YACKANDANDAH PRIMARY SCHOOL

INFORMATION BOOK

2017

Every Child, Every Chance, Every Day

Contact Details

Yackandandah Primary School
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Yackandandah Vic 3749

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Website: www.yackaps@vic.edu.au

Principal - Michael Edwards
Office Manager - Sandra McKibbin
School Council President - Nick Shaw
Kindergarten Educational Leader - Marisel Blefari

Staff – 2016

Foundation – Judy Prlic

One/Two – Angie Vincent

Two/Three – Kelli Bedggood

Three/Four – Lauren Roberts & Brendan Hogan

Five/Six – Earle Mason

Five/Six – Stacey Oliver

Art – Carolyn Martin-Doyle & Mandy Labram

LOTE – French – Mandy Labram

Music – Jenny Cope-Williams

OSHC Co-ordinator – Kerri Styan

Yackandandah Kindergarten Admin – Jennie McKern

Staff 2016

Introduction
The information in this booklet is intended to provide parents, families and friends with a context and understanding of Yackandandah Primary School.

TERM DATES – 2017

Term 1: 30th January (teachers start) to 31st March

Term 2: 18th April to 30th June

Term 3: 17th July to 22nd September

Term 4: 9th October to 22nd December

TERM DATES – 2018

Term 1: 29th January (teachers start) to 29th March

Term 2: 16th April to 29th June

Term 3: 16th July to 21st September

Term 4: 8th October to 21st December

The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The remaining three student-free days are determined by each individual school.

SCHOOL HOURS

9.00 a.m. to 3.30 p.m.

Fruit Break	10.00am
Lunch	11.00am to 11.45am (supervised eating from 11.00-11.10)
Recess	1.45pm to 2.30pm

The learning of punctuality by students is important. They need to be at school by 8.55 a.m. when the first bell is rang in preparation for the 9.00 a.m. commencement of lessons.
In order to ensure safety, please do not send your child to school before 8.40 a.m. each morning. A teacher will be on duty between 8.40 a.m. and 9.00 a.m.

Students at school before 8.40am need to be booked into Before School Care which operates from 7am to 8.40am.

If your child is late to school he / she must be signed in at the office.

NO STUDENT IS TO LEAVE THE SCHOOL GROUNDS AT ANY TIME
WITHOUT PERMISSION FROM A TEACHER

School Council

School Council meets monthly and has the role of making decisions regarding the direction and management of the school within DET guidelines. It consists of parents, principal and staff and School Council has the power to co-opt other community members. Currently school council consists of 8 parents and 3 Department of Education and Early Childhood employees.

All Parents are welcome to attend Council meetings.

Current School Councillors are:

- Nick Shaw	President
- Jodie McClellan	Vice President
- Angie Vincent	Secretary
- Michael Edwards	Principal (Executive officer)
- Dave McAuliffe	Treasurer
- Edwina Farley	Parent representative
- Richard Stamp	Parent representative
- Elle Walker	Parent representative
- Donna Jones	Parent representative
- Reg Jackson	Parent representative

Powers and duties of the School Council include –

- Formulation of the School Strategic Plan
- Developing the education policy of the school, consistent with school goals and Department of Education guidelines
- Promoting parent and community participation and interest in the school
- Conducting educational activities for the benefit of the community
- Allowing use, by outside bodies, of the school building and grounds under its control
- Annual reporting to the school community
- Holding property on behalf of the Minister
- Purchasing equipment for the school
- Forming sub-committees
- Responsibility for the financial arrangements within the school
- Overseeing maintenance on buildings and grounds.
- Management of Outside School Hours Care.
- Management of Yackandandah Kindergarten.

School Council operates three sub committees (Finance, Policy & Communication and Yackandandah Kindergarten Management Committee) which meet each month.

Our History – Yackandandah Primary School has been part of Education in the local area for 150 years – a history to be proud of:

1852 – First tent school in the gold fields

1855 – 1872 – The first school in Yackandandah is opened on July 1st 1855 - A Church of England school (No. 694) that covered the primary years

1863 – First numbering of schools. Yackandandah School – Number 694

1864 – Sir Isaac Isaacs, number one pupil in the register at Yackandandah Common School

1872 – The new school opened on November 1st 1872, No. 1103. The previous school No. 694 was struck off the roll. The new building consisted of three rooms and the architect was James E Murphy.

1872 – Education act – Education to be secular, compulsory until the age of 15, free in basic subjects.

1873 – Education Department established and Yackandandah School became a State School. John Bezley was the first head teacher. District Inspector Craig reported that, 'Yackandandah was the most respectable school in a large district'.

1874 – Another brick building was added at a cost of 522 pounds.

1888 – Negotiations between the Church of England and the Education Department terminated with the sale to the department of the adjoining acre and a half of land. The price was 400 pounds.

1891 – A second brick school house was built on a more central part of the now enlarged ground, and it stands today as the dominant feature of the school complex.

1899 – The timber school at Eurobin was transported to Yackandandah and re-erected for use as an infant room. The first brick building, built 27 years earlier, no longer matched the needs of the school and was sold for removal.

