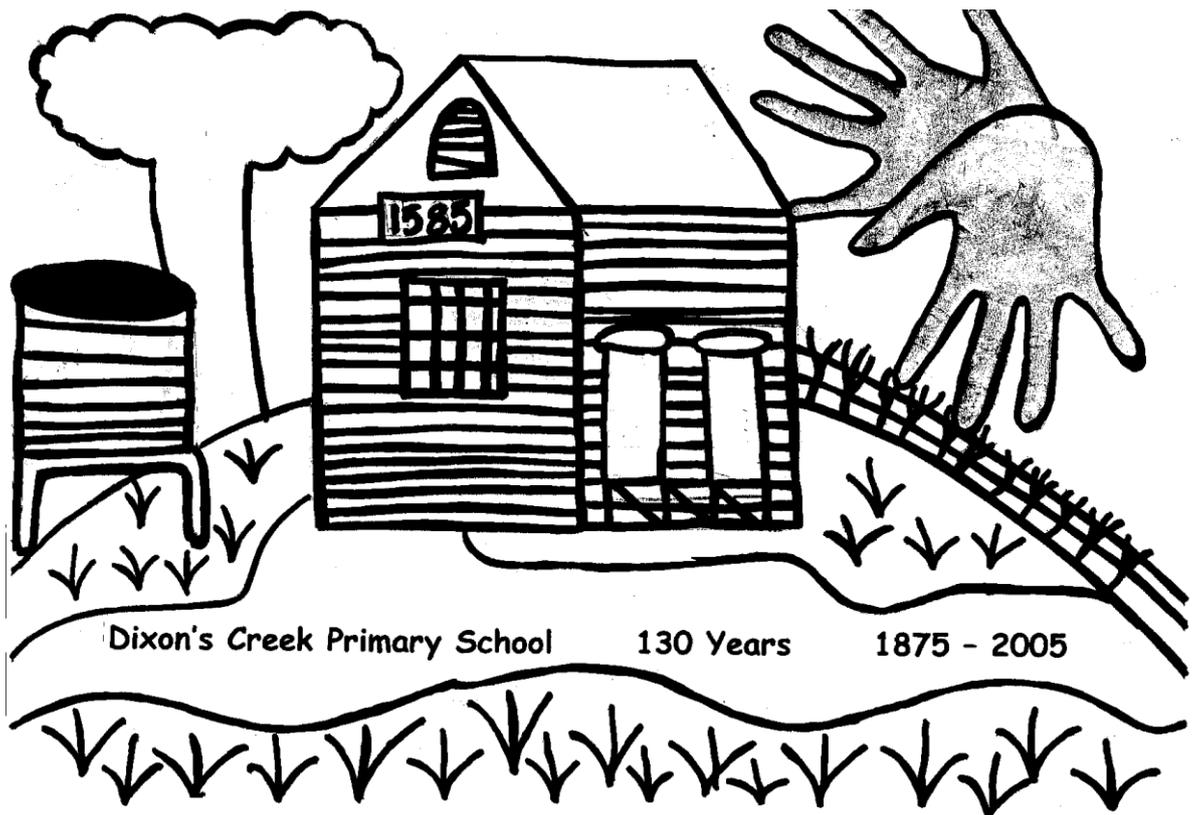


PRINCIPAL: SHARON WALKER

Dixons Creek Primary School Handbook



2017

CLASSROOM STAFF

Principal – Sharon Walker
Class Teachers – Benjamin murray – F-2, Hayley Bawden Years 3 and 4, Kylie Schabel
Years 5 and 6
Integration Aides –Jody Crawford, Kirsten Smith, Catherine Pudney

SPECIALIST TEACHERS

P.E. and Health - Andrew Devisser
Art Teacher - Amanda Hull
Indonesian – Rebecca Johnston
Tennis – Anthony Glynn
MARC Van (Library) – Julie Cummings, Karen Johnston

ADMINISTRATION STAFF

Office Manager – Kerrie McMurray
Financial Controller – Marilyn Brown

TERM DATES FOR 2017

Term 1: 31 January to 31 March
Term 2: 18 April to 30 June
Term 3: 17 July to 22 September
Term 4: 9 October to 22 December

SCHOOL HOURS

<i>Session 1</i>	<i>9.00am - 11.00am</i>
<i>Recess</i>	<i>11.00am - 11.30am</i>
<i>Session 2</i>	<i>11.30am - 1.40pm (10mins eating time)</i>
<i>Lunch Play</i>	<i>1.50pm - 2.30pm</i>
<i>Session 3</i>	<i>2.30pm - 3.30pm*</i>

** 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 from 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

Christine Crunden
Michelle Maffescioni

Merridie Jackson
Jane Toop

TEACHER REPRESENTATIVES

Executive Officer – Sharon Walker
 Hayley Bawden

PARENT CLUB COORDINATOR

Tracey Ewan

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, 14 – 102, 15 – 93, 2016 – 93, 2017 - 71 students.

