Dear Parents,

Welcome to San Remo Primary School. This booklet is designed to provide you with some basic information to enable you to understand how our school works, and is particularly directed at parents of children who are new to San Remo Primary School. However, this document does not cover all aspects of school life, and you are encouraged to ask your child’s teacher, or the Principal, if you require further information.

At San Remo Primary School we aim to maximise learning opportunities for all students. This is done through preparation of programs that aim to provide quality teaching and learning experiences. We understand that every student is an individual and that the needs of every individual are unique.

I would like to encourage you as parents to become a part of your child’s education and to build the partnership between school and home. The teachers at San Remo Primary School welcome the opportunity to discuss any aspect of your child’s education as this will assist in helping to best meet their academic, physical, social and emotional needs. Should you have any concerns or issues you wish to discuss, please feel free to approach the staff.

Any assistance that you are able to offer at school is gratefully appreciated. Parents are a strong focus in our school community, as some parents involve themselves as classroom helpers and members of committees such as the School Council or Parents Club. Other parents also assist in many other ways.

We welcome all types of involvement, and look forward to a positive relationship with parents, in a combined effort to produce a caring, happy environment for learning at San Remo Primary School.

Karen Bowker

Principal
San Remo Primary School
School Details

School Name          San Remo Primary School
Postal Address       22 Bergin Grove, San Remo, 3927
Telephone            03 56785354
Fax                   03 56785310
Website               www.san-remo-ps.vic.edu.au
Email                 san.remo.ps@edumail.vic.gov.au

Administrative Staff

Principal            Ms Karen Bowker
Email                 bowker.karen.g@edumail.vic.gov.au

Business Manager      Ms Rosalyn Cleeland

School Council President Mr Steven Kelly

Fundraising          Mrs Lesley Oats and Mrs Sancha Stevenson

Members of Staff

Teaching Staff        Mrs Theresa Gifford-Cox, Ms Alyce Truscio, Mr John Manning,
                      Mrs Bethanie Williams, Mr Nathan Mitchell,
                      Mrs Tracey Wilson, Mr Russell Steel, Mr Ian Chambers,
                      Ms Virginia Baxter, Mrs Cathy Kallstrom, Mr Tony Latham &
                      Mr Peter Matthews

Student Counsellor    Mrs Jo Ablett

Special Needs Staff   Mrs Amber Goldsbury, Ms Kylie Howe and Meisha Milner

Out of School Hours Care (OSHC)     Mrs Jenny Ramage

Cleaning              Ms Kimberly Walsh
School calendar 2016

Term dates

Term 1
Teachers begin Wednesday 27th January 2016
Students begin Thursday 28th January 2016 to Friday 24th March 2016

Term 2
Monday 11th April - Friday 24th June 2016

Term 3
Monday 11th July - Friday 16th September 2016

Term 4
Monday 3rd October to Tuesday 20th December 2016

Term 1 Prep Information

Term 1 until Labour Day weekend - Prep students have Wednesday’s at home.

2016 Public Holidays during School Terms

Labour Day – Monday 14th March
Easter – Friday 25th March – Monday 28th March (within the term break holidays)
Anzac Day – Monday 25th April
Queen’s Birthday – Monday 13th June
Melbourne Cup Day – Tuesday 1st November

School Times

8:50am School arrival – preparation time
9:00 a.m. School begins
9:00am- 11:00am Morning session - English (writing, reading, oral language)
11:00am- 11.30am. Morning recess
11:30am- 1:30pm Morning session – Mathematics (number, measurement, mathematical thinking)
1:30pm.- 1:45pm. Children eat their lunch
1:45pm.–2:30 p.m. Lunchtime
2:30pm - 3:30pm Afternoon session – Integrated Studies
3:30 p.m. Dismissal

8.45am to 3.45pm. Duty of Care - Parents should be aware that children are supervised by staff during these times
Absences
If your child is absent from school, please send a note upon return to school, giving a reason for the absence. If the child is to leave early, a note will need to be sent to school also.