1913 – District Inspector Thomas reported the need for more accommodation in the infant school. The department allocated 2900 pounds for two new classrooms, a cloak room and for the renovating of the school to take 180 pupils the next year. While the work was in progress, the public hall across the road was used. The children were back in their school in May 1916.

1924 – The department bought a six-roomed weatherboard residence for the head teacher.

1939 – Electricity was taken to the school.

1942 – 1945 – The RAAF used the head teacher's office as a control room for the air observation corps, who were based at Wangaratta.

1948 - The school committee installed a wireless system with three extension speakers.

1958 – A bicycle shed was constructed by the school committee as well as a new shelter shed to replace the old one.

1964 – A new room for seniors was added to the school.

1972 – Centenary Celebrations

1973 – Back Creek School Closed

1974 – Purchase of old house next to school grounds for future playground extensions

1976 – Construction of the rock wall by prisoners from Beechworth prison.

1977- Gas heaters and new drinking taps were installed

1979 – A new portable classroom was sited, again relieving the overcrowding of classrooms.

1981 – Upgrading of old building including a library at the front of the building, librarian's office, store room, principal's office, sick bay, staff room, staff toilets and shower. One classroom was retained in the old building with four relocatables positioned on the eastern side of the school. Two houses on the west end of the school were purchased to allow expansion of the playground.

1982 – An old portable classroom was removed to make way for a new large relocatable double classroom. The windows on the old building were glazed (previously had been bricked up).

1983 – Regionalisation was introduced and local communities became more responsible for schools. Another large double relocatables classroom was added and covered walk ways were constructed.

1988 – Construction of new toilets.

1994 – Wooragee Primary School developed as an annex of Yackandandah Primary. Japanese language introduced to the school. Permaculture area developed in the school grounds. CASES administration system introduced to the school.

1999 – School Council purchase of building – used as an additional classroom.

2000 – Use of 'His Place', a hall across the road as an art room.

2002 – Construction of a new permanent classroom. Indigo Shire Outside School Hours Care uses school facilities.

2003 - Construction of a new courtyard area. Development of a three year plan to upgrade computer resources throughout the school. Yackandandah Primary managing all aspects of Outside School Hours Care.

2004 – A 20% growth in enrolment resulting in a portable classroom installed on the west end of the school. The commencement of the school organised Annual Billy Cart Race event.

2005 – 150th Celebrations including a bush dance and the planting of a time capsule. Multipurpose room facilities improved. CASES 21 pilot school. Development of the School Garden Club.

2006 – Installation of a new playground. Development of new School Motto.

2007 – Installation of new interactive whiteboards in each classroom, shade sails installed over play area and old building roof replaced. New School Logo introduced. Community Links Regional Award.

2008 –Building Futures process – Masterplan developed. New school website.

2009 – Netbooks in the 5/6B classroom as part of a pilot program. Building Futures process continues.

2010 – Construction of new school/removal of all portables. Refurbishment of old building including new art room.

2011 – New school complete and official opening.

Profile

Yackandandah Primary School is situated in North-East Victoria between Beechworth and Wodonga and some 300km from Melbourne. It serves a community within a 20km radius from which the students are bussed, driven, walk or ride to school. Yackandandah is a picturesque and historic town with a strong heritage linked to the early discovery of gold in 1852. The preservation of heritage buildings, a hub for artistic endeavours and a scenic setting have all promoted Yackandandah as a tourist destination.

The school has attractive surrounds which include an engaging playground and equipment, as well as passive play areas. The current student enrolment is 143 students. Yackandandah Primary operates six class groups with an overall teaching staff of 6.8. The six class groups operate in learning centres. The school is supported by an office manager. The school provides Visual Arts, Music and French programs. There is also a strong leadership program in place. Student voice is evident through Junior School Council and representation on Indigo Shire Junior Council.

Other Significant Factors

- The new school has several flexible and dedicated learning spaces. This includes a multi-purpose room, kitchen, conference room, counselling room, library resource area, art/music room and several 'wet' areas. All of the indoor learning centres lead to outdoor learning spaces such as the deck and top courtyard.

- A specialist Music and Visual Arts program is offered to all students as well as private key boarding, ukulele, piano and guitar lessons. The Arts program is well established and resourced. This program is a highlight of the school and is valued by the community.

- We recognise the large role technology will play in your child's future and as such, it is integrated into the curriculum across all year levels. This includes using technology for learning, interacting and sharing. Each student in Year 5/6 has 24/7 access to a personal netbook computer to help them with their learning. We are currently developing a long and short term plan for ICT in order to ensure resources are used wisely and effectively.

- The school focuses on identification of students requiring extra assistance and provides a variety of intervention strategies such as Occupational Therapy, Speech Therapy and some individual reading support. The school is becoming proficient at the identification, intervention and monitoring of 'at risk' students. Of course intervention may be applied to those students at the other end of the spectrum i.e. our high achievers. These students also have access to a differentiated program that recognises and enhances their learning.

- The students at Yackandandah Primary are fortunate to have the opportunity to participate in a number of extra activities which enhance the curriculum. These activities include – a snow skiing program, cultural activities, a camp program for Years 3-6, excursions for each year level each term to enhance the classroom foci, a swimming program from F-6, unicycling, and an active after school sports program.

- Outside School Hours Care - The school operates before and after school care as well as a holiday program. The school manages all aspects of this program including staffing, funding, accreditation and accountability.

