

Welcome to Eaglehawk Primary School

Eaglehawk Primary School

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‘Together We Grow and Learn’



Eaglehawk
Primary School

2024 Information Book



Principal: *Fiona Lindsay*

Welcome to Eaglehawk Primary School

Eaglehawk Primary School is committed to providing a safe, supportive learning environment to ensure all students reach their full potential, and is committed to improving learning outcomes. We believe that this is best achieved by building a strong positive relationship between students, teachers and families. We have a strong focus on reading, writing and mathematics, creating smaller class sizes to optimise student learning opportunities. Our specialist programs include Reading Recovery, Art, Music, Circus, Library, Physical Education, Choir and Chinese.

Eaglehawk Primary School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision making. Our school has zero tolerance for child abuse and we comply with child-safe standards.

High expectations around work and behaviour are part of the school culture. Calmer Classrooms, Berry Street, School Wide Positive Behaviour Supports, Smiling Minds and Respectful Relationships programs are used throughout the school to ensure children are engaged and experience success in all aspects of the day.

We look forward to working with you to support your child's transition into school and throughout their learning journey at Eaglehawk Primary School.

We hope this booklet will be useful to all families.

- We recognise that families are important to a child's education
- Families, students and teachers share the responsibility of each child's learning
- The school seeks to work with families and students to ensure every child has a happy and successful education at our school

We encourage all families to contact the school if you have any questions or require further information.



Eaglehawk Primary School provides a positive, caring and stimulating environment and delivers curriculum that is both challenging and comprehensive.

We provide a quality education for our students, to prepare them to become effective members of our community.

The Eaglehawk community is very supportive of this school, where parent participation is a strong feature.

Parents are most welcome in our school at all times. You are invited to assist with Classroom Programs, Excursions, Parent Groups, School Council, Safety House Committee, Library and Working Bees.

Please become involved in our school and if you have any concerns or suggestions to make, please come and discuss them.

Together we grow and learn

MEDICAL INFORMATION / MEDICATIONS

On enrolment student medical information is obtained, but as children grow there are times when this information changes. It is important that you keep the school informed so the best care and planning can support their medical needs.

- **Accidents / illness**

Parents will always be contacted if the first aid officers feel that a child is too ill for school.

- **Emergency Information**

A file of emergency information is kept at the school so that parents can be contacted if any child has a serious accident or becomes ill at school. It is essential that parents inform the school of any changes to address or telephone numbers.

We do have a First Aid area at school, but school is no place for a sick child.

- **Medical Conditions**

Please be sure to tell the teachers of asthma, allergies or any other medical conditions of which they need to be aware. Special provisions are made at school for the care of children suffering from asthma or allergies. Please feel free to discuss problems of this nature, or any doubts and questions you may have, with the class teacher.

ALLERGIES/ANAPHYLAXIS

Our school complies with the order and guidelines of Anaphylaxis management according to Ministerial Order 706.

At times students have allergies that require school to request parents not to include nuts, peanut butter and Nutella in snacks and lunches.

All Student Epipens are kept in a secure location.

HEADLICE

At times there are outbreaks of head lice. This is not due to poor hygiene or care. Please notify the school if your child has head lice and treat promptly to avoid ongoing contamination. Permission forms are available from the office for volunteers to do Head lice checks.

Enrolment Requirements:

Parents/guardians enrolling a child in a Primary School are required to provide the following:

1. Fully completed school enrolment form
2. Copy of the child's Birth Certificate
3. The child's School Entry Immunisation Status Certificate

Every child requires this Immunisation Certificate, regardless of whether the child has been immunised or not. This can be obtained from your MYGOV account.

It is essential that parents keep the school informed of any relevant changes to their personal details. Emergencies do occur, and hence there is a need to contact parents. Important items such as change of address, telephone number, guardianship, doctor, emergency contact phone number etc, are most important to the welfare of your child.

