Dear Parents / Guardians,

On behalf of the School Council, Family and Friends, staff and students we extend to you and your child/ren a very warm welcome to Stratford Primary School.

The Primary School is the foundation of education on which other areas depend. It is during this time of schooling that the child’s capacity and eagerness to learn is greatest.

The Primary pupil changes to a greater extent than others; in physical growth, in skill development, in knowledge, in ways of thinking and speaking, in understanding, in emotional development and in ways of relating to people.

At Stratford, we endeavour to build on this exciting stage of development by providing a secure and attractive environment that is well resourced for teaching, learning, sport and play. Our junior school orientation program and supportive buddy system ensures your son or daughter will quickly form new friendships and enjoy a safe and exciting start to school life.

You, as a parent, play a vital role in keeping in touch with your child’s education. Talk to the teachers, positively involve yourself with your child’s work and actively support school activities. This will enable you to share and enjoy the progress of your children through Stratford Primary School.

All school activities focus on the need to create and maintain a school with a warm, caring atmosphere where children in co-operation with teachers and parents, are purposefully engaged in fully developing their abilities and skills as a preparation for future learning.

Excellent facilities and energetic teaching and support staff allow for our rich and exciting programs to be implemented with imagination and thoroughness.

This booklet is planned to acquaint you with the school’s operation and is intended as a valuable home reference of procedures followed within the school.

Zonda Lynn
Principal
Stratford Primary School
Our Purpose
Stratford Primary School believes it takes a whole community to raise a child and sees its guiding principle as engaging students and the community in an innovative, safe teaching and learning environment, supporting the growth of confident, literate, numerate, informed and responsible global citizens.

Values
Stratford Primary School encourages positive learning attitudes for each student through programs that develop self-esteem, confidence, independence and caring and cooperative attitudes. Children are encouraged to take responsibility for their own learning and behaviour and are provided with challenging life experiences. Central to our teaching and learning program are our core values of:

Acceptance: Understanding we are all different. ‘Not better, not worse, just different”.
Respect: Being caring and considerate of yourself, the community and the environment.
Commitment: Always trying your best to get things done.
Honesty: Being truthful and trustworthy.

Context
Location
The rural township of Stratford has a population of 1,300 residents and is located on the Princes Highway approximately 15 kilometres east of Sale.

Established in 1860, Stratford Primary has maintained its commitment to providing quality educational opportunities for the students of Stratford township and surrounding areas. The school caters for Prep -Year 6 with a 2014 enrolment of 97 students. The buildings are set in spacious grounds with a variety of playing spaces. The school has a cooperative relationship with other local schools. Our recent building program is complete so staff and students enjoy modern and spacious new facilities.

Demographics
Pupils are drawn principally from traditional town families and surrounding farm areas, although a number also come from families moving to Stratford from Sale in search of a rural environment. Many students are bussed in from the outlying areas of Munro, Stockdale and Llowalong.

Facilities
The school has attractive classrooms, library, a gallery area and access to an on-site sporting stadium. We are a Stephanie Alexander Kitchen Garden Program school that incorporates extensive vegetable gardens and orchard, and a kitchen boasting five work stations and dining room. All students from prep to year 6 participate in weekly gardening and cooking lessons. Many positive comments from the Stratford Community and visitors to the area about the appearance of the school have created a sense of school pride in students, parents and staff.
SCHOOL PROFILE

Curriculum Programs and Delivery
The school provides a comprehensive, integrated and sequential education program in line with the Victorian Education Learning Standards.

In addition to the integrated curriculum the school offers the following programs:
- Investigative Learning Approach developed by renowned educator Kathy Walker
- Literacy Intervention Programs for students at risk
- Learning Technologies
- Arts Performances
- Indonesian Language prep to year 6
- Studies in Asia Program
- Stephanie Alexander Kitchen Garden Program
- Instrumental Music Program
- Perceptual Motor Program
- Interschool Sport
- Drug Education Program
- Buddy System
- Drama
- Swimming
- Camps and Excursions
- Social Skills Program
- Traffic Safety Education
- Pre Prep Transition Program
- Outdoor Education and Science Program
- Student banking with the Commonwealth Bank
- Energy Breakthrough Challenge (HPV)

The school is proud of the caring and professional staff who use a wide variety of teaching and learning strategies to cater for the different learning styles and needs of students. Stratford Primary School caters for the academic, physical, emotional needs of the children in its care across all age levels.

The school maintains strong links with the community. A major event each year is the ten day annual ‘Shakespeare on the River Festival’. School members are involved in the organisation of this event and the senior students perform one of Shakespeare’s plays which is watched by parents, students and members of the wider community.

Stratford Primary School also accesses community services and businesses to strengthen and broaden its educational programs and to foster children’s connectedness to their community. Members of the Stratford community are involved in reading, mentoring, coaching and technology programs.

