Welcome to Ringwood North Primary School. We want you to know how pleased we are to have your child at our school and we hope it will be a wonderful time for them. I would also encourage you to join in all activities at our school, whether on a parent committee or by working in classrooms alongside our professional staff.

We at the school realise the responsibility we share with you in helping your child grow and develop into a fine citizen. We will meet our part of this responsibility and we know we can count on you to carry out yours. Ringwood North has a proud record of excellence – we want your child to experience success in the many activities and extra curriculum programs we offer.

This booklet has been prepared to help you understand school routine and should be kept as a reference throughout the year.

Michael Green
PRINCIPAL
SCHOOL INFORMATION

SCHOOL: Ringwood North Primary School No 4120
ADDRESS: 172 Oban Road, RINGWOOD NORTH 3134
POSTAL ADDRESS: P.O.Box 2312 RINGWOOD NORTH 3134
E-MAIL ADDRESS: ringwood.north.ps@edumail.vic.gov.au
WEBSITE: www.ringwoodnorthps.vic.edu.au
TELEPHONE: 9876 3411 FAX: 9879 9105
PRINCIPAL: Michael Green
ASSISTANT PRINCIPALS: Shirley Allison and Adam Brice

STATE ELECTORATE & MEMBER WARRANDYTE - Ryan Smith MP
FEDERAL ELECTORATE & MEMBERS: MENZIES - Kevin Andrews MP
                                    DEAKIN - Mike Symons MP

2012 TIMETABLE

WEDNESDAY 1ST FEBRUARY: Teachers Resume
THURS/FRI 2ND – 3RD FEBRUARY: Staff Conference - Pupil Free Days
MONDAY 6TH FEBRUARY: Grades 1 – 6 children commence school, 9:00am - 3:30pm
Prep children commence school, 9:30am - 3:30pm

PREPS: To avoid congestion and ensure Prep children are not overawed, their first day will commence at 9:30 am. They will then continue to attend school from, 9:00am - 3:30pm Monday, Tuesday, Thursday and Friday (no school Wednesdays) until Friday 9th March. From then normal school days apply. (Monday 12th March is Labour Day Public Holiday)

SCHOOL HOURS

School commences 9:00am
Morning recess 11:00 am to 11:30am
Lunch recess 1.30pm to 2.30pm
School dismisses 3:30pm

Lunch is eaten in the classroom between 1.30pm – 1.40pm
2012 TERM DATES AND HOLIDAYS

TERM 1: Monday 6th February - Friday 30th March
TERM 2: Monday 16th April - Friday 29th June
TERM 3: Monday 16th July - Friday 21st September
TERM 4: Monday 1st October - Friday 21st December

PUBLIC HOLIDAYS:
Labour Day Monday 12th March
Good Friday Friday 6th April
Easter Monday Monday 9th April
Anzac Day Wednesday 25th April
Queens Birthday Monday 11th June
Melbourne Cup Day Tuesday 6th November

STUDENT FREE DAY:
Friday 29th June (Mid-year Reporting Day)

2:30 pm DISMISSAL BEFORE HOLIDAYS
On the Friday before each school vacation, (Terms 1, 2 and 3), all children are dismissed at 2:30 pm. On the last day of Term 4 children are dismissed at 1:30 pm.

EARLY DISMISSAL AND LATE ARRIVALS

EARLY DISMISSAL:
If you need to collect your child early, you are required to call at the school office to complete the details and sign the “Register of Early Dismissals”.

If a person other than a parent is calling for the child, the parent is required to notify the school before the child is collected.

LATE ARRIVALS:
When your child/ren arrive late a ‘Late Notification’ form can be filled at the office and given to your class teacher or you can provide a written note to the class teacher. Otherwise, the late arrival is registered as an unapproved absence.

PLAYGROUND SUPERVISION OF CHILDREN

Supervision of your child in the school ground begins at 8:45am and ceases at 3:45pm, therefore it is not encouraged to have children in the school grounds outside of these hours.

We recommend that Prep children are accompanied to and from school by a responsible adult.
School Profile

Ringwood North Primary School provides a dynamic educational environment where your child will thrive. We ensure a breadth and depth of learning experiences for every student. This is achieved by a team of highly focused, skilled and dedicated teachers working in partnership with the school and its community. We are faithful to our vision and motto ‘believe…achieve.’

