plan for the following year.

The aim of the program is to make the 'step up' from the Junior School to Middle School an easy transition for all involved.

BUDDIES

The school has a system of support for new Preps through a buddy system. Each new Prep child is paired up with a Grade Six 'buddy' who they will meet during the transition process. Buddies assist the children during eating and playtimes and sometimes participate in organised class activities with each other.

ENROLMENT

There are two **key documents** that are required by the school **prior** to commencement. A copy of the **birth certificate and immunisation details are mandatory**. Another very important piece of information that we require is the consent of both natural parents prior to starting school.

ABSENCE

We have an attendance policy based on the program, "It's Not Okay to be Away".

Students should only be absent with a reasonable excuse. A reasonable excuse includes illness, doctors or specialist appointments, family business that necessitates the child being with the parents, visits to clinics or hospitals as out patients.

An absence note must accompany the child immediately on return to school, stating reason for absence but we strongly encourage parents to ring the school if their child is to be away.

No child is permitted to leave the school during the day without notifying their teacher or Principal before leaving except where permission has been given to go home for lunch. Parents picking students up early must sign them out at the school office.

Students who are late must sign the 'Late Book' at the office.

Research shows that more than 12 days' absence in a year affects a child's learning considerably.



STUDENTS AND PUBLICITY

Student's photos are regularly published in the newspaper, school website, school newsletter, in emails, posters and information booklets, and on some occasions on social media. When enrolling at St Arnaud Primary School you will be required to sign a permission form allowing the publication of your child's photo.

Whilst we understand the need for privacy we do emphasise how much students do enjoy having their photo published.

COURT ORDERS

If for any reason a child becomes subject to a court order then the school, through the Principal, must be notified and a copy of the order provided.

THE 7 HABITS

Our School is a 7 Habits School. We follow a program called 'The Leader in Me'. This program aims to develop students who show initiative, are creative, know how to set goals and meet them, get along with people of various backgrounds and cultures, and can resolve conflicts and solve problems.

The 7 Habits are embedded into all areas of our school from Prep right through to Grade Six. Our staff and students are encouraged to live and breathe these habits, developing 'life skills' that will assist them in their future choices.

Through the implementation of this program we hope to develop leaders within our school that are accountable, adaptable, and have self-direction. These students are responsible, creative and able to successfully work in teams, all necessary skills for their future life choices.

Habit 1 – Be Proactive – You're in Charge

Habit 2 – Begin With the End in Mind – Have a Plan

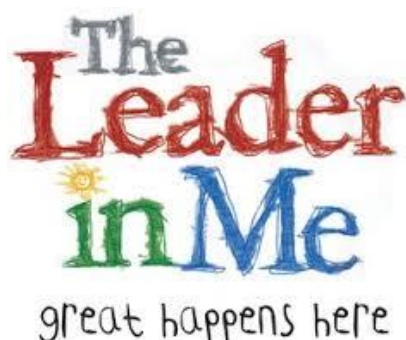
Habit 3 – Put First Things First – Work First, Then Play

Habit 4 – Think Win-Win – Everyone Can Win

Habit 5 – Seek First to Understand, Then to Be Understood – Listen before you talk

Habit 6 – Synergise – Together is Better

Habit 7 – Sharpen the Saw – Balance Feels Best



ASSESSMENT AND REPORTING

Parent / Student / Teacher Interviews.

Interviews occur four times a year, although the Term 4 interview is on a 'needs only' basis. The initial interview is early in Term 1 and is used as a 'get to know you' interview where the students' needs are discussed and the parents get to talk to their child's new teacher. During these interviews the ILP's are discussed, reviewed and revised as necessary. Students are encouraged to lead the interviews, supported by the teacher. During the interviews the students will also share their 'Road to Success Folder', showing samples of work completed to be assessed and goals that they have set for their learning.

