

Parent

Booklet



Information



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# Welcome to Ardmona Primary School!

Welcome to Ardmona Primary School.

You are entering into a partnership with the school where we have one common interest - YOUR children. Working together we must attempt to provide the best possible environment for children to grow confidently and realise their full potential.

Through your School Council, we encourage you to take an active part in the life of the school and ensure that your ideas are considered. I hope that you will become involved in the many and varied activities of the classroom and the school. As we are a small school, a contribution in time, effort and finance from each family can have a big impact upon the school.

I hope that this information booklet is able to answer some of the many questions that may arise, however should you at any time have any queries regarding your child's progress, the teaching program or the administration of the school, please do not hesitate to contact the class teacher or myself to discuss the matter. It is important that you feel a comfortable partner in your child's education.

**Jean Varty**  
**Principal**



**Be safe. Be respectful. Be a learner.**

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## School Times

8.50am	School Commences
8.50am - 10.45am	Morning Session
10.45am - 11.30am	Recess
11.30am - 1.30pm	Middle Session
1.30pm - 2.15pm	Lunch
2.15pm - 3.15pm	Afternoon Session
3.15pm	Dismissal

These are normal school times. Any changes necessary are notified to Parents via the School Newsletter. This includes notification of days when children are not to attend school e.g. School Council Holidays, etc.

⇒ **Note:** Foundation Students do not attend school on Wednesdays during January and February

## Term Dates (2022)

Term 1	30th January to 6th April 2023
Term 2	24th April to 23rd June 2023
Term 3	10th July to 15th September 2023
Term 4	2nd October to 20th December 2023

## Term Dates (2023)

Term 1	30th January to 28th March 2024
Term 2	15th April to 28th June 2024
Term 3	15th July to 20th September 2024
Term 4	7th October to 20th December 2024

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## About Ardmona Primary School

Ardmona Primary School is located approximately seven kilometres West of Mooroopna. The school is set in a pleasant rural setting within a dairy farming, fruit growing and horticultural area. The current buildings are approximately 125 years old and currently feature a timber building incorporating three well appointed air conditioned and heated classrooms, a kids kitchen, library and an adequate administration and meeting area. The school grounds incorporate a modern playground, two ovals, shade areas, extensive active and passive play areas, and a basketball court, tennis court/skills teaching area.

A key attribute of our school is a safe and friendly environment for all students where parents are welcomed and learning takes place in a family atmosphere.

At Ardmona Primary School students are encouraged to:

- Reach their full potential and show commitment towards improvement.
- Care for themselves and others and respect the right of all.
- Take part in all school activities.

The following is unique and valued in our setting;

- Transition days commence weekly during Term 4.
- Parent information sessions held to assist in understanding school expectations.
- Small class sizes, focussing on Early Years and later Middle Years of schooling.
- Specialist programs – Art/Craft (Mobile Art and Craft Centre (MACC) Van), Library (Mobile Area Resource Centre (MARC) Van), Sports, Internet Access, Music.,
- Brand New “Kids Kitchen”
- Chicken coop– sustainable garden/kitchen and farmers projects
- Fountas and Pinnell (Literacy) and Growth Mindset (Wellbeing) trained staff.
- School Council Support Group.
- Partnership in family BBQ’s, Sporting events.
- Cluster days and classroom helpers.
- Junior School Council – fundraising and events
- Student leaders responsible for M.C. at assemblies.
- Camps, excursions – Rural/Urban.
- Buddies and mentoring promoting School Wide Positive Behaviour –that encourages Safe, Respectful, Learners who are Confident, Persistent and Resilient
- Classroom access to computers and iPads and virtual learning.

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## Parent Expectations

At Ardmona Primary School we expect parents to have a keen interest in the social and educational development of their child.

Parents are always welcome in the learning of their children and we encourage them to come and listen to their children read in the morning literacy block.

## Aims for Ardmona Primary School Students

The central aim of education is to provide educational experiences of the best possible quality. In the primary school, the aim is to contribute to the maximum development of the children.