- The school is also the nominated provider for the operation of the Yackandandah Kindergarten. The primary school council manages and is responsible for the operation of the kindergarten. The liaison between the two institutions strongly supports a focus on early childhood learning.

- The school has engendered outstanding support from parents and the wider community in areas such as fundraising, working bees, camps, reading, hot lunches, book club and assistance with the newsletter.

- Community involvement – Yackandandah Primary School has a high commitment to community involvement and is an integral part of the broader community. The school participates in a number of community events throughout the year including the Folk Festival, Hard Yacka and Billy Cart Races. The school also has many links with groups such as the RSL, sporting bodies, senior citizens and the Indigo Shire.

Vision, Values and Goals

VISION

Yackandandah Primary School has an expectation that children will be happy, confident, self disciplined and motivated risk takers who strive for excellence whilst having respect for one's self and others. The school seeks to engender a positive community spirit which encourages learning in a caring, family atmosphere where children are the focus and individual needs are met. We seek to provide a safe, happy and responsible school community in which your child can learn and be valued as an individual within the context of a wider community.

VALUES

The values which form the basis of our actions are:

- We show Respect
- We are Fair
- We are Learners

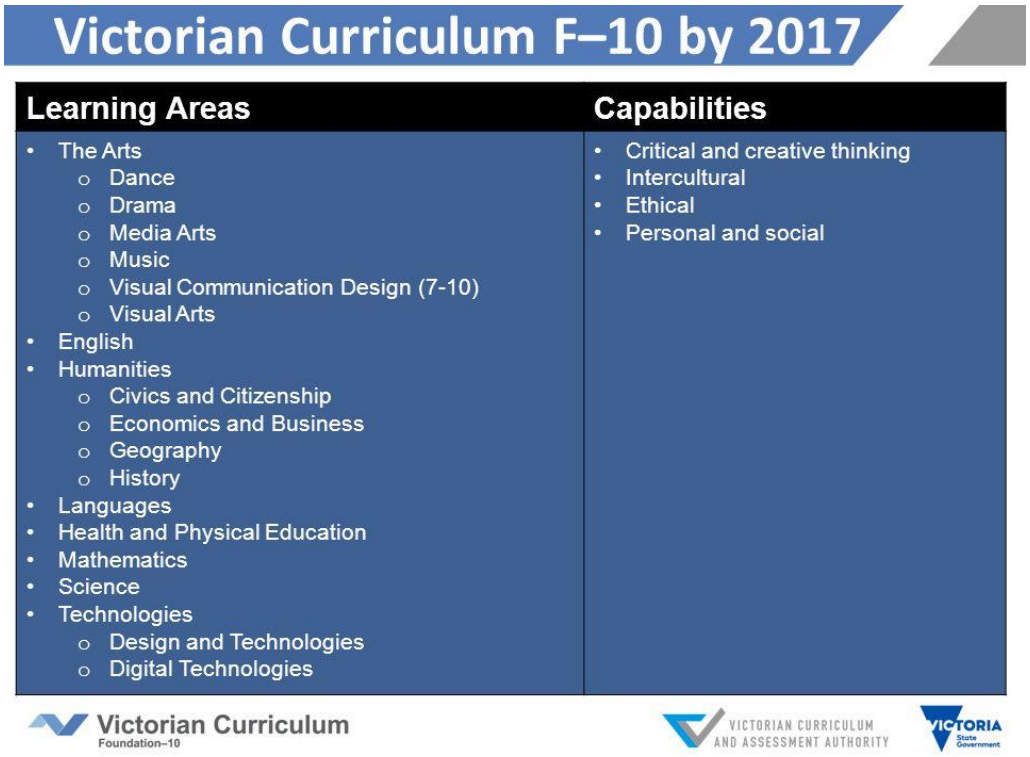
STRATEGIC PLAN / ANNUAL IMPLEMENTATION PLANS:

Following a recently completed comprehensive review we have developed a four year strategic plan for the years 2015-2018. An annual implementation plan has been developed for 2015 and the school community are working towards a number of goals.

Curriculum

At Yackandandah Primary School we have high expectations that all our students will reach their full potential and excel to the best of their ability in all domains and facets of schooling.

The Victorian Curriculum is the Foundation to Year 10 curriculum that provides a single, coherent and comprehensive set of prescribed content and common achievement standards, which this school uses to plan student learning programs, assess student progress and report to parents.



Students need to develop a set of knowledge, skills and behaviours which will prepare them for success in their rapidly changing world.

All students need to develop capacities to:

- manage themselves as individuals and in relation to others
- understand the world in which they live
- act effectively in the world

<u>Cross Curriculum Priorities in the Victorian Curriculum</u>

Victorian Curriculum must be both relevant to the lives of students and address the contemporary issues they face. With these considerations the curriculum gives special attention to these three priorities:

- Aboriginal and Torres Strait Islander histories and cultures
- Asia and Australia's engagement with Asia
- Sustainability.

At Yackandandah PS, we are building a revised curriculum based on the new Victorian Curriculum which incorporates a strong emphasis on integrated learning and is strongly based around science. Below is an outline of an F-1 unit of work. Teachers use this outline to develop a comprehensive unit of work for each term.

