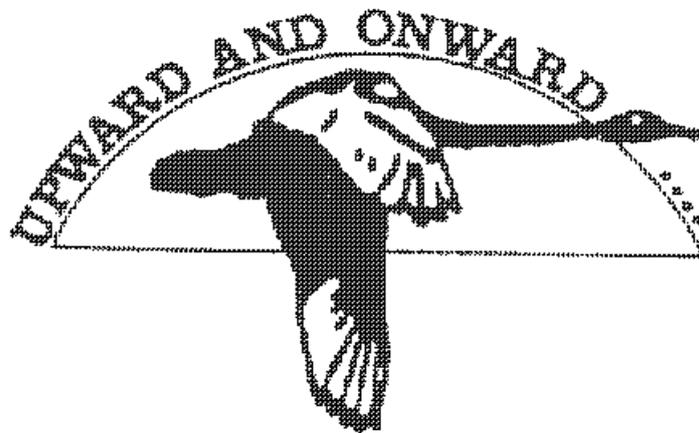


SEAFORD NORTH PRIMARY SCHOOL

No. 4974



A – Z GUIDE

Hallifax Street, Seaford

P.O. Box 305

Seaford 3198

Phone: 9786-5674

Fax: 9786-6137

Email: seaford.north.ps@edumail.vic.gov.au

Web Page: www.seaford-northps.vic.edu.au

Melway Ref: 97F,11



ABSENCES

The State Government, through the Department of Education and Early Childhood Development requires that all children attend school until at least the age of fifteen years. Children who are absent for any reason, require **a note signed by the parent or guardian** providing a brief explanation of the absence. The note should be sent to the class room teacher on the return of the child to school. You can ring to notify the school that your child will be absent but please still send them with a note on their return or you can notify the school via the phone app or Seaford North Web page. All absences are recorded in the class room rolls. These rolls are legal documents and they assist the staff in the discharging of their duty of care towards the children.

ART

Our school has its own fully equipped art room. Children should wear some form of protective clothing for this session. Art smocks and other protective clothing may be left at school for repeated use.

ASSEMBLY

Each Monday morning the entire school population assembles on the top basketball court at 9:00am. Parents are welcome to attend this session where the National Song is performed and special reports are given.

ASSISTANT PRINCIPAL

Our Assistant Principal carries out specific administrative duties. This person is an integral part of the Administrative team of our school and a person you should feel comfortable in approaching on any matter of concern.

ASTHMA

As part of the Victorian Schools' Asthma Policy and Management, parents of children who suffer asthma (mild to severe) are required to provide the school with an individual emergency action plan which has been signed by their child's doctor.

BIKES

Children may ride to school. A bike enclosure is provided with a Prep to Grade 2 bike area and a 3-6 area. The bike enclosure is locked at 9:15 and reopened at 3:15. Bikes must never be ridden inside the school grounds. All children riding bikes to school must wear an approved helmet.

BIN DUTY

In order to keep the school as clean as possible bins are provided for the collection of rubbish and all children are encouraged to take an active role in keeping the school clean.

BUS

Our school has its own bus named 'GUS' thus enabling us to keep our excursion, and camp costs as low as possible. Parents are invited to pay an economical annual levy or they can pay per outing.

CAMPS

Our school runs a camping program from grade three to six. Camping programs depend on the structure of classes, staffing, numbers and availability of accredited school camps. The grade 3 – 4 camp is run every second year.



CARS

The car park is for the use of teachers and persons on official business at the school. Parents are requested to park, deliver and collect children in Halifax Street, Airlie Grove, Coolibar Ave. and Clovelly Pde. The top and lower gates are locked every morning from **8.45 to 9.15** and every afternoon from **3.15 to 3.45**. **If you park your car in either of the car parks you will be locked in the school grounds and you will then have to wait until the gates are reopened.**

CLOTHING

Uniforms are compulsory. Appropriate clothing for the school day should be worn at all times. In terms one and four children are required to wear school sun hats. Appropriate footwear must be worn. Children participate in a variety of activities at school, and proper footwear reduces the risk of injury when children are at play or at sport. It is recommended that foot wear complements the school uniform colour, navy, black. Suitable uniform requirements can be purchased through Primary School Wear (PSW) 21 Playne St., Frankston 9769 6510 or on-line www.psw.com.au.

COLLECTING CHILDREN

Each parent should establish with their child, the appropriate arrangements for after school. If your child is to be collected by an unfamiliar person or arrangements are to be changed please notify both the child and the school. Children who are unsure of what to do when dismissed should go to the school office. Parents wishing to take their child home before the end of the school day **MUST** sign their child out at the Office before collecting their child.

