

**Newham Primary School No. 1913**  
**1271 Rochford Road, Newham, Victoria 3442**

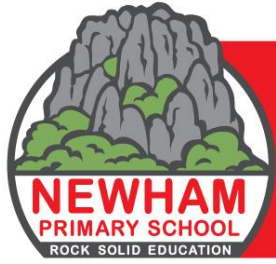
**Phone:** 5427 0235 **ABN:** 43 055 119 756

**Email:** [newham.ps@education.vic.gov.au](mailto:newham.ps@education.vic.gov.au)

**Web:** <https://www.newhamps.vic.edu.au>



# ENROLMENT HANDBOOK



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Dear Parents,

We extend you and your child a warm welcome to Newham Primary School.

We understand that starting in a new school can be an exciting and somewhat daunting experience for your child and for yourself. Please be assured that every effort will be made by the school to ensure a smooth transition for your child.

Our aim at Newham Primary School is to create a happy, safe and stimulating learning environment that nurtures your child and their particular needs in our endeavour to effectively cater for the individuals at our school. In this respect, our staff will focus on developing your child's independence, confidence and level of initiative.

You can help us to promote these qualities through your own interactions with your child and the school. By speaking positively about the school and the teachers you are reinforcing the child's sense of safety, belonging and school pride. By assisting in the classroom and asking questions about your child's learning, you are modelling and reinforcing the message that you value learning yourself. By following through with school activities at home, you are showing your child that learning takes place everywhere.

We strongly encourage a solid partnership between home and school. This is reinforced through clear and consistent communication that flows in both directions. We encourage you to take an active interest in what is happening within the classroom through regular interaction with your child's teacher. Also, our website and weekly online newsletter (uEducateUs) will inform you about what's happening across the school. If you wish to discuss your child's progress, or any concerns you may have, we encourage you to make an appointment with your child's teacher as the first point of contact. They will be more than happy to schedule a meeting with you at an appropriate time.

We take our role in the education of your child seriously and we expect that our parent body is supportive of the programs and policies of the school and the decisions we make in regard to your child's education and wellbeing. You can assist us to keep improving through providing consistent and constructive feedback, so that we can keep providing the very best for you and your child.

I wish you and your child every success and satisfaction in the years ahead at Newham Primary School.

Simone Wood  
Principal

## Communication between school and parents

Parents and community members play an important role in their children's education and a strong partnership between parents and schools enriches the learning experience. There are many both formal and informal opportunities for parents to be informed about the school and their child's progress:

### **uEducateUs**

NPS uses a digital communication system called uEducateUs. uEducateUs can be accessed via <https://newhamps.ueducateus.com.au> or by downloading the app. A username and password is required to use the app or website which will be provided by the office. Refer to the section on uEducateUs later in the handbook for further information.

Urgent or important messages that occur after 8:30am should be reported to the office to ensure that they are responded to within the school day. This may be after school care changes, bus or collection changes. Teaching staff will only check uEducateUs before 8:30am and then again nightly after meetings. Student absent notes such as family holidays or medical appointments should be entered by parents via the uEducateUs app.

### **Issues or Concerns**

For brief informal chats, your child's teacher is available in the classroom at 8:45am each morning. The teacher is also planning for the day at this time so a couple of minutes is appropriate. For a more detailed discussion or private issues, parents are encouraged to arrange a meeting with any staff member at a mutually convenient time to discuss the concerns. Your first port of call should be your child's classroom teacher. Please request an appointment via uEducateUs, catch us in the morning/end of the day or the office. Please provide an indication of the subject to be discussed so we can have information required to hand when we meet. More complex issues can be discussed with the Principal through an agreed appointment time.

### **Student Performance**

All schools provide parents with a written report on their child's performance twice a year. During parent-teacher interviews in February and June parents can discuss their child's progress.

### **Information Nights**

Parent-teacher nights are held at the start of the year to discuss class or year programs with parents. Occasionally, at other times during the year, information sessions about other programs such as Reading, Health or Cyber Safety may be offered.

### **Annual School Report**

All schools publish an annual report on the school's website by the 30<sup>th</sup> June each year for the previous year. The information includes:

- distinctive curriculum offerings
- characteristics of the student body and number of enrolments
- staff development priorities
- school performance information

### **Newsletters and Website**

A regular newsletter informs parents, caregivers and the community about school activities, developments and initiatives. The school website is a valuable resource for students and parents. It contains information about current programs, school policies, documents and forms, a calendar of events and community links.

**My School Website**

This is an Australian Government website profiling almost 10,000 schools throughout the country. It features statistical and contextual information, as well as NAPLAN results that can be compared with those of statistically similar schools across Australia. It provides a snapshot of a school using nationally consistent indicators. Schools can be searched by location, sector or name. For more information visit [www.myschool.edu.au](http://www.myschool.edu.au).

**2023 Term Dates & Finish Times**

Term 1: 27 January (school staff commence) to 6 April

Term 2: 24 April to 23 June

Term 3: 10 July to 15 September

Term 4: 2 October to 20 December

End of Term finish time for Terms 1, 2 and 3 is 2:30pm. End of Term 4 finish time is 1:30pm.

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# NEWHAM PRIMARY SCHOOL

In an atmosphere of mutual respect, encouragement and team spirit, students experience success through a balanced curriculum, which is both meaningful and engaging.

Parental involvement in all aspects of school life is actively encouraged and greatly valued.

## WHO'S WHO AT NPS

### **Principal:**

Simone Wood

### **Education Support Staff:**

Business Manager – Sharon Gledhill

Classroom Aide – Narelle Reino

### **Teaching Staff:**

Alyssa Cole

Libby Fullard

Tim Furphy

Katrina Hood

Rai Jones

Jacqueline Lee

### **School Council Members:**

Simone Wood (Principal) (DET Representative)

Sarah Crozier (President)

Paul Hosking (Vice President)

Peter Schreiber (Treasurer)

Tim Furphy (DET Representative)

Peter Brown (Parent)

Liz Pape (Parent)

### **School Contacts:**

Phone: 5427 0235, Fax: 5427 0641

Email: [newham.ps@education.vic.gov.au](mailto:newham.ps@education.vic.gov.au)



# INFORMATION TO BE BROUGHT TO THE SCHOOL'S ATTENTION

Parents should tell the school of -

1. Any problems with eyesight, hearing, speech.
2. Any worries your child may have about school.
3. Changes in family situations.
4. Change in address or contact details, or arrangements for collecting children from school etc.
5. Toileting problems. Going to the toilet at school often causes problems, e.g. asking permission, unfamiliar toilet, etc. Accidents can sometimes occur and it is helpful if you visit the toilet with your child either on the pre-school visit or on the first school day to familiarise him/her with it. If your child is prone to accidents of this nature, it is a good idea to put a change of clothes in your child's bag just in case. This type of accident sometimes occurs even with confident children and teachers are aware of this and parents too should not be surprised to find that their child has had an 'accident' at school.

