WELCOME TO AXEDALE PRIMARY SCHOOL

Education takes place 24 hours a day, every day of your life. School therefore, provides one part of your child's education. We aim to work, with you, towards providing the best opportunities for your child to maximise his or her potential - academically, socially, physically and emotionally. This booklet provides some basic information to assist you and your child to settle into our school community. If you have any queries or requests for clarification, please feel free to come to the school at any time.

We look forward to your support and friendship.

SCHOOL ADMINISTRATION

The school operates with 4 classrooms, with multi-aged groupings in each classroom.

Principal — Lex Johnstone
Grade 4/5/6 — Steve Christensen
Grade 2/3/4 — Corrina Hartland
Grade 1 — Michelle Blume
Grade Prep — Gaye Saunders

Specialist Areas
Languages Other Than English (LOTE—Indonesian) — Liana Elias
Health/Physical Education — Steve Christensen
Art (Wed) — Michelle Mannes
Literacy Support — Gaye Saunders
Earth Science (Prep & Gr 1) — Gaye Saunders
Earth Science (Gr 2-6—Thursday) — Lydia Fehring
Choir/ICT — Michelle Blume
Library — Deb Tuohey
MARC Van — Sue Gentry
School Wellbeing (Mon, Tues & Thurs) — Ricky Cawley

Office — Katrina Baldwin
Integration Aides — Rosemary Bennett, Jo Jacobs & Jeanette Tenace
Bus Driver — Ross Lyons
School Cleaner — Linda Kendall
Crossing Supervisor — Robyn Parker

Excellence Through Endeavour
Axedale Primary School
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Axedale Vic 3551

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www.axedaleps.vic.edu.au
Principal: Lex Johnstone

School Council President:
Neil Aurisch
CONSEQUENCES OF UNACCEPTABLE BEHAVIOUR

Generally the following steps will occur. However if the matter is serious, the Principal may shorten the process.

First Stage: The teacher will discuss the problem with the pupil and try to reach an understanding, encouraging acceptable behaviour. If the behaviour is disruptive the child may be removed from the situation to a time-out area or to another teacher. Some follow up disciplinary action may be invoked befitting the incident and allowing the child to make amends. The incident will be recorded in the Discipline Book.

Second Stage: If the child persists with unacceptable behaviour sufficiently to warrant 3 entries in the Discipline Book, or if a major incident occurs, the Principal is to be involved and parents will be informed using the misconduct form.

Third Stage: If behaviour continues to be unacceptable, the parents will be requested to visit the school and discuss the situation to help work out suitable strategies.

Therefore breaches of school rules, or unacceptable behaviour, will result in one or more of the following logical and appropriate consequences of misbehaviour:

- discussion followed by a warning
- removal from the activity for a period of time
- a period of detention during recess to reflect upon the relevant breaches of rules
- loss of privileges
- contact with parents for cooperation and support
- counselling and/or behaviour modification program commenced
- suspension for serious or ongoing breaches
- expulsion.

DEMOCRATIC PRINCIPLES

The programs and teaching at Axedale PS support and promote the principles and practice of Australian democracy, including a commitment to elected government, the rule of law, equal rights for all, freedom of religion, freedom of speech and association and the values of openness and tolerance.

SETTLING IN TO A NEW SCHOOL

Prep Children:
There are many ways in which you can help your prep child to settle in to school.

- Familiarise your child with the school, talking about the school in positive terms.
- Get to know the staff at the school.
- Join the Parents, Volunteers & Friends group to help you get to know other parents. This will help your child to make new friends also.
- Encourage your child to be independent, accustomed to dressing, tying shoelaces, managing own items, etc.
- Clearly label all of your child's belongings.
- Make sure your child has a suitable lunch and play lunch in a clearly named container.
- Make sure Prep children have a change of clothes at school. Accidents can happen, and children feel happier if they can change into their own clothing.
- It would be beneficial if children were encouraged to:
  1. know their name and address well enough to repeat them when asked;
  2. know their birth date eg August 4th or December 28th;
  3. listen carefully;
  4. know how to use a handkerchief or tissue properly;
  5. speak politely;
  6. follow simple instructions;
  7. care for property;
  8. know simple safety rules;
  9. display appropriate manners when eating.

