



INFORMATION BOOK

2020



Neerim South Primary School No. 2432

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www.neerimsouthps.vic.edu.au

INTRODUCTION

Dear Parents,

I would like to take this opportunity to extend a warm welcome to you and your child to Neerim South Primary School. I sincerely hope that your association with the school will be both happy and beneficial for you and your child. This booklet has been produced to enable you to become familiar with the school and how it operates.

School exists for students and it is their interests and well being that we consider at all times. We endeavour to educate the students in pleasant surroundings, whilst drawing upon the talents and abilities of each child.

We believe that education, at this school, is the joint responsibility of school and home and seek to involve parents and the community in their child's' education program. Through newsletters, discussions, information nights, our website, Facebook page and other opportunities as they arise, we will keep you informed of school happenings and your child's progress. We seek the support that you, as parents, can give.

I believe we have the greatest resource of any school, in a dedicated group of teachers who have the best interests of students at heart. Their enthusiasm and caring nature makes Neerim South Primary School a pleasant and productive environment for students.

Please feel free to contact us at anytime if you have any further questions or concerns.

Yours sincerely,

PRINCIPAL

ACTIVITIES PROGRAM

We run an activities program as an integral part of our curriculum. The program is set yearly and may include visiting presentations (incursions), sports days, theme days, excursions, school concert, dances, Life Education van visit and other special activities which involve money from families to cover costs. We will be charging for each activity as it arises. However, you wish to pay in full at the commencement of the year, this can be arranged. Please note, as per School Council policy, that each activity must be paid for prior to attendance.

AMBULANCE

It is recommended that parents consider joining an ambulance scheme as, if an ambulance is called by the school, then the cost is borne by the parents. Parents and guardians are generally responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund. Low cost 24/7 insurance policies are available from most insurance companies.

ANNUAL REPORT

Each year the school produces an annual report of its performance. It is presented by the Principal to School Council at the annual reporting meeting in March/April. A copy of this report is also published on our website and the governments My School portal or a hard copy can be obtained from the school office.

APPOINTMENTS

We value close links between home and school. If you feel that a problem exists at any time concerning your child's behaviour or performance at school, please come in or telephone the Principal to discuss it. Either before 8:50am or after 3:20pm is the best time for seeing teachers and a discussion time can be arranged. Parent/teacher discussions and student led conferences are generally conducted in terms 1 and term 3. We urge you to attend these if you can. It is generally accepted that when parents express confidence in the school and are involved in it in some way, their students are likely to be happier and perform better in the classroom.

ASSEMBLY

Each fortnight on Friday afternoon an assembly is held for all the school at 2.50pm. Parents are most welcome to attend. The Young Australian oath is recited by all students and the National Anthem is sung. The words have been reproduced below.

YOUNG AUSTRALIANS

As a young Australian
I am proud of my country,
her natural beauty and her past.
I promise to respect
the rights and property of others
and to obey the laws of my country.



ADVANCE AUSTRALIA FAIR

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 then let us sing
Advance Australia Fair.

ATTENDANCE

It is essential that if a student is late or absent to let us know. You can do this by ringing the school, via the sentral parent portal or email the school to let us know. neerim.south.ps@edumail.vic.gov.au

If we haven't heard from you by 10am on the day of the absence, then we are mandated to contact you that day to see why your child is absent.

ASTHMATICS

The school is required to keep an Asthma Management Plan, approved by the child's doctor, on record at school. If your child suffers from Asthma, please make sure you provide this plan to the school. A student's medication should be with them at all times, but parents are also asked to supply the school with spare medication with their child's name on it for use in emergencies. Asthma Action Plans should be updated yearly and it is the parents responsibility to provide this to the school.

BANK

The Neerim District Community Bank operates accounts for students at school. Banking can be done any day of the week and should be handed into the office in the morning. Students are encouraged to open an account as this is a good way to encourage saving.