## REMEMBER

If you have any concerns about the school, do not hesitate to contact us; we are always happy to see you.

## CHILDREN WHO ARE UNWELL

We must stress to parents the importance of keeping children at home when they are unwell. Do not let your child make the decision about going to school. A child who has been ill during the night or before school, should remain home on that day. Please support the school in encouraging resilience and persistence. Even if your child is 'a little tired', always have an expectation that he/she attends school. 'Every day counts'.

**If your child has been absent from school you should advise of the absence via the school communication system uEducateUs by entering an absent note. If your child will be absent for a prolonged period, please ring the school and notify the Principal of the details.**

If your child becomes ill at school, you, or if your nominated emergency contact, will be notified in order that the child may be picked up.

Details of Health Department requirements for Infectious Diseases are included in this document.



# A TO Z AT NEWHAM PRIMARY SCHOOL

## A

### **Absences**

If your child has been absent from school you should advise of the absence via the school communication system uEducateUs by entering an absent note. If your child will be absent for a prolonged period, please contact the school and notify the Principal of the details. Legally your child is obliged to attend school and if no notification is received, teachers must assume that the child has been absent without your knowledge. Explanations need to be provided promptly to the teacher either prior to or after the absence.

### **Assembly**

School assemblies are held in our middle space or outdoor undercover area on alternating Friday afternoons beginning at 3.00pm. The focus is to acknowledge and celebrate student achievement and success, as well as reports of school events.

### **Assessment and Reporting of Student Progress**

Our monitoring of student progress and achievement is ongoing. Parent/teacher interviews are held in June each year. Reports are sent home via uEducateUs at the end of each semester (June and December). Specific meetings for students needing support (SSG meetings) may also be scheduled. Parents can make an appointment for extra meetings as needed.

### **Attendance**

In Victoria, attendance at school is compulsory for all children aged between six and fifteen years of age. When children are enrolled it is expected that their attendance will be regular and punctual. A written explanation is required for all absences on the return to school of the student.

Please support the school in encouraging resilience and persistence. If your child is 'a little tired', always have an expectation that he/she attends school. Support the school and Education Department initiative 'Every day counts' in conversations with your child. Keeping absences to a minimum will lead to maximum learning opportunities.

# B

## **Book Club**

Children have the opportunity to buy books from a selected book club. Catalogues are sent home for parents to order books online, if they wish. Book club orders are supplied by Scholastic Australia and co-ordinated by a parent volunteer.

## **Buddy Program**

During the Prep Transition Program prep students are introduced to their Year 5 or 6 Buddy. This program fosters a caring environment between students of different ages. Cooperating and working together to meet common goals are important aspects of this program.

## **Bus Travel**

The Department of Education in collaboration with PTV provides a bus service for Newham Primary School.

For information regarding the bus route, bus stops and times, please contact the school. Parents must obtain permission to use the bus service which is free for families whose home is 4.8 km or more from the school, and Newham Primary is the closest primary school. Application forms are available from the office or the school website.



Other students may use the bus but must pay the appropriate fee – see office staff for details.

Any student who doesn't normally travel on the school bus but requires bus travel on the odd occasion eg. to a friend's house, must complete an application for adhoc travel. This must be approved by the bus co-ordinator prior to the student travelling on the school bus.

Drivers of school buses have a heavy responsibility. Students and parents using this service will be asked to sign a copy of the relevant Code of Conduct while on the buses. If, in any specific instance, the conduct of student/s causes distraction to the bus driver and thereby endangers the other students in their charge, the student/s will be suspended from further travel until a firm assurance is received from the parents that all necessary standards of conduct will be observed. If a student is put off the bus it is the responsibility of the parents to arrange transport to school.

It is School Policy that all travel by bus for school purposes; daily travel, excursions and camps, is only permitted on buses that have seat belts.

## **Bushfire Management Plan**

### **On days of high risk or Total Fire Ban, fire risk will be monitored via:**

- CFA website: [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)
- Regional Manager, Operations & Emergency Management DET
- Vic Emergency App
- DSE website: <http://www.dse.vic.gov.au/dse/index.htm>
- ABC radio 774AM Ph: 139 994
- DET Incident Support and Operations Centre (ISOC)
- Kyneton Police (re: Pipers Creek/Three Chain roads) Ph: 5421 2900
- Keep all staff informed of situation where possible
- Announcements to families if there is an escalation in weather/wind activity via uEducateUs or sms

Every family at Newham PS has the responsibility to create and implement their own personal Fire Plan.

In accordance with advice from the CFA, enacting this Fire Plan should take place at the earliest possible time.

### **On extreme fire days with fire activity in the local area families should:**

- Implement their personal Family Fire Plan.
- Decide whether children will go to school or remain under the supervision of parents
  - If children stay home on high fire alert days with fire activity in the local area, an absence note is required the following day
- Choose whether to collect children immediately or whether they remain the responsibility of the school
  - Collecting children from school must be done at the earliest possible time
  - Parents/Guardians will have to sign for children at the front office
  - Children will not be handed over to members from different families without specific verbal or written signed consent from parents to the school
- Ensure that the school has your current mobile number and email address and that phone communication is always available during the fire season.

### **In the event of fire activity in the local area (25km radius), Newham Primary School will enact the following on advice from the CFA and other Emergency Management experts:**

On advice from the CFA and other Emergency Management experts it is highly unlikely that we would evacuate from the school during a 'Watch and Act' notification. Given the uncertainty on the roads with falling trees and road closures and the availability of buses at short notice our best plan of action is to Shelter in Place at the school. In the event of a fire threatening the school the CFA would endeavour to attend asap.

### **Shelter in Place (SIP) Fire Procedure:**

- Chief Warden (Principal) to call 000, DET Incident Support and Operations Centre (ISOC) and Emergency Management DET.
- An announcement will be sent to families notifying them that the Stay at School Shelter In Place Fire Procedure is being enacted. Parents must choose whether to collect students immediately or whether they remain the responsibility of the school
  - Collecting children from school must be done at the earliest possible time
  - Parents/Guardians will have to sign for children at the front office
  - Children will not be handed over to members from different families without specific verbal or written signed consent from parents to the school

Parents who arrive to take their children will leave information regarding their evacuation plan. They can join the Shelter in Place if it is deemed too late or not safe to leave the school.

We urge parents not to contact the school unless absolutely necessary, to ensure phone lines remain open to enable the school to liaise with emergency services.

- Our designated Shelter in Place (SIP) venue is the project space.
- Announcements will be sent to all families during the Shelter in Place to provide updates and at the conclusion of the Shelter in Place.
- In consultation with emergency services an escorted evacuation by car or bus may occur.

