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Sherbourne Primary School is a state government primary school under the governance of the Department of Education and Training of Victoria, referred to as DET. The DET website has a lot of useful information for parents and can be found at www.education.vic.gov.au
Student Code of Conduct – drawn up by our student and teachers.

<table>
<thead>
<tr>
<th>We value:</th>
<th>This means:</th>
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| **RESPECT** | • Treat others how you would like to be treated.  
• Respect for property, environment, others, self.  
• Respect we are all different and that makes the world a great place.  
• Good manners in words and action, show respect.  
• Appreciating others’ strengths and understand others’ challenges/difficulties.  
• Tolerance and acknowledgement of different ideas and preferences. |
| **RESPONSIBILITY** | • Be the best person you can be  
• Taking ownership of your actions and choices.  
• Making wise choices, doing what is right. (Good decision making).  
• Trying your best.  
• Showing leadership (eg in class, the yard, group work etc).  
• Taking responsibility for the care of your belongings and others  
• Show initiative in taking care of each other, our belongings and school.  
• Take pride in all you do. |
| **TEAMWORK** | • We understand that together we can achieve so much more  
• Being co-operative.  
• Listening to and respecting others’ opinions.  
• Compromise.  
• Friendship and inclusion.  
• Communication.  
• Kindness. |
| **LEARNING** | • Challenging yourself, enjoy the challenge.  
• Work hard, get smart.  
• Have a go, take a risk.  
• We learn from our mistakes.  
• We love learning – we are inspired, curious and self -driven in our learning.  
• We value curiosity.  
• Taking pride in work.  
• Perseverance |

Our values are the basis of all of our actions and discipline. Students and teachers work together to draw up an agreed student code of conduct. Our school has developed a positive, realistic and consistent approach to student behaviour.

When necessary the school will consult and negotiate with parents about their children’s behaviour and expects full support in attempting to resolve problems. The school promotes a shared responsibility for sustaining positive Student behaviour.

At Sherbourne we use a Restorative Practices whole school approach to behaviour management. While students are accountable for their behaviour the focus is on repairing the damage caused by actions to other members of the community and on restoring relationships.
Access To Children
There are times when parents are concerned about incidents involving their children and want more information, or seek to ‘fix’ what they see as a problem. If you have a concern about a child or children, you should see the class teacher and/or Principal or Assistant Principal. We need to know of your concerns – we can only act on what we know about. There are guidelines set out by the Department of Education, for access to children whilst at school. **At no time is it permissible for parents to directly approach children to discuss incidents.**

Art Smock
All children will need to bring an Art Smock or other suitable clothing protection for Art and Craft activities. Please ensure these are clearly labelled.

Assembly
Whole school assembly is held fortnightly on Mondays at 3.00pm in the hall or on the hardcourts. Watch the newsletter each term for dates. Parents are welcome to come along.

Attendance/ Absence Notes
Students are expected to come to school every school day unless ill. There is a strong correlation between student learning and student attendance. Parents are requested to enter their child’s absences via Compass. Pour communication portal. Department regulations require that absences be recorded and parents provide reasons for any absences. In the event of an extended absence, for example a family holiday during the school term, your class teacher should be informed in advance in writing please.

Bicycles & Scooters
We encourage active travel to and from school. All students who ride a bike or scooter to school must wear a helmet. Bikes and scooters must be parked in the Junior and Senior bike racks provided, a secure lock is recommended. The school takes no responsibility for the security of bikes. Bikes and scooters must be walked through the school grounds and cannot be ridden in the yard before school or prior to 4.00pm for everyone’s safety.

Books, Supplies and Contributions
Booklists will be sent home in Term 4 outlining classroom requisites for the next year, as well as payments required from parents. Orders are completed online and supplies are delivered directly to students at home. Supplies may be obtained independently by students rather than going through the school supplier. Supplies should be brought to school on the first days of the school year.

Buddies
All students in the school have a cross age buddy with whom they participate in weekly organized activities between the grades as well as less formally in the yard. A buddy program helps all children to know someone in the school who is not in their grade. For younger students it is very reassuring to have a “big buddy” to say “Hi” to in the yard and for older students the responsibility of looking out for a young buddy gives leadership opportunities and a caring responsibility.
Camps
The Sherbourne camping program commences in Prep with a breakfast at school. Grade 1 and 2 have a special camping activity day in preparation for camp. Grade 3/4s and Grade 5/6s spend 3 days/2 nights on camp. Camps alternate between beach and bush settings and are linked to the class study unit.

Canteen/Lunch Orders
Lunches can be ordered online in advance on Mondays, Wednesdays and Fridays through Catering by Lisa. The price list and details are on the school website.

Car Parking
The school car parks are reserved for use by school staff only until 5.00pm. The only exception is for cars collecting or dropping students with disabilities. Cars in Fernside Avenue and Outlook Crescent need to be aware of current parking restrictions. Pedestrians should not walk through the staff carparks at any time for the safety of all.

