Dixon's Creek Primary School Handbook
CLASSROOM STAFF

Principal and Year 3 teacher – Sharon Walker
Class Teachers – Heather Johnston Yr 4-6, Melanie Jacobs Yr Prep, Hayley Bawden Yr 2,
    Bec Stewart Yr 1, Kelli Lyons Yr 4-6
Teacher Assistant – Dee West
Integration Aides – Kerry McMurray, Jody Crawford, Kirsten Smith, Maidi Mitchell

SPECIALIST TEACHERS

Support Teacher - Florence Bowen
P.E. and Health - Andrew Devisser
Art Teacher - Amanda Hull
Indonesian – Rebecca Johnston
Instrumental Teachers – Cathy Kerley/Bob Johnson  Tennis – Anthony Glynn
Specialist Tutor – Rachel Arnold
MARC Van (Library) – Julie Cummings
Religious Education – Dita and Christine

ADMINISTRATION STAFF

Office Managers – Kerrie McMurray, Marilyn Brown

TERM DATES FOR 2014

Term 1: 28 January (school teachers start) to 4 April
Term 2: 22 April to 27 June
Term 3: 14 July to 19 September
Term 4: 6 October to 19 December

SCHOOL HOURS

<table>
<thead>
<tr>
<th>Session</th>
<th>Time</th>
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<tbody>
<tr>
<td>Session 1</td>
<td>9.00am - 11.00am</td>
</tr>
<tr>
<td>Recess</td>
<td>11.00am - 11.30am</td>
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<tr>
<td>Session 2</td>
<td>11.30am - 1.30pm</td>
</tr>
<tr>
<td>Lunch</td>
<td>1.50pm - 2.30pm</td>
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<tr>
<td>Session 3</td>
<td>2.30pm - 3.30pm*</td>
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</tbody>
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* Parents should pick children up as close to 3.30 p.m. as possible and must ring if going to be late. All children must be collected form their classrooms

SCHOOL BANK DETAILS FOR ELECTRONIC PAYMENTS ARE : BSB: 063-856
Account: 10018910. Description must be surname and item for payment name
SCHOOL COUNCIL CONTACTS

CURRENT OFFICE BEARERS

President
Mark Hull
Treasurer
Robert Burpee
Secretary
Hayley Bawden

MEMBERS

Rodger Koth
Paul Burke
Trudy Banks
Merridie Jackson
Jane Toop

TEACHER REPRESENTATIVES

Executive Officer – Sharon Walker
Hayley Bawden

PARENTS & FRIENDS ASSOCIATION

Renae Matthews

SCHOOL DESCRIPTION

The school opened on 12th June, 1875, with Luke Flanagan in charge until 7th September, 1876. In 1887, Mr. O’Meara was the Head Teacher. The average attendance was around 25. The school was moved in 1916 to a site donated by William Bell for the school and church. Department records state the building could accommodate 40 pupils; it had a two-room residence attached, which is believed to be the present school building with a porch added. The move of about 1 1/2 miles towards Yea was due to a greater population in that area.

During the first World War, the school raised 76 pounds, 19s 8d for the Department’s War Relief Fund. About 1922, the school won an award for the best flower garden in the State. Dixon’s Creek PS in the late 1960’s had an enrolment of 30 and the former residence was planned for use as a classroom for the infant department. From then to 2004 Dixon’s Creek PS has had a school population of between 20 and 35 students. The school was serviced by 2 classrooms (main school building and 1 portable classroom.) In 1990, a fire shelter/multi-purpose classroom was built because the fire risk was deemed high enough to warrant the construction. The school received an upgrade, being painted inside and out, as well as receiving new carpet and lino. The school also received an encouragement award in the Garden State Awards. In 1996 a double room portable was also added to the facilities. A new double classroom was added in 2010 and another in 2011. Enrolments have been as follows since Sharon Walker and Heather Johnston joined the school: 2003 – 26, 04 – 32, 05 – 38, 06 – 35, 07 - 37, 08 – 36, 09 – 46, 10 – 54, 11 – 60, 12 – 73 and 13 – 90, 2014 – 102 students.

