This booklet is designed to help you understand some aspects of the school’s operation.

Starting school (or changing school) is an important step for you and your child. It can also be rather frightening for some children, and as first impressions are important, we try to integrate children into the classroom with as little fuss and bother as possible.

Teachers are well prepared. They understand children and know how to cope with new students. School adjustment is initially much easier for both the child and the teacher after the parents leave, but if you as a parent wish to stay, you are welcome.

It is important, if the school is to play its full part in the education of your child, that close contact be maintained between teachers and parents, not only in the beginning years, but throughout school life.

An Open Day and Information Morning and Evening are held in Term 2 and two ‘Getting Ready for School’ nights are held in Term 3 to assist parents in becoming familiar with the expectations of school. Kinder and school visits commence in Term 3 while Familiarisation and Transition Days are organised in Term 4 for children beginning school. Other information sessions are held at each year level early in the school year and parents are encouraged to attend. Times will be set aside for teacher, parent and student interviews and these are very important. Written reports will be provided each half-year in July and December. They are placed in your child’s Learning Portfolio, which provides an ongoing record of your child’s progress.

Rest assured that our focus will be the wellbeing and education of your child. With your support, we will strive together to provide a primary education that will be happy and exciting and help your child realise their potential.
History of White Hills Primary School

Primary School No 1916 opened in Napier Street on 1st July, 1877.

One hundred and eight years later this new site in Plumridge Street was purchased and officially opened by the Minister of Education Mr Lindsay Thompson.

In August 1983, Education Minister Mr Robert Fordham set up a local planning committee to develop an educational brief as a basis for a new school. On approval of the brief we secured the appointment of local architect, Mr David Breaden. Tenders were called in February 1984 and let by the P.W.D. to Hookers Builders. The local planning committee carried out close monitoring throughout construction.

Joint school community use of facilities was planned for, with particular emphasis on the multi-purpose hall, meeting room, canteen, toilets and showers, sports ground and parking.

Mr Robert Fordham - Deputy Premier, officially opened the new building on Friday, 18th October 1985.

On 16th May 2011 the Peter Davey Building was officially opened by Mr Steve Gibbons MP. Named after previous principal, Peter Davey, this building was constructed through funding from the Federal Government’s Building the Education Revolution Program. The building features modern and spacious learning spaces for our Grade 1 and 2 classes.

Landscape and grounds development has subsequently been undertaken mainly through the Handyman/Grounds person, working bees by parents and staff, and funds raised through the Fundraising Committee and School Council.

Two large covered playgrounds, (one for Prep use), were constructed. In 2006, through a grant from the Abbott Trust, a fitness area was developed for school and community use, while a large cover was placed over both basketball courts providing shade and wet weather cover. Continuing with our goal to improve our student’s learning environment a large sport's shed was built to enable Physical Education classes to be held in all weather. The floor of this building and one basketball court has been covered with artificial turf. A 150,000 litre tank has been placed to collect the water from these two large structures to assist with the watering of the school gardens, whilst connection to reclaimed water has resulted in our oval being green at all times.

Internally, the school environment has also been enhanced by continuous maintenance and improvement. All classrooms have been fitted with interactive whiteboards to further engage students in learning, while a music centre with a stage area has encouraged the creative and musical development of our students.

We are proud of our school and the environment that has been created.

We welcome you and your family to our school community and invite you to join in and take part in activities, programs, planning, ground maintenance and improvement.
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1. **After School Care**

An After School Care Program, run by Camp Australia, operates from 3.30pm until 6.00pm on school days. To enrol, phone 1300105343 or visit the Camp Australia website [www.campaustralia.com.au](http://www.campaustralia.com.au). Enrolment forms are also available at the office.

2. **Attendance**

   a) **Absences.** A brief note explaining the reason for an absence is legally required; however, a phone call or personal contact with the class teacher or office will suffice. Absence notes are available from the office. Children are not permitted to leave the school ground during school hours. Every endeavour should be made to see that your child attends school regularly. Reluctance to come to school is so unusual these days that it warrants investigation. Please let us know if this happens.

   b) **Arriving late.** Parents must sign students in at the office in the sign in / out book upon arrival at school. The tear off slip is to be handed to class teacher.

   c) **Leaving early.** If it is necessary to take your child away from school during school hours, including lunchtimes, the class teacher/office must be advised and the sign out book at the office MUST be filled in and the tear off slip handed to the class teacher.

   d) **Collecting children.** Make certain your child and your child’s teacher know where he/she is to be met and who will collect him/her after school, especially if it is someone different.

3. **Art**

To protect clothing, children are required to wear a smock during all art sessions. Smocks can be bought from the school Uniform Shop. Please name the smock clearly. With Junior School children a large name on the front of the smock would assist in the distribution. In the case of older children, an old, oversized shirt is sufficient. Again, please name clearly.

