

Alberton Primary School Information Book

At Alberton
Primary School
we value:

Pride in ourselves and our surroundings

Effort in everything
we do

Empathy for other
people

Respect for people and property



ALBERTON PRIMARY SCHOOL

PARENT HANDBOOK

Welcome to Alberton Primary School. Alberton Primary School is a proud community school that serves the district of Alberton and outlying areas. Our Vision is one of a learning community where inspiration, team work and respect support the pursuit of excellence. As members of this learning community we are working to improve all student outcomes, promote respectful relationships and develop connections to the school.

Our core values are used to support our students in becoming positive citizens within their community. They are:

Pride

Representing your school and having a feeling of satisfaction about yourself, your team, your school and your work.

Effort

Not giving up, having a go and trying your best in everything you do, even when its challenging.

Empathy

Understanding how people are feeling during good and bad times and showing you care about them.

Respect

Wearing a tidy uniform, showing consideration and politeness whatever situation you are in and treating others how you want to be treated.

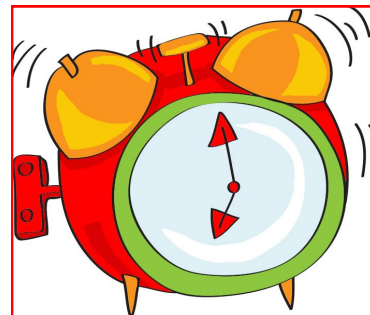
We offer a varied curriculum covering all areas and offering extension and support for those children who require it. Our staff care about children, and their social, emotional and academic growth underpins everything we do.

We work in partnership with parents to provide the best education and facilities for your child. Open and honest communication is critical and we invite you to visit as often as possible to take an active role in the education of your child. Each child is unique and special and we look forward to embarking on this part of your child's educational journey.

Malissa Nicol - Principal

GENERAL INFORMATION

Starting Time: 9.00am
Morning Recess— Eating time: 11.00—11.10am
Morning Recess—Play: 11.10—11.30am
Lunch—Eating time: 1.00—1.10pm



TERM DATES - 2017

Term 1	January 30th	-	March 31st
Term 2	April 18th	-	June 30th
Term 3	July 17th	-	September 22nd
Term 4	October 9th	-	December 22nd



PREP ATTENDANCE DURING FEBRUARY

During the month of February the Preps do not attend school on Wednesdays. This day is classified as a rest day to help them build up their stamina to attending school for the full week.

CONTACT WITH THE SCHOOL

ADDRESS: Thomson Street, Alberton 3971
TELEPHONE: 5183 2412
E-MAIL: alberton.ps@edumail.vic.gov.au
WEBPAGE www.albertonps.vic.edu.au

CONFIDENTIAL STUDENT INFORMATION FORM

When a child is enrolled an enrolment information sheet is filled out with many details concerning the child and his/her family. The details are only as accurate as the parents provide. It would be appreciated if parents could notify the school of changes in file details regarding the following points:



BIRTH CERTIFICATE, VACCINATION RECORD, ADDRESSES, PHONE, EMERGENCY CONTACT, PHYSICAL DISABILITIES, ALLERGIES, PARENT'S MARITAL STATUS PLUS ANY OTHER IMPORTANT INFORMATION. CORRECT DETAILS ARE IMPORTANT IN THE EVENT OF ACCIDENT, ILLNESS OR EMERGENCY.

ASSEMBLIES

Assemblies are held every Monday at 9.00am and Friday afternoon at 3.05pm. These assemblies take place in the Open Learning Area and parents are most welcome to attend. Our student leaders conduct these assemblies and we see them as an important part of the school culture, welfare and development of students. This is also an opportunity for the school to recognise and acknowledge the achievements of our students.

LUNCHES

We encourage all parents to provide their child with healthy food including snacks and lunch. Soft drinks and cordial are not permitted and lollies are discouraged.



BRAIN FOOD

At 10.00am everyday the children are encouraged to eat some brain food. Brain food must consist of a small snack of either a piece of fresh fruit, some vegetable sticks, or cheese and should not interrupt the lesson.