### **School Bus Emergency Management:**

In the event of a bushfire or other emergency in the vicinity of the bus route, the school liaises with the bus company/driver and the DET North Western Victoria region Emergency Management co-ordinator and the students are kept at school. Parents/guardians of affected students are notified of the situation and if possible advised when and where it is safe for their child to be picked up. We need communication lines to be free for liaising with emergency services.

In the unlikely event of a rapid onset emergency (where a Catastrophic Day has not been declared) and students are en route, the driver will assume responsibility and notify the Principal with regard to the bus service's destination (ie return to school or directed to the nearest Safe Area). Students will not be allowed to disembark from the bus unless parents/guardians are waiting for them at the designated bus stop. The Safe Area is likely to be the Bus Depot in Kyneton.



## **Camps**

Students in Years 3 to 6 go on school camps. The Year 1 and 2 students have a sleep over in the school building and the Prep students stay for dinner at school. This may vary due to the composition of the classes.

## **Car Park Protocol**

- Students are to be walked by a parent/carer from the car park/car parked on the road to the school grounds and vice versa. Students are not to walk through the car park without an adult.
- Students and families crossing the car park entry must do so using the zebra crossing.
- No parking on the footpath and within one car length of the school bus parking area.
- No parking in the designated disabled parking spot without a valid permit.
- Vehicles with trailers/horse floats in tow should park on the roadside.
- Car park speed limit 10km/h.
- No overtaking in the car park or car park entry/exit.
- Keep to the left upon entering and exiting the car park.
- Cars to keep to the outer edges of the car park. Middle parking row to be formed

upon outer parking becoming full.

Please abide by these rules to ensure the safety of all.

The school proposes that the parents of our senior students collect their children from the Newham Mechanics Institute carpark. There will be a teacher on duty after school to supervise children crossing safely onto the adjacent path. The Crossing Supervisor is at the school crossing to ensure students safely cross into the Hall car park using the crossing. Of course we understand that this may not be suitable for all families, nor in inclement weather conditions, however it may help to relieve some of the pressure in our car park if even some families were able to do this.

## Child Safe Commitment



Newham Primary School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Newham Primary School has zero tolerance for child abuse.

Newham Primary School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Newham Primary School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

The Child Safe Standards are as follows:

**Standard 1** – Establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.

**Standard 2** – Ensure that child safety and wellbeing are embedded in school leadership, governance and culture.

**Standard 3** – Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

**Standard 4** – Families and communities are informed and involved in promoting child safety and wellbeing.

**Standard 5** – Equity is upheld and diverse needs are respected in policy and practice.

**Standard 6** – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

**Standard 7** – Ensure that processes for complaints and concerns are child focused.

**Standard 8** - Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

**Standard 9** - Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

**Standard 10** - Implementation of the Child Safe Standards is regularly reviewed and improved.

**Standard 11** – Policies and procedures that document how schools are safe for children, young people and students.

## Clothing



As students often take off items of clothing and leave them around the school, especially during changeable weather, it is important to have all items of clothing and personal belongings clearly labelled with your child's name so that they can be returned, if found. Lost property is located in the middle space. Unnamed lost property clothing items will be kept for two weeks before items are donated to the Second Hand Uniform Shop or one of the local Opp shops.

## Catastrophic Fire Danger Rating Procedure

Fire danger ratings and warnings are used in Victoria to provide clear direction on the safest options for preserving life.

Schools and children's services listed on the DET Bushfire At-Risk Register (BARR) will be closed when a Catastrophic fire danger rating day is determined in their Bureau of Meteorology district. **Our school has been identified as being one of those at high bushfire risk and is listed on the BARR.**

Where possible, we will provide parents with up to three days notice of a potential Catastrophic day closure by uEducateUs announcement, letter or sms. A Catastrophic day will be determined by the Emergency Management Commissioner no later than 1.00 pm the day before the potential closure. Once we are advised of the confirmation of the Catastrophic day we will provide you with advice before the end of the school day.

**Once confirmed, the decision to close will not change, regardless of improvements in the weather forecast.** This is to avoid confusion and help your family plan alternative care arrangements for your child. It is also important to note that:

- No staff will be on site on days where the school is closed due to a forecast Catastrophic day.
- Out-of-school-hours care will also be cancelled on these days.
- School camps will be cancelled if a Catastrophic fire danger rating day is determined for the Bureau of Meteorology district in which the camp is located.
- Depending on which Bureau of Meteorology district is impacted bus route cancellations may affect our school.

On these Catastrophic days families are encouraged to enact their Bushfire Survival Plan – **on such days children should never be left at home or in the care of older children.**

For those of us living in a bushfire prone area, the CFA advise that when Catastrophic days are forecast, the safest option is to leave the night before or early on the morning of the Catastrophic day.

As part of preparing our school for potential hazards such as fire, we have updated and completed our Emergency Management Plan, reprioritised any maintenance works that may assist in preparing for the threat of fire and cleared our facility's grounds and gutters.

### **What can parents do?**

- Make sure your family's bushfire survival plan is up-to-date and includes alternative care arrangements in the event that our school is closed.

- Ensure the school has your current contact details, including your mobile phone numbers and email address. Keep in touch with us by reading our newsletters and any communication sent via uEducateUs, by checking our website [www.newhamps.vic.edu.au](http://www.newhamps.vic.edu.au) and by talking to your child's teacher or any other member of the teaching staff about our emergency management plan.
- Most importantly at this time of year, if you're planning a holiday or short stay in the bush or in a coastal area, you should check warnings in advance of travel and remain vigilant during your stay.
- If your child is old enough, talk to them about bushfires and your family's bushfire survival plan.
- You can access more information about children's services closures on the Department of Education and Training website – see

<http://www.education.vic.gov.au/about/programs/health/pages/closures.asp>  
[X](#)

For up-to-date information on this year's fire season, visit the CFA website at [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au) or call the 24-hour VicEmergency Hotline 1800 226 226.

## Collection of Monies



Money is collected at different times of the year for various reasons. Payment can be made by BPay, credit card, direct deposit and cash (cashless payments are preferred). BPay is the school's preferred payment method. When making payments by BPay or direct deposit please send an email to the school email [newham.ps@education.vic.gov.au](mailto:newham.ps@education.vic.gov.au) to indicate what the payment is for. The BPay family reference number will remain the same whilst your child is enrolled at NPS. When forwarding cash we request that it be

enclosed in an envelope with the child's name and grade and the purpose of payment clearly written on the front. Special payment envelopes are available from the office.

## Communication

Our school has open, honest, accessible and respectful communication with parents and the wider community. It is important that regular publications such as the school newsletter (which is published fortnightly and sent to all families electronically as well as being published online) and announcements are read by parents to keep up to date with school events.

