

**PARENT INFORMATION MANUAL 2006  
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## **VISION STATEMENT**

To be the most respected and innovative primary school in Knox by providing an enriched, quality education in safe, stimulating surroundings for our students to meet the challenges of a rapidly changing society.

## Absences

In Victoria students under the age of 15 years are required by law to attend school. Schools are responsible for the welfare and supervision of all enrolled students and the Department of Education, Employment and Training requires a written explanation from the parents or guardians if the student is absent from school. Please send a note of explanation to the class teacher on the child's return. Parents who do not forward absence notes will be contacted by the school to provide this information. If no note is received, the school must assume that the child is absent without parental permission. Teacher attendance rolls are marked twice daily.

## Achievement Improvement Monitor (AIM)

Aim Testing is a requirement from the Department of Education, Employment and Training. Children across the state in Years 3 and 5 are given standard tests in both Maths and English and one or two other Key Learning Areas. Work is collected and marked by independent assessors. Results are sent to the parents.

## After School Basketball

There is an opportunity for children in Years 2-6 to participate in an After School Basketball program organised under the auspices of the Kilsyth and Mountain District Basketball Association. Games are held at the Kilsyth Stadium, Liverpool Rd and the Lilydale Stadium at Lilydale High School on various nights of the week between 4.00pm and 7.00pm. Training and management of the teams is the responsibility of interested parents. The number of teams involved depends on the number of children and parents interested in participating. The School encourages participation in outside activities, but can only offer support, as teacher demands are already stretched. Contact Sandra Miles/Irene Vosti or the After School Basketball Committee if you are interested.

## After/Before School Care

See Kidcare

## Assemblies

Assemblies are held every Monday morning at 9.00am in the hall. The purpose of assemblies is to reinforce a sense of School and Community pride. The National Anthem is sung and the School Oath recited by all students. It is also a forum to exchange news and provide information on upcoming activities, student achievements, house and sports results, and student items, performed by various grades. Student Leaders are encouraged to participate in these assemblies.

Parents are welcome to attend all assemblies but are requested to closely supervise any pre-school children, and to maintain silence as soon as assemblies begin.

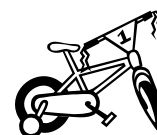
Latecomers are requested to remain at the rear of the assembly area until it has finished then proceed to the office for a late pass.

Assemblies are also held on the last day of each term and there may be occasions when special assemblies are held.

## Bell Times

8.50am - First bell - Children bring bags inside  
8.57am - Line up music  
9.00am - School commences  
11.00am - Recess  
11.27am - Line up music  
11.30am - Classes recommence  
1.30pm - Lunch  
2.20pm - Bin bell  
2.27pm - Line up music  
2.30pm - Classes recommence  
3.30pm - Dismissal

Please note that on Fridays only during Term 2 lunch is from 12.15 - 1.15 as the Senior School is involved in Inter-school Sport.



## Bicycle Riding

No bicycles are to be ridden in the school grounds during school hours unless children are participating in The Bike Ed program. In this case children will be supervised and must have a helmet and a roadworthy bike. The Bike Ed program is usually conducted in Term 4 with the Senior School. Children riding in the school grounds without permission risk their bike being confiscated.

## Book Club

Book Club enables the children to buy books at discount prices. The school is rewarded with points based on the total books raised, which can be traded in for books and other materials for the benefit of the school.

There are 8 issues of Book Club in the year. The purchase of books is optional and Book Club is provided as a service to the children. It is hoped that Book Club will encourage your children to extend their reading through ownership and selecting their own books. Any enquiries please contact Mrs Nicholson.



## Buddy System

At Yawarra there is a Buddy System in operation, whereby children in Year 6 are matched with new prep children. In their early weeks of school, the preps are looked after by the older children, particularly at lunch and recesses until they are settled at school. Other senior classes operate buddy systems with junior grades, which

assists in both academic and social development. Buddies are maintained for the entire school year.

## Camps

Camps are an integral part of the school year, and provide our Year 5 and 6 students with a range of educational and social opportunities. Children are encouraged to attend camp and also contribute towards the cost. To assist with payments, parents have the opportunity to pay for camps by instalments. Current venues are Campaspe Downs (even years) and Camp Coorong (odd years)

A small number of students in Year 6 are offered the opportunity to attend the Department of Education, Employment and Training's Somers Camp when our district is eligible to send students. Further information on this excellent camp will be provided through Grapevine.



## Canteen

The school canteen is run by a manager who operates under guidelines formulated by School Council. Central to these guidelines is the philosophy of a healthy diet to complement our health education program. Every endeavour is made to provide children with healthy choices. Menus are published in Grapevine and should be retained for reference. Special and Theme lunch days are also offered throughout the year.