In order to achieve the above, this school aims to provide a stimulating, sequential curriculum which will:

- (a) provide opportunity for students to develop as far as possible their academic, social and physical potentials;
- (b) foster in each student a broad range of physical, intellectual, practical, artistic and social skills and extend students' talents in these areas to their highest possible levels;
- (c) determine and develop a basic understanding of the number system, leading to the ability to perform accurately to basic mathematical operations, to estimate, to calculate and to measure, and to use these skills in everyday situations;
- (d) determine and develop the ability to communicate effectively, through reading, writing, speaking and listening;
- (e) promote an appreciation of, and the ability to express themselves in the main forms of art, including, literature, drama, dance and music;
- (f) promote an awareness of the physical, biological, social and cultural environments and some of the key bodies and a disposition to keep fit, healthy and safe;
- (g) provide experiences in outdoor situations so that the child learns to cope with different environments;

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Parallel to the curriculum, we aim to provide for each child an intellectual and social climate which will:

- (a) promote the desire to learn;
- (b) promote a sense of identity, achievement and worth;
- (c) develop positive personality traits and values such as tolerance co-operation, confidence and initiative, and a sense of responsibility;
- (d) promote the ability and disposition to think clearly, independently and critically, and to make rational decisions;
- (e) promote the ability and disposition to be imaginative and creative and to be adaptable and flexible in a changing world;
- (f) develop a sense of civic and social obligation to the community and environment in which he/she lives;
- (g) develop attitudes, knowledge and skills in preparation for higher education and later life;
- (h) encourage the development of his/her talents in a friendly, happy and courteous atmospheres;
- (i) inspire and maintain interest and pride in being part of a successful school;
- (j) incubate the principles of morality, truth and justice.



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# Community

Ardmona Primary School aims to:

- be sensitive to the particular needs of the community in which it serves;
- foster public relations within the community in order that the school is seen to be responsible to these needs and that people are aware of the positive contribution that the school makes;
- generate liaison with all the schools in the district;
- undertake such development in consultation with community groups which will be encouraged to make use of the school's facilities.



## How Can You Help?

You can help at school by:

- Reading all school newsletters and notices.
- Attending Parent/Teacher interviews.
- Assisting with reading program. Hearing your child read.
- Assisting with excursion supervision.
- Supervision at school swimming sessions.
- Taking an active interest in your child's work. Read and display work.
- Helping at working bees.
- Visiting your child's classroom often and giving moral support to class teachers.

*It is very important that you READ TO YOUR CHILD EVERY DAY or NIGHT from a wide variety of sources eg. Books, magazines, papers, signs, etc.*

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## Absence

If an absence is like to occur, please contact the school via website ([www.ardmonaps.vic.edu.au](http://www.ardmonaps.vic.edu.au)) or by phone, or note to the student's teacher. **This is a legal requirement.** Arrangements should be made for the child's teacher for lessons to complete if there is going to be a lengthy absence.

Children are not permitted to leave the school grounds unless they have a note from their parents, If parents come to school to pick up their child/ children and they have not previously notified the teacher it is essential that such notification is made prior to the child leaving the school ground.

## Accidents & Illness

If a child becomes ill or has an accident while at school, we try to contact the parents or the alternative family. Only in extreme cases do we take a child to a doctor or the hospital before the parents have been notified. Notification of Emergency contact numbers on your child's enrolment form or change of telephone contact is essential.

## Admission

Beginners are admitted during the first week each year. Proof of age must be produced at the time of enrolment. Children should be at least 5 years old by the 30th April.

An Enrolment Form is to be filled in for each child. This form is available from the school office in several languages.

Transition programs for new preps operate in Term 4 of the school year.

## Ambulance Cover

It is strongly advised that families take out Ambulance cover in the event of an accident at school requiring the Ambulance



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## Art Program

The students do art and are visited fortnightly by the MACC Van which needs many and varied items of materials and equipment from time to time. Things needed include—scrap paper, material, wool. Leather, foam, ice cream or margarine containers, newspapers/magazines, rolls (not toilet), and other household items you may consider “rubbish” which can be used in the art room. Requests are frequently made through the school newsletter.

## Art Smocks

All students require an art smock. These should be kept at school. An old shirt from home with elastic around the cuffs makes an ideal art smock.