Art
Art is held in the art room. The children are introduced to many art mediums that usually link to themes or interest topics within the school or the children’s classrooms. Ms Virginia Baxter will be the Art teacher in 2016. Art will be on Wednesdays and Thursdays.

Assemblies
Monday afternoon assemblies are held between 3.00pm and 3.30pm and consist of weekly messages, awards, sharing of work, items etc. Parents and friends are welcome to attend.

Big Buddy – Little Buddy program
Soon after your child begins school, he/she will come home excited about a new special friend… a big buddy! Your child’s big buddy will be a child from grade five or six and chosen by the teachers. The big buddy – little buddy program matches children from grade five and six with children in their first year of school. The buddies share many activities together and become friends who generally look out for each other. For your prep child their big buddy becomes an extra support, helping with settling in, offering a friendly face in the playground and greatly assisting in the development of language skills.

Bike, skateboard, scooter travel to and from school
Children may ride their bikes, scooters and skateboards to and from school. Before they do so it is essential that they have a sound knowledge of the road safety rules, be proficient riders and have a well maintained bike. Children must, by law, wear an approved ASA helmet that is correctly fitted. It is recommended that children under the age of 9 do not ride to school unless accompanied by an adult. San Remo Primary School also requires all students riding skateboards and scooters to wear an approved ASA helmet. Bikes, scooters and skateboards must not be ridden within the school grounds. Bikes are to be placed in the bike shed near the basketball court. The shed is locked during the day to ensure that the bikes are safe and unlocked at the end of the day.

Bookclub & Book Fair
Scholastic - ‘Lucky’, ‘Arrow’, ‘Star’ pamphlets are given out regularly each term. Due dates and information needed to order are published the newsletter. A Book Fair is held each year as close as possible to Book Week.

Camping program
School camps are part of the children’s curriculum and as such they are encouraged to attend. The cost varies, but is always kept to an absolute minimum. All camps must be approved by School Council. Children from grades 3-6 are given the opportunity to attend camps, usually of a 3 day, 2 night variety. Grade Prep to 2 children will have a whole day excursion during the year and end the year with a pyjama party and the grade 1 & 2 having a sleepover at the school.
**Car Parking**  
The preferred parking area for our school is at the Recreation Centre at the end of Wynne Avenue. There is ample parking for parents and a safe walk to the entrance of the school for the children. Limited parking is also available on Thomas Grove and Edgar Street however it is important to adhere to the traffic regulations and signage as parents have been fined for incorrect parking. Please note that the staff car park is for staff only. Delivery vans also use this entrance.

**Clothing**  
Make sure that the clothing is suitable for the weather. Make sure that your child can fasten fasteners easily. If these can’t be managed at home, they can’t be managed at school either. **Name all removable clothing.** Shoes should be comfortable. Remember your child probably has not had shoes on very much at home during the summer. Children are not permitted to remove shoes in the playground at school and thongs, crocs or open toed shoes are not allowed for safety reasons. Make sure your child has a hat and sunscreen on a hot day. Children will need an art smock to protect them from paint and clay. An old cotton shirt with the sleeves cut short is ideal. (See uniform for more information)

**Contact with the School**  
Parents are welcome to contact the school by telephone, email, in writing or in person at any time. Our office is attended by Rosalyn Cleeland if you need specific attention such as forms etc. If you wish to speak to a teacher or the Principal it is advisable to contact the office and if that person is not available at that time a suitable arrangement for an appointment can be made. All staff members are happy to meet with parents to help ensure your child receives the best education in a safe and secure environment.

**Cultural events**  
Visiting artists, concerts, visits from school bands etc are planned by staff in consultation with the Principal. These are all approved by School Council beforehand, wherever possible. Details and permission forms are always sent home giving sufficient notice. Films with a G classification are able to be shown to children, however, films classified PG require permission from parents.

**Curriculum Days**  
The school will hold three (3) Curriculum/ Pupil free days during the school year. OSHC will run on this day. Scheduled Pupil Free days will be published in the newsletter.