4. **Student Bank Day**

Student Bank day is on Tuesday. Commonwealth Bank Dollarmite deposit books and money are to be left at the office by 9.00am on Tuesday morning. We endeavour to process the children’s banking on the same day so that the bank books can be returned to the classroom on the same day. Please don’t worry if the bank book doesn’t come home straight away as this means there has been a delay in the processing of the books. The Commonwealth Bank provides a deposit coupon book.

5. **Bicycle Area**

The Bicycle area is locked between 9.00am - 3.30pm on school days. Do not leave your child’s bicycle/scooter in this area after hours as it is not locked.

6. **Buddy System**

Grades participate in a buddy system where children from the higher grades are paired for the year with a younger child and assist this child in different activities in the classroom and the school yard. In the case of prep children, this occurs during the first weeks of school when they are paired with a Grade 5 student.
7. Camping Program P - 6
A developmental outdoor education / camping program is organised from Prep to Grade 6. As well as classroom activities, the following programs are organised:

**Preps:** Tea and games at the school

**Grade 1:** Tea and activities

**Grade 2:** One night sleep over at the Discovery Centre Bendigo

**Grade 3 & 4:** Camp - two nights and three days

- Grade 3 - Camp Currumbene, Corop and Grade 4 - Derby Hill, Maldon

**Grade 5 & 6:** Camp - two nights and three days

- Grade 5 - Phillip Island Adventure Resort and Grade 6 camp - Anglesea

*With all the camps we endeavour to keep costs as low as possible to enable all children to attend. A time payment system, commencing in Term 2, assists parents with payments. Camp payments can now be made via the school’s Qkr smartphone app. It is White Hills Primary School Council Policy that a non-refundable deposit of $40.00 is paid for the Grades 3 - 6 camps.*

8. Canteen
The canteen operates for lunches every Wednesday and Friday as a service to the children. Prices are kept as low as possible to assist parents but as a result volunteer helpers are required to assist the canteen supervisor prepare lunches from 12.30pm on these days. Rosters and canteen information are in the Canteen section of the ‘White Hills Weekly’ newsletter. Lunch orders can now be made via the school’s Qkr smartphone app. Lunch bags are on sale from the canteen or the office. All children **MUST have individual lunch bags, NOT** one per family. Canteen lists and prices are issued approximately twice during the year. The canteen operates every lunch time by rostered senior pupils who are supervised and assisted by teaching staff for sales of yoghurt, sultanas, popcorn, fruit juice, slushies, etc. Children are discouraged from bringing large amounts of money to school for spending at the canteen, a maximum of $1.00 for canteen spending is suggested.

*Food sold at the Canteen is approved by the “Go for Your Life” Program.*

9. Chaplain & Student Wellbeing Officer
We have a chaplain who works 2 days a week with teachers and children. His role is to assist children, teachers and parents in welfare issues.

A Student Wellbeing Officer is also available 3 days a week to provide assistance to students and families, facilitating access to various support services.

**Breakfast Club** - A Breakfast Club is held on Wednesday and Friday mornings at the school canteen. Children are welcome to attend and receive toast and milo for breakfast from 8.15am.
10. Clothing

a) Lost Property
Each year the school disposes of many bags of unclaimed clothing, some of it quite new. We endeavour to prevent this but unless a garment is NAMED and enquiries made, it usually finishes up in the ‘lost property area’. Unclaimed items are held for several weeks before being disposed of. Please clearly mark each article of your child’s clothing and ALL personal belongings with permanent markings. ‘White Out’ and ‘puff paint’ is effective in labelling dark coloured clothing.

b) Unacceptable – not to be worn
Thongs, slip-on shoes and skate shoes are not to be worn, footwear must be lace-up or velcro sneakers in plain colours fluoro or bright colours not recommended.

c) Uniform
School Uniform is compulsory.
A school uniform has been decided upon by the Parents Club and approved by the School Council.

BOYS
Winter
Navy Track pants – NO stripes, logos or large pockets
Navy or pale blue long sleeved polo shirt
Navy windcheater, Bomber jacket or Sports jacket
Shoes - for Preps preferably with buckles or Velcro rather than laces as they are easier to put on (NO fluoro or bright colours to be worn)

Summer
Navy or pale blue polo shirt
Navy shorts/basketball shorts
Navy windcheater, bomber jacket or sports jacket
Navy Hat - wide brimmed (bucket hat is not suitable)
Shoes - for Preps preferably with buckles or Velcro rather than laces as they are easier to put on (NO fluoro or bright colours to be worn)

GIRLS
Winter
Navy Track pants – NO stripes, logos or large pockets
Navy or pale blue long sleeved polo shirt
Navy windcheater, Bomber jacket or Sports Jacket
Shoes - for Preps preferably with buckles or velcro rather than laces as they are easier to put on (NO fluoro or bright colours to be worn)