BEFORE SCHOOL, AFTER SCHOOL AND VACATION CARE

Commonwealth approved before and after school care operates Monday to Friday, 7.00am to 8.45am and 3.15 to 6.00pm. Most families are eligible for a government rebate. Application forms are available from the school office, or by phoning our OSHC coordinator mobile 0408 812 072. The school also provides vacation care during school holidays. Information will be available in the school newsletter, on our website and Facebook page or contact the office.

BELONGINGS

It is important that **all** articles of clothing, lunch containers, drink bottles and footwear are clearly labelled. This especially applies to jumpers and coats. We do try and return lost property to the classrooms, however it is made difficult if the item is not labelled or the name is unreadable or wrongly labelled with previous owner's name.

BICYCLES

Bicycles are permitted at school but we do not encourage students below grade four to ride their bike to school. School policy states that students **MUST** wear a safety helmet if they are riding to school. Riders should observe regular traffic rules. Bicycles are not permitted to be ridden in the school grounds or in front of the school.



BIKE EDUCATION

Bike Ed is taken by grades four, five and six bi-annually with one hour per day for ten days being devoted to bike education. Road Laws are an integral part of the study.

BOOK CLUB

Book Club order forms are sent out twice a term by parent volunteers. Parents may order if they wish and books are usually delivered within three weeks.

BOOK LISTS

Notices regarding stationery requirements for the following year are sent out towards the end of term four.

BUILDING FUND

NSPS has an officially registered Australian Taxation Office (ATO) Building Fund for the maintenance and repair of the Cowan Hamono building or other building projects. This is a tax deductible contribution to the school and a tax invoice will be provided upon request. All donations are gratefully accepted. You do not have to be a school family to donate.

BULLYING AND TEASING

Every person at this school has the right to work in an environment where they feel safe. The school has an anti-bullying and harassment policy which has an agreed set of procedures to be followed if a complaint is made in this area.

BUS TRANSPORT

There are three buses used by our students. The buses are operated and coordinated by the secondary college. Application forms for travel are available at the office. Students line up in their bus lines and are checked off a roll before boarding the bus after the finish of school. The school must be informed if a child is not going to travel by bus on a particular night. This minimises time wasted waiting for students and ensures all students who travel by bus are accounted for. Duty teachers supervise this procedure. All bus travellers sign a bus travel expectation contract when they first commence travelling on a bus. Inappropriate behaviour may lead to suspension from travelling on the bus, as we want to ensure safe travel for all students.

- Only students who live further than 4.8km from the school are eligible for free bus transport and only students who are travelling to their nearest school.



CAMPS AND EXCURSIONS

Excursions are planned as an important educational experience that complement our learning program. Local excursions where students walk are arranged within the school, and do not require permission slips to be completed. When we use transport, permission forms are sent home. Camps are planned well in advance and require permission forms to be signed that include medical details and indemnity.

Foundation, grade one and two have day trips relevant to the curriculum. Grade three, four, five and six attend bi annual camps. In the odd years grade three and four attend a three day camp and in the even years grade five and six travel by bus to Canberra for a five day camp. Over a five-year period students will have experienced a variety of environments covering the beach, city, bush and historical.



CAMPS - PAYMENTS

To minimise the financial burden of the cost of camps, you may pay for your child's camp during the year. As per School Council policy, full payment of camp costs will be required to enable your child to attend. If you are a holder of a Health Care Card, Veterans Affairs Gold Card, Pensioner Concession Card or are a temporary foster parent, you can apply for the Camps Sports and Excursion funding. For primary school students the rate is currently \$125.00 per year and can only be used towards the cost of camps, sports and / or excursions costs for your child.

CHAPLAINCY PROGRAM

The school has been funded until the end of 2021 for a two day a week chaplaincy program. The chaplain is available to students and families for pastoral counselling and/or informal discussions regarding any issues related to student wellbeing, on Thursday and Friday. This is a voluntary program, please ask at the school office for a consent form.