Vision

Ringwood North Primary School is committed to the education of the whole child. Teachers share mutual educational understandings, giving students a real sense of moral values and purpose, as active citizens in a civilised and cohesive global society. Children will be provided with appropriate resources enabling them to accommodate change, and enjoy a productive and fulfilling adult life.
Values

The following values reflect our vision. Our school community is encouraged to model and demonstrate these core values that are integral to the way we interact with each other.

Respect
♦ considerate of self, others and property
♦ value other cultures and their diversity
♦ recognise individual difference
♦ care for the well being of the school community

Integrity
♦ honesty
♦ sincerity
♦ dependability
♦ honour

Confidence
♦ believe in self
♦ take pride in achievements
♦ be a risk taker
♦ express opinions
♦ ‘have a go’

Persistence
♦ perseverance
♦ work to achieve your best
♦ set and reach goals

Resilience
♦ inner strength to deal with challenges
♦ development of coping strategies
♦ adaptability
♦ flexibility

Connectedness
♦ friendship and cooperation between students, staff and parents
♦ communication
♦ parent involvement
♦ strong ‘unity of purpose’ and support for community values
OUR SCHOOL

Ringwood North Primary School enjoys an important and well-respected place in the local community. It is situated in a peaceful residential area in the City of Maroondah and is a member of the Maroondah Network of schools. The school has continued to modify buildings to make way for the inclusion of new technologies and enhanced learning spaces at school expense. A three million dollar building, funded by the ‘Building Education Revolution’ comprising of 6 classrooms and break out learning spaces was built during 2010.

The school stretches across a sloping site on Oban Road. Native gardens and eucalypts surround the buildings. Staff, students and parents enjoy attractive facilities including pleasant grounds and playing areas, oval, paved areas and gardens. Classrooms are used creatively to highlight the school's program and the students' achievements. The school continues to extend digital technologies across all areas in line with best practice and staff Professional Learning Plans. Interactive whiteboards are in all class and specialist rooms.

The school community believes that Ringwood North Primary School should provide an educational environment that fosters an active partnership between home, school and the community. This belief is demonstrated by the strong sense of community spirit that permeates all school activities. The staff continues to address changes that work to the advantage of students and the school. The intrinsic feature remains the manner in which staff work together providing professional and personal support for each other. This commitment and care is extended to all members of the community and is generously reciprocated and demonstrated in diverse ways.

The school has a range of additional programs, which enhance students’ learning in the Victorian Essential Learning Standards (VELS) and provides enrichment and extension of skills and understandings. These include: portfolio assessment; Information and Communication Technology increasingly permeates all areas of school programming; group ensembles; school choir; participation in eisteddfods, participation in the University of New South Wales Competitions; camps; transition programs from Kindergarten to Prep, and Year 6 to Year 7; internal transitions between year levels structured to cater for individual children’s needs; Developmental Curriculum; swimming programs in P-2; Perceptual Motor Program for Prep and interschool sport for Year 5 and 6 students; participation in Hooptime competitions, Buddy system Prep and Year 6; Chess tournaments, Support and Extension programs and an ESL program.

Itinerant staff is employed to conduct additional programs in the school for which parents pay directly. These include Instrumental Music and Out of School Care. The school holds a biennial school production. All students and staff are involved in the production through the integrated curriculum. Since 1995, musical productions have become an exemplary tradition in school life, which enshrine and unify school community spirit and ideals.

Many whole school events are highlights of our year. These include: House Sports Athletics Day, Footy Day, Indonesian Day, The Billy Cart Grand Prix, Carols on the Court, Discos, Special lunch days and a Twilight Sports Night. Many parents, family and local community members enjoy becoming involved in these events.
Ringwood North is positioned at the forefront of educational opportunity and innovation. Enrolments at the school remain strong with approximately 496 in 2011. School tone is one of valuing individual competencies, professionalism and admiration for endeavor.

Ringwood North maintains a ‘can do culture’, shared by Students, Parents and Teachers. High levels of engagement are hallmarks of this culture, which was further demonstrated by our Performance and Development Culture Accreditation in 2006. All stakeholders share a firm belief that our community is preparing students to be effective members of a global community, yet valuing individualism. Members of the school community take responsibility for their part in the learning process.

For the students this means to recognise the school’s learning culture and be active members of it, to communicate effectively, to be independent workers, team players, and build up their capacity as learners to function effectively in their world.