The canteen is open Monday, Wednesday and Friday for lunches. Lunch orders must be placed in the designated baskets in each classroom at 9.00 am. Monitors deliver and then collect these baskets at the start of lunch. Counter sales are provided on Monday, Wednesday and Friday and at the discretion of the manager on hot days.

Any queries contact Mrs Jacky Matera.

## Care of School Property

We take pride in our school, the buildings, equipment and grounds. Students are expected to respect all school facilities and equipment, both inside and outside the classrooms, by not defacing or damaging school property. If deliberate damage should occur parents will be asked to replace or repair it.

## Car Parking

There is no staff car park so teachers are required to park in the street, limiting parking spaces. Parents are requested not to double park or park across driveways when dropping off or picking children up from school. Council officers and police often patrol the streets around schools and Yawarra is no exception. Please be aware of children crossing all surrounding streets.



## Chess

Children in Year 6 participate in an annual chess tournament. Children are taught the rules and strategies that are required to play chess. There is an Inter school tournament against neighbouring schools held at the end of the year. If any parent would like to run this please contact the school.

## Christian Religious Education

The availability of teachers determines which grades are able to receive Religious Education. Class teachers remain in the rooms during RE lessons. Work is provided for those who do not attend.

## Clean Up Australia

Each year Yawarra Primary School children are involved in this valuable program usually held in early March. Each class is allocated an area of the school to clean up. Some do this by replanting, collecting rubbish, weeding and mulching gardens. Parents are most welcome to assist and will be notified through the school newsletter.

## Commercial Competitions

The school actively participates in a number of competitions throughout the year. These involve collecting dockets, barcodes and labels or the children creating or taking part in special activities.

The school does not endorse any of the products that are mentioned in these competitions. We just make you aware of what is being offered to schools and ask that if you are purchasing those products you take the time to send the appropriate requirements to school. Many of these offers and competitions allow the school to purchase products or win cash and/or prizes. Not only does the school and more importantly your children gain from these efforts there is no cost to the community. All that is needed is a bit of time and community involvement.

## Cross Country

Children from Years 4 - 6 are encouraged to participate in the cross country program that operates at Yawarra. Individuals and classes spend several weeks training and preparing for the school cross country. This is run as a house competition in early May. Parental help is certainly appreciated for this event, which is held at Lewis Park. Ten placegetters from each age group are given the opportunity to proceed to the District Cross Country at Lewis Park, usually a week later. The six placegetters at this level are invited to the Zone Cross Country, and if good enough may receive an invitation to the State Cross Country. It is an excellent way to keep fit during the winter months.



## Cultural Program

The Cultural Program is a carefully planned program that offers cultural experiences to children. Many of these incursions are selected to complement programs and themes at specific grade levels as well as providing a balance across all curriculum areas. A cultural levy is requested and enables children to attend all performances. Please contact the school with any enquiries.

## Curriculum Days (Pupil Free Days)

The Department of Education, Employment and Training has designated that schools have four student free days each year. One of these days is always held at the beginning of Term 1 when staff return to school the day before the students resume classes. The remaining three days are spread across the year. Student free days provide an opportunity for staff to attend professional development and to work on curriculum programs. Curriculum Days will be published in the Grapevine.

## Displan

Schools are required to instigate a Displan (Emergency Procedures) program to cater for all emergency situations which may arise. It is the responsibility of the Staff Displan Co-ordinator to ensure relevant procedures are understood by teachers, students and parents. This includes evacuation drills held throughout the year. In cases of emergency a shrill siren is sounded over the public address system. If there is an electrical fault a loud hailer is used. Teachers quickly and quietly remove children from the danger and assemble in the park. A roll check is made to ensure all children are accounted for.

Any visitors must also follow the evacuation procedures which are displayed in each room. The Displan also has step by step procedures for staff and students to follow.

## Education Maintenance Allowance

Parents with Health Care, Health Benefit or Pensioner Health Benefit cards are eligible to claim the Education Maintenance Allowance. Forms need to be completed at the start of first term and may be collected from the School Office.

## Emergency Details

A current and up to date record of emergency details is essential. Parents are requested to complete this form and return to school as soon as possible. If there is any change to place of work or phone numbers please contact school office immediately so these records can be updated to avoid any unnecessary distress when a child is ill or injured and a parent cannot be contacted.

## Emergency Procedures

See Displan

## Enrolling your Child

Children who reach the age of five years on or before April 30 may commence school in February of that year. It is advisable to discuss with the Kindergarten teacher the 'readiness' of your child to begin school, especially if your child's birthday falls near April 30.