**Discipline/behaviour management**  
The school has a comprehensive discipline and welfare policy in place as we all need to work together to give each child a safe and positive environment.

**Early dismissal of students**  
If your child is to leave school early for any reason, a parent or guardian must collect them. If someone other than parents or guardian are to collect children, the school must be notified and advised of who will be collecting them. If this person is unknown to the school they will need to produce identification. All children leaving school early must be signed out at the office before collecting them from their classrooms.
**Excursions**

Excursions are an integral part of the School curriculum. All excursions are supported by the School Council. Notes, permission and medical forms will be sent to parents. Every effort is made to keep the cost of excursions to a minimum. Children should wear their school uniform for excursions.

**Extreme Weather Days**

On days where the weather is extreme, raining days or hot weather days, the children may be kept inside during recess and lunchtime. On days such as these the children are supervised by duty teachers. The normal school day timetable will be followed and there is no early dismissal on these days. All classrooms are fitted with a split system air conditioning system that maintains the classrooms at an appropriate temperature in summer and winter.

**Hats**

Hats are to be worn in Term 1 and Term 4, as per the school’s Sunsmart Policy. (see sunsmart policy for more information)

**Homework**

Homework helps students by complementing and reinforcing classroom learning, fostering good study and learning habits and providing opportunities for students to be responsible for their own learning. Homework routines will differ from class to class, with each class teacher setting out routines and requirements at the beginning of each school year.

**Infectious Diseases**

The following is provided for your information. Parents are required to notify the school if children contract any infectious disease.

**Chicken Pox:** Patient excluded for at least 7 days after the beginning of the illness and until the last lesion has healed.

**Conjunctivitis:** Patient is excluded until discharge from eyes has ceased.

**Diarrhoea:** Patient is excluded until there has not been a loose bowel motion for 24 hours.

**German Measles – Rubella:** Patient excluded until 10 days has passed since the appearance of the rash.

**Glandular Fever:** Not strictly infectious. Seek medical advice and abide by that decision. In all cases, brothers and sisters should not be excluded from school.

**Head Lice:** Patient excluded from school until appropriate treatment has commenced.

**Hepatitis (viral):** Patient is excluded from school until a medical certificate of recovery is produced.

**Influenza:** Patient is excluded until completely well.
**Measles**: Patient excluded from school for at least 7 days after the appearance of the rash, or until a medical certificate of recovery is produced.

**Mumps**: Patient excluded until fully recovered.

**Ringworm**: Patient excluded from school until appropriate treatment has commenced, supported when requested by a medical certificate.

**School Sores – Impetigo**: Patient is excluded from school until appropriate treatment is being applied, and sores on exposed surfaces such as scalp, face, hands and legs are properly covered with dressings.

**Slap Face - human parvovirus B19**: Although the patient may be ill and may need rest, there is no exclusion period required.

**Whooping Cough – Pertussis**: Patient is excluded from school until five days after starting appropriate antibiotic treatment or for 21 days from the onset of coughing.

Parents should contact the school for advice about diseases not listed.

**Information Computer Technology (ICT)**

ICT plays an integral part in our curriculum. Each classroom has an interactive whiteboard and flat screen computers for the children to use. Other digital technology the children have access to in their classrooms are cameras and CD players. This equipment will allow teachers to incorporate the latest technology within their curriculum programs in their classrooms. Each child has their own login to the school server to access their work.

**Items not permitted at school**

A number of things are not permitted at school for safety reasons. Prohibited items include knives of any kind, matches, guns, glass bottles, slingshots and any other potentially dangerous or dangerous toys. Chewing gum and soft drink are also prohibited.

**Life Education Van**

As part of the Health program and Individual School Drug Education Policy (ISDES) at San Remo Primary School we have the Life Education Van visit each year. The Life Education Van aims to educate children to make informed health choices, develop and practice skills and strategies to act on decisions and recognise the values and attitudes that may influence lifestyle choices and behaviour.

