Parent Handbook 2016

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Email: reservoir.views.ps@edumail.vic.gov.au
Web: www.reservoirviewsps.vic.edu.au
Out of Hours School Care Tel: 0429 472 162

Our school community together
Our Vision

To provide excellent educational opportunities in a stimulating, safe, nurturing environment and to instill a love of learning, celebrating effort and achievement in the belief that all students can thrive and lead productive and fulfilling lives.

At Reservoir Views Primary School we believe in putting the students at the centre of all our work. All our staff work to ensure that each child receives the educational experiences that will allow them to flourish in whatever path they choose to follow. We are committed to providing our students with the skills and attitudes that will be needed in their future. We have a strong focus on developing their literacy and numeracy skills as well as deepening their curiosity, knowledge and understanding of the world around them.
Welcome to Reservoir Views Primary School

Dear Parents

I warmly welcome you to Reservoir Views Primary School. Our school is a great place to be, full of wonderful, enthusiastic, caring people.

At our school every child is valued as a special person with extraordinary abilities. Children, parents, and staff share common goals and commitment to educational excellence and personal growth.

The staff at Reservoir Views Primary School are committed to developing positive relationships with our students and play an active role in assisting them to be responsible and active members of their community. We believe that this is best achieved through strong partnerships between home, school, and links with the wider community.

I trust that you will find the information contained in this handbook helpful in providing answers to questions you may have concerning our school. It is designed to provide an introduction to the school and an overview of school operations and procedures. Please do not hesitate to seek further information or clarification about any aspect of Reservoir Views Primary School.

We welcome enquiry and feedback on school matters.

Further information about our school can be found at :
www.reservoirviewsps.vic.edu.au

Appointments may be arranged by telephoning us on 9460 6995 with school tours available throughout the school year.

Regards,
Karen Rush
Principal and Reservoir Views PS Staff
Our Values

Respect (esteem, consideration, dignity, kindness, fairness)
We accept people for whom they are and treat them in a way that we want to be treated.
We rely on everyone to do the right thing.
We show consideration and care towards each other.

Resilience (guts, grit, determination, vitality, flexibility, heart, tolerance)
We build self-esteem and social skills which enable children to be able to work and play happily within the school community.

Love of Learning (curiosity, study, information, culture)
We are curious about learning new things, and our learning and teaching environment creates lifelong independent learners.

These values support our students in becoming positive young people within our immediate and broader community.
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How to help your child in the First Year at School
Reservoir Views Primary School embraces diversity and reflects the multicultural and varying socio-economic nature of its local community. We are committed to providing the best learning opportunities for all our students. We do this by knowing who our students are – their interests, backgrounds and families; their current achievement level – where they are now in their learning; and by having high expectations of what they can next achieve with explicit teaching and support.

Students are provided with a safe, supportive and nurturing environment enabling them to reach their potential in becoming life-long learners. Teaching and learning programs reflect the holistic needs of students, recognising and catering for the different ways children learn and celebrating student achievement.

Our key focus is on developing our students to be literate, numerate and curious, as we acknowledge these as the foundation skills for all other learning. This is complemented by our Integrated Studies and Specialist programs which provide students with experiences in Visual Art, Music, Physical Education, Italian Language and Library. Extracurricular programs include our EAL (English as an Additional Language) program, annual school concert, student leadership opportunities, prep buddy program, swimming, incursions and excursions, inter-school sports, Promoting Alternative Thinking Strategies, keyboard, choir and camping.

Reservoir Views Primary School reflects the cultural diversity of our local and Australian community. Through classroom programs, children learn to develop an appreciation of different cultures and deepen their understanding of, and respect for, differences through their friendships with other children. We teach our children about our environment, Australia and its past, inclusive of our Indigenous people.

Children learn about the importance of behaviours that demonstrate acceptance, respect and understanding of all people who live in our land and our planet.

Our school’s values: respect, resilience and love of learning underpin the behaviours that are positively promoted and explicitly taught at Reservoir Views Primary School. We hope that these values are shared in the children’s family lives too.