Parents/Guardians are strongly encouraged to become active partners in their child’s education. Great value is placed on the home-school partnership as a means of ensuring that education is a shared responsibility. Parents are actively involved in classroom programs including Stephanie Alexander Kitchen Garden Program, excursions, coaching sport, School Council and Family and Friends.

We also have special school events such as the Mothers’ Day High Tea, Science Night and student performances.
**SCHOOL ORGANISATION**

**Class Arrangements:**
The placement of children within classes will vary from year to year dependent upon the number of classrooms available and the number of children at each year level. Multi-aged classes may be necessary to satisfy these conditions.

**Specialist Areas/Subjects:**
- Physical Education
- Visual Arts
- Indonesian Language Program
- Stephanie Alexander Kitchen Garden Program - cooking and gardening
- Instrumental Music
- Asian Studies
- Religious Education

**Casual Relief Teachers:**
Qualified teachers are employed to replace teachers during periods of absence.

**Education Support Personnel (Literacy & Numeracy)**
Staff (not necessarily with any teacher qualifications) are employed to assist teachers with their classroom programs where special needs arise.

**School Hours:**
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 am</td>
<td>School commences</td>
</tr>
<tr>
<td>10:30 am - 11:00 am</td>
<td>Morning Recess (supervised by teaching staff)</td>
</tr>
<tr>
<td>12:00 noon</td>
<td>Fresh Fruit/Vegetable time</td>
</tr>
<tr>
<td>1:00 pm - 1:10 pm</td>
<td>Lunch (supervised by teaching staff)</td>
</tr>
<tr>
<td>1:10 pm - 2:00 pm</td>
<td>Lunch Recess</td>
</tr>
<tr>
<td>3:30 pm</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

**School Assembly:**
In 2014 School assemblies are held in the Gallery at 9:00 am on the first Friday of the month. Parents are welcome to attend. Following assemblies is an informal ‘Coffee & Chat’ and parents are invited to come along for a relaxing cuppa to meet other parents.

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>7 February</td>
<td>7 March</td>
</tr>
<tr>
<td>6 June</td>
<td>1 August</td>
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<tr>
<td>4 April</td>
<td>5 September</td>
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<tr>
<td>2 May</td>
<td>10 October</td>
</tr>
<tr>
<td>7 November</td>
<td>5 December</td>
</tr>
</tbody>
</table>

Assembly dates 2014 First Friday of the month

*Please check the school newsletter to confirm date and time.*

**Lunches:**
- Lunches will be eaten under supervision in the classrooms prior to lunchtime recess.
- Lunches easily managed by the child are recommended.
- A substantial morning play snack is needed as lunch does not begin until 1:00 pm.
- Children may eat a piece of fresh fruit/vegetable in the classroom at 12:00 noon.
- Chocolate, chewing gum, bubble gum, lollies, fizzy drinks and glass containers are not to come to school with your child.
- Children going home for lunch must have a permission note signed by a parent.
- Family and Friends operate a tuckshop on average once per term to highlight special school celebrations e.g. football finals.
- It is essential that lunch boxes and drink bottles are clearly named.
- Students are encouraged to bring as few wrappers to school as possible. Food brought in small reusable containers is ideal. Wrappers brought to school will be taken home again.
- We have “Trashless Tuesdays” when all school members are challenged to bring their food in reusable containers to school.
SCHOOL ORGANISATION

Change of Address:
It is imperative that we can contact you in case of an emergency. We need up to date addresses, emergency contact names and phone numbers at all times. Please notify the office of any changes in writing.

Supervision in the School Grounds:
A teacher is on duty to supervise children from 8.45 a.m. until 3.45 p.m. No responsibility is taken for children on the school premises outside of these times. (Except for bus travellers.) Parents requiring further information please contact the school.

Materials & Requisites Charges:
Instruction in key learning areas is free to all students attending a government school. However, parents are expected to pay for student textbooks, requisites/stationery, materials for programs where the student consumes or takes possession of the finished articles, diaries, camps and excursions, extra curricula programs, private instrumental music tuition, uniforms etc.

Parents are supplied with a breakdown of the costs of student requisites and charges for materials and services which are not instruction. To minimise costs for parents, the school buys in bulk and distributes requisites to children as needed. Voluntary levies are not charged at Stratford Primary School.

Children are encouraged to respect their materials and not to be wasteful. In the event of initial supplies being used up parents may be asked to supply further equipment.

As well as these materials your child will need:
- A school uniform
- An art smock
- A school bag
- A Library Bag

( Stratford Primary School Family & Friends provide a library bag for all children starting Preps.)