COMMUNICATION

We endeavour to provide open and effective communication between home and school. Avenues of formal and informal communications exist to provide opportunities for parents and teachers to establish a friendly, supportive and co-operative working relationship. Parents are encouraged to arrange a discussion at a mutually convenient time. A fortnightly newsletter plays an important role in this communication as it not only reports on past events but informs parents of future events. The Newsletter is also available on our school web site at www.seaford-northps.vic.edu.au

CURRICULUM DAYS

The Department of Education and Early Childhood Development sets aside several days each year as whole school professional development days where staff are required to address issues that will improve the learning outcomes for all students. These days are advertised in our school Newsletter.

DISABILITIES AND IMPAIRMENTS PROGRAM

Our school has a well established and respected program of integrating children with special needs into mainstreamed class rooms. This program is ably supported by our integration and support staff.

DOGS

The school grounds are a **dog free zone** during school hours, if you bring your dog at drop off or pick up times please wait with them or tie them up outside the school grounds.



DISCIPLINE AND WELFARE

Our discipline and welfare programs and policies are regularly appraised to ensure the development and maintenance of safety, care and respect for all. Children are encouraged to take an active role in the ongoing development of this program.

EMERGENCY MANAGEMENT PLAN

In case of fire or other emergency, our school has an approved plan to evacuate children to safety. For further information please contact the school office.

EXCURSIONS

Children learn best by doing and these are important broadened learning experiences in our school curriculum and therefore participation is important. Notices are sent home requesting consent for

FIRES

In case of fire, our school has an approved plan to evacuate children to safety.

FIRST AID

Our first aid room is located near the main office. Injured and sick children are attended to by staff. All first aid staff are trained in basic first aid and the appropriate use of CPR.

Accidents requiring more than basic first aid are reported to parents via telephone or note.

Serious injuries are reported to parents or emergency contacts as soon as possible. If contact cannot be made in a serious case, an ambulance will be called for transport to hospital.

Parents are advised to be members of the Ambulance Subscription Service and to keep the school informed of current, emergency contact numbers. We have a First Aid nurse working three days a week Monday, Wednesday and Fridays.

FUND RAISING

A Subcommittee of School Council oversees the fundraising activities of the school. Many hours are donated by our parents and staff in the successful organisation of such fundraisers as chocolate drives, Mothers Day and Fathers Day stalls and raffles etc.

GROUNDS MAINTENANCE

This area is managed by a Subcommittee of School Council. It requires the input of parents with a few hours to spend on specific days during the year. Without parent help in this area, our grounds would not be as attractive and functional as they are today.

HATS AND SUNSCREEN

In order to assist in the prevention of sun related illness, parents should provide protective clothing and sunscreen particularly in the first and fourth terms when the wearing of approved hats is compulsory.



HEAD LICE

Because children in schools are in close proximity to one another, head lice can be an irritation. It is the **responsibility of parents** to ensure that their child is free of lice and untreated eggs (nits) and to notify the school if their child contracts lice. Treatments and advice can be readily obtained from pharmacies and the school nurse.

HOMEWORK

Regular, appropriate homework is a valuable aspect of the learning process and contributes to the development of sound study habits. Co-operation between home and the school is fundamental and strongly encouraged.

HOURS OF INSTRUCTION

Seaford North Primary School's hours of instruction are:

9:00	-	11:00am	Session one
11:00	-	11:30am	Recess
11:30	-	1:30pm	Session two
1:40	-	2:30pm	Lunch
2:30	-	3:30pm	Session three

Lunch is eaten in the class rooms from 1:30pm to 1:40pm.

ILLNESS

If your child is ill at school a decision may be made to phone the parent to collect the child. If the parent cannot be notified the emergency contact will be called. Unwell children are best catered for at home. Some illnesses require the exclusion of children for specified times, please contact the school office if your Doctor is unable to assist with this information. If you are unsure whether your child is unwell and decide to send them to school, send them with a note for the teacher or phone the office and let the office know, **DO NOT** say to your child “**if you aren't feeling well get the school to give me a ring and I will come and pick you up**”, you may as well leave them at home because we will have to ring you. When your child returns from illness please send them with a note or use the school App to notify the school.

INCURSIONS

The school firmly believes that children learn best when they are actively involved in their learning. One important way of achieving this is to have persons with particular skills and interests visit the school to share them with the children.