New children entering grades other than Prep:

- Familiarise your child with the school, talking about the school in positive terms.
- Get to know the staff at the school.
- Read this handbook with your child so that you are all aware of how things run.
- Join the School & Community group so that you can make new friends, thus assisting your child to make friends.
- If there are any concerns, please feel free to talk to the Principal or staff. We are here to help you.
• **APP:** The school has an App available for download through Google Play or iTunes Store. Search for Axedale Primary School. The weekly newsletter, school documents and important calendar dates are loaded onto this. Notifications are also sometimes sent from this service.

• **ASSEMBLIES:** Assemblies are held on Mondays at 9.00am. The Australian flag is flown and Advance Australia Fair is sung. Sports results from the previous weekend are presented and announcements for the week are given.

• **ASTHMA:** If your child has asthma, or ever uses a ‘puffer’ **even infrequently**, the school will require you to fill out an annual Asthma Management Plan and provide their medication to be used at school. Please see the Principal for details.

• **ATTENDANCE:** Attendance at school is compulsory unless your child is ill. If your child is absent, a written, dated note is requested immediately upon his/her return to school. Standard absence note forms are available from the office. If your child is late to school or leaving early please fill in the Arrival and Departure Book at the office.

• **BANK:** Children are able to bank with the Commonwealth Bank through the school. Forms are available from the school. **TUESDAY** is bank day and books should be in to the office by 9.15am.

• **BIKES:** Children are welcome to ride bikes to school. Safety in terms of apparel (approved helmet and brightly coloured clothing) and behaviour is encouraged. Children must not ride bikes in the schoolyard.

• **BOOKLISTS:** Essential student requisites are listed and these lists are given out at the end of the year for purchasing the following year. Booklists are delivered to the school by Central Victorian Office Supplies before school begins at the start of the year.

• **BULLYING:** Bullying will not be tolerated at Axedale Primary School.

• **BUS:** The school offers free bus transport to and from school if your child lives more than 4.8 km from the school. Please check with the school for your nearest bus stop. Please note that your child will be put on the bus in the evenings unless the school is notified otherwise in the morning. This is essential for Emergency Management arrangements.

• **CAMPS:** The school has a camping policy aimed at encouraging children to broaden their experiences and develop new skills. The suggested camping experience is Grade 3/4/5/6: 3 nights away, Grade 1/2: overnight stay at a local camp and Grade Prep: tea and activities after school until about 7.00pm. The senior camp aims to follow a bush, city, and beach sequence on rotating years.

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**UNACCEPTABLE BEHAVIOUR**

( NOTE: The word "Teachers" below includes student teachers, teachers aides, cleaners, office manager, parents assisting at school, etc.)

• **VERBAL ABUSE:** This refers to such things as inappropriate language, talking back to teachers, making fun of someone, etc.

• **DISORDERLY CONDUCT:** This refers to such things as fighting, kicking, stone throwing, disobeying teachers, being disruptive in class.

• **DESTRUCTION OF PROPERTY:** This refers to the damaging of an individual's personal property, or school property.

• **STEALING:** This refers to taking an individual's personal property or property belonging to the school.

• **UNSAFE BEHAVIOUR:** This refers to behaviour that endangers self or others.

• **BREAKING SCHOOL RULES:** See School Rules.
SCHOOL RULES

- Every student is to attend school daily, unless illness or personal reasons prohibit this. In this case a note must be brought when the student returns.
- Once at school, students must remain in the school ground until the end of the day unless prior arrangements are made with the teachers.
- Students must walk around corners of buildings when outside.
- Students should not interfere with other people or their property.
- Swearing, abusive or inappropriate language will not be tolerated.
- Students are not permitted to chew chewing gum or bubble gum at school.
- Students should help keep the school tidy by placing any rubbish in bins provided. Rubbish bins are provided both in the rooms and in the playground.
- Students should dress in an appropriate manner. Thongs, bare feet, singlet tops etc., are not considered to be safe, suitable, or appropriate and are therefore banned.
- The wearing of jewellery, make-up or nail polish, and the colouring of hair is not permitted.
- Dangerous toys or toys of violence are not permitted.
- Physical activities and games must be restricted to those not likely to injure others when moving in a crowded playground.
- Climbing and play equipment is provided; therefore trees, roofs, fences, walls etc are out of bounds.
- Classrooms all have room rules, which must be obeyed. These vary according to the teacher.

No child is permitted to be in a classroom without a teacher present.

