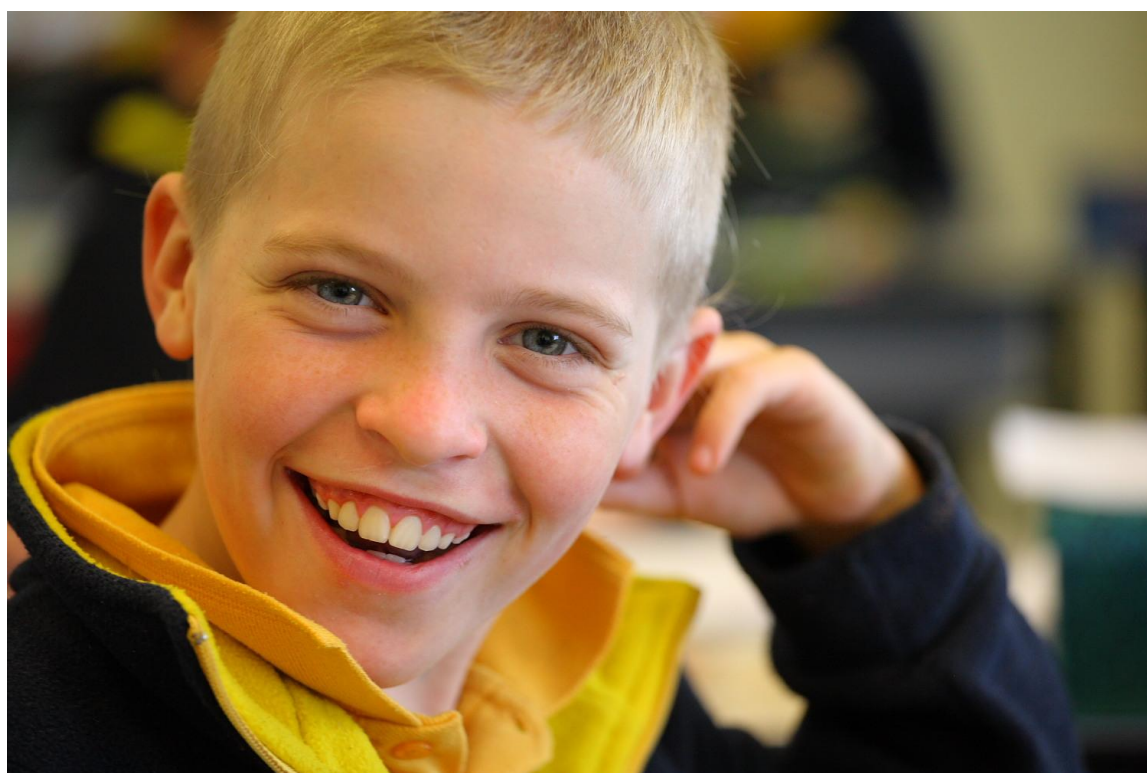




Family Information Booklet

ARARAT PRIMARY SCHOOL 800



Telephone: 5352 1253

Email: araratps@edumail.vic.gov.au

800 reasons to enjoy education...

800 reasons to welcome you to ARARAT PRIMARY SCHOOL 800

Dear Parents/Carers,

On behalf of the Ararat Primary School 800 community, we would like to extend a warm welcome to you and your family. We hope your association with our school will be a happy and productive one.

In 2009 we committed to the motto: **'800 reasons...'**.

This motto is used in all aspects of our work with students, teachers, families and community members, and we feel certain that you will be able to find **'800 reasons to enjoy being part of our school community'**.

We look forward to getting to know you and your family and trust that your experiences at our school are positive and exciting.

We thought it would be a good idea to share some useful facts to assist you and your family to settle into Ararat Primary School 800. If you are a Prep parent then you should read this in conjunction with the Prep Parent Information booklet.

Ararat Primary School 800 is an inclusive primary school, offering the very best in educational, social, sporting, and performing and visual arts opportunities. We are proud of our school and the part we play in our community.

We welcome you to our community.

Kind Regards

Karen

**Karen Howden-Clarnette
Principal**

Telephone: 5352 1253

Email: araratps@edumail.vic.gov.au



ABSENCES

Parents are required **by regulation, to inform the school** of the reasons for a child's absence. Could you please telephone the school before 9.00am if your child will be absent.