## Assembly

A whole school assembly is held every Monday morning and Friday Afternoon (Student Voice). Parents are welcome and are encouraged to attend. The anthem and weekly news items are presented.

The children are leaders in this assembly.

## Banking

All children are invited to open a bank account with the Commonwealth Bank (form available at the school). Money can be paid into this account, via the

## Bicycles

If your child intends to ride a bicycle to school, please note the following points:

- 1) See that the child received careful instructions in road rules including correct hand signals.
- 2) Carry out regular checks on the bicycles for efficiency of tyres, brakes, bell etc.
- 3) Children must wheel the bike through the school ground to the bike racks.
- 4) Safety helmets and reflective vests are to be worn.
- 5) Children 8 years and below are not capable of consistently following road rules.

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## Book Club

Children are invited to purchase books through Scholastic Book Club. At regular intervals throughout the year order forms, with brief description of the publications on offer, are sent home with children. If children wish to order books, the order form with money is returned to school within the designated



## Camps

Camps are offered to all children and are designed to enhance children's experiences in outdoor education.

An extended stay for junior class is organised at the discretion of staff.



## Car Parking

For the safety of all students the car park is located within the school grounds. Please use the car park whenever you are picking up and dropping off children. When in the car park please use the parking bays on the side facing the school and drive carefully. There are some car parks still available at the front of the school for staff and visitors. Please do not use the opposite side

## Changes of Clothing

We have a small supply of clothing on hand to lend to children when this becomes necessary. Please note that this clothing should be laundered and returned to us as soon as possible.

Uniforms are available upon request via staff members or to order directly through Quality Teams in Shepparton.

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## Contact Information

It is important that the school records are accurate and current. Please advise the office promptly of any change of address, telephone number, or emergency telephone number immediately.

Accurate records (particularly in relation to Emergency Contacts) are of utmost importance when urgent contact with parents is necessary.

## Contact with School

Should the need arise, please feel free to contact the school by phone on 03 5829 0273 at any time.

Our clerical assistant will relay such messages to teachers who are generally only able to attend to phone calls during recess or lunch times throughout the day.

If parents wish to meet with the Principal or class teacher they should ring and make an appointment at a suitable time.

## Conveyance Allowance

Any parents who transport their children more than 4.8km from their place of residence to their closest school may be eligible for a conveyance allowance. Please see the principal for relevant forms.

## Computer/Technology Access

The school promotes access of families to use the Internet, computers and iPad programs. Prior arrangements must be made by contact with the Principal.



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# Curriculum

## ENGLISH

### Early Years Literacy

- Reading
- Writing
- Speaking
- Listening

### Middle Years Literacy

- Thinking curriculum
- Cooperative work
- Interactive work

## LOTE

- Cultural Studies
- Italian

## MATHEMATICS

- Number
- Measurement
- Activity based problem solving
- Space

## HEALTH & PHYSICAL EDUCATION

- Physical Education Program
- Respectful Relationships/Health
- Outdoor education including camps
- Interschool sports

## THE ARTS

- Performing arts
- Visual arts

## SCIENCE

- Environmental science—Landcare
- Physical sciences

## SOCIAL EDUCATION

- Sequential program including cultural and social skills

## TECHNOLOGY

- Designing
- Making
- Testing
- Using
- Computers across the curriculum
- Integrated and thematic studies

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## Dismissal Procedure

Children are dismissed from school at 3.15pm. Please make sure that your child understands who will pick him/her up or where he/she is to go. This is important when there is a change in normal arrangements.

Bike riders' will leave via the front gates and children to be picked up by car should walk to the car park. For safety reasons, we would encourage parents to park in the car park at the side of the school. The front car park is for visitors and staff only. Staff supervise dismissal.

## Discipline / School Rules

### Student Code of Conduct

Our school believes that a positive approach to behaviour fosters a school climate in which personal responsibility and self-discipline can be developed.

Ardmona Primary School is committed to:

- Fostering a positive approach
- Improving self-esteem
- Encourage friendship
- Developing pride in one's self and in the school
- Developing respect and acknowledging differences
- Encouraging sharing, tolerance and compassion
- Enhancing parent/teacher contact
- Developing a consistent and fair approach
- Assisting children in responsible decision making, with particular attention to Junior School Council.



