



TYABB RAILWAY STATION

PRIMARY SCHOOL

ON TRACK AND FULL STEAM AHEAD

# Tyabb Railway Station Primary School

## PARENT INFORMATION BOOK 2017



88 The Crescent,  
TYABB 3913  
Phone 5977 4324  
Fax 5977 4858  
Melway Ref: 148 - J10

Email: [tyabb.railway.station.ps@edumail.vic.gov.au](mailto:tyabb.railway.station.ps@edumail.vic.gov.au)  
Web site: [www.tyabbrailps.vic.edu.au](http://www.tyabbrailps.vic.edu.au)  
Principal: Carole Mayes  
Business Manager: Vikki Buchan



*The Tyabb Railway Station Primary School Community welcomes you and your child as you join our unique learning environment. We hope you are able to share with enthusiasm and excitement, the experiences your children will have throughout their primary education years.*

*May your association with Tyabb Railway Station Primary School be satisfying and may your child find their primary years stimulating, rewarding and happy.*

*Carole Mayes  
Principal*



<b>CONTENTS</b>	<b>PAGE</b>
School Profile	3 - 5
School Strategic Plan	
School Hours	6
Term Dates	
Starting School:	7-8
• Preparing your child for school	
• Attendance	
• Assembly	
• School hours	
• Buddies	
• Runners Club	
• Commonwealth School Banking	
Visitors Register/Badge	9
Late arrival/Early dismissal Register	
Car Parking	
Out of School Hours Care	
Children's Progress	10
Parent-Teacher Interviews	
Library	
Dental Health Services	
Managing head lice	11
Illness	
ICT	12
International Schools	
School Medical Service	13
Emergency Contact Details	
Excursions	
Infectious Diseases	14
Handwriting	15
Newsletters / Notices	16
Parent Support	
Photographs	
School Council	17
Student Welfare	
Sunsmart Policy	18
Uniform Clothing	
VicParenting	19
School Lunch Orders	
Important Things to Remember	20
Special Invitation	21

# **TYABB RAILWAY STATION PRIMARY SCHOOL**

## **SCHOOL PROFILE**

*Tyabb Railway Station Primary School is a school embracing the future. We provide a caring, secure environment where each child is valued as a unique and important individual.*

### **INTRODUCTION**

Tyabb Railway Station Primary School is located in the semi-rural township of Tyabb on the Western Port side of the Mornington Peninsula.

Established in 1907, the school is proud of its long history and service to the community. The school is staffed with a Principal, class room teachers, specialist teachers, administrative officers, teacher aides and support staff, comprising of a Speech Pathologist, and Social Worker.

The school is under the management of a positive, co-operative School Council and is ably assisted by an active Parents & Community Group.

### **GUIDING PRINCIPLES**

At Tyabb Railway Station Primary School, our focus is for all children to grow and develop as independent individuals with a strong sense of self-esteem, confidence and respect for other members of the school and general community.

The school is committed to providing an environment that is positive, supportive, cooperative and educationally stimulating. Each child is valued and provided equal opportunity to achieve their full potential and strive towards excellence.

The school believes that by providing each student with a wide range of experiences and challenging but achievable goals, we best develop a consistent commitment and desire to improve skills and knowledge and to become increasingly responsible for their own learning attitudes and behaviours as global citizens.

At Tyabb Railway Station Primary School we have a strong commitment to student learning and priorities of the school. Staff are dedicated, enthusiastic and totally committed to professional growth and the enhancement of teaching skills and program development. The staff provide programs which enhance learning and teaching opportunities within the school, providing outstanding learning outcomes.

Tyabb Railway Station Primary School is proud of its high level of parent participation as effective learning is viewed as an active partnership between students, parents and school staff.

# School Strategic Plan

The school community has been involved in the development of our pedagogical vision and developing curriculum materials to support this vision and the new National Curriculum. The basis for our vision will be:

'At Tyabb Railway Station Primary School, we aim to achieve greater than expected demonstrable progress for each learner.' To do this, we ensure that the following conditions are in place:

- ◆ A safe and trusting environment for learning.
- ◆ An evidence-based, effective plan for moving the learning forward.
- ◆ The belief that all learners are capable of making progress.
- ◆ Knowledge of each learner's point of need.
- ◆ Shared knowledge of the learning continuum that is made explicit to the learner.
- ◆ Shared staff responsibility for each learner.
- ◆ An effective system for sharing, managing and monitoring individual learning progress.
- ◆ A system for monitoring and evaluating the effect of teaching.

