



A - Z GUIDE

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ABSENCES

The State Government, through the Department of Education requires that all children attend school until at least the age of fifteen years. Students who are absent for any reason, require **a note signed by their parent or guardian** providing a brief explanation of the absence. To notify the school that your child will be absent please contact the school by phone, or access the Compass on-line system, via the link on the Seaford North Primary School web page. All absences are recorded in the classroom rolls twice a day, am and pm. The attendance rolls are legal documents and they assist the staff in the discharging of their duty of care towards the students. Parents are notified via text message in the morning of their child's absence from school (if parent approval has not previously been received). Please refer to the Student Attendance Policy for further information.

ART -VISUAL

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.

ART – PERFORMING

Performing Arts classes are attended by all students throughout the school year.

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 Anthem is performed and special reports and student awards are presented.

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 students 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

Students may ride to school. A bike enclosure is provided with a Foundation to Grade 6 bike area. The bike enclosure is locked at 9:15am and reopened at 3:15pm. Bikes must never be ridden inside the school grounds. All students riding bikes to school must wear an approved helmet as per the Australian Standards Mark TM (AS/NZS 2063) *and the helmet will be marked as suitable for cycling.*

BINS

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

BREAKFAST CLUB

Breakfast Club operates before school from 8.30am to 8.45am each Tuesday, Thursday and Friday morning. Students are welcome to attend, there is no cost to families.

BUS

We have a school bus named 'GUS'. This enables the school to keep our excursion and camp costs as low as possible. Parents are invited to pay an economical annual levy or alternatively, pay per excursion for transportation costs.

CAMPS

Our school runs a camping program for students in grades 3 to 6. Camping programs depend on the structure of classes, staffing, numbers and availability of accredited school camps.

CARS

The car park is for the use of all staff and persons on official business at the school. Parents are requested to park, drop off and collect students in Hallifax Street, Airlie Grove, Coolibar Avenue and Clovelly Parade.

The top and lower car park gates are locked every morning from **8.45am to 9.15am** and every afternoon from **3.15pm to 3.45pm**.

Parents / Guardians are NOT permitted to park in the car park.

COLLECTING STUDENTS

Each parent should establish with their child/ren 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 student and the school.

Students who are unsure of what to do when dismissed from class should go to the School Office. Parents wishing to take their child/ren home before the end of the school day **MUST** attend the School Administration Office **BEFORE** collecting their child to register their child's exit details and obtain an 'Early Leaver's Pass'.

Please allow enough time in advance for the signing out and collection of your child/ren.

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

COMPASS ON-LINE SYSTEM

The parent portal has been introduced at SNPS. Parents are able to advise the school of student absences and also update their details for change of address and contact phone numbers. The school newsletter is also available to access. Log-in information is required to access the site. Log in details are distributed to parents of new students once enrolments are finalised. If you lose or misplace your log in details, *please contact the school office.*

CURRICULUM DAYS

The Department of Education and Training 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, on the school's web page, and through the Compass on-line system.

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 outside the school grounds. Signage has been erected on school grounds to reflect this: "No dogs allowed in the school grounds at drop off and pick up times, only dogs on leads at all other times."

EMERGENCY MANAGEMENT PLAN

In case of fire or other emergencies, our school has an approved plan to evacuate students, staff and visitors to safety. Our Emergency Management Plan is reviewed every twelve months.

EXCURSIONS

Students learn best by doing and these are important broadened learning experiences in our school curriculum and therefore participation is important. Permission notices are sent home requesting consent for your child/ren to attend. All consent notices must be signed and returned to school by the due date, with payment in full, or your child/ren will not be able to attend the excursion.

FIRES

In case of fire, our school has an approved Emergency Management Plan to evacuate students, staff and visitors to safety.

FIRST AID

Our first aid room is located near the main office. Injured and sick students are attended to by staff. *Qualified First Aid Officers are in attendance to support the needs of students.* Accidents requiring more than basic first aid are reported to parents immediately via telephone, and written notification. All 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 transportation to hospital. Parents are advised to be members of the Ambulance Subscription Service and to keep the school informed of current emergency contact numbers.

FUNDRAISING

A Sub-Committee 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 Mothers' Day and Fathers' Day stalls, raffles, movie evenings and Trivia Nights.

GROUNDS MAINTENANCE

A Sub-Committee of School Council oversees the management of grounds maintenance. Parent input is required to support and assist in this area. Working Bees are also conducted throughout the year, with parents volunteering their time to improve and beautify our school grounds.