The following procedures must be completed when enrolling your child, no matter what age.

- complete general admission form available from the office manager
- provide proof of your child's age (eg. birth certificate)
- complete the Confidential Student Information Form
- proof of immunisation status



## Excursions

Excursions are incorporated into school programs to support and complement class programs and themes at specific grade levels.

Parents, on occasions, will be given the opportunity to participate in excursions. Children are required to wear school uniform, sports uniform or otherwise stated requirements. Teachers will take a first aid kit, and where possible a mobile phone, on all excursions.

Money for excursions is to be sent to school as requested, in a payment envelope provided by the school.

Local Excursions - To avoid unnecessary paperwork, parents are asked to sign a blanket approval for children to attend all local excursions in one year. A local excursion is one that can be reached within walking distance of the school and without any cost to parents. Parents will be notified of any local excursion.

## Extension Programs (see also Gifted )

Within all classrooms and areas of the curriculum students are given the opportunity to achieve excellence. Extra curricular activities are provided and Yawarra is part of the Knox Gifted and Talented Network. Children have the opportunity to participate in activities organised by this group.

## First Aid

Teachers on yard duty carry basic first aid equipment with them in a 'bumbag'. If children require further treatment they will be taken to the sick bay. Where further treatment is administered a note will be sent home to parents. If there is any reason for doubt or concern regarding a child, every effort will be made to contact parents. It is imperative that the school is informed of current contact phone numbers to use in case of emergency. If your child suffers a particular illness a current photo should be sent to school as it is useful to teachers who do not teach the student or the many visiting teachers that visit the school

## Fitness Testing

Each year, children at Yawarra Primary School are tested for fitness, twice a year, in March and October. The test used is the Multi Stage Fitness Test, a progressive shuttle run test. The principle is straightforward: the person being tested runs to and fro along a measured distance of twenty metres, keeping up with a series of beeps on a cassette. The timing of the beeps starts off very slow, but gets progressively faster, so that it becomes harder to keep up with the speed. The runner stops when he or she can no longer maintain the set pace, and the stage in the test at which this happens provides a good indication of his/her maximum oxygen uptake.

It is hoped that through the school's PASE programs and by monitoring fitness levels, that a steady improvement will be noted in each student.

## Gifted Programs

Yawarra Primary School encourages all children to reach their potential. Throughout the year, there are many programs available and teachers may offer talented students the opportunity to attend some of these workshops. In previous years our students have attended Public Speaking Programs, Sporting Excellence Workshops, Writing Seminars, Art Workshops and Music Performances.

## Graduation (Year 6)

To mark the completion of their primary schooling, several events are organised for Year 6 students at the end of the year. These include a Graduation evening where students are presented with a certificate and a school council memento for their years at Yawarra. The students also put on a review for their parents. Other social activities may be organised for these final weeks. A parent committee is formed to coordinate the evening.

## Hall

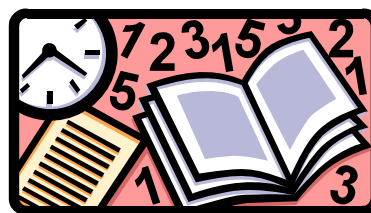
Yawarra has a large assembly hall which is utilised by both the school and community. The hall is utilised fully by both the school and the community. Already there are four local Basketball Clubs hiring the hall after school. For enquiries regarding the hall please contact the office.

## Head Lice

Parents should regularly check their child's hair for head lice. Head lice can be suspected when there is itching or scratching of the scalp and back of the neck. Head lice are very small parasitic insects about the size of a sesame seed. Close inspection of the scalp may reveal nits (eggs) which are firmly attached to the hair shaft. The hair should be treated with an appropriate lotion available from most chemists. The lotion, if used correctly should kill any live lice which are on the head, but does not always kill the eggs. The eggs need to be removed from the hair and treatment is readily available from most chemists. We ask parents to inform the school if their child has head lice so other children can have their hair checked. Children are able to return to school once treated with an appropriate lotion.

## Homework

Whilst there are varying views on homework staff agree the emphasis at home should be on reading and mathematics related to real life situations. Senior students might also work on factfinding, reports and research for projects. They would also be expected to spend more time on structured homework than younger students as they prepare for Secondary School. A balance between work, leisure, rest and recreational activities is encouraged. Please check homework expectations with your child's class teacher.



## Houses

At Yawarra we have four houses and all children are allocated to one of them. We attempt to keep siblings in the same house and to maintain this house throughout their primary school life. The four houses were selected from outstanding Australian athletes.