We currently have six classroom teachers at levels: Prep, Year 1, Years 2 Year 3 and Years 4-6 x 2. The school favours multi aged classrooms when possible.

The School Council and community have put in a good deal of effort to make the grounds look attractive and well maintained. During 2010 a storage shed was built to provide curriculum and sport resource storage. In 2011 the school oval and basketball court were covered with synthetic turf to ensure the facilities can be used year round.

The School Strategic Plan was developed during 2009 and is currently being reviewed.
The School Council is the governing body of the school and plays a major role in developing policies, overseeing budgets, maintaining buildings and grounds, employing local staff and setting the direction for the school. Although they do make decisions on major policy directions, the teaching program is planned by the teaching staff of the school. Currently meetings are held every last Monday of the month at 6.00pm in the staffroom.

The current School Council consists of 7 parents, one staff representative and the Principal. The School Council also has the power to co-opt two other persons if desired. Presently these two positions are not filled. Membership is not limited to parents of children at the school (for co-opted positions).

Parents are elected for two years with half (i.e. 3) retiring each year, and those places open for nominations. Nominations are called for in late February, early March of each year. If nominations exceed places available, an election is called.

Parents are always welcome to attend meetings that have not been deemed as ‘closed.’

At the end of every year, as part of the budgetary considerations, a fee per child is calculated. This helps supplement the cost involved in purchasing the materials used by the children. Currently the fee charged is $165 per P-2 child and $185 Years 3-6. Fee amounts are set by the School Council. Payments can be made via net banking. The description should be a surname and item name.

School bank details are:
BSB: 063-856 Account: 10018910

This is the money provided to the school to pay for staffing, grounds, limited maintenance and utilities. Under the self-managing school model, the School Council will be accountable for the total school budget. The school does not charge a voluntary component to the school fees. Payments cover student requisites and materials only.

Parents and Friends (PFA) coordinate the school uniform. There are many different types of garments available. The school uniform consists of red T-shirts / windcheaters, fleece jackets and black shorts / trousers or red summer and winter dresses. Most uniform items can be purchased from the office on **Tuesday mornings**. Cassie Rallis is the coordinator for 2014. Bags and hats are also available at school. Every child must have a book bag to take home notes and school books. These are also held in the office.

The wearing of school uniforms is compulsory, except on ‘casual dress’ days and a child’s birthday. Order forms are available from the office.

These are arranged to complete specific projects which need more than usual ‘manpower’. It is the School Council’s responsibility to keep the school grounds in a safe and secure state and a working bee can help satisfy this. Work that needs a tradesman will be arranged by the Principal. Families who cannot attend working bees can choose to pay a donation of $30.00 per year to assist in employing trades people.

The PFA provides parents with the opportunity to become involved in the school in order to raise money for school equipment, and to provide extra services for the students. It also gives parents the opportunity to meet and talk with other parents on an informal basis.

Everyone’s participation is welcome and meetings are called according to a timetable – yet to be decided.
COMMUNICATION WITH THE SCHOOL COMMUNITY

NEWSLETTER
A newsletter is sent home on alternate Thursdays with the eldest child of each family. On the front page a calendar lists the important events coming up. The newsletter also highlights any important issues or items that everyone will need to know about. It can be emailed to all families upon request.

REPORTING TO PARENTS / INTERVIEWS
Children receive a written report twice a year in July and December. Parent / Teacher interviews will be conducted in June for all children. Informal chats allow parents to check on their child’s progress at any time. Work Folios(P-2) and Year Books (3-6) are sent home each term. The NAPLAN test, conducted in May of each year, is undertaken by every child in Years 3 and 5. Results are distributed in Term 3 of each year.

SCHOOL PROGRAMS

PUPIL FREE DAYS
Four Pupil Free Days are allocated by the department, every year to be used by staff for the purpose of: professional development, Regional and Cluster inservices, school based planning and reporting to parents. These days are used to continually update staff expertise. You are notified of these dates through the newsletter. School Council must approve all dates.