- There are certain areas within the school ground that are designated for certain activities. Students must respect these areas and use them accordingly.
- CLOTHES: Children should be dressed appropriately at all times. School uniform is essential. All clothing should be marked clearly with the family name. Art smocks are required for Art/Craft lessons.
- CODE RED DAYS: Code Red Days are flagged by the Department of Education and Training when there is significant fire danger predicted for the following day. Our school is not in a ‘Bushfire At Risk’ school, so we do not close on Code Red Days. However, our School Bus runs through two ‘Bushfire At Risk’ areas, so on Code Red Days, our School Bus will not run. Parents would need to organise transport on these days. DET will notify the school the day before a Code Red Day so we will always be able to notify parents in plenty of time.
- COMMITTEES: The school operates with several sub-committees. They are: Finance, Curriculum, Buildings & Grounds and Parents, Volunteers & Friends. These committees are made up of School Council Reps, any interested parents or community members and one or two staff members. Please check with the Principal if you would like to be on a committee.
- COMMUNICATION BOOKLETS: Each P-1 child will be issued with a communication booklet, which is a means of communication between staff and home. These should travel between home and school every day. Please get into the habit of looking for these and using them.
- COMPUTERS: The school is well equipped with computers, having an excellent ratio of computers to children. Computers are in all the classrooms. All students access the internet and other research facilities. Also see Netbooks.
- CONCERNS: If parents have any concerns or queries about staff, students or programs, all enquiries should be made to the Principal in the first instance. If the Principal is unable to alleviate the concerns the matter can then be directed to the Regional Office - DET. However the Principal must be the first point of call.
- CONCERT: A school concert is held at the end of the year. Families, extended families and members of the wider community are invited to attend.
- CROSSING: Please encourage your child to cross the highway at the school crossing between the flags. Please observe the rules of the school crossing when dropping children off or picking them up.
- CURRICULUM DAYS: Each year schools receive four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting. The first day of Term 1 each
year will be a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. School Councils have the flexibility to schedule the remaining three student-free days each year to meet local school needs.

- **DISCIPLINE:** The school has a Discipline Policy in line with Government and DET Policies. It is the result of negotiation between staff and school council and is available for your perusal. Please see the Principal. A conduct code is included at the end of this booklet. Please read this through with your child.

- **DOCUMENTS AVAILABLE:** Government publications regarding education are available at the school for you to borrow. The school also has its own documents and policies available. Please see the Principal if you would like to borrow them.

- **ENVIRONMENT:** The school aims to encourage the children to be environmentally aware. Keeping the grounds and play areas clean, safe and attractive assists this.

- **EXCURSIONS:** Excursions are encouraged as part of the school's normal curriculum program. Parental permission is required, and suitable forms are provided if children are travelling outside the immediate school locality. If a single outright payment for excursions is a problem please see the Principal regarding time payment facilities so your child does not miss out.

- **EXTREME WEATHER:** In line with DET Policy, on days of extreme heat (38° or over), lunch time may be shortened to thirty minutes and lessons may cease at 3.00pm. Parents may pick children up at 3.00pm or there will be supervised activities in the library until 3.30pm. The bus will not leave school until 3.30pm. Students who live locally and cannot be picked up at 3.00pm will need a note giving permission for them to walk home at this time, otherwise they will remain at school. All parents will be notified if applicable.

- **FAMILY RECORDS:** At the start of each year we ask parents to fill in a form giving information about the family. This information is necessary for us to keep records. Please notify the school immediately if any information changes, so the school can always maintain accurate records. These may be necessary in an emergency.

- **FOOD FOR SCHOOL:** Please see that your child has eaten an appropriate breakfast prior to coming to school. This is the best way to start off a long day at school. It is also important that your child has sufficient lunch for the 11:00 – 12:00 break and 1.30—2:00pm. Please provide wholesome food for playlunch and lunch – foods high in sugar, lollies etc. are inappropriate.

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**All students have the following responsibilities:**

- to be honest, co-operative, friendly and respectful of others
- to concentrate on the process of learning
- to carry out the teachers’ instructions, complete assignments and fulfil any educational task required of them, to the best of their ability
- to allow others to exercise their right to learn without interference, either verbal or physical from other students
- to care for their personal property
- to care for their personal hygiene
- to care for school and public property
- to treat others courteously, kindly and with co-operation
- to follow the school time-table punctually
- to obey the school and class rules.