Our education team consists of a stable mixture of younger and more experienced teachers and support staff working together to bring out the best in our students as they develop as learners and as members of our school family. Reservoir Views staff are a committed group of professionals who continue to learn and develop their own professional practice to offer relevant and up to date learning experiences for our students.

Our school provides rich and meaningful learning experiences in a safe, caring environment where everyone is valued and respected as an individual.
Ms Karen Rush  Principal
Mrs Sue Gavin  Assistant Principal
Mrs Nicky Grujovski  Teacher
Ms Lou Morrow  Teacher
Mrs Megan Seddon  Teacher
Mr Pablo Kastner  Teacher
Mrs Figen Mustafa  Teacher
Mrs Erika Hopcraft  Teacher
Mrs Linda Salerno  Teacher
Mrs Amy Jephcott  Teacher
Ms Sarah Britton  Teacher
Ms Jenny Cameron  Teacher
Ms Melpo Parvakis  Teacher
Ms Grazia Marcucci  Italian
Mrs Val Plastow  Physical Education
Mrs Jo Jolley  Visual Art & Music
Ms Jenny Weedon  Integration Aide
Mrs Merilyn Pengelly  Integration Aide
Mrs Jacqui Reffo  Administration
Mrs Helen Hatzikonstantinos  Administration
Mrs Lesley Jones  Canteen Manageress
School Term Dates and Important Dates

2016

<table>
<thead>
<tr>
<th>Term 1</th>
<th>27 January to 24 March</th>
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<tbody>
<tr>
<td>Term 2</td>
<td>11 April to 24 June</td>
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<tr>
<td>Term 3</td>
<td>11 July to 16 September</td>
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<tr>
<td>Term 4</td>
<td>3 October to 20 December</td>
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Dismissal
Students are dismissed at 3.30pm except for the last day of each term. In terms 1, 2, and 3 students are dismissed at 2.30pm and at 1.30pm in term 4. All students leaving school or any school events during school hours must be signed out by a parent or authorised parent representative at the school office before the child is collected from the classroom. See Early Dismissal section for further information.

Daily Timetable
The school bell sounds at 9am
It is an important practice for students to be punctual, providing a smooth start to the day. Students are encouraged to be at school from 8.45am, but not earlier unless required for before school activities.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>8.57am</td>
<td>Music for children to line up</td>
</tr>
<tr>
<td>9am</td>
<td>School Commences</td>
</tr>
<tr>
<td>10.50am</td>
<td>Morning tea eaten in classroom</td>
</tr>
<tr>
<td>11am</td>
<td>Morning Recess</td>
</tr>
<tr>
<td>1.30pm</td>
<td>Lunch eaten in classroom</td>
</tr>
<tr>
<td>1.40pm</td>
<td>Lunch Recess</td>
</tr>
<tr>
<td>3.30pm</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

We stress the importance of collecting your child promptly at the end of the school day. If however circumstances delay you, please notify the school regarding arrangements.
The yard is supervised before school from 8.45am and after school until 3.45pm. Students playing in the yard outside these times do so at their parents own risk. Afterschool care is available on a permanent and casual basis. Children must be pre-booked before 3pm to access this service. Fees will apply. The contact number for bookings is 1300 105 343.

Holidays and Curriculum Days (Pupil Free Days)
You will be notified well in advance through the newsletter of all dates when the students are not required to attend school. The school is required to notify parents in writing 24 hours in advance if there is to be any industrial action taken which prevents students attending school. The Department of Education and Training (DET) grants curriculum days (pupil free days) to schools.
Parents will be given advance notice of any other pupil-free days which occur throughout the school year so that they can organise the supervision of their children.
Darebin Council run a school holiday program during each term break on our school premises. Bookings can be made directly through the Council. Call 8470 8112 or 8470 8100 for further information.