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**Our Code of Behaviour is based on the following principles:**

- Appropriate behaviour is the normal expectations and is reinforced.
- Students and adults have a right to a happy, safe and supportive learning and playing environment.
- Students develop responsibility for their own behaviour.
- Patience and compassion are integral components of responsible behaviour.
- Students have a right to have all opinions and concerns treated with due consideration.
- Also takes into consideration our School Values of Be Safe, Be Respectful and Be a Learner with the students Achieving their Personal Success.

**Student responsibilities are to:**

- Cooperate with each other, staff and other adults.
- Show courtesy and consideration to others at all times.
- Adhere to Code of Conduct.
- Be punctual.
- Use polite language at all times.
- Be honest
- Wear school uniform.
- Practise good personal cleanliness.
- Help ensure that our school is a friendly place to be.
- Take pride in their behaviour and in their school.

All members of the school community are expected to be familiar with the school Discipline and Welfare Policy, a copy of which is sent home early in the school year. It is also uploaded on our website, [www.ardmonaps.vic.edu.au](http://www.ardmonaps.vic.edu.au) This policy details consequences for breaches of the Code of Conduct.

## Early Dismissal of Preps

During Term One Prep children may be dismissed early if parents pick up their child.

Alternatively parents may keep their child at home on any day that he/she is too tired to attend school.

Please let the class teacher know when your child is staying home.



## Emergency Information

Please fill in the details of the family accurately and completely on the enrolment form. Notify the school of any changes. It is most essential that the school has the name, address and telephone number of a person to contact in case of emergency. It is also important that your child knows of your whereabouts during the day - at work, shopping, visiting (who) etc.

Please keep the school informed of any changes of address, phone numbers, allergies, asthma, etc.

## Excursions

In common with most other schools, excursions are arranged at reasonable intervals during the year to enable children to have first hand contact with a variety of experiences. Care is taken to make sure that there are viable educational objectives in the excursion and that there are preparatory and follow-up lessons.

Continuing regard is given to the cost to parents and any family suffering financial hardship is invited to discuss the matter with the Principal. Our policy is that no child should miss out if it can reasonable be avoided. Parents can expect to be notified in writing in advance of any proposed excursions. Written permission and authority to take emergency action in case of illness or accident is required from that child's parent before the child can participate in the excursion.

⇒ *Note. Each excursion requires individual parent consent.*

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## First Weeks of School

Please ensure that during the first weeks of school that your child gets plenty of sleep, as this initial period, especially with the hot weather will be an exhausting experience for all children.

During the first weeks, the children will be having a rest period each afternoon. Make sure that your child wears suitable clothing and has an appropriate amount of food and cold drinks. It would be appreciated if a change of clothes, especially underclothes (clearly named) could be carried to school

## Footwear

Thongs and Plastic Shoes (eg Crocs) are not permitted for reasons of safety recommendations.

Should a child need to wear thongs in an emergency, please advise us. School shoes should be suitable for sport and play. Slippers may be brought to school during winter months.

## Fundraising

Fundraising activities are held throughout the year. These extra funds go toward a project each year, which is of great benefit to the school. Many activities are organised by Junior School Council and School Council.

## Head Lice

It is the school's policy that any child with lice or nits is to have their hair treated and the lice / nits removed before the child is permitted to return to the school. Parents are asked to check their children's hair regularly and notify the school of a lice outbreak. This enables the school to carry out a check. A head lice parent check consent form is sent home at the beginning of each

## Homework

Teachers are free to use homework as a means of assisting a child's education outside the school setting. The school has a current homework policy, which can be made available upon request. The following points should be noted in considering the place of homework in the education process:

- **HELP - BUT NOT TOO MUCH.** Children, like adults naturally ask for help with different problems. Parents will find it rewarding to help with some homework problems - but they must resist the temptation to do it all for the child.
- **DO** show interest in what your child is learning. Talk about it, ask questions, express belief in the importance of reading, writing, etc. and provide a place and a time to do homework.
- **DO** praise what your child does. Accent the positive. Criticism, especially if continual, can be dangerous, for many children lack confidence and they lag or fail for that reason. Remarkably a child who is thought well of and is told so acts up to expectations.
- **DON'T** pressure your child's teacher for the kinds of homework you remember doing in your school days. Have faith in the teacher's ability to prescribe appropriate work.