BREAKFAST CLUB

Breakfast Club is held on Wednesday, Thursday and Friday mornings between 8.25am and 8.55am. This year children have been able to attend without charge and they can have cereal, toast, juice and fruit. This club is fully supervised by a teacher and our SRC assist also.



PERSONAL GOODS AT SCHOOL

Children are discouraged from bringing private property to school as this causes great distress when broken or lost and these items are **not** insured. The Department of Education and Training (DET) and the school are not responsible for any damage or loss. **Children are not allowed to bring any electronic games, listen devices or mobile phones to school.** If they absolutely have to bring a digital device to school because they are in transit to somewhere, it should be handed in to the office upon arrival and collected at 3.30pm.

SCHOOL UNIFORM

Our school uniform colours are navy and gold for all children in Prep to Grade 6. Students in Grade 6 have the option of wearing a personalised Grade 6 rugby top. The wearing of our school uniform is compulsory. A wide brimmed hat must be worn at all times when outside in Terms 1 and 4. The office has a range of new and pre-loved clothing for sale at reasonable prices. The price list outlining the uniform items is available from the office.

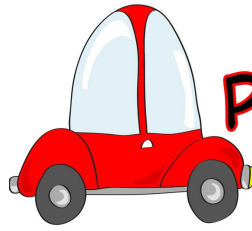


JEWELLERY

The wearing of jewellery such as earrings, necklaces etc is not permitted; however, this is allowed if it is for religious or cultural reasons. Also, small, discreet studs or sleepers are allowed for pierced ears. Watches may be worn at owner's risk. Every care is taken to look after these items but the school is not responsible for losses or damaged items.

PARKING

Parking spaces are limited at the school. The parking areas are sign posted and run along the northern



PARKING

fence of the school (Thomson Street). This area enables parents to drop off or pick up their children. When picking up your children at the end of the day we request that parents collect their children from inside the gate. Student safety is of the highest priority and parent cooperation is vital. Thank you.

NEWSLETTER & COMMUNICATION SYSTEM

The school newsletter is printed weekly and is distributed to families via their eldest child every Thursday. The newsletter is also available to read on our webpage: www.albertonps.vic.edu.au. The school also uses Class Dojo to communicate with families. This will require you to sign up with your mobile phone or email address via your child's teacher.

EXCURSIONS & INCURSIONS

To enhance the school programs, teachers arrange for the children to be taken out of the school on excursions. Written approval will need to be given for all excursions involving buses or private cars.



Students must wear full school uniform on all school excursions. This demonstrates pride in our school and also assists us in identifying our students when on an outing. At times parents may be invited to participate in excursions and to help with supervision when needed; however, parent inclusion cannot be guaranteed.

From time to time we will invite guest speakers and performers into the school to again enhance our programs.

LOST PROPERTY

We encourage parents to ensure that their child's clothing is named. Clothing that is found and has a name will be returned to its owner; however, other clothing will be housed in the lost property stand. After a period of time it will be cleaned and placed in the second hand uniform shop.

SCHOOL BUSES

Alberton Primary School is serviced by three school buses and your child may be travelling on one of these. If, for some reason, you wish to change this procedure then please let us know in **WRITING** or by **PHONE** or by informing the office staff in person.

At 3.30pm each day, children travelling on buses assemble in their groups at the bus area. Teachers supervise and help them to get on the correct bus. Behaviour on the buses is expected to be of the **highest standard**. Children who do not behave **will** have their bus travel cancelled by the bus coordinator.

Travel on a school bus is a privilege not a right.



PUPIL ABSENCES

If your child is absent from school for any reason, you must provide an explanation or phone the school. If your child/ children are unwell, they are far better to remain at home until well enough to attend school. It is important for children to attend school regularly as prolonged absences have an impact on results and friendships.

It's not okay to be away; it's cool to be at school!