Sports Activities:
Sports activities throughout the year include:
- Prep – 3 Learn to Swim Program
- Year 4 – 6 Water Awareness and Safety Program
- Swimming Carnival
- Standardised Athletics Sports
- Inter-school Sports activities for senior students
- School Cross Country
- Grade 1 – 2 Gymnastics program (every 2nd year)
- Special sports days and coaching clinics as available
- Annual Triathlon

Special Events:
- Annual Shakespeare Dress Up Day and Banquet
- Mothers’ Day High Tea
- Book Week
- Fun with Science Family Night
- End of Year Awards Night and B.B.Q.
Active After School Communities
Is a government funded program aiming for children to become more active. This program runs for 7 weeks of each term.

Religious Education:
A non-denominational course is usually available for all pupils from Prep to Year 6. The approved syllabus of the Council of Christian Education is taught during a weekly timetabled lesson of half-hour duration by accredited presenters.

Student Leadership Group
Our student leaders are made up of students elected by their peers who organise social service and leisure activities and assist with school assemblies and ‘Green Team’ activities.

Excursions:
Excursions are related to class programs and are an important part of a child’s education. Some are short walks to see our own town and environment. Others are taken on buses to see people, places and things of interest and educational value. The cost of most excursions is paid at the commencement of the school year as part of the requisite and excursion charge. You will be notified in advance of any trips out of the town.

Camps:
School camps are part of the education program for older children. They provide opportunities to experience living away from the family, to learn the need for co-operation, to use self-reliance as well as seeing different environments and practising some skills learned at school. Grades 3 to 6 pupils will participate in an extended overnight experience away from the school.

Parents will be notified well in advance of the date and cost of camps. This will enable them to liaise with the school if necessary, to arrange payment by instalment. Full camp payment must be made before departure.

Musical Groups:
Children interested in learning to play musical instruments (flute, clarinet, piano, recorder, guitar etc) may be given the opportunity depending on the availability of staff or arrangements made with external providers.

Transfers
Please notify the Principal when transfer is contemplated. This matter is treated confidentially.
COMMUNICATION

Newsletter (Stratchat)
- ‘Stratchat’ is the school newsletter that is published every Thursday and is distributed to all school families.
- ‘Stratchat’ contains a school program calendar, notices about school activities, notices of meetings, school policies, general school information, student, staff and community contributions.
- Stratchat is also available to view online at www.stratps.vic.edu.au

Notes Home
From time to time class notes and other information are sent home via the students.

PLEASE CHECK BAGS REGULARLY!

Information Sessions
- Parent teacher interviews are held at the end of term 1 and term 3.
- Information sessions may be run for parents when new Department of Education and Early Childhood (DEECD) initiatives are being introduced or explained.

Parent Helpers Program
This parent education program is offered on an annual basis. It is designed to provide parents with the opportunity to explore how their children learn and how, together with classroom teachers, they may continue to support their children’s literacy development. It makes strong links between the learning environment of the Early Years classroom and the learning environment of the home. Parent volunteers are required to hold a current Working With Children’s Check.

Reading Logs
Every child in the school has a reading log. Children are encouraged to read each week night and fill in their reading log. It is essential that parents sign and return the reading log for recording by the classroom teacher. There are incentive awards for the number of nights of reading in the school year.

Communication
Please keep in touch with your school by talking to the teachers, by attending Family and Friends meetings or contacting school councillors. Office staff are always ready to answer your questions. Please make an appointment with the Principal to follow up any concerns you may have. Parents are urged not to rely on hearsay and if in doubt please check with the school.
SCHOOL COUNCIL & FAMILY AND FRIENDS

School Council
The School Council is the governing body of the school. Its major responsibility is that of deciding the educational policy of the school. School Councillors, the wider parent community and teachers share a common responsibility for the education of children. School Council is accountable for school evaluation, school finances, the maintenance of school grounds and buildings as well as the general oversight of the workings of the school.

School Council elections are held in February each year. Councillors serve a two-year term of office with half retiring each year. Lists of school council members will be published in the newsletter after the election.

Membership:
Any parent of a child at the school can be nominated for School Council or become a member of a School Council Sub-committee. e.g. Facilities, Education, Finance, Public Relations & Fundraising. The School Council comprises 7 parents, 1 co-opted member of the community and 4 Department of Education employees including the Principal.

Meetings:
- School Council meets monthly in the gallery at a time negotiated at the start of each school year.
- School Council activities are reported to parents through the school newsletter.
- Parents should not hesitate to contact School Councillors to express ideas or concerns about the school.

Out of hours use of School Equipment, Facilities and Grounds:
- Individuals or organisations hiring / using school premises and facilities are accountable in ensuring that they are used in a safe and sensible manner. Appropriate insurance cover needs to be taken out by the hirer.