## Information / Open Night (Parents)

Generally early each year the school holds an information night for parents. Teachers will outline the organization and program for the year. There is a mutual exchange of information between teachers and parents.

## Immunisation

All children starting school at prep level need to have an Immunisation Certificate. The immunisation Certificate will indicate to the school whether a child has or has not been immunised against diphtheria, polio, tetanus, measles, mumps etc. Immunisation Certificate's can be obtained by:

- Phone: 1800 653 809
- Email: [acir@medicareaustralia.gov.au](mailto:acir@medicareaustralia.gov.au)
- Online: [www.medicareaustralia.gov.au/online](http://www.medicareaustralia.gov.au/online)
- Visiting your local Medicare Office

Children who are not immunized will be excluded from school if there is an outbreak of measles, mumps, diphtheria or polio. This will reduce the chance of these diseases spreading throughout the community.

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## Infectious Diseases

The following table sets out the times of exclusion from school:

Chicken Pox	Until fully recovered.
Diphtheria	Until Medical Certificate of recovery is produced.
Hepatitis	Until Medical Certificate of recovery is produced.
Measles	For at least 4 days from the appearance of the rash.
Meningococcal Infection	Until Medical Certificate of recovery is produced.
Mumps	Until fully recovered.
Poliomyelitis	Until 14 days from the onset of disease and also until a Medical Certificate of recovery is produced.
German Measles	Until fully recovered and at least 4 days from the onset of the rash.
Scarlet Fever	Until the child has received antibiotic treatment for at least 24 hours and the child feels well.
Whooping Cough	For 5 days after starting antibiotic treatment.

## Lunches

Children should bring their lunch from home. Children are supervised when eating lunch. For safety reasons, glass bottles are not permitted at school. There is also a student fridge available for lunch boxes to go into.

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## Meeting with your Child's Teacher

### Early in the year:

- Introduce yourself
- Make a time to have a “Chat” with the classroom teacher at a mutually convenient time (ie. Not 5 minutes before the bell when you both have to rush).
- Remember you don't have to wait until the Parent/Teacher interview.

### Talk about

- The things your child likes about the school
- Any concerns your child has about going to school

Remember your child's teacher is concerned about your child's learning and development. If your child has a problem in a particular area, talk to your child's teacher and find out the approach that is used and how you can best help at home.

### Some ways of keeping in touch during the year:

- Write notes to your child's teacher—not just about concerns BUT ALSO about the things you and your child are pleased about (this will help your child's teacher).
- Student achievement and attendance notes are sent home fortnightly
- Let the teacher know when major changes have happened at home or in their lives which may affect their schooling.
- Let the teacher know when your child is going to be or has been, absent. You can arrange for work to be sent home, if appropriate.
- If you have any spare time offer to help the teacher. Let the teacher know if you have any particular skill—eg. typing, sewing, gardening, music.

## Medication

Teachers are not expected to administer medication to children. Medications needed by children must be authorised by their parents. Information on medication must include child's name, dosage required and time to be taken. The Principal (or delegated member of staff) may supervise such administration. All teachers may give first aid treatment for minor injuries at their discretion. A record of first aid treatment is kept at the school.



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## Money

When money is sent to school it should be placed in an envelope which bears;

- The child's name
- The amount enclosed
- The purpose for which the money is intended



Any money sent to school should be placed with the office or a staff member.

## Newsletters

The school publishes a weekly newsletter, which is distributed every Friday. Included in the newsletter are weekly events for each class and other important information (eg. permission forms, etc). If you miss the weekly newsletter an electronic copy is available online on our Facebook Page, our website ([www.ardmonaps.vic.edu.au](http://www.ardmonaps.vic.edu.au)) or call into the office as we have spares available.