Each student is provided with a communication folder for which special notes are placed to go home. Please check these folders each day for any items. Payments to be returned to school, lunch orders etc. are to be placed in the communication folder for collection by the class teacher.

Formal parent/teacher interviews are held in Term 2 and parents can request interviews at other times with classroom teachers or the Principal.

NPS uses a digital communication system called uEducateUs. uEducateUs can be accessed via <https://newhamps.ueducateus.com.au> or by downloading the app. A



username and password is required to use the app or website which will be provided by the office. The functions that the school uses uEducateUs for are:

- Marking attendances.
- Student absence notifications from parents.
- Permission forms for excursions/camps/activities.
- Communication with families and vice versa via individual conversations or group announcements to a class or the whole school.
- Emergency notifications to families.
- Parent teacher interview online bookings.
- School newsletter distribution.

## **COVID-19**

Advice for parents, carers and guardians regarding COVID-19 can be found at <http://www.education.vic.gov.au/parents/Pages/coronavirus-advice-parents.aspx>.

The Department has a COVID-19 hotline should you have questions about COVID-19 and education settings. The hotline number is 1800 338 663, 8.30am to 5pm, Monday to Friday (excluding public holidays). If you need an interpreter, call 131 450 first.

Schools must adhere to restrictions in place at the time. This may affect who is able to be onsite at school in terms of students, staff, parents/carers and visitors. Parents/carers will be updated as restrictions come into place or ease.

## **Curriculum**

All students engage in a comprehensive curriculum based on the Victorian Curriculum F-10 which is comprised of the following learning areas:

The Arts, English, Health & Physical Education, The Humanities, Languages, Mathematics, Science and Technologies.

The school has specialist teachers in Science, Physical Education, French and Music.

## **Curriculum / Reporting Days**

Currently the Department of Education and Training (DET) provides four student-free Professional Development and Reporting days. Students do not attend school on these days. Parents will be notified of the dates of these days via the school newsletter.

# D

# E

## **Early Collection of Students from School**

Students that are collected early from school must be signed out at the office by parents/carers. Office staff will contact the classroom teacher to have the student sent to

the office for handover to their parent/carer. If the child returns on the same day they will need to re-sign in at the office which they are able to do themselves by seeing office staff.

## **Emergency Contact Information**

It is important to notify the office if your emergency contact numbers or personal details (including address and/or family situation) have changed. This ensures that we can contact you immediately in case of an emergency.

## **Enrolment Procedures**

Children are able to attend school from the beginning of the school year, if they have turned five years of age by April 30 of that same year. All children must attend school when they are six years of age. When being enrolled in school, parents need to provide:

- A Birth Certificate for Australian born residents or citizenship papers, passport or travel documents for non-Australian resident or non-Australian born students.
- A School Entry Immunisation Certificate which is issued by the Australian Immunisation Registry. Non-immunised children will be excluded from school if there is an outbreak of an infectious disease.

Students transferring from other schools are also required to have these documents which can, in most cases, be passed on from the exiting school. Students will also need a transfer note from their previous school.

- If you are concerned about your child's readiness for school please speak to the Principal.

## **Excursions and Activities**

Excursions, activities and camps may be arranged at regular intervals throughout the school year to enable students to engage in a variety of experiences. Excursions vary from a short walk to a local point of interest to day trips. Visits from experts or artists are also facilitated at school. All excursions and activities have a strong educational focus and are closely related to class work. Every effort is made to run these activities at a reasonable cost, with the expectation that all students participate. For all excursions (except for very local activities) and camps parent permission must be granted prior to your child participating in the activity. Without this permission and any associated payment, children will not be able to participate. From time to time students may go to the local park or outside the school grounds, under teacher supervision. A Local Excursion Consent Form is included in our enrolment form to cover these occasions.

# **F**

## **Financial Assistance**

### **Camps, Sports and Excursions Fund (CSEF) (including Prep Uniform Support)**

CSEF will be provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. A special consideration category also exists for asylum seeker and refugee families. The allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child.

The annual CSEF amount per students is:

- \$125 for primary school students
- \$225 for secondary school students

How to apply or to find information regarding closing dates: contact the school office to obtain a CSEF application form or download from [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef).

### **Conveyance Allowance**

In some locations, students are unable to access free school buses. In these instances, students may receive a conveyance allowance to assist with travel costs. If eligible, parents will need to complete the relevant application form available from the school office.

To be eligible the Student must

- reside 4.8km or more by the shortest practicable route from the school attended
- attend the nearest appropriate school at which admission is possible

Before completing this form please read the information about the Conveyance Allowance Program at

<https://www.education.vic.gov.au/school/principals/spag/safety/pages/conveyance.aspx>.

### **State Schools Relief (SSR)**

Every Prep Government school student who is a recipient of the CSEF automatically qualifies for a uniform pack voucher. SSR will provide a basic windcheater and tracksuit pants OR one of the following: bomber jacket, rugby top, hoodie or zip jacket. Parents must apply for CSEF by the closing date listed at [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef) before they approach the school to apply. Primary schools are required to make applications on behalf of parents at [www.ssr.net.au/schools](http://www.ssr.net.au/schools). Once approved, the voucher will be dispatched electronically to the school. The school will provide the voucher to the parent/student to present at the uniform retailer (and not at SSR). Eligible parents who have already purchased their child's uniforms for the year can select items of a larger size from the retailer.

SSR is available to students in year levels other than Prep or those that are ineligible for CSEF. Applications for parents requiring financial assistance for uniforms, text books or shoes are encouraged via the regular SSR services – [www.ssr.net.au/schools](http://www.ssr.net.au/schools). SSR only responds to requests from schools (not from parents directly). Parents are encouraged to talk to their school principal or student welfare coordinator about their situation and they will assess their eligibility.

### **First Aid**

The First Aid room is used by students in need of attention or waiting to be taken home by parents. The school has a number of First Aid trained staff members. In the case of minor injuries, first aid will be administered at the school. In the case of a serious accident or illness, medical aid will be called and every effort made to contact parents. It is most important to ensure that the school office is made aware of any changes to telephone numbers/addresses for home or business, and that names and phone numbers of your emergency contacts are kept up to



date. It is also important to notify the school of any known medical problems that your child may experience.

## **Fundraising**

Fundraising activities promote the provision of additional equipment to support your child's learning at Newham Primary School. Fundraising activities are coordinated by School Council, with the support of parents. Parental assistance and support is essential to ensure that we are able to raise the additional funds necessary to provide the best learning environment for our students. Some regular fundraisers in the past have been Easter and Christmas raffles, trivia nights, art shows and other special events.

# **G**

## **Grade 6 Graduation**

Grade 6 Graduation occurs during the last weeks of Term Four. The school awards all students with a commemorative certificate as well as a graduation bear which they can have signed by their classmates and teachers.