The main areas for improvement within the new Strategic Plan will be:

1. Teaching and Learning: To improve the student learning outcomes via tracking the matched cohort (Year 3 to Year 5 students) NAPLAN results in Reading, Writing and Number
2. Student Engagement and Wellbeing: To enhance student learning outcomes through tracking student motivation, safety and connectedness to school within the Attitudes to School Survey
3. Student Transitions and Pathways: To improve student outcomes by ensuring all students make a successful transition through the key stages of their Primary School years.



Special emphasis is given to the development of literacy and numeracy skills and the acquisition of problem solving, critical thinking and decision making strategies.

An integrated curriculum approach is being followed for effective and meaningful learning. The curriculum is further enhanced by student involvement in a range of co-curricula activities including Swimming, Camps, Excursions/Incursions, School Production, Kitchen Garden, Chook Shed, Student Representative Council (SRC) Buddy Program, Computer Education, a strong sporting program and community programs as available.

Professional Development programs such as Developing Literacy Partnerships, Classroom Helper Programs are provided for parents to enable them to assist with program implementation within the school and to assist their children at home.

Learning progress in all areas of curriculum is carefully monitored and regular evaluation of programs aims to ensure that the children's learning is relevant, rewarding and challenging.

## **FACILITIES**

The school is situated on a picturesque site which features many large flowering gums and mature heritage listed Oak and Elm trees. The well maintained and attractive grounds provide both active and passive areas with excellent playground facilities which are continually upgraded. The school has developed land to utilise the grassed playing area of the school.

A large Multi-Function Room acts as the site for whole school assemblies, Physical Education, Music, Kitchen Garden activities. Our Heritage listed original School Building is currently our well equipped Foundation Year Room. The building adds to the school's charm with its unique blend of old and new. The administration area includes a First Aid room, conference room, staff amenities and physical education equipment and Instrumental music store. All classrooms contain and operate interactive whiteboards.

## **FUTURE DIRECTIONS**

During 2016, the school community will participate in a whole school review. The review process looks back over the goals set for the past four years, celebrates our achievements and establishes new targets for the next four years. The school community engaged in reflecting on all aspects of our school operations, with a particular focus on Student Learning, Student Engagement and Wellbeing. The school welcomed input from all community members in shaping the direction for our future.



## SCHOOL HOURS

9:00am - 3:15pm

All students have a fruit break at 10:00am

During the day there is a morning play break 10:40am-11:10am and a lunch play time

12:55pm - 1:35pm



Students eat their lunches in their class areas under teacher supervision from 12:50pm - 12:55pm.

**EXTREME WEATHER** - On days of extreme heat the children are usually supervised in the shade or inside during lunch and recess times. The children are supervised inside on days of heavy rainfall.

**Book days:** collection of booklists and order forms for Year 6 uniform orders will be in December with the exact date to be announced.

## FOUNDATION STUDENTS COMMENCE SCHOOL ON TUESDAY, JANUARY 31ST 2017

### Attendance days and times

**First day - January Tuesday 31st Foundation Students finish at 12:30pm.**

**No school on the following Wednesdays: 1st, 8th, 15th & 22nd February (All Wednesdays in February only)**

Monday, Tuesday, Thursday & Friday 9:00am - 3:15pm

Play lunch, lunch and fruit for fruit break are required on ALL days and a drink bottle of water only.  
(No glass containers at school)

**FULL TIME ATTENDANCE AS OF MONDAY 27TH FEBRUARY 2017**

## TERM DATES FOR 2017

**TERM 1:** Monday 30th January (Teachers resume) - 24th March

Students Foundation to 6 start - **Tuesday 31st January 2017**

**Foundation years will finish at 12:30pm on the first day only.**

**TERM 2:** Monday 18th April to Friday 30th June

**TERM 3:** Monday 17th July to Friday 22nd September

**TERM 4:** Monday 9th October to Friday 22nd December



# STARTING SCHOOL

## PREPARING YOUR CHILD FOR SCHOOL

It is very helpful if your child can manage the following:

1. Tell his/her name and address.
2. Eat from a lunch box and unwrap sandwiches and playlunch.
3. Use the toilet properly.  
(Boys need to be trained to use a urinal).
4. Use a tissue or handkerchief correctly.
5. Recognise his/her name, clothing and belongings.
6. Put on and take off cardigans, jumpers, coats, socks and shoes (even if unable to tie laces, important to be able to put own shoes on).