## Parental Involvement

Parent participation in all aspects of school life is encouraged. When parents express confidence in the school and are involved in some way, their children are likely to be happier and perform better in the classroom. There are many ways in which parents can become involved:

- |                               |  |
|-------------------------------|--|
| Classroom:                    | story writing, reading, typing, computer, library, maths, etc. These can be arranged in consultation with the class teacher.<br>A Working With Children Check is required. |
| Working Bees:                 | will be held as required and advertised on the school newsletter.  |
| School Council:               | meets twice per term. Day and date advertised in the school newsletter.  |
| School Council Subcommittees: | parents are most welcome to join these committees  |
| Other                         | parents also have the opportunity to attend and participate in school special activities and sports days.  |

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## Parents

At Ardmona Primary School we aim to:

- Foster and enrich the interest of the parent in the educational development of the child;
- Promote the parents interest in and knowledge of current educational development;
- Encourage and welcome parent participation in school activities;
- To ensure parents of the welfare of children whilst under school control.

## Private Property



Students and parents need to be aware than any private property brought to school by students is not insured and the school/government is not responsible for any loss.

## Pupil Free Days

The Ministry of Education provides 4 days each year to be used as Pupil Free Days. The dates of these days are set by the Principal and ratified by School Council. In addition to the first school day, the Ministry decrees 3 other pupil free days for In-service, reporting and organisation. The date of these days is sometimes set by the Ministry and sometimes left to the discretion of the school. We try to spread out Pupil Free days evenly throughout the year and are communicated to parents via the school newsletter.

## Readers & Library Books

Classroom teachers will generally send “readers” home on a regular basis in reader covers supplied by the school. Parents are often asked to check these off a list when completed. Children are actively encouraged to borrow books from our school library. Library bags are required to protect books whilst they are in transit.

The MARC Library Van visits our school fortnightly and students are encouraged to use this additional resource. Any cost for lost books are the responsibility of parents.



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## Reports (to Parents)

Official reports about your child's progress will be made twice per year; Mid Year - Child centred parent Teacher Interview, End of Year - Written Report. These reports describe your child's progress according to the Victorian Essential Learning Standards. This is in line with current Education Department Policy. Parents may hold discussions with the class teacher when the need arises. Please make arrangements suitable to both parties prior to the discussion. The school will hold parent information evenings about relevant issues.

## Requisites & Excursion Levy Charges

These are set by School Council each year and may be paid in full or by instalments. Please contact the principal if you have any concerns regarding this payment.

## Safety

- 1) Train your child to know his/her full name, address, phone number and birth date.
- 2) Show him/her the safest way to walk to and from school.
- 3) Teach him/her the basic road rule for crossing a road.
- 4) Warn him/her against strangers.
- 5) Don't let him/her bring dangerous toys to school, especially guns or knives.
- 6) Train him/her in the proper toilet routine.

Pupils require their parent's permission for each of the following:

- 1) to attend swimming classes;
- 2) to take part in snow activities or bush walking;
- 3) to leave the school grounds;
- 4) to go on excursions;
- 5) to take part in overnight activities or activities which extend the normal school day;
- 6) to be photographed;
- 7) headlice check consent;
- 8) MARC Library borrowing.

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## School Council

The school aims to:

- 1) promote a good working relationship between members of staff and School Council;
- 2) develop and maintain an active and well balanced School Council representative of all components of school community;
- 3) encourage and assist all school councillors to maximise their effectiveness in their role;
- 4) See that the School Council acts as an effective organisational body and intermediary between the various components of the school community.

### Powers and Duties

The powers and duties of the school council include:

- Developing the educational policy of the school
- Promoting parent and community participation and interest in the school
- Conducting education activities for the benefit of the community
- Allowing use by outside bodies of the school buildings and grounds under its control
- Annual reporting to the school community
- Holding property on behalf of the Minister
- Purchasing equipment for the school
- Forming sub-committees

Council meets twice per term for general meetings. Parents are welcome to sit in on all council proceedings.

## School Medical Services

There are many services available to us to call on when special problems are encountered. Please do not hesitate to talk to the Principal if you have problems in any of the following areas which include Specific Learning Problems, Emotional Problems and Physical Problems such as Deafness, Vision and Speech.