Our school seeks to have all children at school every day and we will assist you at any time should you have issues with getting your child to school. Just speak with your child's teacher. Your child's communication book can be used to explain a forthcoming absence.

ACCESS TO SCHOOL

Having streets on all four sides of the school gives us the unique situation of being able to separate the various modes of pupil transport, to maximise their safety. We would like parents and students to observe the following arrangements: -

MOORE STREET (Main Front Gate) - bus travellers only and car travellers.

(Small pedestrian Gates) - limited access for car travellers.

RUNDELL STREET - bicycle riders only.

KING STREET - car travellers.

All parents must notify the office of their presence in the school grounds at all times other than when dropping children off at the start of the school day or picking them up at the end of the school day. Simply sign in at the office on your way in, and sign out when you leave.

BICYCLE RIDERS

To ensure the safety of our bicycle riders we would ask parents to observe the following:-

1. **VIC ROADS recommends that children under 8 DO NOT ride bicycles to school.**
2. Bicycle racks should be used to store bicycles. (located Rundell Street entrance.)
3. Before children are allowed to ride to school, it is expected that they know the appropriate road rules.
4. Only bicycles of the appropriate size and in road worthy condition should be ridden to school.
5. Bicycle riders should be particularly careful when they are arriving and leaving the school as Rundell Street is very busy before 9am and after 3.20pm.



6. Bike riders must wait at the office after school and will be dismissed by a staff member when traffic has cleared.

CAR TRAVELLERS PLEASE NOTE

1. It is illegal to park in the bus only area in Moore Street or adjacent to intersections.
2. With fewer cars using Rundell Street the safer it will be for our bicycle riders.
3. Parking on the school side of the street when dropping your child at school or picking them up is a much safer practice than parking so that your child has to cross a street.

CHILDCARE (YMCA CLUB)

We offer Before School Care, After School Care and Vacation Care. The YMCA operates this program on site at our school, operating a wonderful program of activities. **Before School Care is available from 7.45- 8.45am, After School Care is available from 3.20pm-6.00pm**

The YMCA can be contacted on 0400 886 524 and they will be happy to provide you with registration papers and any other details you require.

CHILDREN'S HEALTH

We encourage faithful attendance at school, but please remember that sick children must be kept home. Whilst we are able to provide for minor upsets at school, the school policy is to contact parents if the illness is protracted, could be of a serious nature or an injury is suffered, so that the child may be taken home.

Please send a note to explain the reason for each absence.

If medication is to be taken at school, written instructions and the medication must be handed to the Office Staff.



It is clearly parents' responsibility to ensure that the school has an adequate supply of medication for your child.

Children are not permitted to self medicate at any time.

The only exceptions are regular monitored medications such as insulin and asthma medications.

If your child suffers from asthma or anaphylaxis an Inhaler/Epipen and/or Anapen must be kept at the school and that you consult your G.P regarding an asthma/anaphylaxis management plan to ensure your child has a plan in place.

CHILDREN'S RESPONSIBILITIES:

In order that these rights can be observed we expect our students to:

- Respect the rights of others
- Behave in a socially acceptable way
- Respect their own and others property
- Respect the environment
- Be concerned for and tolerant of others
- Play safely
- Be courteous and well mannered

CHILDREN'S RIGHTS:

Children have the right to:

- Work and play without interference
- Have a happy, safe and secure environment
- Be valued and treated with respect
- Feel secure to express themselves

CIRCUS SKILLS



Stilt walking, juggling, acrobatics and clowning. These activities form part of Ararat Primary School's Performing Arts and Physical Education programs.

Circus is taught to each student in the school and students have the opportunity to become part of Bamboozle, the school's circus, which performs in our local community, as well as further afield. Combined with fitness, strength and flexibility training it is a wonderful vehicle for students to develop self confidence and self expression.

CLASSROOM BEHAVIOUR:

All classroom teachers are expected to establish a set of classroom rules so that students clearly understand the expectations of that particular classroom.

In conjunction with these rules, a set of positive and negative consequences will be established in accordance with the Student Discipline Procedures 1994.

CODE OF CONDUCT

The school's Code of conduct for Students is based upon the belief that children have a right to learn and teachers have a right to teach. If those rights are violated then those responsible will be disciplined in accordance with the Student Discipline Procedures, 1994.