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. For further information, please refer to the school's SunSmart Policy.

HEAD LICE

Because students 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 children are 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 Department of Health and Human Services (phone: 1300 651 160).

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	-	10:40am	Sessions one and two
10:40	-	11:10am	Recess
11:10	-	12:50pm	Sessions three and four
12.50	-	1.00pm	<i>Lunch eaten inside the classroom</i>
1:00	-	1:50pm	Lunch time
1:50	-	3:30pm	Sessions five and six

INTERNATIONAL BACCALAUREATE – PRIMARY YEARS PROGRAMME (PYP)

Seaford North Primary delivers the Primary Years Programme (PYP) of the International Baccalaureate and is a candidate IB World School.

The PYP of the International Baccalaureate is designed for students between the ages of 3 and 12 years. The aim of all IB programmes is to develop internationally minded people, who demonstrate the attributes of the Learner Profile. IB learners strive to be: Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-Minded, Caring, Risk-takers, Balanced and Reflective. This is done through the delivery of a curriculum which is engaging, relevant, challenging and significant.

The PYP combines the best research and practice from a range of national systems, with a wealth of knowledge and experience from international schools, to create a relevant and engaging educational framework for all students.

The PYP has an overlying framework for its curriculum. Six transdisciplinary themes are covered each year, in conjunction with the Victorian Curriculum. Students inquire into different themes which are meaningful, relevant and have global significance. These themes cover:

- Who We Are
- How we Express Ourselves
- How we Organise Ourselves
- Where we are in Place and Time
- How the World Works
- Sharing the Planet

ILLNESS

If your child is ill at school a decision may be made to phone the parent to collect the student. If the parent cannot be notified the emergency contact will be called. *Unwell students are best catered for at home.* Some illnesses require the exclusion of students 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, please send them with a note for the teacher or inform the school office via phone.

The school must be notified on the morning of your child's absence, enabling attendance data to be updated. If this does not occur, parents will receive a text message via Compass on-line system on the morning of the absence alerting the parent that their child is not present at school, and requesting that an explanation / reason for the absence be given as soon as possible.

INCURSIONS

As students learn best when they are actively involved in their learning, an important way of achieving this is to have incursions operate at school. Persons with particular skills and interests visit the school to implement educational programmes which support the curriculum.

INFORMATION NIGHTS

Information Nights are conducted for parents in a number of different formats taking into account the needs of parents with students at different levels of the school. These nights are advertised through our newsletter, on the school's web site and through the Compass on-line system.

INTERSCHOOL SPORT

As a part of the Physical Education Program, interschool sport is offered to all students in years 5 and 6. Every student 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. Please refer to the Student Uniform Policy for further information.

Parents seeking exemptions to the Dress Code due to religious beliefs, ethnic or cultural background, student disability, health condition or economic hardship must apply in writing to the Principal.

JUNIOR SCHOOL COUNCIL (JSC)

The members of this group are elected by the students in years 3 to 6. Elected members from each class are student representatives who participate in regular meetings and undertake leadership roles within the school.

KINDERGARTEN

Our school maintains regular communication with our community kindergarten, Riviera Pre-School. A well established transition program exists to enhance a smooth pathway to school life.

LANGUAGE OTHER THAN ENGLISH (LOTE)

It is Department of Education and Training policy that all students receive instruction in a Language Other Than English during their primary schooling. Our school is committed to the teaching of Chinese/Mandarin. We teach Chinese/Mandarin as a specialist subject with a wide range of activities at all year levels. Chinese/Mandarin lessons are conducted for each grade once a week, with a qualified teacher.

LATE PASSES

All students must be ready to commence teaching and learning programmes 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 programmes, teachers will immediately send the student to the office to register their arrival and to collect a Late Pass. The pass must then be presented to the class teacher. This will be recorded on Compass on-line system as part of the attendance process.

LIBRARY

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

LOST PROPERTY

All legibly named uniform items that are received at the Office are returned to the student. All unnamed items are kept at the Office for collection for one term. If not claimed, the items are sold in our second hand shop. PLEASE NAME ALL UNIFORM ITEMS and any personal items that your child brings to school.

LUNCH TIME

Between 12:50pm and 1:00pm the students eat their lunch in the classroom.
Food packaging, wrappers and other rubbish is not to be taken outside.
At 1:00pm the children engage in supervised play in the school grounds until 1:50pm.