**Lost Property**

To ensure lost property is kept to a minimum please label all of your child’s belongings. In the case that something is misplaced a Lost Property basket is located in the office area, please see office staff.
**Lunch orders**
The school offers sushi for lunches each **Wednesday**. The sushi is made and supplied by Youkis Japanese takeaway in Cowes and delivered to the school fresh just prior to lunch time. Children put their order in an envelope with their name and placed in the tub outside the school office.

In terms 1 and 4 the Parents Club offer icy poles and ice creams for the children to purchase each **Thursday** after lunch. Prices are advertised in the school newsletter.

In terms 2 and 3 on **Thursday** the Parent’s Club offer home made soup. Orders must be placed in the tub outside the administration building at 9am on the Thursday. **BYO mug.**

On **Fridays** the children can order their lunch from the Newhaven Store. At the beginning of the year the Lunch Order Price list is distributed with the newsletter. To order their lunch the children put their money in an envelope that has their order and name on it. This is placed in the box outside their room.

**MARC Van (Library)**
Each week the Mobile Area Resource Centre (MARC Van) visits the school. The children are given a library lesson from the accompanying teacher and are able to borrow books from the van. Mr Tony Latham and Mr Peter Mathews are our MARC Van teachers.

**Medication**
Some children require medication during the day, this may be for long term ailments (such as Asthma or epilepsy) or short term ones such as a cold. If it is a long term or chronic condition, a student Medical management Plan must be completed prior to your child attending school to enable that your child’s need are best met. It is important that the Principal and Classroom Teacher are aware of your child’s condition and medication and ensure that the medication, if necessary, is clearly labelled with the child’s name and dosage.

If it is a short term ailment such as a cold teachers are unable to take responsibility for administering medication. You may come to school to administer it yourself, or keep the child at home.

**Money**
When children bring money to school, please place it in a securely sealed envelope, usually provided by the school, labelled with the child’s name, the reason for the money and the amount enclosed.

**Music**
Our music teacher, Mr Ian Chambers is a very experienced music teacher and a wonderful musician in his own right. In music lessons he encourages the children to use a variety of instruments to produce music and sounds, sings songs and performs drama. The children all enjoy music on either Monday or Tuesday. Ian also offers guitar lessons, details will be published in the newsletter.
Newsletter
A newsletter is published each week and is uploaded to our school app on Tiqbiz. This outlines all important dates, events and news of school life. The newsletter can also be accessed on our website each week.

Out of School Hours Care (OSHC)
Before School Care, After School Care and Vacation Care come under the heading of Out of School Hours Care (OSHC). Before School Care operates 5 mornings a week, Monday to Friday from 7.00-8.45am. After School care operates 5 nights a week, Monday to Friday from 3.30 to 6.00pm. Vacation Care is currently being reviewed and may be available 8 weeks of the year in School holidays.

Payment for Before and After School Care varies according to a family’s eligibility for Childcare Assistance (most families are eligible). Our coordinator, Jennifer Ramage can assist you with the necessary forms when you enrol and will be able to give you more accurate information on payment. Children are supervised in a range of activities which included cooking, craft work, sport, games etc. Children are provided with breakfast and afternoon tea depending on the service. An annual enrolment form is required at the beginning of the year. Bookings are also needed for your child to be in these services as places are limited.

Information on Vacation Care is included in the school newsletter prior to each holiday period. There are 15 places available for Vacation Care and bookings are essential.

Parent Assistance
We are always pleased to accept offers of assistance from parents. Many parents help with reading, working with children in classrooms, assisting with sports coaching or helping with special programs. Please contact your child’s teacher if you would like to help in this way. Should you possess some particular skill, or have a great interest in some area that you would like to share with the children (not necessarily in your child/ren’s age group) please let us know as we appreciate all help offered.

Parents are welcome to bring their pre-school children when assisting but must ensure that they do not disrupt children in the classroom.

Parents Club
All parents are welcome to attend these very informal meetings. The Club aims to support all school activities, organising fundraising events and helping out with other things that are happening in the school. Meeting dates and times are published regularly in the newsletter.