Yellow house is **Bradtke** and named after NBL Basketballer Mark Bradtke and his wife Nicole who was a famous tennis player. **Doohan** is Green house named after Michael Doohan who is a world champion motor cycle racer. **Freeman** is Red house and named after Cathy Freeman, who won the silver medal at the Atlanta Olympics in 1996 in the 200m. The final house is **Perkins**, which is Blue. Kieren Perkins is probably Australia's greatest long distance swimmer winning gold in the 1500m at two Olympic Games and holding World records in three events at the one time, 400m, 800m and 1500m. The house system is used for sporting and classroom activities, and by teachers to encourage or reward desirable behaviours. House points accumulate throughout the year from each classroom and lead to the presentation of the Colin Raymond Aggregate Shield at the end of the year. The winning house each week is announced at assembly and presented with PEDOKAN the school mascot. House points are collected by the School Captains each week.

House Captains and Vice Captains are voted for annually, from children in Grades 5 & 6.

## House Sports

The House Sports are held two weeks before the District Athletic Sports. Only children in Years 4, 5, and 6 are eligible to compete at district level. In the period leading up to the sports the children train and train for each event. Parental assistance is always required for sporting activities. If you are able to assist please contact the school.

The House Sports are conducted over two days. Day 1 is the field events held at school. Day 2 is the track, team and novelty events. This is held at Nunawading Athletics track in the twilight.

All children are involved on day 2 and we encourage maximum participation in this event.

Friday 8th March 2002 – Field Events  
Tuesday 12th March 2002 – Track Events

## Immunisation

Under the Health (immunisation) Regulations, each child enrolling in school in Years Prep to 6 must show an immunisation certificate to the school. The immunisation required for school entry are diphtheria and tetanus, poliomyelitis, measles and mumps. Immunisation Certificates are obtained from the Knox Council.

## Inter-School Sport

A winter and summer program of Inter-school sport is organised for children in Years 5 and 6. The program involves both home and away games, and includes a variety of sports including: football, netball, soccer, mod-volley, T-ball (winter) and cricket, volleyball, basketball, softball and bat tennis (summer). The summer competition is held as a Round Robin on one day. A sports levy covers the cost of transport when our school is involved in Sporting Activities outside the school. The school provides a sports uniform for most teams to create a sense of identity with Yawarra Primary School. We play sport against other schools in the Wantirna District School Sports' Association, to which we belong.

Opportunity also exists for children to participate in swimming, athletics, cross country and other sporting teams both on individual and school basis.

Parents are always needed for sport. Please contact Mr Gary Monopoli if you are able to offer assistance.



## Junior School Council

This forum enables students to have an input into the school. The Junior School Council meets twice monthly to discuss issues brought to their attention from fellow

students, plan and organise four fund raising activities for Social Service.

**Membership:** School Captains and Vice Captains  
House Captains  
Two Representatives from each class (years 4-6)

The School Vice Captains are joint Presidents.  
Years 4- 6 are represented by their class nominees.  
Year Prep is represented by the Doohan Captains, Year 1 by Freeman Captains,  
Year 2 by Perkins Captains  
Year 3 by Bradtke Captains.

Issues raised are passed onto appropriate areas for consideration and each JSC member is required to give a report at a School Council meeting.

## Kidcare

Out of School Hours Care is conducted from 7am to 9am and after school from 3.30 to 6pm. The program offered is varied and includes games, crafts, cooking experiences, videos and theme nights and is also provided during school holidays and curriculum days. Childcare Assistance and Medicare rebates are available.

For full details of the program including costs, contact Kidcare Co-ordinator Mrs Carol Charles on 9801.0923.

## Lateness

Punctuality is an important social requirement which needs to be reinforced throughout a child's life. Students are expected to be punctual and arrive at school and class on time. When students are late they should report to the office and collect a late pass which is taken to the class teacher. Consistent lateness will be followed up.

Parents who bring children to school late or collect them early should sign the register at the office and collect a note to give to the class teacher.

## Learning Technologies

This is generally the name used for computer studies, but also includes modern technological forms such as photocopier, fax, internet, intranet, digital cameras, scanners, TV and large screen applications.

## Leaving the School Ground

Children are not permitted to leave the school grounds during school hours without written permission of their parents and the knowledge of the Principal or Assistant Principal. For safety reasons children are encouraged to remain in the school grounds once they arrive at school. It is also recommended that children only congregate in the park under supervision.

## Liquid Paper

Liquid paper is only to be used in the classroom by teachers.