2023 Transition Program for Preps beginning school in 2024

Prep Orientation Program Dates:

Friday 13th October 1:45-3pm

Friday 27th October 1:45-3pm

Friday 10th November 1:45-3pm

Friday 24th November 1:45-3pm

Early Start Program Term 2

Orientation Day — Tuesday 12th December 9.00am-12:00pm

- Children will be placed into groups and will spend the morning in the Prep classrooms
- An information session will be held for families to provide further information



TERM DATES 2024

Term 1	29th January—28th March
Term 2	15th April—28th June
Term 3	15th July—20th September
Term 4	7th October—20th December

The first day of term 1 (29th January) is a Student Free Day.

The first day of school for students in grades 1-6 is Tuesday 30th January 2024.

The first day of school for prep students is Thursday 1st February 2024.

Prep students will be booked in for assessment times on 30th & 31st January .

During February Preps attend school every day 8.45am to 1.00pm. On the last day of each term, school finishes at 1.15pm.

SCHOOL TIMES

Learning Session 1&2:	8.45 am to 11.00 am
Morning Snack/play:	11.00 am to 11.30 am
Learning Sessions 3:	11.30 am to 1.00 pm
Eating Lunch:	1.00 pm to 1.15 pm
Lunch Play:	1.15 pm to 1.45 pm
Learning Session 4:	1.45 pm to 3.00 pm

2023 STAFF

Ms Fiona Lindsay (Principal)
 Mr Rhys Barri (Wellbeing, Disability & Inclusion , & Mathematics Leader)
 Ms Tracey Anderson (Literacy Leader)
 Ms Sally Douglas (Office Manager)

Teaching Staff 2023

Ms Sophie Beamish	Ms Monique Bowen
Ms Jess Cowell	Ms Tayla Rutherford
Mr Nick Kastellorizios	Ms Ellie Bruce
Ms Stacey Kingdon	MS Amber Resta
Ms Jasmine Cordy (Art)	MS Kim Delmenico (Tutor Support)
Ms Ivy Yuan (Chinese)	Ms Sharon Runnalls-Shannahan (Music)
Mr Joshua Weymouth (Physical Education)	

Wellbeing Staff

Ms Ali Gillet (Chaplain)

Support Staff

Georgia Breewell	Portia Whitehead
Brooke Hassell	Jackson Godfrey
Kat Cook	Chloe Dynon
Hayley Smits (Administration)	Mary Preston (Library)
Wah Heh (garden)	Kim Star (Karen Multicultural support)

Leprosy	Until receipt of medical certificate of recovery from infection	Not excluded
Measles	Until at least five days from the appearance of rash or until receipt of a medical certificate of recovery from infection	Not excluded
Meningococcal infection	Until receipt of medical certificate of recovery from infection	Domiciliary contacts must be excluded until they have been receiving appropriate chemotherapy for at least 48 hours
Mumps	Until fully recovered	Not excluded
Parvovirus (Slapped Cheek)	Not excluded/unless generally unwell	Pregnant women should not come in contact with.
Pediculosis (head lice)	Until appropriate treatment has commenced	Not excluded
Pertussis (whooping cough)	Until two weeks after the onset of illness and until receipt of a medical certificate of recovery from infection	Domiciliary contacts must be excluded from attending a children's services centre for 21 days after the last exposure to infection if the contacts have not previously had whooping cough or been immunised against whooping cough.
Poliomyelitis	Until at least 14 days after onset of illness and until receipt of a medical certificate of recovery from infection	Not excluded
Ringworm	Until appropriate treatment has commenced	Not excluded
Rotavirus (diarrhoea)	Until diarrhoea ceases	Not excluded
Rubella	Until fully recovered or at least 5 days after onset of rash	Not excluded
Scabies	Until appropriate treatment has commenced	Not excluded
Shigella (diarrhoea)	Until diarrhoea ceases	Not excluded
Streptococcal infection (including scarlet fever)	Until receipt of medical certificate of recovery from infection	Not excluded
Trachoma	Until appropriate treatment has commenced	Not excluded
Tuberculosis	Until receipt of a medical certificate from a health officer of the Department of Human Services that the child is not infectious	Not excluded
Typhoid & Paratyphoid	Until receipt of a medical certificate of recovery from infection	Not excluded unless a medical officer of health or a health officer of the Department of Human Services determines exclusion is necessary