Family and Friends
Family and Friends is made up of the parents of children attending this school. Family and Friends meets monthly and all parents are welcome to attend. Activities of Family and Friends include making new parents welcome, looking after everyday needs of the children, fundraising, information and social activities.
Policy Statements & Program Outlines

Strategic Intent for the period 2011 – 2014

- Improve students engagement and learning standards with specific focus on Writing and Mathematics
- Offer stimulating and challenging teaching and learning programs with a focus on engaging students in learning

- Copies of the Stratford Primary School Strategic Plan and Annual Report are available on request.
- School families will be issued with a parent handbook and additional information will be forwarded through the school newsletter.
- School Policy documents are available on request.

Parent Helpers and Volunteers

- Parent helpers and volunteers must first sign in at the school office.
- Parents attending overnight camps, assisting with classroom activities, Stephanie Alexander Kitchen Garden program, swimming programs and long day excursions must have a valid Working With Children’s Check.

Ways Parents Can Help

- Be on School Council.
- Be part of School Council Sub-Committees eg. Education, Finance, Facilities.
- Be a member of Family and Friends.
- Be a parent member of school policy and program teams.
- Be a trained classroom helper.

Other areas where you may wish to help can include:

- Word processing
- Reading Stories
- Camps
- Displays
- Clubs
- Art/Craft
- Help in the Library
- Photocopying
- Science Activities
- Tuckshop
- Fundraising
- Cooking Program

- Bookmaking
- Excursions
- Maths
- Perceptual Motor Program
- Repairs to Buildings and Equipment
- Provide Childcare for Parents’ Meetings
- Music
- Sport/Games
- Swimming Program
- Uniform co-ordinator
- Gardening Program
Labelling Clothing:
- We request that all removable clothing and personal items be labelled clearly with your child’s name.
- There is a lost property basket at the school. This is emptied at the end of each term.
- Unclaimed and unnamed uniforms are where possible salvaged and offered to families through the uniform shop at discounted prices.

Toilets:
- Please ensure your child understands and uses acceptable toilet etiquette before he or she comes to school.
- The toilets are not a play area.

Attendance:
- Attendance must be regular.
- A written note from parent(s) is required by law for any absence on the child’s return to school. Parents may fill out absence notes, forms available at school office
- If you wish to take your child from the school early, please see the class teacher and fill out the sign out book in the school office.
- If your child is late they must enter their arrival in the late book in the school office.
- It is not okay to be away.

Safety – School Crossing and Collecting Children:
- Delivering and collecting children by car can be a hazard if drivers do not obey the parking notices and road laws.
- All parents are reminded that when collecting children from the school, or visiting for any other purpose before or after school, you should use the car park areas bordering the school.
- Parents should observe the NO PARKING signs at the school crossing and in the vicinity of the Stadium. Disabled parking areas should also be left for the use of appropriate families.
- All pedestrians and cyclists must exit the school by the small gate next to the crossing.
- Children being picked up by parents in cars must also use the small gate and school crossing. Parents are asked not to call children across the road at other points.

Safety – Bicycles:
Riding bicycles on the roads can be very dangerous, particularly if children do not comply with the road rules and do not have sound bicycles and bike helmets.

The road traffic authority suggests that children below grade 4 level should not ride on the roads unless accompanied by an adult.

Bus Travel: Students residing more than 4.8 kms from the school may be eligible for travel on Government subsidised buses. If you think your child may be eligible, please see the office staff.
**STUDENT WELFARE**

**Student Welfare Programs:**
- The school runs a number of excellent student welfare programs each year. These include social skills (whole school focus ongoing throughout the year) together with other programs such as Grief and Bereavement, Rock and Water, Boys ‘n’ Buddies and Girls are Great which are conducted on an as needs basis.
- The school works closely with District Student’s Services Officers to refer students for speech pathology, counselling or assessment.

**Intervention Programs:**

**MultiLit:**
This is a one to one literacy intervention program available for students in years 3–6.

**Bridges:**
This is a one to one literacy intervention program available for students.

**Emergencies at School:**
- In case of an emergency such as a fire or accident involving the school as a whole, we have a procedure known by staff to ensure safety for all.
- A major emergency or evacuation will be controlled by the police.
- The school has a documented Emergency Management Plan.

**Accidents or Illness:**
In the case of your child having an accident, or becoming ill at school, it is very important that the school has current contact phone numbers including emergency phone numbers for carers who can take your child home if you are unable to.

**Asthma Management Policy:**
All children who suffer from asthma must have an up to date Asthma Management Plan filled in by a doctor and lodged at the school. Reliever medication must be carried by the child at all times. It is recommended that a puffer be purchased for school use.

**Open Cuts or Wounds:**
Children with open wounds or cuts must have them covered, or are to remain home until they can be covered.
STUDENT WELFARE

Head Lice
The school has developed a comprehensive program to minimize head lice infestations. It involves:
- All parents signing a permission form to allow their children to have their heads checked at school by trained and school council approved staff or parents.
- Children who are infested will be excluded from school until they have been treated. They will also be checked on their return to school.
- Treatment advice is available from the school and the Wellington Shire Office (51 423333)
- Parent cooperation is very important if we are to minimize the distress caused by the problem.