Summer
Dress - school check
   Navy or pale blue polo shirt
Navy Skorts, Shorts, Basketball shorts or Bike shorts
Navy windcheater, Bomber jacket or Sports jacket
Navy hat - wide brimmed (bucket hat is not suitable)
Hair ties and head bands are to be navy, pale blue or school check.
Shoes - for Preps preferably with buckles or Velcro rather than laces as they are easier to put on (NO fluoro or bright colours to be worn)

Track pants, windcheaters, bomber jackets, sports jackets, polo tops, shorts, skorts, school dresses, art smocks, school bags, library bags and hats are available for purchase from the Uniform Shop.
11. Concerns
Any concerns you may have about staff, teaching or happenings at the school need to be directed first through classroom teachers, and if not resolved, through the Principal or Assistant Principal. Parents are reminded that they are always welcome at the office and should feel free to call in or phone to make an appointment.

12. Custody / Legal Documentation
Copies of any custody documentation should be presented to the Principal and/or Assistant Principal. Possession of relevant documentation is a legal necessity to enable the Principal to enact custody/access-related instructions. Schools are not visitation centres & parents should make themselves familiar with the school’s Visitors policy (available online or upon request).

13. Drug Education
As part of our Health program all children participate in our Drug Education program. This program develops self-esteem and provides children with a variety of ways to keep themselves safe, healthy and happy.

14. Enrichment Programs
White Hills Primary School aims to develop well rounded members of the community by providing all students with opportunities to participate in special enrichment programs to develop skills in leadership, teamwork, sports & the arts. These programs include leadership and community service, opportunities to excel in the Arts (Multi Instrumental Band & Choir), the bi-annual whole school production, Aerobics and Energy Breakthrough teams, and the school’s end of year Christmas concert.

15. Excursions & Performances
Performances and Major Excursions enable us to extend the opportunities for learning. These experiences are a valuable, planned and integral part of the school program.
In order to keep costs to a minimum and to enable every child to attend, performances can be ‘prepaid’ as a part of the ‘Special Events’ (see No.41 School Council) which covers: Performances to the value of $17.00 per student.
In addition, one major excursion may be planned for each class each year. Where major excursions are away from Bendigo, parents will be notified in advance and asked to pay the cost of transport and admission fees, for their child / children. A signed consent and medical form accompanying payment will be required. Payments can now be made via the school’s Qkr smartphone app.

16. First Aid
At school we have qualified ‘Level 2’ First Aid Officers. If your child is ill or injured he / she will be treated at school, and if the need arises, you will be contacted. For this reason we must have two additional people listed as emergency contacts (aside from parents) on your child’s file. It is very important that this be kept up to date. If your child receives treatment at school you will be notified via a written note.

17. Friends Stop
Assists children to form friendships and to ensure all students have someone to play with in the yard, a ‘Friends Stop’ operates during playtimes. Children wishing to meet new friends, or who feel lonely in the yard, go to the Friends Stop where the Duty Teachers assist them in finding someone to play with.
18. Gardening

a) Handyman / Grounds Voluntary Levy
The School Council has set a $25.00 voluntary levy per family, to assist with the cost involved in maintaining the grounds and buildings. Without employing our Handyman/Grounds person we would need each family to assist approximately 4 times per year in maintaining our school grounds. Apart from this levy, it is envisaged that there will be one working bee a year.

b) Gardening Club
As part of their community work, the Grade 6 students are given the opportunity to be part of the school Gardening Club, where they learn gardening skills in planting, weeding and caring for the school garden beds.

19. Go for Your Life School
White Hills Primary School is a Kids – ‘Go for Your Life’ Award School. Our school has always regarded the healthy development of our students an important part of learning. Healthy eating and physical activity are associated with improved learning and concentration, better mood and behaviour, healthy growth and weight and lifelong health and wellbeing.

20. Hats / Sunscreen
It is School Council policy that ALL children wear a wide brimmed hat when participating outside in sport or physical education and at recess and lunchtime. This is in line with the Anti-Cancer Council’s guidelines, with ‘hats off’ and ‘hats on’ determined according to the UV ratings (parents will be notified via the ‘White Hills Weekly’ newsletter). Children will be excluded from physical education, sport, lunchtime and recess activities if they do not have the correct form of protection. Hats are to be worn at camps and out of school activities as required. Sunscreen is provided at school. If your child has allergies to certain brands, we ask that parents provide a suitable sunscreen for your child. Please write the child’s name on the sunscreen.

21. Health

a) Accidents / Illness
Parents will always be contacted if the first aid officers feel that a child is too ill for school.

b) Emergency Information
A file of emergency information is kept at the school so that parents can be contacted if any child has a serious accident or becomes ill at school. It is essential that parents let us know of any changes to address or telephone numbers.

