DON VALLEY PRIMARY SCHOOL HANDBOOK



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Email don.valley.ps@education.vic.gov.au
Website: www.donvalleyps.vic.edu.au

Introduction

Dear Parents,
I would like to welcome you and your child to Don Valley Primary School.
Enrolling at a new school is an important step for your child and for you as parents. It is a further move towards independence and the development of new educational and social foundations. We will ensure that your child enjoys a positive introduction to our school, followed by a happy, stimulating and successful primary education.

At Don Valley Primary School we aim to provide a caring and supportive environment, where diversity and respect for self and others are valued. We have chosen a set of core values for our school which are consistently reinforced:

Respect:

- Treat everyone with courtesy, respect and fairness.
- Follow the rules.

Kindness and Inclusiveness :

- Treat others as you would like them to treat you.
- Everyone has the right to feel and be safe.

Responsibility:
- Behave in a responsible manner towards others and the environment.
- Take responsibility for your own actions.

Learning:
- Pursue your personal best
- Be brave and participate
- Be persistent
- Listen attentively

Our excellent reputation for improving children's learning is achieved through:

Whole School Literacy and Numeracy Programs
Learning programs to meet the needs of different learning styles and interests
Individualised reading/numeracy support programs Prep – 6.
Developing Individualised Learning Programs to meet the specific needs of different students
A diverse curriculum
Focus on the Arts
Parent involvement with school and home literacy.
Using IT to support teaching and learning in classrooms
Being a caring, committed, professional and supportive staff.

Good quality education is a partnership between children, parents and staff. We welcome parent involvement in all aspects of school life and maintain open communication between school and home. We believe, it is important that all parents feel welcome in the school, and free to approach staff if they have any matters they wish to discuss.

We have a comprehensive reporting program, it includes parent/teacher interviews, which can be arranged at any time and written reports in June and December. Please contact the school if you have any concern or would like clarification on any issue.
In this information book we have provided a broad outline of our school organisation and answers to some questions about school life. If you have any queries about Don Valley Primary School or preparing your child for school please contact me.

I look forward to working with you and your child, in providing a caring, stimulating and successful primary education.

Lesley Gunther

Staff

Lesley Gunther	Principal
Andrea Allen	Teacher
Carolyn Boyd	Teacher, Mental Health Leader, Tutor
Sandy Walter	Teacher
Genevieve Walsh	Business Manager
Natalie Pitt	Out of Hours School Care Coordinator and Education Support
Kelly Corrie	Out of Hours School Care, Education Support, Playgroup
Nadine Hamilton	Classroom Support
Rebecca Roda	Classroom Support
Jesslyn Miller	Classroom Support
Kate Weston	Teacher
Ellise Rickard	Student Wellbeing Officer

School Council:

Amy Armstrong	President
Lesley Gunther	Executive Officer
Kate Weston	Staff Member
Lincoln Wilson	Community Member
Shannon Ludekens	Parent Member
Belinda Gale	Vice President

ART



To ensure a comprehensive curriculum is available to children at Don Valley, we provide a specialist Arts Program. This includes a weekly session each of art and music across the school.

ASSEMBLIES





A school assembly is held at 9.00 am. each Tuesday morning to pass any important news to the children. The assembly includes a brief ceremony which involves an acknowledgement to country, the flying of the Australian Flag, and the singing of the National Anthem

Weekly awards are also distributed during this time. Parents are more than welcome to attend and participate.

ATTENDANCE

Attendance at school of children, between the ages of five and fifteen, is required by law. Attendance roles are to be marked in each grade, twice per day and are entered

onto the administration computer each day. DE regulations require that parents notify the school first thing in the morning if a student is absent or prior to the absence when applicable. Please enter absences on COMPASS (if not available then a phone call or email).

Any absence over two days requires a written note to be sent to school briefly outlining the reason for the absence if not already entered in COMPASS.

BEFORE SCHOOL CARE

Before School Care is open from 7:00am to 8:45 am. Breakfast is provided as part of the service. Before School care must be booked the day before attendance.

BIRTH CERTIFICATES

It is now a requirement that all students enrolled in school must supply a copy of their birth certificate. Please provide the office with a copy at the time of enrolling your prep. child along with any immunisation certificates. All children must be 5 years or older by 30th April of the year they commence school.

