

# PARENT INFORMATION BOOKLET 2019



*Small School, Big Learning*



**WE VALUE:**

**TEAMWORK, RESPECT, RESPONSIBILITY & INDEPENDENCE**

# WELCOME

*Welcome to Yering Primary School – Small School, Big Learning*

*Our Vision: Developing independent, confident and creative learners in an individualised learning environment*

Our school first opened its doors in 1869. We turn '150' years old this year. For the past 150 years we have provided quality education to a number of grandparents and parents of children currently attending our school, as well as renowned local identities. We are proud to be able to offer a safe, caring, stimulating and fun learning environment in which your child can develop fully.

The purpose of this handbook is to provide you with information about what you can expect at our school and how we can work together so that your child is provided with the best possible educational experiences. Everyone has responsibilities to make sure that this happens. The information presented here will help you to understand how you can help.

We look forward to working with you.

*Deanna Cole*

## YERING PRIMARY SCHOOL OATH

**We are standing here with friends we care for and respect.  
The flag reminds us that Australia is our home,  
And we must do what we can to make it fair and peaceful for everyone.**

The above oath is recited every Friday at the school assembly.

## **SCHOOL PERSONNEL**

PRINCIPAL & P/1/2 TEACHER:	Deanna Cole
GRADE 3/4/5/6 TEACHER:	Nicholas Westerman
INTEGRATION AIDE:	Yvonne Powell
INTEGRATION AIDE:	Ruth Butler
OFFICE MANAGER:	Lisa Shaw
M.A.R.C LIBRARIANS:	Kathryn Vine Julie Cumming
LOTE (JAPANESE):	Kumi Clayton
BRIDGES LITERACY VOLUNTEER:	Faye Barry
ART COORDINATOR & CLASSROOM SUPPORT:	Meridith Day
MUSIC/PRODUCTION COORDINATOR:	Deanna Cole
SPORTS COORDINATOR:	Nicholas Westerman

### **SCHOOL COUNCIL**

PRESIDENT:	Teresa Sadler
SECRETARY:	Nicholas Westerman
TREASURER:	Deanna Cole

# SCHOOL PROFILE

Yering Primary School – a small school with a great heart! Yering Primary School is located on the Melba Highway between Coldstream and Yarra Glen. The school was established 150 years ago and from its inception, has had a strong and ongoing relationship with the surrounding communities of the Yarra Valley.

The Yering Primary School community aims to provide a stimulating alternative educational setting for parents seeking a small school environment. The school believes strongly in the partnership between the home and school, which enables all parties to be an integral part of each child's education.

The surrounding area is rural and made up mostly of large land holdings. The students have come from a variety of settings – from working farms in the Yering district and from the urban areas of Coldstream, Yarra Glen, Lilydale, Chirnside Park and Healesville. We are able to access many extra-curricular activities, like larger schools, but due to our size all students are able to participate in most activities.

The original building of the school is used as an office/staffroom area. The newer section of the school comprises two classrooms and a well-resourced computer room. We have an Art room and a new Early Years Learning Centre which opened for use in 2012.

The school grounds, whilst small, suits the student population and are attractive and well maintained. A vegetable garden, frog bog and mini beast garden have been established.

The school has a supervised school crossing operating during student arrival and departure times. Parents are required to walk their students across the crossing and deliver them to the school gate.

Feedback from parents indicates that they value the school's friendly atmosphere as well as the caring and nurturing environment it provides for their children. Yering has a very strong and active parent community that has raised significant funds for the school.

Yering Primary School is part of the Wollombi Cluster, a group of small schools on the edge of Melbourne. The schools combine as a cluster for a range of activities involving the students in inter-school sport, cultural activities and camps. The staffs are involved in joint Professional Development and regular principal and teacher meetings. The cluster has provided social interaction for students and valuable collegial support for our staff.

## TERM DATES

### 2019

- Term 1 Tuesday 29<sup>th</sup> January – Friday 5<sup>th</sup> April
- Term 2 Tuesday 23<sup>rd</sup> April – Friday 28<sup>th</sup> June
- Term 3 Monday 15<sup>th</sup> July - Friday 20<sup>th</sup> September
- Term 4 Monday 7<sup>th</sup> October - Friday 20<sup>th</sup> December

### 2020

- Term 1 Tuesday 28<sup>th</sup> January – Friday 27<sup>th</sup> March
- Term 2 Tuesday 14<sup>th</sup> April – Friday 26<sup>th</sup> June
- Term 3 Monday 13<sup>th</sup> July - Friday 18<sup>th</sup> September
- Term 4 Monday 5<sup>th</sup> October - Friday 18<sup>th</sup> December

## SCHOOL HOURS

During the first few weeks (until the Labour Day Long Weekend) the Prep children will not be required at school on Wednesdays.