LUNCH ORDERS

An outside provider supplies lunch order catering for students and staff.
Days of operation are: Mondays, Wednesdays, and Fridays.
Lunch orders and payment arrangements are processed by accessing an on-line system.
Please contact: Packedlunchguy.com.au
Lunches are delivered to the classrooms by 10am.
School staff are not responsible for any part of this process.

MEDICATION

Inhalers for asthma are the only medications allowed to be retained for personal use by the students, unless otherwise arranged with the Principal. Parents have the responsibility to ensure that their child understands the correct usage of their inhaler. Teachers are under no obligation to administer any drugs of any nature. If parents wish medication to be administered at school they must complete a Student Medication Consent Form (obtainable from the school Office.) The medication is to be clearly labelled with the student's name and given to Office Staff. If inhalers are kept in school bags it is also recommended that a *second inhaler* be stored at the Sick Bay in case the student is unable to access their bag for any reason. For example: misplaced bag, locked classroom, etc.

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 clearly labelling the envelope along with any notes or documentation that may accompany it. School fees are to be paid directly to the Office. Please do not place excursion notes and fundraising notes and money in the same envelope, as they are separate activities and processed individually.

MOTOR DEVELOPMENT PROGRAMME

The MDP operates for the Foundation Students during the school year. Students work in small groups supervised by staff, parents and assisted by the senior students on activities designed to develop knowledge of concepts, self-esteem, body awareness and co-ordination. *Parent assistance is an integral part of this programme and their support is much appreciated.*

NEWSLETTER

The newsletter is produced every second Thursday and hard copies are currently distributed to the *youngest student of each family*. It is an important source of information, including school events and diary dates. It can also be sourced via the Compass on-line link on the school's website. Parents can choose to receive the Newsletter via email by notifying the Office Staff.

Please note that the school is endeavouring to 'go green' and by 2019 aims to have only electronic copies of newsletters available.

****Please ensure that e-mail addresses are up to date.*

OUTSIDE SCHOOL HOURS CARE – CAMP AUSTRALIA

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

Camp Australia operates a holiday program at Seaford North Primary, which is dependent upon student enrolment numbers.

Curriculum Days hours are: 7:00am to 6:00pm (If enough student bookings have been received).

Parents **MUST** contact Camp Australia if their child is booked in for specified days, and **will NOT** be attending on those days.

Contact Camp Australia for any further information or booking on:

1300 105 343 or 0452 247 689.

The school is not responsible for any part of this process.

PARENTS CLUB – Parents and Friends of Seaford North Primary School

Parents are welcome to participate in all aspects of school life. Parents are invited to join the PFSNPS. The Parents Club positively contributes to the school community, regularly providing parents with the opportunity to meet, support various committees as well as 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 provide valuable support across many areas of the curriculum by attending camps and excursions, and sporting events. They provide assistance in the library, participate at Working Bees, volunteer for the Animal Palace Roster, co-ordinate fundraising activities, and organise special lunch days for the students. Parents are an integral part of the many committees and School Council that work in the areas of program and policy development. If you wish to assist in the school you must have a **current** Working With Children's Check which needs to be presented at the School Office for registration purposes.

PARENT INTERVIEWS

Parents and teachers are invited to arrange an interview at any time during the year. Formal parent/teacher and student conferences are scheduled for the end of Term Two or at the start of Term Three. We also conduct parent / teacher meet and greet sessions early in Term One for parents to meet with 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, home and e-mail addresses, and home and emergency contact numbers, parent occupations and education qualifications are essential. If you believe the information on your confidential form is inaccurate, please notify the School Office immediately.

PHYSICAL EDUCATION

All students have timetabled lessons on a weekly basis through our Specialist Programme. Sports incursions are also offered through this programme.

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.

PROGRAM FOR STUDENTS WITH DISABILITIES (PSD)

Our school has an established and respected program of integrating students with special needs into mainstreamed class rooms. The program is ably supported by our integration staff, support staff and teachers. Our Wellbeing Committee works closely with our Department Student Support Service Officers (SSSOs) to ensure these programs are delivered effectively.

PROPERTY

Please ensure that all students' property is named if it is brought to school. Doing so helps to 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 parents' cars parked on school premises.

Please note the Department of Education and Training does not hold insurance for personal property brought to schools and is not liable for any loss or damage to such property.