Additionally a school nurse from the School Medical Service is available for regular screening of sight, hearing and other medical problems.

## Sport

Participation in sporting activities is actively encouraged through the Health and physical Education Program. Children are introduced to as wide a variety of sports as is possible during their time at our school. Interschool athletics and cluster activities are provided for.

## Staff

At Ardmona Primary School we aim to:-

- 1) Assist teachers to develop effective methods of teaching and organisation.
- 2) Foster teacher/parent relationships in the interest of the individual child and the school as a whole; encourage professional and social interaction between staff.

## State Schools Relief

If you are having genuine problems in providing your child with clothing suitable for school, please contact the Principal. The State Schools Relief Committee is funded by students in State Schools and is available to any parent in our system. It will provide clothing and shoes for any child recommended for assistance by Principals of schools. Assistance will remain confidential as only the parent, child and Principal know who has applied for help.

## SunSmart

Our school has a current Sun Smart Policy and encourages all pupils to be aware of the practices; "Slip, Slop, Slap and Wrap". We trust that parents will assist our encouragement by providing the necessary items for their child to use. A SunSmart approved hat is required as part of this policy. Prep children are given a hat on their first day.

## Supervision

All recess periods, including the eating of lunch, are supervised by the staff. No child has permission to leave the school ground between when they arrive at school and 3.15pm. Although teachers arrive at school quite early in the morning, they are busy correcting work and preparing for the day ahead. They do not officially commence until 8.45am. Students arriving are supervised by the duty teacher from 8.30am.

**Be safe. Be respectful. Be a learner.**

## Supplies

Our school receives Student Resource funding from the Department of Education. This together with the requisites levy is used to purchase all necessary pupil requisites in bulk. This ensures that all children receive similar supplies of a satisfactory standard.

## Swimming Program

During Term 4, the whole school participates in a swimming program. It is advisable to encourage all children including non-swimmers to participate in every lesson. Children need to bring bathers and a towel daily. Please make sure that your child can dress / undress him/herself and that all clothing is clearly named (including underwear and socks). Parents are encouraged to assist with the program which takes place at Aquamoves in Shepparton.

## Transfer

Each pupil transferring from one Primary School to another should be issued with a Transfer Note by the School Principal. If you are transferring your child you should inform us several days before the event so that the transfer note and a report can be prepared.

## Uniforms

The wearing of the school uniform is compulsory. It is practical, serviceable and gives the child an important sense of belonging to and pride in their school, especially on excursions outside the school grounds.

The uniform consists of a royal blue polo with a red strip as well as the school logo and a royal blue jacket with a red strip and school logo that is coupled with red shorts, skirts, long pants. Ordering of the uniform can be done at school. All students should be comfortably dressed. Singlets as external garments and thongs are not acceptable. It is school policy that all children wear hats from the beginning of Term 4 until end of Term 1.

Appropriate attire including runners is recommended to be worn on sports days and Physical Education sessions.

School Backpacks are also available to be purchased from the school. These are of great quality with the Ardmona Primary School Logo on them.

Out of uniform days are regular Junior School Council fundraising activities.

## Use of School Facilities

Facilities in the school and its grounds may be used by groups and organisations on application to the school council. They are not to be used as “Public Facilities” out of school hours.

## Visitors

All visitors to the school need to register at the office by signing in on the iPad in the main office area. This allows us to keep track of which adults are at school at any time.

## Wet Weather

During periods of wet weather, children are supervised by teachers in classrooms.

## Working Bees

Many jobs around the school are completed at working bees. Parents are encouraged to attend when working bees are held. A high priority in the new millennium, is ongoing maintenance with the beautification of our garden area and environmental Landcare program project.

## Yard Supervision

All recess periods, including the eating of lunch, are supervised by the staff. No child has permission to leave the school ground between when they arrive at school and 3.15pm. Although teachers arrive at school quite early in the morning, they are busy correcting work and preparing for the day ahead. They do not officially commence until 8.45am. A duty teacher is rostered for early supervision.



**Be safe. Be respectful. Be a learner.**



For further information please contact  
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