We do have a First Aid area at school, but school is no place for a sick child.

c) Medical Conditions
Please be sure to tell the teachers of asthma, allergies or any other medical conditions of which they need to be aware. Special provisions are made at school for the care of children suffering from asthma or allergies. Please feel free to discuss problems of this nature, or any doubts and questions you may have, with the class teacher.
d) **Headlice**
Periodically there are outbreaks of headlice, and contrary to popular belief, they do not need dirty heads to live on; they will infect any head. Please notify the school if your child has headlice.

**DEECD regulations state that children with headlice must be excluded until treated.**

Additional support to families is provided through our Parent-Managed Headlice Program. Our group of parent volunteers are trained by the school nurse and sign confidentiality agreements. Headlice checks are conducted at least once per term and families are notified of the outcome in writing. A copy of the school’s headlice policy and procedures is available upon request. You will be asked to sign a consent form upon enrolling your child.

In addition, we ask every parent to:
- Inspect your children’s hair at regular intervals as this will reduce the chance of an outbreak.
- Inform the school whenever lice are detected.
- Give proper treatment.
- Tie back long hair rather than have it loose.

**e) Medication**
If your child has a condition and needs to take medicine or tablets of any sort during school hours, please contact the school office who will ensure that these are taken on time. It is dangerous to allow small children to be responsible for this. Send only the required dosage, clearly named, including time to be administered and details of any injury / illness / medical treatment. Medication **MUST** be left at the office.

**f) Anaphylaxis**

*Our school complies with the order and guidelines of Anaphylaxis management according to Ministerial Order 706.*

We have several children at school who have a life threatening allergy to nuts. Parents are requested that nuts, peanut butter and Nutella are **NOT** brought to school but rather used as a snack at home.

**Procedure**
ID cards are made of each child with Anaphylaxis and carried by teachers on yard duty. Pictures and information for each student is also kept in each relevant classroom, including specialists.

Walkie Talkies are used as a form of communication between teachers and First Aid staff.

All Epipens are kept in a secure location at the front office. They are clearly named for easy access in case of emergency. Each individual Anaphylaxis Management Plan is kept with the Epipens. Template management plans are available online or at the office.

**f) Infectious diseases**
Up to date information is published in the ‘Weekly’.

Some diseases require exclusion from school. If in doubt contact the office for information.
<table>
<thead>
<tr>
<th>Disease of Condition</th>
<th>Exclusion from school</th>
<th>Exclusion of contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Until fully recovered or at least one week after the eruption first appears</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Conjunctivitis-acute infection</td>
<td>Until discharge from eyes has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Until receipt of a medical certificate of recovery from infection</td>
<td>Domiciliary contacts excluded until investigated by a health officer of the Department of Human Services, and shown to be clear of infection.</td>
</tr>
<tr>
<td>Giardiasis (diarrhoea)</td>
<td>Until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis (infection hepatitis)</td>
<td>Until receipt of a medical certificate of recovery from infection, or on subsidence of symptoms.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Until recovered from acute attack</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo (school sores)</td>
<td>Until sores have fully healed. The child may be allowed to return provided that appropriate treatment has commenced and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressings.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Until receipt of medical certificate of recovery from infection</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Until at least five days from the appearance of rash or until receipt of a medical certificate of recovery from infection</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Until receipt of medical certificate of recovery from infection</td>
<td>Domiciliary contacts must be excluded until they have been receiving appropriate chemotherapy for at least 48 hours</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Parvovirus (Slapped Cheek)</td>
<td>Not excluded/unless generally unwell</td>
<td>Pregnant women should not come in contact with.</td>
</tr>
<tr>
<td>Pediculosis (head lice)</td>
<td>Until appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Pertussis (whooping cough)</td>
<td>Until two weeks after the onset of illness and until receipt of a medical certificate of recovery from infection</td>
<td>Domiciliary contacts must be excluded from attending a children’s services centre for 21 days after the last exposure to infection if the contacts have not previously had whooping cough or been immunised against whooping cough.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Until at least 14 days after onset of illness and until receipt of a medical certificate of recovery from infection</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Until appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rotavirus (diarrhoea)</td>
<td>Until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella</td>
<td>Until fully recovered or at least 5 days after onset of rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Shigella (diarrhoea)</td>
<td>Until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Until receipt of medical certificate of recovery from infection</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Trachoma</td>
<td>Until appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Until receipt of a medical certificate from a health officer of the Department of Human Services that the child is not infectious</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Typhoid &amp; Paratyphoid</td>
<td>Until receipt of a medical certificate of recovery from infection</td>
<td>Not excluded unless a medical officer of health or a health officer of the Department of Human Services determines exclusion is necessary</td>
</tr>
</tbody>
</table>
22. **Healthy Relationships & Values Program**
All students Prep-6 participate in the Relationships and Values Programs in conjunction with our ‘You Can Do It’ lessons. Different values are taught to nurture the full development of the children and their awareness of the needs of others. Values covered include consideration, friendliness, kindness, honesty and truthfulness.

