

Eaglehawk Primary School

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Eaglehawk,

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‘Together We Grow and Learn’



Information Booklet

Welcome to Eaglehawk Primary School

Eaglehawk Primary School provides a caring environment with a strong focus on teaching and learning. We believe this is best achieved by building a partnership between families and the school. A strong, positive relationship between students, teachers and families ensures the best learning opportunities. We aim to create a culture where all students have the opportunity to achieve their best in a safe, supportive learning environment.

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.

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.



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.

2020 Transition Program for Preps beginning school in 2021**Prep Orientation Program Dates:**

Thursday 15th October 2-3 pm

Thursday 12th November 2-3pm

Thursday 29th November 2-3pm

Thursday 26th November 9-10.30am

Statewide Orientation Day — Tuesday 8th 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 2021

| | |
|--------|------------------------------|
| Term 1 | 28th January to 1st April |
| Term 2 | 19th April to 25th June |
| Term 3 | 12th July to 17th September |
| Term 4 | 4th October to 17th December |

The first day of term 1 (27th January) is a Student Free Day.

The first day of school for students in grades 1-6 is Thursday 28th January.

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

Prep students will be booked in for assessment times on 28th & 29th January.

During February Preps attend school every day 8.45am to 1.30pm. On the last day of each term, school finishes at 1.30pm.

SCHOOL TIMES

| | |
|------------------------|----------------------|
| Learning Session 1&2: | 8.45 am to 10.45 am |
| Morning Snack/play: | 10.45 am to 11.15 am |
| Learning Sessions 3&4: | 11.15 am to 1.15 pm |
| Eating Lunch: | 1.15 pm to 1.30 pm |
| Lunch Play: | 1.30 pm to 2.00 pm |
| Learning Session 5: | 2.00 pm to 3.00 pm |

2020 STAFF

Ms Fiona Lindsay (Principal)
Ms Mandy Regan (Assistant Principal)
Mr Rhys Barri (Leadership)
Ms Sue Robertson (Office Manager)

Teaching Staff 2020

| | |
|------------------------|--------------------------------------|
| Mr David Morrissey | |
| Ms Jess Cowell | Ms Tracey Anderson |
| Mr Nick Kastellorizios | Ms Kim Delmenico (Library) |
| Ms Donna White | Ms Jessey Wilson |
| Ms Kate Lee (Art) | Ms Sharon Runnalls-Shannahan (Music) |

Wellbeing Staff

Mr Rhys Barri

Support Staff

| | |
|----------------------------|---|
| Debra Wayman (Integration) | Tanya Stammberger |
| Jack Belsar | Darcy Young |
| Sophie Beamish | Hayley Smits/Jacinta Deane (Administration) |

PREP LEARNING

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

The first 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 weekly Art, Music, Gardening, Library, PE, Health, Language (Chinese), Science and Humanities programs.

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

- **Swimming Program** (6 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 programs 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.)

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. 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 and writing 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.

Students participate in cooking classes where we use the produce from the school garden to create a variety of dishes to taste. Students learn kitchen skills, including chopping, grating, peeling, different ways to prepare and use food, the nutritional value of different foods and ways to maintain a safe and tidy kitchen.

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. 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).



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 toe and heel.

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.

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.

LIBRARY BAGS

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

BANKING

Student banking day is on Tuesdays. Bendigo Bank deposit books are left at the office by 9am on Tuesday mornings.

Forms are available from the school office or the Bendigo Bank across the road from the school.

BOOK LIST LEVY

At the end of each year students are given a book list of requirements for the following year. These are returned to the school before the end of the year. Payment can be made in December or at the start of the school year. To ensure that every child has the same items the school will purchase them. Teachers will allocate books as required and some items eg. pencils, textas and glue sticks will be used as class sets.

Payments

The school has Centrepay and an EFTPOS machine (\$20 minimum).

EAGLEHAWK YMCA AFTER SCHOOL CARE

YMCA runs an afterschool care program for students from local primary schools. It currently operates in the Gym at St Liborius on weekdays from 3pm to 6pm. Children are collected from Eaglehawk Primary School foyer 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 8.15am to 8.40am in our kitchen. Toast, cereal, milo 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 Monday 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.



REPORTING

Parent Teacher Interviews are held in February to meet your child's teacher 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). We apply to host a BBQ each year at a Bunnings store. All fundraising is approved by school council. Funds are used to support student excursions, bus travel and school programs.

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 at the office upon request. Included in this pack is our:

- ☐ Healthy Eating Policy
- ☐ Behaviour Management Policy and Processes
- ☐ Uniform policy
- ☐ Child safe policies



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: A written note explaining the reason for an absence is legally required; however you may prefer to phone or personally contact the class teacher or office. Absence notes are available from the office. 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 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.



SAFETY

Eaglehawk Primary School will follow guidelines: Occupational Health & Safety, Legal requirements in line with Department of Education, state and federal law. Students are 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 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: Major Excursion
Sleepover

Grades 2/3: 1-2 night camp (e.g. Queenscliff– beach)

Grades 4/5/6: Major Excursion
3 night camp (e.g. Melbourne—city)

More information is provided closer to the events.



SCHOOL COUNCIL

2019 /2020 School Council Members

| | |
|-------------------------------|----------------|
| Principal / Executive Officer | Fiona Lindsay |
| President | Michelle James |
| Vice President | Ann Kellett |
| Lauren George | Brock Gravener |
| Karen McNaughton | Mandy Regan |
| Donna White | |

Finance Department

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

The school 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 |
| 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 |

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.



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.

Parents/carers 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