

NEWBURY PRIMARY SCHOOL



Parent Information Handbook 2019

On behalf of the staff at Newbury Primary. I welcome you and your family to our school community. We look forward to creating a strong and purposeful partnership with you and getting to know you and your students.

Newbury Primary School Primary is a place where all members of the school community feel welcome, safe and appreciated. We endeavour to create an educationally stimulating, safe, secure, calm and nurturing learning environment where student wellbeing and achievement are closely monitored.

Newbury Primary School is a Prep-6 school located at the intersection of Newbury and Grand Boulevard Craigieburn. Newbury Primary School is a holistic learning community that provides exceptional teaching and learning experiences. The teaching areas are divided with quieter small group spaces that complement the connectedness of the classrooms. Flexibility is offered through a variety of diverse spaces, including small group, whole group and areas for individual instruction to better cater to the individual needs of students.

The teaching and learning programs are intellectually challenging, engaging, foster creativity, reflect 21st century designs and have a strong focus on English and Mathematics. The school provides academic rigour and has high expectations of all members of the school community, both in academic pursuits and social behaviour.

We value respect, integrity, effort and community and use these values to define all work that we do. Wellbeing programs and social skills are incorporated into everyday practice to reflect the school's holistic approach to learning.

All teaching and support staff work collaboratively and are committed to having a shared responsibility for the emotional, social and academic development of every student. Strong, quality relationships provide a safe, secure and stimulating learning environment where opinions are valued and feedback is provided on a regular basis.

Our contemporary buildings consist of 16 general teaching and learning spaces, a Specialist Centre including a library, science and art zone, gymnasium, performing arts/music room as well as brand new relocatables. Teachers work together to plan and teach an inclusive curriculum and to provide relevant and engaging learning experiences for all students.

The Victorian Curriculum forms the basis for planning design and implementation. Specialist programs offered include Health and Physical Education, The Arts and Science.

The wellbeing of our students and staff is of paramount importance to us. We have access to a high calibre Regional Student Wellbeing Team, including speech therapists, occupational therapists, social workers and counsellors who are able to provide support and guidance for our students, staff and families.

The underlying philosophy of the school is to provide a dynamic learning community where all students are empowered to learn and achieve personal success. Parents/carers, students and staff are strongly encouraged to work together to ensure that our students feel empowered and supported.

On behalf of the staff, I look forward to sharing an enjoyable and exciting time with you as your child progresses, develops and feels a sense of belonging at Newbury Primary School. Further information you may have about the school may be found in the following pages.

Michelle Bromfield

Principal

School contacts

Principal	Michelle Bromfield
Assistant Principals	Michelle Tedeschi Cameron Traill
Business Manager	Tammy Yendall
Uniform Supplier	PSW: www.psw.com.au 2/283 Rex Road Campbellfield Ph: 93037845

Reception Hours

The school reception hours are 8:30am – 3.45pm.

School Accounts

Payments of accounts can be made via the Qkr! App or BPay on your phone or computer at home at a convenient for you. Alternatively payments can be made with cash or cheque via your child's classroom in a school payment envelope.

Payment of your child's materials and requisites should be paid by the due date indicated on the Parent Payment and Contributions form in order for your child to receive their required materials to start the school year. If you are having difficulties in making payments please do not hesitate to contact the office.

CSEF (Camp, Sport and Excursion Fund)

\$125 per child is available to any parent that holds a Centrelink Card that is valid on the first day of Term 1. This amount is non-refundable to parents and can only be used for camps, sport and excursions.

KEY DATES FOR 2019

Term		Commences	Finish dates	Finish times
1	Years 1 – 6 Prep	Thursday 31 January Year 1- 6 students commence Monday 11 February Prep students commence	Friday 5 April Last day of Term 1	Students finish at 2:10pm
2	Whole school	Tuesday 23 April students resume	Friday 28 June Last day of Term 2	Students finish at 2:10pm
3	Whole school	Monday 15 July students resume	Friday 20 September last day of Term 3	Students finish at 2:10pm
4	Whole school	Monday 7 October students resume	Friday 20 December last day of Term 4	Students finish at 1:10pm

* 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 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. The remaining three student-free days are determined by each individual school. The following student free days have been approved by School Council for 2019.