VISITORS & PARENT HELPERS

Parents can help their child to learn in the school environment and we encourage your participation in many ways (e.g. reading, Parents & Friends etc.). Don't be afraid to ask for help or to find out ways in which you can help. Parent helpers, who help with children other than their own, must have a Working With Children Card (WWC) and agree to read and sign a confidentiality agreement. 'Working with Children' application forms are available from the school office.

Visitors and parent helpers are also required to sign in at the front office of the school where the *Visitor's Book* is located.

REPORTING TO PARENTS

School reports are issued twice a year in June and December. Parent—Teacher Interviews are also conducted in Term 1 and Term 3. If you have any concerns about your child's progress at any other time you are encouraged to discuss your concerns with their teacher. This is best arranged by a telephone call to arrange an appointment that is mutually convenient to you and the teacher.



DUTY TEACHERS AND LUNCH SUPERVISION

The school grounds are supervised before school, morning recess and lunchtime. Teachers wear high visibility vests to assist children to locate them in the event of any concerns.

Any minor incidents that occur in the yard are normally dealt with by the yard duty teacher; however, on those rare

occasions that something of a more serious nature occurs, then children will be asked to go to the office for a short period of time. Parents will be notified of any serious breaches of school guidelines.



We have a wonderfully spacious school playground and encourage children to be active and fit. Sometimes we have designated playing areas for children such as at the beginning of the year when Prep students play only out the front. This is for their confidence and security.

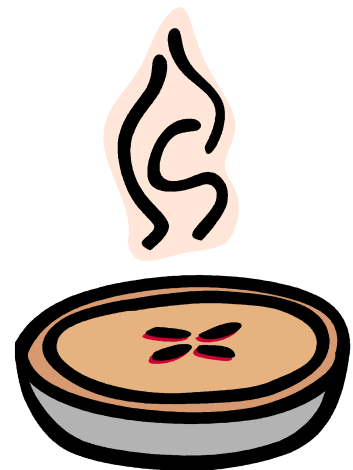
Lunch is eaten prior to going out to play and is supervised by the classroom teacher. Please ensure that your child's lunchbox, drink bottle etc are labelled with their name. We also encourage the provision of a healthy lunch box for children with a variety of healthy foods.

PARENTS & FRIENDS (PFA)

Parents and Friends (PFA) consists of parents or carers of pupils or friends of the school and meets monthly during school time. Parents & Friends do a fantastic job of raising money that is used to provide resources for our students.

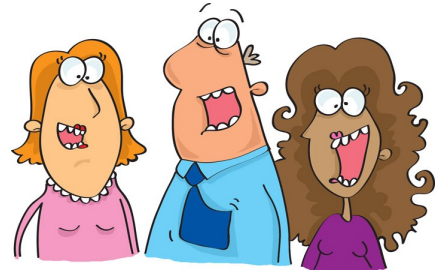
HOT LUNCH DAY

Every Monday the children have the option of ordering a hot lunch. A hot lunch menu is sent home at the start of the year. These are also available from the office. If you wish to order a hot lunch item, simply put your child's name and what they want on the front of an envelope, and include the correct money. These envelopes are collected Monday morning at 9am.



ALBERTON PRIMARY SCHOOL COUNCIL

This group is the official governing body of our school. Membership consists of: Elected Parents, Elected Staff Members, Principal, Co-opted Members including the Elected Parent's Club Representatives



Our Council meets monthly, to decide financial allocation, maintenance and minor works, priorities, approve programs and expenditure, discuss general school operations and to oversee the welfare of the School Community. Parents and Staff members are elected for two-year terms, with half retiring every year. We encourage parents to become involved in our school and this is one of the many ways this can be achieved.

Alberton Promise

I am proud to be Australian
I promise to care for my home, school and country,
I promise to be kind to other people and
do my best in everything I do.

No 1 No 1 No 1 No 1 No 1 No 1 No 1 No 1

Australian National Anthem

Australians all let us rejoice,
For we are young and free;
With golden soil and wealth for toil,
Our home is girt by sea;
Our land abounds in nature's gifts
of beauty rich and rare;
In history's page, let every stage
Advance Australia Fair,

In joyful strains then let us sing
Advance Australia Fair.