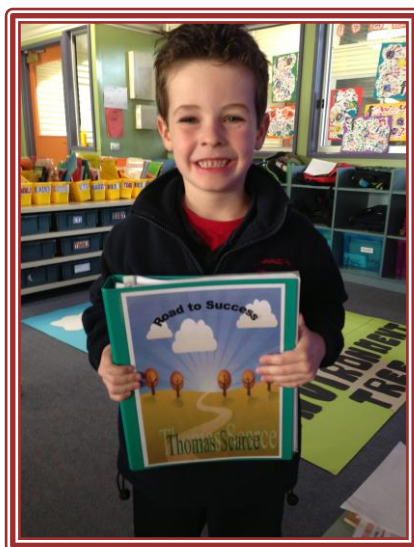
Road to Success Folders

All students at St Arnaud PS will have a 'Road to Success Folder' developed in their first year of schooling. This folder contains all of their assessment and personal goals. 'The Road to Success Folder' will follow the student throughout their time at St Arnaud PS and provide a detailed report on their academic and personal development. The Road to Success Folder will be used regularly by students in class and shared with parents during the Parent/Teacher/Student Interviews, allowing the student to share their successes with their parents. This folder will also contain the student's ILP.

The ILP is a document developed to identify and set goals for each student; these are reviewed and revised throughout the year. The ILP is developed by the teacher using data gathered from testing and observations of students. The ILP also includes goals set by the students. The ILP is then discussed at parent teacher interviews, where input from parents is sought and recorded.

Reports

All children will receive a written mid-year and end of year report in line with the Victorian Department of Education and Early Childhood Development (DEECD) guidelines.



COMMUNITY KITCHEN

Community Kitchen is a volunteer run program for our school. Each term two classes participate in the program. It is held in the Anglican Church Hall each Wednesday between recess and lunch. The children are involved in preparing and cooking a meal for their lunch. Each week is based on a different theme and the hall is decorated accordingly. Parents, helpers, children and teachers are all encouraged to dress up to the theme.



MEDICAL RECORDS AND PUPIL CARE

A medical information form is issued to each child each year during February and should be returned to school as soon as possible. The form contains a consent form that will authorise the teacher in charge to allow your child to receive such medical treatment as may be deemed necessary when it is impracticable to communicate with the parent.

Home is the place for a sick child. When a child is taken ill or injured, parents will be contacted as soon as practicable and will be requested to assume responsibility for the child's care. Where there is normally no parent at home during the school day, parents are advised to arrange in advance a plan (e.g. a neighbour) to care for children who fall sick during the day or are unable to attend school because of illness. When a parent cannot be contacted, the school will continue to exercise care and supervision. (Please ensure your contact details are up to date.)

Parents are advised that schools do not have a blanket ambulance cover and any expenses associated with transportation and/or treatment by ambulance staff will be the responsibility of parents. We strongly urge you to consider 'ambulance insurance'. The school has a number of teachers who are trained in first aid.

At all times your child's class teacher is working in association with you in the best interest of your child. Please ensure that you inform the teacher of any illness, emotional stress or worries that your child may have in order that due consideration be given. Such information will be regarded as confidential.

Medication required under the direction of a doctor should be handed to the class teacher with a letter from the parent and the doctor. (Doctor's certificate/note needed for ongoing medication.) This should indicate permission and the time and frequency of dose.

An action plan signed by a medical practitioner is required for Students with anaphylactic allergies or chronic asthma.

Student Accident Insurance

Student Accident Insurance forms are available from the front office. Students are not covered against an accident whilst at school unless the Education Department can be shown to be negligent.

Note: No medication will be given to students (e.g. for headaches, etc.) without written consent. If a situation is serious, parents will be contacted.



SAFETY

Our school program will help develop safety habits in your child. It is important, however, for your child's safety and the welfare of others that your child should know:-

- to travel directly between the home and school
- to stop and look both ways before crossing the street
- to walk on the footpath
- not to run from between parked cars
- never accept rides from a stranger
- never bring any articles to school which may cause accidents or be dangerous
- insist your child report home before going to a friend's home to play
- bus travellers to wait until the bus is stationary before boarding and to stand well back after alighting until the bus moves off

BUS TRAVELLERS

The Secondary College is responsible for buses and they must be notified of any changes other than daily travelling arrangements. If your child is not travelling home on the bus then a bus note must be brought to school prior to or on that day, signed by a parent/guardian so that the bus supervisors are aware. You can contact the bus co-ordinator at the Secondary College on 03 54 951 811.

BIKE RIDERS

We have undercover bike racks at our school. We recommend children in Grades Prep, One and Two do not ride their bike to school unless accompanied by an adult.