BOOKS AND EQUIPMENT

Parents have the option to order book packs for their children online from our supplier. We also invite parents to contribute to the purchase of additional equipment, subscription learning programs and shared classroom supplies for art and craft, STEM activities and other enrichment activities which help to make learning fun and more interesting. Basic shared classroom materials will be provided for students whose parents do not participate in the book pack scheme.

BOOK BAZAAR

Over the past few years we have held a Book Bazaar for a short period before Christmas. The Book Bazaar is an opportunity for parents and children to buy quality books (supplied by a commercial concern) with the school taking a percentage from books sold.

This has been an excellent source of funds for the library and we hope you can continue to support it.

BOOK CLUB

The children are encouraged to read as much as is possible and the staff attempt to promote reading at all times. In accordance with these aims, the school operates the Scholastic Book Club.

The Book Club is a commercially operated scheme that offers a range of relatively inexpensive books for the children to select and purchase. Orders are made online with books then being delivered to the school for distribution. The books are generally

distributed to the children two to three weeks after the closing date for orders. The school receives a small commission on each order.

CAMPS

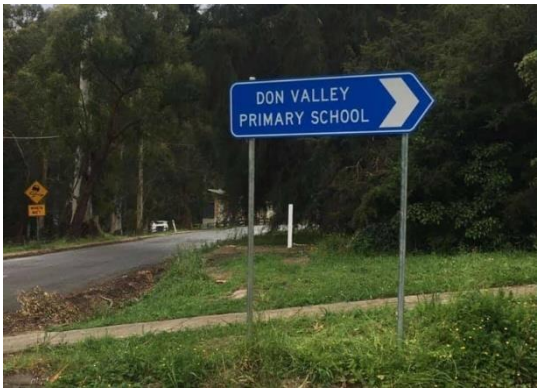


The school regards the conduct of an educationally beneficial camping program as being most important. All children in grades 5/6 and 3/4, subject to staff availability, are involved in a camp. As far as possible we attempt to keep costs to a minimum while still providing a worthwhile activity. For grades 5/6 we currently book the Urban Camp every second year and in the alternate year a camp at Sovereign Hill, providing our upper year students with the best possible mix of experiences. We also offer an overnight local camp experience for grade 3 /4 students.

CANTEEN

A canteen operates usually on a weekly basis for lunch. We have a policy of only providing healthy food options. Orders forms are sent home with options for that week.

CAR PARKING



The entrance to the car park is the south-eastern corner of the school with the exit being to the south of the main building. Cars are to park at a 45 degree angle (facing north west) according to the signs provided.

Whilst the car park still needs some refinement it has proved safer than outside the Sydney Halbish Hall where we have seen a number of near misses over the years from parents reversing 'blind.'

To ensure safety, children are directed to use paths to get to cars on the western side or cross at the hump near the septic system if they need to go through the car park to get to the middle of the car park.

The teachers' car park is situated directly at the front of the administration building. Please keep these spaces free.

CHILD FREE PROFESSIONAL DEVELOPMENT DAYS

The current Department of Education policy allows for four pupil free days for the purpose of professional development, school based planning and reporting. There is also an additional pupil free professional practice day for teachers during the year.

Please note that no children attend school on these days.

CHILD SAFE

Don Valley Primary School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

The School believes the wellbeing of children and young people is paramount, and is vigilant in ensuring proper risk management processes. The school recognises there are potential risks to children and young people and will take a risk management approach by undertaking preventative measures.



The school has developed a safe, inclusive and supportive environment that involves and communicates with children, young people and their parents/care givers. We encourage child and parent/ care giver involvement and engagement that informs safe school operations and builds the capability of children and parents/care givers to understand their rights and their responsibilities."

Details of all policies and procedures are available in the policies folder and may be accessed on request at the office. Child Protect information is available at the front of the office. Don Valley Primary School Child Safe Policies and procedures are also available on the Don Valley PS website. If you have any child safe issues or concerns please report to the principal.

COLLECTING CHILDREN FROM SCHOOL

DE regulations do not permit members of staff to allow children to be collected from the school by anyone other than their parents or guardians, without parent permission.

Parents are also given the opportunity to list the names of people who have their permission to collect the children from the school at any stage during the year. Please give this matter due thought when completing or amending the forms.

COMPLAINTS

Naturally, we hope that there won't be any but if you feel that a problem has arisen, we would like to hear about it. It is usually the case that early attention to an area of concern results in its prompt resolution to the satisfaction of those involved.