For the parents this means, supporting their child’s learning within the culture of the school, contribute to the future needs of the school through forums existing within the school and by maintaining open dialogue with administration, class teachers, and each other.

For the staff this means valuing the agreed culture and progressive nature of the school, valuing the talents of individual staff members and working together as a team to keep up with new directions in learning theory and pedagogy.

The shared beliefs and values devised by the school community are actively modeled by the staff and school council. There is an expectation that the whole community shares the same desires and beliefs. The strength of our school is the cohesiveness between the various groups within the school, giving rise to a unity of purpose and is promoted by a forward thinking and inclusive leadership, which works towards presenting every opportunity (direction, resources and support) to make success a reality.

This is best summed up by a response from our Strategic Plan Survey to the school community:

“A happy, positive place to walk into every day. Most students seem to be well mannered, respectful of others and just happy to be at school. Students also know there is a code of conduct to consider which in turn, helps people feel comfortable within the school grounds”.

We continue to acknowledge the individual student, performing and visual arts, information technology, digital and innovative curriculum. At the core of everything we do, is what’s best for our students. Sharing this belief across the community allows us to move forward with complete confidence.
GENERAL INFORMATION (HEALTH)

Details of addresses and telephone numbers are kept so that you or the person you nominate may be contacted if your child is ill or has an accident at school. Please notify us immediately of any changes in residential/business addresses and telephone numbers or change of doctor. These records are regularly updated on the administration database.

In addition, please inform us of any change in your child’s state of physical and emotional health, e.g. development of allergies; reaction to medication; family upsets. We want to be in a position to give your child the best possible support when they are ill or injured or suffering emotional problems.

In the case of sudden illnesses the following procedures are used:

**Serious Cases**
A teacher will give help and remain with students until appropriate assistance arrives. The principal or assistant principal is notified and the parents are immediately telephoned if possible.

If the school is unable to contact any parent or guardian listed on the child’s emergency card, medical treatment deemed necessary will be undertaken. All of the medical costs will be the responsibility of the parents. Details of these cases are reported to the DEECD (Department of Education and Early Childhood Development).

**Minor Cases**
When a student becomes unwell or suffers a minor accident, appropriate first aid is given and the child is placed under observation. Parents are then notified if it is considered necessary and the child may be collected. Accidents are recorded in the School’s Accident Register.

MEDICATION AT SCHOOL

Prescribed medicines will be administered to children by staff members following a written request at the beginning of each year and only if appropriate details are supplied. Parents must supply medication in a container which gives the name of the child, the medication, the dose, the method of administration and the time of administration that the medication is to be given. The name of the medication must be clearly marked on the container, particularly when it is to be kept at the school.

SCHOOL IMMUNISATION CERTIFICATE

It is necessary for Prep children enrolled in Victorian schools to present a copy of this certificate at the time of enrolment. School entry immunisation certificates can only be obtained from two sources:

- The Australian Childhood Immunisation Register
- (ACIR) your Local Council Immunisation Service

The certificate indicates that your child has had the required immunisations for school entry. These are: Diphtheria, Tetanus, Poliomyelitis, Measles and Mumps.
COMMUNICABLE DISEASES

Minimum period of exclusion from schools and children's services centres for infectious diseases cases and contacts

The following table indicates the minimum period of exclusion from schools and children's service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 — Schedule 6. In this Schedule 'medical certificate' means a certificate of a registered medical practitioner.

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Exclusion of cases</th>
<th>Exclusion of contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis (Entamoeba histolytica)</td>
<td>Exclude until diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chicken pox</td>
<td>Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has ceased or until medical certificate of recovery is produced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.</td>
<td>Exclude family/household contacts until cleared to return by the Secretary.</td>
</tr>
<tr>
<td>Haemophilus type b (Hib)</td>
<td>Exclude until medical certificate of recovery is received</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Until all lesions have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes ('cold sore')</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human immunodeficiency virus infection (HIV/AIDS)</td>
<td>Exclusion is not necessary unless the child has a secondary infection</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza and influenza like diseases</td>
<td>Exclude until well</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least 4 days after onset of rash</td>
<td>Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until adequate carrier eradication therapy has been completed</td>
<td>Not excluded if receiving carrier eradication therapy</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner)</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Polycystic abscesses</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (head lice)</td>
<td>Re-admit the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Severe Acute Respiratory Syndrome (SARS)</td>
<td>Exclude until medical certificate of recovery is produced</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Septicoccal infection (including scarlet fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Trachoma</td>
<td>Re-admit the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Typhoid fever (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Varicella (including chickenpox)</td>
<td>Exclude if required by the Secretary and only for the period specified by the Secretary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Exclude the child for 5 days after starting antibiotic treatment</td>
<td>Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics</td>
</tr>
<tr>
<td>Worms (intestinal)</td>
<td>Exclude if diarrhoea present</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>