HELPING AT SCHOOL

Our school has an 'open door' and parents are encouraged to come into the classrooms at any time. Parents and grandparents can 'help out' at school in a variety of activities. Requests for helpers to assist in our school program are made through our school newsletter or from individual teachers.

You are most welcome to come along and:

- ❖ hear children read
- ❖ assist in our breakfast program
- ❖ assist with teacher directed activities within the classroom
- ❖ help with our art program
- ❖ assist with sporting activities (e.g swimming, athletics, sports days, PMP)
- ❖ assist with camps and excursions

(Volunteers will be requested to complete a Police Check. Forms are obtainable from the school office).

FUNDRAISING

Our Parents' Club does a fantastic job raising funds for the school.

Our active Parents' Club is always on the lookout for new ideas to help with fundraising. Raffles, bulb order, chocolate and lolly drives and a clothing display all contributed to the purchase of equipment for our students.

SCHOOL DANCE

The School Dance is held annually. All students learn dance as part of their P.E. classes. These dances form part of the evening's program. Families are encouraged to attend and join in the fun with their children. Money raised on the night is spent on maintenance and development of the school grounds.

NOTICES AND NEWSLETTERS

The eldest child in each family will bring home a newsletter called the 'Link', each Thursday. You can also access the newsletter via our website at www.starnaudps.vic.edu.au. Alternatively, your classroom teacher can email a link to you.

Please check school bags for the newsletter as they often include advice slips to be returned to the school by a given date. Your prompt attention to these would be appreciated.

Your child's classroom teacher will also email you regularly with weekly reports, upcoming events, reminders and other notices. Please give your email address to your child's class teacher at the beginning of each year.

VISITING SHOWS

Our educational program is supported throughout the year by visiting performances. Parents will be informed of dates of these shows through the 'Link' and via email. Parents who have paid their school fees have covered the costs for performances for the year. Those who have not will be required to 'pay as you go' in order for your child to attend.

BOOK CLUB

Students have access to Book Club six times a year. Books, posters and educational computer programs may be purchased through this Club. Students will bring home order forms with the newsletter. Nola Lloyd is the school Book Club coordinator.

The school is able to gain points from books purchased by children. These points are used to purchase more books for the library or equipment for students to use.

SCHOOL LUNCHES

School lunches will be provided by Leanne Burke from the St. Arnaud Secondary College Canteen and may be ordered through the school from Monday to Friday. The children must bring their money in a brown paper bag with the order, child's name, and class printed clearly on the front.

Price lists are given out at the beginning of each year; copies are also kept in the office.

Any child who forgets their lunch will be made a sandwich.

Any families suffering financial hardship, which affects School lunches and other essentials, should contact school welfare officer, David Marsh for assistance. Fruit Breaks occur in each class at 10am. Confectionary is not to be bought to school at any time. Soft Drinks and confectionary are only allowed on special occasions such as class parties and special lunch days.

NAMING OF ARTICLES

Please ensure that all of your child's booklist items prior to your child beginning school. Jumpers and other items of clothes should be clearly named. Any unnamed items of clothing will be placed in lost property if found in the school grounds.

LOST PROPERTY

Lost clothing is collected and stored in the lost property box. Any named property is returned to its owner. Lost property may be claimed from the teacher in charge. Unclaimed property is displayed for the children to claim at the end of each term. The Lost Property cupboard is next to the French Room



SCHOOL UNIFORM

	GIRLS	BOYS
Summer	School summer dress Navy shorts or skorts School T-Shirt or Navy Polo Sunsmart hat	Navy shorts School t-shirt or navy polo Sunsmart hat
Winter	School winter dress, skirt or pants Navy or red stockings School t-shirt or navy polo School jacket or navy jumper Navy or red skivvy Navy tracksuit Navy vest	Navy tracksuit School t-shirt or navy polo School jacket or navy jumper Navy vest
Sports	School t-shirt or navy polo Navy or red shorts/tracksuit *Students are encouraged to wear house colours for School House Sporting events.	School t -shirt or navy polo Navy or red shorts/tracksuit *Students are encouraged to wear house colours for School House Sporting events.

Uniforms are available from:

RAMJAC Embroidery– Mandy Medlyn, located in the old video shop, next to the Manchester Hotel, Alma Street, St. Arnaud.

Second hand items are available from Parents' Club, St. Vincent De Paul Centre and the Salvation Army shop both in Napier Street, or contact the school Welfare Officer, David Marsh.