23. **Hours of Supervision**
Teachers are on yard duty from 8.40am until 3.45pm. If children arrive before or leave after these times it must be realised that teachers are not on yard duty and duty of care rests with parents. Children not picked up after 3.45pm will sit under supervision in the school foyer area while parents are contacted.

24. **Insurance on Items Brought to School**
Any private property brought to school is NOT insured, nor is the DET responsible for any loss. Parents are reminded of this Government policy, as expensive personal goods are often brought to school by students to display, play with, or simply to show other children.

25. **Interviews**
Mandatory interviews are held twice a year. The first, early in Term 1, is for goal setting and for the child’s teacher, child, and the family to meet. The second in mid-year is a Student-Led Conference where students, teachers, and parents review and set new goals and discuss progress made. Further interviews will be arranged if requested by teachers or parents.

26. **Jewellery**
Apart from watches, jewellery is not appropriate for school wear. Earrings, other than studs, are especially dangerous and MUST NOT be worn to school.

27. **Leadership Program**
Students in Grade 6 participate in a Community and Leadership Program to develop responsibility and citizenship. They are involved in leading assemblies, social service events and visits to other sections of our community, including aged care centres.

28. **Learning Portfolios**
The Learning Portfolios, along with Parent/Teacher Interviews and formal reports, keep you informed of your child’s development.
The portfolios will be sent home once a term. Over the year, they will contain work samples with student comments and self-assessments chosen by the student and some samples chosen by the class teacher, indicating your child’s progress at school. Your child’s portfolio will also contain information pertaining to classroom programs and individual learning goals.
Accompanying the work samples will be teacher notes describing the purpose of each activity, together with an evaluation of your child’s achievement. Where appropriate we will make suggestions for follow up tasks.
At mid-year and at the end of the year, a written report showing your child’s progress in all areas will be sent home in your child’s portfolio.
At the beginning of each term, a curriculum planner that outlines to parents what activities will be undertaken during the term will be placed on the school website under the ‘Curriculum’ tab.
As parents, you play a crucial role in the successful implementation of the portfolios. It is expected that you will read through the portfolio with your child and discuss his/her achievements. Parents are encouraged to make comments on portfolio entries and **must sign to indicate that they have looked at the work.** Unsigned portfolios will be sent home again to ensure that you have taken the opportunity to review your child’s progress and make comment. Parents are welcome to make an appointment with class teachers to discuss their child’s progress at any time during the year. All parents will be allocated an interview time mid-year to discuss their child’s progress. Please return the portfolio promptly to allow teachers time to read your comments, and to continue collating portfolio entries. We hope that you will find the portfolio an informative, cumulative and descriptive record of your child’s progress and achievements.

**29. Levy, Fundraising & Finances -** See School Council

**30. Library**
All children in the school are able to borrow library books to take home. Prep pupils will not start immediately, but all other grades will begin borrowing at the commencement of the school year. **All** children must have a named, waterproof library bag.

**31. Lunch**
Children are expected to have lunch at school. Glass bottles are not acceptable drink containers. Make sure that your child has lunch in a clearly named container. All students are encouraged to eat healthy snacks and lunch while at school. With Prep children, explain about ‘snack’ and wrap it separately to lunch. Children are encouraged to have brain food in the classroom which can consist of carrots, cheese, sultanas, chopped fresh fruit and vegetables. Children eat their lunch under a teacher’s supervision. Many children may not eat their lunch because they do not like it, or there is too much. Our job is to ensure they eat it; yours is to provide lunch they will eat, with an adequate quantity. We endeavour to send uneaten lunch home, as an indication to you of your child’s school eating habits.  

*Due to the number of students that have major allergies to NUTS, parents are requested to not send any food items containing NUTS.*

A drink bottle, with screw top lid, filled with water only for classroom use, is required. Teachers can monitor whether a child is drinking enough water during the day this way.

**32. Money Sent To School**
Any money for excursions, swimming, camps, etc. is to be sent to school in the school payment envelopes provided by the school with the child’s name, grade and what the money is for clearly written on the front. Please make sure the money will not slip out of the envelope. This envelope is then to be placed in the Post Box slot at the office on arrival at school. School payment envelopes are available from the school office. Please note that the school has EFTPOS facility and payments can also now be made via the school’s Qkr smartphone app.
33. Music / Drama Program
The music program is a very important part of our curriculum. Musical talent and expertise from within our staff is capitalised upon, and often augmented by other instruction as we can arrange.
A Music / Drama specialist is employed to provide classes with formal Music / Drama lessons. The children in Grades 3, 4, 5 and 6 are also given the opportunity to join the school choirs and multi instrumental bands.
The next whole school production will be held in 2015, with the Grade 5 and 6 students taking lead roles and the Prep to Grade 4 in supporting roles.
Guitar, piano/keyboard and drum lessons are provided during school times by private music teachers. Children attending these lessons will pay their fees directly to the music teacher.