Parent / Teacher interviews
Parent /Teacher Interviews are conducted twice each year, usually in first term and also to support the children’s reports in June/July, but can also be arranged on request at other times. Please make a time suitable to both the teacher and yourself. The best time is usually after school.

Personal treasures
Please discourage your child from bringing valuable toys or games to school as these may be accidentally lost or damaged. (see also Items not permitted at school)

Photographs
These are taken annually, usually at the beginning of the school year in first term. Photography costs and quality are the main prerequisites for deciding which company to invite to the school.
**Physical Education (P.E)**

PE is conducted as a specialist program for 1 hour a week. In the specialist PE program the children focus on movement, ball skills, game skills and fitness. This session complements other P.E. activities that happen in the classrooms. We are fortunate to have the use of a full size basketball court at the Recreation Centre where the children can participate in P.E. away from the sun in summer and wind and rain in winter. The P.E. program is run by Cathy Kallstrom (Prep-grade 4) and Virginia Baxter (grades 5 & 6).

**Policies**

School Council constantly review and ratify policies of the school when necessary. When this is completed copies of the new policy are distributed to parents. If you wish to view current policies please feel free to contact the Principal.

**Queries or concerns**

If you have any queries or concerns regarding your child at school please do not hesitate to speak to their teacher or the Principal, Karen Bowker. Often discussing your queries or concerns with someone enables for them to be solved or lessened. We pride ourselves on being a caring, community school.

**Recreation Centre**

San Remo Primary School is fortunate to have the use, during school hours, of the Recreation Centre that is adjacent to our school. Assemblies on Mondays, PMP and P.E. are able to be held in the Rec Centre.

**Regular sleeping patterns**

School is an enormous and exhausting experience for all children. Try to help your child by ensuring regular and adequate sleeping patterns. Please try to be punctual. Ensure that your child is at school ready to begin at 9.00 a.m. and picked up at 3.30 p.m.

If you are unable to pick your child up at 3.30 p.m., please let the school know so your child does not worry that you are late. Out of School Hours Care (OSHC) is also available for before and after school should you need it, for more information on this please look under Out of School Hours Care (OSHC).

**Reporting to parents**

Reporting to parents is an important part of education. School reports are issued twice during the year. Students will bring progress reports home in June and December.

Parents are encouraged to communicate regularly with teachers to ensure they are fully aware of their child's progress.

**School banking**

All children have the opportunity to open a savings account with the San Remo Bendigo Bank. The Bendigo Bank collects the children’s bank books from the office each Monday morning and returns them the next day. If you are interested in opening an account for your child please visit the Bendigo Bank to organise this.
School closure days
The first day of the school year, Wednesday 27th January is a planning and preparation day for teachers. This is pupil free day for children. Children (except for Preps) begin on Thursday 28th January 2016. Other pupil free days will be published in the newsletter.

School Council
School Council meets 8 times a year, usually 2 per term on a Tuesday at 7.00pm at the school. School Council members are elected for a two year period with elections usually occurring in February. Details of the elections and of the Public Reporting meeting are published in the Newsletter.
School Council is an open forum with anyone allowed to attend however if they wish to bring up an issue then it must be through a School Council member in accordance with the Standing Orders. Each year a new President, Vice President, Secretary, Assistant Secretary and Treasurer are elected for a one year term. Minutes are circulated to all School Councillors and extra copies are placed in a plastic pocket outside the School Office for any interested people.

School material and program charges
School material and program charges cover your children’s stationery and class set needs, artistic performances or clinics and Life Education Van. School Council review these charges annually. The booklist costs are itemised at the end of each year and are available for parents to pick up and pay for at the beginning of each year.

