



2017

Parent Information  
Handbook



## SCHOOL HISTORY

It was in March 1858 that the first Head Teacher, the Reverend William Potter, officially took charge of the Mount Clear School. A letter of the same date from the Reverend Strongman indicates that the parents had requested that Potter "become the Teacher of their children". Potter's official career record at the Ministry of Education indicates that his teaching appointment at Mount Clear commenced on 1<sup>st</sup> March 1858.

Thus, from the autumn of that year, formal education became locally available for the children living in the elevated, clear area midway between Buninyong and Ballarat and known as Mount Clear: children of housewives, miners, storekeepers, carpenters, hawkers, farmers, hotel keepers, blacksmiths and many others engaged in supporting the substantially gold-seeking, largely migratory population of the district. Schooling was neither compulsory nor free.

By the time such innovations were introduced nearly all Mount Clear's original pupils had reached adulthood. Meanwhile, for those who did attend, fees were paid until the end of 1872. In 1858 the average weekly fee was about 1/6d. (15 cents) per child, at the time when teachers, for example, were paid around two pound, five shillings (\$4.50) weekly. As did other teachers of the time, William Potter depended on such fees for part of his salary.

## THE SCHOOL'S ORIGINAL LOCATION

William Potter taught his scholars in the Union Church building, which stood just a few metres to the south of the south - east corner of the present relocatable classrooms. This former church site today occupies the south-eastern area of the school grounds. By mid-March 1863 a schoolhouse was erected on land adjacent to the northern boundary of the Union Church. This land, forming the nucleus of the present site, was officially reserved for school purposes in 1865.

*{There Weren't Any Lunch Orders* A History of Mt Clear Primary School  
No 427 1858 -1988 Neville Drummond)

## THE SCHOOL TODAY

Mount Clear Primary School has an enrolment of 330 in 2016.

The school is situated in the residential area of Mount Clear and also draws from Mount Helen in the south and the Canadian area of Main Road, however, students also come from Warrenheip, Sebastopol, Ballarat, Buninyong, Ross Creek and beyond.

Our buildings consist of:

1. Administration/staff building
2. Two brick veneer buildings consisting of enhanced 13 classrooms and storerooms
3. Two module-five relocatable buildings - classroom and library
4. Two modular relocatable buildings - Chinese classroom and kitchen/meeting area
5. A small hall used for Kitchen Garden Environmental Science program
6. A gymnasium
7. All classrooms and administration areas are cabled and networked



### TERM DATES 2017

<b>Term 1</b>	30 <sup>th</sup> January 2017	29 <sup>th</sup> March 2017
<b>Term 2</b>	18 <sup>th</sup> April 2017	30 <sup>th</sup> June 2017
<b>Term 3</b>	17 <sup>th</sup> July 2017	22 <sup>nd</sup> September 2017
<b>Term 4</b>	9 <sup>th</sup> October 2017	22 <sup>nd</sup> December 2017

### TERM DATES 2018

<b>Term 1</b>	29 <sup>th</sup> January 2018	29 <sup>th</sup> March 2018
<b>Term 2</b>	16 <sup>th</sup> April 2018	29 <sup>th</sup> June 2018
<b>Term 3</b>	16 <sup>th</sup> July 2018	21 <sup>st</sup> September 2018
<b>Term 4</b>	8 <sup>th</sup> October 2018	21 <sup>st</sup> December 2018

### DAILY TIMETABLE

1st Session	8.55 am – 11.10 am
RECESS	11.10 am – 11.30 am
2nd Session	11.30 am – 1.10 pm
LUNCH	1.10 pm – 2.00 pm
3rd Session	2.00 pm – 3.30 pm

Please note - children are not required at school prior to 8.40 am which is when supervision will commence. Children are then to remain on the premises and under no circumstances leave the school grounds.

## SCHOOL COUNCIL

The School Council plays a very important role within the school.