Please help by teaching your child some **Safety Tips**:-

1. Never leave the school ground during school hours.
2. To observe the correct way and place to cross a street.
3. To go straight home from school.
4. Make children aware of stranger danger.



**Children should bring the following on the first day:**

1. Booklist items.
2. A smock with long sleeves. (A man's shirt with elastic at the cuffs is ideal).
3. A library bag
4. Reading Bag - (Available from beleza)

**Children should NOT bring anything they value to school.**

## ATTENDANCE

Regular attendance at school is very important and children should be at school unless they are ill. Children are required at school on sports days and when their class is on an excursion or camp. If it is at all possible make appointments for the Doctor or Dentist outside of school hours. When children are away they miss essential learning time and have to work extra hard to catch up when they return. Remember, every day counts.



If your child must miss school, **you must either call and leave a message on the school's absence line on the day of absence or send a note to the teacher upon your child's return.** This is a requirement by law and such notes and messages are kept as a record of non attendance. **PLEASE NOTE: The message or note must contain a valid reason for your child's absence. Families wishing to take their child/ren out of school for family holidays, must seek approval from the Principal.**



From the 1st March 2014, new laws came into place meaning that parents can be fined for not sending students to school without an acceptable reason.

No child is allowed to leave the school grounds during school hours without written permission.

## ASSEMBLY

A whole school assembly is held each week on Friday afternoon at 2.55pm - 3.15pm.

## SCHOOL HOURS

Parents are asked to make sure their children arrive in good time to commence each session. The school ground is supervised from 8:45am before school and from 3:15pm 3:30pm after school. **Children not collected by 3:30pm will be placed in our Out of School Hours Care program at parents' cost.**

All children should be at school ready to start at 9:00am and collected at 3:15pm.

## BUDDIES

As part of our welfare program in the school each child is paired with a "Buddy" from another classroom. The children are given the opportunity to spend time together and form a bond which assists the younger child in their adaptation to the school environment. We find our buddy system is extremely helpful, particularly during play and lunch times. To help the children become more familiar with their buddies each year we participate in a whole school Buddy event during the first term.

## RUNNERS CLUB - Starts in Term 2

Our 500 metre runner's track is a great favourite with the children. This provides children and their parents with the opportunity to exercise together on a daily basis. The children are also given personal cards that are used to record the number of laps they complete, with certificates being presented at assembly for mile stone distances.

## COMMONWEALTH SCHOOL BANKING

All children are given the opportunity to open a school account with the Commonwealth Bank if they wish. School bank accounts can also be opened for siblings not yet at school. Bank day is Thursday and bank books and money should be given to the class teacher in the morning.



## VISITORS BADGE / LATE ARRIVAL /EARLY DISMISSAL REGISTER

All visitors and helpers to our school are asked to wear a "Visitors Badge". Badges are available from the office when signing in and are to be returned to the office when signing out.

When students arrive late or leave earlier than dismissal time, parents are required to sign their child in/out in the "Register" located at the front counter of the Office. After completing the form, please remove the slip and hand it to one of our office staff.

Parents are always welcome to contact their children or members of staff at suitable times. To make sure this can be arranged without interruption to the class, please contact the office first.

## CAR PARKING

Ample parking is available at the back of the Tyabb Hall. Students are then able to utilise the supervised crossing and have safe access at this point. A drop off zone is located on the school side of the road.

**Parents are also reminded of the 'School Zone' speed limit which is 40km/h during the following times: 8:00am - 9:30am and 2:30pm - 4:00pm**

### Please Note:

**For safety & legal reasons parents are not permitted to use the staff car park as a drop off/pick up zone.**

## OUT OF SCHOOL HOURS CARE

Tyabb Railway Station Primary School in conjunction with Camp Australia, is very proud to offer an affordable and reliable out of school hours child care program. This program is critical to helping families balance life and work responsibilities. The Tyabb Railway Station Primary School community recognises this, and wishes to deliver a high quality after school care program which is accessible and sustainable.

Camp Australia partners with school communities to deliver tailored after school care programs focused on bringing out the best in kids - combining active games with structured and unstructured play, quiet time and a healthy snack.