- Tuesday 29th January
- Wednesday 30th January
- Friday 7th June
- Monday 4th November

***Students starting Prep will undergo assessment from 31st January - 8th February. Times will be mailed out to families before the end of the year.**

PUBLIC HOLIDAYS 2019

Labour Day	Monday 11 th March
Easter Monday	Monday 22 nd April
ANZAC Day	Thursday 25 th April
Queen's Birthday	Monday 10 th June
Melbourne Cup Day	Tuesday 5 th November

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Absence Notes

If your child is absent, please inform the school on the day your child is away. This can be done by completing the absence notification via the Sentral Parent Portal or app, leaving a message on the student absence voice mail system or sending a note via the classroom the following day.

Access to the school/parking

When entering the school grounds, it is important that students only enter via the dedicated pedestrian entrances and not through the car park. **Please do not use the staff carpark for pick-up or drop off of students. Only authorised cars are to use the school's car park.**

Accidents/illness

Unwell students will be observed in the First Aid Room. Should their condition persist parents will be contacted and asked to make arrangements for their child to be collected.

In cases of minor illness/injury, trained school staff will administer First Aid. In cases of major illness/injury, medical aid will be called and every effort made to contact parents. Of course, if a child is unwell in the morning it is certainly inappropriate to send him/her to school.

Parents are requested to promptly pass on to the school any information related to infectious diseases as this allows us to take appropriate measures. If your child is to be absent for an extended period for any reason a phone call to the school is required.

Allergies/Anaphylaxis

Students who have allergies should obtain information from their medical practitioner about their condition and inform the school with all relevant information. Parents of students who require medication to be administered by a staff member during school hours, must complete the administer medication form. Any medication that is brought to school without the administer medication form signed, without pharmacy packaging/label or not in original packaging will not be accepted.

All students who are anaphylactic must provide a **coloured** ASCIA Anaphylaxis plan filled out by the doctor at the beginning of each school year. Students requiring Epipens must provide the school with an Epipen to be stored in the First Aid Room. Failure to provide the above compulsory documentation/medication, your child is to remain absent from school until these are obtained.

If all documentation/medication is provided to the school at beginning of each school year, an Individual Anaphylaxis Management plan/Student Health Support plan will be created for your child. This plan will not be enforced until it is signed by a parent and the Principal.

Assemblies

A whole school assembly is held in the school gymnasium every fortnight on a Friday afternoon at 2.30 pm. The assembly is an integral element of our school's life that helps develop, nurture and support a sense of community. All parents and community members are encouraged to attend.

Asthma

If a student suffers from asthma, parents are required to complete a School Asthma Management Form/ Student Health Support plan. This form is updated when changes occur and yearly update forms are sent out at the commencement of each school year. Students must carry their inhaler with them in a labelled lunch bag, in case they need to use it during school hours it can be stored in the classroom and taken to specialist classes.

Attendance

Learning begins at 9:00am. Please ensure your child is on school grounds prior to the music sounding at 8:50am. All classroom doors are opened at 8:50am for students to place their belongings away and be ready to begin their learning at 9:00am. Please note: all school gates are locked promptly at 9am. **The grounds are supervised before and after school from 8:45am- 9.00am and 3.10pm- 3.25pm each day.**

It is most important that students attend school every day with the exception being for genuine illness.

Absenteeism is a serious and concerning issue. The wider school community, parents and students need to fully understand the impact of missing many school days.