## Local Clubs

There are many requests for children to become involved in local sporting clubs. The following is a list of clubs the school happily recommends. Most competition is played on weekends. If you have any further queries please contact Mr Monopoli or the office.

SPORT	CLUB
Football	Knox Gardens JFC Eastern Lions JFC Wantirna Sth JFC
Netball	Studfield Netball Club Wantirna Heights Netball Club
Lacrosse	Knox Lacrosse Club
Basketball	Knox Eagles Wantirna Jetbacks South East Phoenix Boronia Buffaloes
Tennis	Knox City Tennis Club Knox Club Tennis Coaching
Athletics	Knox Little Athletics Studfield/Eastfield
Cricket	Knox City Cricket Club

Please note that these are only recommended clubs. Contact with and reputations of these clubs is considered to be excellent.

## Lost Property

All children are responsible for the care of their own property. Clothes and larger items of lost property found around the school are placed in the lost property box located in the junior building. Smaller items of value are usually left at the office and may be claimed there.

Please ensure that all clothes and other property brought to school are **clearly named with an indelible pen**.

All children have the opportunity to inspect lost property at the end of each term when it is put on display.

## LOTE

LOTE is an acronym for Languages other than English. At Yawarra, students learn Greek. They gain an insight into both language and culture and are provided with a stimulating atmosphere in which they learn.

## Lunches

All children eat their lunches in their classrooms, under teacher supervision from 1:20pm – 1:30pm. Any children who have not finished eating by 1pm will be able to eat the remainder of their lunches outside. A balanced lunch is recommended and most children do not eat a large lunch as they want to go out to play.

Young children need practise in handling a lunch box, pouring from a drink bottle and also coping with sandwiches wrapped in plastic wrap.

Special arrangements are made for the new preps regarding lunches.

Also please note that lunch on Fridays in Term 2 is from 12.15pm - 1.15pm to accommodate senior sport using the play areas.

The canteen provides lunch orders as published.



## National Anthem

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



The National Anthem is sung at assembly each Monday. There are many Australians who do not sing the correct words. Please encourage your child to learn the words.

## Newsletter

The main means of communication between home and school is our newsletter **Grapevine**. It is distributed each Thursday with the eldest child in each family. If a child who normally collects the newsletter is absent on the day of issue, he or she may collect it from the clip outside their classroom or from the office.

The newsletter contains important notices of school events and programs, advertisements and reports. Teachers, students and parents wishing to contribute items in the newsletter must have them in by Tuesday of each week. We encourage all family members to read Grapevine.

## Open Day/Evening

This is part of Education Week, where schools are open across the state for parents and friends to visit and see the wonderful things that are happening in schools. Details of open days are published in Grapevine. It is usually held in May.

## Parent Helpers

We welcome parents to become involved in classroom activities: Reading, Literacy Block, Multi media, PMP, special theme days, excursions, sport and maths activities. Staff welcome and appreciate parent involvement in the classrooms. Please contact your child's teacher if you are available to be included on classroom rosters. Parent helpers are required to sign in at the office, collect and wear an appropriate parent helpers badge.

## Parent/Teacher Interviews

Several opportunities exist for parents to meet with teachers to discuss their child's progress and other issues. These include: an in 'Getting to Know You' evening in Term 1, mid and end of year parent/teacher interviews to discuss reports. Parents are also welcome to make appointments throughout the year at other times convenient to both parties. Please avoid interruptions during class times.

## PASE/PE

PASE stands for Physical and Sport Education. Often Physical Education is abbreviated to PE. Yawarra is affiliated with the Active Australia Network.

## Payment of Money

When sending money to school for specific purposes such as swimming and excursions, parents are asked that it is enclosed in a sealed envelope, marked with your child's name, grade, the purpose for which it is intended and the amount enclosed. This should be given to the class teacher or directly to the office. Envelopes containing coins should be sealed with tape. A receipt will be issued from the office.

## Photographs

Class and individual photos are taken each year, along with special group photos such as School and House Captains, Junior School Council and a combined Year 6 photo. Family group photos may also be taken upon request.

## Physical Education/Sport

Students should have appropriate clothing and footwear for these sessions. They may change into runners and house T-shirts are acceptable for PE and sport sessions. Details of PE and sport lessons will be notified in the Grapevine.

## Planning Days

Teachers working at each Curriculum & Standard Framework level are given time to plan their programs together. Specialists receive copies of these plans and incorporate themes and ideas into their programs.

Planning in this way enables a cohesive and comprehensive program to run throughout the school.

## Policies

Policy statements are required for all areas of management and learning at schools. These policies are reviewed on a regular cycle and parents are given the opportunity to express opinions and prompt changes. A copy of the Policy Manual is available at the office.