COMMUNICATION AND REPORTING

Avenues of effective formal and informal communications exist to provide opportunities for teachers and parents to establish a friendly, supportive and co-operative working relationship.

These include:

Communication Books/Diaries - These are used by all class teachers and are a means of daily two-way communication between home and school. It is important that parents check these daily. School notes and newsletters are usually placed in the communication book. Parents are reminded that a written explanation is required for each absence.

School Newsletters - These are distributed weekly and are usually sent home on a Thursday.

Parent – Teacher Interviews - These discussions assist teachers, parents and students to build a positive relationship to ensure three way communication. They aim at sharing information about student achievements, and provide an opportunity to set goals, discuss success and assist with strategies for improvement.

Written Reports - These will be issued to parents in June and December. The report will cover both the academic and social development of the child.

Ararat Primary School 800 Website

Our website will be ready for 2011 and will contain all of the information in this document, as well as up to date information on school events, community news and weblinks.



CONTACT DETAILS

It is imperative that the school has your current phone number and that of a responsible friend or relative.

If confidential contact information changes please notify the school immediately. This includes changes to your telephone numbers.

DISCIPLINARY MEASURES

Disciplinary measures taken should reflect the seriousness of the violation. In most cases when a child errs for the first time an explanation of the rules connected with the behaviour would take place.

This would constitute a warning. In keeping with Student Discipline Procedures, 1994, continued breaches of the rules can result in:

- **Withdrawal of privileges, including exclusion from excursions or camps**
- **Withdrawal from class where appropriate supervision can be provided**
- **Detention, parents will be given written notification prior to/after school detention.**

Generally, children who swear, fight or endanger others at school will incur an automatic detention.

When children demonstrate antisocial or uncooperative behaviour, parents will be notified. Logical consequences include:

- **Discipline meetings with the child, parents, Principal and or teacher**
- **Detention**
- **Suspension**
- **Exclusion**



NB. Strategies for managing suspension conferences and expulsion review as well as procedures for monitoring and evaluating the code of conduct will be added as written in the document, *"Guidelines for developing the Student Code of Conduct."*

EARLY CLOSING OF SCHOOL

This school will close at 2.20 pm on the day prior to each school vacation. Bus travellers will be dismissed at 2.10 pm.

EARLY COLLECTION OF CHILDREN FROM SCHOOL

If collecting children early, please report to the office to collect children. Do not go directly to your child's room. You will need to sign the 'Early Departure' book.

EXCURSIONS AND CAMPS

Camps and excursions provide practical experience as an extension or reinforcement of classroom activities. They relate closely to the school curriculum and provide meaningful learning situations. Social skills, leadership, respect for the environment and enjoyment are the aims of these activities.

Prior to an activity, full details are circulated to parents.

All costs related to camps and excursions are borne by the parents.

In exceptional circumstances some financial assistance may be available. Such matters may be addressed confidentially with the Principal.

The safety and well being of the group is to be considered at all times. The school reserves the right not to include students in the educational excursions and camps programs due to behavioural and safety reasons.

FOOD

We encourage waste minimisation and hope that you will use environmentally friendly/reusable lunch wraps. Fruit may be eaten in classroom fruit breaks and water only may be used in classroom water bottles.

Chewing Gum is not permitted in the school grounds.

GAMES

No games involving tackling, grabbing, hitting or throwing dangerous objects at other people are allowed.

HOME PROGRAMS

Reading with your child and talking about what they are reading is a vital factor in improving literacy results. This partnership between home and school is vital to us all. We would ask that parents and their children participate in the home reading program. Your child's class teacher will chat with you about their specific requirements.



HOUSE SYSTEM

A house system operates throughout the school with new students being allocated to the same house as older brothers and sisters.

The four houses are: - Flinders (Blue); Henty (Gold); Mitchell (Red); Sturt (Green). The senior students of each house elect House Captains and Vice-Captains. The captains are presented with badges at a special assembly.

IMMUNISATION CERTIFICATE

All children enrolling in Prep level of Primary School are required to have presented on their behalf an "*Immunisation Certificate*" before commencing school. Parents of children starting in Prep grade must obtain an Immunisation Certificate from their Local Council Health Department.