School Entry Immunisation:
- It is a legal requirement that every child must have a school entry immunisation certificate on enrolment to primary school in Victoria even if the child has not been immunised.
- Parents will automatically receive a history statement from the Australian Childhood Immunisation Register (ACIR) after your child has completed the 4 year old vaccine schedule and has completed all childhood immunisation requirements. On the bottom of the page it should state: “This child has received all vaccines required by 5 years of age.” This is now accepted as a school entry immunisation certificate.
- Parents whose child’s immunisation records are incomplete, missing or the child has never been vaccinated, should contact the Wellington Shire Health Department who will be able to assist you in obtaining a school entry immunisation certificate.

Illnesses and Infectious Diseases:
- We request that you do not send your children to school if they are ill.
- A child who becomes ill whilst at school will be cared for in the sick bay and parents will be contacted in order to take the child home.
- Major accidents will be referred to the Ambulance Service.
- In the event of an outbreak of measles, diphtheria or polio all children who are not immunised against the particular disease will be excluded from school.

Some diseases require the child to be excluded from school.
(Refer Exclusion Table for Infectious Diseases)
## INFECTIOUS DISEASES EXCLUSION TABLE

**Chicken Pox:**
For at least seven (7) days after the beginning of the illness or until the last lesion has healed.

**Diphtheria:**
Until a medical certificate is provided in accordance with Health Department regulations. Contacts excluded from school.

**German Measles:**
Until ten (10) days have passed since the appearance of the rash.

**Measles:**
Until medical certificate is supplied, or until seven (7) days have elapsed since the beginning of the rash.

**Meningococcal Infection:**
Until a medical certificate of recovery is produced.

**Mumps:**
Until at least fourteen (14) days after the onset of symptoms.

**Polioomyelitis:**
For at least fourteen (14) days after beginning of the illness or until a medical certificate of recovery is submitted.

**School Sores:**
These must be effectively treated. It is suggested that this be done through your own doctor. Child is to stay home the first day after commencing treatment but may return to school the next day providing that treatment is being continued and the sores are covered.

**Streptococcal Infection (Including Scarlet Fever):**
Until a medical certificate of recovery is produced.

**Tuberculosis:**
Until a medical certificate is provided stating that the child is non-infectious.

**Typhoid Fever:**
Until three (3) successive negative faecal cultures are obtained at 72 hour intervals, commencing at least 72 hours after cessation of specific therapy.

**Viral Hepatitis:**
Until a medical certificate of recovery is provided or all symptoms of the disease have disappeared.

**Whooping Cough:**
For four (4) weeks or until a medical certificate of recovery is produced.

**Conjunctivitis:**
Exclude until discharge from eyes has ceased.
**STUDENT CODE OF CONDUCT**

**School Goals**
The whole school community should share in the education of students at Stratford Primary School and therefore take responsibility for the environment in which students work. The staff at Stratford Primary School is committed to providing a learning environment where:

- Students and staff are able to work in an atmosphere of mutual trust and respect.
- All students and staff have the right to feel safe at all times, and they have a right to work in a secure environment where, without intimidations, they are able to fully develop their talents, interests and ambitions.
- Relationships between staff and students are based on consultative processes, where everybody’s rights and responsibilities are recognised.
- Students learn to take responsibility for their own behaviour and learning.
- Parents have an obligation to support the school in its efforts to maintain a positive teaching and learning environment.

**Welfare And Discipline Statement**
This policy has been prepared after consultation from all sections of the Stratford Primary School community and is consistent with the instructions in the Student Discipline Procedures 1994, Ministerial Order No 1 Discipline of Pupils and the Code of Conduct for the Public sector.

**Principles**
The Stratford Primary School Council and staff believe that our school should provide all children with a safe and orderly learning environment that meets the needs of our children at all levels of their primary school life. Through meaningful instructional programs and supportive social skills and welfare programs the dedicated staff work in partnership with parents and the broader community to educate the whole child.

The Student Code of Conduct is guided by the following principles:

- All children have the right to be safe.
- All children have the right to be treated in a caring, considerate, courteous and fair way from their peers and staff.
- All children have the right to work and play in a secure environment without interference, intimidations, harassment, bullying or disruption.
- All children are encouraged to be polite, courteous and well mannered.
- All children will wear the correct school uniform as per the uniform policy and exhibit pride in their school.
- Parents have a right to expect that their child will be educated in a secure environment in which care, courtesy and respect for others are encouraged.
- Parents have an obligation to support the school in its efforts to maintain a productive learning and teaching environment.
- Teachers should expect to be able to teach in an atmosphere of order and cooperation.
- The Principal and staff have an obligation to implement the code of conduct fairly, reasonably and consistently.
STUDENT CODE OF CONDUCT

School Rules:
There are six basic school rules:
- Follow instructions courteously the first time they are given. Work to the best of your ability and allow others to do the same.
- Move and play safely.
- Care for yourself, others and property and the school environment.
- Resolve problems calmly, sensibly and fairly and respect others through your speech and manners.
- No bullying, harassment, or fighting (hands, feet and objects to yourself).
- Remain within boundaries and use playground areas according to directions.