# **H**

## **Head Lice**

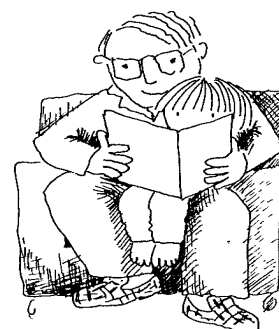
All schools from time to time need to deal with incidents of nits and head lice. Parents should check their children's hair on a regular basis. Children with long hair should have their hair tied back and plaited or in a bun. Any sign of students scratching their head and complaining of an itchy scalp needs to be investigated immediately. If you find head lice or nits on your child, please contact the school. Students must be treated before returning to school. If a student is identified as having nits or lice at school, parents will be notified to enable treatment to be undertaken.

## **Homework**

Homework is intended to provide students with activities to build on their learning and development at school as well as providing opportunities for parents to follow their child's progress. Teachers will outline to parents expectations of homework at the commencement of each year.

You can also help your child at home by:

- Praising your child's efforts so that they continue to gain confidence and accept challenges.
- Encouraging your child to have a go and to take risks.
- Making regular times to read together.
- Looking through the school bag daily for diary entries and samples of work.
- Talking with your child in a positive manner about what occurred at school.



- Sharing your child's achievements with family, friends and neighbours.
- Getting to know your child's teacher and joining in with classroom activities if possible.
- Taking an interest in school events by reading newsletters and attending functions.
- Remembering that children all progress at different rates, therefore in your child's class, students will be working at a range of levels.
- Homework will always be practice or revision of strategies already learnt at school and should take no more than 10 (prep) to 30 minutes (Year 6) to complete on any night. Applying strategies to learn number/tables facts and spelling words on a regular basis will greatly enhance your child's efficiency in Literacy and Numeracy.

## **Illness / Infectious Diseases**

While regular attendance is critical for student learning, the best place for genuinely sick children is at home. On return to school, parents need to provide a written explanation for the absence. The information overleaf on infectious diseases is included for parental information. These conditions present a risk to fellow students and staff and so require caution. The minimum exclusion period for gastroenteritis is 48 hours from when symptoms cease. Refer to the school's health care needs and infectious disease policies.

## **Immunisation**

It is a condition of enrolment that all parents provide an Immunisation History Statement from the Australian Childhood Immunisation Register.

A child who has not been fully immunised **will be excluded if there is a case of that unimmunised disease within the school.** The school holds a list of students not immunised and they will be contacted for exclusion as appropriate.

# Minimum period of exclusion from primary schools and children's services<sup>1</sup> for infectious diseases cases and contacts

Public Health and Wellbeing Regulations 2019

## Schedule 7

Column 1 Number	Column 2 Conditions	Column 3 Exclusion of cases	Column 4 Exclusion of Contacts
1	Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
2	Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
3	Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
4	Diarrhoeal illness*	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
5	Diphtheria	Exclude until medical certificate of recovery is received following at least two 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 Chief Health Officer
6	Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
7	Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
8	Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded
9	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
10	Hepatitis B	Exclusion is not necessary	Not excluded
11	Hepatitis C	Exclusion is not necessary	Not excluded
12	Herpes (cold sores)	Young 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
13	Human immunodeficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
14	Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
15	Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
16	Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
17	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 exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
18	Meningitis (bacterial—other than meningococcal meningitis)	Exclude until well	Not excluded
19	Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
20	Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
21	Molluscum contagiosum	Exclusion is not necessary	Not excluded
22	Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
23	Poliovirus infection	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
24	Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
25	Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
26	Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
27	Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC)	Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer	Not excluded
28	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
29	Tuberculosis (excluding latent tuberculosis)	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
30	Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer

### Regulation 111

A person in charge of a primary school, education and care service premises or children's services centre must not allow a child to attend the primary school, education and care service premises or children's services centre for the period or in the circumstances:

\* specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 2 of that Table; or

\* specified in column 4 of the Table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 2 of that Table.

\*Diarrhoeal illness includes instances where certain pathogens are identified including Amebiasis (*Entamoeba histolytica*), Campylobacter spp., Salmonella spp., Shigella spp. and intestinal worms, but is not limited to infection with these pathogens.

### Further information

Please contact the Communicable Disease Prevention and Control Section on 1300 651 160 or visit [www2.health.vic.gov.au/public/health/infectious-diseases/school-exclusion](http://www2.health.vic.gov.au/public/health/infectious-diseases/school-exclusion)

## **Intervention and Support Programs**

Education support staff work with students who have been assessed by the Department as requiring additional support. Children who meet Department criteria may also qualify for additional funding under the Disabilities Inclusion Program. Please speak with the Principal if you require more information. A Student Support Group is established for each of these students and meetings are scheduled 1-4 times per year as needed with parents, class teacher, education support staff and allied health workers as appropriate.

# J

# L

### **Late Arrival at School**

Students arriving at school after the 9.00am bell must sign in at the school office and collect a late pass. The student must take a late pass to the class teacher once signed in. Students are able to sign themselves in by seeing office staff upon arrival.

### **Late Collection of Children**

If you are going to be late collecting your child please contact the school. Your child will be asked to wait in reception to await your arrival. If you know in advance that you will not be able to arrive on time it is important for alternate arrangements to be made.

### **Lost / Unclaimed Property**

All articles that children bring to school including clothing, shoes, lunch boxes and drink bottles should be clearly labelled with the child's name. Many items eventually arrive at lost property. Unnamed lost property will be kept for two weeks before items are either donated to Second Hand Uniform stock or one of the local Opp Shops. Valuable items such as expensive toys, clothing and electronic devices should not be brought to school.

### **Lunch Arrangements**

Students should bring lunch to school each day with them or they may order lunch from the Newham General Store which takes lunch orders on Wednesdays and Fridays. Students in all classes eat their lunch under supervision between 1:00pm-1:10pm, before playing in the school yard. Students are encouraged to bring 'nude food' to school ie. no wrappers and use reusable lunch containers. No food or rubbish is allowed to be taken outside. All uneaten food and wrappers will be returned to the lunch box so that you can monitor what your child is eating and modify quantities accordingly. Refer to the school's waste management policy. Store bought drinks in glass bottles are not permitted at school nor are soft drinks or sports drinks.

## Lunch Orders

Children have the opportunity to purchase lunches from the Newham General Store on Wednesdays and Fridays. It is expected that orders will adhere to the carefully selected menu which is available from the school. Orders are to be made by clearly marking on the outside of a paper bag or reusable lunch order bag the student's name, grade, day required and food item being purchased with the correct money being placed securely inside. Lunch orders are to be placed on the morning by handing them to their class teacher, at the office or parents can place orders directly with the store. Reusable lunch order bags can be purchased by families directly from Sticky Beaks or the Newham General Store. Refer to the school's waste management policy.