CHINESE-MANDARIN

The second language offered at our school is Chinese Mandarin. The program offers:

- Focus on enhancing the students cultural understanding of China.
- The capacity to communicate in Chinese Mandarin about topics associated with home, family, school and learner interests.
- A native speaking Chinese Mandarin teacher.

COMMUNICATIONS

A newsletter is emailed fortnightly to families on a Thursday. Parents are most welcome to arrange discussions with teachers throughout the year. Parent/teacher discussions and student led conferences are held in term 1 and 3 each year. Written reports on each child are sent out at the end of term 2 and term 4. We welcome your input and suggestions and attempt to keep you informed. Information evenings will be arranged early in the year to explain programs that operate in the school.



Please inform us of any change in family circumstance eg: change in address or telephone numbers, email address, emergency contacts, etc.

COMMUNITY USE OF SCHOOL GROUNDS

The School Council encourages the use of our grounds on an informal basis when school is not in session. After school, students should report home and return to use our grounds if they wish. Four special requests are made:

1. Do not play with or near outside school care children.
2. Keep off the roof.
3. Play away from the buildings.
4. Don't climb trees.

Permission for the public to use the school buildings is at the discretion of School Council and is generally encouraged.

COMPUTERS / IPADS

We have four trolleys of 14 Netbook (laptop computers). The school also has class sets of iPads in the F-2, and 3-6 units. The school has interactive whiteboards. Educational programs include the use of e-mail, the Internet, MS Word, Paint, Powerpoint and Publisher.



CONTACT INFORMATION

Postal address: 180 Main Road, Neerim South 3831
Telephone: 5628 1254
Facsimile: 5628 1368
After School Care Mobile: 0408 812 072
Website: neerimsouthps.vic.edu.au
Email: neerim.south.ps@edumail.vic.gov.au
Facebook: facebook.com/neerimsouthps



DAMAGE TO PROPERTY

If school property is damaged, other than accidentally, the student or group of students will be expected to pay for the damage.

DENTAL SERVICE

The service is available by contacting 1800 242 696. Clinics are at Warragul, Newborough, Moe and Morwell. Phone to make an appointment.

DISCIPLINE

A school Code of Conduct and Behaviour Management Policy has been developed based on the School Wide Positive Behaviour System (SWPBS) and our school values model. Whole school behaviour expectations and consequences are developed and displayed in each classroom and a set of expectations operates for the playground and other school areas. See "Student Code of Conduct".

EDUCATION ALLOWANCES

Camps Sports and Excursions Fund

Please refer to the camps payments section.

Conveyancing Allowance

Parents who are more than 4.8km from the school and cannot access a school bus route are eligible for a conveyance allowance which is means tested. Forms are available from the school.

EMERGENCY CONTACTS

These are people that the school may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to the school.

END OF TERM

On the last school day of term school will finish one hour early at 2.15pm Buses also run at this time. On the last day of Term 4 school will finish at 1:15pm.

ENROLMENT

Students who reach the age of five years on or before 30 April are eligible to commence school in the preceding February. An enrolment form can be obtained from the office or the website. To enrol your child, a birth certificate or extract must be provided as proof of birth date and name, and an immunisation statement is also necessary. Enrolment is a serious decisive step which should not be looked upon as an automatic process. Discuss the matter with your kindergarten teacher.

FACEBOOK

NSPS Facebook page is used primarily to let our school community know what is happening in our school and share with you some of the wonderful work our students are creating. We ask that you refrain from commenting on this page. [facebook.com/neerimsouthps](https://www.facebook.com/neerimsouthps)



FINANCE AND FUNDRAISING

DET finances wages, buildings, support services, and many of our school requirements through quarterly grants and education allowances for requisites. Unfortunately, this does not pay for the total year's education, so the school community is asked to assist in paying for their child's education by way of school charges and voluntary assistance and support of our varied functions. Our parents and friends association raises about \$4,000 each year through their efforts and School Council sets parent contribution rates so that the total school community shares in the provision of adequate resources to all students. The richness of your child's experiences at school depends to a large degree on the variety of equipment, aids and resources available to the teacher and the class.