We currently have three classroom teachers at levels: F - 2, Year 3/4, and Years 5/6. The school favours multi aged classrooms when possible.

The School Council, and community, have striven to ensure 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. In 2017 a gazebo is planned.

The current School Strategic Plan was developed during 2014 and will conclude in 2017.

SCHOOL COUNCIL

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. In 2015 a parent was co-opted to assist with policy development around sexual and drug education programs. 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.'

SCHOOL FEES

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 annual fee charged is \$240.00 per child. Fee amounts are set by the School Council. All Year 3-6 children are advised to provide a memory stick for use in the classroom and at home. 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

Additional fees throughout the year include the \$20.00 cooking fee, excursion/incursion/camp costs and sports levies.

SCHOOL PAYMENTS

All payments at this school must go through the note return box situated at the front office door. When paying larger sums with cash, please hand personally to the office staff. Never put money in the box once the locks have been removed at the end of the day. All payments must be contained in a named envelope along with the item name for payment. Payments can also be made electronically: **BSB: 063-856 Account: 10018910. Description must be surname and item name for payment reference. A copy of the electronic receipt is also required.**

SCHOOL STUDENT RESOURCE PACKAGE

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 classed as essential items.

SCHOOL UNIFORM

There are many different types of garments available at the office. The school uniform consists of red T-shirts / windcheaters / polo shirts, fleece jackets and black shorts / trousers or red summer and winter dresses. Black school shoes must be worn. Most uniform items can be purchased from the office on **Tuesday mornings**. Bags and hats are also available at school. Every child must have a Dixons Creek PS book bag to take home notes and school books. These are also held in the office. Order forms are available from the office.

The wearing of school uniforms is compulsory, except on 'casual dress' days and a child's birthday. The wide brimmed hats are the only acceptable hat. Children must wear hats when the UV rating is 3 or more.

WORKING BEES

These are arranged to complete specific projects, or general maintenance, around the school grounds. School Council works hard to ensure the grounds are safe and aesthetically pleasing. 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.

PARENT CLUB

The Parent Club provides parents with the opportunity to become involved at 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 on the Friday before each School Council meeting. Please see Tracey Ewan should you wish to be involved.

COMMUNICATION WITH THE SCHOOL COMMUNITY

NEWSLETTER

A newsletter is emailed to all families on the distribution list each fortnight. A copy is placed on the school's website also - dixonscreekps.vic.edu.au. Any families not connected to the Internet may arrange for a hard copy to be left at the office in a named folder. It is the parent's responsibility to pick up documents stored for them.

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.

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. A 'Meet and Greet' session will be available to parents in February. At these sessions parents can give information about their child to the teacher. Informal chats allow parents to check on their child's progress at any time. Student Portfolios F-6 will be sent home with the student reports. These must be promptly returned to the teacher as they may contain original copies of student work and assessments.

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 FACEBOOK PAGE

The school facebook is a closed group. Members are eligible to be included if they currently have children at the school, or are current staff. No exceptions can be made. This page is for staff to inform parents of events. It is not a page for comment.

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. There are four each year.

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. These specialist teachers also supply the classroom teachers with required 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, teachers visit the school each week to conduct library lessons. Teaching resources, which are shared by the Wollombi Cluster schools, are also available to the staff.

In 2014 this school established a school library. Classroom teachers access the school library each week to assist children in F-6 to borrow books. **Lost books are charged accordingly - all small paperbacks books are charged at - \$10, thick paperbacks and picture story books are charged at \$20.00**

SPECIAL RELIGIOUS INSTRUCTION (SRI)

SRI is not currently offered at this school.

LIFE EDUCATION

The children at Dixons Creek PS are part of this unique education program offered each odd numbered year. Life Education offers children’s activities that are designed to be integrated into the ongoing drug and health education program within the classrooms. Students are supplied with a work booklet and parents may attend a free information session in the van. The cost is around \$20.00 a child.

SWIMMING

The School Council recognises that all young children should learn to swim and this goal should be achieved through a F-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 cost of the 2015 program was \$140 per child. All children are expected to attend. Parents with extreme financial difficulties should consult the principal.

TENNIS TUITION

Tennis - Anthony Glynn

All lessons are conducted weekly during the school day. Please see Kerrie in the office to enrol your child in these lessons.

SCHOOL CAMPS

School camps for Years 2 - 6 are held every year. These camps from Year 3 (3 nights) are often combined with local primary schools in order to reduce costs. 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 February or March of each year.