## M

### Maintenance of School Grounds

Working bees are held at times to cope with maintenance needs. As well as gardening and general maintenance provided by maintenance staff, your involvement in working bees is crucial to the general safety and maintenance of the school.

### Medical Details

Please ensure that we are informed about your child's medical details. If your child suffers from asthma or has an allergy, you will need to contact the school office and complete further documentation. All students diagnosed with asthma or an allergy requiring medication must provide a current asthma/allergy (ASCIA) plan obtained from their GP. These must be updated yearly. You will find a schedule of exclusions included in this booklet.

### Medication (with the exception of Asthma/Allergy medication)

When possible, please arrange for student medications to be given outside of school hours. However, if there is a valid reason for medication to be administered while your child is at school, procedures are in place to ensure it is administered in a safe manner.

All medication including prescription, 'over the counter' and homeopathic tablets, liquids and inhalers are to be delivered to the office by an adult. This medication needs to be clearly labelled with the student's name and in the original labelled container. A medication authority form is to be completed and provided with the medication advising dosage required, time to be administered etc. and signed by the parent/carer. The medication will then be administered by staff through first aid.



## **Mobile Phones and Other Personal Electronic Devices**

If a student is provided with a mobile phone (or any device that has connectivity functionality eg. Smart watches) by their parents, the student is to hand the phone to the office on arrival. It can then be collected at the end of the day. Students are only permitted to use electronic devices such as school iPads during supervised classroom activities. Use of personal devices is not permitted on school grounds during school time, before school, at recess, lunch or after school. Refer to the school's mobile phone policy.

## **Multipurpose Court**

The Newham Multipurpose Court (MPC) is located on the grounds of the school. Newham Primary School Council (NPSC) is the governing body for the maintenance and management of the Newham Multipurpose Court. The Newham Multipurpose Court is available for both school and community use. Community use is available outside of school hours via membership of \$66 per year. For further information and to apply for membership of the MPC please contact the school.

## **Music**

All students participate in a session of music each week in the purpose built music room, taken by the music specialist teacher. An instrumental music program is also offered to students wanting to take up guitar or keyboard. Instrumental music teachers come to the school during school hours each week to provide lessons. The teachers charge fees for these lessons.



# **N**

## **Newham Primary School Community Facebook Group**

We would like to invite all parents, guardians, family and friends of Newham Primary School students to join our Newham Primary School Community Facebook Group. This is a closed group.

The purpose of the group is to assist Newham Primary School families, support the school and nurture the sense of community that our school has become well known for. This is an informal place to ask questions, share ideas, send reminders, or ask for help or volunteers.

## **Newsletter**

The school newsletter is produced fortnightly and is available on our website on Thursdays as well as being sent electronically to all families. If you require items to be included in the newsletter please contact the school office by the preceding Wednesday. The newsletter is not published during week 2 of each term when parents receive class newsletters.





## **Office Hours**

Normal school office hours are from 8.15am to 4.15pm Monday to Friday.

## **Outside School Hours Care-School'sOUT!**

Our Outside of School Hours Program is popular with both parents and children, the before and after school programs are not only educational but they are fun!

We pride ourselves on working with the local community, supporting businesses and giving your child positive experiences they will remember for a lifetime.

Children are given the chance to learn through play, nurture their artistic side, explore the world of sports or even sit quietly and watch a movie.

Every day we provide delicious and nutritious food for everyone to snack on and even give the children the chance to help prepare the food. Our cooking lessons are wildly popular and will often yield yummy treats to be taken home - perfect for the following days lunch box!

Contact School's OUT! on 1300 329 106, [www.schoolsout.net.au](http://www.schoolsout.net.au).

# **P**

## **Parent Involvement in School Programs**

Parents are encouraged to become involved in school programs. Parent involvement is seen as an integral part of the school's **total** education program. Areas that parents commonly assist with are individual or small group reading; assistance in class during writing (sessions) and Maths or when students are using digital technologies. Parents may also offer their assistance during Kitchen Garden, book covering, during excursions or to be present for one off topics of interest in an area of expertise. All parents volunteering in the school are required to have a Working With Children Check (refer to information further in the handbook).

## Parent Payments

Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL. Schools may invite parents to make a financial contribution to support the school.

Schools can request contributions from parents under three categories:

<b>Curriculum Contributions</b>	<b>Other Contributions</b>	<b>Extra-Curricular Items and Activities</b>
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

Extra-curricular items and activities are charged separately throughout the year.

Refer to Collection of Monies for information on payment methods.

## Performing Arts

Through our Music program the students are exposed to a wide range of music, dance and drama activities with opportunities to perform to an audience within and outside the school such as our school choir. Every class has a Specialist Music session each Friday with our Music Teacher Katrina Hood. An instrumental program using outside specialists allows for students to learn guitar.

## Personal Property

Please note that private property, brought to school by students is not insured nor is the school responsible for any loss or damage.

## Photographs

School photographs are usually taken in term two of the school year with pre-payment envelopes being distributed prior to the day so that families may order their required prints. All students must wear school uniform on this day.



## Physical Education

The school has a very active and well resourced Physical and Sport Education program for all students. All classes participate in a Physical Education session once a week with a specialist teacher. Students should come to school in appropriate clothing and footwear, ready to take part in these active sessions throughout the school week. Senior students take part in inter-school sport with other district schools throughout the year.

## **Public Holidays**

In addition to Christmas and Easter holidays the school is closed on the following days when they fall during the school term: Labour Day, ANZAC Day (if a weekday), Queen's Birthday and Melbourne Cup Day. The school newsletter is not published during these weeks due to reduced admin time with the shorter week.

# R

# S

## **Safety & Supervision**

*Supervision:* Students are supervised by yard duty teachers from 8:45am and during morning recess and lunch times. Students can arrive at school from 8:45am. If students arrive earlier than 8:45am they must be under the supervision of their parent/carer until 8:45am. At the end of the day teachers supervise school bus travellers and patrol the school entrances until 3:45pm. During school class time students are not to leave the class without the permission of their teacher.

After 3:45pm students waiting to be picked up by parents who are running late must wait **INSIDE** the school at reception. If you expect to be later than your usual time, please let the school know.

## **School Choir**

The School Choir comprises of students from years 3-6 and practises on Fridays. The choir performs at assemblies, school concerts and local community events.

## **School Council**

The School Council consists of 7 elected non-Department of Education and Training (DET) employee parent members and 3 DET members.

Two meetings are held at the school each term and parents are welcome to attend.

The School Council plays a vital role in school governance with the support of the teachers and Principal.

## **School Crossing**

The school has a supervised crossing on Rochford Road near the Newham Mechanics Institute. Students who use this crossing are asked to follow the directions of the crossing supervisor. Reinforcement of good road safety practices from home, as well as from school, is appreciated. Parents are requested to set a good example in this regard and refrain from taking "shortcuts" when a slightly longer walk would enable them to use the crossing.