Curriculum Days for 2016: Thursday January 28th
Others to be determined
Procedures, Policies and Practices

For further information regarding future school term dates go to:


Student Free days provide an opportunity for staff to develop and evaluate curriculum, to review programs and teaching strategies, to develop program budgets and to participate in Professional Development programs, all of which are important aspects of providing quality educational experiences for our students.

ATTENDANCE

Regular, punctual attendance is vital. The teachers are aware of your child’s needs and will contact you if they feel your child needs to go home. The only reason your child should be absent from school is illness and appointments such as dentist, doctor, etc that are unable to be made outside of school hours. If your child absent for more than 2 consecutive days and you haven’t notified the school, your child’s teacher will contact you. When your child returns after an absence, you need to send a written note explaining the absence. A verbal explanation is not sufficient.
If your child arrives late at school in the morning or is being collected from school before 3.30pm dismissal, please sign the register book at the office.

A Student Absence Plan is required for students absent for extended periods of time. Please notify the school (in writing) if you are planning extended absence from school.

If your child is ill due to one of the following: mumps, chicken pox, measles, please notify the school immediately.

ANNUAL INFORMATION UPDATES

It is important for your child’s health and safety that the school has updated information regarding the items below. Please update ALL information through the office at the beginning of each year and as changes occur. This information will then be passed on to relevant staff.

◊ Contact Details
◊ Emergency Contact Persons
◊ Mobile Number for SMS texts
◊ New/Updated medical information
◊ Custody/Legal arrangements pertaining to your child

ASSEMBLY

School assembly is held every Monday in the Multi-Purpose Room at 9.00am and you are warmly encouraged to attend. Students takes turns at leading the assembly and assist the Principal in sharing information and presenting ‘Student of the Week’ Awards.
BULLYING
What is Bullying? Bullying isn’t a one-off incident—a friend being in a bad mood one day, calling you names and then apologising later. It’s when name-calling or threats go on for some time that it becomes bullying.

Reservoir Views PS has a zero tolerance approach to bullying. For more information and a copy of the school’s Bullying Policy please contact the office. All families need to work together with the school to promote a safe and healthy school environment for our children.

SPECIAL EVENTS
All year levels will have the opportunity to participate in a variety of incursions (at school) and excursions (away from school) throughout the year.

These provide valuable learning experiences for all participants and we encourage all families to allow their children to participate. Year 5-6 students attend an accredited camp annually.

Camps and excursions are part of the extra-curricular school experience and therefore require parent payment. Parents will be notified of these activities well in advance and have the opportunity to pay through regular instalments to assist family budgets.

Canteen
Our canteen operates Monday, Wednesday and Friday and provides students with a range of meals, drinks and snack food. The canteen is managed by Mrs Lesley Jones with the daily assistance of voluntary parent helpers. Please see Lesley in the canteen if you are available to help.

A price list will be sent home at the beginning of the year and updated from time to time. This list includes instructions on how to order your child’s lunch.

Casual Relief Teachers
When your child’s teacher is absent the school may employ a casual relief teacher (CRT). Generally, the school attempts to employ a casual relief teacher who is well known to the children and who has a good understanding of the school’s philosophy and procedures. There may be occasions where your child’s class is split. In this case split lists are displayed in classrooms and children provided with appropriate work that supports the classroom program.

Communications
The school has an SMS System using mobile phone text messages to notify parents in extreme emergency situations. This system may also be used from time to time to remind parents of special events etc.

To ensure the effectiveness of this system parents are required to:
♦ Update their mobile phone numbers
♦ Nominate the preferred phone number to be used in emergency situations

Mobile phone updates throughout the year need to be registered at the office in person, or in writing.

Its the parents responsibility to ensure all mobile phone details for your child are kept up to date for this emergency system to work effectively.