A key message that needs to be embraced by schools, parents and the wider community is that 'Every Day Counts'. The potential consequences of poor attendance are very real. Students with high rates of absences will be at risk of not achieving their potential and therefore limit their life choices. Other real consequences are:

- Social isolation

- Students may place themselves at risk of harm while absent
- Students could get too easily involved in socially unacceptable and/ or illegal activities
- Will have gaps in their learning of knowledge and basic concepts
- May feel insecure in the school environment
- More likely to leave school early
- Be over-represented in the juvenile justice system
- Be the victims of bullying and harassment

Newbury Primary School has high expectations for attendance. This means that students are required to be in class for every session, every day - unless they have a specific reason for being absent. Students are required to remain in class for the full school day. Parents will be contacted by school staff if attendance is causing concern and invited to support teachers in resolving unexplained and unapproved absences.

Students who arrive late for school must be signed in by a parent/carer at the office prior to making their way to class.

Bikes/scooters

Students are permitted to ride their bikes and scooters to and from school. All students are required to wear a helmet and comply with State Laws for bicycle riding. Bikes must be left in the school bike enclosure. For safety reasons riding of bikes within and around school grounds is not permitted.

Books and requisites

Payment of your child's materials and requisites should be paid by the due date indicated on the Parent Payment and Contributions form in order for your child to receive their required materials to start the school year. If you are having difficulties in making payments please do not hesitate to contact the office.

Chit Chat Friday

On the first Friday of each month at 9:10am, parents/carers are invited to come along to the Staffroom and meet with the Principal Team for a hot drink and informal discussion about things occurring at the school. This is a great opportunity to provide feedback, ask questions and meet other parents.

Early departure

There will be occasions when it is necessary for students to leave school prior to the normal dismissal time. On these occasions students must be sign out at the office by a parent/carer or authorised adult. Once students have been signed out by the parent/carer or authorised adult, the student will be informed to report to the office with their bags by the office staff. Only those listed as emergency contacts are permitted to collect the child during school hours. Parents must still notify the school if an emergency contact is collecting.

Please avoid collecting children early from school between the break times 11:00-11:30am and 1:40pm-2:10pm as students are outside in the yard and the collection process is prolonged.

No early dismissals are granted after 3pm as students will miss out on important information for the following day being given the teacher.

Emergency information / student records

It is extremely important that we have up to date mobile, home and work telephone numbers where you can be contacted if required. The names and up to date phone numbers of up to four people who we can contact in your absence is also required.

THE OFFICE SHOULD BE ADVISED IMMEDIATELY IN WRITING OF ANY CHANGES TO EMERGENCY INFORMATION.

Excursions

Students must have permission to attend excursions and most excursions require a payment for transport and entry to a venue. Teachers will send a permission form to parents with the details, including cost. Payments should be returned in the supplied envelope with the permission form. Payment can be by cash, Bpay or via the Qkr App.

Extreme weather conditions

During extreme weather conditions (hot, windy or wet days) students are supervised inside during the appropriate break times.

Head lice

All parents are required to fill out a form on enrolment for consent / not consent to hair checks.

If a student is found to have head lice, a parent/carer will be contacted and the school will send home a generic notice to advise parents in that class, that there has been a case of head lice and their child's hair needs to be checked. Students cannot return to school until treatment has taken place and a note to that effect provided. Parents are required to notify the school if their child has head lice.

Homework

- Teacher's role: To set learning tasks to practices a skill or concept.
- Students' role: To practise reading and set learning tasks. This may also include unfinished tasks.
- Parents'/carers' involvement: To encourage and support your child's learning and education. Setting aside a time for homework is beneficial

Infectious diseases

Parents are requested to promptly notify the school of any information related to infectious diseases so that we may take appropriate measures. The Infectious Disease Schedule can be found on our website, please refer to this when your child is sick.

If your child is to be absent for an extended period for a medical reason, notification to the school is required.

Internet and intranet use

All students are given access to the school network using a protected password, once they have signed an ICT Agreement. The Agreement is put in place to protect themselves, others and the network from unauthorised use. Consequences apply for unauthorised use of the school's ICT network. The ICT network has very high levels of filtering of unacceptable material.