34. Newsletter
White Hills Weekly - A weekly newsletter is distributed to families via an email link to the school’s website each Thursday. It is a parental responsibility to access the newsletter electronically and read it. If you do not have access to the internet or email, a hard copy of the newsletter can be requested in writing from the office. Parents will be asked to provide an email address upon enrolment. This ensures a weekly email message, with a link to the newsletter, is sent to all families.

35. Parents Club
The Parents Club works for the betterment of the school and the pupils. All parents are most welcome to attend. Voting membership of the Parents Club is $2.00 per annum.
Attendance at monthly meetings brings you into regular contact with other parents with similar interests, and enables you to keep abreast of school developments.
Meetings are conducted on the first Wednesday of each month at 9.30am (January excepted).
Office Bearers: Nicole Logan - President, Kim Engi - Vice President, Mary Mitchell - Secretary

36. Parent Help
Our school policy recognises the importance of the role of parents within the school and their assistance is encouraged. Many aspects of our school program could not be implemented without the active help of parents. Teachers will notify parents of their individual needs.
Parents’ Chat and Cuppa - At the start of the school year a Parents’ Chat and Cuppa morning is held for Prep parents to meet each other and discuss ways to help their children settle into school. Information is provided in the school newsletter.

37. Parking or Driving in School Ground
Do not drive children into the school grounds
Children are required to be set down on the footpath and walk into the school ground. School driveways are for in and out traffic and are not considered safe for dropping off children.
Drop-off parking
The parking bays on the roadway in front of the school are designated morning drop-off and afternoon pick-up zones. Cars parked in this area must not be left and have a drop off / pick-up time limit of 2 minutes.
Bus parking bay
This parking bay is strictly reserved for buses and is to be kept clear at all times.
• Parents of children with special needs may be given special dispensation to park inside the school grounds.
38. Photos
School photos, including class, individual and family photos, will be taken during Semester 1. Parents will be notified of the date and cost of these photos a month before they are taken.

39. Religious Education
The school does not currently provided a Religious Education program.

40. School Crossing
A School Crossing is provided in Plumridge Street.
If you drop off or pick up your child at the school, please ensure that you do not stop within the defined area of the crossing. It is illegal and periodically there are police checks. Your cooperation in this matter is requested.

**Crossing** Plumridge Street near the bridge is **not** allowed. All children **MUST** use the supervised crossing. Children **MUST** cross between flags, as indicated by the crossing supervisor.
‘U’ **turns** are illegal in front of the school, as designated by the road signs and the speed limit is **40 at all times**.

Parking is also available at the back of the school in Bosquet Street. Parents are asked not to park in the signed “No Standing Area” near the back gate. For safety reasons children must not cross Bosquet Street without an adult.
The area at the back of the school is supervised until 3.45pm, after this time, children will be supervised in the front office area until collected.

41. School Council
**2014 / 2015 School Council Members**

<table>
<thead>
<tr>
<th>Principal / Executive Officer</th>
<th>Mr Damien Jenkyn</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Mr Kingsley Morse-McNabb</td>
</tr>
<tr>
<td>Mrs Samantha Lempio- Franklin</td>
<td>Mrs Tanya Miles</td>
</tr>
<tr>
<td>Mrs Maika Wither</td>
<td>Mrs Kristi Coller</td>
</tr>
<tr>
<td>Mrs Kelly Adcock</td>
<td>Mrs Lauren Ray</td>
</tr>
<tr>
<td>Mrs Jan Ellis</td>
<td>Mrs Kylie Pitt</td>
</tr>
</tbody>
</table>

The Department of Education and Training (DET) pays staff salaries but a quarterly grant is disbursed on essential items such as furniture, postage, phone, gas, electricity accounts, water rates, photocopying, paper, tools, books, minor repairs, equipment and toilet rolls. The school also receives a grant for the employment of a cleaning contractor, for employing emergency teachers, and for the maintenance of the buildings and grounds. The School Council decides how to spend this money on the essentials of school maintenance and supplies.

The grant is does not to cover the purchase of all supplies and equipment, hence fees are charged by School Council.

The School Council approved booklist for 2015 is divided into three parts (School Council endeavours to keep these costs as low as possible).

**(A)** **Bookpack costs vary with grade levels from** $72.00 **to** $91.00

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<table>
<thead>
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<tbody>
<tr>
<td>Computer Printer Requisites Prep – 6</td>
<td>$ 10.00</td>
</tr>
<tr>
<td>Photocopying requisites Prep – 6</td>
<td>$ 10.00</td>
</tr>
<tr>
<td>Netbook Lease Grades 5 and 6</td>
<td>$100.00</td>
</tr>
</tbody>
</table>
(B) Special Events $107.00
In School Performances $ 17.00
Gym Program $ 28.00
Life Education Program $ 9.00
Swimming Program $ 51.00

(C) Voluntary Contributions
School Council - per student
In addition to the above, parents are requested to assist the school in providing extra resources (i.e. Grounds Upgrade - Master Plan Stage 1) for students by paying the School Council Voluntary Contribution of $10.00 per student

Handyman/Grounds - per family
The White Hills Primary School Council requests that each family pay the Handyman/Grounds Voluntary Contribution to ensure our quality grounds and facilities are safely maintained and continue to be developed. Handyman/Grounds $26.00 per family

Total (per student) with Voluntary Contribution will vary according to Bookpack cost

42. School Policy / Curriculum Documents
Copies are available on the school’s website or for loan at the Principal’s office upon request.