School commences:	9:00am
Morning Recess:	11:00am – 11:30am
Lunch:	1.30pm – 2.20pm
School concludes:	3:30pm

Times may vary on occasions where events are scheduled.  
We do request that children arrive at school between 8:45am – 8:55am.

## STUDENT ENROLMENTS

All new students enrolling at Yering Primary School will need to complete the official Enrolment Form Documents. These can be obtained from the Principal or Business Manager.

Evidence of **DATE OF BIRTH** will be required – a Birth Certificate.  
An **IMMUNISATION CERTIFICATE** is also required.

In order to prevent diseases from spreading i.e. Diphtheria, Tetanus, Polio, Measles and Mumps, the Victorian Government has made changes to the Health Act and from 1990 they have introduced the *School Entry Immunisation Certificate*.

This certificate states whether or not your child has been immunized against the above diseases.

Upon enrolment at school, parents need to provide an Immunisation Certificate that can be obtained from the local shire.

### ***Emergency Information***

If there are any changes to the information supplied, please inform the school immediately, e.g. emergency contact numbers, medical info.

All information is confidential and not available to anyone other than school personnel.

Please supply the school with a copy of any relevant Court Order that may affect your child.

## **PREPARING YOUR CHILD FOR SCHOOL**

Parents can be most helpful in making the transition to school for their child a happy experience.

- Teach your child to know their full name, address and telephone number. Ensure that they recognise their own name.
- Teach your child to use the toilet properly, including washing hands on completion.
- Pack a healthy lunch and teach your child to eat their sandwiches first at lunchtime. Pack healthy snacks that are easy to eat. Ensure your child has a water bottle.
- Teach your child to look after their belongings. Ensure all items are clearly labeled with name.
- Encourage your child to demonstrate appropriate hygiene habits.

## **SCHOOL COUNCIL**

School Council, comprising of seven parents and two staff members, meets regularly to discuss policy and matters affecting the administration of the school. From time to time Council nominates sub-committees drawn from members of the school community to deal with areas such as Building and Grounds Maintenance, Finance, Curriculum, etc.

Council members serve a two year term and one half of the positions become vacant each year. Any parent may nominate to serve on Council.

The meetings are usually held at the school on the third Monday of the month during school terms, from 7:00pm onwards.

## **PARENT CLUB**

Yering Primary School Parent Club meet regularly to discuss and decide upon fundraising opportunities and upcoming events such as the school discos, family night, Mother's and Father's Day, Christmas family night, etc.

## **STUDENT ABSENCES AND PUNCTUALITY**

Children are expected to be at school by 8:55am each school day. Parents are requested to sign their children in the late register located in the hall at the staffroom entrance, if they arrive after 9:00am. If you need to collect your child from school before 3:30pm parents are required to sign the early dismissal register also located in the hall at the staffroom entrance and notify your child's teacher.

If your child is absent from school please ensure you telephone, text or send a note to inform the staff. The school participates in the Department's 'It's not ok to be away' program and discourages personal holidays being taken during school terms.

If your child is being collected by a person not known to the staff it is important that you phone or send a note to inform staff of the alternate arrangements.

## **SCHOOL PROGRAMS**

Yering Primary School provides a comprehensive curriculum, Victorian Curriculum. The curriculum ensures students are well equipped for life-long learning. Literacy and Numeracy skill development is our priority. The curriculum is delivered using a combination of integrated and stand alone teaching practices. Specialist staff are sometimes appointed to teach Art, Music, Physical Education & Japanese. There is a school production in which the whole school participates in. Other enrichment programs include Library sessions, Life Education, Excursions, Incursions, Camps and interschool sport.

### ***MARC Van Library***

The school has qualified visiting librarians who provide a one hour library lesson to each grade from 10am every Monday. The M.A.R.C Van (Mobile Area Resource Centre) is well equipped and children have the opportunity to borrow books each week.

Children can be supplied with a cloth drawstring bag measuring at least 30cm x 40cm to carry books to and from school. Books must be returned weekly.

### ***Art and Music Classes***

The school is equipped with an Art room in which to provide students with a weekly art classes. To assist in keeping students uniforms clean, each child will need his/her own named art smock. An old shirt of large size makes an excellent art smock.



Students also participate in a weekly music / drama class. If enough interest is shown the school has access to an instrumental teacher who will come to school to take individual lessons (a fee is charged for this service).