## School Entry Age

In Victoria, the first year of school is known as the Foundation Year (formerly called Prep or Preparatory). To enter Prep children must be five years of age by April 30 of the entry year. It is compulsory for all children to attend school by the time they are six years of age. Prep students begin school at the beginning of the school year. Please discuss our two year Foundation program with the Principal which we offer as an option for parents unsure if their child is ready for school.

## School Hours

9:00 – 9:50am	Session 1
9:50 – 10:40am	Session 2
10:40 – 11:10am	Recess
11:10 – 12:00	Session 3
12:00 – 12:50	Session 4
1:00 – 1:10pm	Inside eating
1.10 – 1:50pm	Lunch
1:50 – 2:40pm	Session 5
2:40 – 3:30pm	Session 6

Please note that the school grounds are only supervised by a teacher from **8:45am** and until **3:45pm**.

The vacation dismissal time is **2:30pm** on the last day of Terms 1, 2 & 3 and **1:30pm** at the end of Term 4.

## School Medical

A school nurse screens prep children each year. Forms are sent home for prep parents to complete prior to the nurse's visit.

## School Uniform

The wearing of school uniform is actively encouraged and is compulsory on school excursions (refer to the Student Dress Code policy available on the school website). The school colours are red and black. Children must come to school neatly and appropriately dressed and with suitable footwear (no open toed foot ware) for playing and participating in physical activities. It is advisable to send a jumper or bomber jacket each day and a raincoat in the winter months, as the weather is so changeable. The school red bucket hat is compulsory from mid August to April. Our 'Sustainability' program encourages the wearing of layers in order to be Resource Smart.

All uniform items including school backpacks (except shoes and socks) are available for order through our uniform supplier EduThreads [www.eduthreads.com.au](http://www.eduthreads.com.au). Girls Winter tunics are available for order through our tunic supplier Beleza <https://store.beleza.com.au/316-newham-primary-school>.

Second hand uniforms are available for purchase (gold coin donation). See the office.

Year five students are given the option of ordering a Year Six commemorative jacket in Term 4 of the year prior to year six. Details will be sent home to year five students in Term 3 or early Term 4. These are ordered through the school.

Spare clothes are kept at the school in case of emergency. If your child comes home in any of these clothes, please wash the articles and return them as soon as possible. We have a limited supply of spares. If your child is likely to require a change of clothes particularly in Winter, it is advisable to keep a set in their school bag for occasions when they might need them.

ALL ITEMS such as school bags, lunch boxes, drink containers, etc. and ALL articles of outer clothing MUST BE NAMED. This will speed the safe return of misplaced items.

## School Values

In the pursuit of life-long learning at Newham Primary School we value:

*Respect* – due regard for the feelings, wishes, or rights of others, belongings and property.

At Newham Primary School we keep our yard clean and tidy - **Do the right thing**

*Responsibility* – a moral obligation to behave correctly towards or in respect of something or someone. At Newham Primary School we follow the rules and expectations - **First time, every time**

*Unity* – a state of being united, coming together as a whole. At Newham Primary School we work together as a team - **Together we can**

*Resilience* – the ability to recover quickly from a tough, difficult or challenging situation. At Newham Primary School we work through problems calmly together and ask for help from teachers if we need it - **I choose to defuse**

## School Wide Positive Behaviour Support

School-wide positive behaviour support (SWPBS) is a framework that brings together school communities to build positive, safe, supportive learning cultures. SWPBS has an extremely strong evidence base behind it, and is supported by the Department of Education and Training as a 'best practice' model for schools to use.

In essence, SWPBS requires that school communities define what positive behaviours they expect of their children, and then work together to teach those expectations clearly and frequently to students. The expectations are drawn up in a 'Matrix of Expectations' which is highly visible around the school, and referred to daily. The school then provides positive recognition of the times in which students are successful in demonstrating those behaviours, and provide logical consequences and further support or re-teaching when the expectations are not met. Most of all, it is the clarity that students have about what is expected, and what will happen when the behaviours are demonstrated (or not) that gives the framework its power.

SWPBS is built on the understanding the behaviour is a learned response to a given stimulus, and therefore is something that can be taught and re-taught. When communities do this together consistently it is far easier to make progress in this area.

## Sports

The school belongs to the Cobaw and District Sports Association. We are lucky at NPS to have a specialist teacher and parents who are prepared to give their time to train our school teams. Senior students participate in sports such as athletics, cross country, tee ball, basketball, soccer, tennis and cricket.



# Student Code of Conduct

Students at Newham Primary School have rights and responsibilities.

Your Rights
<p>You have the RIGHT to:</p> <ul style="list-style-type: none"> <li>• <b>Learn</b></li> <li>• <b>Be Safe</b></li> <li>• <b>Be treated with RESPECT</b></li> </ul>

Your Responsibilities
<p>You have the RESPONSIBILITY to:</p> <ul style="list-style-type: none"> <li>• <b>Follow the Code Of Conduct, staff instructions and the uniform policy</b></li> <li>• <b>Take ownership of your behaviour and learning</b></li> <li>• <b>Allow other people to learn</b></li> <li>• <b>Display our school Values</b></li> <li>• <b>Care for the school environment</b></li> </ul>

At Newham Primary School, you also have the responsibility to follow the school VALUES. The school VALUES explain how you should behave when you are at school. We demonstrate Excellence when we adhere to our school values and expectations.

School Values	This means that we ...
RESPONSIBILITY	<ul style="list-style-type: none"> <li>✓ <b>Attempt learning tasks to the best of our ability</b></li> <li>✓ <b>Meet appearance and uniform standards</b></li> <li>✓ <b>Demonstrate and monitor our own learning</b></li> <li>✓ <b>Be responsible and care for personal belongings and school property</b></li> <li>✓ <b>Attentively listen to and follow instructions</b></li> <li>✓ <b>Move safely through the school environment</b></li> <li>✓ <b>Take responsibility for actions and accept consequences</b></li> <li>✓ <b>Always focus on presenting best possible work and performance</b></li> </ul>
UNITY	<ul style="list-style-type: none"> <li>✓ <b>Treat others with respect, courtesy and fairness</b></li> <li>✓ <b>Listen to others and demonstrate 'whole body listening'</b></li> <li>✓ <b>Allow others to share ideas and opinions</b></li> <li>✓ <b>Value and respect the individual strengths and differences of others</b></li> <li>✓ <b>Welcome and include others into our school, class groups, activities and games</b></li> <li>✓ <b>Share equipment and spaces</b></li> <li>✓ <b>Speak in an appropriate manner</b></li> <li>✓ <b>Be a caring friend</b></li> <li>✓ <b>Help others to develop positive attitudes towards themselves and others</b></li> <li>✓ <b>Be safe and considerate of others and our Community</b></li> </ul>
RESPECT	<ul style="list-style-type: none"> <li>✓ <b>Be polite to staff, students and visitors to our school</b></li> <li>✓ <b>Care for our school environment – gardens, animals, furniture and school equipment</b></li> <li>✓ <b>Always tell the truth and be trustworthy</b></li> <li>✓ <b>Treat others fairly and with respect</b></li> <li>✓ <b>Reflect on our own performance and be open to feedback</b></li> <li>✓ <b>Take pride in our school</b></li> <li>✓ <b>Make appropriate choices, even without supervision</b></li> </ul>