Its main responsibilities include:

- determining the educational policy of the school
- encouraging total school community and wider community involvement in the determination of curriculum objectives, the use of resources available to the school and in broad organisational policies
- review and evaluation of the school's aims, values and general principles
- short and long term planning to provide a basis for budgeting, building, curriculum and resources planning
- financial management of resources
- employment of non-teaching staff within the school and provision of associated services; and responsibility for minor works to Buildings and Grounds

All parents and other interested community members are eligible for membership to the Council and the various Council sub-committees. Elections to Council is held in March and you are urged to positively consider becoming a Council member.

The Annual General Meeting is held in April to: -

- report on Council activities
- present audited financial statements
- provide an opportunity for parents and community members to give their views, comments and suggestions
- introduce to the school community the incoming members and office bearers of the Council

If the School Council is to be the focus of school-based decision making, then it is vital that parents and community members actively participate and become involved with the School Council.

Only by achieving shared representation of all members in our school community, can the School Council determine policies that are relevant to local needs, problems and values and which will provide the best possible education for all children at this school. If you have any questions or require

further information, please contact the Principal.

Mount Clear School Council comprises:

- 8 parents - Non-Department (DET) employees.
- 4 DET members - including Staff and Principal.

All parents are advised when elections are to take place and we urge them to consider accepting nomination to the School Council, if approached.

**Meetings are held on the third Monday of each month at 7.30pm in the staffroom.**

### **SCHOOL COUNCILLORS 2016/2017**

President	Matthew Hunt
Vice President	Warren Silvey
Secretary	Michael Fraser
Parent Members	Marnie Kentish
	Nicole Taylor
	Marion Fox
	Scott Mason
DET Members	Fiona Kerton (Principal)
	Kerry Murrell
	Jenny Jeffrey
	Samuel Cooper

### **COMMITTEES**

School Council President and Principal will be ex-officio members on all committees.

<b>FINANCE COMMITTEE</b>	Fiona Kerton (Principal)
	Matt Hunt
	Jenny Jeffrey
	Sam Cooper
	Marnie Kentish
<b>FACILITIES COMMITTEE</b>	Fiona Kerton (Principal)
	Matt Hunt
	Marian Fox

Warren Silvey

Sam Cooper

Michael Fraser

## **EDUCATION COMMITTEE**

Fiona Kerton (Principal)

Jennifer Jeffrey

Kerry Murrell

Matt Hunt

Scott Mason

Nicole Taylor

## **PARENTS & FRIENDS COMMITTEE**

During the time in which the school has been in existence the Parents and Friends' Association has given wonderful support to the school. Meetings/coffee mornings are held on a regular basis and all are welcome to attend.

## **SCHOOL UNIFORM**

It is an expectation that all students wear their school uniform each day. Full school uniform is expected for excursions also.

### *Winter:*

Navy trackpants

Polo shirts - navy blue (with logo)

Windcheater - royal blue with logo

Grade 6 jacket

Navy Embroidered Beanie (with logo)

### *Summer:*

Polo shirts - navy blue

Navy shorts

Checked dress

Windcheater (as for winter)

### *Hats*

Bucket Hats - Navy

Broad brimmed – Navy

Hats are compulsory for Terms 1 & 4 and must be worn whenever children



are outside.

Hats can be purchased from the school office.

Items can be purchased through:

BELEZA

22 Doveton St Sth

Ballarat

Phone: 5332 4320

(opposite Target)

### *Footwear*

Neat comfortable and appropriate to the weather and activities eg sandals, not thongs. If any children are wearing boots/shoes on PE day it is expected that they bring a pair of sneakers/runners to change into.

### *Marking*

Please ensure that all clothing is clearly marked. If marking is on a tag, please ensure that the tag is sewn securely

## YOU AS A PARENT OF THE SCHOOL

As a parent, your co-operation with the school is most welcome and is beneficial to both you and your child. We ask for your participation in the following ways:

- Offering your services as a candidate for School Council when elections take place in March
- Joining the Parents and Friends' Association. Children love to have their parent(s) involved in school life
- Joining a School Council committee: - Facilities, Education, Finance
- Assisting classroom teachers with programs such as literacy and numeracy activities, music and sports programs, computer sessions, camps and excursions
- Attending working bees to maintain and upgrade the children's environment
- Supporting social/fundraising activities
- Attending school assemblies (Friday's 2:45pm). Parents/family members are most welcome to join us for assemblies in the 5/6 area

## HELP US TO LOOK AFTER YOUR CHILDREN

### ATTENDANCE

#### 'It's Not OK To Be Away'

Regular attendance at school is essential to allow students to maximise their learning opportunities.