**Log onto Camp Australia at: [www.campaustralia.com.au](http://www.campaustralia.com.au) and register today.**  
**Ph: 1300 105 343**



## CHILDREN'S PROGRESS / PARENT-TEACHER INTERVIEWS

Each parent will be invited to attend parent/teacher interviews during the year. Term 1 meetings are usually a general discussion about the work the children will be doing during the year and for parents to meet the teacher of his or her child. To exchange information to assist with each child's learning. A detailed written report of your child's achievement and future plans will be given mid-year. Teachers give their own time to stay back for these meetings. We ask parents therefore to show their appreciation of this service by attending meetings and by keeping the interview appointments that have been arranged. A written report is also sent home in December.

If at any time you wish to discuss any matter concerning your child and school, please feel free to call at the office and our office staff will be pleased to assist you to organise a phone call or personal interview with your child's teacher.

Please remember:

1. Have conversations with your child. Listen to what he/she has to say, ask questions and expect answers in sentence form. Show that you are interested in what he/she has to say.
2. All children develop at different rates. TRY not to compare your child with other children in the grade or with brothers and sisters.

ABOVE ALL - Make your child's school life enjoyable by praising him/her for both work that is well done AND good efforts.

## SCHOOL LIBRARY

Children are encouraged to borrow from the Library. All children may borrow books for up to two weeks.

Parents are asked to see that the books are treated carefully and returned by the due date. A library bag is needed before a book may be borrowed.



## DENTAL HEALTH SERVICE VICTORIA

The Dental Health Service (S.H.S.) is a service for children 0

- 12 years of age and is staffed by Dentists, Dental Therapists and Dental Nurses.

- All children can come to the dental program.
- Dental care is free if you have a health Care Card or Pension Card.
- If you do not have a Health Care Card or Pension Card there is a small fee.

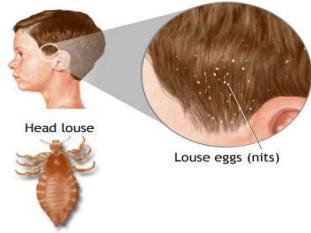
**Community Dental Clinic** - Hastings Community Health, 185 High Street Hastings. Telephone: (03) 5971 9120. Open Monday to Friday 8:30am - 4:30pm

### Emergency Care

- If your child has dental pain phone the dental clinic as soon as you can for help.
- For help after hours you can phone the Royal Dental Hospital of Melbourne on 9341 1000

## MANAGING HEAD LICE

Head lice do not transmit infectious diseases - they are transmitted by having head to head contact with someone who has head lice. You may be reassured to know that head lice are commonly found in places other than at Tyabb Railway Station Primary School. Head lice are common in school-aged children and are the most adaptable of creatures. They have survived living solely on humans for 10,000 years!!!!



### What can you do?

Check your child's hair on a regular basis and in those instances where head lice or eggs are found, treating your child's hair and inform the school office.

Children with long hair should have it pulled back.

Remind your child not to share his or her hat.

### How do I treat my child for head lice?

The preferred method of treatment is regular home based screening using the conditioner and comb method.

The school also has additional information available at the office regarding treatment and controlling head lice. Please don't hesitate to contact the school to obtain this information.

### If head lice or eggs are found on your child's hair you need to:

Inform the school so a class notice can be sent home notifying other families to check their child's hair. Also inform parents or carers of your child's friends so they too have the opportunity to detect and treat their children if necessary.

### When can my child return to school?

Health regulations requires that where a child has head lice, that child should not return to school until the day after appropriate treatment has started and there are no signs of live lice. Please note, this refers only to those children who have live head lice and does not refer to head lice eggs.

Tyabb Railway Station Primary School is aware that head lice can be a sensitive issue and is committed to maintaining your confidentiality.

## ILLNESS

Although we have sick room facilities at this school, it is unfair to pupils and teachers to send a child to school if he/she is ill. If your child should become unwell at school then we will contact you to take him/her home. Certain diseases warrant us to exclude any children who have not been immunised or have not presented a completed immunisation certificate. Should your child contract an infectious disease then you are requested to notify the school immediately. Please refer to the infectious diseases page of this book.



# ICT—INFORMATION COMMUNICATION TECHNOLOGY

Tyabb Railway Station Primary School is proud to be an eSmart school.

Within the school, each learning space has an interactive whiteboard and shortfall computer. Our computer to student ration is 1:2 with parents not requested to provide additional financial aid to support the program.