**In respect of these rights and responsibilities the school will:**

- provide adequate supervision
- encourage high levels of achievement and success
- acknowledge achievement and success, and give positive reinforcement
- ensure that each family has a copy of the code of conduct for students and the school rules at the start of each year.
STUDENT CODE OF CONDUCT

Please read the following pages carefully and discuss this with your children.

Dear Girls and Boys,

Most of you belong to families where your parents were your first teachers, keeping you safe and telling you how you should behave.

A school is like a big family where we build on those first lessons you learned at home. Each member of this family has certain rights, but these rights are accompanied by responsibilities.

Because we are a large family, we have to live, work and play together in peace and safety. To do this we must make sure there are a few rules that everyone understands and obeys.

If you * know your rights,
* accept your responsibilities,
* obey the rules,
then your days at Axedale Primary School will be valuable and happy.

At Axedale Primary School it is recognised that the school must provide all students with a safe and orderly learning environment that meets the needs of these students at all levels of their primary education. The Student Code of Conduct is based upon the principle that all students have rights as well as responsibilities.

All students have the following rights:

• to learn
• to be educated to a standard that enables them to be productive, self-sufficient, contributing members of society
• to feel safe, to be secure in the knowledge that neither they nor their belongings will be interfered with or damaged by others
• to be treated with respect and to have their stage of development (mental, physical and emotional) acknowledged and taken into consideration
• to experience success.

• GRADES: A school this size enables multi age grouping in each classroom. This facilitates all children progressing at their individual levels, and socialising with students of all ages.

• GROUNDS/GARDEN MAINTENANCE: The school is provided with some funds to maintain grounds and gardens. We ask families to contribute $20/family to offset some expenses. We will be seeking your support to assist us in making sure that we provide the best facilities for your child. Working Bees are held each term, please assist wherever you can with this.

• HAIR: It is required that students with long hair have it tied back whilst at school. This is a safety suggestion, as well as a health matter. Hair dye/colouring is inappropriate at primary school and is therefore not permitted at all. Plain hair ties are recommended.

• HEAD LICE: These can be a problem at times. It is suggested that students with long hair have it tied back whilst at school, and that parents check the hair regularly. Please notify the school immediately if you find signs of lice or nits. Regular checks are carried out with parental permission.

• HOLIDAYS:

• HOMEWORK: From time to time your child may be assigned some work to be done at home. It may vary from just reading to specific work in a curriculum area. Children should be encouraged to complete all homework neatly and promptly, and to discuss their homework and any other schoolwork with their parents. Each teacher will notify parents of the homework arrangements for his/her grade. It is usual practice to send homework home on a Friday night to be returned by the next Thursday. Parents are asked to sign all homework.

• ILLNESS: Sick children should be kept at home as the school has facilities suitable only for emergency use. If a child becomes ill or injured at school, parents may be contacted so that the child may be taken home. In extreme cases an ambulance will be called if we are unable to locate family members. Please make sure that the school has up-to-date records of phone numbers - home, work and a friend/relative for emergency contact. Upon the child’s return to school following illness or injury a written note is required. It is School Policy that once a child has been sent home ill or injured, the child must not be returned to the school that day.

• IMMUNISATION: All children entering school are required to have an immunisation certificate. These can be obtained from the Australian Childhood Immunisation Register (you will be sent this statement when your child turns 5 years old) or visit your local Medicare office.
• **INFORMATION NIGHTS:** An information night is held in Term One to enable parents to meet the teachers and to find out what goes on in the classrooms. Further information nights may be held during the year for parents to familiarise themselves with particular curriculum areas or current trends in teaching. Keep an eye on your newsletters for details.

• **INTEGRATION POLICY:** In line with DET Policy the school has a document outlining the school's position with regard to integration of disabled children. The document is available for you to read. Please see the Principal if you would like to do so. The school has facilities for physically disabled children.

• **INTEGRATION OF CURRICULUM:** The concept of an integrated curriculum as opposed to subjects taught in isolation focuses mainly on the nature of the child as a learner and the processes involved in the development of thinking and learning. The integrated curriculum approach attempts to make learning relevant and meaningful to the child. Much of the teaching / learning which takes place at the school happens in an integrated manner through Integrated Units of Work.

• **INTERVIEWS:** Parent / Teacher formal interviews are offered towards the middle of Term 1 (Individual Learning Plan (ILP) interviews) and in conjunction with the Mid Year Reports in June. Informal interviews can be organised at any time. Please contact the principal prior to organising this.