### ABSENCES

Parents are required by law, to supply a written explanation for any absences unless the parent telephones the school. In cases of short term absences, (1 or 2 days) a note on the return of the child suffices. Where an absence is of longer duration, a phone call or message to advise us would be appreciated. Children may be picked up by parents for dental or medical appointments. During school time parents must collect the children from the office. Children are not permitted to wait alone outside the school.

### EMERGENCIES

Sick children: The best place for children who are ill is at home. They are unable to work effectively at school when they are ill. It is important that we are able to contact parents or some adult who will take responsibility in cases of illness or accidents. Staff may need to be made aware of any problems - especially physical ones that may cause difficulties. Please include this information on the enrolment form. **Please see that you keep information of this nature up to date, including contact phone numbers. Otherwise there could be serious delays in notifying you in the event of your child's injury or illness whilst at school.**

### LEAVING SCHOOL DURING SCHOOL HOURS

Children are not permitted to leave the school grounds without adult supervision. Our first concern is always child safety.

Co-operation of parents is sought in instructing their children that under no circumstances should they leave the school grounds without school permission.

If you wish to collect your child from school during class time, please call at the school office to sign your child out.

## EARLY ACTION

A child who is having difficulty managing may need extra home / school support to ensure their educational, social, emotional and physical well-being.

## VISITORS' REGISTER

All visitors to the school, including parents, are asked to call at the office and sign the visitors' register and collect a 'Visitors Badge' before entering the school and then sign out when leaving. It is one way of us knowing who is in the school in the case of an emergency, as well as a security check on unauthorised people entering the school.

## NOTICES

Please check your child's bag each night for notices. If you are unsure about the notice please ring the school on 5330 1844 to clarify any problems. School permission notes will be printed on yellow—making them easier to find.

## NEWSLETTER

The school newsletter is sent home weekly, each Tuesday. Please check that your child has one. If your child is absent, please obtain a copy from the teacher or office. The newsletter is always available from the school website.

## MONEY ENVELOPES

Money envelopes are available from the office for the return of monies to school. We ask that these envelopes be used for **all monies other than lunch orders, other special lunch days, and Book Club**. When returning excursion permission slips it is preferable that these should be attached to the outside of the envelope.

## SUPERVISION

Children will be supervised at school between the hours of 8.40 am and 3.45 pm. Children walking or on bicycles are to go straight home after school.

When an emergency situation arises, eg. car breakdown, please notify the school and arrangements will be made to supervise children in the foyer near the office.

## **SCHOOL NURSE EXAMINATIONS**

During the year, the School Nurse Service conducts medical examinations for children in the Foundation year. Your permission is required. Where it is considered necessary teachers and parents may request medical examinations for particular children in other years. Again, parental permission is required.

## **PHYSICAL/MEDICAL PROBLEMS**

Ensure that the school is notified of any physical defects in sight, hearing, etc or conditions such as diabetes, epilepsy or asthma, so that adequate safeguards may be taken to protect the health of your child. Advice of any temporary disabilities would also be appreciated. All children are to participate in sport and physical education unless specifically excused.

## **DENTAL CARE**

We can do little to help children with toothache. The best way of avoiding this distressing condition is regular visits to the dentist.

## **PERSONAL HYGIENE**

Hygiene is especially important where large numbers of people live and work together. Talk to your child about correct toilet procedures, stressing the frequent washing of hands and that toilets are not places to play or eat in. The best interests of your child are served by cooperation between school and home and not having separate 'school' and 'home' values.