43. School Times
Prep children will attend school all day Monday and Tuesday, have a rest day Wednesday, and attend again on Thursday and Friday until the long weekend in March. It is recommended that parents collect children from the classroom during the first month.

School Times:
9.00am - 11.00am
Recess
11.30am - 1.30pm
Lunch
2.30pm - 3.30pm

Teachers are on duty supervising students from 8.40am and school doors open to children from 8.50am onwards. Children MUST use the correct doors at the rear of the school - they are NOT to enter or leave by the hall or front office.

Parents or visitors are not to enter classrooms or teaching areas (such as the Peter Davey Building) prior to the 3:30pm bell near the end of the school day. Teachers are still working with their children prior to 3:30pm and it is very distracting if adults are waiting in these areas. Your support with this matter is appreciated.

44. Special Grants
Education Maintenance Allowance (EMA)
The EMA was a Victorian government payment to Health Care Card holders and ceased at the end of 2014. School Council has implemented a Special Events Credit in 2015 to support low income families. See the school office for further details.

Schoolkids Bonus
The Federal government’s 'Schoolkids Bonus' is paid by Centrelink in January and July each year to help families with school costs. The Schoolkids Bonus is being phased out, with the final payment being made in July 2016.

For further information about the Schoolkids Bonus, visit www.humanservices.gov.au/customer/services/schoolkids-bonus
45. Sport

Physical Education:
Children should be appropriately attired for PE and Sport sessions. Sensible shoes are most important. Any extra PE activities are regularly published in the ‘White Hills Weekly’.

Swimming Program:
This is one of the most important subjects taught at our school and all children from Prep - 6 take part. All students attend the heated pool at Eaglehawk for 5 intensive swimming lessons.

46. Technology in the Classrooms

Our school prides itself on the use of modern technology at all grade levels. Each classroom in grades Prep-4 has a bank of desktop computers and access to a class set of mobile netbook computers, all networked to the school server. Children in grades 5 and 6 have their own individual netbooks used in classroom activities. Children are also involved in video conferencing. Students in senior grades are involved in regular ICT lessons to further enhance their use of technologies. Interactive whiteboards have been installed across the school and incorporated into student learning. Children also use digital and video cameras to enhance their reporting and presentations.

47. Term Dates 2015 & 2016

<table>
<thead>
<tr>
<th>Year</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>28&lt;sup&gt;th&lt;/sup&gt; January to 27&lt;sup&gt;th&lt;/sup&gt; March</td>
<td>13&lt;sup&gt;th&lt;/sup&gt; April to 26&lt;sup&gt;th&lt;/sup&gt; June</td>
<td>13&lt;sup&gt;th&lt;/sup&gt; July to 18&lt;sup&gt;th&lt;/sup&gt; September</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; October to 18&lt;sup&gt;th&lt;/sup&gt; December</td>
</tr>
<tr>
<td>2016</td>
<td>27&lt;sup&gt;th&lt;/sup&gt; January to 24&lt;sup&gt;th&lt;/sup&gt; March</td>
<td>11&lt;sup&gt;th&lt;/sup&gt; April to 24&lt;sup&gt;th&lt;/sup&gt; June</td>
<td>11&lt;sup&gt;th&lt;/sup&gt; July to 16&lt;sup&gt;th&lt;/sup&gt; September</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; October to 20&lt;sup&gt;th&lt;/sup&gt; December</td>
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48. Thinking Curriculum

At White Hills Primary children are encouraged to develop organisational, thinking and problem solving skills. These are achieved through the Thinking Curriculum with each year level being taught skills, appropriate to the child’s learning stage, throughout the year.

49. Transition

A comprehensive Transition Program for Pre-School to Prep, class levels throughout the school and Grade 6 to Secondary College commences during Term 2. Children participate in activities and visits designed to familiarise them to their new school environment. Details of these familiarisation activities will be placed in Pre-Schools, on the school website and in the school newsletter. To assist your child to become confident in the school environment we encourage parents to ensure their child participates in all activities available.

Welcome BBQ – At the commencement of the school year a Welcome BBQ is held to enable families to meet each other. Information about when this evening is held will be in the school newsletter.