Special Programs

School Wide Positive Behaviour Support - Yackandandah Primary School introduced SWPBS in 2011 and continues to focus on this structure. SWPBS is a framework that helps schools to plan and implement practices across the whole school and to improve educational and behaviour outcomes for all students. In general, SWPBS emphasizes four integrated elements:

(a) data for decision making,
(b) measurable outcomes supported and evaluated by data,
(c) practices with evidence that these outcomes are achievable and
(d) systems that efficiently and effectively support implementation of these practices.

As part of this program the school:

- operates a token economy to reward positive behaviours using Yaks.
- explicitly teaches expected behaviours in a range of settings,
- has developed a behavioural flow chart for inside and outside settings to ensure consistency.

Healthy Together Achievement Program - Our school is engaged in the 'Healthy Together Achievement Program'. This supports us to promote student's health and wellbeing. The program is lead by parent and staff representatives and works with the local community to enhance healthy environments and behaviours in children in a community context.

Unicycling - Yackandandah Primary introduced unicycling to Year 5 & 6 students in 2007. Unicycling was chosen for the many benefits for the rider. Along with building physical fitness and strength, unicycling enhances self-esteem and builds trust and cooperation between the rider and the teacher. Research has shown that unicycling improves academic performance, develops balance and gives students a unique skill that can be further developed.

Waste Wise – Yackandandah Primary School is a Waste Wise School. A waste wise school is one that makes a commitment to and then meets state-wide standard criteria for excellence in minimising waste and litter. Each classroom at our school has a compost bucket, recycling box and a waste bin.

Arts - There is a strong emphasis on The Arts with the school providing specialist Music and Visual Arts Programs. Extensive information and communication technology is provided to enhance curriculum delivery. To address rurality, the school receives Country Area Program funding.

School Choir

5/6 students with local artist Charles Sluga

Folk Festival 2016

Excursions and Camps – Each year we aim to offer all students excursions to enhance the units of work they are studying. Year 3 & 4 students participate in an annual 3 day camp and Year 5 & 6 students participate in an annual 4 day camp.
Excursions are arranged at reasonable intervals during the year to enable students to have first-hand contact with a variety of experiences. Care is taken to make sure that there are viable educational objectives in the excursion and that there are preparatory and follow-up lessons. Regard is given to the cost to parents and any family suffering financial hardship is invited to discuss the matter with the principal. **Our policy is that no child should miss out if it can reasonably be avoided.**

Parents can expect to be notified in writing well in advance of any proposed excursion. Written permission and authority to take emergency action in case of illness or accident is essential *Working With Children Checks* are required for parents attending overnight camps or long day excursions.

5/6 Arts Space Excursion

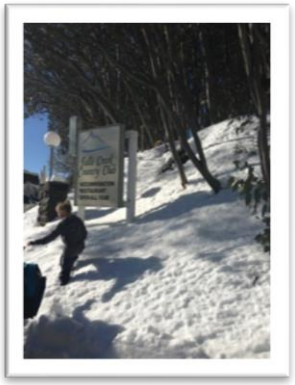
Yr 5/6 Canberra Camp

Yr 3/4 Melbourne Camp

Sustainability Day Excursion

The Bremen Town Musicians

Snow Skiing – In term three each year the Year 5 & 6 students participate in a snow skiing program. This involves three day trips to Falls Creek. Students are offered a choice between cross country skiing or downhill skiing. We aim to keep costs to a minimum.



General School Information

ABSENCES:
The DET has initiated a student attendance policy that demands that schools record reasons for absence of students. As such the office should be informed by way of a written note, email or a phone call, of the reasons for a student's absence.

If a student needs to attend a dentist, doctor or other specialist appointment during school hours they must have a note. When students leave the school during school hours they need to be signed out at the office.

ACCIDENT OR ILLNESS AT SCHOOL:
Should your child become ill or have an accident whilst at school, staff will treat the injured or ill child with utmost concern. A high number of staff hold a Workplace Level 2 First Aid Certificate. If necessary an ambulance will be called.
Parents are encouraged to be in the Ambulance Fund to avoid undue expenses.
If we feel treatment is needed or that the child should be home, then parents will be contacted immediately. If the parent is unavailable we will then contact the emergency name given on the child's enrolment form. If your child receives first aid at school a note will be sent home detailing the treatment given (e.g. ice pack).
Parents will receive a phone call for any incidents involving head injuries.

IT IS IMPORTANT THAT INFORMATION ON ENROLMENT FORMS BE KEPT UP TO DATE.

ADDRESSES:
It is important that the school records are accurate and current. Please advise the office promptly of any change of address or telephone number, and changes to back-up emergency contact numbers.

ADMISSIONS/ENROLMENT FOUNDATION:
If your child turns 5 years on or before the 30th of April, he or she is eligible to be enrolled at a Victorian primary school at the commencement of that school year. Children turning five after the 30th of April must wait until the following year before commencing school.

If you find that you are moving away from Yackandandah, your child will be accepted into the primary school of your choice. Please inform the school if you intend to leave and a transfer note will be issued to the new school.