### ***Physical Education and Sport***

The school conducts two ½ hour physical fitness sessions for all students every week. Physical Education classes are held every week for both grades.

Students from grades 5 and 6 participate in an interschool winter sports competition in Terms 2 and 3. The students combine with other schools in the Wollombi Cluster to form netball, volleyball and football teams and compete against larger schools in the area.

The Annual Athletic Sports and Cross Country Run are held early in Term 2. Students who are successful in these events are invited to compete at the Wandin District Sports and may go on to compete in the Zone Championships. The main aim of these events is to encourage all students to participate, to develop team spirit and to utilise skills learnt during Physical Education classes.

The Local Sports Association also organise other sporting activities such as Hooptime Basketball, orienteering, kayaking (optional) & Lake Mountain snow skiing (optional). We endeavour to organise visits such as AFL clinics, cricket clinics, basketball clinics, tennis clinics and Jump Rope for Heart.



### ***Japanese Classes***

A weekly Japanese class is provided to each grade by a Japanese Teaching Assistant. Classes are held on Wednesday afternoons for one hour.



### ***Swimming***

A week long swimming program is conducted every year in Term one. The program is aimed at developing students' water confidence, safety and swimming skills. The intense week long program is held at the Healesville Indoor Swimming Pool. The school utilises qualified swimming instructors to carry out the hour long lessons.



### ***Information Technology***

The school is well resourced with ICT equipment. All computers within the school are networked. The school has a computer laboratory with 8 computers and the ELC has 7 computers. Each classroom has an interactive whiteboard. The school has some student netbooks and iPads. The school also has a number of digital cameras all of which form an integral part of the curriculum.

## **AFTER SCHOOL CARE**

The school offers Before and After School Care at the neighbouring primary school in Coldstream. Parents wishing to access this facility need to speak with the Principal.

## **SCHOOL / HOME RELATIONS**

The school and parents come in contact because of our joint interest in your children. If you have any concerns and/or queries please approach the school.

All children have problems at school at some time. It may range from problems in the playground to not coping with schoolwork. The person to discuss your child's problems with is their teacher. Most of the time, the correct explanation can often be found at school.

Staff are approachable and have the education and welfare of your child at heart.

Class commitments may make it difficult for teachers to be available for impromptu meetings therefore an initial approach to the teacher to arrange a suitable time would be beneficial.

Likewise, there may be times when teaching staff wish to discuss a concern or query with you. Where possible, enough notice will be given to allow you to spend time with the teacher.

## **HOMEWORK**

Homework is often given to reinforce a skill taught in class or when work is incomplete during class time. You should check with your child each night to see if he/she has homework to complete.

Students in Prep-2 will have daily reading to complete.

Students in senior grades occasionally have projects that require some time spent working at home. Weekly homework may be given to these students.

All children borrow reading books and should be encouraged to read these or other reading matter each night. The child's book should be signed by a parent.

Choose a quiet area for completion of homework. Take every opportunity to praise your child on their work. Remember they are learning, and progress takes time.

## **PARENTAL ASSISTANCE**

There are many ways that parents can assist at the school and you are actively encouraged to do so. Some common areas of assistance are being a helper with the Early Years Literacy Program, typing student stories, cooking, excursions, fundraising, library maintenance, working bees, gardening club, book club, transportation, etc.

If you would like to assist in any way see the principal or class teachers.

## **BEHAVIOUR AND DISCIPLINE**

High standards are expected from all students in every aspect of behaviour. Our *Student Code of Conduct* is based upon the following principles:

- All individuals are to be valued and treated with respect.
- Positive student behaviours are recognised and promoted.
- Parents have an obligation to support the school in its efforts to maintain a productive teaching and learning environment.

The school's Welfare Program is an integral part of the curriculum.

Our School Values are:

**TEAMWORK, RESPECT, RESPONSIBILITY & INDEPENDENCE**

## **SAFETY FOR CHILDREN AT YERING PS**

Student safety is an area we all need to be vigilant with.

Parents can assist in the following ways:

- Supervision of students at school commences at 8:45am, (no earlier) and finishes/concludes at 3:45pm at the end of the day. Please take this into consideration when dropping children off at school in the morning and picking them up in the afternoon.
- Please ring if you are going to be late picking up your child after school. After 3:45pm students will be kept in the school building until you arrive.
- Please advise of any alternative arrangements for picking up your child including a different adult collecting them.
- Please contact the school if your child is going to be absent.
- Please be aware of any 'unknown' person in the carpark and alert the Principal.