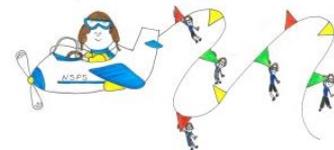
FIRST AID

Students who are ill should not be sent to school. Minor accidents can be treated at school, but for more serious accidents, medical aid will be sought. Every effort is always made to contact parents in such cases. Please ensure that the emergency contact information held at school is kept up to date.



FLY INTO FOUNDATION PROGRAM

This is an exciting transition program only for students enrolling in Foundation Grade at NSPS. It is a weekly session run by our Foundation teacher each Friday from 9:00-11:15am throughout semester 2 (Terms 3 & 4). This fun program allows our enrolling students and their families to experience day to day school activities, building confidence for the start of their official schooling the following year.



GLASS BOTTLES

Glass bottles are **NOT** allowed at school for obvious reasons.

GRADE 6 GRADUATION

This is held towards the end of December each year. Grade 6 students invite their parents to attend which is celebrated with a dinner and speeches by staff and students. Each student is presented with a graduation certificate and photo. Memorable events and photographs of primary schooling are highlighted.

GRADE 6 SCHOLARSHIP

Each year a Grade 6 boy and a Grade 6 girl are awarded a \$125 Cowan Hamono Scholarship to assist them with post-primary education. Prudence Hamono who was the daughter of the first headmistress, Mary Cowan, set up this scholarship. Students with excellent educational records receive these awards. Awards are presented at the Grade 6 graduation celebration.

GROUNDS

NSPS School Council employs contractors to maintain the grassed areas of the school and a local handyman to sweep paved areas and maintain our trees. It is hoped that all families will support the voluntary grounds fee charged as well as any working bees that are arranged. Volunteer help is very important as it allows us to save money to spend on educational items such as computers and books.



HEAD LICE

The school endeavours to assist in head lice detection, education and prevention. Permission to check is included on the enrolment form. Parents are notified if lice or eggs are detected. If your child has live lice they will need to be treated before returning to school. Notify the school if you detect any head lice in your children so that we can undertake further grade checks as a follow up if deemed appropriate.

HOME LEARNING

Home learning may be assigned from time to time at the discretion of the class teacher. Activities might include:

1. Make up work as a result of an absence.
2. Regular reading at home – readers supplied.
3. Regular learning and practising of times tables and number facts.
4. Regular learning of Camera Words

HOUSE TEAMS

The school has four house teams: Red, Green, Blue and Gold. New students will be placed in the same team as older brothers and sisters attending the school. These teams are used for the Neerim Noojee Sports Association Athletic Sports and on some other occasions. An appropriate coloured T shirt and navy blue shorts are required for sports days.

INFECTIOUS DISEASES

The following table indicates the minimum period of exclusion from schools required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001- Schedule 6.

Conditions	Exclusion of Cases	Exclusion of Contacts
Amoebiasis (Entamoeba histolytica)	Exclude until diarrhoea has ceased	Not excluded
Chicken pox	Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion	Any child with an immune deficiency or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Cytomegalovirus Infection	Exclusion not necessary	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first less than 24 hours after finishing a course of antibiotic and the other 48 hours later	Exclude family/household contacts
Glandular fever (mononucleosis)	Exclusion is not necessary	Not excluded
Hand, Foot and Mouth disease	Until all blisters have dried	Not excluded
Haemophilus type b (Hib)	Exclude until medical certificate or recovery is received	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded

Conditions	Exclusion of Cases	Exclusion of Contacts
Hepatitis C	Exclusion is not necessary	Not excluded
Hookworm	Exclusion is not necessary	Not excluded
Human immuno-deficiency virus Infection (HIV/AIDS virus)	Exclusion is not necessary unless the child has a secondary infection.	Not excluded
Impetigo	Exclude until appropriate treatment has commenced Sores on exposed surfaces must be covered with a watertight dressing	Not excluded.
Influenza and influenza like illnesses	Exclude until well	Not excluded
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school
Meningitis (bacteria)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Molluscum contagiosum	Exclusion not necessary	Not excluded
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Parvovirus (erythema Infectiosum fifth disease)	Exclusion not necessary	Not excluded
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Re-admit the day after appropriate treatment has Commenced	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after onset of rash	Not excluded
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment 24 hours and the child feels well	Not excluded
Trachoma	Re-admit the day after appropriate treatment has Commenced	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including Paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered Necessary by the Secretary
Whooping cough	Exclude the child for 5 days after starting antibiotic Treatment	Exclude unimmunised household Contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics
Worms (Intestinal)	Exclude if diarrhoea present	Not excluded

When resuming school after an absence parents are asked to provide a note to the class teacher explaining briefly the absence. These notes are filed in the office.

IMMUNISATION STATUS

All families of Foundation students on enrolment must provide the school with a copy of a current Immunisation Certificate for their child. This assists the school in managing health risks for children.



INSURANCE

Parents and guardians are responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund. If an ambulance is called at anytime by the school then the cost is borne by the parents.

Be aware that: The Department of Education and Training (DET) does not hold accident insurance for school students.

INTEGRATION

Students with disabilities are admitted to our school as a result of government guidelines and School Council policy. The school has made physical alterations including ramps, and appropriate toileting facilities to meet the needs of disabled students. We have integration aides to assist with the smooth running of the program and regular support group meetings are held to assist in the planning of suitable programs. NSPS prides itself on being an inclusive school community.

INTERNET

All students have access to the internet in their classrooms as well as the library. The internet is used for research and specific lessons. There is a policy for appropriate use of the internet which children and parents agree upon enrolment at school.

LATE ARRIVALS

It is a DET requirement that all students who arrive after 9.00am need to be signed in at the office. Students need to report to the office and collect a late pass which is then taken to the classroom teacher.

LEAVING SCHOOL GROUNDS

No student is permitted to leave the school grounds during school hours without a teacher's permission and a written request from parents.

LIBRARY

Students have the opportunity to borrow books from our library on a regular basis on a 7 day loan. We encourage students to borrow regularly. Library bags are required at the commencement of the year by students in all grades.

LUNCH TREATS

Homestyle lunches are available on Fridays from the canteen in the Orana Centre. The Menu is available from the office. A \$5 weekly special is available (which includes a drink). Jaymi Demos (parent) prepares the food onsite and is happy to cater for any dietary requirements. Orders are to be made the day before and dropped off into the tub in the school office by 4pm or by 7:30am on the day via the my school tuckshop app: <https://myschoolconnect.com.au/dashboard> . Contact Jaymi direct for details: 0410 210 622.



LUNCH TIME

Students are required to either bring their own lunch, have a note requesting permission to go home for lunch under supervision or order from the Lunch Treats menu. Students are not permitted to go down the street for lunch. A period of 10 minutes at 11.00am is set aside for students to eat their lunches whilst sitting down. At the end of this period students have 35 minutes from 11.10am to 11.45am for activities in the yard.

If lunches have not been finished in the classroom, students are welcome to take them into the grounds, use the picnic tables and finish their lunch.

MEDICAL SERVICES

Students are given eye and ear examinations by the school nurse in their Foundation year. Forms and notices of these checks will be sent home at the appropriate time by the school nurse. An office of the Health Department is situated in Warragul, where students in foundation and years 1, 2, 3 and 4 can obtain medical or dental treatment. Parents who hold Health Benefits cards are also eligible for this service. The Dental Therapy Unit phone number is 1800 242 696.

MEDICATION AT SCHOOL

Occasionally when a child has recovered from an illness it may be necessary for them to have medication at school. Please ensure that a Medication Request form is completed at the office and all medication is clearly marked with name and correct dosage. Medication will be stored in the first aid room and administered at the office. An Asthma Management Plan should be supplied to the school from the family doctor and updated yearly.