• **JEWELLERY:** Jewellery at school, including brooches, rings, necklaces etc., is not permitted and should never be worn to school. Stud type or sleeper type earrings are the only form of earrings permitted. **Make up, nail polish and hair dye are not permitted at all.**

• **LIBRARY:** The school has an excellent range of fiction and non-fiction books in the library. Children are encouraged to use the library and are requested to have a cloth library bag to protect the books, thus limiting replacement costs. There is a computer assisted reference section.

• **INDIVIDUAL LEARNING PLANS:** The staff plan for learning improvement for each child. These plans set out goals for the child, and stress the importance of the home program and the school program complementing each other for the ultimate benefit of the child. Meetings about ILPs are held with each family in mid Term 1 and offered again in Term 2 in conjunction with mid year reports.

• **LOST PROPERTY:** Please ensure the return of your child's lost property by having everything marked clearly with the family name. Lost property left at the school will be cleared at the end of each term by taking it to the Salvation Army. Please contact the school immediately if an item is lost.

### INFECTIOUS DISEASES

Below is the official guide for details of exclusion in cases of infectious diseases:

- **Chicken Pox:** excluded for at least 7 days after illness begins, and until last sore has healed.
- **German Measles (Rubella):** excluded until 10 days have passed since appearance of the rash.
- **Measles:** excluded for at least 7 days from appearance of rash or until Medical Certificate of recovery is produced.
- **Mumps:** excluded until at least 14 days after onset of symptoms.
- **Hepatitis:** excluded until Medical Certificate is provided.
- **Ringworm:** excluded if advised by a school medical officer.
- **School Sores (Impetigo):** excluded if so advised by medical officers. Sores should be treated and **MUST BE COVERED** if the child is attending school.
- **Scabies:** if advised by a school medical officer.
- **Whooping cough:** for 4 weeks, or until medical certificate is produced.
- **Head lice:** this presents a constant problem at schools. Thorough, regular checking is essential to aid in controlling this pest. Please notify the school of any infection. The child must be kept as home until treatment has been completed.
- **Conjunctivitis:** excluded until infection is under control.

**** Note: It is emphasised that children should not be sent to school if they are obviously unwell. Whilst most pupils may be well enough to return after the stipulated time, some will need extra time to recover.

**** Whenever, a child contracts a new illness or a new medication is necessary, it is essential the school be notified immediately.
• **WRITING:** Children love to write things and this should always be encouraged. Please try to encourage your child to use lower case letters, except for the capital letter at the start of a name. Modelling these things is a great way to assist.

• **LUNCHES:** Lunches are available each day from the Axedale Store. Orders should be written on an envelope with the child's name and grade, and the money inside. These are placed in a box at the school, which will then be delivered to the shop. Lunches are picked up from the store and delivered to the children at lunchtime. If preferred, orders can be placed directly with the store. Lollies should not be part of any child's lunch.

• **MARC VAN - MOBILE AREA RESOURCE CENTRE:** This is a small van that comes to the school to deliver lessons on library, literature, and resource use. It is at the school for a day and a half each fortnight. There is a cost of $22.00 per year, per student attending.

• **MEDICATION:** Should it be necessary for your child to have any medication whilst at school, please see that the medication has the child's name on it and that it is handed to the class teacher, with written instructions, immediately upon arrival at school.

  **The medication should not be left in the child's bag.***

  ***** No child can be given medication without written authorisation ***

• **MONEY:** Please send money to school in an envelope and mark it with the child's name and grade, the purpose for the money, and the amount. These can be placed in the letterbox if the Office is unattended. This saves confusion.

• **MUSIC:** The school offers individual and small group opportunities in Music. The school has an active 'School Choir' that practices weekly and performs at school and community events. Students can access weekly drum and guitar lessons.

• **NAMES:** Please see that all clothing is marked with the family name. It is advisable to see that other belongings are named.

• **NECESSITIES:** Children will need an art smock (an old shirt will do), and a library bag to start the school year. All other necessities are on the booklist, which is available from the office.

• **NETBOOKS:** Grade 4/5/6 students are provided with Netbooks as part of their curriculum. An information session is held early in Term One for parents and students.