SCHOOL COUNCIL

2023/2024 School Council Members

Principal / Executive Officer	Fiona Lindsay
President	Cara Thomson
Vice President	Ann Kellett
Andrew Johnston	Karen McNaughton
Tayla Rutherford	Tracey Anderson

Finance Department

The Department of Education and Training pays staff salaries but a quarterly grant is given to schools for essential items such as furniture, postage, phone, gas, electricity accounts, water rates, photocopying, paper, tools, books, minor repairs and equipment.

The school also receives a grant for the employment of a cleaning contractor, for employing emergency teachers, and for the maintenance of the building and grounds. The School Council decides how to spend this money on the essentials of school maintenance and supplies. The grant is not to cover the purchase of supplies and equipment.

MEDICAL

Infectious diseases

Some diseases require exclusion from school. If in doubt, contact the office for information.

<i>Disease of Condition</i>	<i>Exclusion from school</i>	<i>Exclusion of contacts</i>
Chicken Pox	Until fully recovered or at least one week after the eruption first appears	Not excluded
Conjunctivitis-acute infection	Until discharge from eyes has ceased	Not excluded
Diphtheria	Until receipt of a medical certificate of recovery from infection	Domiciliary contacts excluded until investigated by a health officer of the Department of Human Services, and shown to be clear of infection.
Giardiasis (diarrhoea)	Until diarrhoea ceases	Not excluded
Hepatitis (infection hepatitis)	Until receipt of a medical certificate of recovery from infection, or on subsidence of symptoms.	Not excluded
Hepatitis B	Until recovered from acute attack	Not excluded
Impetigo (school sores)	Until sores have fully healed. The child may be allowed to return provided that appropriate treatment has commenced and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressings.	Not excluded

PREP LEARNING

We aim to provide a classroom environment which encourages happy, stimulating and rewarding experiences for both the children and teachers.

Three hours of learning each day is Reading, Writing and Mathematics. To support our prep students, we have classrooms groups below 20 students.

Students participate in Art, Music, Gardening, Library, PE, Chinese, Library weekly, and Health, Science and Humanities programs.

As part of the PE program our school participates in a:

- **Swimming Program** (8 sessions) at the Eaglehawk YMCA heated swimming pool
- **Gymnastics Program** (5 sessions) at Jets Gym Golden Square

As part of the school camping and excursion program Preps will attend a

- Major excursion
- Special day and evening at school
- Special activities, visitors and events at school and in the local community

All these events are part of our school program and provide hands on experiences to support classroom learning. Teaching around these experiences occurs before attending these excursions and are then followed up afterwards.

Costs will vary depending on the excursion so these will be paid for as they occur. When sending money to school please place correct change in an envelope clearly marked with your child's name and grade. There is a slot at the front office to post money and notes. (The school has a range of payment options including card and Centrepay and eligible health care card holders may apply for CSEF—Camps Sports & Excursion Funds).

Parents and families are always welcome and we encourage you to be involved. There are many ways you can assist with the education of your child and help to build a partnership between the family and the school.

You can support your child's progress by reading books to them frequently, counting items and finding numbers everyday (shops, letterboxes or page numbers). A bedtime story each night can provide a special time with you, and also establish essential foundations for learning to read and write. This is particularly important, as we will be beginning our work in reading, writing and math in the first week of school.

We hope our experiences together will be happy and rewarding.