Specialist programs / teachers
As well as a comprehensive P-6 curriculum offered at the school we also have specialist teachers who take each grade for a specific time period during the week. In 2016 we are running specialist programs in MARC Van (Library), Physical Education (P.E.), Art and Music. The timetables for these programs are usually included in each teachers information pack sent home with each student at the beginning of the year. (see MARC Van, Physical Education, Art and Music for more information)

Strategic Plan
The School’s Strategic Plan is a Department of Education requirement that each school develops to meet the needs of the school. It sets out the School’s goals, priorities, curriculum details, codes of practice and accountability measures. It is a 4 year document with schools undergoing a four year review prior to writing the Strategic Plan. It is a public document and is available from the office if you wish to obtain a copy.

Student Insurance
All San Remo Primary School students are covered by a blanket Accident Insurance Policy which is taken out by School Council. If you require more details or need to make a claim please contact Rosalyn Cleeland at the office.

Sunsmart policy
As a part of our Sunsmart Policy all children will be required to wear a broad brimmed hat at all times when outside during Terms 1 and 4. Children who do not wear a hat to school will be required to sit in the shade during recess and lunch times.
Supervision
The staff at San Remo Primary School do their utmost to ensure that all children receive the best care and attention. Children are supervised between 8.45am and 3.45pm each school day. Sometimes accidents do occur or children fall ill at school, in which case we need to have a current emergency telephone number and contact person. If there are any changes to your child’s emergency information please notify the school at your earliest convenience.

Swimming
Each year the children are involved in a water familiarisation program conducted over four weeks either at the beginning or end of the year depending on the grade level (Grades 3-6 at the beginning of the year and the Prep-Gr 2 swimming program is at the end of the year). The lessons are conducted at the Wonthaggi YMCA. Children travel by bus to the centre. Information concerning the program is distributed to the children when details are finalised.

Things your child will need
• Play lunch, usually including a healthy snack such as fruit, cheese, nuts and maybe a treat.
• Lunch every day, usually a sandwich or dry biscuits, roll etc
• Drink bottle with water or juice, soft drink is not allowed in accordance with Department of Education Policy.
• Lunchbox for this to be packed into, the thermal bags are a great way to keep lunches fresh, especially in summer.
• A school bag.

Transition program
Our transition program for Kindergarten to Prep occurs in fourth term. Kinder students usually have four familiarisation sessions designed to make them feel comfortable in beginning school the following year. This has been a very successful program with most students excited about beginning at school. The first session is usually an hour in duration with the final session being a half day at school. Each session is conducted by the teacher that will be teaching your child in 2016. Details of the transition program will be distributed to the local kindergartens in third term.

Uniform policy
Correct school uniform encourages a positive spirit within the school and a sense of identity. Uniforms are preferred for all children. School uniform can be ordered from the school office, with sizes 4 – 14 available. All orders must be accompanied by payment. The uniform consists of;
• Red windcheater or jacket (fleecy or polar fleece)
• Red polo shirt
• Blue track suit pants, cargo pants, skirts or shorts
• Red/white check dress
• Navy wide brimmed hat (summer) which is available from the school
We aim to keep a small supply of Polo shirts and windcheaters, shorts, pants and skirts in stock however uniform orders are placed with the supplier at least twice a year. There is also limited second hand clothing available that is in clean and neat condition. Please mark uniform items clearly as it helps your child to identify their property and prevent loss.
**Visitors to the school**
All visitors to our school, including parents, are most welcome and will need to register at the office. This allows us to keep track of which adults are in the school at any time in case of emergency.

**Voluntary Contributions**
Parents are invited to pay a small voluntary contribution each year which is used to help with upgrading our computers and laptops in the classrooms.

**Website**
Our school website is [www.san-remo-ps.vic.edu.au](http://www.san-remo-ps.vic.edu.au). On our website you can find information about the school including forms and documents such as our newsletter, enrolment forms, information booklet and OSHC information.

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`We have tried to include detailed information within our information booklet that is correct at the time of publication, however there may have been an aspect that you have been looking for and we have not included or information may have changed due to circumstances, please contact the Principal, Karen Bowker, if you would like to know more. We also encourage feedback so that we can make this booklet informative for parents.`