Rights and Responsibilities:
A set of rights and responsibilities outlining acceptable and unacceptable behaviour is necessary in order for a school to meet its educational and social goals.

Students have the following rights:
- The right to feel safe at school.
- The right to learn without interference from others.
- The right to be treated with respect and in a fair and equitable manner free from harassment.
- The right to expect your property to be safe.

Students have the following responsibilities:
- To learn and obey all school rules.
- To attend class prepared to learn and not interfere with the learning of others.
- To treat others with respect and resolve differences through discussion and compromise and not conflict.
- To take care of your own and other people’s property.

Implementation of the Student Code of Practice:
- All students will receive a copy of the Code of Practice for reference.
- At the commencement of each school year, teachers will establish a set of classroom rules for their own classes that are consistent with the school rules.
- School and class rules will be displayed prominently around the school.
- A set of consequences will be used to implement a consistent approach to those who choose to disobey school or class rules.
- Bullying is seen as a serious breach of the Student Code of Conduct and will not be tolerated in any form.
- Students will be made aware of the provisions of the Racial and Religious Tolerance Act 2001, which makes it unlawful for students to vilify other students on the grounds of race or religion.

Stratford Primary School believes a positive, proactive approach to behaviour is desirable. Students should:
- Respect and be aware of the rights of others.
- Be responsible for his/her own actions.
- Develop self-discipline, within an agreed and clearly communicated code of conduct.
AVAILABLE SERVICES

Services Available To Students

Medical
Each year children in year Prep children are invited to undergo a full medical check-up by a school nurse from the Family Services Branch – Department of Human Services. Confidential Medical Envelopes are distributed early in term 1.

Dental
A school dental service is also available at Central Gippsland Health Service, Guthridge Parade, Sale. Parents can obtain the relevant details from the school office.

Educational Support Services
Personnel to assist schools in educational programs, student assessments and student services (counselling and guidance/speech pathology) are available, after consultation with the school.

Local Shire Health Services
Student immunisations

If you feel that your child may need any of these or other services, please contact the Principal. At times, teachers will initiate the contact with other educational or medical professionals but only with parental consent.
TRANSITION

Pre-School To School

School Familiarisation
- Regular visits by pre-schoolers to school to familiarise the children with classroom organisation and outdoor facilities.

Orientation Day
- Pre-schoolers attend school as new Preps. Parents meet current class teachers and Principal.

Pre-Prep Program
- Stratford Primary School runs a Pre-prep program in term 4 each year. Children attend school and are involved in pre literacy/numeracy, art and physical education activities organised and presented by Prep/1 teachers.
- Children must be enrolled to commence Prep at Stratford Primary School to participate in the program. While it is recommended that your child take part in the program it is not a prerequisite.

School Attendance for Preps in February
- The first four weeks of term 1 prep students do not attend school on Wednesdays to enable them to ease into the school routine. In addition to this if you feel that your child is not coping with the first few weeks (due to tiredness, hot weather etc.) please talk to the class teacher to arrange earlier pick-ups or other temporary attendance procedures.

Prep Interviews
- All preps will need to attend a one hour session on a Wednesday to participate in the beginning school screening process.

Before the First Day:
Because children are required to be more independent at school, it is helpful for your child to know these things and to have practised them in an informal way:
- Putting things away after use.
- Recognising and being responsible for personal belongings.
- Tie and untie shoelaces.
- Attend to toilet needs and adjust clothing.
- Washing hands after using toilet.
- Suitable personal hygiene habits, including how to use a tissue or handkerchief properly.
- Boys need to know how to use a urinal.
- Management of items such as lunch boxes and drink bottles.
- Recognising his or her own name and knowing address and telephone number.
**School Safety:**
- At school, children go to the toilet with a buddy and they must always ask permission to leave the classroom.
- During recess and lunch breaks there is always a teacher on duty.

**Suggestions:**
- Have some "practice" school lunches at home.
- Have a medical check-up prior to attending school.
- Do not allow your child to bring toys to school.
- Have all items marked clearly with your child’s full name (windcheaters, lunch box – lid and bottom, drink bottle, school bag, library bag, art smock, hat etc.)
- Explain what food is eaten at snack time and what is for lunchtime and pack these separately.
- Encourage healthy snacks such as fruit, vegetable pieces etc.
- Pack spare clothing/underwear at the bottom of your child’s bag.
- Let the teacher and child know of any alternative home time arrangements and talk to the teacher before you use the bus service.
- Take an interest in school activities and talk about work when it comes home. Do fun maths things at home (i.e. counting numbers, cooking, estimating/guessing, card games etc.)
- Read, read, read to your child and develop a love of books. Read signs, labels, notes, etc. and give lots of praise.
- Discuss the following safety issues with your child – *how to use the school crossing, to wait inside the school gates, never leave the school grounds without parent or teacher permission.*
- Take and collect your child to and from the classroom. When he/she feels confident, explain where he/she will be met at the end of the school day.