Casual Replacement Teachers (CRTs)
There may be occasions when your child’s teacher is absent. It is the normal practice for the school to employ a casual replacement teacher to replace the class teacher for the period of absence. Generally the school attempts to locate a replacement teacher who is well known to the students and who has a good understanding of the school’s procedures.

Child Safe Standards
Sherbourne Primary School has a commitment to the safety and wellbeing of all children and has established practices and processes throughout the school to keep our children safe. We are compliant with VRQA requirements.

Cleaners
Contract cleaners clean our school on a daily basis. We all share responsibility for keeping our school clean and tidy.

Code of Co-operation
Shared community values (see page 2) and a Code of Co-operation have been formulated between students, parents and staff.

Playground Rules
- Stay inside the playgrounds unless with a teacher
- Keep clear of car parks
- All rubbish must be placed in bins
- Undercover areas, breezeways, the front of the school and canteen areas are for quiet activities only
- WALK along paths, through breezeways and around corners
- Play in the correct areas - Don’t play in toilets, on garden beds, or on steps or steep embankments
- Don’t throw dangerous things
- Do not play with sticks and stones at school
- No riding in the school grounds before 4.00pm, including before school
- All bike riders etc must wear a safety helmet
- Don’t bring knives, matches, glass objects or dangerous things to school
- Don’t climb trees, fences or get onto the school roof
- Safe toys or games are brought to school at owner’s own risk
- Toy weapons are not permitted
- Items of value are not to be brought to school
- You must eat food in the designated food zones outside before playing
- Designated Food Zones include the seats and rotunda at the front of the school, seats alongside the basketball courts and seats under the large tree in the Foundation (Prep) to 2 area

**Building Rules**
- Stay outside before school and at recesses unless given permission by a teacher
- Move around inside the buildings safely, in a quiet, sensible manner
- Use the correct door to come in and out of the building
- Line up punctually and orderly in the designated areas after recesses
- Computers and interactive whiteboards are only to be used with a teacher’s permission
- When moving around the building during class time, always go in threes
- The no hat zone is the rotunda at the front of the school and the shaded food zone area for Juniors and the decks.

**Collection of a Child**
All children leaving school, outside of normal hours must be signed out in the “Early Collection Register” situated at the office. An early dismissal slip will then be issued and must be presented to the classroom teacher. A parent or guardian must sign out children. Children are not permitted to leave the school grounds during school hours unaccompanied. Nor can they leave with anyone under 18 years of age during school hours.

**Communication**
Sherbourne Primary School utilises a parent portal called Compass School Manager. This portal is used by our school community – teachers, student families and administrators and provides immediate, real time information. The benefits of Compass are:
- Improved communication throughout the school community by way of a single point of contact that can be accessed via computers, smart phones and other devices.
- Improved attendance management. Teachers mark rolls electronically and parents or teachers can approve absences online
- Access convenience. Information is available 24 hours/day from anywhere with internet availability.
- Improved excursion management, event information and permission is submitted online
- Student Reports are accessible through Compass
- Live updates of level team newsletters and school news

*Each family requires a Username and Password. New Families will receive a letter containing a Username and Password.*

**CSEF Camps, Sports & Excursions Fund**
CSEF will be provided by the Victoria Government to assist eligible families to cover the costs of school trips, camps and sporting activities.
If parents hold a valid means-tested concession card or are a temporary foster parent, they may be eligible for CSEF. The allowance will be paid to the school to use towards expenses relating to camps, excursions, or sporting activities for the benefit of your child.
CSEF application forms are available from the school office or download from www.education.vic.gov.au/csef.
For more information about the CSEF visit www.education.vic.gov.au/csef.
The Victorian Curriculum F–10 sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship. The Victorian Curriculum F–10 sets out a single, coherent and comprehensive set of content descriptions and associated achievement standards to enable teachers to plan, monitor, assess and report on the learning achievement of every student.

**Capabilities**

The Victorian Curriculum F–10 includes capabilities, which are a set of discrete knowledge and skills that can and should be taught explicitly in and through the learning areas, but are not fully defined by any of the learning areas or disciplines. The learning of Literacy and numeracy and the skills and knowledge defined by the ICT general capability are now embedded in student learning across the curriculum.

### LEARNING AREAS | CAPABILITIES
--- | ---
The Arts | Critical and Creative Thinking
- Dance
- Drama
- Media Arts
- Music
- Visual Arts
- Visual Communication
- Design
English
Health and Physical Education
The Humanities
- Civics and Citizenship
- Economics and Business
- Geography
- History
Languages
Mathematics
Science
Technologies
- Design and Technologies
- Digital Technologies


**Early Dismissal**

All children will be dismissed at 2.30pm on the last day of each term and 1.30pm on the last day of the school year. At all other times, dismissal is 3.30pm.

**Emergency Contact Details**

Please ensure you fill in the emergency contact details on the enrolment form and keep that information **up to date** at the office and in Compass. It is a condition of enrolment that we have contact details for 2 alternative persons other than the parents in case of emergency.
**Emergency Management**

The school has in place a set of procedures to handle any form of disaster e.g. fire, bomb threat.