## **HEAD LICE**

From time to time children become infected by head lice. Anyone can get head lice from direct hair to hair contact with another person who has head lice. This can happen when people play or work closely together, so it is important that parents regularly check your child for infestation. If your child is infected please advise the school and seek treatment. Children with head lice are excluded from school until they have been treated. Treatment

information is available at the school office.

### **LITTER**

Litter is often a problem in and around large schools. Encourage your child to be tidy and to use litter bins so that we can take pride in the appearance of our school. For this reason we encourage children to eat their play lunch and lunch inside and no papers or wrappers, etc are permitted outside.

### **GLASS CONTAINERS**

For safety reasons we ask that you do not send glass containers of any description to school.

### **DOGS**

School is no place for dogs. Please endeavour to ensure that your dog does not follow your child to school.

### **SCHOOL CROSSINGS**

Always insist that your child uses the crossings provided for crossing roads and follows the crossing attendant's instructions.

### **LUNCH ORDERS**

Currently Stewart's Bakery provides the school with lunches on Wednesdays and Fridays as a service to the school. A lunch order list of prices is sent home at the commencement of the school year. The child's order is to be written on an envelope with the money enclosed and placed in the class container. Please include child's name, order, room number and amount enclosed.

### **CURRICULUM DAYS**

There will be four pupil free days each year. Forward notice will be given of the dates of these events.

### **SCHOOL COSTS**

Pupil Requisites: Parents will be supplied with booklists to be purchased prior to the commencement of the new school year. Some items will need to

be replaced during the year.

Essential Items for expendable materials will be requested at the commencement of the school year.

Details of all school costs will be sent out to parents at the commencement of each year.

## EXCURSIONS & SPECIAL PROGRAMS

Teachers plan on a yearly basis, the number and types of excursions and special programs each class will undertake.

Careful choices are made to ensure educational and monetary value per outing and in appropriate cases there are preparatory and follow-up lessons.

In 2017 there will be an excursions “cap” of \$60 which excludes the school’s swimming program. Continuing regard is given to the costs to parents, and any family suffering financial hardship is invited to discuss the matter with the Principal. Expected costs for the year 2018 will be notified to parents at the start of the school year.

Parents can expect to be notified in writing well in advance of any proposed excursion and should understand that no child can be taken on an excursion unless written permission and authority to take emergency action in case of illness or accident, is received from that child’s parents.

A local excursion permission form will be sent home at enrolment to Mount Clear Primary School. This will cover your child throughout their enrolment.

## ART/CRAFT ROOM

Art and Craft activities assist the physical and emotional development of school age children. The children learn to express themselves freely and become more confident in their creative abilities during experimentation with various media. Children will become involved in Painting, Drawing, Constructions, Threads and Textiles, Clay, Graphics, Modelling and Collage groups and gain an appreciation of art work in general.

The Art program, based on the use of a variety of activities, requires a supply of materials, some of which are non-expendable and can be provided from home. Your co-operation in sending these along with your child would be

appreciated.

These include such articles as:

Boxes	Alfoil Rolls	Styrene foam	Cream Containers
Scrap Cottons	Margarine containers		Scrap Wool
Carpet off-cuts	Lino off-cuts	Newspapers	Wire coat hangers
Foam pieces	Icy pole sticks	Pieces of bamboo	Strawberry Punnets
Old magazines		Ice cream containers	Onion/Orange bags
Dishwashing liquid bottles	Matchsticks		Old bicycle wheels
Any industrial wastage of art use Cotton reels			

## IMMUNISATION CERTIFICATE

As a result of recent changes to the Health Act, all children starting school will need to have an immunisation certificate and the school requires a copy of this certificate upon enrolment.

## MEDICATION

Children are sometimes required to take medications.

**It is essential that if medication is required at school, a medication form is obtained from the office, outlining details required for administering the medication. The teacher should also be made aware of the child's requirements**

Children are usually able to take care of their own Ventolin spray. Please notify the teacher to make suitable arrangements for your child.