## Reading Recovery

Emphasis is placed on providing intervention when catching up is not too difficult, therefore before a child is too far out of step with classroom learning. The program, requires parent helpers who are able to commit to daily assistance. If you have concerns regarding your child's reading don't hesitate to speak to the class teacher or Mrs Gail Hoey (Co-ordinator).

## Recreation Areas

The school has many recreation areas, both active and passive. There is a junior playground specifically for the use of children in Year Prep to 2. The middle school adventure equipment is located east of the canteen. Senior equipment near the hall. Children in Years 5 and 6 are encouraged to use the top basketball court, with younger children able to use the lower courts. Skipping ropes and other equipment are available at lunchtimes. The oval is available for football, soccer and other kicking and hitting games. The hall is available for use only when there is teacher supervision. The Library provides a quiet atmosphere for those who prefer to read. The courtyard features a memorial remembering families who were connected with Yawarra/ Studfield or Studfield East Primary Schools. It is requested that children respect this and use the courtyard appropriately.

## Remedial & Support Programs

All efforts are made to cater for those students in need of extra assistance. Individual Learning Plans are put in place for any at risk students where extra assistance is required.

## Reports

Reports are designed to tell parents exactly what the children are learning. There are two written reports one at mid year and one at the end of the year. A continuum is used to assess attitude, whilst statements indicating whether the child is beginning, consolidating or established in particular areas.

### CSF Levels

Level 1	Prep
Level 2	Years 1 & 2
Level 3	Years 3 & 4
Level 4	Years 5 & 6
Level 5	Years 7 & 8

*(This is an indicator although many students are working above and a few below.)*

## Safety House Program

Safety House is a recognised program whereby children can go into marked "Safety Houses" for help, if they feel unsafe on their way to or from school. A Safety House Committee operates a program within the school community. Staff also reinforce the program with students each year.

The objectives of the program are:

- to act as a deterrent to undesirable people coming into the area and approaching young children whilst they are in transit to and from school.
- to provide a means to greatly improve the chance that, should a child run into a house, someone will be home, and they will not run into trouble.
- to considerably reduce dangers faced by children.
- to maintain community awareness of the problems faced by children in transit to and from school.

Enquiries about Safety House may be made at the office.

## School Banking

A school banking scheme operates with the Commonwealth Bank. Students bring their bank books and money to school on Monday morning and they are processed at school by parent volunteers. Prep students are provided with appropriate forms to open an account at the beginning of each year. Forms for other students are available from the office. Parents are requested to fasten the money and the bank books in the plastic covers provided.

## School Charter

Each school in Victoria is required to plan and implement a School Charter which is a record of understanding between the school and the Department of Education, Employment and Training. The school recognises its needs and selects priorities to address over a three year period. The staff, parents, students and community meet the goals and objectives of the School Charter. From 2000 - 2003 Yawarra recognised Literacy and Numeracy as priorities.

## School Council

School Council is one of the main bodies in any school. It provides a forum for parents and members of the community to take an active part in setting the directions of the school. School Council is a legally constituted body which is given the power to set key directions including the school charter goals and priorities, budget, general education policies, student conduct and maintenance of buildings.

Elections are held every year in March. All members of the school community are entitled to nominate for election and to vote. There are 8 parents and 4 teachers eligible to form Yawarra's School Council. Within school councils there are various sub committees. Those operating at Yawarra are:

- Finance

- Facilities (Buildings and Grounds)
- Education
- Canteen
- Out of Hours School Care (Kidcare)
- Public Relations & Marketing
- PFA
- Safety House



Parents are welcome to attend.

## School Crossing

School Crossing supervisors are employed by the City of Knox. Parents and students are expected to use the Lewis Rd and Darwin Road crossings correctly during the supervised times. 8.15am - 9.00am and 3.00pm - 4.00pm.

## School Hours

School hours are 9.00am - 3.30pm. Staff are officially on duty from 8.45am - 3.45pm, however most are working at school well beyond these hours.

## School Profile

Yawarra which means *"to watch over and care for"* was the name chosen for the school created by the merging of Studfield and Studfield East Primary Schools. Yawarra Primary School opened in January 1994, with approximately 350 students and has a current enrolment of 280. The school is located in an area bounded by Stud, Boronia, Scoresby and Burwood Roads, in the City of Knox. The school's motto is *"Learning for Life"* and children have the opportunities to learn with both traditional methods and modern techniques incorporating learning technologies.