Students are able to access computers, Ipads & notepads at their point of need within the classroom environment.

## INTERNATIONAL SCHOOLS

We are proud to have an ongoing and meaningful relationship with 4 International Schools.



### Indonesia:

We have a Bridge School relationship with SDN7 Sintang School in West Kalimantan, Indonesia. Teachers from the school visited Tyabb Railway Station Primary School earlier this year and we are working on a joint sustainability project.



### China:

We have had a sister school relationship with Nanjing Huo Wa Xiang Primary School since 2011. Most Thursdays, you will see students skyping together sharing curriculum and social ideas.



### South Korea:

As part of our Cultural Studies program, students from the Senior school skype into Guhag Elementary School in Busan, South Korea and share an understanding of cultural similarities and diversity.



### England:

Our school's relationship with Moorside Primary School in Manchester, England is focussed on developing an understanding of deep levels of thinking—with staff at both schools exploring curriculum development.

MOORSIDE PRIMARY SCHOOL



The website for Moorside Primary School features a banner with the school's name and a photo of the building. Below the banner, there are sections for "Head Teacher: Mr Pierre Coffatt", "Deputy Head Teacher: Mhairi Wilson", "Latest News", and "News". A footer link points to <http://www.moorside.lancs.sch.uk/>.

## SCHOOL MEDICAL SERVICE

The Health Department provides a Health Surveillance Program conducted by school nurses. The major focus of the program is children in their first year of schooling, therefore an assessment is offered for all prep children. The assessment includes a questionnaire to be filled in by parents/guardians about their child; testing for vision and hearing and a general observation by the school nurse; plus information gained during discussion with the child's teacher.

In addition, school nurses are available to children in all grades for referral and follow up.

Parents are given advance notice of visits of the school nurse and no child is seen without parental permission being given.

## EMERGENCY CONTACT DETAILS

You have been asked to provide us with emergency information when filling out your child's enrolment form. It is most important that the information supplied is completely accurate and is kept up to date during the year. Any changes to your child's enrolment details, need to be updated via a form available at the school office. The form must be signed and dated before changes can be made. Otherwise, there could be serious delays in notifying you in the event of your child's illness or injury while at school.

*In case the parents cannot be contacted, it is essential that we have the emergency phone number of two relatives or friends in the neighbourhood other than the parents.*

If children require urgent medical attention they will be taken to the hospital by ambulance.

## EXCURSIONS

At various times during the year students are taken to places connected with the units of work being discussed at school. The children are well supervised and all care is taken so that children are safe at all times. The cost of these excursions is kept as low as possible. Money and permission notes for excursions/activities must be paid by the due date. Payment is sent to the class teacher, in a sealed envelope with the permission slip attached to the outside and child's name and room number on the front.

Alternatively you may pay via Bpay or EFTPOS.

Please note: Late payments/notes may result in your child not being able to attend/participate, unless you have contacted the office to make alternative arrangements prior to the cut off date.



## INFECTIOUS DISEASES

Please inform the school if your child is diagnosed with the following diseases.

The following table indicates the minimum period of exclusion from school and children's service centres required for infectious diseases cases and contact as prescribed under regulations 13 and 14 of the health (Infectious Diseases) Regulations 2001 – Schedule 6. In this Schedule 'medical certificate' means a certificate of a registered medical practitioner.

CONDITIONS	EXCLUSION OF CASES	EXCLUSION OF CONTACTS
Amoebiasis (Entamoeba histolytica)	Exclusion until diarrhoea has ceased	Not Excluded
Campylobacter	Exclusion until diarrhoea has ceased	Not Excluded
Chicken Pox	Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Excluded until discharge from eyes has ceased	Not Excluded
Diarrhoea	Exclude until diarrhoea has ceased or until medical certificate of recovery is produced	Not Excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least 2 negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Haemophilus type b (Hib)	Exclude until a medical certificate of recovery is received	Not Excluded
Hand, foot and mouth disease	Until all blisters have dried	Not Excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Herpes (cold sores)	Younger children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immuno-deficiency virus infection (HIV/AIDS)	Exclusion is not necessary unless the child has a secondary infection	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded
Leprosy	Exclude until approved to return has been given by the Secretary	Not excluded
Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school
Meningitis (bacteria)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Re-admit the day after appropriate treatment has commenced	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least 4 days after the onset of rash	Not excluded
Salmonella, Shigella	Exclusion until diarrhoea has ceases	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until a medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Trachoma	Re-admit the day after appropriate treatment has commenced	Not excluded
Tuberculosis	Exclude until receipt of medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approved to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing Escherichia coli (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Whooping cough	Exclude the child for 5 days after starting antibiotic treatment	Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics
Worms (intestinal)	Exclude if diarrhoea present	Not excluded

## HANDWRITING

We include an example of the writing that your child will learn.  
Labelling and lettering done by teachers will be modelled on this.