Local excursions

All students are required to have a local excursion permission form signed on their enrolment application. This form is part of the enrolment pack and covers all local excursions involving walking.

Lunch and snacks

Students eat their lunches inside their classroom between 1:30 – 1:40 every day. Students are to bring a water bottle and snack for morning break. Students are encouraged to graze all day eating healthy snacks and to bring a water bottle (no glass) to school each day. When selecting food to send with your child, please consider any anaphylactic allergies in the classroom.

Medication

Parents of students who require medication to be administered by a staff member during school hours, must complete the administer medication form. Any medication that is brought to school without the administer medication form signed, without pharmacy packaging/label or not in original packaging will not be accepted.

Money collection

Any payment sent to school is to be placed in a school payment envelope clearly named with the class and payment details. All payments are to go directly to the class teacher and not sent to the office.

Office hours

The School office hours are 8:30am- 3.45pm. Payments of accounts (by cash, cheque) are accepted during these times. During class times entry to the school office can be accessed via the Grand Boulevard gate.

Out of School Hours Care

After The Bell conducts the out of school hours care program for students at the school. The program operates Monday to Friday between the hours of 6:30am – 8:45am and 3:10pm-6:30pm.

Permanent (BSC and ASC Only)- A permanent booking is defined as a child booked to attend the service on the same day/s each week or fortnight.

Casual (BSC and ASC Only)-Casual bookings are days that do not fall into a regular weekly pattern.

Cancellation Policy- You must call our Head Office or email enrolment@afterthebell.com.au and provide 7 days' notice for permanent cancellation of permanent bookings.

Families who receive government rebates and have CCR paid to the service, who give less than 7 days' notice for one-off cancellations of permanent bookings and cancellations of casual bookings, but who contact us before 12.30pm the business day prior to the relevant session have their out of pocket costs reimbursed.

Families who do not receive the Government Rebates or have the CCR paid to themselves will be charged the normal rate for any applicable sessions, as rebates cannot be claimed.

Before and After School Care- If there is a change to care arrangements made during the school day, it is the family's responsibility to contact After The Bell Head Office by 2pm, as this enables us to communicate to relevant people.

Billing- All care usage is billed each fortnight for the arrears fortnight of care used. Statements are provided each fortnight Wednesday and then direct debited out of your nominated account the next day on the Thursday for the care used for the previous fortnight.

Please note the school does not process or handle any administration associated with the OSHC program, all enquiries must be made directly to After The Bell.

Parent/Carer/Teacher communication

Communication between teachers and parents/carers is a vital part of your child's development and we are always happy to discuss your child's wellbeing and/or academic progress. It is advisable to discuss any concerns or relevant information about your child with your child's teacher.

Should parents/carers have questions relating to their children or classroom, the class teacher is the first point of contact. Please arrange a mutually convenient time to speak to your child's teacher.

Punctuality

To assist and promote qualities including responsibility, good manners and respect and in order for the school to fulfil its responsibility for the safety and welfare of students, the school insists on punctual attendance. Students arriving at school after 9.00am are expected to be signed in by a parent/carers at the office. Continued lateness will be followed up by the Student Support Leader.

School Council

The role of the School Council is to serve the interests of students and staff and to promote the school in the wider community.

The Council is a legally constituted body obligated under the Education and Training Reform Act (2006) to fulfil the following responsibilities:

- developing the strategic plan
- approving the annual budget
- setting and reviewing policies
- raising money for things that the school needs
- making sure the school's grounds and buildings are maintained
- entering into contracts for things such as cleaning and hiring of school facilities
- creating interest in the school within the community

The Constituted Membership of the School Council

The Newbury Primary School, School Council shall be constituted as follows: -

- 3 parents elected by the school community
- 1 staff member elected by the school staff
- 1 Community Member
- The Principal who is a member ex-officio

All parents are eligible for nomination to the School Council, with those elected normally serving a two-year term, being eligible for re-nomination when their term expires.