TEACHER PROGRAMS
To benefit both teachers and the children, teachers may swap duties and teach other class groups.

PARENT PROGRAMS
To complement the normal class programs, parents are encouraged, and most welcome, to be part of the school program on a one off, or regular basis. If you have any special skills or talents or if you wish to help with reading, typing, cooking etc., please approach the teachers. All offers of help will be greatly appreciated. A parent literacy program is offered in Term One of each year. – ‘Parents Learning About School’ PLAS.

SPECIALIST TEACHERS
To ensure that small rural schools receive a comprehensive curriculum, additional specialist teachers visit during the week to teach the children Art, Physical Education, Library, Indonesian and also supply the staff with preparation and administration time.

LIBRARY
The MARC van (Mobile Area Resource Centre) is a library program provided to small schools, by the Department of Education. The van, and a teacher visit the school each week to conduct library lessons and assist children in borrowing books for years Prep - 6. Teaching resources, which are shared by the Wollombi Cluster schools, are also available to the staff. In 2014 the school began to set up a school library. This resource will be invaluable once borrowing begins in Term 4.

SPECIAL RELIGIOUS INSTRUCTION (SRI)
Religious Education is carried out weekly by accredited instructors authorised by the Council of Christian Education in Schools, and approved by the Department of Education. A form is sent out at the beginning of each school year so parents may ‘opt in’ to this program. When no form is returned it is presumed the child will not participate in SRI lessons. All children who do not participate in the SRI program are given quiet revision work.
LIFE EDUCATION

The children at Dixons Creek PS are part of this unique education program biannually. Life Education offers children’s activities that are designed to be integrated into the ongoing drug and health education program within the classrooms. Teacher’s manuals, intended to assist the teacher to make the best use of the objectives and principles of contemporary drug education, are also provided. Students are supplied with a work booklet and parents may attend a free information session in the van. The cost is around $10.00 a child.

SWIMMING

The school recognises that all young children should learn to swim and this goal should be achieved through a P-2 school program. It is conducted at the Indoor Pool at Healesville High School and uses only registered Austswim instructors. The children travel to the pool in a bus. The current cost of the 2014 program is $140 per child. All children are expected to attend. Parents with extreme financial difficulties should consult the principal.

INSTRUMENTAL MUSIC AND TENNIS

Cathy Kerley is our keyboard/piano teacher who comes weekly to provide private music tuition in keyboard and recorder. These lessons are offered in school time at a cost of under $30 for a half hour, individual lesson. Cathy is an accredited teacher.

Bob Johnson offers guitar lessons. Bob is an accredited teacher and charges under $25 for a half hour, individual lesson.

Anthony Glynn provides tennis lessons at a cost of under $25 per lesson.

SCHOOL CAMPS

School camps for Years 2 - 6 are held every year. These camps from Year 3 (3 nights) are often combined with Launching Place Primary School. At times a Canberra Camp (4 nights) may be offered to Years 5 and 6. The Year 2 children have a one night camping sleep over at school in March of each year.

DRUG EDUCATION

The school has an ISDES program which is a drug education program integrated into the day to day classroom program.

SUNSMART

As a SunSmart school, we have a SunSmart policy which requires children to wear broad brimmed hats during first and fourth terms. It also involves an education program for children. A ‘no hat – no play’ rule applies in Terms 1 and 4. The children wear hats in Terms 2 and 4 if the UV index is 3 or above. Hats for purchase are available from the office.

COMPUTERS

The school currently has around 45 computers in the classrooms, a bank of 28 Samsung Galaxy tablets plus a small bank of iPads. All computers are less than three years old and have high speed fibre optic Internet access. Children have regular access and, by using word processing and problem solving programs we have available, children can produce their own work while building up individual confidence in computer usage, and keyboard skills. All classrooms, and the library, have large interactive whiteboards.