## School Rules: Codes of Behaviour

A friendly, co-operative and positive approach to work and play in a safe learning environment is the basis of our discipline and welfare policy. With this in mind students at Yawarra are encouraged to:

- Be kind to others
- Play with safety and care
- Look after our school
- Take care to and from school
- Co-operate in class and learn

Teachers and students negotiate classroom rules at the start of each year.

If students choose to ignore rules a series of local and systematic consequences come into place. Students who persistently or deliberately misbehave in the yard will be withdrawn for part of lunchtime, placed on community service, be required to attend social skills sessions or in extreme cases will have an after school detention.

## Social Service

Children at Yawarra are encouraged to assist others worse off than themselves primarily through Junior School Council efforts. This changes each year but we have helped the Royal Children's Hospital, Cancer Research, State Schools' Relief Fund, SIDS and Legacy.

## Special Events

Each year the school conducts a number of special events. Sometimes they come from School Council, Parents Club, Junior School Council or the staff. Some of these events coincide with international events such as the Olympics. In previous years we have had: Greek Day, Footy Day, Art Show and Children's Theatre. This year our special events include Twilight Sports, Active Australia Week and a Christmas Pageant.

## Staff List

David Mann	-	Principal
Carol Munday	-	Year Prep
Julie Nicholson	-	Years Prep/1
Lynne Jefferies	-	Years 1/2
Natasha Drew	-	Years 1/2
Jacqui Durik	-	Years 1/2
Marie White	-	Years 3/4
Lynne Brown	-	Years 3/4
Rosemary McDonald	-	Years 3/4
Tanya Starkey	-	Years 5/6
Tracy Will	-	Years 5/6
Gary Monopoli	-	Years 5/6
Gail Hoey	-	AP / Student Welfare
Gail Hoey	-	Reading Recovery
Trevor Booth	-	Art
Sue Adams	-	Library
Trevor Booth	-	Physical Education
Heather Kline	-	Office Manager
Lisa Dudley	-	Office Assistant
Kathy Evans	-	Integration Aide
Terri Verberne	-	Integration Aide
Cheryl Baker	-	Integration Aide
Shantal Sadler	-	Integration Aide



## Student Contributions

Each year in order to meet the funding of the excellent programs provided at Yawarra Primary School we ask that parents contribute to the costs met by the school.

The government provides basic materials and equipment of a permanent nature, whilst we ask parents to contribute to the cost of classroom requisites, directly used by their children. In addition, in order to deliver more enhanced programs we need the support of parents in contributing to all areas of the curriculum. The maintenance and development of computer facilities, physical education equipment, art materials and up-to-date reading materials and photocopying are included in this area.

As we are able to purchase materials, equipment and resources in bulk, have access to government contracts, and authorised sales exemptions, the savings are substantial and this benefit is passed directly onto parents. This also ensures that all children have the same

supplies. The total cost for subject contributions is \$125.00. Where families are experiencing difficulty in meeting payments, please contact Mr Mann to make arrangements for your payment.

## Student Leaders

A number of opportunities exist for students to develop leadership potential and responsibility.

- School Captains
- School Vice Captains
- House and Vice Captains
- Junior School Council
- Monitors to assist with PA, bins, flag, sports equipment, Library, Art and LOTE as well as in the classroom.

School leaders are recognised on various honor boards.

## Sunsmart

Yawarra Primary School is officially a Sunsmart School. To gain this accreditation a Sunsmart policy had to be adopted. It ensures that:

- all children in terms 1 and 4 must wear a school hat that meets Anti Cancer Council of Victoria guidelines. (Slouch and Legionnaires both meet this guideline)
- children who do not have their hats with them stay in an area protected from the sun
- adequate shade is provided in the school grounds
- sunscreen for staff and students is encouraged
- sporting activities and fixtures are not played in the hottest parts of the day whenever possible
- skin cancer prevention programs are incorporated into the curriculum
- the school displays that it is a Sunsmart School



## Surveys

Throughout the year there are a number of surveys sent to parents. Some of these are Department of Education, Employment and Training's requirements, some are for major curriculum reviews and some for the School's Annual Review. They enable parents to have valuable input and we really would encourage **all** parents who are sent surveys to make the effort to complete them as they do make a difference. We would love to get a 100% return.

## Swimming Program

The swimming program is conducted at Knox Leisure Works in term 3.

Children are instructed by qualified and registered Vicswim teachers and progress through the various Aquapass stages. Parents are encouraged to make use of this opportunity to enable the price to be kept to a minimum. Parental assistance is also sought to assist in the supervision of children (we particularly need some dads for the junior program, for the change rooms and bus supervision).

Notices will be sent out in term 2. Please note, due to the expense, other excursions are avoided during the

swimming program. Approximate cost is \$60 for 10 lessons.