INFORMATION NIGHTS

Our school runs Information Nights for parents in a number of different formats taking into account the needs of parents with children at different levels of the school. These nights are advertised through our newsletter.

INTERSCHOOL SPORT

This section of the Physical Education program is offered to all children in years 5 and 6. Every child in these year levels has the opportunity to participate and is encouraged to do so. Sports include netball, bat tennis, tee ball, soccer, basketball, cricket, newcomb and football.

JEWELLERY

The wearing of jewellery is not encouraged, and necklaces are not allowed. Apart from the possibility of loss, safety factors are to be considered.



INTEGRATION PROGRAM (see Disabilities and Impairments Program)

JUNIOR SCHOOL COUNCIL

The members of this group are elected by the students in year three to six. Members from each class act as student representatives and under take leadership roles within the school.

KINDERGARTEN

Our school maintains close ties with our community kindergarten, Riviera Pre-School. A well established transition program exists to enhance a smooth path way to school life.

LIBRARY

The library is a major information resource centre for the school and is computerised. Children are encouraged to borrow books. Children can also access the library for information and research projects. Please assist your child in returning books and please provide a library bag.

LATE PASSES

All students must be ready to commence teaching and learning programs at 9:00am. If a student is late for school, that is, the 9:00am bell has rung and the student is not in line ready to be taken inside to commence teaching and learning programs, teachers will immediately send the student to the office to collect a Late Pass. These must be presented to the class teacher.

LOST PROPERTY

All legibly named uniforms that are handed in to Office are returned to the child. There is a 'Lost' register in foyer for parents to list items, Uniform Coordinator will attempt to match unnamed items with information from Register.

LANGUAGE OTHER THAN ENGLISH

It is Department of Education and Early Childhood Development policy that all children receive instruction in a language other than English during their primary schooling. Our school is committed to the teaching of German. We teach German in an integrated program with a wide range of activities at all year levels. German lessons are conducted for each grade once a week.

LUNCH TIME

Between 1:30 and 1:40 the children eat lunch in the classroom. At 1:40pm the children engage in supervised play in the yard until 2:30pm.

MEDICATION

Inhalers for asthma are the only medications allowed to be retained for personal use by the children unless otherwise negotiated. Parents have the responsibility to ensure their child understands the correct usage of the inhaler. Teachers are under no obligation to administer any drugs of any nature. If parents wish medication to be administered at school they must fill out a Medication Form which they can get from the Office and hand the medication in at the office.



MONEY

Money for excursions and other payments are to be forwarded to the classroom teacher for recording in the class collections book. Please assist by labelling the envelope along with any notes or documentation that may accompany it. School fees are to be paid directly to the Office.

MOTOR DEVELOPMENT PROGRAM

This operates for the infant children during terms two and three. Children work in small groups supervised by staff, parents and or senior student on activities designed to develop knowledge of concepts, self-esteem, body awareness and co-ordination. Parent assistance is an integral part of this program and much appreciated.

NEWSLETTER

The newsletter is produced and distributed every second Thursday to the youngest child. It is an important source of information and dates, and can often be found lurking in the bottom of many school bags.

OUTSIDE SCHOOL HOURS CARE – CAMP AUSTRALIA

Before and out of school hours care program operates in the Art Room between the hours of: 7:00 am to 8:45 am - 3:30 pm to 6:30 pm

Camp Australia do not operate a holiday program at Seaford North.

Curriculum Days hours are: 7:00 am to 6:30 pm

You **MUST** contact Camp Australia if your child is booked in and will **NOT** be attending.

Contact Camp Australia for any further information or booking on 1300 105 343.

PARENTS CLUB

Parents are welcome to participate in all aspects of school life. Parents are invited to join the Parents Club. The Parents Club works hard to regularly provide parents with the opportunity to mix and socialize. All parents are invited to attend these events and make new friends in the school community and to take an active role in their child's education.

PARENT HELPERS

Our school relies on the contribution of parents in its day to day operations. Parents assist in many areas of the curriculum on excursions, camps, lunches, sport, typing, library assistance, working bees, Animal Palace and fund raising activities. Parents are an integral part of the many committees and school council that work in areas of program and policy development.

PARENT INTERVIEWS

Parents and teachers are invited to arrange an interview at any time during the year. Formal parent/teacher conferences are held at the end of term two start of term 3. We also hold parent/teacher meet and greet sessions early Term 1 for parents to meet their child's teacher.

PERSONAL INFORMATION

It is important that all information you provide for the school is not only accurate but current. Information such as guardianship, access, medications, allergies and home and emergency numbers are essential. If you believe the information on your confidential form is inaccurate, please notify the office.