**Primary to Secondary College**
- Year 6 students have the opportunity to visit the Secondary College of their choice for an information day (mid year) and an orientation day in Term 4.
- Year 7 coordinators visit the school to talk to prospective year 7 enrolments.
- Students living more than 4.8 kms from their nearest government or private school may be eligible to travel on a school contract bus. Bus Co-ordinators at Sale College and Maffra Secondary College will be able to help parents with their enquiries.
SCHOOL UNIFORM

Student Dress Code
All school councils have the authority to create and implement dress codes for their students. This authority arises from an Order made by the Governor-in-Council. Stratford Primary School has had a compulsory student dress code since 1991 that has been reviewed and amended to reflect emerging safety issues and community expectations. We believe our school uniform promotes a sense of individual and collective pride in our school and encourages group security both within the school and when on school outings. Our uniform is a comfortable, functional and cost effective form of clothing that promotes the school in the eyes of the public.

Enforcement of the Dress Code
As our uniform is compulsory, it is expected that students wear the uniform every day at school. When children leave the school ground for excursions, sport or to represent the school at community events, full school uniform is to be worn. If a child is temporarily unable to comply with the dress code a note signed by the parent must be presented to the Principal. A student’s studies will not be interrupted if they do not comply with the school dress code unless there was an issue of safety, however they may be excluded from optional educational activities or from representing the school at community events. Sanctions for breaches of the dress code will be consistent with the school’s Student Code of Conduct. The operational tasks of enforcement of the dress code and the granting of exemptions belong with the Principal.

Exemptions from the dress code
Occasionally and exemption from the dress code may be granted and these will be assessed on an individual basis. These requests will be treated in the strictest confidence as often issues of a very personal nature (health, domestic, financial, racial) need to be revealed to substantiate the request for exemption.

Details of School Uniform
Girls
Summer:
Option 1:
- Red & white check frock with Peter Pan Collar
Option 2
- Red polo shirt with school logo (available from JSM Embroidery, Sale)
- Black shorts, culottes/skort or skirt or track pants (not sports briefs, bike shorts, leggings or netball skirts)
And with both options
- Red polo fleece top with school logo
- Black school shoes.
- White socks
- Red school hat with school logo

Winter:
Option 1:
- Red and black plaid tunic worn with long sleeved plain black skivvy and black tights (no footless tights or leggings). Note this is the only time black skivvies can be worn.
SCHOOL UNIFORM

Option 2:
- Red polo shirt with school monogram
- Black knee length culottes/skort, skirt or black track pants or track pants (no leggings, bike shorts or shorts)
- White or black socks or black tights (no footless tights)

Plus:
- Red polo fleece with school logo
- Black vest with school logo
- Black school shoes
- Red and black outer wear jacket with school logo (to be worn outside).

Boys

Summer:
- Red polo fleece with school monogram
- Red polo shirt with school logo
- Black shorts (not basketball shorts)
- Black tracksuit pants
- White or black socks
- Black school shoes
- School hat with school logo

Winter:
- Red polo shirt with school logo.
- Red polo fleece jumper with school logo
- Black vest with school logo
- Black school pants, shorts or black track pants without logos are stripes.
- Red and black outer wear jacket with school monogram. (to be worn outside)
- Black socks
- Black school shoes

Girls and Boys

Sport uniform to be worn during Physical Education classes and sporting events
P.E. Students to bring their sports uniform to school and change before and after the lesson.
- Black sports shorts and/or black track pants.
- Polo shirt in house colours (Blue, Green or Yellow)
- Runners with non-marking soles and sports socks.

When representing the school at sporting events
- Black sports shorts and/or track pants
- Red Polo shirt with school monogram
- White or black sports socks
- Runners with non-marking soles
- Red and black outer wear jacket with school logo

Special Uniform Items
Year 6 students will have the option of purchasing a special inscribed year 6 polo shirt for wear during their final school year.
Energy Breakthrough (HPV) shirts: The school provides the shirts for students to wear during the competition. Students may purchase their own shirt.
SCHOOL UNIFORM

Other Footwear
During wet winter weather children are permitted to wear gum boots to school and bring slippers for inside use. However, runners must still be worn during PE classes. Open toed sandals, slip on skate or canvas fashion shoes are not to be worn at any time.