Dogs in the School Yard
The school recognises that dogs are an integral part of some families and that a walk to and from school is excellent exercise for the family pet. Please ensure the safety of everyone within the school community by having your dog on a lead and NOT within the school grounds or tied up near the school gates.
EARLY PICK UP
Schools can only release students being collected before 3.30pm to persons authorised by their parent-guardian.
An authorised person would include:

♦ Any custodial parent or guardian and
♦ Any person listed by you as an Emergency Contact

Should you wish another person to collect your child from school prior to 3.30pm you MUST:

♦ Notify the school in writing or by phone of the name and details of the person concerned and
♦ Remind the person to bring some ID to the office when signing out your child. Office staff are required to photocopy ID for school records prior to releasing the child.

EMERGENCY INFORMATION
Emergency information is kept on file for each student. This enables the school to contact parents or the emergency contact in case of an accident or illness. Please ensure the emergency contact lives close by and has transport to pickup your child. To enable the school to provide this care, parents are requested to advise the school immediately of any change of address or telephone numbers. Your nominated emergency contacts are the only persons other than yourself authorised to collect your child EARLY from school. If at any time you wish your child to be collected early by an unauthorised person you will need to contact the office beforehand. (Please see EARLY DISMISSAL section for further details)

Please notify the school of any relevant information regarding custody and access rights which would affect your child's security. Such issues are handled in confidence.

EXTREME WEATHER
Children will be kept inside at break times during extreme weather conditions. The school will make this decision on the basis of the weather conditions prevailing at the time.
On wet days or extremely hot days classes remain inside and a staff duty roster is implemented.

FOOD AND SCHOOL
Schools play a vital role in educating children in healthy eating behaviours and parents play a vital role in providing their children with a healthy and balanced food for snack and lunch. We believe school age is the perfect time for children to learn and establish healthy eating behaviours. Teachers incorporate appropriate ongoing and educational activities to promote and raise interest in healthy eating. Students are requested to bring their lunch and snacks in containers to reduce rubbish at school.

Snack: Morning snack time begins at 10.50am. We suggest you provide a healthy snack such as a small piece of fruit, cheese, carrot or yoghurt. In hot weather a small fruit juice, frozen drink or a bottle of water is a good idea too.

Drinks: Drinks of any kind in cans or glass containers are NOT permitted at school. We would appreciate your cooperation in observing this rule. We suggest a clearly labelled plastic bottle that can be taken home daily and refilled. Please use a permanent marker pen! Water bottles are encouraged in classrooms especially during hot weather.

Lunch: Lunch is eaten under supervision of the class teacher. Please keep your child’s lunch simple and small. Our experience shows that many little children have difficulty eating a big lunch. Teachers try to make sure that any uneaten food is returned home so that parents can gauge the correct amount needed.
FOOD ALLERGIES

If your child suffers from any food or other allergies please notify the school immediately. See the medical information section for more details.

Any type of nut, eggs, milk, wheat, soybean and fish are responsible for 90% of food allergic reactions in Australia.

Allergic reactions can be quite severe and potentially life threatening.

While the DET does not require schools to ban these products, parents need to be aware that food with these allergens can cause serious health problems for other children.

If your child does bring any of these products to school it is essential that you:

- ensure that your child does not share food with other children
- discuss food allergies with your child so that they understand the reason for these measures
- remind your child to wash their hands after eating any of these products to avoid cross contamination

If you wish to celebrate your child’s birthday at school please:

- consider other ‘treats’ rather than birthday cakes such as pencils, balloons etc.
- consult with the classroom teacher well in advance if you wish to send a class food treat to school.
- Provide the classroom teacher with an ingredient list for any cakes/muffins/biscuits etc so that all children can participate in your child’s celebration safely.
- Any ‘treats’ brought from home can only be distributed by the classroom teacher.

HOMEWORK

Children are required to complete homework tasks each night including home reading. Other tasks will vary according to your child’s year level. Parents are asked to ensure that your child completes their homework tasks and to provide support where necessary. Further information about homework can be obtained by talking to your child’s teacher. All students also have a homework diary to facilitate communication between home and school.

Students at all year levels will have regular activities to complete at home on a daily basis.