Evacuations and lockdowns (stay inside) procedures are conducted at least twice a year for the children and staff to familiarise themselves with the procedures required.

**Entrance Requirements**

The Department of Education requires that children turn 5 before the 30th of April in their Foundation (Prep) year.

Upon enrolment you will need to bring along with you:

a) **Birth Certificate**

   Please bring along a copy of your child’s birth certificate. This must be sighted to complete enrolment.

b) **Immunisation Certificate:**

   It is a legal requirement to provide a school entry immunisation status certificate on enrolment to primary school in Victoria. It is a current record of your child’s immunisations. Legislation does not make immunisation compulsory; however, certification of immunisation status is compulsory. These certificates can be obtained from the Australian Childhood Immunisation Register, Medicare Australia Office, your GP or your local council immunisation service.

**Excursions/Incursions**

Excursions are seen as a vital means of developing children’s experiences and understanding in all areas of the curriculum. They are also part of the school’s educational program. At each year level children will be expected to participate in both local excursions, where they can walk to the venue (parks, sporting grounds, shop, etc.), or to excursions further afield requiring transport. Parents will be requested to pay for the cost of their child’s participation in the excursion as well as signing a consent form permitting the child to go on the excursion and for teachers to arrange medical attention if required.

Parents are required to give permission for their child to take part in such activities on all occasions, as the experiences gained are valuable to the children’s development and are not always encountered in a family situation. These experiences are important to work in the classroom. Activities per term will be listed on the Term planner with associated charges.

**Expensive Items**

In the best interest of all involved the school requests that children do not bring expensive items such as cameras, phones, iPods, computer games etc., to school.

**First Aid**

Through locally raised funds, a First Aid Officer is employed on a part time basis. The First Aid Officer oversees the First Aid program. She is also responsible for the care and maintenance of First Aid provisions as well as Health Management plans for individual students with special medical needs. Staff share the responsibility for First Aid throughout the week. The first aid room is located behind the school office.

**Fruit Breaks**

Each day we encourage students to bring a fresh fruit or vegetable snack, additional to their playlunch and lunch to eat in class to keep up concentration and energy levels. Class teachers nominate a suitable time for their class to have this snack. Only fresh fruit or vegetables may be eaten at this time. Cut up fruit is sometimes more manageable for younger students.
Grade Placement Policy
In Term 4 every year teachers work together within and across teaching teams to look at placing each student optimally for the next year based on their professional judgement and observation including social, academic, and personal work habit factors. Early in Term 4 parents have the opportunity to provide information to the Principal related to their child's placement for the following year. Information related to social and/or educational reasons are welcome. Requests for individual teachers will not be accepted. Information received is considered in the context of all the information the teacher has about the children.

Hall
The school Hall is an excellent facility used for Physical Education (PE) for all grades, sport, the Foundation (Prep) Perceptual Motor Program (PMP) and whole school assemblies. Music performances, sports training and visiting theatre and performing groups also use the School Hall. The hall is also available for hire to sports groups for training sessions.

Health Screening and Services
Support Services
Please note access to all these services requires parent permission.

DET NURSING SERVICE
A DET school nurse visits the school each year. All Prep families will complete a Health Check questionnaire and as a result of consultation with the teacher and parent some students will have sight and hearing tests.

DET SPEECH PATHOLOGY
A Speech pathologist visits Sherbourne on a regular basis. Teachers, in consultation with parents can refer students to the speech pathologist for an assessment. The therapist may offer recommendations to the teacher and parent or implement a regular program with the student.

COUNSELLING, GUIDANCE & CLINICAL SERVICES
A DET psychologist attends our schools for a half day each week. She works with staff and students consulting about learning or behavioural issues.
At Sherbourne we also outsource counselling services through Engage on One. Students can only be referred after discussion with, and approval by parents.

Homework
At the start of the year, class expectations of homework will be shared and explained.

P-2 In the Junior school, children have a “take home book” to read and share, as well as Maths Share activities.
3-4 In the Middle school math, reading and spelling homework and an occasional project will require some time at home.
5-6 The Senior school has similar activities. Diaries are used in this area to help with homework planning. Organisational skills are encouraged through the homework activities. The SPS Homework policy is available on the school website.

Hot Weather
All classrooms at Sherbourne are air conditioned so even on very hot days the learning environment inside can be made comfortable. On days of extreme heat, the Principal may implement a “Hot Day timetable” reducing the amount of time spent outside at lunch and recess time by students.
Information Communication Technology

Students use ICT across the curriculum as a tool. They enter and manipulate data to create simple information products. Students progress by using ICT to organise, revise and classify ideas to assist their thinking processes. They access published multimedia resources and are encouraged to think critically about how these resources support their learning. Later in this stage students use ICT to solve problems, express ideas and present information to different audiences. They apply simple formatting and editing techniques in order to improve the appearance and accuracy of information they create for audiences. They experiment with simple ICT tools and strategies to make visual their thinking processes and begin to consider how these tools can be used for solving new problems. They locate and access information from online sources. They begin to apply strategies to facilitate easy retrieval of their files.