The sooner we are made aware of a problem, the sooner we can act upon it. Please don't hesitate to contact your child's teacher, the Principal or a School Council member (as appropriate) if you wish to make a comment / suggestion or are seeking clarification on any matter.

Remember call the school first on 5967 3321 for accurate information.

COMPUTER EDUCATION



Computers and other IT devices are integrated into the regular classroom program.

CONVEYANCE ALLOWANCE

The Department of Education pays a Conveyance Allowance to parents who must transport their children more than 4.8 km in order to attend school. Please note that the allowance is only payable where the nearest school is farther than the prescribed distance. For more details please contact the Business Manager.

CURRICULUM DAYS

See CHILD FREE PROFESSIONAL DEVELOPMENT DAYS

DRESS CODE

See UNIFORMS

EXCURSIONS

Excursions are designed to give your child an educational and enjoyable experience away from the school and to foster a sense of independence and are an integral part of the whole curriculum of each class. The cost of the excursions is kept to a minimum (see also FINANCIAL ASSISTANCE) and we hope that all parents will encourage their children to attend them. Before an excursion, you will receive a notice via Compass informing you of the place, date, times, etc with a consent and indemnity form to be completed and returned to the school. No child will be allowed to any excursion without the WRITTEN PERMISSION of a parent.

FEES

See BOOKS and EQUIPMENT

FINANCES and FUNDRAISING

The School has three sources of funding: DE, other grants and locally raised funds.

Monthly statements of the school's financial situation are prepared by the Principal for presentation to the School Council. Copies of these statements are available for inspection by parents upon request.

FINANCIAL ASSISTANCE

It is realised that not all families have the same financial resources and ability to meet the calls for the payment of money, which arise for various reasons (swimming, excursions, camps and materials etc.) throughout the year.

In appreciation of this problem, the School Council has traditionally given the authority to the Principal to offer reductions in charges and/or make arrangements for payments to be made over a period of time to families experiencing financial difficulties.
Families who may wish to consider this option are assured of full confidentiality in all discussions. Please do not hesitate to contact the Principal if further information is required.

Assistance through the governments Camps and Excursion Fund may also be available, to parents in receipt of a pension or with Health Care Cards. We recommend that parents who fall into this category provide an indication in the appropriate section of the Student Medical and Information form.

FIRE DRILL

Fire drills are practised twice a year and other aspects of the Emergency Management Plan are reviewed by staff throughout the year. Students and staff will assemble on the basketball court if the fire alarm is sounded.

In the case of a general fire danger in the area, the children will be evacuated to the Fire Refuge until further instructions are received. In the case of an external fire children will not be released to their parents until the school is out of lock down.

See also COLLECTING CHILDREN FROM SCHOOL and TOTAL FIRE BAN DAYS

FIRST AID

Minor injuries such as cuts and abrasions that occur as a result of accidents in the school-grounds will be treated by the staff at the school. In some cases where further observation is required, a notice from the Duty Teacher will be sent home with the child.
More serious injuries will be reported to parents or other nominated contacts and advice obtained on required action. If, in the opinion of the staff, an accident requires immediate medical attention, an ambulance will be called prior to contacting parents.

GARDEN AND GROUNDS

The School Council attempts to maintain the grounds in a pleasant and functional state. Parents are requested to give some of their time to help keep them this way through working bees and other times if necessary. A donation is also accepted from families to keep the grounds maintained.

School Council calls the working bees in order to tackle larger jobs at the school. Once again, those who attend are generally asked to contribute only about two or three hours of work. We therefore more than ever need your help to maintain them. The children, too are encouraged to help with the beautifying of their environment.

GLOBAL BUDGETS

The Schools of the Future Program incorporates a “Global Budget” concept which covers all State Government expenditure on the school and which is designed to give schools the flexibility to use funds according to need rather than according to a specific purpose.

GRADES AND GROUPS

As a result of our size we often choose to split grade levels between two or more different classes.

Within the grades, the teachers plan for individual learning needs and learning styles. We also actively plan a variety of Multi-Age activities and groupings which encourage cross age learning, responsibility and caring through-out the school. On Fridays we run a problem and thinking focused program developed around Challenge Based Learning.