LIBRARY

Students can borrow books weekly during their library session.
All P—2 students need to have a bag in which to carry Library books. It should be clearly named and an adequate size.

LOST PROPERTY

Please ensure all items are clearly labelled with the child’s name. The Lost Property Box is located in the foyer outside the school office.

Named items are returned regularly.

At the end of each term items not claimed will be recycled. Therefore it is important that you clearly label all clothing and property.

MOBILE PHONES

Mobile phones are not to be brought to school.

In exceptional circumstances your child may need to bring a mobile to school for safety reasons. If this is the case, please consult with your child’s teacher prior to sending the mobile to school. Your child’s teacher will collect the mobile at the start of the day and return to your child upon dismissal.

Your support in the use of mobile phones at school is appreciated.

TISSUES

Parents are requested to provide a box of tissues per term for your child’s class.
MUSIC LESSONS
A Angela and Cedric Beards provide music tuition for keyboard, guitar and singing. Tuition occurs at school during school hours.
A fee is payable directly to the provider for this service.
Information is available from the school foyer notice board.

MEDICAL INFORMATION
At the beginning of the year, or on enrolment, parents will be issued with a ‘Medication Information Form’ to be completed. Any medical condition marked on the form ie. Asthma, Allergies, Diabetes etc. will be followed up by the First Aid Officer with additional documentation required ie. Asthma Action Plan, Anaphylaxis Action Plan, treatment of condition etc. It is up to the parent to provide the school with information regarding any changes to the child’s medical condition.

Accidents/Sick Bay
Children sent to the sick bay by a teacher will be assessed and treated as needed by a first aid trained staff member. Parents will be notified of the illness or injury either by written note at the end of the day, or verbally via the phone, whichever is deemed necessary. Minor injuries such as small scratches etc not needing first aid treatment do not require notification.

Anaphylaxis
Parents with children diagnosed with Anaphylaxis need to provide the school with an ASCIA Action Plan. The First Aid Officer will meet with the parent and complete an Individual Anaphylaxis Management Plan. The parent must provide an EpiPen, and antihistamine if required, to be kept at the school at all times to move with the student as required. All staff are trained in Anaphylaxis management and response.

Asthma
Parents of children diagnosed with asthma, will receive a ‘School Asthma Action Plan’ after notification to the school via the Medical Information Form, or on enrolment. It is expected that every child diagnosed with asthma will carry their own Ventolin inhaler at all times whilst at school. The school does carry spare inhalers for emergency use only.

Illness
It is expected that parents will keep their child at home when they are ill or feeling unwell. If a child becomes ill whilst at school, the parent will be contacted and asked to collect the child as soon as possible.

Infectious Diseases
Parents are requested to notify the school should your child contract an infectious disease. If your child is ill due to one of the following: mumps, chicken pox, measles, please notify the school immediately.

HeadLice
While children are at school many families will have contact with head lice. The school policy regarding head lice is available from the office or the website together with information pamphlets suggesting treatment methods.
Does my child have to miss school? According to the Health (Infectious Diseases) Regulations 2001, children with head lice can be excluded and readmitted to school after lice treatment has commenced. Head lice are a major problem in all schools and families need to work together to control and manage this condition.
Medication at School
Parents will also receive a copy of the ‘Medication Consent Form’ for when children require medication whilst at school (these forms are available from the office at any time). This form must be completed, signed and dated, then brought to the school office with the medication required. All medication must be labelled with the child’s name and dosage needed (in its original packaging if possible). Medication will then be stored appropriately in the sick bay and dispensed as directed by the First Aid Officer. It is the parent’s responsibility to collect the medication from the school office at the end of each day. For safety reasons, parents must bring the medication to the office in person, and not send it along with their child.

NEWSLETTER
The school newsletter is a vital source of information and communication about the goals and every day events happening in your school. It is important for all families to read the newsletter regularly to stay informed. The newsletter is sent home every Friday through the oldest family member and can also be accessed through the school website.

www.reservoirviewbps.vic.edu.au

Please get into the habit of checking your child’s school bag regularly for newsletters and notices. Permission forms need to be returned to school promptly to facilitate school organisation. Most school forms & major policies can also be downloaded from this site.