An Acceptable Use Policy is a written agreement signed by students and their parents outlining the terms and conditions of safe and acceptable use of computers and other Information and Communication Technologies (ICT) at school including the intranet and Internet. All students Prep to Year 6 are required to read and complete this agreement with their families each year. All classes actively learn about Cyber safety throughout the year.

InterSchool Sport

Interschool Sport is integrated into the Upper Schools’ P.E. program. It is played on Fridays against other local schools in the Montmorency District Association. These team sports give the children the opportunity to develop and apply skills and knowledge that have been acquired during their Physical Education lessons. All children are required to play interschool sport and are given the opportunity to choose and participate in any of the sports being offered by the district association. The social skills and importance sport plays in a healthy lifestyle are continually emphasised to all children.

Junior School Council

All grades are represented on the JSC at Sherbourne. At the beginning of each semester class representatives are nominated and elected by their peers. The JSC meets each week where they discuss and act on anything of concern to them. Each JSC member reports to their grade and takes grade comments/suggestions back to meetings. JSC representatives run Monday assembly reporting to the whole school. JSC members sometimes attend the monthly SPS School Council. The Junior School Council organises and implements a fundraising activity each term nominating a local charity or special school project.

Library

Sherbourne has a centrally located, fully automated Library. Through Library lessons, the children are acquainted with all sections of the Library and are instructed on care of books and responsible borrowing procedures. Children are introduced to a wide range of authors and illustrators to assist them to develop a love of literature. The Library is widely used for research purposes and Internet access is available.

Borrowing conditions

Children are encouraged to borrow regularly from the library. Books are borrowed for a period of two weeks and the borrowing period will be extended on request. Prep students are allowed to borrow two books. Grades 1-6 are permitted to borrow 3 books. Students with overdue books are not able to borrow until books are returned or paid for.

Care must be taken to keep books in a safe place at home. Please do not attempt to mend a book, which may be damaged whilst in your child’s care - return the book with a covering note. The replacement costs of lost books and books damaged beyond repair are expected to be met by parents.
Lost Property
Lost Property is stored in the Junior building outside the Foundation (Prep) classrooms. Parents and students are welcome to check these boxes. If items remain unclaimed they are distributed to charities or sold at the Uniform Shop.

PLEASE MARK YOUR CHILD’S NAME ON ALL ARTICLES OF CLOTHING AND POSSESSIONS.

Lunches
Lunches are eaten in the classroom or deck area for the first 10 minutes of lunchtime under the supervision of teachers. Children are then directed to eat outside in shaded eating zones including deck areas.
For the first few weeks it is better for Foundation (Prep) children to bring a cut lunch from home. Please do not give your child too much to eat. For younger children, it is helpful to wrap playtime snack separately from main lunch and show your child where each is located. Please have your child’s name written clearly on their lunchbox or bag. If drinks are sent they should be in a well-sealed container. Glass bottles are not permitted.
Please note our Nut-free policy!

Medication
Following illnesses or as a preventative measure, there may be occasions when children are required to take prescribed medications during the course of the school day. In order to provide adequate supervision and ensure correct administration, we ask that parents provide clear written instructions and a signed authorisation.

- The medication should be clearly labelled with the child’s name and grade.
- The required dosage should be clearly stated and, in the case of liquids, an appropriate dispenser included.
- The exact times for administration of the medication should be stated.
- Any other relevant instructions should be included.
- Medication should be given to either the class teacher or delivered to the office.

The only exception to this is asthma medication or other medication required for self-administration if the child is trained in the use of such medication. However, there is still a requirement for written instruction.

Mobile Phones
Students are not permitted to carry mobile phones during the school day. During the school day, we are always able to get a message to your child should this be necessary. Similarly, if a child needs to contact you for urgent reasons this can be arranged.
If a student has parental permission to bring a mobile phone to school, it should be handed into the office for safekeeping on arrival and picked up upon departure from school.
The school takes no responsibility for mobile phones brought to school.

Music – Instrumental lessons
Private instrumental tuition is available during school hours at Sherbourne. Sasha offers tuition in piano and keyboard. Lessons are privately organised and paid for directly through her. Her number is available at the office and published in the newsletter early in the year. Depending on demand tuition of other instruments may also be offered.
Newsletter
To keep you informed of school activities a newsletter “OUTLOOK” is published fortnightly on a Thursday on our school website and forwarded to all parents/guardians via Compass. You can subscribe to the newsletter on our website at:  www.sherbps.vic.edu.au

Nut-Free Policy
Sherbourne PS is a nut-free zone. This means nuts, foods containing whole nuts or pieces of nut or nut spreads (peanut butter, Nutella) CANNOT be brought to school at all. Please ensure your child’s playlunch snacks and lunch conform to these requirements in our endeavour to keep all of our students at Sherbourne healthy and safe.