Exclusion of cases and contacts is NOT required for Cytomegalovirus Infection, Glandular fever (mononucleosis), Hepatitis B or C, Hookworm, Cytomegalovirus Infection, Molluscum contagiosum, or, Parvovirus (erythema infectiosum fifth disease).

Published by the Communicable Disease Prevention and Control Unit, Victorian Government Department of Human Services - September 2008
HEAD LICE

Please notify the school if your child has head lice. We can then notify the class level enabling parents to check for and treat any head lice. No names will be mentioned.

♦ Head lice have been around for many thousands of years. Anyone can get head lice and given the chance head lice move from head to head without discrimination.
♦ Head lice are small, wingless, blood sucking insects.
♦ Their colour varies from whitish-brown to reddish-brown.
♦ People get head lice from direct hair to hair contact with another person who has head lice.
♦ Head lice do not have wings or jumping legs so they cannot fly or jump from head to head.
♦ They can only crawl.

Finding Head Lice

Lice can crawl and hide. The easiest and most effective way to find them is to follow these steps:

**STEP 1:** Apply conditioner on to dry, brushed (detangled) hair. This stuns the lice and makes it difficult for them to grip the hair or crawl around.

**STEP 2:** Now comb sections of the hair with a fine tooth, head lice comb.

**STEP 3:** Wipe the conditioner from the comb onto a paper towel or tissue.

**STEP 4:** Look on the tissue and on the comb for lice and eggs.

**STEP 5:** Repeat the combing for every part of the head at least 4 or 5 times.

*If lice or eggs are found, the child's hair should be treated.*

Head lice eggs are small (the size of a pinhead) and oval. A live egg will 'pop' when squashed between fingernails.

Treating Head Lice

Concentrate on the head - there is no evidence to suggest that you need to clean the house or classroom.

*No treatment kills all of the eggs* so treatment must involve two applications seven days apart. If you are using lotions, apply the product to dry hair.

Only the pillowcase requires specific laundering; either wash it in hot water (at least 60 degrees centigrade) or dry it using a clothes dryer on the hot or warm setting.

♦ There is no product available that prevents head lice. Using the conditioner and comb method once a week will help you detect any head lice early and minimise the problem. Tying back long hair can help prevent the spread of head lice.

♦ Combs with long, rounded stainless steel teeth positioned very close together have been shown to be the most effective; however, any head lice comb can be used.
PLEASE let the school know if your child has:

- Asthma
- Diabetes
- Epilepsy
- Allergies
- Any other chronic illness

YOUR CHILD’S ATTENDANCE

- On each occasion that a child is absent a written note of explanation is required. Again, should a note not be forthcoming, the absence will be recorded as unapproved.

- If your child is absent from school for an extended period due to illness, the school will provide appropriate schoolwork for the child.

REGULAR ATTENDANCE AND PUNCTUAL ARRIVAL ENCOURAGES

- Positive work habits
- Positive social skills
- Reliability and responsibility.

Absences hinder a child’s progress. DEECD policies encourage school attendance. Their catch phrase: ‘IT’S NOT OK TO BE AWAY’. Each year of a child’s schooling is MOST important. It is inadvisable to send a child back to school that is weak as a result of an illness from which they may not have fully recovered. It is unrealistic to expect a sick child to learn. A child who has been very ill may easily catch other complaints if they have not regained their strength. Home is the best place for a sick child.
SCHOOL UNIFORM POLICY

Purpose

In accordance with the Department of Employment and Education guidelines the School Council of Ringwood North Primary School introduced compulsory school uniform. All students of the school will wear the correct uniform at all times.

Guidelines

2.1 A Uniform Shop is established at the school to facilitate ease of purchase of uniform.

2.2 School Council is to be responsible both for enforcing school uniform policy and in overseeing the trading operation of the shop.