## **CHILD SAFE STANDARDS**

There are 7 Child Safe Standards all schools are mandated to follow for the reporting of child abuse.

Please find the child safe standards poster on our website [www.yeringps.vic.edu.au](http://www.yeringps.vic.edu.au)  
For further information on the standards please see the Department of Education and Training (DET) website.

<https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/default.aspx>

At Yering Primary School we will follow the 4 critical actions for schools to take when responding and reporting child abuse. These critical actions can be viewed on our website [www.yeringps.vic.edu.au](http://www.yeringps.vic.edu.au)

## **ROAD SAFETY AND PARKING**

The Melba Highway is a busy road and all parking is on the opposite side of the highway in the allocated area.

Parents are required to escort their children across the school crossing and through the school gate. When collecting children in the afternoons parents are asked to meet their children on the basketball court before escorting them out of the school yard and across the road. The school crossing operates from 8:30am – 9:15am and 3:00pm – 3:45pm.

It is stressed at school, most emphatically to all students, that they are not to leave the school grounds unattended. Please reinforce this point with your child at home.

When using the car park, we ask parents to enter from the Coldstream end, and exit from the Yarra Glen end, where there is a traffic mirror to see oncoming traffic from Coldstream.

## **SUPPORTING COMMUNITY ORGANISATIONS**

An important part of our school's practice is to actively support a number of charitable organisations. This often takes the form of gold coin donations for Free Dress Days, special events etc.

## **DRESS CODE / SCHOOL UNIFORM**

Student learning involves a variety of physical activities; for example, students should be dressed appropriately and are expected to wear their school uniform. Appropriate footwear is also a must. No open toed shoes.

During Terms 1 (or until 30<sup>th</sup> April) and 4 all students are required to wear the school approved legionnaires sun-hat or slouch hat for protection from the sun. Yering Primary School is a Sunsmart school. Sunscreen is provided during the summer months.

Prep students receive a free hat when commencing school.

Grade 6 students are able to wear a special Grade 6 Bomber Jacket which is ordered at the beginning of the year.

School uniforms can be ordered through the school. Yering Primary School windcheaters, t-shirts, sports top, track pants and legionnaire style hats with the school logo printed on them are available. The sports top is worn on Physical Education days and sporting events. For further enquiries please contact the Uniform Coordinator at school.

## **SCHOOL BANKING**

The Commonwealth Bank has school banking facilities for students. A wallet system is used – children bring the wallet home after each Bank Day. See the principal for further information.

## **COLLECTION OF MONIES**

Money brought to school for school fees, excursions, Book Club, etc should be placed in an envelope clearly marked with the following: Your child's name and grade, the amount enclosed and what it is for. Envelopes are available at the school. Please staple/tape sides of envelope to avoid money falling out and being lost.

Please ensure that the envelope goes directly into the letterbox located in the staffroom.

## SCHOOL PHOTOS

School and individual photos are taken each year. These are made available for purchase by parents, without obligation. A prepayment system is used and paid directly to the photographer. Photos are taken in Term 1.

## EXCURSIONS, INCURSIONS AND CAMPS

Excursions, incursions and camps provide students with an enjoyable educational experience.

***Most excursions involve all students from Prep to Grade 6.***

All students are encouraged to attend and participate in these activities as they have been planned with a definite educational or social aim in mind.

To reduce the costs, groups or individuals are often invited to visit our school.

Students in grades 3 to 6 are encouraged to participate in the annual school camp. Students from Yering are usually joined by Christmas Hills Primary School in the Camps Program. To ensure a balanced camping experience each year the camp is held in a different location.

Students in the junior grades have a sleepover type camp with activities and/or an activity night after school usually in Term 1.



## SCHOOL HEALTH/SUPPORT SERVICES

Each year the Child and Family Health Service screen all Prep children (with parental consent) for vision, hearing and speech assessments. Reviews are also carried out for children previously identified with special health needs. Referred children from other grades are also screened.

This service does not provide treatment; it is purely a screening service. Where treatment or further diagnosis is desirable, parents are contacted.

## **HEALTH MATTERS**

### ***Asthma***

All Victorian schools have an Asthma Policy. Yering Primary School requires children suffering from asthma to be included on a register, outlining their individual management plan and also on the school's Emergency Action Plan.

### ***Health***

Please keep your child at home if he/she is unwell. If deemed necessary, parents/guardians are telephoned if your child is injured or becomes unwell during school hours.

Please inform the school if your child contracts an infectious illness as this helps us to keep other parents informed.

It is important that we are aware of specific allergies or illnesses that may affect your child.

Infectious diseases and their exclusion times from school are located for your perusal in the staffroom near the first aid cabinet.