GRANDPARENTS and SPECIAL FRIENDS DAY

Now an annual event, grandparents (or special friends) are invited to attend school for part of the day and share in the activities of the children. This is usually a very popular day and in which grandparents share their school stories with the children.

HEAD LICE

Contrary to popular opinion, head lice do not live in dirty hair only. Any child, no matter how well groomed, is susceptible to infection. The presence of head lice may be detected by a close inspection of the head and scalp. The louse attaches itself to, and lays its eggs (nits) on, the hair. The lice are about 2mm long and cling to the hair, close to the scalp, particularly at the back of the neck and behind the ears. The eggs are about half the size of the louse and are cemented on the hairs in the same region.

Parents are asked to sign a consent form to allow authorised staff to discreetly conduct head lice inspections, when deemed appropriate. Information on the treatment for head lice is available at the office. Our policy is also that all long hair should be kept tied back securely.

HOMEWORK

In 2020 we implemented a policy of no formal homework in line with a growing body of research questioning the value of homework, particularly for primary school age students. All students however, are expected to read on a nightly basis at home.

ILLNESS AND INFECTIONS

For the benefits of all parties, please do not send your child to school if they are ill. Apart from the inconvenience suffered by the child who is ill, the presence of an unwell child in the school can be highly disruptive. In the event that your child becomes ill during the day, we will attempt to contact you or one of your nominated emergency contacts and request that the child be collected from the school.

To help us in this regard, we again stress the importance of parents ensuring that the information contained in the Student Medical and Information Form is up to date.
(Please ensure that you notify the school of any changes to this information).

The following table is intended to provide guidance on exclusion times for infectious diseases. It is strongly suggested that the advice of the family doctor be taken into account when determining when a child returns to school after recovery from an infectious disease.

Infectious Disease	Time to Elapse/Requirements before Resumption
Chicken Pox	Exclude until all blisters have dried.
German Measles	Until fully recovered and at least 4 days after onset of rash
Impetigo (School Sores)	Until sores have been treated and covered.
Viral Hepatitis	Medical Certificate of recovery required.
Measles	Exclude for at least 4 days after the onset of the rash.
Mumps	Exclude for 5 days or until swelling goes down.
Whooping Cough	21 days after onset of the cough or until 5 day course of antibiotics have been completed.
SARS	Exclude until medical certificate of recovery is produced.
Scabies (Ringworm)	Exclude until the day after appropriate treatment has commenced.
Streptococcal Infection] including Scarlet Fever]	Exclude until a medical certificate provided stating that the child is not considered to be infectious.
Conjunctivitis	Exclude until discharge from eyes has ceased.

The early signs of Scabies will be the appearance of small red lumps may seem insignificant. Untreated cases are often scratched and if the sores are broken, the infection may lead to eczema and school sores.

Ringworm is a fungal infection and can affect the scalp where there may be a loss of hair. Closer examination may reveal a bald patch showing broken off stubby hairs and scaling and reddening of the skin. Ringworm sores on the skin, other than the scalp, may show an outer reddened active edge while the inner part is pale and scaly. The fungus may be caught from cats and dogs or from humans. If ringworm is suspected, parents should seek medical attention.

INCLUSION

DE and the school have policies on inclusion. As part of DE policy, the Disability Inclusion Program provides a tiered funding model that supports inclusive practices in schools.

IMMUNISATIONS

Parents of newly enrolled children should produce a certificate of immunisation. Unimmunised children may face exclusion from school for a prescribed period of time with the outbreak of specific diseases or if they are deemed to be close contacts.

INSURANCE

It is a parental responsibility to arrange appropriate personal accident insurance if required.

INTERNET

The school strongly advises parents to monitor their child's use of the Internet and all social media. This should include having the home computer/other digital devices in an area that can be supervised at all times by parents (not in your child's bedroom!). Parents need to be aware that not only can children be exposed to inappropriate material but they are also at risk through the exchange of information. This can also include student to student 'cyber bullying'.

INTERVIEWS

All members of staff welcome the opportunity to discuss, with parents, the progress of their children. This may be done at the formal interviews held twice during the year or may occur at any time at the request of either the parents or the class teacher. We request that parents contact the teacher in advance in order to ensure that the interview may be held at a mutually convenient time.



It is not uncommon for children to be worried by situations at school whilst their teacher is completely unaware that there is any problem. Please do not hesitate to contact your child's teacher (or the Principal, as appropriate) if you or your child have any concerns. Experience has shown that the sooner a problem is identified, the sooner it can be remedied.