ENROLMENT IMMUNISATION CERTIFICATE:
By law, your child must have an immunisation status certificate to enrol in primary school. An immunisation status certificate is a statement showing the immunisations your child has received. If your child has not received any immunisations, you must still provide a certificate.
Immunisation status certificates are available from the Australian Childhood Immunisation Register. The Australian Childhood Immunisation Register (ACIR) was established in 1996 and is a national register that records details of vaccinations given to children under 7 years of age who live in Australia. You can obtain a record of your child's immunisation history from ACIR through the Department of Human Services website. You will need to register for online services at the following link http://www.immunise.health.gov.au/ and then you will be able to request a history statement. Alternatively, you can call ACIR on 1800 653 809 and request that a statement is sent to you.

ART SMOCKS:
The school provides class sets of art smocks for your child to use during their art sessions so you do not need to provide an art smock.

BICYCLES:
If your child intends to ride a bicycle to school, please note the following points.
1. Ensure that the child receives careful instruction in road rules including correct hand signals.
2. Carry out regular checks on the bicycles for efficiency of tyres, brakes, bell, etc.
3. Children **must** wheel the bike through the side entrance on Wellsford Street to the bike racks situated beneath the Year 5/6 Learning Centre.
4. Safety helmets are to be worn.
5. Children 10 years and under are not considered capable of constantly following road rules or making accurate judgement of distance and speed. Students under 10 must be accompanied by an adult.

BOOK CLUB
Students are invited to purchase books through Scholastic Book Club at regular intervals throughout the year. Order forms are sent home via the newsletter.

STUDENT BANKING
Student Banking day is Thursday and is offered through Hume Building Society with a Clancy Koala account. Students bring their bank books to school on Thursday mornings and they are returned to them the next day.
Application forms are available from the school office.

BUS TRAVELLERS:
The school operates a school bus run through Yackandandah Coach Lines. To find out if you qualify for bus travel please call into the office. Students travelling on the bus must remain seated at all times. Training in road safety at home and school will assist in the safe transport of the children. Bus Captains will be appointed at the beginning of each year. The BUS ZONE is intended for bus use only and parents are requested to please observe these signs. **N.B.** Any child who is not a regular bus traveller **MUST** obtain permission via a note to the principal before travelling on the bus.

CHILD & FAMILY HEALTH PROGRAM
The Child and Family Health Program offers all Victorian children a health assessment in their first year at school.
School nurses deliver the program. It gives parents/guardians, teachers and nurses an opportunity to work together for the well-being and educational progress of children. In order to carry out a health assessment, the nurses need to know information that only parents or guardians have about their child. Prior to the school nurse's visit, parents will receive a School Entrant Health Questionnaire which will assist them to provide this information. Parents are encouraged to consult the school nurse at this time and discuss any concerns they may have. **All information is confidential.** The health assessment is not intended to replace your normal source of health care. School nurses are also available to see students from other year levels where there are concerns.

COMMUNICATION
Class teachers send regular emails to all families to keep everyone informed about classroom activities, excursions and general reminders. Please ensure the school office has an up to date email address for your family.

CONTACT WITH SCHOOL:
Should the need arise please feel free to contact the school by phone on (02) 6027 1431 at any time. Our Office Manager, Sandra McKibbin, will relay such messages to teachers or your child at recess and lunch times.
The principal will usually be available to speak with parents each day. If parents wish to meet with the principal or class teacher, they should ring and make an appointment through the school front office.
Contact can also be made via email.

CONVEYANCE ALLOWANCE
Any families who transport children more than 4.8 kilometres from their place of residence to school may be eligible for conveyance allowance. Please see the office for details.

FOOTWEAR:
Thongs and 'Crocs' are unsuitable and unsafe for school wear. Gumboots may be worn on very wet days. Runners should be worn for the Physical Education sessions.

FUNDRAISING:
As monies paid to the school by way of government grants are not sufficient to meet the school's needs, it is necessary to hold fundraising activities throughout the year. Our main supplementary sources of income are derived from parent contributions and school council activities. Your support in these activities is encouraged and welcomed.

Hard Yacka

Billy Cart Race

Folk Festival

HOT LUNCH:

Hot Lunches are provided by volunteers each week on a Friday for a cost of $3. Lunches include hamburgers, chicken burgers, yoghurt, pasta, fried rice, sausages rolls etc. We welcome and encourage parent assistance and a request for help will be sent out early each term. Hot lunches are advertised each Monday in the newsletter and orders can be sent to school in a paper bag with the student's name and class on it. Orders need to be in by the Wednesday. We aim for hot lunches to be healthy and nutritious in line with our 'Go For Your Life' healthy foods policy.

HEAD LICE:

The Head Lice School Policy states that parents are asked to regularly check their children's hair. They are also required to treat the hair and remove the lice/nits before a child is permitted to return to school.

A whole school head lice check will be conducted each term by trained volunteers. The parental permission form is included with the enrolment form.

HEALTH SUPPORT SERVICES

There are some Support Services available when special problems are encountered. Please do not hesitate to talk to the Principal if you have concerns in any of the following areas:

1. Specific Learning Problems
2. Emotional Problems
3. Social Problems
4. Physical Problems
5. Hearing
6. Vision
7. Speech

The School has regular visits from a Speech Therapist, Occupational Therapist and the School Nurse.