COMPUTER INFORMATION TECHNOLOGY

The program provides school use of desk top and netbook computers. The school has specific rules, agreements and safety guidelines to provide a safe technology environment. All students are trained in the appropriate use of relevant computer programs and facilities. They learn the correct use of all technology resources. Each year students and parents/guardians are required to sign the Responsible Use Agreement for Internet and Digital Technologies, which sets out the rules under which computers and technological equipment can be used.

STEPHANIE ALEXANDER KITCHEN GARDEN PROGRAM

All grades take part in a weekly garden session that includes planting, weeding, composting, harvesting and collecting seeds. Students learn about sustainability, caring for plants, types of soil suitable for growing produce, good bugs and bad bugs, and the many different uses of plants.

HEALTHY EATING

The food eaten at school contributes to a students level of attention and ability to learn. It is important that students bring along a balance of food in their lunch box. Food high in sugar and fats should be kept to a minimum. Foods such as KFC/ McDonalds, chocolate, chewy and lollies, as well as foods containing nuts are not to be brought to school, as we are mindful of students who may health needs such as allergies or diabetes. Please see our Healthy Food Policy for more information.

BRAIN FOOD

Learning can be thirsty and hungry work so students are encouraged to bring fresh fruit and vegetables to snack on while they are working and to have a bottle of water during class time (Apples, berries, bananas, carrots, beans and capsicum are just a few examples of healthy food). Avoiding fruits such as oranges prevents sticky hands and messy work).



SAFETY

Eaglehawk Primary School will follow guidelines: Occupational Health & Safety, Legal requirements in line with Department of Education, state and federal law. Students will be informed about safety in all our learning environments such as; health and wellbeing, following school rules, using gardening and cooking tools, respectful relationships as well as cyber safety.

MOBILE PHONES

Our school acknowledges that some students have mobile phones. It is a Department of Education requirement that if your child brings a phone to school that it is handed into the office at the beginning of the day and collected at the end of the school day. This will prevent breakage, theft or misuse during school hours. Our school is happy for a student to contact parents/carers if required using the school phone.

CAMPS AND EXCURSIONS Prep - 6

Camps and excursions are an important part of our school programs and student learning.

Preps: Major Excursion
After school event/evening with activities/tea

Grade 1/2: Major Excursion
Sleepover

Grades 3/4: 2 night camp (e.g. Queenscliff– beach)

Grades 5/6: Major Excursion
2 night camp (e.g. Melbourne—city/ Malmsbury—bush)

More information is given closer to the events.



STUDENT WELLBEING AND WELFARE

Eaglehawk Primary School is committed to the safety and wellbeing of all students and families. Communication is key to creating a partnership in your child's education.

Parents/carers are encouraged to share any concerns regarding their children with the class teachers, Principal or wellbeing team. Sharing information assists us in understanding individual needs and to work together to get the best outcomes for students.

Our school can access extra assistance through Student Support Services (Speech Therapy, Psychologists, Social Workers and visiting teachers). Our wellbeing team can discuss linking in with other agencies if required.

Eaglehawk Primary School has wellbeing support for students and families please contact Rhys Barri.

Attendance

It is important that students attend school daily unless your child is unwell. Continual absenteeism can cause unsettled friendship groups and will result in gaps in learning affecting their learning in the future.

Absences: The school uses the Sentral APP for families to notify the school of any absences. Alternatively, a written note, phone call or email explaining the reason for an absence is legally required. Children are not permitted to leave the school ground during school hours. Every endeavour should be made for your child to attend school every day. Families are notified via text when your child is absent.

Arriving late: Students sign in at the office iPad upon arrival to school and provided with a welcome to school card to give their class teacher. This ensures their attendance is updated and doesn't interrupt class learning.

Leaving early: If it is necessary to take your child away from school during school hours, including lunchtimes, the class teacher/office must be advised, an early departure form completed and signed out on the office iPad.

Collecting children: Make certain your child and your child's teacher know where he/she is to be met and who will collect him/her after school, especially if it is someone different.