2.3 It is a requirement of audit that two six monthly profit and loss statements be submitted to School Council. At School Council discretion random stock takes will occur.

2.4 'Out of Uniform' days will be determined from time to time in an effort to raise money for Social Services and to provide opportunities for free dress. The action will be taken under the auspices of the Junior School Council.

2.5 Consequences for the failure to wear correct uniform:

(i) the student is to be asked for an explanatory note from parents outlining the reason for being out of uniform. This notification is expected by way of courtesy in the first instance.

(ii) Subsequent breaches will be dealt with as follows upon failure of a satisfactory explanation:

Part 5.3(2) of the Education Regulations 1988 states that:

"The Principal may direct that a student be disciplined in accordance with Regulation 5.6 for not wearing school uniform as and when required under the School Council's determination of school uniforms."

In Regulation 5.6 the only disciplinary measure available to principals in relation to enforcing school uniform policy is defined as: "To undertake additional work at a reasonable time and place."

School Council has decided that the disciplinary measure to be used if students do not wear uniform on any specific day without a written note of explanation or having been granted an exemption, that the pupil concerned will do additional work for up to 30 minutes at lunch time.

2.6 ACCEPTABLE SCHOOL UNIFORM

♦ Cornflower Blue Polo Shirt with school logo and contrast collar with stripes
♦ Navy V neck Windcheater with school logo and striped wrist bands
♦ Navy Blue Bomber Jacket with school logo and striped bands (optional)
♦ School issued Summer Dress
♦ School issued Winter Tunic or Skirt
♦ Hat – navy blue legionnaires or cricket style hat with school logo
♦ Navy Blue Fleecy Tracksuit pants
♦ Navy Blue Gabardine pants
♦ Navy Blue Bootleg Pants
♦ Navy Blue shorts

These items are available from the Uniform Shop, however, they may be purchased from a department store. Style, quality, material and colour must be in line with the standard of goods supplied by the Uniform Shop.

Hats form a part of the compulsory summer school uniform and must be worn for all outdoor activities from the 1st of September until 1st of May.
JEWELLERY, ACCESSORIES

♦ Children are permitted to wear watches, but they are the child’s responsibility.
♦ Students may wear small sleepers or plain studs. However they are not permitted to wear decorative earrings.
♦ Make-up and nail polish are not permitted.
♦ Hair ties are to be navy blue only – other hair accessories are not permitted.

VALUABLES & TOYS

♦ Toys brought to school are the child’s responsibility and should be clearly labelled.
♦ Children are asked not to bring jewellery and other valuables or fad items to school. Whistles, toy guns and knives, water pistols and electronic games are not permitted. The school takes no responsibility for expensive toys brought to school.

FOOTWEAR

♦ For safety reasons it is expected that sensible, practical footwear is worn at all times. Open toed or slip on footwear is not suitable. No thongs are allowed at any time. Black footwear is preferred with uniform. Runners are recommended on days when your child/ren has Physical Education lessons or sport.

UNIFORM SHOP

♦ Most items of school uniform are available from the Uniform Shop which is located near the staff room and operates Tuesday and Thursday mornings between 8:45 am and 9:15 am. Please note that ‘pre-loved’ clothing is available at very reasonable prices.

NAMING OF ARTICLES

♦ Please ensure all items of clothing are clearly named so they can be returned. Initials on labels tend to fade and eventually wear off, so please check them occasionally. We would appreciate your co-operation in attending to this.

LOST PROPERTY

♦ Lost property is located opposite the Uniform Shop. At the end of each term unclaimed articles are resold in the uniform shop. It is your responsibility to name your child’s articles of clothing.

WEARING OF HATS

♦ Ringwood North is a ‘Sun Smart’ school. Hats are to be worn by all children during the school day for all outside activities from the 1st September until 1st May – consistent with Cancer Council guidelines and our Sun Smart Policy.
SCHOOL POLICIES

School policies are determined by the School Council, a representative body of parents and members of staff. Policies are developed in areas such as Education, Facility Management, Canteen, Before/After School Care, Uniform, Camps and Excursions but not school operation as this is the responsibility of the principal.
All policies will soon be on the Ultranet for you to access at any time.

THE CURRICULUM

The Victorian Essential Learning Standards (V.E.L.S.) was introduced into Victorian schools in 2006. V.E.L.S. consists of three interrelated strands. These are ‘Physical, Personal and Social Learning’, ‘Discipline Based Learning’ and ‘Interdisciplinary Learning’.


