

## STAFF 2009

Principal/Class Teacher: Mr David Keil

### **Class Teachers:**

Prep /One/Two	Mrs Leila Smith
Class 3/4, Special Needs/Library	Mrs Lorraine Wrigglesworth
Class 5/6	Mr David Keil
Computer / class teacher	Mrs Sharlene Epis
Art / Music	Mrs Ros Detering

Business Manager: Mrs Mary Jones

Cleaner: Mrs Pat MacKay

School Council President: Ms Avril Smith

Parent Club President: Ms Marj Lambourn

## **TERM DATES 2009**

**TERM 1** Monday 2<sup>nd</sup> February – April 3<sup>rd</sup>

**TERM TWO** Monday 20<sup>th</sup> April - Friday 26<sup>th</sup> June

**TERM THREE** Monday 13<sup>th</sup> July - Friday 18<sup>th</sup> September

**TERM FOUR** Monday 5<sup>th</sup> October – Friday 18<sup>th</sup> December

## **SCHOOL HOURS:**

Session One: 9.00am to 10.30 am

Morning Recess: 10.30am to 11.00am

Session Two: 11.00am to 1.00pm

Lunch: 1.00pm to 2.00pm

Session Three: 2.00pm to 3.30pm

## **FOR PREPS**

## **BEFORE THE FIRST DAY**

It is helpful for your child to know these things and he / she could have practice in an informal way. However, do not stress these if he / she appear tense or frustrated.

Does your child know his / her full name and address?

Can your child recognise his / her name when written?

Does he / she know how to put things away after use?

Can he / she recognise his / her own named belongings?

Can he / she tie and untie shoe laces and buckle sandals?

Does he / she know the importance of washing hands after visiting the toilet?

Does he / she know how to use a tissue or handkerchief properly and the importance of covering his / her mouth when coughing or sneezing?

## **SUGGESTIONS**

Have several 'school lunches' with your child at home. Children need practice in handling a lunch box successfully and experience in pouring from a drink bottle.

(See later section for lunchtime procedure).

If the school is within walking / riding distance from your home, follow the route to be taken there and back with him prior to the commencement of the school year.

Acquaint him / her with road safety procedure.

Warn him / her not to accept rides from strangers.

Please do not allow your child to bring articles to school that could cause harm to others, eg. toy guns, arrows, pointed sticks or knives.

We advise against umbrellas as incorrectly used they can be dangerous.

## SCHOOL PROCEDURE FOR BEGINNERS

Beginners will attend from 9.00am to 3.30pm during the month of February. But, if the need be, the child may be collected earlier.

**NOTE:** Some children find the classroom situation very demanding and are completely exhausted at dismissal. Therefore, we suggest it would be wiser to have most shopping done prior to meeting them, as they need immediate relaxation. If your child is over-tired, ignore rather than punish 'after school crankiness' until he / she adjusts to this new situation.

## CLASSROOM REQUISITES

The State Government provides an Education Maintenance Allowance to Health Care holders that helps offset the cost of purchasing classroom requisites needed for your child. Requisites are bought in bulk by the school to help keep costs to a minimum.

Besides materials provided by the school, your child will need:

An art smock (refer school clothing section).

A library bag (refer library section).

A school bag - airport type with zip is easiest to handle.

Fasteners as on back-pack types cause difficulty for most preps and break easily.

Any levy requested to cover MARC Van (mobile library) and some cost for requisites.



## LABELS

We request that all personal requisites and removable clothing be clearly marked with your child's name. (THIS IS PARTICULARLY IMPORTANT WITH SO MANY CHILDREN IN THE SAME SCHOOL UNIFORM.) If your child has difficulty in identifying his name, coloured wool or sewing thread could be used for his own personal motif near the name.

Please label school bags inside with name, address and telephone number.

## MONEY

If your child is required to bring money to school for any reason, please ensure that it is **carefully sealed in an envelope and labelled with the child's name, amount and purpose.**

## SCHOOL EXCURSIONS

Before a child participates in an excursion parental permission is necessary. Approval forms will be sent home prior to each excursion. Please help by returning the form on or before the date requested.



## BOOK CLUB

On several occasions during the year, children are able to purchase books from Scholastic Australia Book Club. This service provides good quality books at a reasonable price. If you wish to purchase any books, please ensure that you send the correct money before the closing date of the offer. **PLEASE NOTE: there is no obligation to purchase these books.**

**LUNCH** 1.00 - 2.00pm

- \* Children are supervised while they eat their lunch. Unless notification has been given, indicating that the child will be eating lunch at home. **NO CHILD WILL BE PERMITTED TO LEAVE THE SCHOOL GROUND.**

Suggested lunch: one round of sandwiches, a cake and a piece of fruit is usually sufficient. If the lunch is taken in a container their name should be written on the outside. Avoid fizzy drinks.