## EXTREME WEATHER TIMETABLES

Extreme weather timetables function on days of inclement weather. Children remain indoors during recess and lunch times under supervision. If the weather clears children are sent out to play. Children require wet/cold weather clothing during the winter terms.

## STUDENT BANKING

Bank day is **Thursday**. Money should be enclosed in the folder with the coupon book and placed in the plastic pocket, in the classroom, first thing on **THURSDAY** mornings. Children are encouraged to use this service regularly.

## EMERGENCY CLOTHING

We keep on hand a small supply of clothing for loan to children on those occasions when a change of clothes is necessary. Please note that this clothing is only on loan and should be returned to the school as soon as possible after laundering.

We would appreciate further donations of suitable clothing for this purpose.

## BUS TRAVEL

Parents of bus travellers should make sure that teachers are aware of early departure times (where required) and that this is confirmed in writing.

## BICYCLES AT SCHOOL

Parents should not allow children to ride to school unless they are sure the children have an adequate knowledge of road laws and the practical skills. Generally, young children are not capable of riding to school without supervision. Vic Roads recommends that no child under Year 3 rides unsupervised on the road. Helmets must be worn by children riding bicycles, and scooters. Skateboards and roller blades are not allowed during school hours. Any bicycles brought to school are placed in the secure bike shed.

## CAR PARKING

The staff and visitor car parks are not to be used as drop-off and pick-up points. Parents are asked to abide by the sign at the entrance to the school car park. Please drop children off in the service road. There is a two-minute drop-off zone for peak times.

For safety reasons children should not walk through the car park at any time. This rule is reinforced in classrooms and at school assemblies.



## END OF TERM

Children are dismissed at **2.30 pm** on the last school day of each term. Special arrangements will be notified for the last day of the year.

## OUTSIDE SCHOOL HOURS CARE

Ballarat YMCA conduct the Outside School Hours Care program 3.30 – 6.00pm each school day and from 8.30am - 6.00pm on pupil free days. Students are collected from the school and transported to Buninyong Primary School

Bookings are necessary on 5329 2800. Child care rebates apply.

## PUNCTUALITY

Pupils are expected to arrive on time for all school sessions, and parents are asked to ensure that pupils are sent to school in time for school which commences at 8.55 am.

## EDUCATIONAL PROGRAM

Our Education program strives to allow each student to attain his/her potential. Our core belief is that every student should reach the highest standard possible in the basic skills. We believe it is essential that we promote a sense of identity, achievement and worth for each student

We offer the following Educational Programs, delivered through a thinking orientated curriculum:

English	Mathematics	Health & Physical Education	Technology
The Arts	Science	Environmental Science	Languages—
Chinese			

## REPORTING TO PARENTS

Written reports of each child's progress will be issued twice a year, in June and December.

There is no restriction on the number of interviews a parent may have with a teacher during a year, or the time lapse between interviews. Initial meetings will be conducted in Term 1. Half year interviews are held at the beginning of Term 3 where parents and students have the opportunity to meet with

teachers to discuss students' progress and the June report.

Similarly, teachers may call parents in for interview if there is a concern about academic or social behaviour.

The initial interview 'opens the communication channels' between school and home and gives parents the opportunity to provide the teacher with some insight into their child's personality, academic and social development.

## LIBRARY

The Library serves the school as a central resource collection. It supports the curriculum by the provision of a balanced and organised collection of materials that are readily available to staff and students.

Through regular class lessons children are encouraged to develop a love of literature and an appreciation of reading. During library lessons children are also taught locational, study and research skills that will facilitate their future learning. In addition, children are encouraged to develop regular borrowing habits. We do ask that all parents ensure that books taken home are well cared for. Books are increasing rapidly in both purchase and processing costs, budgets are tight and every attempt must be made to protect the collection from avoidable loss and damage. A cloth library bag helps to protect library books.

## HANDWRITING

Try to observe your child at home when he/she is colouring/drawing or writing. Make sure the pencil/crayon is held between the thumb and forefinger and not in the web of the hand.