INFECTIOUS DISEASES

Children suffering from infectious diseases shall be excluded for the periods described in the following table:

German Measles (Rubella)	Until fully recovered at least seven days from the onset of the rash.
Measles	At least four days.
Whooping Cough	Medical Certificate or four weeks.
Head Lice	To be excluded until treated. The most effective lotion may be obtained from the school office. The school office can provide advice.
Scarlet Fever	Medical Certificate.
Hepatitis	Medical Certificate.
Ringworm	To be excluded until treated.
Impetigo (School Sores)	Excluded until treated. All sores must be covered.
Mumps	Until fully recovered.
Poliomyelitis	Medical Certificate.
Chicken Pox	Until fully recovered.
Diphtheria	Medical Certificate. Two negative swabs.
Conjunctivitis	Until eye discharge has ceased.

The School may be contacted for further information including infectious diseases not shown in this table.

The School Medical Service checks all children in Prep and parents are notified of any concerns resulting from these checks.

INFORMATION AND COMMUNICATION TECHNOLOGY EDUCATION

Each of our classrooms have been updated with new computers. In addition to this, our Year 5 students (year 6 in 2011) have been part of a Netbook trial, so all of them have a Netbook of their own.

We understand that computers are an important learning tool that our students need to be very familiar with. We are aiming for a combination of laptops and desktops and a good ratio of computers to students. Every classroom has an interactive whiteboard which is used by both teacher and students as part of the interactive classroom.

LIBRARY

All classes use the library facilities. Borrowing routines are taught and children are encouraged to borrow regularly.

All children must use a borrowing bag to house any borrowed books.

Parents may be responsible for the cost of replacing unreturned or damaged books.

LOST PROPERTY

All personal property should be clearly labelled to ensure ease of identification and return of lost items. A lost property box (in Sick Bay) is used to store unclaimed items. Parents are encouraged to check this regularly.

Schools have been requested to inform parents that private property brought to school by students is not insured, nor is D.E. & T or the school responsible for any loss.

LUNCH ORDERS

On Fridays the School Canteen provides lunch orders for our students. A list of available items and their costs is sent home at the beginning of each year. It is important that parents send the correct money with the order in a brown paper bag. These are available from the Canteen if required. Our Canteen complies with Departmental requirements regarding healthy eating options.

Children are not permitted to go down the street to purchase lunch.

MONEY AND VALUABLES

Electronic games, mobile phones and valuable swap cards or other items must not be brought to school.

Money sent to the school for excursions, canteen, school bank and the like should be in a school envelope bearing the child's name, year level and purpose. Envelopes are available at the office

OTHER FEATURES OF THE ARARAT PRIMARY SCHOOL 800 CURRICULUM INCLUDE:

- Reading Recovery
- Reggio Emilia inspired P-2 program
- EMU – Extending Mathematical Understanding intervention program
- Kindergarten - Prep transition program
- Year 6 to Year 7 transition program
- Interschool sport
- Camps and Excursions program
- Program for Students with Disabilities
- Buddy Program for Prep students
- Religious Education
- Annual school musical production
- Athletic sports
- Support groups for children experiencing difficulties
- Library
- Environmental programs – Green Team
- Traditional ANZAC Display - School - Community



- **Information Nights for Community**
- **Social Skills programs**
- **Speech Therapy**
- **Thorough Assessment program**

PARENTS' CLUB/VOLUNTEER ASSISTANCE

Our school keeps a list of volunteers who are willing to assist the school in a whole variety of ways. Volunteers are able to assist with gardening, excursions, canteen, library, classroom assistance and 'handy person' tasks.

At various intervals throughout the year, a note will go out via the newsletter asking families to volunteer their assistance. Please contact the Principal if you would like to volunteer, or ask at the office to have your name recorded.

PARENTAL PARTICIPATION AND INVOLVEMENT

At Ararat Primary School we believe that parents have both a right and responsibility to actively participate in their child's education.

The implementation of the school's philosophy of developing each student requires an active and dedicated school community. The school community is strengthened by actively encouraging a wide - ranging participation of all parents at all levels of its operation.



Benefits

Through these areas of involvement parents and students will be able to gain the following benefits: -

- **Insights into the school programs and planning.**
- **Sharing and passing on ideas to benefit the student's schooling.**
- **Raising funds for improving school facilities.**
- **Improved student performance because of parental interest shown.**

Areas of Participation

Parents are encouraged to participate in a wide range of areas including:-

- | | |
|--------------------|--------------------------|
| (a) School Council | (b) Classroom assistance |
| (c) Excursions | (d) Sporting programs |
| (e) Working bees | (f) Library assistance |
| (g) Typing support | (h) Reading program |

Parents are invited to indicate their interest and availability to become involved in these programs by contacting the Principal, or your child's classroom teacher.