## Teachers

An amazingly patient and remarkable type of person. Sometimes considered to have horns and other grotesque features by students. However they are quite approachable. Yawarra has excellent teachers!!!!

## Telephone and Contacts

The school telephone number is (03) 9801.3289. The fax number is (03) 9801.3209 and email is <http://yawarraps.vic.edu.au>

## Term Dates

2004 Term 1 28 January – 2 April  
Term 2 19 April - 25 June  
Term 3 12 July - 17 September  
Term 4 4 October - 17 December

2005 Term 1 25 January - 1 April  
Term 2 18 April - 24 June  
Term 3 11 July - 16 September  
Term 4 3 October - 21 December

## Toilets

Toilets are located at the western end of the school. It is encouraged that children use the toilets during breaks and not class time. Should children need to go to the toilet during class time they must go in pairs.

## Transferring to Another School

Should you require to transfer your child to another school, the office requires advance notice to complete the necessary Transfer Form. Other information such as confidential reports and samples of work may need to be collated for the new school. Please also check that library books and other school equipment have been returned and that no outstanding payments are owed.

## Transition

Yawarra runs two excellent transition programs: Kindergarten to Prep and Year 6 to Year 7.

The Prep Co-ordinator liaises closely with the local Kindergartens. The transition process includes:

- a Prep Information Night and booklet
- Kindergarten visits by the Prep teacher/s
- visits by Kindergarten children to school
- information sessions for Prep parents throughout the year

In the Year 6 to Year 7 transition process one of the Year 6 teachers co-ordinates this program with the local secondary colleges. It includes:

- information sessions by the local Secondary Colleges
- distribution of all relevant transition forms

- attendance at transition and network meetings
- Year 6 visits to Wantirna and Fairhills Secondary Colleges
- transition programs such as LOTE
- Orientation Day at Secondary Colleges in December

Parents and students are encouraged to attend as many different Secondary Colleges before making their final selection.

The phone numbers for our local schools are:

Wantirna (03) 9801.9700  
Fairhills (03) 9758.2000  
Bayswater (03) 9729.2555  
Boronia Heights (03) 9762.4044



## Uniforms

School Uniform is compulsory at Yawarra Primary School and must be worn by all students while at school or on school related activities and excursions. The school welcomes parental feedback on uniform.

### The compulsory uniform consists of: items sold from School Uniform Shop (see below)

- The slouch and/or legionnaires hats are compulsory in terms 1 and 4
- yellow polo shirts
- navy school windcheaters
- (Special school windcheaters for Year 6 students)
- navy shorts or track pants
- summer dresses, blue, white and yellow check
- sports shirt (for sports days)
- house coloured t-shirts (for PE/sport sessions)
- iron on logos
- school bags and chair bags

### What is not accepted

- jeans
- leggings
- bikeshorts
- thongs and open toed sandals
- baseball caps and hats other than those sold at the School Uniform Shop
- shoes without socks
- dangling earrings (Studs and sleepers are acceptable. Earrings are not permitted to be worn in contact sports sessions)

Parents may seek exemption on religious, ethnic, disability or financial hardship grounds only. This is to be made to the principal in writing.

### Out of Uniform Procedures

- Children must provide a note from the parent/guardian stating the reason why the student is out of uniform. This should be carried by the student during the time he/she is out of uniform
- Where a student continues to attend school out of uniform, they may incur one of the following:
  - \* exclusion from special events
  - \* restriction to a designated area
  - \* withdrawal of school privileges

Any queries please contact The Uniform Shop. It is open on Mondays at 3.30 pm and a price list and order form is included with this booklet.

## Web Site

Very detailed school information can be found at the school website [www.yawarraps.vic.edu.au](http://www.yawarraps.vic.edu.au)

## Wet Day Timetables

In the event of wet weather, children will spend recess and lunchtimes in their classrooms under supervision. They will still be able to visit the canteen and other facilities during these breaks with permission.

## Working Bees

In order to maintain and develop the school grounds, we seek parental support for working bees held throughout the year. These are organised by the Facilities Subcommittee of School Council and are advertised in Grapevine. Do not underestimate the contribution you can make to our grounds. We are constantly trying to improve them and appreciate any contribution you can make. Parents involved at working bees need to sign the Volunteer Register.



## Yard Duty

The school grounds are supervised by staff members who are on duty from 8.45am, during recess and lunch breaks and after school until 3.45pm. Duty teachers rove throughout the school and children are encouraged to seek out the teachers on duty if they feel in need of assistance. Duty teachers carry with them basic first aid needs. It is recommended that children play away from fences.