PHONE APP.

You can download the app from the itunes store and Google Play. This app will allow the school to communicate with parents straight to their smart phone. We will send reminders and updates so that you can be even more connected with your children's activities and events at Seaford North Primary School.



PHYSICAL EDUCATION

All children have timetabled lessons each week.

PRINCIPAL

The Principal of our school is the person with the ultimate responsibility for all the school's operations. The Principal is part of the leadership team and plays a major role in the operation of the School Council.

PROPERTY

Please ensure all children's property is named if it is brought to school. This helps minimise ownership disputes and enables lost property to be returned. Items of particular value are best left at home. Personal property is often brought to school by students and visitors this can include mobile phones, toys, sporting equipment and cars parked on school premises. Please note the Department of Education and Early Childhood Development does not hold insurance for personal property brought to schools and it will not pay for any loss or damage to such property.

PUPIL WELFARE

The staff and administration of Seaford North Primary School are extremely aware of the importance of the welfare of each of the students in our care. A welfare co-ordinator is appointed to enable the smooth operation of our student welfare and management program. Parents are invited to raise concerns with the welfare co-ordinator and all staff members.

READING

Reading is an essential element in all areas of learning. Classroom programs address the need to develop reading skills to their greatest extent through the use of parent helpers. All parent helpers must do a reading course organised by the school before they can help in the classroom.

REPORTS

Each child receives a written report on their progress in June and December. The June report is accompanied with the opportunity for an interview.

SCHOOL BANKING

The Commonwealth Bank provides banking facilities for our children. The accounts are processed at school and sent over the internet. Children are to hand Bank books to the classroom teacher on Friday mornings.

SCHOOL COUNCIL

The School Council is the governing body of the school. It consists of not more than thirteen members (7 parent representatives, 4 teacher representatives, which includes the Principal, and up to two members co-opted).

School Council meets on the third Tuesday in each month and parents are welcome to attend as observers. School Council sub committees meet between Council meeting dates and membership is open to the wider community.



SCHOOL PHOTOGRAPHS

School photographs will be taken during the course of the year. Both individual and class photographs are taken, as well as sibling groupings. Specialised group photographs of Junior School Council, House Captains and Graduation Class are also made available to parents.

SELF ESTEEM

The staff at Seaford North are committed to the development of the self esteem of each child. Classroom programs, specialist programs, sporting activities and extra curricula activities enhance this development.

STAFF PROFESSIONAL DEVELOPMENT

The school is entitled to a number of days each year when the children do not attend school and the staff are engaged in Professional Development and other related activities. These days are decided by the Department of Education and Early Childhood Development.

STRATEGIC PLAN

The School Strategic Plan is the umbrella under which the school operates at the local level over a four year period. Goals and priorities for the school are developed and implemented with close co-operation of community members.

STUDENT TEACHERS

Trainee teachers come to our school at different times of the year. We act as one of the training schools for the Universities.

SUBCOMMITTEES

Our school is managed by our School Council. Groups of parents and staff become involved in this management process by becoming members of various subcommittees of the School Council such as Education, Management Resources and Marketing. Please contact the office if you would like to be a member of a team that helps manage our school.

SWIMMING

Our school offers Swimming Lessons to all children in the school over the course of the year. Contact your child's teacher for further information.

TIMETABLE

Classroom timetables vary greatly in their individual organisation. Please contact your child's classroom teacher for further information.

TRANSFERS

Parents wishing to transfer their child to another Primary School should notify the Principal of their intention to leave the school.

The school will arrange the necessary transfer procedures and forward the information to the new school. Parents are requested to ensure that school library books, readers, and materials are returned before the child leaves.



TRANSITION

Our staff are keen to make the transition of children from Pre-School to school, year to year, and year six to year seven as comfortable as possible. Our school has coordinators for managing and overseeing this process. For further information please contact the office and ask for either the Prep or Year 6 Transition coordinator.

VISITORS / SAFETY BADGES

All visitors to our school must report their arrival to the office unless prior arrangements have been made. This assists us to keep the school as safe as possible for the children. **If you pass through the double doors into the corridor you must of signed in and be wearing a badge.**

WET DAYS

On wet days and in extreme heat the children have their recesses supervised in the classrooms. All other arrangements for dismissal and timetables remain the same as for dry days.

YARD DUTY

Two teachers are on duty in the yard throughout recess and before and after school. Children in need should seek this teacher's assistance. The yard duty teachers are clearly visible in a flurescent vests.