LANGUAGES

This is the study of other languages. DE regards the provision of a second language as a high priority and is one of the Victorian Curriculum disciplines. Currently our students learn AUSLAN.

LIBRARY



We encourage children to borrow books on a regular basis from our library. We hope that parents will take an interest in the library and in the books that the children bring home. Reading and sharing the books with the younger children is a valuable experience and helps to promote a positive attitude, an interest in reading, and a love of books in your child.

We also hope that parents will help us to protect our investment by treating the books carefully and encouraging the children to do the same.

Please ensure that library books travel to and from the school in the library bags (a plastic shopping bag will suffice) and that lunches etc are not placed in library bags.

The MARC Library Teacher visits the school once a week to take students for library sessions.

LITERACY

The Victorian Curriculum Domain in English incorporates: Reading, Writing and Speaking and Listening.

We provide support for individual students according to their learning needs. This includes Individualised Learning Plans for all students in writing, regular assessment, and teaching assistance.

Your involvement in assisting your child to master skills is particularly important. Your child's class teacher will be happy to advise you of appropriate ways to assist your child, particularly with their reading.

LOST PROPERTY

Items of lost property are held for a while in the admin building storage space. Items which have not been claimed after a period of time are dispatched to charity organisations or "clothing bins".

Please ensure that all of your children's items of clothing and other possessions (e.g. lunch boxes) are named. This simple precaution makes it much easier for the staff to return lost items to their rightful owners and will save you money.

LUNCHTIME

The lunch time break is from 12.30 to 1:15 pm. The children eat their lunch under the supervision of the class teacher between 1:15-1:30pm. Students are also encouraged to bring a 'Brain Food' snack: hard fruit, vegetables or nuts eg. apples, pears, celery, carrots. (NO dried fruit)

In line with common nutritional practice, we recommend the inclusion of wholemeal or high fibre bread, salads, cheese and fruit in lunches in preference to sweet biscuits and lollies. We encourage students to bring water and they are also encouraged to have a water container in the classroom. (Canned and glass bottled drinks are not permitted for safety reasons).

MAINTENANCE

Maintenance is a responsibility of school council.

Parents are also asked to contribute to a grounds maintenance donation to cover the cost of cutting the grass, working bees and any other voluntary capacity.

We ask parents who live near to the school, or who may be driving past, to keep an eye open and to report any suspicious circumstances to the Police. Vigilance from the community, out of school hours, will help reduce this problem.

MANDATORY REPORTING

In July 1994, teachers joined doctors, nurses, police and other workers in the Health industry in being mandated to reporting child physical and sexual abuse or neglect.

It should be noted that teachers are mandated to report if they form a belief a child is at risk of further injury if evidence of abuse appears to exist. Naturally in all cases the welfare of the child must be the paramount concern.

MATHEMATICS

The school aims to develop a child's understanding of mathematical concepts and their application in the world around them. Each child is encouraged to develop their skills at their own individual pace.



MEDICINES

If your child requires prescribed medicine during the school day, the container and written instructions for its administration must be given to the office when the child arrives at school in the morning. Office staff will then oversee the administration of the medication.

MEDICAL FORMS

These forms provide us with required information about your child but more importantly, are our primary means of dealing with a situation involving your child. Please help us by ensuring that your child's form is completed correctly and is then kept up to date throughout the year by providing extra information or amendments as they arise. Should your child suffer from asthma or anaphylaxis it is imperative that the school have a copy of the relevant management plan for these or any other conditions or allergies your child may suffer from.

MENTAL HEALTH in PRIMARY SCHOOLS

DE has rolled out the Mental Health in Primary Schools program across Victorian government schools. The program provides funding, training and support to implement a whole school approach to mental health and wellbeing facilitated and led by a Mental Health and Wellbeing Leader. Our MHiPS leader will work as part of the school's wellbeing team in the implementation of the program.

MOBILE PHONES

Students are not permitted to have mobile phones or any other devices capable of digital communication or recording at school. If in extenuating circumstances a student needs to bring a mobile phone to school for travel to or from school then the phone needs to be handed in to the office at the start of the day and collected at the end of the day.