Discipline Based Learning includes The Arts, English, Languages Other Than English, Humanities, Mathematics and Science.

Interdisciplinary Learning involves Communication, Design, Creativity and Technology, Information and Communications Technology and Thinking.

The greater amount of weekly classroom teaching is devoted to English and Mathematics.

Your child is with his/her class teacher for the majority of time each week. Specialist teachers provide instruction in the areas of Art, Physical Education and Sport, Music, Indonesian and optional Instrumental music.

OUTDOOR EDUCATION

The Outdoor Education Program is a whole school developmental program which provides children with the opportunity to participate in activities outside the classroom. It includes a school wide, camping program and year level excursions.

The camping program is as follows:

- Prep: Breakfast at school
- Year 1: Dinner at school
- Year 2: One night sleep over at school
- Year 3: 3 Day/2 Night Base camp - Wandin (Gundiwindi)
- Year 4: 3 Day/2 Night Base Camp - Phillip Island
- Year 5: 4 Day/3 Night Base camp - Beechworth
- Year 6: 2 Day Marine Studies Camp - Phillip Island (Term 2)
  - 5 Day Tour - Canberra (Term 4)

Excursions are organised throughout the year by class teachers.

Please be aware School Council has determined, as policy, that if your child has been sick during the previous 24 hours before camp departure a doctor’s certificate is required on the morning of departure or they are not to attend.

Where viable the Swimming Program involves students from Prep to Grade 2. Lessons are either held daily over a two-week period or weekly over a ten-week period. However, this program is expensive and will only be provided with sufficient interest that meets all costs.
MUSIC

Our school has a variety of music programs that children can access.

**Choir:** Years 3 – 6  Children audition and participation is optional.

**Instrumental Ensemble:**  Years 3 – 6

**Instrumental Music Tuition:** Prep – 6, rotating timetable where practical during class time. Parents must pay all associated costs when participating in this program. Participation is optional. Please refer to details in the Instrumental Music Handbook available from the office. Tuition is available in Piano, Violin, Flute, Clarinet, Percussion, Brass and Guitar.

**Musical Production:** Held every second year. Previous productions have been:

- 1995 - Wizard of Oz
- 1997 - Peter Pan
- 1999 - Cinderella
- 2001 - Pinocchio
- 2003 - Snow White
- 2005 - Aladdin
- 2007 - Wonder in Aliceland
- 2009 - Wind in the Willows
- 2011 - Beauty and the Beast

SCHOOL CROSSING

The ‘No Parking’ signs erected near the school crossing are there for your children's safety. Please set the correct example by using the school crossing and by insisting your child use the school crossing and obey the supervisor’s signals. The crossing operates only when the red crossing flags are displayed between 8am and 9am in the morning and between 3pm - 4pm in the afternoon. Mrs. Pat Kennaway is the school's Crossing Supervisor. The speed zone in the vicinity of the school is 40kmh between 8.00am - 9.30am and 2.30am - 4.00pm each school day.

PARKING

The school car parks are available only to staff and commercial vehicles. These areas are out of bounds to children and pedestrians, who must use the main gate to gain access or to leave the school. Students should not be delivered into or be collected from the car park areas.

NEWSLETTER

Our Newsletter, The Oban Oracle is published weekly on a Thursday. It contains items of interest regarding all school happenings. These publications are emailed to each family with the exception of a few who do not have computer access. In this case we send a hard copy home with the youngest child in the family. Most notices are emailed to prevent loss of hard copies and to encourage environmental awareness.
LUNCHES/CANTEEN

Lunches are eaten in classrooms under supervision, from 1.30pm. Children are dismissed into the yard from 1.40pm.

The school has a canteen operating each week day. Orders are collected in the morning and distributed to the classes at lunchtime. Our canteen is operated by Canteen Management Services. Sue is our Canteen Manager.

Correct ordering is essential: Please write clearly, in biro on the lower half of a CLEAN paper bag, as in the following example:

MARY SPARROW  
Grade 1S  Room 12  
Teacher: Miss Smith  

Order  
E.g. 1 Salad sandwich 1.10  
1 Apple .30  
Total 1.40  
Amount enclosed 1.40

Parents are requested to ensure students do not bring more than $2 spending money per canteen day.  
A canteen list of available foods and prices will be sent home early in Term 1.  
The aim of the canteen is to provide healthy choices at reasonable cost. Lunches are provided on a user pays basis. Canteen operation is managed by the School Council Health and Nutrition Sub-committee who meet at least once a term to plan menus. Parents are most welcome to attend meetings and to comment on menus via this committee.