## PHYSICAL EDUCATION/SPORT

Physical Education is a priority of the Department of Education and is an important area of the school's curriculum. Regular physical education lessons are taken in each class. Unless a written note of exemption is supplied, children will be expected to participate in all physical education activities. You are asked to give serious consideration before requesting exemption for your child. A healthy attitude to exercise and sport provides a sound basis for a healthy life.

A wide range of abilities are catered for in the Physical Education program.

Children are only expected to do their individual best. Any medical concerns your child has should be discussed with your child's teacher.

Please make sure that your child has comfortable footwear and is appropriately dressed for vigorous activities.

## **SWIMMING**

Our swimming program will be held during the year. Please make sure that children are dressed appropriately, eg: school tracksuit or clothing which is easily taken off/put on. No jewellery or watches please.

## **OUTDOOR EDUCATION/CAMP PROGRAM**

The outdoor education and camping program begins in the Foundation year with activities such as observation walks, breakfast at school and half or full day excursions. This continues on through Year 2 with a sleepover at school, a three-day camp in Years 3/4 and up to a full five-day camp in Years 5/6.

By the time children complete year six, their experience in outdoor education activities and camping has been broadened and extended so that they are able to cope with a variety of activities in different environments.

## **HOMEWORK**

Teachers explain homework procedures and requirements at Parent Information Nights early in Term 1. Generally, homework consists of completing any unfinished work, project work, learning of tables and spelling and always reading.

To be really effective, homework should be used to reinforce what children know or to stimulate fresh interests. It should encourage understanding and co-operation between home and school.

## **WELFARE AND DISCIPLINE**

School should be a happy, secure and rewarding place for all members of its community - students, staff and parents.

This school will encourage students to develop co-operative attitudes and respect for the person and property of others as part of the overall objective of self-discipline.

All families will be provided with a Student Code of Conduct Policy at the beginning of each year or when they enrol.

## SCHOOL CAN BE A SAFE PLACE TO WORK AND PLAY

For safety-sake, children must not:

- kick balls in unsuitable areas
- run around the corners of buildings
- play in the toilets
- throw anything but balls
- ride bicycles in the school ground
- bring dangerous items to school
- play with sticks or other pointed objects
- run inside buildings

## CLIMBING

At school children may only climb on playground equipment. The following are too dangerous at school: climbing trees and shrubs, climbing on school fences, climbing on roofs of buildings.

## TOLERANCE AND CONSIDERATION FOR EACH OTHER AND THE SCHOOL

Disagreements need not end in fights. Children need to learn to consider other people's point of view. Our Code of Conduct emphasises the following:

- Respect teachers, parents and each other
- Children are expected to obey instructions given by teachers and parent helpers
- Offensive language is not acceptable under any circumstances
- Children should not bring chewing gum to school
- Litter should be placed in bins
- Our trees, shrubs and gardens need to be cared for

## GUIDELINES FOR PARENT HELPERS

Mount Clear Primary School welcomes the involvement of parents in school activities. Participation by parents makes it possible to greatly increase the range of exciting and worthwhile things we do at school. It is a legal requirement that parent helpers have a Working With Children Check. Details of this process are available via the school office.

When helping with excursions, camps and activities around the school we

exercise a duty of care over other people's children. We do not expect parent helpers to be given responsibility for more than a few children at a time - and this would be in a situation where other parents and teachers are nearby. It is, however, a big responsibility to look after other people's children. Different people have different approaches to parenting so it is wise to be cautious and conservative in exercising this responsibility.

We expect parent helpers to make the children's safety their highest priority:

- keep the children in view at all times (It is often necessary to keep counting your charges on an excursion)
- keep your group together. Don't allow children to go and explore (or find someone) if you are in an unfamiliar place
- avoid any activity where the children could hurt each other or be in danger from the environment
- when supervising children, where possible, stay within sight and calling distance of another adult
- avoid being distracted (for example by conversations with other adults) when playing games where children may become over excited or when crossing roads

If a child is hurt, or collapses, do not move the child. If possible remove the source of danger. Stay with the child and have another adult fetch help. Other children in your care should sit down or engage in quiet activity which does not tax your attention.