### Victorian Cursive Script

a b c d e f g h l j k l

m n o p q r s t u v w

x y z

clown sailing boat

sheep cyclone tyre

### Capital Letters

A B C D E F G H I

J K L M N O P Q

R S T U V W

X Y Z



## NEWSLETTERS

A Newsletter is sent home every second Thursday with the youngest child in each family. Please check with your child for newsletters and other notices which they may receive. Copies of the newsletter/notices can also be found on the school's [website](http://www.tyabbrailps.vic.edu.au) ([www.tyabbrailps.vic.edu.au](http://www.tyabbrailps.vic.edu.au)) and [Tiqbiz \(phone app.\)](#).

## TIQBIZ - We're using an app to connect to you!

You'll be notified of our news, messages, events and other communications. Simply download the tiqbiz app to your phone or tablet. Search in your app store Android Devices, Windows phone (version 8.0 and above) or Ipad & Iphone (Important note for Apple users: click 'allow' notification when asked).

Don't have a smart phone or tablet? Download tiqbiz on your PC or Mac at [www.toqbiz.com](http://www.toqbiz.com).



## PARENT SUPPORT

Parents are invited to assist in the school by sharing reading activities, helping on excursions, covering books, etc. If you can help and wish to join that band of helpers don't hesitate to contact your child's teacher or the school office.

Please note you will need a current Working With Children Check done before you are able to volunteer with any activities at school.

These checks are free for voluntary work and forms are available at selected post offices.



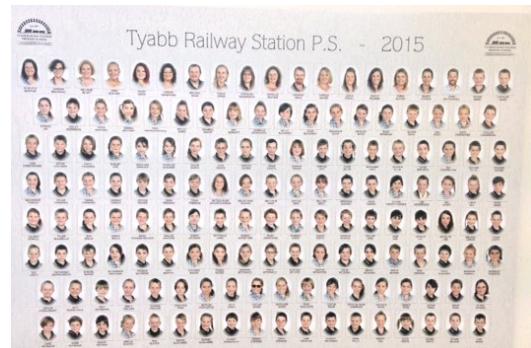
**The Parent & Community Group** meets on a regular basis.

Meeting days and dates will be available in the school calendar either late December 2016 or early in 2017. Reminders will be available via the school's web site and Tiqbiz. This Group gives invaluable support to our school and they would like to see families involved in the activities which are undertaken to fundraise and socialise. All children in the school benefit from the efforts of the Parents and Community Group.

### Parenting Programs

Throughout the year the school offers parenting programs either at the school or through local organisations.

Information about these is included in the school newsletter, school web & tiqbiz.



## PHOTOGRAPHS

Individual and class photographs are taken each year. Photographs operate on a pre paid system, where envelopes are sent home, and if you wish to have your child's photograph taken, you return the money in the envelope on the photograph day.

## SCHOOL COUNCIL

The School Council is the governing body of the school.

School Council responsibilities include -

- Determining the educational responsibilities of the school
- Encouraging total school community and wider community involvement in the determination of curriculum objectives, the use of resources available to the school and broad organisational policies.
- Review and evaluate the school's aims, values and general principles.
- Short and long term planning to provide a basis for budgeting, building, curriculum and resources planning.
- Effective management of school council monies.
- Employment of some staff.
- Monitoring needs for the replacement or alterations to buildings and grounds.

School Council elections are held annually and members are elected for 2 years. Meeting dates and times are notified through the school newsletter. All parents are welcome to attend these meetings even if they are not actually on the Council.

The School Council would very much appreciate the assistance of other parents with working bees and various projects from time to time.

The Parents & Community Group is a group of parents interested in providing welfare support to our school community. During the year this group organises fundraising activities and provide Easter, Christmas, sports day treats to all children.



## STUDENT WELFARE

All pupils have a right to a safe, secure school environment. The school follows the DET Student Engagement Guidelines which outlines rules, rights and responsibilities for children.