DRUG EDUCATION

The school teachers integrate drug education into the day to day classroom program using the ‘Get Real’ resource produced by the department of education.

SEXUAL EDUCATION

This school uses the 'Catching on Early' resource to provide a comprehensive, developmentally sound approach to the teaching of sexual education in years F-6. The program is conducted in Term 3 of each year. Parents may choose for their children not to participate in these lessons.

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, 10 Acer tablets plus a small bank of iPads. The majority of 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.

KITCHEN GARDEN PROGRAM

Each class will cook during a term each year using donated produce or that from the school vegetable garden. Please feel free to bring excess produce up to school for use in this program. A small fee of \$20.00 per child is charged to cover staple items, electricity, replacement/purchase of kitchen items and other consumables.

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 drive and people mover vehicles 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. 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 shelter in place to the Art Room and five times for evacuation to the main car park (Assembly Point 1) or to the end of the north cutting on grassed area behind road barriers (Assembly Point 2).**

This school is on the 'Bushfire At Risk Register' (BARR) but has a low danger rating. The school will be closed on 'Code Red' days. Parents will be notified up to three days ahead of closure where possible.

The staff complete regular evacuation drills each term. If you are helping in the school please follow directions given to you by staff. Always fill in the 'Visitors Book' when volunteering at school and record the details of your visitor's badge.

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 crocks are unacceptable footwear as they can result in major accidents. **Studs** and **sleepers** are acceptable, while other jewellery 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 band aids are applied at this school. Should you wish your child to have band aids please send a named packet to the classroom teacher.

The teaching staff will call an ambulance when necessary – at the parent's cost. An ambulance is called for medical emergencies. If a child needs transport to a doctor the parent will be contacted or a staff member will transport the child when a parent or emergency contact cannot be reached. Please ensure that all emergency contact details held by the office are correct.

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.**

Children with allergies, epilepsy, asthma or other life threatening illnesses must provide a current Action Plan prepared by their doctor and up to date medication including anaphylaxis pens and Ventolin inhalers.

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, or on camps and excursions, **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.

STUDENT BEHAVIOUR

This school has two main policies that deal with student behaviour - 'Codes of Conduct,' 'Student Welfare and Discipline.' In the classroom children are given three warnings for unacceptable behaviour:

Warning 1 - succinctly informs the child of the unacceptable behaviour

Warning 2 – the child is directed to sit or work away from the group

Warning 3 – the child receives a session of teacher directed tasks in their play time and may be placed with another teacher in their classroom for a set period

All warnings are lost at the end of the day – except where teacher directed tasks need to be completed.

Children may be given a 'red card' for serious behaviour breaches that include: physical assault, repeated swearing after three warnings, destruction of property, vandalism, leaving the classroom without permission, bringing 'contraband' items to school or bullying of others. Please note that the 'red card' system is being refined currently and parents will be informed of the link between the red cards, suspension and expulsion when School Council has been presented with the appropriate policies for approval.

MISCELLANEOUS

ASSEMBLIES

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

STAFF MEETINGS

Please note that all staff must attend a staff meeting from 8-8.45am each Tuesday morning and a unit meeting promptly at 3.40 each Monday afternoon. Any children not collected by parents by 3.40pm on Monday afternoon will be directed to wait for pick up on the office steps.

VALUABLES

Parents should ensure 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. Parents are asked not to photograph other children on excursion or in the classroom.

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

Currently not available.

FROZEN FRUIT JUICE STICKS

Frozen fruit sticks are available for purchase each Friday in Terms 1 and 4. On days above 35 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. - \$3.00 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 classrooms. Items lost in the car park or grounds will be held at the office.

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.

WEBSITE and FACEBOOK

Please check the school website each week for calendar updates, current newsletters and classroom news. The address is – dixonscreekps.vic.edu.au

There is also a school Facebook page for those who use social media. Hayley Bawden and Sharon Walker are the administrators for the Facebook page. It is designed for teachers to update event times and schedules. Please do not post comments designed to offend or criticise others.

SCHOOL LUNCH BOXES

This school has endorsed a 'nude food' policy which means foods in packages are not desirable in lunch boxes – exceptions being – tinned tuna and yoghurt. We encourage parents to buy in bulk and decant food into washable plastic containers. Many parents use lunchboxes with several small compartments that contain cubed meats, cheeses, fruits and vegetables. Children are not permitted to take wrapped food into the playground. Children need lots of fruit and vegetables to eat during the two 'brain food' breaks at 10am and 12.30pm. Water is the preferred drink for children at school.

DRINKING WATER

The school is not on mains water. All water for drinking is bought fresh and only available from the bubblers adjacent to the toilet block. Children are asked to bring 1-2 litres of drinking water to school each day for their own consumption. The bubbler water is for when children run out of their own.

Document current as of: 04/05/2017