### **BUS TRAVEL**

For easy supervision, parents and teachers should spread out amongst the children in the bus. We ask parents to assist teachers to ensure that children are safe and sensible passengers.

### **PUBLIC TOILETS**

It is important to check public toilets before allowing children to enter. Always count your children as they return from the toilet. Always send children to the toilet in pairs.

## WALKING IN THE STREET

We try to keep children in two lines and to the left of the footpath. If you are at the end of the line try to make the stragglers keep up or the pace becomes very slow. If you are at the front of the line always wait for the tail end to catch up before crossing roads. While waiting to cross, the children should not stand too close to the kerb. We ask that children talk quietly to each other while walking and to respect the rights of other pedestrians. We need to reinforce that they all should watch the traffic when crossing roads. Children often forget when they are in a group!

## DISCIPLINE

It is easier to get children to cooperate if you are positive and acknowledge their good behaviour - don't wait until they get out of hand before you exercise some control.

## BE FAIR AND INCLUSIVE

Remember that you are there to help the class. It may be necessary before the excursion to explain to your own child that he/she will have to share you with the other children for that day!

It is not acceptable to discriminate against children because of their sex, race, size, etc. All children have an equal right to participate in activities and conversations (we all need to guard against using stereotyped concepts of what is appropriate for particular people). You are on the excursion for the safety and education of all the children. Talk to them all, explain things to them and be interested in what they say. We do hope you enjoy the experience too!

## PREPARATION FOR SCHOOL LIFE

### HOW CAN PARENTS HELP?

As the time gets closer for your child to start school there are a number of things which you can do to help your child settle in easily.

Your child will be required to use some of these skills during the first year.

Here are some ideas:

- Teach your child to cross the road correctly and use the school

crossing

- Point out the different school buildings and playground areas. If convenient, you may like to use the school's playground equipment during the holidays or on weekends
- Impress upon your child to never talk to, or accept gifts, sweets or rides from strangers
- Once school starts, make sure your child knows where to meet you. If your child is to feel secure, it is important that he/she is met on time. Initially your child should be accompanied to and from the classroom
- Help your child practice in saying his/her name, address and telephone number
- Encourage your child to recognise his/her name in written form
- Label any clothes or shoes that may be taken off, together with things like lunch boxes, school bags, drink bottles and lids
- Talk about how long the school day will be, in a way that your child can understand. "It's as long as kinder, but you will have lunch after that, and perhaps some stories, and then I'll come and get you."
- Make sure your child can easily open the lunch-box and drink container. Sandwiches that are individually wrapped are easier to handle. We would suggest that parents encourage their children to take uneaten lunch home again so that quantities and preferences may be ascertained
- If possible, have shoes with buckles or Velcro fasteners, and/or teach children to tie laces
- Choose a school bag that is suitable for your child. Bags must be large enough to hold a book cover (A4 size) plus library books, lunch etc.

## STARTING SCHOOL

Starting school is an exciting event for children. They've heard about it from parents, brothers, sisters or friends and now they're eager to begin. But school will probably mean some BIG CHANGES in your child's life.

For example:

- First separation from home and family
- First steps to independence
- New feelings
- New experiences

Getting off to a good start takes a JOINT EFFORT. Our teachers and staff are trained to help your child.

During the primary years, your child will be taught the basic skills of oral and written language and mathematics. Along with art, music, physical education, health, science and technology including computer, humanities (history, geography, economics, civics and citizenship) and library lessons. He or she will learn to work with others, to respect authority and to develop self-control.

### SOME IMPORTANT FACTS

#### ***Children grow at different rates.***

In any beginners' class, some children will be able to say 'yellow' while others call it 'lellow'. Some children will be able to tie their shoe laces; others will not. Some children will be able to skip; others will just hop along awkwardly.

Given encouragement, opportunity, and time, most children master skills of speech, movement and formal learning.