READING

Reading is an essential element in all areas of learning. Classroom programmes address the need to develop reading skills to their greatest extent through the support of parent helpers. All parent helpers are required to complete a Parent Helpers' Reading Session which is facilitated by the school's Assistant Principal before they can assist in the classroom, and a current Working With Children's Check is also required. Information regarding the Parent Helpers' Reading Session is distributed in Term 1.

SCHOOL BANKING

The Commonwealth Bank provides banking facilities for our students. The account deposits are processed at school and recorded via CBA internet facilities. Student bank books are to be given to the classroom teacher, or office staff, each Monday morning in order for processing to be completed.

SCHOOL COUNCIL

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

School Council meets on the third Wednesday of each month.

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, School Captains and Graduation Class are also made available for parents to purchase.

SELF-ESTEEM

The staff at Seaford North are committed to the development and enhancement of students' self-esteem, which is supported by classroom programs, specialist programs, sporting activities, lunch time programmes, and extra curricula activities.

STAFF PROFESSIONAL DEVELOPMENT

The school is entitled to a number of days each year when the students do not attend school and the staff are engaged in Professional Development and other related activities. Curriculum days are appointed and approved by the Department of Education and Training.

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 REPORTS

Each student receives a written report regarding their progress in June and December. The June report is accompanied with the opportunity for an interview with classroom and specialist teachers.

STUDENT TEACHERS

Trainee teachers visit our school throughout the year. Placement at the school is provided for the student teachers as a part of their university training requirements.

STUDENT WELLBEING

All members of staff at Seaford North Primary School are extremely aware of the importance of the wellbeing of every student in our care. A Wellbeing Co-ordinator is appointed to oversee and implement The Student Wellbeing Program.

SUB-COMMITTEES

Our school is managed by our School Council. Groups of parents and staff become involved in the management process by becoming members of various sub-committees of the School Council such as Finance, Education, Buildings and Grounds, and Marketing. Please contact the school office if you would like to be a member of a team that assists to manage our school.

SWIMMING PROGRAMME

Our school offers Swimming Lessons to all students over the course of the year. Please contact your child's teacher for further information. Our Grade 5/6 students also participate in a Water Safety Programme in Term 4, facilitated by Life Saving Victoria.

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/ren to another Primary School should notify the Principal and the school office of their intention to leave the school. The office requires parents to complete a Transfer Form, noting all relevant details.

The school will arrange the necessary transfer procedures and forward the information to the new school. Parents are requested to ensure that all school property, such as library books, readers, and materials are returned before the student exits the school.

TRANSITION

Our staff support the successful transition process of students from pre-school to school, year to year, and year six to year seven. School staff co-ordinators have been appointed for the management and organisation of the positive transition process. For further information please contact the office and direct your enquiry to either the Foundation or Year 6 Transition Co-ordinator.

UNIFORMS

Uniforms for students are compulsory. Appropriate clothing for the school day is to be worn at all times. In terms one and four students are required to wear school sun hats. Appropriate footwear must also be worn. Students participate in a variety of activities at school, and proper footwear reduces the risk of injury when students are at play or engaged in sporting activities. It is recommended that footwear complements the school uniform colour, navy, black.

Parents seeking exemptions to the Dress Code due to religious beliefs, ethnic or cultural background, student disability, health condition or economic hardship must apply in writing to the Principal.

Suitable school uniform items are available for purchase from Primary School Wear (PSW) 22/13 Gateway Drive, Carrum Downs 03 9768 0346.

Please refer to the Student Uniform Policy for further details, which is available for access via the school's web page.

VISITORS – ARRIVAL AND DEPARTURE AT SCHOOL

All visitors to our school are required to report their arrival to the school office. Visitors are to complete the Visitor Registration Book and wear a visitor badge. Visitors must also 'sign out' at the conclusion of their visit.

WET DAYS / EXTREME HEAT / EXTREME WIND

On wet days, in extreme heat, and on extremely windy days, the students have their recesses and lunch times supervised in the classrooms by teaching staff.

All other arrangements for timetable operation and dismissal remain the same as an ordinary school day.

YARD DUTY

Up to 8 teachers / aides are on duty in the school grounds throughout recess, lunch time, and before school. After school, all teachers supervise designated areas. Students who require assistance should locate a teacher immediately. Teachers / aides on yard duty are clearly visible, as they wear fluorescent vests for identification whilst on yard duty.