Footwear can cause problems. Thongs and sandals without ankle straps are generally not suitable and should not be worn to school. To allow children to participate fully in sporting activities (including P.E.) suitable shoes should be worn on these days. Please see your child's class teacher to find out which day they have sport.

For safety reasons, earrings that dangle are not suitable for school.

Remember garments that are labelled are easily re-claimed.

SUNSMART POLICY

St Arnaud Primary School has adopted a Sunsmart Policy. This includes the compulsory wearing of Sunsmart hats from Sept 1 till the end of April. Broad-brimmed Sunsmart hats with the school logo on them are available for purchase from Parents' Club via the office. Please name these clearly. Two large shade pergolas and an undercover walkway have been erected in the school grounds to provide extra shade for students. Parents should ensure 30+ sunscreen is applied in Term One and Term Four. Sunscreen is available in the classrooms for those who forget. Please notify your child's class teacher if they have an allergy to sunscreen.

SWIMMING

During the summer, swimming lessons at the local pool form a major part of the Physical Education program. Children will require bathers, towel, a sun smart swim shirt, and sunscreen. Swimming days will be notified to you by email, notes and in the newsletter. If your child cannot participate on a particular day, a note must be **sent** to the teacher. Any help you can provide during swimming lessons will be greatly appreciated. Swimming for grades one to six is in February. Prep swimming sessions occur in December after they have spent some time settling in to school routine.

CAMPS & EXCURSIONS

Each grade level participates in a major excursion each year. These excursions are an important part of the school curriculum, covering social, cultural and academic skills. Children in Grades P-2 participate in a whole day excursion away from the St Arnaud area, along with a 'late stay' at school and a sleepover for Grade One and Grade Two children.

Children in Grades 3-6 have the opportunity to take part in a camp, which is arranged to correlate with a unit of study being undertaken by their department. These camps provide children with the experience of visiting other areas, increase their knowledge of a topic being studied, and also provide the valuable social and personal development experiences gained by being away from home in a group situation.

CODE OF CONDUCT

School rules are based on consideration for others and safety.

The Student Engagement Policy is available on the website.



RIGHT CHOICES PROGRAM

At St. Arnaud Primary School we deliver an Early Intervention Program called Right Choices. This program provides great benefit to all students and has been recognized for its excellence at a state level.

One of our focus areas is to promote that the Right Choices program is for all children, all families and all staff! We want to dispel the myth that it is only for 'naughty children' or families under severe stress or disadvantage. The programs offered are all small group, and give every student the opportunity to experience all parts of the activity.

COME VISIT OUR SCHOOL

Parents who are still considering which school to send their child to in St. Arnaud are invited to phone and make an appointment to look around our school and have any questions answered.

During 'transition' time we encourage you to bring your child up to visit the school and become comfortable with the school environment.

St Arnaud Primary School is a very open school where parents and families are always welcome.

Your child will benefit greatly by you becoming involved in school activities. If this is not possible, please visit the school as often as possible. You are very welcome to drop into classrooms and/or join staff for a cup of tea at recess times in the staffroom.

If at any time you have concerns about your child's progress or happiness, please do not hesitate to contact the class teacher.

Our website will provide you with more information, including information on Leadership Group, Right Choices, Curriculum Programs, Policies, School Behaviour Plan and much more.

An up to date calendar of events can also be found on this site.

www.starnaudps.vic.edu.au

We hope you enjoy your experience at St. Arnaud Primary School and look forward to working with you to help shape your child's future.





SCHOOL STAFF

 Jenny Gifford	 Shirlee Tillig	 Donna Harkness	 Annette Driscoll	 Kirri Ezard	 Alison Fahey	 Kerrie Martin	 Marita O'Brien
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Office	Class Teachers
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Melissa Weir	 Tamara Wright	 Liz Findlay	Jenna Kirkpatrick
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Class Teachers	PE	Art	Welfare
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 Geri Deliu	 Nola Lloyd	 Rebecca Torney	Louise McLav	 Daryl McKenny	Tony Tillig	 Heather Michael	Melissa Mitchell
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Classroom Support Staff	Cleaner	Gardener	Volunteer	Principal
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 PARENT HELPER

YOU!

Chaplains: Sister Angela and Sister Ursula

PHOTO GALLERY