## RESILIENCE

- ✓ **Attend school on time and be prepared**
- ✓ **Focus and participate fully in learning activities**
- ✓ **Complete set tasks to the best of our ability**
- ✓ **Ask for help when needed**
- ✓ **Let others work without interruption**
- ✓ **Value and learn from each other**

### Playground Expectations

*Along with our School Values, there are a few extra things to remember when playing outside at school ...*

- We are a Sun Smart School - NO HAT, NO PLAY in Terms 1 and 4. Remember to wear your hat whenever you are outside! If you don't have your hat you must play under the shelter of the school building'.
- Please walk around the buildings. Keep running games to the grassed areas, basketball courts or oval.
- All ball games should be played on the oval and basketball court. Ball games should be kept away from buildings and windows.
- Take turns when using play equipment. Remember to share, care and include others!
- All children must stay inside the school fence.
- Use the toilets appropriately and help to keep them clean. The toilets are not a play area.
- Please leave sticks and stones on the ground.
- Always play APPROPRIATE games for school.
- Electronic equipment should not be brought to school. Please leave iPods, iPads, tablets, etc to play with at home.
- Please leave chewing gum at home.
- There are a few areas in the playground that are OUT OF BOUNDS:
  - The orchard – unless provided with teacher permission or support.
  - The boundary fence line
- Please stay out of the school buildings during recess/lunch unless you are with a teacher.
- Please place all rubbish in bins.
- If a snake or any wildlife is seen in the school, leave it alone, and tell the teacher immediately.
- If you need anything, just ask the teacher on yard duty.
- There are always teachers outside - Look for the fluoro vest!



## Student Leadership Roles

Senior students (5-6) at Newham Primary School undertake leadership training such as; Resilient Youth play programs, GRIP leadership and Amplifying Student voice. Student leaders are then able to role model collaborative play and student groups such as the Student Welfare, Work and Action Group (SWWAAG) raising money for charity, supporting curriculum events at school and organising student led activities.

Other leadership opportunities include sports carnivals, interschool sports and multi-school events.



## **Student's Progress**

Parents are encouraged to discuss their child's progress throughout the year with the classroom teacher(s) concerned – at a mutually convenient time. Information evenings are held in early Term 1 and Parent/Teacher interviews are held in June/July each year. Written reports are prepared in June and December.

## **Student Welfare**

Please contact the school if there are problems that are likely to impact on your child's learning. These matters are treated confidentially.

## **SunSmart**



In accordance with the Department of Education and Training guidelines, the school has a SunSmart policy. This includes the requirement for all students to wear an approved SunSmart hat for all outside activities from mid August to April. The school promotes the implementation of the SunSmart policy through the classroom Health program, and through the provision of shaded areas for students. All adventure playground areas are covered by shade structures. Students are encouraged to bring their own supply of broad spectrum sunscreen to school.

# **T**

## **Transition**

### **Kinder - Foundation**

Four transition days for Foundation children are held during term four of each school year. Information regarding the days and dates can be obtained from the school early in Term 4 of each year. Throughout this program parents who have particular questions, or who need further information, are welcome to call the school and talk to the Principal or Prep Teacher.

### **Years 1 - 5**

Although all students and teachers in the school know each other through whole-school activities, there are designated transition days during December. Students do a variety of activities to ensure they are well prepared when they start back at school the following year as well as meet their new class and teacher. Parents are encouraged to talk to their child's teacher and/or Principal during November or earlier if they have concerns about their child.

## Years 6 - 7

The years 6-7 transition consists of a visit to one of our providers, Kyneton Secondary College during Term 2. This visit is activity based and gives students an understanding of secondary college programs. We have close contact with transition co-ordinators from our local secondary colleges and work to ensure our students are well placed in relation to their social needs. A state-wide transition day is held for year 6 students at their new school for the following year in term 4.

## Transport and Safety

Children waiting to be picked up by parents must wait **INSIDE** the school grounds near the main entrance. If you expect to be later than usual at any time, please let the school know. Children are not permitted to walk across the car park without a parent/guardian.

# U

## uEducateUs

NPS uses a digital communication system called uEducateUs. uEducateUs can be accessed via <https://newhamps.ueducateus.com.au> or by downloading the app. A username and password is required to use the app or website which will be provided by the school office. The functions that the school uses uEducateUs for are:

- Marking attendances.
- Student absence notifications from parents.
- Permission forms for excursions/camps/activities.
- Communication with families and vice versa via individual conversations or group announcements to a class or the whole school.
- Emergency notifications to families.
- Parent teacher interview online bookings.
- School newsletter distribution.

All families are expected to use uEducateUs to enable communication between school and home and vice versa.

# V

## Visitors

All visitors to the school (including parent helpers) are to sign in via the kiosk iPad at the school office and collect the respective visitors/parent helper lanyard before visiting classrooms or participating in activities conducted at the school. Lanyards are to be worn

at all times by all persons visiting the school. Parents/carers dropping items off for children must do so at the school office.

## **Volunteers**

All volunteers helping at the school and at school events must adhere to the school's volunteer policy and volunteer guidelines and undergo an induction. The volunteer policy and guidelines are both available on the school website.

# **W**

## **Water Safety Program**

The school endorses a water safety swimming program on a rotational basis to varying year levels. Students travel by bus to the Kyneton Toyota Sports and Aquatic Centre where qualified swimming instructors take the classes. A water safety talk is also provided to the students at school prior to the swimming sessions. Decisions about the viability of running the program are made each year.



## **Website**

The school website is a valuable resource for students and parents. It contains links to documents including enrolment forms, policies and other documentation and parent information including newsletters, notices and a calendar of events. The Newham Primary School website is [www.newhamps.vic.edu.au](http://www.newhamps.vic.edu.au).

## **Working With Children Check (WWCC)**

Any person volunteering at the school either in the classroom, other programs (excursions, camps) or having direct contact with children in connection with the school (oral, written or electronic communication) must hold a valid WWCC. Applications can be made online via the following website: <http://www.workingwithchildren.vic.gov.au>. A WWCC must be presented to the school office and a copy kept on file.