Out of School Hours Care Program
The Before and After School Care program at Sherbourne PS is run by Camp Australia. The program is located in the Music Room opposite the canteen. Our Co-ordinator is Tiffany Tournier.
The direct phone number for the program at Sherbourne is 0434 422 304. The answering machine is checked daily. All casual bookings must be made this way or through the school office on 9434 7142.
Payments and billing are organised through Camp Australia. Sherbourne Primary School Out of School Hours Care Program is a registered carer for the Child Care Benefit through Centrelink. Speak to the co-ordinator for this information.
In the morning, quiet activities such as reading, drawing, puzzles and board games will be offered. Breakfast is also provided.
In the afternoon a wider variety of activities is offered. These include cooking, craft, both indoor and outdoor games, team games, board games etc. Snacks will be provided for afternoon tea.

Before School Care is from 7.00 am - 8.45 am
After School Care is from 3.30 pm - 6.00 pm

Current fees are available from the program. Once your child is registered with the program bookings can be made on a permanent or casual basis.

Parent Involvement
Parent involvement is welcomed at all levels of school activity. This involvement can be on a formal basis by joining one of the parent groups, or informally by assisting at the classroom level. Assistance at the classroom level varies from teacher to teacher but usually falls into the following categories: -
• assisting with class literacy/numeracy programs
• hearing reading
• typing stories
• helping on excursions or special event days
• assisting with swimming or camps.
Requests will be made by teachers from time to time but if you wish to help on a regular basis please contact your child’s teacher.

Parents can also become members of the School Council, participate in sub-committees, fundraising activities and working bees. We welcome your participation in our friendly community!

Parents and Friends
The Parents and Friends group are a group of parents who organise the social and fundraising activities for the families if the school.
Fundraising activities include various drives, Mothers/Father’s Day stalls and Christmas raffles. The funds raised contribute greatly to the facilities and resources for all the children. We are always looking for new fundraising ideas as well as new members of our Parents and Friends group. Please contact the office if you are interested. Your support of our activities is much appreciated!

**Photographs**

School photographs are taken during the year. Class and individual shots are also taken. At this time, there will also be an opportunity for children in the same family to have their photos taken together. Whole school photos and other group photos are also taken. eg Junior School Council, Sports Captains etc

Photos are pre-ordered and paid prior to Photo Day. There is no obligation for families to purchase photos.

**Physical Education (Foundation - 2) and Foundation PMP**

In P.E. lessons, the children participate in activities from the areas of Gymnastics, Dance, Basic Movement, Athletics, Ball Handling and Minor Games. Activities focus on the development of dominant movement patterns, Fundamental Motor Skills and fitness. Children also take part in a Swimming program.

The Perceptual Motor Program (P.M.P.) for Foundation (Prep)s is a weekly ½ hour session of activities, which assist the development of eye/hand and eye/foot co-ordination, balance, fitness, body awareness and control, locomotion and the understanding of language concepts. It is reliant on the assistance of parents. The children rotate through four different activity stations each session.

**Physical Education (3-6)**

In Grades 3-6 the Physical Education program has two components: P.E. lessons and Sport. Fundamental Motor Skills and fitness are developed in P.E. lessons in the areas of Ball Handling, Athletics, Dance, Gymnastics and Games. Interschool Sport in the Upper unit and Grade 3-4 Platoon Sport, allow all the children to experience many different sports, developing and applying the skills they have learnt in the Physical Education Program. The children are encouraged to participate in a positive and sporting manner. Children take part in a Swimming program in term four.

Children must wear the appropriate clothing and footwear as required for the skills being performed. Children need to bring their water bottle to P.E. lessons and Sport and in the Sun Smart period their School hat.

**Playground Supervision**

Teachers are on duty in the playground before school between 8.45 and 9.00 a.m. during morning recess, at lunchtime and after school until 3.45 p.m. This is to ensure the safety of our children, to supervise their conduct, to maintain cleanliness of play areas and to encourage respect for all equipment and buildings.

Parents are requested to see that children do not arrive at school too early as the playground is not supervised until 8.45 a.m. each morning. There are a number of teachers at school well before that time, but they are busy preparing work for that day and therefore not available for playground supervision before 8.45 a.m. Children are not supervised after 3.45 p.m.
Preparing for Prep
You can help your child to settle in at school confidently and happily by helping him/her develop such skills as being able to:

- open lunch box, undo wrappings, open drink containers, peel fruit, use bubble taps etc.
- play games, share, follow rules
- use the toilet - work zips or buttons, flush toilet, wash hands
- relate to adults - listen, co-operate, make requests known
- relate to children - join in, take turns, share, co-operate
- understand that there are rules at school.
- understand that tidying up afterwards is part of a game or activity.
- know where to locate their name tag on articles of clothing and hats.

Prep Commencement to School
Prep children will commence school in 2017 on **Tuesday January 31**. School will conclude at **1.30pm** for the Prep children on this day. Prep students will attend school for four full school days per week, on Monday, Tuesday, Thursday and Friday from 9.00am to 3.30pm.

**Prep students will not attend school on Wednesdays in February.** Prep teachers conduct Prep Entry Assessment tasks on those Wednesdays – you will receive an appointment time. The first full week of attendance for Prep students is the week commencing Monday February 27.