OUT OF SCHOOL HOURS CARE PROGRAM
Our program aims to provide affordable quality child care and recreational activities for primary school age students in a safe, relaxed, caring and well supervised environment.
This program operates on school days between 7.00 am — 8.45am, and 3.30pm — 6.00pm. If there is the demand, the service may be available all day on pupil-free days.
The program operates from the Multi-purpose room area.
Our program is co-ordinated by Camp Australia. Breakfast and afternoon tea is included in the program.
The students enjoy a program which is a mixture of supervised free play, within designated areas of the school grounds and organised inside and outside activities.
Registration and enrolment procedures must be completed for students to attend the program. Bookings can be either on a permanent or casual basis.

Log on to www.campaustralia.com.au and look for our school name in the school finder.
If you don’t have access to a computer or need help in doing this, we can help you at the school office.

You can also phone the service on 0429 472 162 if you have already registered and need to access the service.

We strongly recommend that all children are enrolled in the Out of School Hours Program in case of an emergency.
PARENT FEEDBACK
Parent feedback provides valuable information about how well the school is meeting the needs of students and their families. Parents are invited to provide feedback to the school both formally and informally through involvement in parent surveys, focus groups and school committees. Information related to addressing parents concerns and complaints is available from the office.

PARENT-STAFF COMMUNICATION
If you have any concerns/questions about your child, please arrange to talk to your child’s teacher. It is natural to have questions about your child’s routine and school processes. Teachers are not able to talk with you while they have students with them. The needs of your child and the other children in the class must come first during the school day.

If you would like to meet with your child’s teacher:
Step 1  Ask the teacher if you can arrange a time that is suitable to you both for a meeting. This could be done before school or after school. If you are working, you may like to forward a note, leave a voicemail message or leave a message at the office for the class teacher to return your call so that you can make arrangements to meet. Individual teachers are not expected to meet with parents in the evenings.

Step 2  Inform the teacher about the nature of your inquiry. Teachers care about your child and want to know if there are any issues which may have arisen.

Step 3  Try to focus on the positives. Staff welcome your feedback about the good things they are doing and there are many! A positive outcome for all involved will occur if each party is willing to listen to the other’s views and all work towards finding a solution that is in the best interests of your child.

Sometimes there are matters, which parents feel that they would like to discuss with the Principal. Matters may involve family, health, finance and other personal issues. To speak with the Principal please contact the Office to make an appointment and, if appropriate, inform the Office staff of the nature of your concern/query.

The ‘Parent Complaint’ policy provides information about how parents and the school can work together through a problem solving process to develop positive solutions for their concerns.
Copies of the Parent Complaint policy can be obtained from the office or the school website.

PARENT PARTICIPATION
Parent helpers are welcomed to support programs and the operations of many school programs. Students enjoy having their parents take an active part in the life of the school. Your commitment can be as little as once a term or as regular as every week, depending upon your availability.
We have jobs to cater to everyone’s skills and interests from helping keep our grounds and gardens neat and tidy, marketing, fundraising, hearing children read, making lunches in the canteen, School Council and its subcommittees. If you have a skill that you think we might be able to use come and have a chat with us. This is your school, your children, your community. Make the most of your association with us by getting involved NOW.
It is a legal requirement that all parents working in the school environment during school hours are required to obtain a Working with Children Check [See Pg. 17 for more information]. Application forms are available online at https://online.justice.vic.gov.au/wwccu/onlineapplication.doj Office staff are happy to assist you to complete the form if required.
PARENT/TEACHER INTERVIEWS & REPORTS

Parents can contact their child’s teacher to arrange to meet at a mutually agreed time. We encourage you to do this if you have any questions or concerns about your child. Teachers may contact you if they have concerns as well or just to provide you with some feedback on your child.

Written reports are presented to parents in June and December. The reports are designed to give parents an accurate account of attainments and a summary of performance.