Parents’ Chat and Cuppa – At the start of the school year a parents’ chat and cuppa morning is held for Prep parents’ to meet each other and discuss ways to assist their child into settling into school. Information on these sessions will be in the school newsletter.
50. Welfare Officer
Our school welfare officer is available to assist parents and children with issues that may arise at home or school. She also provides workshops for parents to help children settle into school and answer questions parents may have.

51. Wet Days / Hot Days
Children are supervised inside on wet days. Dismissal is at 3.30pm as usual unless a severe storm occurs. In this event children will be kept in classrooms until danger has subsided. On days of extreme heat, children will be supervised in air-conditioned classrooms during lunchtime.

52. What’s Appropriate for Primary School?

Social Media
Our recommendation is that primary school students should not have a Facebook account, nor social media apps such as Snapchat. The Facebook sign up agreement states that you must be 13 years or older to create an account. Primary students do not have the maturity to use social media sites and apps appropriately on their own. Facebook is blocked on our school’s network and students are not able to access it.

If you allow your child to have a Facebook account, they must be supervised by a parent at all times when using it. As a parent, it is your responsibility to guide and supervise your child in their use of Facebook and other social media outside of school hours. At school, we provide students with regular lessons on the appropriate use of technology and being cyber-safe.

In our experience, any social media issues brought to the school’s attention could have been avoided through adequate parental supervision and guidance of children. Consequently, the school should not have to deal with inappropriate use of social media by students outside of school hours. If you have any issues involving your child and social media, our recommendation would be that you close your child’s account.

It is also inappropriate for parents to post comments about students or staff on social media. If the school becomes aware of inappropriate posts, you will be contacted.

Reading Material
Students often bring interest-based reading material to school. Parents should ensure that this reading material is age-appropriate and not likely to cause concern or offence to others. If a child inadvertently brings inappropriate reading material to school, they will be quietly asked to take it home and contact will be made with the parent.

DVD’s
Only G-rated DVD’s can be shown to primary-age students without parental permission and are subject to copyright. Where the school wishes to use PG-rated material (e.g. showing children a documentary as part of their classroom learning), parental permission will be sought.
53. You Can Do It

The You Can Do It program is designed to develop life skills for our students. The five main areas taught through the You Can Do It program are Organisation, Resilience, Confidence, Persistence and Getting Along. This program works alongside our Say No to Bullying, Wilson Games and Healthy Relations programs.
## Staff 2015

**Principal:**  
Mr Damien Jenkyn

**Assistant Principal:**  
Mr Scott Ross

**Teaching Staff:**  
- Mrs Emma Allen  
- Mrs Susan Baker  
- Mrs Lauren Kilcullen  
- Mr Roger Byron  
- Mrs Sally Coburn  
- Mrs Christine Connaughton  
- Miss Ainslee Donaldson  
- Mrs Jan Ellis  
- Mrs Jeanine Fitzgerald  
- Mrs Dinah Freeman  
- Miss Kaitlyn Gedye  
- Mr Alan Gillies  
- Miss Kristy Williams  
- Mrs Sara Wood  
- Mrs Cadi Watchman  
- Mrs Monique White  
- Mr Trevor Trewartha  
- Mr Stewart Scoble  
- Mrs Jann Watson  
- Miss Hayley Kirk  
- Mrs Gayle Millard  
- Mrs Samantha Mumford  
- Miss Karen Netherway  
- Mr Stephen O’Connor  
- Mrs Kylie Pitt  
- Mrs Elaine Price  
- Mrs Lauren Ray  
- Mrs Jaclyn Tanner  
- Mrs Rebecca Woods  
- Mrs Jolene Travaglia

**Visual Art:**  
Mrs Cadi Watchman & Mrs Monique White

**Music & Drama:**  
Mr Trevor Trewartha

**Phys. Ed.:**  
Mr Stewart Scoble & Mr Gerry Tyndall

**Reading Recovery:**  
Mrs Christine Alexander & Ms Sue Briggs

**Library:**  
Ms Sue Briggs

**Library Assistant:**  
Mrs Ann Morison

**LOTE: French**  
Mrs Jane Leahy & Mrs Maureen Egan

**EAL:**  
Mrs Christine Alexander

**Office Manager:**  
Mrs Sue Wall

**Office Assistants:**  
Ms Sabina Riordan  
Mrs Trudy Bawden  
Mrs Paula Holmberg

**Integration Support:**  
Mrs Anne Morison  
Mr Greg Byrne  
Mrs Jo Billings  
Mrs Dianne Lyndon  
Mrs Di Coppola

**School Chaplain:**  
Mrs Narelle Windridge

**Student Wellbeing:**  
Mrs Alison Byron

**IT Support:**  
Mr Dan Watts & Mr Mark Semmens

**Canteen:**  
Ms Helen Williams & Mrs Jacinta Davis

**Handyman / Grounds:**  
Mr Geoff Fidler

**Cleaner:**  
Mr Greg Balboni

**After School Care (Camp Australia):**  
Ms Brooke Howes