MONEY AT SCHOOL

Children's spending money must be kept in a wallet/purse.

Money for camp instalments and excursion payments is collected by the teachers every morning. Every effort is made by staff planning these activities to give a minimum of two weeks for families to pay. A payment system for camps is also offered.

Please send all requested money in official school envelopes supplied to each family in bulk at the beginning of the year. All details should be completed on both sides of the envelope. As the envelope is also the consent form for your child to participate in the activity, it is very important that you sign where requested. You can send cash, cheque, credit card details via the classroom or use the eftpos facility at the office.

SCHOOL BANK

A school banking scheme operates with both the Commonwealth Bank and Bendigo Bank. Children bring bank books to school on TUESDAY only. A plastic envelope is provided in which the pay-in book and money are kept. This is handed to class teachers on bank day.
STUDENT AND CLASS PHOTOGRAPHS
Class photographs are taken each year by commercial photographers selected by school council. Pupils each receive a package of photographs to take home. Parents are asked to pre-pay. There is no obligation to purchase. The photographic studio pays a small commission into school funds each year.

BOOK CLUB
The school acts as an agent for Scholastic Australia who offer books at reasonable rates. Catalogues are distributed once a term. Please note the return date for orders as late orders cannot be accepted. Order forms should be returned to the classroom or the office. Purchase is optional. Delivery is approximately 3 weeks.

PARENT/TEACHER INTERVIEWS
Formal contact with parents is twice a year - once during Term 1 and the other, in Term 2 following mid-year reports. These meetings give the opportunity to discuss your child’s progress with the class teacher.

However, if any particular problem arises and you wish to discuss this with your child’s teacher or the principal you are welcome to do so at any mutually convenient time. Please ring the office to make an appointment.

Individual student portfolios for all pupils are sent home in June and December. Year level information evenings are held in Term 1. At these meetings expectations for the year in all curriculum areas and homework expectations are clearly outlined. At this time you are encouraged to ask questions on any matters of interest or concern.

TRANSFERS (LEAVING OUR SCHOOL)
Should you require a transfer to another school, please give advance notice where possible. Requests should be made in writing or by visiting the office, stating, if known, the name of the new school, suburb, or state.

THE SAFETY HOUSE PROGRAM
A Safety House Program operates at our school with a committee which meets regularly. Homes which are chosen as “Safety Houses” are occupied by people who have been interviewed by members of the committee and have an adult in the home at the times when children are travelling to and from school.

Children are instructed to go for help to a safety house if they are in danger.

All Prep children take part in an awareness program with class teachers. This is organised by our Safety House Committee each year.
OUTSIDE SCHOOL HOURS PROGRAM (O.S.H.C.)

This service will operate from 7:00am – 8:45am, 3:30pm – 6:30pm every school day, and will also operate on Friday July 1st – (Mid Year reporting Day) provided sufficient students are enrolled for the day to be financially viable. Child Care Benefit rebates from Centrelink apply.

**Before School Care:** Between 7:00am – 8:45am the cost will be $10.00 per child with breakfast. **Child Care Benefits rebate applies.**

**After School Care:** Between 3:30pm – 6:30pm the cost is $13.00 per child. **Child Care Benefits rebate applies.**

If you are interested in the program collect an OSHC Parent Information Book and enrolment form from the office. A new enrolment form needs to be completed for each child every year.

SCHOOL COUNCIL

The school council is a legal entity composed of unpaid voluntary members elected by the school community. The Council consists of the principal, as Executive Officer, four staff and ten parents.

Ringwood North Primary School Council is required:

- To work with the principal and staff in shaping the educational policy of the school
- To ensure that buildings and grounds are kept in a good state of repair
- Suggest improvements/extensions to buildings and grounds
- Stimulate interest in the school
- Conduct an Annual General Meeting each year
- Be the employer of any employee at the school other than teachers
- Draw up a budget each year.

Meetings are held on the second Tuesday of each month, commencing at 7:30pm. Parents are welcome to attend any meeting. The Annual General Meeting and council elections are held in March.