Prep Requirements
Parents are asked to supply each child with the following:
1. Art smock (old shirt with elastic) **NAMED**
2. Library bag **NAMED**
3. A box of tissues
4. A sponge
5. A spare pair of underpants in a plastic bag to be kept in school bag.

Punctuality
The music to start the day begins at 8.55am so children can come inside ready to start the day at 9.00am. Children who are frequently late miss out on important introductions and details of learning at the start of the day. They can also be a disruption to other learners. We expect your children to be on time. Children arriving at school after 9.00am for any reason should report to the office for a late pass. All late arrivals must be recorded in attendance records.

Reporting to Parents
Formal reporting to parents takes place each term. In Terms 2 and 4 it is in the form of a written report of progress, identifying each student’s achievements to date and directions for future growth. The reports are posted on Compass.

In Term 1 and 3 we conduct Student Led Conferences, a three-way discussion between student, teacher and parents. In Term one it is a great opportunity for all to become acquainted and address any issues and concerns. During the Student Led Conferences in Term 3 work is shared and discussion focuses upon the child’s strengths, progress and opportunities for improvement.

More informal, ongoing communication is encouraged. Your class teacher is your first point of contact. He or she will only be too happy to arrange a mutually convenient time to meet.
Please note your teacher will not always be able to see you before or after school unannounced. A telephone call or note is recommended. The school also provides many other opportunities for discussion between teachers and parents when requested.
We value the home-school partnership as most beneficial to your child’s learning.

**School Council**
The School Council is made up of elected parents, teachers and interested community members and plays a vital role in the functioning of the school. School Council Committees meet on the first Wednesday in the month and are open to any interested parents. School Council meets on the third Wednesday of the month and meetings are open to the community. The School Council at Sherbourne PS consists of:
- eight members who are not employed by the Department of Education, Employment and Training (DEECD).
- five members who are employees of DEECD.
- two co-opted members.
Half of the membership retires in April of each year. Any parent interested in becoming a School Council or subcommittee member should contact the Principal.
Currently our sub committees are Education, Finance, Buildings and Grounds, Brand, Publicity and Marketing and Parents and Friends.

**School Hours**

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</tr>
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<tbody>
<tr>
<td>9.00 - 11.30</td>
<td>Class time</td>
</tr>
<tr>
<td>11.30 - 11.40</td>
<td>Supervised lunch eating</td>
</tr>
<tr>
<td>11.40 - 12.20</td>
<td>Lunch Recess</td>
</tr>
<tr>
<td>12.20 - 2.00</td>
<td>Class time</td>
</tr>
<tr>
<td>2.00 - 2.40</td>
<td>Recess</td>
</tr>
<tr>
<td>2.40 - 3.30</td>
<td>Class time</td>
</tr>
<tr>
<td>3.30</td>
<td>School dismissed.</td>
</tr>
</tbody>
</table>

**School Policies**
School policies are available on our school website [www.sherbps.vic.gov.au](http://www.sherbps.vic.gov.au) They are also available, upon request, from the office.

**Sickness**
If your child becomes ill during the course of the day, parents will be contacted and asked to make arrangements to have their child collected. Again, it is essential that contact phone numbers be kept up to date. Some common diseases of childhood are listed with the appropriate details of absence required in the COMMON ILLNESSES: EXCLUSION TABLE. Refer to Appendix

**Social Service**
Sherbourne Primary School receives many requests for assistance from a wide range of organisations. The Junior School Council consider these requests. Fundraising activities are undertaken, as it is felt appropriate at the time.
Spare Clothing
We have a supply of spare clothing available for little accidents. If your child gets wet or muddy we attempt to provide adequate clothing to keep him/her warm and dry, however if your child requires a full change of clothes and a total clean up, you will be contacted.
A piece of good advice for Prep children is to have a spare pair of underpants in their school bag. Please clean and return any replacement clothes and underwear provided by the school.

Specialist Teachers and programs
Some areas of the curriculum are delivered by Specialist teachers including Japanese (LOTE), Visual Arts, Physical Education and Music. Each class attends specialist programs weekly.

Student Free Days
The Department of Education and Training, DET, sets aside four days a year for teachers’ professional development, curriculum planning and reporting to parents within the school term. Children do not attend school on these days and parents are notified well in advance of such days. In 2017 Student Free days have been set as follows:
Monday January 30
Wednesday May 3
Monday November 6
Friday December 15

Student Leadership
There are many opportunities for student leadership throughout the school including Junior School Council and jobs of responsibility. In Year 6 two student leaders, one boy and one girl are nominated by their peers and identified as School Captains. Sports Captains for each of the four Sporting Houses and Environmental Captains are also elected.
Nominated candidates prepare a speech to deliver to their peers prior to voting. These students take a leading role representing our school and student body in their field.

Sun Smart
All children MUST WEAR a Sherbourne Sun Smart hat (as listed on the school uniform list) at all times outside from September 1 to May 1 - “NO HAT NO PLAY”. This period is determined by the Cancer Council. This applies to sport, excursions etc. Each classroom has a large pump pack of 30+ sunscreen for daily use by all children
Parents may elect to supply their own sunscreen but this must be at school every day during the Sun Smart period.
A permission slip to apply the school sunscreen and acknowledge payment is distributed at the start of each school year.