WOLLOMBI CLUSTER

Dixon’s Creek Primary School is a member of the Wollombi Cluster – a group of 10 surrounding small schools. We combine with some, or all of these schools, on a regular basis, to provide sporting and arts activities, and to enable valuable socialisation experiences for the children.

The local school sports association is the Wollombi Sports Association. It is made up of the local small schools in the Wollombi Cluster (Toolangi, Chum Creek, Yering, Christmas Hills, Gruyere and Dixon’s Creek). It often runs athletics sports, cross country, an Aussie Sports Fun Day and Interschool Sports Days. This gives some children a chance to participate in various events in the Victorian Primary School Sports Association zone finals in various events.
SAFETY

SCHOOL CAR PARK

We have found it necessary to impose rules concerning the car park:

- Cars are permitted to park on the highway side of the service road (nose to the highway) and the car park adjoining the main drive (see notes to follow)
- Children are to remain inside the school boundary unless supervised by an adult (especially including their passage to and from the car). The WHOLE of both car parking areas are OUT OF BOUNDS to children at all times unless supervised by an adult.
- The main driveway is to be kept clear at all times.
- Four wheel drives and people movers must reverse park on the church side of the main park.
- A morning drop off zone at the ‘Sun Smart’ gate is available. All cars must face north (towards Yea) when stopped to drop off.
- The gate between the carpark and school must be closed at all times.
- Children should be collected from classrooms unless specific arrangements with the teachers have been made.

DISPLAN / ALL EMERGENCIES

Dixon’s Creek Primary School has a detailed emergency management plan called DISPLAN (Disaster Plan). The school is required by law to have one of these plans in operation. It covers a large number of potential disasters and how the school plans to cope with them. It must be pointed out that, under an emergency situation, no child will be released to any one other than their normal guardian unless written permission is shown. Please see the yellow ‘QUICK GUIDES’ placed at each exit around the school. Basically a hooter is sounded three times for evacuation to the Art Room and five times for evacuation to the main carpark. This school is on the ‘Bushfire register’ but has a low danger rating. It will be closed on ‘Code red’ days.

COMMUNICATION

Each year, a phone list of all current families is distributed. This ensures that all parents are able to contact each other in emergencies. Families with silent numbers should contact the office before this list is distributed. The school has a mobile phone to ensure that we always have access to parents when on excursions. It means that parents may contact us via the mobile phone on 0407 552 909.

STUDENT SAFETY

In the interest of safety, children are asked not to bring to school any toy guns, knives, glass bottles and jars, sharp pointed or breakable toys. Thongs, sandals and crots are unacceptable footwear as they can result in major accidents. Studs and sleepers are acceptable, while other jewelry is discouraged.

THE BUILDINGS AND GROUNDS ARE NON-SMOKING AREAS.

This is in line with Government Policy.

HEALTH

FIRST AID

Teachers at Dixon’s Creek have received first aid training. As such, we render the best assistance that we can according to our training and legal ability. For minor accidents, we will carry out first aid and return the child to class. If we feel there is any risk at all to the child, we will contact the parents or the emergency contact listed on the enrolment form. After every minor accident, we will endeavour to contact the parent either verbally or via a note regarding the accident and treatment. No bandaids are applied at this school. Should you wish your child to have bandaids please send a named packet to the classroom teacher.
The teaching staff will call an ambulance when necessary – at the parent’s cost.

## ENROLMENT INFORMATION SHEET

These contain information that is essential knowledge for the teachers if they are to plan effectively for your child. Government regulations forbid the release of any information about a child to unauthorised persons or agencies eg. the police. The Principal’s responsibilities are clearly defined. Parents can rest assured that their confidentiality is guaranteed. Up-to-date medical information should be included on the form particularly in relation to asthma, allergies and current medications. Upon enrolment a copy of your child’s immunisation status must also be included. ALWAYS ENSURE THAT PHONE NUMBERS ARE UP TO DATE IN CASE OF EMERGENCIES.