MONEY

All payments should be handed to the office. Please ensure that payments are placed in a sealed envelope, clearly marked with the child's name and purpose of the payment. If the office is unattended, envelopes can be slipped into the post box behind the office grille (please note that this is only recommended for small amounts of cash or cheques. Receipts will only be issued during office hours). Direct credit payments can be made to the school account. Payments can be made directly online into the school account and when the office is staffed EFT transactions can be made.

MULTI-PURPOSE ROOM

As part of our building program in 2000, a multipurpose room was constructed an additional school facility to be used for indoor PE activities, special assemblies, etc. It is also a facility that may be used by the wider community. Funds for this facility were raised by the School through a co-operative.

MUSIC

This subject is considered an important part of our curriculum, and we attempt to develop each child's musical awareness and to give exposure to a wide variety of musical activities, as singing, creative movement, dance, and instrumental.

NEWSLETTER

The school newsletter, which is distributed every second Monday via COMPASS is an important means of communication between the school and the family. The newsletter includes information from the school, the School Council, and the school community in general. On the alternate Monday a school calendar is sent home.

OUTDOOR CLASSROOM AREAS

We have a large outdoor learning area at the back of the classroom block. There is a a smaller covered deck at the back of the Administration Block and a shade sail covered area in front of the art room.

OUTDOOR EDUCATION



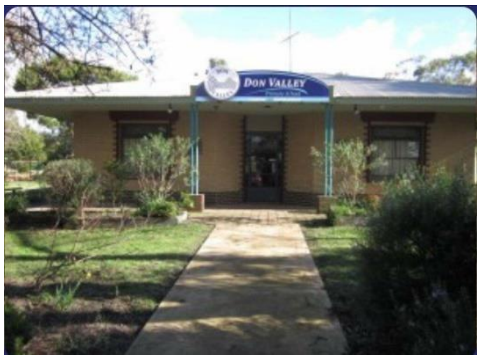
As part of offering a diverse range of activities for students to experience we have developed an outdoor education program. This includes opportunities for students to participate in activities such as kayaking, bike riding, caving and high ropes over the time of their primary school life. These activities also help develop student confidence, team work and leadership skills.

OUT OF SCHOOL HOURS CARE

The school runs an out of hours care program. The program provides quality out of school hours care on a permanent and casual basis. This includes before school care, after school care and a limited vacation care program. Registration forms are available at the office.

PARENT PARTICIPATION

Your participation in the school can only enhance your child's education. Research has shown that parents who become involved and demonstrate a supportive attitude towards the school will assist the children in developing a positive approach.



Apart from becoming involved in the School Council or fund raising, there are many ways that parents can support their children and the school. Assistance may be given in maintenance related activities (working bees) or in the provision of support or assistance in the classroom and related activities, being involved in special interest activities and coming along on excursions and camps.

Please offer your services to the class teachers or Principal if you feel that you are able to help. The teacher may request assistance from time to time and will value your support.

PAYMENTS

Payments can be made by credit card (please try and do this in office hours Monday-Tuesday or by direct deposit into the school account.

When doing a direct credit, the account details are: Bendigo Bank Woori Yallock, BSB 633 000 Account 140203571 and please quote surname and if space permits indicate reason for payment i.e. excursion, camp, booklist etc.

PHYSICAL EDUCATION

This subject encourages fitness, participation in and enjoyment of, physical activity and the development of appropriate skills. Regular physical activity is a part of each school day and we also provide specialist weekly PE sessions for each grade. Our students participate in many varied sporting activities with the Upper Yarra Network. Regular sporting events, clinics and other activities are planned through the year through these networks and at school.



PLAY GROUP

The school runs a facilitated playgroup, Eager Beavers in the Playgroup Room on Thursdays, 9:30am-11:00am. The playgroup welcomes all families with before school age children from babies through to pre-schoolers.

POLICY

Copies of school policies are available from the office on request. Many policies are also available to view on the school website. These are updated as required.

PREP STUDENTS - INFORMATION FOR PARENTS OF BEGINNERS

During the year Pre-school students are invited to participate in our Story Time Program. Towards the end of each year, orientation activities are conducted for the children who will be commencing in grade prep in the following year. These activities allow the children to spend time at the school.

Parents of new Prep children will receive an information pack. On the last orientation session parents will be asked to attend an information morning.