HOME LEARNING:

Our home learning emphasis is on home reading throughout the school. Home learning expectations develop with each year level.

Teachers are free to use home learning as a means of assisting a child's education outside the school setting. Generally, home learning is an extension of the classroom program giving parents the opportunity to share activities with their children. All students are expected to complete home reading each day.

GROUPING OF STUDENTS

The class groupings are primarily determined by the overall school enrolment and staffing allocation granted through the School Global Budget. Each year the school structure is determined through consultation with staff and school council. Students are allocated to class groupings considering friendship groups, siblings and in consultation with the class teacher from the previous year. Student groupings for the next school year take place in Term 4.

INDIGO SHIRE JUNIOR COUNCILLOR

A Year 5 student is selected to represent our school on the Indigo Shire Junior Council each year. This representative attends monthly meetings.

Our Junior School Councillor at a meeting in Beechworth

JUNIOR SCHOOL COUNCIL:

At the beginning of the year a boy and girl (in Years 3-6) are elected by each class to represent the class on the Junior School Council. Regular meetings are conducted to give the students an opportunity to have a say in what is happening in their school. The Junior School Council organises special days and activities including fundraising for charities and local organisations.

2016 Junior School Councillors.

2016 Mother's Day Stall

SCHOOL CAPTAINS:

Four students from Year Six are elected as School Captains at the start of each year. These students represent the school at various community events such as laying the wreath at the Anzac Day Ceremony.

2016 School Captains

Anzac Day 2015

HOUSE CAPTAINS:

Yackandandah Primary School has four 'Houses" – Hammond (blue), Wellsford (red), Kars (green) and Windham (yellow). Students are placed in a house on enrolment. Siblings are in the same house. Students are split into their houses on sporting days and other special events.

2016 House Captains

Wellsford House – 2016 School Athletic winners

INFORMATION NIGHTS:
Early each year, each class has an information night for parents/guardians. Teachers will outline the organisation and program for the year. There is a mutual exchange of information between teachers and parents.

INTERVIEWS WITH TEACHERS:
The school provides opportunity for two parent / teacher interviews during the year and two written reports are issued in June & December. However, we recognise and encourage liaison and co-operation between parents and teachers for the benefit of each student's progress, and for this reason we welcome opportunities to talk with the parents at any time. In order to avoid unnecessary interruptions to classes, it would be appreciated if parents could make an appointment if the need for an extra interview arises.

LIBRARY:
The school has a very well equipped and maintained library which all students are encouraged to use regularly. Parents are asked are asked to provide a library bag (approximately 30cm x 30cm) to ensure that books borrowed are properly looked after. All classes participate in a library session each week. Each class also has the opportunity for visits to the Yackandandah Library located across the road from the school. Library bags are available to purchase from the school office.

LOST PROPERTY:
All articles of clothing and belongings such as lunch boxes, flasks, schoolbags, books, pencils etc. must be clearly and permanently marked with the owner's name. Please check on this from time to time. Make sure that all articles of clothing worn to school are brought home again each day. If not, check what has happened to them and/or visit the school to check our Lost Property cupboard which is located outside the principal's office.

MEDICATION/FIRST AID:
Teachers are not expected to administer medication to children. Medication needed by children must be authorised by their parents. Information on medication must be in writing and include child's name, dosage required and time to be taken. All medicines to be dispensed are kept in the office. The principal (or a delegated member of staff) may supervise such administration. All teachers may give first aid treatment for minor injuries at their discretion. At school we have teachers with First Aid Certificates (Workplace Level 2) and we follow the School First Aid policy and Department guidelines.
Any child who receives First Aid will bring a note home. For all head injuries, including minor injuries, parents will be informed via a phone call.

NEWSLETTER/NOTICES
Each Monday the school newsletter is forwarded via the oldest child in each family or is available on the school website. This includes news, notes, reports and important dates. The newsletter is our major avenue of communication. Parents should check to ensure all notes and newsletters reach home. Extra copies of the weekly newsletters are also available at the front office. If you would like to contribute to the newsletter, all items need to be forwarded to the office by 3.30pm on the Friday before.

PARENT INVOLVEMENT

We encourage parent participation in all aspects of school life. When parents express confidence in the school and are involved in some way, their children are likely to be happier and perform better in the classroom. There are many ways in which parents can be involved:

- Classroom – story writing, reading, typing, computer, library, etc. Please just have a chat to the classroom teacher.
- Working Bees
- School Council/School Council Sub Committees – monthly meetings in the staff room (refer to the newsletter for dates).
- Excursions/camps/sports days.
- Hot Lunches
- Gardening with students

PERSONAL GOODS BROUGHT TO SCHOOL AT OWNER'S RISK

Personal property is often brought to school by students, staff and visitors. This can include mobile phones, calculators, toys, sporting equipment and cars parked on school premises.
Please note the Department of Education and Early Childhood Development does not hold insurance for personal property brought to schools and it will generally not pay for any loss or damage to such property.

PHOTOGRAPHS

School group and individual photographs are taken annually. Information regarding these is included in the newsletter.

WORKING WITH CHILDREN CHECKS

Parents attending overnight school camps and excursions must have a completed a *Working with Children Check*. For details contact the school office.