Parents can provide encouragement and opportunities but need to be patient whilst children take the time needed to master a skill. Trying to hurry children before they are ready is likely to have the same effect as trying to make a plant grow faster - more harm than good may result.

Schools acknowledge that beginners have a wide range of skills and abilities and teachers plan a variety of activities to take these differences into account.

### WHAT WILL MY CHILD DO AT SCHOOL?

All of the following and more:

- Learn to develop confidence, self-esteem and concern for others
- Explore new things and ideas
- Be involved in language programs which will involve active participation encouraging children to think, talk and write about a variety of real life experiences
- Have "hands on" experience to gain competency and understanding in numeracy. Mathematics needs to be learned in practical situations where the emphasis is on "doing"
- Be introduced to the Arts (Music, Art and Drama) through school



programs and by participating in cultural excursions and visits by artists, musicians and actors

- Learn to plan ahead, ask questions and anticipate future events
- Use new words learned from people, experiences, slides, films, books and pictures
- Work and play in a safe environment with supervised playground activities, physical education lessons, lessons in personal and traffic safety and fire drills
- Share things like toys, games and experiences with each other

### THE FIRST DAY OF SCHOOL IS A BIG EVENT

When you bring your child to school, letting go can be hard, but don't let your doubts or nervousness dampen your child's enthusiasm. If you have a positive attitude and look forward to the first day in school, your child will probably do the same.

Arrive on time. Not too early though. A long wait for class to begin with other parents and children may add to the strain and tension.

Leave cheerfully. Don't linger. Your presence may distract from this new and fascinating world. Go to the staffroom for a cup of tea and a chat with other new parents and Parents and Friends' Association members.

It is natural for children to experience some fears about school, as well as excitement.

Discuss any fears about school before the first day. Be positive and loving. Be reassuring - say that everything will be all right. Do all you can to make your child happy and confident about entering the school world.

Show your support by encouraging your child to openly discuss his or her feelings about school with you and by meeting with the teacher to work out any problems. Teachers care how parents and children feel.

Settling in. It is important that children learn as soon as possible to be self-reliant and to manage their own possessions and to mix with their class mates.

## HEALTH (INFECTIOUS DISEASES) REGULATIONS

Condition	Exclusion of cases	Exclusion of contacts
Amoebiasis ( <i>Entamoeba histolytica</i> )	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Chickenpox	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	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until a 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	Exclude family/household contacts until cleared to return by the Secretary
Hand, foot and mouth disease	Exclude until all blisters have dried	Not excluded
<i>Haemophilus influenzae</i> type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded

Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by a dressing, where possible	Not excluded
Human immunodeficiency virus (HIV) infection	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza-like illnesses	Exclude until well	Not excluded unless considered necessary by the Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
<b>Measles*</b>	Exclude for at least 4 days after onset of rash	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 normal human immunoglobulin within 6 days of exposure, they may return to the facility
Meningitis (bacteria, other	Exclude until well	Not excluded

than meningococcal meningitis)		
<b>Meningococcal infection*</b>	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
<b>Mumps*</b>	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
<b>Pertussis</b> (whooping cough)*	Exclude for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	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
<b>Poliomyelitis*</b>	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
<b>Rubella*</b> (German measles)	Exclude until fully recovered or for at least 4 days after the onset of rash	Not excluded
<i>Salmonella</i> or <i>Shigella</i> infection	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Severe acute respiratory syndrome (SARS)	Exclude until a medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic	Not excluded

	treatment for at least 24 hours and feels well	
Tuberculosis	Exclude until a medical certificate is received from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin-producing <i>E. coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Worms (intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

**NOTE:** Infectious diseases marked in bold with an asterisk (\*) require the department to be advised immediately.

## A FINAL WORD...

*We are very proud of our school and we hope this booklet is a useful reference for you and your family.*

*If you have specific questions or would like to take a tour of our school please contact us on 5330 1844. We would welcome your personal visit and would be very happy to answer any further questions you may have.*

*We look forward to you and your family joining our Mount Clear Primary School community.*

***Staff, Students and Parents  
Mount Clear Primary School***