PREP - BUDDY SYSTEM

The system of matching a prep child with a senior school ‘buddy’ has proven most successful in both assisting the preps to assimilate successfully into the school environment and creating empathy for others amongst the older children

READING

See Literacy

REPORTS

Written reports are prepared for every child at the end of each semester. Parent Teacher Interviews are held towards the end of the alternate terms. Whether at the time of distribution of reports, or at any other time of the year, parents who seek an interview are asked to contact the class teacher in order to establish a convenient time (see INTERVIEWS).

The members of staff maintain a program of review of each child's progress and may contact you at any time if they feel the need to do so, to discuss aspects of your child's development.

ROAD SAFETY

Activities and instruction designed to teach responsible behaviour when the children are on or near the roads, are conducted on a level appropriate to the needs and abilities of the children.

Because of the nature of the roads, and the number of children and vehicles in the vicinity of the school, in the morning and afternoon, we urge all parents to be extremely cautious when taking children to and from the school. To alleviate some of the traffic problems caused by the roads, car parking within the grounds is available and a drop-off loop is provided for those who do not need or wish to stay.

RULES & BEHAVIOUR EXPECTATIONS

A number of rules and behaviour expectations, relating to safety, caring and respect for others, have been developed in consultation with students and staff to ensure the smooth and effective operation of the school. The school has developed a Discipline and Welfare Policy in conjunction with the Student Code of Conduct to provide guidance in this important area. This policy document is available for inspection, upon request, at the school.

More serious discipline problems will involve discussion with the parents of the child in question. The school will follow DE policy on excluding students from school in specific circumstances and apply procedures according to our Student Wellbeing Policy.

Your class teacher or the Principal will be happy to discuss the school rules or any other matter relating to discipline with you if required

SCHOOL COUNCIL



The School Council is a very important body in the operation of the school. Over the past few years, the Department of Education's policy of devolving authority and responsibility has seen an increase in the number of facets of school management over which the Council has influence and control.

The major responsibilities of the Council include budgeting and financial management, overseeing the maintenance of the school's physical resources (grounds, buildings and equipment), and the development and review of specific school policies and oversight of the strategic plan within the framework of Department guidelines.

The common features among all Council members are a genuine motivation towards providing the best possible schooling for their children and a willingness to sacrifice a few hours each month towards that end.

SCHOOL CONCERT

At the end of the year we have a whole school concert that parents are invited to.

SCHOOL SUPPORT SERVICES

The School Support Teaching Service specialists are available to assist the school in supporting and assessing children with particular physical, learning or wellbeing needs. Parental approval is sought before these teachers/specialists work with children at school.

SECONDARY SCHOOLS

The transition to secondary school is an important consideration for all children in grade six. The process starts relatively early in the year and preferences must be recorded and forwarded to the office of this school in August. It is recommended that the parents of children in grade six commence giving this matter serious thought early in the year (if not before).

The secondary schools in the area conduct an extensive information program including open nights, displays and the opportunity to attend the school being considered, for interview or discussion. Most of the schools produce information booklets or pamphlets and are very keen to assist parents in making this important decision. Towards the end of each year, the children are able to attend an orientation day at the secondary school they propose to attend.

Parents will be kept informed, through the newsletter, and other means, on the steps involved in selecting, nominating and, if necessary, appealing against a placement. Any questions in relation to these matters should be referred to the class teacher.

SECOND HAND CLOTHING

Second Hand uniform is often available-enquiries at the office.

SISTER SCHOOL

Since 2012 Don Valley Primary School has been a sister school with Wujiang Shengze Primary School in the Jiangsu Province of China.

SPORT

The school participates in a number of activities including inter-school athletics, cross country run and Winter Sports.

We sometimes rely upon the services of volunteer drivers for the successful operation of the sports activities and would welcome your involvement, if possible.

STAFFING

The Education Department provides funds on a per capita basis through the Student Resource Package for staffing. The principal will determine staffing by taking into consideration school priorities and needs and the available funds.

STRATEGIC PLAN

Every four years each school is required to submit a Strategic Plan outlining the school's priorities and major focus over this period. The goals for the current Strategic Plan are to:

- Maximise learning growth for all students in literacy and numeracy
- Strengthen student voice, agency and leadership

STUDENT CODE OF CONDUCT

At Don Valley Primary School we aim to provide a caring and supportive environment, where diversity and respect for self and others are valued. The student code of conduct is based on our school values.