PLAYGROUND AREAS

Grades P-2 children may use the *little adventure playground*.

Grades 3-4 children may only use the *adventure playground at the front* of the school.

Grades 3-6 may use the *big adventure playground*.

PLAYGROUND BEHAVIOUR:

It is important that all students and teachers are familiar with general School Rules and that these be reviewed regularly.

PERMISSION TO LEAVE THE SCHOOL GROUNDS

Children are not permitted to leave the school unless this is specifically requested in writing or in person **by a parent or guardian**. It is essential that the procedure be adhered to, to ensure that the school has appropriate records in an emergency.

Some parents may be in a situation where they have sole custody of their children with the other parent only having access at some specific time arranged by the Family Court. The parent who does not have custody is not entitled, by law, to come to the school to see the child in such circumstances. However, reports of a child's progress can be made available to an estranged parent on his / her request. **The school must be informed if there are any current court orders relating to custody or access.**

PHYSICAL EDUCATION

Students at all year levels undertake a physical education program. This program provides children with opportunities to be involved in active and participatory physical activities, to sequentially develop physical skills and to assume healthy attitudes and habits. A swim \ gym program at the YMCA is offered to all children for one term of the school year.

In addition students have the opportunity to represent the school in a chosen sport against other primary schools at regional and state level. We strongly support a healthy, active environment emphasising that exercise is fun!



We emphasis participation and sportsmanship rather than just winning.

All children participate in physical education as prescribed by the Department of Education and Early Childhood Development. If medical conditions prevent participation, parents are asked to provide a note.

PUNCTUALITY

Please ensure that your child arrives at school on time. Punctuality is an expectation for all of us.

Learning time at our **school begins at 8.50 am**. We earnestly seek your help to ensure a prompt start to the school day. The school day begins with reading so please speak with your child's teacher if you feel you are able to help at this time.

Children should not be at school before 8.30 am. It is also expected that all children will have left the grounds at the end of the day by 3.30 pm.

RELIGIOUS EDUCATION

Where possible, a half hour session per week is taken at all year levels. This program follows the Agreed Syllabus approved by the Council for Christian Education in Schools. If parents do not wish their children to be involved in this program they must notify the school in writing.

SCHOOL BANK

Student banking is encouraged. A school bank account for your child may be opened through the school with the Commonwealth Bank. Bank day is each Wednesday throughout the year. The office staff will carry out necessary transactions.

SCHOOL BUILDINGS

Children will not be inside before the 8.50 am bell unless supervised by the teacher.

Children will not be allowed inside at recesses without yard duty teacher's permission.

SCHOOL HOURS

Instruction times are as follows:

Session 1	8.50 am -	11:00 am
Recess	11:00 am -	11:30 am
Session 2	11:30 am -	1:30 pm
Lunch recess	1:30 pm -	2:20 pm
Session 3	2.20 pm -	3:20 pm

SCHOOL PRODUCTION/CHOIR/PERCUSSION BAND/RECORDER GROUP

The school presents an Annual School Production, which is an outstanding event and very much a part of the community cultural calendar. All year 5 and

6 students are involved in some way in the production, many finding their talents for the first time!

We also have a Junior Choir, Senior Choir (Grades 4-6), Percussion Band, Recorder Group, Private Piano Tuition and Circus Troupe and a Boys Performance Group.

SCHOOL UNIFORM

It is expected that all children take pride in their school by wearing Ararat Primary School Uniform.

School uniforms may be purchased from **'Fosters Mensland'** who supply the school hat and windcheater or **'TARGET'** and other suppliers for polo shirts, grey trousers, tracksuit pants etc.