FOUNDATIONS

At the beginning of the year our Foundation students tend to take some time adjusting to a full week of school. **In 2017 Foundations will not attend school on Wednesdays during February.**
Each foundation student is allocated a Year Six buddy. The role of the buddy is to help each Foundation student settle into school routine. At the beginning of the year the Foundation students read with their buddy, eat, play and have lunch together and generally spend time together getting to know one another. Over the years our buddy program has developed into a highlight of our Foundation Transition Program. Foundation students receive a school hat on their first day.

Foundations with their buddies

2016 Foundation students

SCHOOL POLICIES:

The school is developing or reviewing policy statements constantly. From time to time they will be forwarded for your perusal and comments. We suggest all parents become familiar with our school's policy statements. These are all available on the school's website – www.yackaps.vic.edu.au. Please contact the principal if you require further information in regard to any of these.

WEB SITE: The school's website is located at www.yackaps@vic.edu.au

SCHOOL PAYMENTS:
The main advantage of the school payment package we use at school is that it takes the responsibility of handling students' payments from the teachers. When sending cash or cheques to school we ask that you send funds in a sealed envelope. Please place the following details on the front of the envelope:

- name of the students for which a payment is being made
- the amount of each individual payment
- what the payment is for
- the student's class e.g. 5/6E

These envelopes will be collected by teachers each morning and sent to the office for processing.
Statements in regard to school levies will be sent home monthly for parent convenience.
Payments can also be made over the internet into the school bank account.

VOLUNTARY CONTRIBUTIONS & SCHOOL FEES:
The School Council Finance Committee makes recommendations as to the amount of money that is needed to provide our students with the necessary education facilities and resources. Once this figure is determined, the School Council sets the fee structure which is payable by parents.

At this stage School Council Levies per child are:

Essential Costs:

- Curriculum Levy - $80
- Year F-4 IT Levy- $50

Optional Costs:

- Student Insurance - $8

Voluntary Contributions
Parents are invited to make a voluntary contribution to the school.

There are also excursion and other activities which are paid during the year.

THE CAMPS, SPORTS AND EXCURSIONS FUND (CSEF)
The CSEF is provided by the Victorian Government to ensure that no students will miss out on the opportunity to participate in educational and fun activities. If you hold a valid means-tested concession card you may be eligible for CSEF. The allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child. More information is available from the school office.

USE OF SCHOOL GROUNDS:
Many students use the school grounds after school hours or on weekends. We are responsible for your child during school hours - up to and including dismissal. However, the school is not responsible for your child after these times. Parents should ensure that children using the school grounds after school do so in a safe manner with the appropriate supervision and respect for school property.

WET WEATHER
During periods of wet or inclement weather, children are supervised by teachers in classrooms.

YARD DUTY SUPERVISION
During recess/lunchtime and before/after school the school grounds are supervised by teachers on a roster basis. Students are expected to follow playground rules. Yard duty supervision commences at 8.40am and concludes at 3.50pm.

SPORT & PHYSICAL EDUCATION:
The school organises programs in Sport and Physical Education and children are expected to participate in them. Sometimes it involves inter-school activities. The key is healthy participation. If for some reason your child is unable to join in, then please inform the teacher.
Children are requested to wear or carry clothing appropriate to these activities.
Annual events include:
Term 1 – Swimming – School Swimming sports
Term 2 – Athletics and Cross country – whole school
Term 3 – Snow skiing – Years 5/6, Winter Sports Years 3/4/5/6
Term 4 – Swimming - Years F/1/2/3/4/5/6, Kanga Cricket - Years 3/4/5/6

SWIMMING:
We believe that developing water safety and swimming skills as very important. Our intensive program takes place in November for all students at the Wodonga Sports & Leisure Centre. All students are expected to participate and come to school with correct attire.

UNIFORMS:

The wearing of the school uniform is not compulsory, but we strongly encourage all students to be dressed in the official school uniform:

Summer:	Blue & white checked dress
	School polo shirt (short sleeved) - royal blue
	Unisex shorts - navy
	Netball skirt - cornflower blue
	School hat - navy
Winter:	School windcheater – royal blue
	School vest – navy blue
	School polo shirt (long sleeved) - royal blue
	Skivvy - royal blue
	Tracksuit pants – navy
	School Beanie
Sports:	Unisex shorts and a school polo shirt with
	Appropriate sporting shoes [for both girls and boys]
	Swimwear - own choice

Hats: Our school is a Sunsmart School with a policy that students wear **broad-brimmed hats** from September to April when in the playground, on the sporting field or on an outdoor excursion

A NO HAT, NO PLAY POLICY OPERATES!

It is appropriate students wear comfortable, easy to look after clothing which allows them freedom to participate in activities, yet provide sufficient protection on hot days.

Uniforms can be purchased from **Brunella's School Wear, Crystal Court, 25 South Street, Wodonga

OUT OF SCHOOL HOURS CARE PROGRAM:

Before, after and vacation school care is available at the school. These programs operate at the school daily from 7.00 am to 8.40 am for before school care, 3.30 p.m. - 6.00 pm for after school care and during school holidays (8am to 6pm).

The cost of the program is as follows:

Before School Care: $10 per session (15 places available)

After School Care: $15 per session (30 places available)

Vacation Care: $35 per day (15 places available)

Bookings can be made via the school office on 02 6027 1431.