ASTHMA SUFFERERS in particular must have medication on hand at school for use when necessary.

MONEY

If it is necessary for students to bring money to school, it should be in an envelope, sealed and labelled with the student's name, grade, amount and what it is for and the envelope handed in to the office or their classroom teacher first thing in the morning.



PARENTS AND FRIENDS ASSOCIATION

Our Parents and Friends Association meets regularly to organise fundraising activities for the school and to enjoy social activities with other school families. They operate raffles, Mothers' and Fathers' Day stalls and other fund raising activities. They donate the profits to the school to provide much needed extra resources such as library books, computers and sporting equipment, Grade 6 graduation, etc. They also operate the second-hand uniform shop. Everyone, including toddlers, are welcome to come along to their meetings and fundraising activities. Check our Facebook page and newsletter for dates and activities.

PARENTAL ASSISTANCE

Requests are made for assistance in the school with tasks such as book covering, reading, grade helper and swimming. With Principal/teacher consultation parents are welcome in classrooms to help with reading, Mathematics, Science, etc. We try not to put you in situations where parents feel uncomfortable and give you as much guidance as possible. Other areas where parents are asked to assist include working bees, gardening, parent club activities, fund raising, etc. Parental assistance is our most valuable resource. Our school benefits from your support. Please feel free to discuss how you might be able to help **our** school. Volunteers are asked to supply a copy of their Working with Children Check which can be obtained online by visiting <http://www.workingwithchildren.vic.gov.au/> The check is free for volunteers.

PARENT/TEACHER DISCUSSIONS

Discussions are held twice yearly and is 'your chance to share' with teachers. Student led conferences are a chance for your child to showcase their learning. If parents have any questions or queries, please feel free to contact us at any time to make an appointment. with the teacher, out of class hours.

PERSONAL INFORMATION

Families are requested to advise the school of any changes in personal circumstances eg. Name, address and phone number of parents/guardians, email address change, family doctor, emergency contact person, any medical/physical problem your child may have etc. It is very important to let us know of any changes promptly.

PHOTOCOPIER AND LAMINATOR

The office staff will be happy to show you how to use this equipment at a reasonable cost.

PHOTOGRAPHS

Early each year a designated school photographer is invited by the School Council to photograph the students and staff. Parents are notified of the date and cost via the order form and information pamphlet supplied by the photography company.



PHONES

Students are generally not to bring personal mobile phones/tablets/devices to school. If there is a need to bring these to school, please ensure students hand them into the office for safe keeping during the day. They can then collect them at the end of the school day. Please read the letter in the information pack regarding phones at school.

PICKING UP STUDENTS

There is a carpark at the front of the school for parents. The service road can also be used as a pick up point. Both these minimise the need for students to cross roads at a very busy time of the day. If you need to park near the median strip, please insist that your child crosses to your car at the crossing, not over the service road.



- To avoid congestion at the front of the school some parents may arrange to meet students at the stadium at the back of the school.

PLAYGROUND SUPERVISION

There are always two staff members in the yard at recess and lunch breaks to supervise students play activities. If difficulties arise or accidents occur students are encouraged to REPORT IT to the teacher on duty. Students should not be outside defined school boundaries. There are often lunch time clubs running activities and the library is available sometimes when a staff member is available for students who want quiet activities.

POLICIES

The school produces a policy and budget document each year. Our parents, staff and School Council work together to establish and evaluate these documents. During the year you may be asked to fill out a survey form or comment on policy currently being evaluated. Copies of school policies are available from the school upon request.

PRIVACY REQUIREMENTS

NSPS requires information about all parents, guardians or carers so that we can take account of family arrangements. Court Orders setting out any access restrictions and parenting plans should be made available. Please tell us as soon as possible about any changes to these arrangements.

PROBLEMS

Teachers are human beings with all the inadequacies, frustrations, and weaknesses possessed by our species and there will be times when things may not go as smoothly as we would like. Sometimes parents may feel they just have to do something. A child may be upset about a perceived injustice; learning may not seem to be taking place; or seemingly inappropriate demands may be placed on students. If these sorts of things happen (or appear to be happening), parents have a responsibility to look for a solution.