Parent-teacher interviews are held in June/July. This is an opportunity to discuss student learning progress. Parents are able to request further interviews in December. An opportunity to discuss the reports is offered at mid year and end of the year.

A curriculum information session occurs in Term 1. The purpose is for teachers to share curriculum outlines with parents and to provide parents with the opportunity to enquire about school programs.

PAYMENT / PERMISSION FOR SCHOOL ACTIVITIES

The 2016 compulsory school charge helps support the costs of running classroom programs and specialist programs. A letter outlining the school charges is posted to all families at the start of the year. Parents are asked to pay fees as soon as possible preferably by BPAY. Stationery items are distributed to children on their first day of school by their teacher and replenished as required.

Notices will be sent home from teachers regarding any activities that require your permission and payment. Permission notes and money should be returned to the classroom teacher by the required date. Please place money in a sealed envelope clearly labelled with the child’s name, grade and purpose. Part payments are accepted at any time for most activities.

Electronic Payment Facilities Available
Credit Card facilities are available at the office for payments. BPAY facilities are also available, please refer to details on your payment notice.

PLEASE NOTE THAT TELEPHONE TRANSACTIONS ARE NOT ACCEPTED
If you have any concerns regarding payments, please speak with the office staff. We want ALL students to participate in ALL programs but unfortunately, students will be engaged in alternative programs if payments are not made by the required date. The Parent Payment Policy is available on our website www.reservoirviewsps.vic.edu.au or from the school office.

POSSESSIONS AND MONEY

Responsibility cannot be taken for treasured or expensive items brought to school. If your child wishes to bring a ‘special’ item to share with their class please:
♦ organise beforehand with the teacher to ensure the safe storage of the item and
♦ explain to your child that the item MUST stay with the teacher for safekeeping and cannot be taken out into the playground.

Please ensure your child does not bring large amounts of money to school. Any money for excursions or special items should be sealed in an envelope on which is written the amount, the child’s name and grade and the purpose of the money. Expensive toys etc. should also be kept at home, unless other arrangements have been made with your child’s teacher.

SCHOOL BANKING

Friday is Bank Day for our students. To open a Dollarmite Account, go to any Commonwealth Bank with your child’s birth certificate and complete the school banking form.
SCHOOL COUNCIL

School Council is the governing body of the school. School Council consists of parent, staff, and community members.

The election process for School Council is during first term.

Parents are encouraged to consider nominating for School Council or to get involved in a School Council Sub-committee, Buildings and Grounds, or Fundraising. This is a valuable way to meet other community members and have a say in the decision making processes of the school.

STUDENT OF THE WEEK

These awards are presented at school assemblies and are one of the ways we celebrate student success. Awards are based on our school values and provide opportunities for students to be recognised for their effort and achievements.

STUDENT LEADERSHIP

Reservoir Views has an elected student leadership group which represents all children from Yrs Prep to 6. This group meets regularly to organise school based projects and provide feedback on school issues. These students are role models for other students and these positions are highly regarded and sought after by students.

PREP BUDDIES

Prep and Year 5 children are involved in regular cross-age activities to support their learning and happy transition into school life.
SUNSMART SCHOOLS

As a SunSmart School ALL students are expected to wear the approved school hat when outdoors as per the SunSmart Policy. Parents wishing to provide their children with sunscreen are encouraged to do so. Please ensure that your child can apply their own sunscreen safely and effectively as staff are not permitted to apply sunscreen. All sunscreen brought to school must be clearly named and within its use by date. For health and safety reasons please ensure that they do not share their sunscreen with other children as they may be sensitive or allergic to some of the ingredients.

Approved school hats are available from the school office at reasonable prices. Students not wearing the proper sunsmart headwear will be asked to play in the shade by staff.

Our SunSmart Policy can be obtained from the office or via the website:

www.reservoirviewspsvic.edu.au

TRANSFERS

Parents wishing to transfer their child to another school should notify the Principal in writing. The school will arrange the necessary transfer procedures and forward information onto the new school.