## ILLNESS

Some childhood illnesses have a period of time when the child must be kept away from school. If you are worried they may be infectious, don’t send them to school, and check with the Principal regarding the appropriate time they must remain away from school. If your child is ill, he or she **should not** attend school. If your child becomes ill at school, we will contact you so that you can make arrangements to have your child picked up.

## MEDICATIONS

Children **must not** be in possession of any type of medication at school **without consultation** with the Principal. Children will not be given any medication, without written parental instructions. These notes will be pasted in the ‘Medications’ book.

## IMMUNISATION CERTIFICATE

Parents are required to provide an Immunisation Status certificate for each child at the time of enrolment. An Immunisation Certificate issued by a Municipal Health Officer is the only evidence of immunisation that can be accepted by schools.

## STUDENT ACCIDENTS

In the event of an accident, parents will be notified as soon as possible, if required, and may be asked to make arrangements for the collection of their child. It is essential that the school have **accurate up-to-date information** regarding telephone numbers, addresses and emergency contact persons on the pupil enrolment sheets. Medical details, such as name of doctor, the address and phone number, allergies, etc. must be current on our records. **Please contact the school immediately if any such changes occur.** In the case of an accident requiring first aid, parents will be told of the type of accident, when it occurred and treatment administered. Please note that the department does not insure children for accidents whilst at school. Parents can purchase cover from private companies. Any costs associated with accidents are at the parent’s cost unless teacher negligence can be proven in a court of law.

## MISCELLANEOUS

### ASSEMBLIES

School assemblies are held each Friday morning from 9-9.20am. Parents are encouraged to attend.

### VALUABLES

Parents should ensure that their children never bring anything particularly valuable to school. We can accept no responsibility for any items if they are lost or broken. Staff and Parent helper valuables are not insured whilst at school. Children are not to be in possession of devices that connect to the Internet at school.
**PHOTOGRAPHS**
School photographs are taken early in Term 1 each year.

**EARLY RELEASE OF A CHILD**
Any parent wishing to collect their child from school during school hours must notify the classroom teacher concerned before leaving the school. Department policy on who can pick a child up from school is quite clear. Nobody, other than the legal parent or guardian can pick a child up from school unless the parents or guardian forwards a written request for the Principal to do so, or unless the Principal knows the person concerned and is sure that this is normal practice. In the case of parents who have separated, the child can only be released to the parent who is deemed by the courts to have custody or according to joint parenting orders held at the school.

**BOOK CLUB**
Several times per term children will bring home order forms from Ashton Scholastic. Book clubs provide a convenient and cheap way of buying books for children. If you wish to order any books offered for sale, just return the Order Form and money to school by the due date.

**ENROLMENTS**
These are taken at any time. A seven month orientation program is organised for kinder families to find out about Dixon’s Creek Primary School.

**LUNCH ORDERS**
Lunch orders can be ordered every week. The orders should be placed in the note return box near the office door. Items are made available by Dixons Creek Bar and Grill. Lunch orders should be written on a paper bag, listing child’s name and class, requirements and price, then placed in the box with the **CORRECT AMOUNT OF MONEY**. Lunch order days are yet to be determined.

**FROZEN FRUIT JUICE STICKS**
Frozen fruit sticks are available for purchase each Friday in Terms 1 and 4. On days above 30 degrees children may also purchase the sticks. A card is punched each time a child receives a fruit stick. This card can then be topped up at the current rate. - $1.50 A CARD – 5 STICKS

**LOST PROPERTY / CLOTHING**
Parents are asked to ensure that all items of clothing are clearly named, and also to name other items children bring to school. If your child has lost any items, please check the classroom. Items lost in the carpark or grounds will be held at the office.

**PHOTOCOPIER, FAX & PHONE**
The photocopier, fax, phone and laminater are available for limited community use. Your donations cover the school’s costs.

**USE OF SCHOOL EQUIPMENT**
School buildings can be used by the community provided permission is obtained from the School Council. The use of school equipment is subject to individual application.