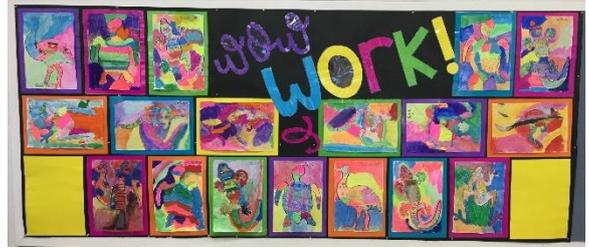
Even small irritations and concerns can nibble away, reducing a parent's confidence in our school. This, in turn, may affect student's learning. Often, there is the old fear of 'rocking the boat' or that a child will be picked on if a complaint is made.

Here is a basic plan worth considering when you want to approach the school with a problem:

- a) Please, whatever you do, don't begin by writing an angry letter containing accusations or threats;
- b) Please do not approach teachers during class time, make an appointment at a mutually agreeable time;
- c) Approach the teacher in an open, friendly manner. Remember, you may not have the full story. Present the problem as a possible misunderstanding that you would like to work with the teacher to solve;
- d) Talk about things that are going well too, and remember that the teacher may also have over twenty other students to consider;
- e) Be prepared to follow the teacher's advice;
- f) If difficulties continue, please make an appointment to see the Principal and we will work at solving the problem together.

PUBLICATION OF STUDENT WORK

At NSPS we celebrate the efforts of our students by mentioning their participation in school events and their achievements in our school newsletter. Sometimes photographs of the students are included. Teachers often use photographs and work samples throughout the year in displays or computer presentations. On the school website and Facebook page there are images of students and at times their names may be included. The purpose of our school website and Facebook page is to promote the quality education that takes place at our school and to allow parents and the community another avenue through which to connect to our student's learning.



REPORTS TO PARENTS

Reports on student progress are given to parents in June and December. Parent/teacher discussions and student led conferences follow but parents are encouraged to keep in contact with the class teacher and other teachers at any time a need arises. Sometimes parents feel they shouldn't bother the school over certain matters. We feel it is better to have open communication between teachers and parents and therefore encourage your involvement.

SCHOOL COUNCIL

School Council consists of the Principal and elected parent and teacher representatives. The role of School Council is to overview the complete running of the school including establishing the policies for the school, approving the budget and the spending. The day to day operations of the school are carried out by the Principal and staff and are totally their responsibility.



School Council meets on the third Monday each month at 6:30pm in the staffroom. Nominations for School Council are called for in February each year and elections are held if necessary. Half of the parent representatives and half the DET employees are up for election each year. Parents are most welcome to attend School Council meetings to see how they operate.

SUB COMMITTEES OF SCHOOL COUNCIL

These sub-committees can involve people who are not on School Council and have a particular interest in one particular area. Sub-committees may be for the whole year or just run for the length of a particular project.

- * Management/Finance
- * Resources/Buildings and Grounds
- * Marketing
- * Environment
- * Curriculum/Professional Development
- * e-learning

SCHOOL CHARGES

Government grants pay for initial supplies and writing paper. School charges contribute the necessary supplementary finances for: class texts, class sets, reprographic materials, art/craft materials and music and physical education requisites. Compulsory school curriculum charges are set by School Council each year. Book lists and information regarding school fees are sent home in Term 4 for the following year. Payment for stationery supplies is expected at the time of collection and



payment of family school fees is expected during Term 1 unless a payment plan is arranged. Please discuss any concerns you have with the Business Manager.

SCHOOL CROSSING

Students using the school crossing must obey instructions of the crossing supervisor. Students should use the crossing at all times, particularly when crossing the car park area to go to parents cars.