Swimming
At Sherbourne we are lucky enough to have our own heated swimming pool. All children in the Prep - 2 area have swimming lessons in the school’s pool. Each grade is timetabled for lessons, and lessons are taken by a fully qualified swimming instructor, Vicki. The lessons are conducted weekly for two terms of the school year.

Children in Grades 3-6 participate in an Intensive Swimming Program at a centre outside of the school. The program gives the children deep water experience, develops their swimming skills and teaches water safety procedures.

All swimming programs rely on parental assistance (dressing, bus and change room supervision etc) to operate.
Telephone/Contact Information
School Office: - 9434-7142
School Fax: - 9432-0498
O.S.H.C.P.: - 0434 422 304
E-mail: sherbourne.ps@edumail.vic.gov.au
Website: www.sherbps.vic.edu.au

Term Dates for 2017 for students
Term 1: Tuesday January 31 to Friday March 31
Term 2: Tuesday April 18 to Friday June 30
Term 3: Monday July 17 to Friday September 22
Term 4: Monday October 9 to Friday December 22

Term Planner charges
At Sherbourne, each term a Term planner of the costs of excursions, incursions and charges for your child’s class is prepared in a Term planner. This is issued in week 2 of each term. If special arrangements need to be made for payment, we are happy to discuss and help organise this. Please contact the school office.

Transition - Year 6-7
Sherbourne Primary School, in partnership with local Secondary Colleges, conducts a comprehensive Year 6 to Year 7 transition program. The Year 5 and 6 children are encouraged to visit colleges with their families, either on open days or for individual tours. The Colleges regularly distribute information to parents and students via their publications or websites. All local Colleges present information sessions at Sherbourne, including the opportunity for past students to answer questions asked by the Year 5/6 students. The Sherbourne transition co-ordinator liaises with Year 7 co-ordinators. The aim is to ensure efficient transition procedures and provide the opportunity for the primary and secondary teachers to understand each others' programs and teaching strategies.

Transition to Secondary College is greatly assisted by the children’s preparation of passports, collections of work samples that introduce the students to their new teachers. Year 7 co-ordinators also attend interviews with the Year 6 teachers, for each child who will be attending their school. A smooth transition to Secondary College is seen as an important learning focus in the Sherbourne senior school.

Transition - Pre School to Prep
The Prep Transition program includes Pre-school Story, Art and PE time which runs throughout Term 3 on a Friday afternoon. This is an opportunity for Pre-schoolers enrolled at Sherbourne for Prep the following year to get to know some of the faces at school as well as the buildings and playground. Participating children must be accompanied by an adult so it is also a great opportunity for meeting other families who will be commencing the Prep year with you. In Term 4 the Prep Transition program includes 5 sessions in the Prep classrooms and an information evening. In the final two sessions the children will be in the class group they will be in the following year with their Prep teacher in their Prep classroom.

Transition - Whole School
The whole school participates in a transition program which runs for 4 sessions in Term 4. During these sessions students move up to the next grade area with the current grade teachers to help them get to know the physical location of their new classroom, where to line up and meet some teachers they are less familiar with. Finally, there are two sessions where they are in their future class group in their classroom with their future class teacher. This is a supportive
process to assist children to move confidently from one class and teacher to another. Families can assist with lots of positive and encouraging talk about the coming changes

**Uniforms**

Sherbourne Primary School has a compulsory school uniform which all children are required to wear daily. Families may select from a range of uniform items to choose those that best suit their child. If your child’s uniform is unable to be worn on particular occasions, items of similar apparel should be worn and a note of explanation sent to the class teacher.

Uniforms may be purchased from the school Uniform Shop. Opening hours will be advertised through the newsletter. Articles suitable as uniform items are also available at many retail outlets.

Order forms are also available at the school office and online. These can be dropped into the office accompanied by payment and will be filled each week.

Each year Year 6s have a special item of uniform eg. An SPS rugby top and polo shirt signed by all Year 6s. There are some items of second hand uniform also available from the uniform shop.

**Dress rules**

- School uniform is compulsory for all children. If uniform cannot be worn on a particular day, a note must be brought from home.
- No hat, no play. The Sun Smart period as advised by the Anti-Cancer Council extends from September 1 to May 1 the following year.
- Sun Smart clothing and appropriate t-shirts should be worn.
- Jewellery is not part of our school uniform. Small sleepers or stud earrings are acceptable.
- Necklaces, rings and bracelets should not be worn for safety reasons.