Social Skills are taught by all class teachers as part of the "You Can Do It!" Program, this focuses on the five foundations of: Getting Along, Organisation, Persistence, Confidence and Resilience. Teachers encourage children to develop skills of solving their own problems as well as acknowledging their efforts with positive rewards such as Pupil of the Week.

We also have access to Departmental Speech Pathologist/Guidance and Welfare Officers.



## SUNSMART POLICY

At Tyabb Railway Station Primary School we aim to promote Sunsmart awareness in our school.

To avoid sunburn.

To avoid sunstroke.

To educate our children on the seriousness of exposure to the sun.

In support of the school's health program, School Council provides each child with a Sunsmart slouch school hat at the beginning of their Foundation year.

Tyabb Railway Station Primary School requires children to wear a hat during recess, lunch time, and any outdoor sports activity.

From September 1<sup>st</sup> to May 31<sup>st</sup> all children must wear a hat. A "no hat no play" principle is enforced.

Teachers direct students without hats to remain in a suitable shaded area.

We encourage parents to provide sun block for their children during the summer.

## UNIFORM / CLOTHING

Navy Blue Broad Brimmed Hat with logo

Navy Blue Polo Shirt - Short or long sleeve with logo

Navy Blue Rugby top with logo

Navy Blue Bomber Jacket with logo

Navy Blue Heavy Rugby Shorts - for sport

Navy Blue or White socks



### Also for girls:

Navy, White & Yellow Dress (summer)

Navy Tunic (winter)

Navy Culottes

Navy Poly cotton Bootleg Pants

Navy knitted Bootleg Pants

Navy Blue Tights

### Also for boys:

Navy Blue Surf Style Gabardine Pants

Navy Blue Gabardine Shorts

### PLEASE NOTE:

Safe footwear is required to be worn at school, either black school shoes or a black runner (no coloured shoes or laces). slip ons/thongs are not permitted or suitable.

Singlets, tank tops and dresses with thin straps are not uniform items and are not to be worn to school.

School uniforms can be purchased from Beleza School Uniforms, 8/11 Eramosa Road West, Somerville 5977 5277. School bags are also available.

**PLEASE NAME ALL** possessions and clothing which will be brought to school as many articles turn up and are never claimed by the owners. This is particularly obvious in the junior classes as many students find it difficult to recognise their belongings.

## VICPARENTING

Tyabb Railway Station Primary School is an accredited VicParenting school.

Our school maintains a family friendly environment:

- Provides parents with parenting information and resources
- Trains staff to work with parents

The Victorian Parenting Centre provides advice and support to parents.

Contact details are:

24 Drummond Street, Carlton South

Phone: 9639 4111

Email: vpc@vicparenting.com.au

## SCHOOL LUNCHES

School lunch orders are supplied and delivered through one of our local businesses each Monday & Friday. Price lists will be sent home at the start of the year. A copy is available on our school website.



## IMPORTANT THINGS TO REMEMBER

If you change your address, job or emergency contact person during the year, please notify the office staff of your new address and telephone number immediately.

Parents are asked to call at the office when they wish to discuss matters concerning their children or to collect their children before school finishes for the day.

Children should know their address, telephone number and the best route between home and school.

Children should be on time for school. Please have your child at school by 8:50am - no later than 8:55am

Children are to be collected promptly at dismissal time. Children not collected by 3:30pm will be placed in our Out of Hours School Care program at the parents expense.

Children should have all school articles named.

When children are absent from school, parents need to provide a valid written explanation for the absence on the child's return to school.

Dangerous and valuable items should not be brought to school. Special toys should be left at home. The school **will not** be responsible for loss or damaged property.

Children are not permitted to leave the school grounds during school hours without an adult.

Sturdy black school shoes are preferred, or black runners may be worn. No thongs or slip ons are to be worn to school.

No glass bottles are to be brought to school.



If you drive your child to school, please observe parking laws outside the school grounds. Please do not DOUBLE PARK as this puts your own child and others in danger.

**PLEASE NOTE:** Due to safety regulations, parents are not permitted to use the teacher's car park.

# **SPECIAL INVITATION**

*On the first day of school,*

*When you have settled your child in class*

*please come and join us*

*in the Multi Function Hall*

*for a Coffee Morning.*

*Tissues supplied,*

*babies and toddlers welcome.*

**From the  
Parents & Community Group  
(P & C)**