Include another piece of fruit or a small snack for the child to eat during morning recess. **Please wrap this separately.**

For prep children this morning recess snack is particularly important, as the children may need a small snack to replenish their energy supplies.

**NOTE: UNDER NO CIRCUMSTANCES ARE GLASS CONTAINERS PERMITTED**

During Term 2 & 3 children may bring their lunch - pie, sausage roll, pizza etc. wrapped in foil and named. These can be heated in the pie warmer at school.

We would appreciate it if no chewing gum was sent to school with children.

## LEAVING THE SCHOOL GROUND

No child (other than those referred to above) is permitted to leave the school grounds at times other than normal without the Principal's permission.

If your child does come home unaccompanied during school hours, will you please notify the school IMMEDIATELY?

Medical and dental appointment cards, are sufficient evidence for those purposes. A note here is not required. In the interest of your child's safety, we request you collect your child from the classroom on these occasions.

## **ABSENCES**

It is important that you send a **NOTE** with your child when the child returns to school explaining the absence. IT IS MORE IMPORTANT HOWEVER - that you sign the sign out sheet available in the office or classroom if your child attended the morning session and is not returning for the afternoon session.

## **TRANSFERS**

If you are leaving the district it is necessary to contact the Principal at least three days in advance so that the appropriate forms may be prepared.

## **SCHOOL UNIFORM**

It is strongly recommended that all children wear school uniform. All items are available in the local stores.

For the occasions when it is not possible to wear school uniform children are expected to be dressed in **sensible** clothing. This excludes such articles as leotards, frilly party dresses, halter tops, skimpy shorts and thongs.

### **BOYS - WINTER**

Navy windcheater or vest with school motif  
Black shoes or runners  
Navy tracksuit pants.  
Pale Blue Polo shirt with logo

### **SUMMER**

Navy shorts  
Pale Blue Polo shirt with logo  
Black Shoes or runners

### **GIRLS - WINTER**

Navy windcheater or vest with school motif  
Pale Blue Polo shirt with logo  
Navy tracksuit pants  
Black shoes or runners

### **SUMMER**

Blue gingham dress / white collar  
Navy Shorts or basketball skirt  
Pale Blue polo shirt with logo  
Black shoes or runners

### **Options for logo:**

Sew on badges can be purchased from the school and sewn on by yourself for a cost of \$8.00 each

Clothing can be purchased and logo sewn on by JSM Embroidery-Sale

Purchase own clothing at another outlet and take to JSM Embroidery-Sale and have logo embroidered on clothing at your cost

## **FOOTWEAR**



Please ensure that your child wears comfortable and a practical pair of shoes everyday. Some shoes and sandals may look nice but are not suitable for many activities and may place your child at risk.

**NOTE:** Thongs and open sandals are not permitted, as they do not provide sufficient protection and support.

In wet weather, if you child wears gumboots, please provide him / her with a pair of slippers for use inside.

## **CHANGE OF ADDRESS**

It is absolutely imperative that we are able to contact you in the case of an emergency. Please notify the school promptly of change of address telephone numbers, or person who will care for your child in an emergency. We have all such details on file at the school but it is your responsibility to keep the school informed of any changes to these.

## **HEALTH AND ATTENDANCE**

On the following page is a copy of the Infectious Diseases Exclusion Table. Other aspects of health not mentioned in the regulations are:

1. It is unfair to the child, other children and teachers to send a child who is obviously ill or not fully recovered from illness, to school. Such children are not receptive to learning or to school routine and our facilities for caring for them are severely limited.

### **THE BEST PLACE FOR A CHILD WHO IS ILL IS HOME UNDER FULL TIME CARE.**

2. If you even suspect a disability, especially in sight or hearing, it is wise to have a doctor examine the child. Ensure that the school and your child's teacher/s are fully aware of any disability.
3. A written explanation is required for each absence. This is a requirement of law and such absence notes must be filed in the school for inspection.
4. If you wish to take your child from school early, please obtain the permission of the Principal. We do not want children removed from the school by unauthorised persons or children leaving school without adult supervision.
5. Aim at punctuality and regular attendance.

6. Rules that we have are for the safety and best interests off ALL children. A child feels secure when he/she knows what he/she may or may not do and knows that parents and teachers will be firm and consistent. Consistency of action is essential if parents, teachers and children are to maintain a co-operative unit.

## TELEPHONE CALLS IN AN EMERGENCY



As the telephone is our quickest means of communicating with parents, new or altered telephone numbers are required for our records.

## CHILDREN WITH ASTHMA

Every child who has asthma (however slightly) must fill in an emergency information card, obtainable from the school, as soon as possible.

Asthma attacks can arise quickly and without much warning with possible disastrous results.

There is a variety of medications etc. that various children use. Some need one type; others have to have a different sort, others something else. To ensure that, in the event of asthma attacks, the child receives precisely the correct medication.