SUMMER UNIFORM - BOYS

Grey Shorts
Yellow Polo Shirt
School Polar Fleece
Black shoes or black sneakers
School 'tub' Hat

SUMMER UNIFORM - GIRLS

Blue & White check frock with white collar **OR**
Navy Shorts/Culottes
Yellow Polo Shirt
School Polar Fleece
Black Shoes or black sneakers
School "tub' Hat

WINTER UNIFORM - BOYS

Navy Blue Tracksuit pants or Grey Trousers
Yellow Polo Shirt/Yellow Skivvy
School Polar Fleece
Black Shoes or black sneakers

WINTER UNIFORM - GIRLS

Plain Navy Blue Tracksuit pants
OR Grey Pinafore
Yellow Polo Shirt/Yellow Skivvy
School Polar Fleece
Black shoes or black sneakers

PLEASE LABEL ALL ITEMS OF UNIFORM CLEARLY. Our lost property box is usually overflowing and this is because we do not know who owns these items. Labelling your uniform will save you money in the long run.

Please also note:

- Fashion clothing is discouraged. Thongs, loose shoes and tank tops are not suitable for school wear and must not be worn.
- In the interests of student safety, the wearing of jewellery is discouraged.
- The wearing of tattoos, makeup or coloured nail polish is discouraged.
- Fingernails should be kept cut short.
- Denim jeans must not be worn.
- Hair ties are to be blue or yellow.

We suggest that you label items of clothing inside the waist band, pocket or collar and that you use a permanent marker.

STUDENT AND CLASS MATERIALS AND SERVICES CHARGE

The school charges a minimal Students and Class Material and Services charge. This charge covers all classroom requisites in all classes including specialist, library and information technology classes.

Each year these charges are set at the November School Council Meeting. Parents who have difficulty in meeting this requirement should discuss the matter with the Principal or the Business Manager.

A government sponsored Education Maintenance Allowance is available to parents who hold either a Commonwealth Pensioner Health Benefits Card, Commonwealth Care Card or Commonwealth Benefits Card. This will cover all the materials costs plus some additional benefits.

Applications are required at the commencement of Terms 1 and 3. Application forms are available on request at the school – please ask for a form – do not miss out on this valuable assistance that will cover the Material and Service charges.

STUDENT WELFARE

The welfare of students in our school is of utmost importance. Children are given the opportunity to discuss issues individually, or in groups, as the needs arise.



Some programs currently operating in our school are: -

1. **Support groups for children experiencing difficulty**
2. **Behaviour modification programs**
3. **Social Skills - introduction, demonstration and rehearsal of specific skills**
4. **Hammer Grammar – a skills program operated in conjunction with the Men’s Shed**
5. **Program for Students with Disabilities - as well as providing an opportunity for all children to be involved in school programs, our Disabilities Program provides support for teachers and parents as well.**

Children at this school are encouraged to initiate activities. Our School Leaders Program is an example of how children are demonstrating responsibility. These children are wonderful role models for the other children to relate to. This enhances our positive school atmosphere.

Any issues or concerns you may have related to Student Welfare should be directed to the Principal or your child’s classroom teacher.

SWIMMING PROGRAM

This program is provided at the YMCA. Each year level is allocated a ten-week period during the year. Children are grouped according to ability. Students have one swimming lesson and a ball handling skills.

‘Swimming is a fun way for students to learn to swim or improve their swimming skills, as well as an opportunity to improve their ball handling skills.

As a high level of supervision is required, parental assistance is required to run the program.

The cost of the swimming program is borne by the parents and payable prior to each day’s participation.



TERM DATES**2011**

Term 1 4 February (students start) to 8 April – Teachers begin Term 1 on 1 February

Term 2 27 April to 1 July (26 April - ANZAC Day Public Holiday)

Term 3 18 July to 23 September

Term 4 10 October to 22 December

Prep Grade parents are expected to keep their children home to rest on each Wednesday until end of February (first 4 weeks).

2012

Term 1 6 February to 30 March

Term 2 16 April to 29 June

Term 3 16 July to 21 September

Term 4 8 October to 21 December

2013

Term 1 1 February to 28 March

Term 2 15 April to 28 June

Term 3 15 July to 20 September

Term 4 7 October to 20 December

Pupil Free Day and holiday childcare is available. (See Childcare heading.)

VISUAL ARTS

We are very proud of our Visual Arts Program. This program provides all of our students with opportunities to creatively express themselves through a variety of media with experiences in painting, drawing, threads and textiles, modelling, construction, printing and collage. We have community exhibitions and student work is regularly exhibited around our school. Our Visual Arts Program is second to none!



PLEASE NOTE: All children are expected to wear an art smock/old shirt to protect their clothing when participating in Art sessions

Kind Regards from all of the staff at Ararat Primary School 800