SCHOOL REQUIREMENTS

SCHOOL UNIFORM

A school uniform is compulsory for all students and includes the

following items:

- Navy Polo shirt (with school logo)
- Navy Windcheater (with school logo)
- Jacket with school logo
- Summer Dress
- Navy Track pants
- Navy shorts or skirts
- Bucket hat with school logo (available from Office)



The uniform is stocked and supplied by Lowes, Market Place, Bendigo.

FOOTWEAR

Students must wear sensible, practical footwear. Black school shoes or runners are acceptable. Shoes must have enclosed toes and heel and flat soles.

HATS

Our school is a Sun Smart School and children must wear a hat when outside from 1st September—1st May.

Children without a hat will be required to play under the shelters during recess and lunch. Hats are available from the office.

Please be sure to **name** all your child's clothes so that they can easily be returned to the owner. Unnamed clothes will go into 'lost property'.

ART SMOCK / OLD SHIRT

Children attend Art classes and are required to have a smock or shirt to protect their school clothing from paint, glue etc.

BOOK BAGS

Children take books home each night to practise their reading. Book bags are part of the booklist and available from the office

LIBRARY BAGS

Children attend library classes and are required to have a bag for borrowing and returning books.

BOOK LIST Contribution

At the end of each year students are given a book list of requirements for the following year. These can be ordered online or a contribution made to the school and the school will provide the materials.

Payments

The school has Centrepay, BPAY and an EFTPOS machine.

EAGLEHAWK YMCA AFTER SCHOOL CARE

YMCA runs an afterschool care program for students from local primary schools. It currently operates in the St Liborius Parish Centre weekdays from 3pm to 6pm. Children are collected from Eaglehawk Primary School back gate at 3pm by YMCA Staff and are walked to St Liborius.

To enrol, visit bendigo.ymca.org.au and follow the links to their After School Care page or phone 5445 8300.

BREAKFAST PROGRAM

Children learn best when they have breakfast. All students are welcome to attend our free breakfast program every morning from 8.20am to 8.40am in our kitchen. Toast, cereal, milk primas and fresh fruit is available.

Students are expected to eat at the tables using their manners and are responsible for tidying up after themselves. The program is staffed by volunteers from the Baptist Church. Students are required to complete an enrolment form at the beginning of each year to inform staff of any allergies. Permission forms are available from the office.



NEWSLETTERS

Each Friday afternoon we send home a newsletter to the youngest student in the family. It includes important notices about school events and excursions. If you would like your newsletter emailed please contact the office.

FACEBOOK

Updates are posted on our school Facebook page. Look for our school logo. Each team prep, grades 1/2, grades 3/4 and grades 4/5/6 also have a private page with updates specific to those year levels so remember to request to join the relevant group.



REPORTING

Parent Teacher Interviews are held in February to meet your child's teacher and set goals, and again either in late Term 2 or early Term 3 to discuss your child's first semester report and to set second semester goals.

A written report showing your child's progress will be sent home mid year and at the end of the year.

Fundraising

Fundraising is an important way to raise funds for resources that improve the school. Fundraisers include casual clothes days, Friday lunches, our school fair, raffles and icy poles (during Summer). All fundraising is approved by school council. Funds are used to support school programs or projects

Parent and Community involvement

Our school recognises the importance of parent and community support and involvement to enhance student learning and growth. We encourage open communication between staff and parents and at times we ask parents to attend meetings to discuss your child's progress and behaviour. Eaglehawk Primary School values broader community engagement to promote connection and enrich student lives. Volunteers are required to have a Working With Children's Check - please speak to staff to seek more information.

HOURS OF SUPERVISION

Teachers are on yard duty from 8.30am until 3.15pm. Children not picked up after 3.15pm will be asked to return to the office area and their parents will be contacted.

SCHOOL POLICY / CURRICULUM DOCUMENTS

Copies of our school policies are available on our website

[Policies \(eaglehawkps.vic.edu.au\)](http://eaglehawkps.vic.edu.au) and at the office upon request •