### ***Nits/Lice***

Schools can be a welcoming environment for nits and lice. If your child has nits/lice they need to be treated correctly before returning to school.

Please be vigilant in checking your child's hair; treating if necessary.

## **WORKING BEES**

The school council holds several working bees throughout the school year. Jobs usually include – pruning, weeding, cleaning of gutters and spouts and general maintenance.

## **ANTICIPATED YEARLY COSTS**

Each year a list of anticipated costs is sent to every family. Costs include school fees, swimming program, excursions, sports events, camps (Gr 3-6). There are times when other expenses do arise however.

## **CURRICULUM / STUDENT FREE DAYS**

The school has four Department of Education and Training approved Student Free Days a year. One of these days occurs at the beginning of the school year to allow teachers to participate in Professional Development activities. The other three days occur during the school year.

Children do not need to attend school on any of the above days. Advance notice is given to parents through the newsletter.

## **VALUABLES / LOST PROPERTY**

On occasion children like to bring toys and personal items to school. Please name any items brought to school and discourage children from bringing valuable items as they can get lost or damaged. The Department of Education and Training will not take responsibility for any loss or damage to personal items. Bringing money to school is discouraged unless it is for specific event and should be enclosed in a sealed and labelled envelope as previously stated, e.g. fundraising days.

If your child does lose any items of clothing, please come and look in the lost property box located in the staffroom. Names on all school uniform items helps immensely in locating the owner.

## **SCHOOL NEWSLETTER, FACEBOOK PAGE AND WEBSITE**

The school newsletter will be emailed each fortnight on a Thursday. You will need to supply us with your email address. It is an important form of communication as it keeps parents up to date with what is going on at the school. Notices regarding excursions and special events will accompany the newsletter or may be sent home separately.

The school also has a website from where newsletters can be downloaded. The address is: [www.yeringps.vic.edu.au](http://www.yeringps.vic.edu.au).

Yering Primary School also has a Facebook page which contains items relevant to school events and news.

## **REPORTING TO PARENTS**

Parents will receive two written student reports throughout the year (in June and December). In addition Parent /Teacher interviews will be conducted in June and again in December (at your request or the teachers request) to allow parents and teachers to further discuss the progress of each student.

Parents and/or teachers often need to further discuss a student's progress. This should be organised with your child's teacher at a time convenient to you both.

## **YARRA VALLEY FM99.1 PRESENTATIONS**

Students in the senior grades have the opportunity to present a 30 minute radio program once a month; this year on a Friday. The students prepare the scripts which consist of reports on upcoming or completed events, poems, short plays,

jokes and song selections. The broadcast can be heard at 10.15am on Yarra Valley FM 99.1.



## TRANSPORTATION OF STUDENTS

For whole school excursions/programs the children travel by bus/public transport/private transport. Parents provide the transport in private cars for smaller group activities such as Gr 5/6 Winter Sports, YVFM radio program, etc. Cars being used to transport must be fully comprehensively insured and registered.



## STUDENT LUNCHES

Throughout the year the school offers a variety of lunch options to the students. These include:

- **Lunch Order / Cooking sessions / Free Dress Days** on the first Wednesday of each month. Students prepare the food and can pre-order their lunch.
- **Hot Lunches** can be brought to school on **Mondays** and **Fridays** during Terms Two and Three. Children may bring food from home to be heated in the pie warmer. Food may include pies, pasties, sausage rolls, pizza, fish fingers, toasted sandwiches, pasta, leftovers, etc. Liquid foods such as soups or stews are not permitted. All food must be wrapped in aluminium foil or in an aluminium container with the child's name clearly written on the outside.



## **GRADE 6 GRADUATION**

On completion of their final year at Yering Primary School, students in grade 6 celebrate with a formal graduation evening. The event is held at a local reception centre. Grade 6 students prepare speeches and PowerPoint Presentations about their primary school years. Families and friends, as well as past and present staff, are invited to the evening.



## **WOLLOMBI CLUSTER OF SMALL SCHOOLS**

Yering Primary School is an active member of the Wollombi Cluster of small schools. The cluster also consists of Chum Creek Primary School, Dixons Creek Primary School, Don Valley Primary School, Gruyere Primary School, Hoddles Creek Primary School, Silvan Primary School and Toolangi Primary School. The cluster organises sporting activities including the annual athletic sports and cross country run and forms teams in a winter sports competition against the bigger schools. Visiting performers and special days can be organised between cluster schools for cultural and social activities for the students. Some schools in the cluster organise camps together. The principals of the schools meet regularly.