Jewellery
Watches, plain studs and sleepers are the only jewellery to be worn. Necklaces, rings and dangling earrings represent a safety hazard to the children and are not to be worn at school.

Makeup
No make-up is to be worn by students at school and this includes nail varnish.

Hair
Hair below the collar line and long fringes should be tied back on both girls and boys with plain black or red hair ties or headbands. Large floral head pieces and accessories are not appropriate at school and students will be asked to remove them. Permanently brightly dyed hair is also not appropriate for this age group.

Casual Dress Days:
Clothing must be appropriate for safe play at school and be consistent with the sun smart policy. Strapless tops and dresses, tank tops or singlets are not appropriate and if worn to school students will be expected to change into uniform provided by school for the day. Open toed sandals, thongs or high heels are not to be worn on casual dress days. Make up and jewellery are not to be worn. School hats are to be worn from the beginning of September to the end of April.

Uniform Supply:
- All school monogramed logo clothing (jacket, polo shirts, polo fleece jumpers are available at JSM embroidery in Sale.
- Black shorts, track pants, trousers and skirts are available at JSM. At times they may be available at discount stores. These can be worn but must be consistent with the school uniform policy.
- School dresses and tunics are available from (JSM or school, negotiations are continuing)
Some uniform items may be available from the school while stocks last.

NOTE:
From 2014 the existing red polo shirt, the red fleecy windcheater and red bomber jacket are being phased out and will no longer be official school uniform from the start of the 2016 school year. Black skivvies, other long sleeved t-shirts are not to be worn under the school polo shirt or polo fleece jumpers.
The reporting program at this school will involve:

**Term 1**

February/March
- **Parent/Teacher Information Session**
  During this time parents will have an opportunity to visit their child's classroom and speak informally to teachers about the curriculum offered. (These are not parent/teacher interviews).

March/April (Date dependent on the length of term 1)
- **Parent/Teacher Interviews**
  These will be in the form of parent/teacher discussions about your child's progress. At this session information about the child will be shared and recommendations for improving the student's learning agreed upon.

**Term 2**

June
- Written Report issued.

**Term 3**

- August – Parent- Teacher Interviews. (review of June Reports)

**Term 4**

December
- Written reports will be issued and interviews arranged on specific requests.

**Other Communication**
- Should the need arise in between these formal school wide interviews; parents/teachers are free to initiate further mutually convenient times for discussion, interview etc.
- Parents are requested to make formal appointments when they wish to talk at length with teachers. They are also asked to refrain from holding impromptu discussions immediately before or after school or during class time, when teachers are very busy. Your co-operation in this matter would be very much appreciated.
**HOMEWORK**

**What is Homework?**

Homework is work that is initiated at school and worked on at home. It could include:

- reading *(e.g. school book, home book, newspaper, etc.)*
- completing work related to topics/units of study
- long term/short term projects
- collecting information and/or materials for a specific purpose *e.g. bringing cooking utensils, bringing science equipment.*

**Homework:**

1. Homework should be set only in relation to the child's needs.
2. Homework should not place stress on the child or the parents and should not limit the child's activities outside school.
3. Parents should know the teacher’s expectations to homework in relation to:-
   - how often it is set
   - the standard of presentation
   - the time allowed to complete it
4. Parents should be encouraged to offer opinions, to show interest in the child's work, to suggest sources of information and to provide a suitable place for children to do their work.
5. Teachers should be aware that the child has / hasn’t completed set tasks. Please communicate with your child’s teacher if there are particular circumstances or concerns pertaining to the completion / non-completion of your child’s homework.
SCHOOL FINANCE

School Council has the responsibility to ensure that all school monies are expended for their proper purposes and that all accounts are accurate and audited annually.

Sources of Funds:

Direct Grants:
Quarterly government grants are received for building and grounds maintenance, library, integration, electricity, gas, administration, cleaning, and for curriculum areas. These grants cover our basic school running requirements and are allocated on the size of the grounds, building area and number of students.

Other Grants:
The school is a regular applicant for a variety of government and community grants to assist our school programs.

Local Funds:
Local funds are made up from money generated by local fundraising efforts. These funds provide for teacher and student aids, equipment and amenities additional to those provided by the Department of Education and Early Childhood Development.

School families are encouraged to support fund raising activities.

Local funds also include parent contributions to materials used by students and student excursions. This is called the Student Requisite and Excursion Charge and is payable at the commencement of the school year.

Allowances Available To Parents:

Educational Maintenance Allowance
Provided by the Victorian Government to low income families to assist with the cost of educating their children. Holders of Health Care Cards and Pension Cards are eligible for this allowance. Further details available from the school office.

Conveyance Allowance
To be eligible for a conveyance allowance students must live more than 4.8 kilometres from the nearest school or nearest bus stop. Holders of Health Care Cards and Pension Cards are eligible for this allowance. (See office for appropriate form.)