• **NEWSLETTER:** A newsletter is printed weekly, on a **THURSDAY** and issued to the oldest member of the family. Please get into the habit of checking your child's bag on Thursdays, and reading the contents of the newsletter carefully. If you wish to have anything printed in the newsletter, eg. sales, swaps, meetings advertised, etc. please have your notice in on Tuesday. The newsletter is also available on our school website [www.axedaleps.vic.edu.au](http://www.axedaleps.vic.edu.au)
• NOTES: Notes explaining a child’s absence are absolutely necessary - a phone call does not take the place of a note. Please see that all notes to the school are signed and dated. This can be important, as notes may be called upon as evidence in court cases. Student absence notes are available from the office.

• OPEN DAYS: The school has several open days and one open night during the year, usually in Education Week. This is a good opportunity to see the school in operation.

• PARENTS: Parents are always welcome at the school. There are opportunities for parents to assist with classroom routines, reading, other aspects of the literacy program, craft areas, typing of stories, library maintenance, etc.

• PARENTS, VOLUNTEERS & FUNDRAISING: Parents, Volunteers & Fundraising (PVF) is a fundraising group, which works for the betterment of the school and its students and raises a substantial amount of money each year. It meets at the school regularly and all parents are welcome to attend these meetings. Attendance will bring you into regular contact with other parents with similar interests, and is one of the many ways of keeping abreast with school developments. Please check school newsletters for dates and times of meetings.

• PICKING UP CHILDREN: All students are required to remain inside the Raglan Street fence until collected. This is for safety reasons. If children are collected late please make contact with the teacher. If using the High Street exit, please observe the School Crossing Rules.

• PREPS: During February, Preps will attend school on Mondays, Tuesdays, Thursdays and Fridays. Wednesdays are rest days for the first month. However parents are asked to use their discretion if the little ones are over tired.

• READING: Reading forms the basis of almost all of our learning. Reading is a skill to be encouraged and nurtured. All children enjoy being read to and sharing stories. Reading should be modelled at home, and reading time should always be a relaxed pleasant time.

• REPORTS: Written reports are sent home in June and December. Formal parent/teacher interviews are offered in February (ILPs Interviews) and in conjunction with the Mid Year Reports. However, should you desire an interview at any other time you are asked to contact the Principal to make an appointment.

• SCHOOL COUNCIL: School Council meets on the 4th Tuesday of each month at 6.30pm at the school. Elections are held early in March. More information regarding the role of school councillors is available from the school. Please check newsletters for dates. All parents are welcome to sit in on these meetings.

• SCHOOL HOURS: School starts at 9:00am. Lunch is from 11:00am until 12:00pm, with recess from 2:00pm until 2:25pm. School finishes at 3:25pm.

• SHARING: Take the time to share in your child's day by listening to him/ her about the day's happenings. Children are encouraged to read or share a book with a parent each night.

• SPORT/PHYSICAL EDUCATION: As with all other subjects, this is part of the curriculum and is not an option. There is a regular Phys. Ed. program covering areas of Minor games, Ball Handling Skills, Dance, Gymnastics and Athletics. A swimming program is usually held during the year. Inter school games of T-Ball, Football, Cricket, etc. are held. Upper school children usually attend the Regional Cross Country Run, football clinics, netball clinics and tennis clinics. The school is part of the Emu Valley Cluster Sports Association. Athletic Sports are held annually in October for this group of schools.

• SUNSMART POLICY: Our school has a SunSmart Policy which requires all children to wear wide brimmed or legionnaire sun hats when outside. (baseball hats are no longer acceptable) during Terms One and Four or on other days when requested by staff. Students will be required to play under a covered area of the playground if an appropriate sunhat is not worn. The wearing of sunscreen is encouraged, and top up sunscreen is available at school.

• UNIFORM: The wearing of school uniform is very strongly encouraged. School polo shirts, shorts, skorts, dress, sun hats, rugby tops, windcheaters, track-suit pants, girl’s bootleg pants, bomber jackets and waterproof jackets can be ordered through the Office. It is requested that all children wear school uniform where possible, but it is essential when on a school excursion, at inter-school sports days or when a visiting speaker attends the school.

• VALUABLES: Children are to be discouraged from bringing valuable items to school. The school cannot accept responsibility for their loss or damage. All valuables must be placed in the day safe in the office on arrival to school and collected when the bell goes at the end of the day.

• VOLUNTARY CONTRIBUTIONS: Our school suggests very reasonable voluntary contributions of $50.00 for the first child, $30.00 for the second child, $20.00 for the third child or subsequent children. We would encourage all families to pay this contribution as it allows the school to add to the government allowance for programs and thus provide an inclusive and comprehensive curriculum.