Be a Learner	**✓Follow instructions** **✓Do your best** **✓Be brave-participate** **✓Be a team player** **✓Listen attentively**

Be Respectful	✓ **Be sensible** ✓**Be fair** ✓**Speak politely to everyone-use appropriate language** ✓**Be honest** ✓**Care for the school environment** ✓**Be generous and kind to everyone**
Be Safe	✓ **Follow the school rules** ✓**Follow Instructions the first time** ✓**Keep your hands and feet to yourself** ✓**Move sensibly and safely** ✓**Use the "STOP" strategy first if there is a problem** ✓**Report unsolved problems to the teachers**

STUDENTS OF THE WEEK

The Students of the Week Award is an award devised by the staff to recognise the achievements, academic, social physical or otherwise, of individual children. Awards are made for each grade and they form part of our Tuesday morning assemblies.

STUDENT WELLBEING OFFICER

The school has had a part time Student Wellbeing Officer as part of the National Student Wellbeing Program. This role is to support welfare needs of students and families.

SUN SMART POLICY

Most parents are well aware of the dangers of skin cancer caused by U.V. rays from the sun. Sun Smart Hats (broad brim or legionnaire style) are compulsory, from the 1st of September to the 31st of May. Staff will instruct children not wearing hats during these terms at recess times to play in a designated restricted shaded areas. Students are also required to have shoulders and mid-riffs covered.

SUSTAINABILITY

The school has a commitment to developing a whole school Sustainability focus. This includes sustainable practices such as waste reduction, recycling and water conservation. Garden areas have been established for different purposes which include: a fragrant garden, food production, bird/butterfly attracting areas and water wise gardens. An 'orchard' area has been established around the farm. Produce from the garden is used in cooking activities which are an integral part of various curriculum programs. The garden is worked on sustainable principles.

SWIMMING

The school offers a swimming program once a year.

TECHNOLOGY

We have computers in each classroom including netbooks and ipads for student use. Each classroom has a smart tv/ interactive whiteboard. We have a commitment to incorporating IT into our regular classroom programs as part of our teaching and learning program.

TERM DATES

The term dates and Public Holidays for each year are published in the newsletter.

TIMES

A normal school day is currently broken up into three periods of instruction as follows

9.00 to 11.00.am
11.30 to 12.30.pm
1.30 to 3.30.pm

To assist with the successful transition of new prep children, during the first term, early dismissal arrangements apply. Parents will be advised of these in the Prep Handbook.

Punctuality is a very worthwhile characteristic, it teaches respect for others and minimises disruption at the school. Please ensure that your child leaves home in plenty of time to reach the school by 9.00.am. Students that arrive late need to be signed in at the office.

TOTAL FIRE BAN DAYS

The school has an Emergency Management Plan which is updated each year. As with other schools in this region our school is on the BARR register.

W**e would like to request that parents who wish to keep their children at home on a day of Total Fire Ban, for whatever reason, contact the school as soon as possible in the morning.** Where children are absent and we have not heard from the parents, we will attempt to make contact by telephone to ensure that the parents are aware that the children are not at school. Your assistance in this matter would be greatly appreciated.

On Code Red days the school will be closed.

TRANSFERS

If leaving the district or transferring your children to another school, you will need to provide details of the transfer to the office.

UNIFORM

School Council would like to see all of our students dressed in school uniform. The school colours are navy and light blue. These items can be with or without the school logo. All items must be sun-smart. The details of the uniform are as follows:

- Pale blue or navy polo top-short or long sleeves
- Navy blue/black or grey long pants, navy blue skirt/tunic or shorts
- Checked blue and white school uniform dress
- Navy blue windcheater



Orders can be made, for school uniform online through our supplier. Check the school's website for the link. Second hand uniform items may also be available for a gold coin donation. If you need assistance with uniform due to financial difficulties we may be able to help through State Schools Relief. Please contact the office/chaplain if you need assistance. Please ensure all uniform items are labelled with your child's name.

VANDALISM

If you are aware of any suspicious activity around the school, please call the Police. Watchfulness by the community will help in reducing the incidence of vandalism.

WORKING BEES

The school conducts regular working bees through the year. Over time the working bees have achieved many improvements to the school grounds.
See also GARDEN & GROUNDS

YARRA RANGES NETWORK

Don Valley Primary School belongs to the Yarra Ranges Network of schools.