PARENT AND FRIENDS ASSOCIATION - (PFA)

PFA provides various services and social events for the school community. Regular events include Mothers’ and Fathers’ Day stalls, Christmas stalls, discos, Hot Cross Bun Drives, Meet the Teachers and Welcome to Parents’ morning teas, Gardening Club and a range of other activities. PFA is separate from Fundraising, however, when profits are made funds are directed towards initiatives that benefit our children such as our annual Sports Night, Grade 6 graduation and garden seating in the school grounds. PFA meeting dates are listed in the school weekly newsletters.

STUDENT LEADERSHIP

There are opportunities for students to develop leadership skills at Ringwood North Primary School. A male and female School Captain are elected each year from among Year 6 students. All Year 5 and 6 students vote in these elections as do members of staff.

Male and Female House Captains and Vice Captains are also elected from Year 5 and 6 students for the four Houses of Avoca (Red) Campaspe (Blue), Yarra (Yellow) and Wimmera (Green).

Representatives for all grades can become members of the Environmental Club whose role is to help maintain clean and attractive grounds.
JUNIOR SCHOOL COUNCIL

The major aims of Junior School Council are to promote a strong school spirit and to allow students to be part of the decision making process in the matters that affect them.

Our two School Captains and one boy and one girl from each year level from Grades 2 – 6 form the Junior School Council.

SCHOOL ASSEMBLIES

School Assemblies are positive weekly meetings of the whole school. Successes and student awards are celebrated and school information shared with the school. Parent attendance is definitely encouraged.

Each Friday at 9am (unless raining).

PARENT REPRESENTATIVE SYSTEM

To enhance links between our school and parents we have a ‘Parent Representative System’.

One or two parent volunteers represent each grade to help:-

♦ organise informal social gatherings,
♦ liaise with the class teacher to organise parent helpers for class activities or excursions.

Your child’s success at school very much depends on positive HOME-SCHOOL links. Reading information presented in this booklet should enable you to be better informed about school organisation and enable you to participate fully in your child’s schooling.
PARENTS IN OUR SCHOOL

The school promotes active involvement of parents in school programs and activities. Parents are always welcome in our school. Parents are encouraged to be involved in programs such as Literature, Maths groups, Perceptual Motor Program (P.M.P.), Library, Investigations, Technology, eLearning, swimming, writing, excursions and numerous other activities. Classroom Helpers Training courses are conducted by the school’s Early Years Literacy Co-ordinator throughout the year.

Working With Children (WWC) Check

“The Victorian Government has a checking system that will affect many adults who work or volunteer with children-under 18 years of age. This check helps protect children from sexual or physical harm by checking a person’s criminal history for serious sexual, serious violence or serious drug offences and findings from certain professional disciplinary bodies such as the Victorian Institute of Teaching. The WWC Check creates a mandatory minimum standard for a range of child-related industries.” [Taken from the WWC Application Form].

As a volunteer working with children across a range of school activities you are required to apply for the WWC Check at an Australia Post outlet. Only the photograph taken at Australia Post fits the new ID card. We do not wish to limit parent involvement or contact with school programs. Rather we want to ensure that all of us who work with children at Ringwood North have been checked. By law you are unable to volunteer at the school without this WWC. The duty of care we share for the safety of children in our care at all times is undeniable.

To ensure your involvement around the school it would be a good idea to apply for your check now. There is no charge for volunteers to have the check conducted. However there is a charge for the passport quality photograph.
SCHOOLYARD BEHAVIOURS CONSIDERED INAPPROPRIATE

♦ Graffiting school property.

♦ Playing with objects in the yard, including sand and sticks in an inappropriate manner.

♦ Unacceptable personal contact interfering with other people's games and property.

♦ Teasing/bullying/screaming at others.

♦ Inappropriate language.

♦ Climbing on fences, walls, buildings, cricket nets and in trees.

♦ Playing/running in breezeway, toilets or garden beds.

♦ Riding of bicycles in the school grounds between 8.00am and 4.00pm.

♦ Entering the school buildings during recess or lunchtime without a teacher's authority.

♦ Playing in the car park and out of bounds areas.

♦ Running dangerously in or near playground equipment.

♦ Kicking balls on basketball courts.

♦ Inappropriate use of playground and sports equipment.

♦ Spitting.

♦ Inappropriate water trough behaviour.

♦ Discourtesy, disobedience, belligerence.

♦ Damage to school/others property.