**UNIFORM**

- Short-sleeved polo shirt (maroon)
- Windcheater (maroon)
- Bomber jacket (maroon/black)
- Short-sleeved Summer Dress (Grey/maroon)
- Shorts (black)
- Long plain black pants eg. Track pants, leggings etc
- SPS Legionnaire cap (maroon)
- SPS Broad-brimmed hat (maroon)
- Socks/tights (black, white or maroon)

**FOOTWEAR**

- Black/Brown shoes with covered heels and toes.
- Runners

**INTERSCHOOL SPORT UNIFORM**

- Short-sleeved polo shirt (maroon)
- Netball skirt (black)
- Shorts (black)
- Track-suits pants (black)
- Sports briefs/bike pants (black)

**Visitors to School Name Tags**

All visitors to the school must report to the office to sign in and collect a visitor’s identification tag. It is essential that the children feel safe when at school. Children have been instructed that should they see a person in the school not displaying an identification tag, they should report it to the nearest teacher. Parents who work as classroom helpers must sign-in at their child’s classroom in the Junior school or at the office.
Visual Arts
The visual arts program offers to all children a wide range of creative experiences. The program covers the areas of painting, printing, drawing, textiles, modelling and construction. Also the study of art from other times and cultures will be addressed. Please supply a named art smock for all children. Supplying the art room with recycled materials such as egg cartons, boxes, plastic containers, wool, material, etc. would be greatly appreciated. All students require and art smock.

Water Bottles
We acknowledge the vital role of water in healthy living and learning, so drink bottles of water are accessible to students in the classrooms throughout the day. Children are encouraged to take frequent drinks of water and have the opportunity to refill them at breaks. Bottles are taken home each night for a proper clean and should be returned with fresh water each day throughout the year. Please note these bottles are to be used for water only and need to be clearly named.

Website
Lots of information including a calendar for the year, the school newsletter, polices and reports of events throughout the year are available on our school website www.sherbps.vic.gov.au
We always appreciate your feedback on our website; please contact the Principal through the school office, 9434 7142.
The Department of Education website is www.education.vic.gov.au – there is a special section for parents which contains a lot of useful information.

Wet Weather
All rooms are well heated so cold weather is not a big problem.
If it is raining at the beginning of lunchtime or recesses, or commences to rain during these periods, a WET DAY timetable will be implemented. Children will remain or be brought indoors during these wet times. Dismissal time remains at 3.30 pm as usual.

Working Bees
Schools are responsible for the maintenance and development of their grounds and depend on their community to help with this task. Each term the Environment and Sustainability Committee organise a Working Bee. The dates will be advertised in the school newsletter. Your help and support towards maintaining an attractive and safe school ground is strongly encouraged.

Working With Children Checks (WWC)
School Council have made it a condition at Sherbourne PS that all parent volunteer helpers are required to have a current satisfactory Working with Children Check. Checks last for 5 years and are free. Application forms are available online at http://www.workingwithchildren.vic.gov.au
APPENDIX

Schedule 7

Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009)

In this Schedule, medical certificate means a certificate of a registered medical practitioner.

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Amoebiasis (Entamoeba histolytica)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>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</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>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</td>
<td>Exclude family/household contacts until cleared to return by the Secretary</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Exclude until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Haemophilus influenzae type b (Hib)</td>
<td>Exclude until at least 4 days of appropriate antibiotic treatment has been completed</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes (cold sores)</td>
<td>Young children unable to comply with good hygiene practices should be</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human immuno-deficiency virus infection (HIV/AIDS virus)</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza and influenza like illnesses</td>
<td>Exclude until well</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Disease Description</td>
<td>Exclusion Period</td>
<td>Note</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------</td>
<td>------</td>
</tr>
<tr>
<td>Measles*</td>
<td>Exclude for at least 4 days after onset of rash</td>
<td>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 their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility</td>
</tr>
<tr>
<td>Meningitis (bacteria—other than meningococcal meningitis)</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningococcal infection*</td>
<td>Exclude until adequate carrier eradication therapy has been completed</td>
<td>Not excluded if receiving carrier eradication therapy</td>
</tr>
<tr>
<td>Mumps*</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner)</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Pertussis* (Whooping cough)</td>
<td>Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment</td>
<td>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</td>
</tr>
<tr>
<td>Poliomyelitis*</td>
<td>Exclude for at least 14 days from onset.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (head lice)</td>
<td>Exclude until the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or for at least 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Severe Acute Respiratory Syndrome (SARS)</td>
<td>Exclude until medical certificate of recovery is produced</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until receipt of a medical certificate from the treating physician</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Typhoid fever (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Verotoxin producing Escherichia coli (VTEC)</td>
<td>Exclude if required by the Secretary and only for the period specified by the Secretary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Worms</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>

Statutory Rule

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

(a) specified in column 2 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 1 of the Table in Schedule 7; or

(b) specified in column 3 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 1 of the Table in Schedule 7.

The person in charge of a primary school or children's services centre, when directed to do so by the Secretary, must ensure that a child enrolled at the primary school or children's services centre who is not immunised against a vaccine preventable disease (VPD) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note—VPDs are marked in the table with an asterisk (*). Contact the Department on 1300 651 160 for further advice about exclusion and these diseases.)

Further information

For further information about exclusions mentioned in this document, please contact the Department of Health's Communicable Disease Prevention and Control Unit on 1300 651 160 or visits www.health.vic.gov.au/ideas.

May 2010 Department of Health