**Each child** who is an **asthma sufferer** to have at **school, a spares medication labelled clearly with his/her name** so that we are confident of quick and correct treatment.

Schools have been advised that “bronchodilator medication should be available in the school’s emergency first aid kit.”

Advice from the Asthma Foundation is that bronchodilator medication (Ventolin, Alupent, Berotec, Bricanyl or Respolin) are quite safe and an overdose cannot be given. In an emergency their use may be life saving. They will do no harm if a mistake is made in diagnosis.

## MEDICATION FOR CHILDREN AT SCHOOL



Teachers are not to be held responsible for children taking medication.

For the safety of children and the effective giving of medication, it is extremely important that parents provide written instruction when they wish teachers to supervise the taking of medicines be children.

## LIBRARY

Children are able to borrow two books from the MARC van when it visits the school each week. These are borrowed during a lesson and must be returned before a child can borrow any other books.

It is requested each child have a library bag. These are essential for the protection of books. The library bag may be cloth or plastic bag. The cloth bags must measure 35cm x 45cm deep and have two handles at the top and a piece of velcro tape to fasten.

All parents are asked to encourage children to visit the library and borrow books, to read the books to children, to remind children to return their library books on the library day and to look after their books.

## **NEWSLETTER**

Your child will bring home regular newsletters and notices, which are given to him/her at dismissal time. Please check his/her bag for these.

Some items you may expect are:

1. The Cobains News. – This is the newsletter of the school and goes home fortnightly. Parents are urged to read carefully.
2. Notice of excursion programs
3. Notes from members of staff.
4. Other notices from time to time, but where possible all current notices will be included in the Cobains News.

## **LOST PROPERTY**

A lost property section operates at the school and parents may visit this whenever they wish. The naming of articles makes for a speedy return of lost goods.

## **SCHOOL COUNCIL**

This is an elected body representing school, parents and community. It meets on the 2<sup>nd</sup> Tuesday night of each month at the school, except in term breaks. Parents should feel free to contact any of the council members who will raise points on their behalf at the monthly meetings. All parents are welcome to attend School Council meetings as non-voting participants. Full lists of all Council members and phone numbers will appear early in the year in the school's "Cobains News".

## **PARENTS' CLUB**

The Parents' Club is a necessary and rewarding part of a child's primary school years. Its main function is to raise funds through varied and interesting ways as possible. These funds augment the allocation made through official sources and assist in the purchase of valuable enrichment equipment. Subscription of the Parents' Club is \$2.00 per family and due on the first meeting in February. A notice for meetings is sent home with day and time.

The parents now involved are sharing more in discussions related to educational trends and community participation, of both the needs of the school and the child.

A current list of office bearers will appear early in the year in the school's newsletter.

## **PARENT INVOLVEMENT**



We welcome and are most appreciative of the contribution made by parents to our school program. Such contribution assists us in the achievement of many of our objectives.

In the past, parents have helped teachers by participation in excursions, sporting and swimming activities and assisting in certain classroom programs.

If you are interested in sharing in this form of school involvement, please inform the school.

## **ADVERTISEMENTS IN “COBAINS NEWS”**

Parents are encouraged to advertise goods “For Sale” or “Wanted” in the issues of the “Cobains News”.

## **SCHOOL CLOSURE**

Parents will always be notified of any school closures. This notification will be in written form over the Principal's name.

**DO NOT TAKE NOTICE OF VERBAL MESSAGES**

## **HOMEWORK**

Teachers may set from time to time homework activities. Your cooperation is requested in providing suitable home conditions and encouragement to your children.

## **SWIMMING**

A concentrated 12-day swimming program for each grade is run early in the school year. It would be appreciated if parents could assist during Preps swimming program by helping with the dressing and undressing of them. Swimming days and time will be announced in February.

Swimming classes may also be held in term 4 at the Heated Swimming Pool. These will take place weekly.

## **PROGRESS REPORTS / PARENT INTERVIEWS**

Parent /Teacher interviews will be held in term 1. This will give parents and teachers the opportunity to discuss your child's progress. A written report will be provided mid year and at the end of the year.

## **ART**

An art smock is required for each child to protect clothing.

A man's shirt with shortened and elasticised sleeves makes an excellent cover-all or an old T-shirt.

The art program is always in need of donations of useable material. Needed items are boxes, containers, off-cut material, cork, cylinders, foil, wire, buttons, lace, ribbon, wool, etc.

## **FINAL REMINDERS**

- Do not hesitate to contact the school if you have any worries.
- Always feel free to contact the Principal at any time.
- A good school relies on interested parents. BE ONE.
- No child is to leave school inside school hours without written parental permission.
- Carefully read all notices sent home.
- Do not believe oral messages – the school always gives messages in writing.