School Council is required to hold eight compulsory meetings each year.

Session times

The school adopts limited use of the school bell. A bell will only be rung to signal the end of each break and dismissal at the end of the day. At Newbury Primary School we are working towards establishing a calm, nurturing and educationally stimulating learning environment where we encourage students to accept responsibility for time management and self-discipline.

School commencement times are as follows: Students to be in attendance by **9:00am the latest**

8:45-9.00	Teachers supervise the yard from 8:45
8:50	Students can start entering the classrooms.
9:00	Session 1
10:00	Session 2
11:00	Break
11:30	Session 3
12:30	Session 4
1:30	Lunch (eat inside)
1:40	Break
2.10	Session 5
3.10	Dismissal
3.10-3.25	Teachers supervise the yard until 3:25.

Smoke Free environment

The School is a Smoke Free Zone. All Department of Education and Training properties are Smoke Free including a 5 metre radius from all fence lines at all times.

Sun protection

We promote active protection from the sun. All students are required to wear a school hat when outside during Terms 1 and 4. Students without a hat are required to stay under cover so that they have protection from ultra-violet rays.

Traffic

To relieve traffic congestion around the school, it would be appreciated if parents would strictly observe traffic regulations and No Parking signs. Double parking is dangerous. Police and By Laws officers from the City of Hume regularly patrol schools at peak times and penalise offending drivers.

One option is to park a short distance from the school and enjoy the walk with your child. For safety reasons parents and students are not permitted to enter the staff car park at any time.

Uniform

Full school uniform is compulsory. Students are to wear appropriate closed shoes, no open toed shoes or sandals will be permitted.

Parents/carers are strongly advised to label articles of clothing and belongings such as lunch boxes, drink bottles, school bags, pencils and balls that are brought to school to make returning the item to the owner, easier.

Victorian Curriculum overview

The Victorian Curriculum is a whole school curriculum framework that sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

The design of the Victorian Curriculum is set out below:

Learning areas	Capabilities
The Arts <ul style="list-style-type: none"> • Dance • Drama • Media Arts • Music • Visual Arts • Visual Communication Design English Health and Physical Education The Humanities <ul style="list-style-type: none"> • Civics and Citizenship • Economics and Business • Geography • History Mathematics Science Technologies <ul style="list-style-type: none"> • Design and Technologies • Digital Technologies 	Critical and Creative Thinking Ethical Intercultural Personal and Social

Learning about the cross-curriculum priorities of Aboriginal and Torres Strait Islander histories and cultures, Asia and Australia's engagement with Asia and Sustainability is embedded in the learning areas of the Victorian Curriculum.

Volunteer/parent helpers

There are several ways you can become an active participant in the education of your child:

- Helping with classroom programs- reading, preparing materials,
- Attending excursions- extra adults are required to meet the minimum adult/ child ratio in supervising groups
- Assisting with sports - umpiring, coaching, time keep or cheer squad
- Helping in the library- covering books, cataloguing and filing
- Supplying art/ craft materials- egg cartons, cereal boxes, scrap material, wool etc.
- **Please note: Parents/carers and family members who help in the school are required to have a current Working with Children Check which is to be carried on them at all times whilst volunteering in the school.** Further information can be obtained from the school office.

Yard Supervision

Teachers supervise students during all breaks. Teachers are also on yard duty before school from 8.45am to 9.00 am and after school from 3.10pm till 3.25pm.

PLEASE DO NOT ALLOW YOUR CHILD TO COME TO SCHOOL EARLY OR STAY LATER AT SCHOOL AS THE YARD IS UNSUPERVISED BEYOND THESE TIMES.

If you require supervision beyond these hours please inquire about the After the Bell Out of School Hours Care Program on 03 9758 6744.