UNIFORM

The school community strongly supports the concept of a school uniform. Its purpose is to promote a sense of pride, equal status and belonging amongst the students of Reservoir Views PS. Uniform items and accessories can be purchased at school via an order form. Items in stock will be available for immediate collection on payment. Many items are also available in school colours through major department stores.

- Light blue polo tops
- Navy blue shorts/pants/skirts
- Summer/Winter dresses available only from the uniform supplier—orders taken at the office.
- Burgundy windcheaters/bomber jackets

Hats : It is compulsory for students to wear SunSmart hats whilst outdoors in Terms 1 and 4. Please ensure your child has a hat that is labelled with his/her name. Hats are available for sale at the office.

Art Smocks : Parents are asked to supply an art smock for each of their children to wear in the Art Room and for other activities where protective clothing is required.

Shoes: Leather school shoes or runners are acceptable, no sandals or thong type shoes please.

Sports Uniform : You are not required to purchase particular items of clothing for physical education. Students will be supplied with team colours as required for school sporting teams.

WORKING WITH CHILDREN CHECKS

It is a DET requirement that all adults working on a voluntary basis in a school require a valid Working with Children Check to ensure the safety of our children. Applications are obtained through https://online.justice.vic.gov.au/wwccu/onlineapplication.doj After filling in the online form, finalise your application at a participating Australia Post outlet, by presenting your application summary, proof of identity and a passport quality photo. On receipt of your WWC Check, volunteers are required to register their valid WWC card at the office.
Starting school is an exciting event for students, but school will probably mean some big changes in your child's life; for example, first steps to independence, first separation from family and home, new feelings, friends and experiences.

It is important your child gets off to a good start. Things you can do to help prepare your child for school include encouragement to put things away, training to listen, doing simple tasks, getting along with others, sticking to a routine [e.g. bedtime] and dressing oneself.

THE FIRST DAY OF SCHOOL

If you have a positive attitude and look forward to the first day of school, your child will probably do the same.

On day one, arrive on time. Help your child find the locker identified with the name for her/his bag. Try to leave quickly once your child is in the classroom. Your own happy, confident farewell will help your child settle.

Make sure you have talked to your child about the difference between "playtime" and "lunchtime". Show your child what food you have packed each morning for these times and say when you expect it to be eaten. Ensure the lunchbox fits easily into the school bag. [Drinks should not be in glass containers].

Please be prompt in collecting your child at dismissal, and share the excitement of starting school.

HOW TO HELP YOUR CHILD IN THE FIRST YEAR AT SCHOOL

♦ Students become very tired, and perhaps a little irritable, particularly during the first few weeks of adjusting to a new routine. They need extra understanding from parents at this time.

♦ Aim to have your child at school by 8.45 a.m. Running late, and entering school after the day’s activities have begun, can be upsetting to a beginner. Also, please make sure that your child is picked up from school on time.

♦ NAME EVERYTHING which your child brings to school - all clothing, lunch boxes, bags, plastic bottles, storybooks, toys, balls, etc.

UNLESS ARTICLES ARE NAMED, IT IS DIFFICULT FOR TEACHERS TO FIND THE CORRECT OWNER - and much valuable time can be spent in attempting to do so.

♦ Show an interest in "work" brought home, and display it in a special place.

♦ Recognise and praise your child's efforts. Aim at helping your child surpass his/her own previous achievement rather than competing with others.

♦ Understand the importance of play. Provide materials which stimulate creative play.

♦ Encourage your child to play with other students.

♦ Teach your child to cope independently with taking clothing on and off, particularly coats, art smocks, shoes, socks, and clothing with buttons or zips. Begin teaching him/her to do up shoe laces.

♦ Above all, DON'T WORRY. When students have developed a secure relationship with their teacher, and have made friends, minor problems seem to solve themselves. If a problem persists, don't hesitate to talk to the class teacher, team leader or Principal.