More detailed information can be found in the OHSC Parent Information Booklet .

How You Can Help Your Child with Learning

Oral Language - Encourage your child to talk about experiences that they have during the day. Show them how to use language for different situations.

Writing – Let your children see you write. Be an interested listener and reader and praise writing done at home and at school. Encourage your child to write shopping lists, letters, stories, diaries and notes.

Reading – Read to your child as often as you can and encourage them to read. Praise all efforts in reading and encourage a love of books. Remember the three P's - Pause, Prompt, Praise - when listening to your child read.

- Pause – Before responding it is important to wait first, giving the child time to work out the word for themselves.
- Prompt – Encourage the child to look at the pictures, if the word makes sense, allow the child to continue reading. If the word doesn't make sense encourage the child to have another try.
- Praise – At all times it is important that children are praised and encouraged for their efforts.

Spelling – Encourage and praise all efforts – even if the words are spelt incorrectly. Show children how to learn new words by relating the sight and sounds of letters and words and focusing on letter patterns within parts of words.

Maths – Encourage your child to make use of maths in everyday family activities e.g. weighing, measuring, shopping and cooking.

The Arts – Encourage and value the work and productions in which your child is involved. Provide opportunities for your child to create and perform.

LOTE – Use a globe of the world to talk about world events and cultures.

Science – Develop your child's curiosity about the natural and the built world by experiencing the environment. Share factual books, make a vegetable garden and conduct some simple kitchen experiments.

Humanities – Participate in community events and visit community institutions such as the museum, historical houses and gold mines. Discuss local history and discuss current issues. Help your child research information.

Technology – Encourage your child to be aware of the role that simple and complex technologies play in their lives. Provide supervised opportunities for your child to access the internet.

Thinking – Provide opportunities for your child to explore and create with a range of objects and materials. Talk about thinking processes and use graphic organisers to assist in family organisation. Get to know the Habits of Mind.

Health & Physical Education – Encourage your child to eat healthy lunches and snacks and make responsible food choices. Send a water bottle to school for your child to keep on their classroom table to ensure they are sufficiently hydrated throughout the day. Also send along at least one piece of fruit for your child to eat during fruit break. Make sure your child has regular exercise and sufficient sleep.

Personal Learning – Help your child make choices, set personal goals, persist with activities, play games fairly and learn the consequences of their actions. Help them get organised with their belongings and time. Help your child take on roles and responsibilities.

Let the school know of any home issues that may affect your child's learning at school and importantly if you have any concerns or questions please make an appointment with your child's class teacher or the principal. It is always best to address the issue early rather than leave it to grow into something bigger and more difficult to manage.

YOU CAN HELP AT SCHOOL BY:

- Nominating for School Council. These positions are advertised through newsletters
- Reading all school newsletters and notices
- Attending Parent/Guardian – Teacher meetings
- Assisting with fundraising activities
- Assisting with the reading program
- Assisting with excursion supervision
- Taking an active interest in your child's work. Read and display work
- Helping at working bees
- Visiting your child's classroom often and giving moral support to class teachers
- Promoting our School within the Community.

It is very important that you **READ WITH YOUR CHILD EVERY DAY**

INFECTIOUS DISEASES:

DEECD regulation requires the parent / guardian to inform the school principal as soon as practicable if their child is infected with any of the diseases listed in the table. The table sets out times of exclusion from school.

Chickenpox	Until fully recovered or at least one week after the eruption first appears.
Conjunctivitis (acute infectious)	Until discharge from eyes has ceased.
Diphtheria	Until receipt of a medical certificate of recovery from infection.
Giardiasis (diarrhoea)	Until diarrhoea ceases.
Hepatitis	Until receipt of a medical certificate of recovery from infection, or on subsidence of symptoms.
Hepatitis B	Until recovered from acute attack.
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.
Leprosy	Until receipt of a medical certificate of recovery from infection.
Measles	Until at least five days from the appearance of rash or until receipt of a medical certificate of recovery from infection.
Meningococcal infection	Until receipt of a medical certificate of recovery from infection.
Mumps	Until fully recovered.
Pediculosis (head lice)	Until appropriate treatment has commenced.
Pertussis (whooping cough)	Until two weeks after the onset of illness and until receipt of a medical certificate of recovery from infection.
Poliomyelitis	Until at least fourteen days after onset of illness and until receipt of a medical certificate of recovery from infection.
Ringworm	Until appropriate treatment has commenced.
Rotavirus (diarrhoea)	Until diarrhoea ceases.
Rubella	Until fully recovered or at least five days after onset of rash.
Scabies	Until appropriate treatment has commenced.
Shigella (diarrhoea)	Until diarrhoea ceases.
Streptococcal infection (incl. Scarlet Fever)	Until receipt of a medical certificate of recovery from infection.
Trachoma	Until appropriate treatment has commenced.
Tuberculosis	Until receipt of a medical certificate from a health officer of Department of Human Services that the child is not infectious.
Typhoid & Paratyphoid	Until receipt of a medical certificate of recovery from infection.

YACKANDANDAH
Primary School
Every Child - Every Chance - Every Day
Ph. 02 60271431