SCHOOL HISTORY

The school has seen many changes since it was officially opened on the 22nd of September 1881 with Miss Mary D. Cowan as the first Head Teacher. Two years later she married Mr. J. Hamano, an early pioneer of the Neerim District. She continued to conduct the school until 1894 when she resigned as a result of a law being passed forbidding married women teachers being employed.

The original school site was just north of the township, at Quarry Hill, near the location of the current town water storage. The building was a single portable room, with open fires for heating and our students travelled to school by walking or riding horses. In 1901 a new building was erected in the township, but this building was moved in 1908 to Jindivick and a new school was erected on our present site in 1909. This building, known today as the Cowan-Hamano, is still in operational use and you can see its original fireplaces in each of the two classrooms. We are hoping that in the future we will be successful in obtaining funds to restore the outside so that it can continue to be a historical landmark for Neerim South. An extra block of three classrooms was erected for students continuing through high school, but with the opening of Neerim South High School in 1963, the present school became completely primary. When our school commenced in the 1880's it had 22 students but as the town and district grew this number climbed to a peak of 185 students in the 1980's. Currently we have 120 students but expect this number to grow in the future as the township of Neerim South expands and with our wonderful new buildings we are confident that we can now support this expected growth.

THE COWAN BUILDING

School Council decided to call the 1909 school building "The Cowan Hamano building" which retains the historic links with the original Head Teacher of the school ***Mary Cowan.***



THE ORANA CENTRE

This building was project managed by Davin George (parent) and Jennie Prout (Principal), erected in 2007 and opened in 2008. It is used for our OSHC programs and Vacation Care, canteen, private music lessons, chaplain's office, footsteps dance program and other functions. We also hire it out to community groups such as yoga, dancing and book club and it is often used for voting in the State and Federal Elections.



THE BER 3-6 LEARNING CENTRE

This building was opened in 2012 and its modern design truly reflects current trends in education theory that focuses on student centred rather than teacher centred learning, contemporary architecture and sustainability concerns. It currently houses our Library, 2-6 Grades (4 teaching spaces), 3 staff offices and is home to our fortnightly Friday assembly.



SCHOOL TIMES

School commences at 9:00am each day. Classrooms open at 8:50am Students should not be sent to school before 8:40am. A staff member is on yard duty from 8.45am till school starts. Classes are dismissed at 3.15pm (except on the last day of each term).

8:50am	First bell (come inside, get ready)	1:45pm	Recess
11:00am	Lunch (students sitting down)	2:15pm	School resumes
11:10am	Bell for lunch play	3:15pm	Home time
11:45am	School resumes		

NB Finish time on the last day of each term is one hour earlier @ 2:15pm.

* Foundation students stay home on Wednesdays during February and the first week of March, commencing full-time after the Labour Day Public Holiday each year.

* Students catching buses need to line up to be marked off on the bus roll.

* Students going to after school care will be called to go to the Orana Centre.

Teachers are on duty from 8.45am, so we request that parents discourage students from arriving before this time. Students are expected to leave the school grounds at 3.15pm if they are walking home. Those students travelling with parents who have not been collected by 3.30pm will be directed to the office. If they are still not collected by 3.45pm as per school policy they will automatically be put into after school care and charged for participation in the program.

SCHOOL PERFORMANCE OR DANCE

The whole school performance (in even calendar years) or dance (in odd calendar years) is a highlight for families with all students participating in a scintillating performance.

SICK BAY

Our first aid room is available for students who are ill at school. Occasionally students have a difficult time determining if they are genuinely ill. We generally give the parents a call. Please help us meet the needs of your child by not sending them to school ill or with undiagnosed rashes or physical problems.

SPARE CLOTHING

We suggest you put some spare underwear and socks in your child's school bag in case they have an accident. The school has a small amount of spare clothing and if your child borrows any of these clothes, please wash and return them quickly. We are also grateful for any spare school clothing you can donate.

SPORT

All grades participate in a weekly sports program. When opportunities, resources and funds permit, our students participate in specialised sports clinics/days/activities. These may be at Neerim South, other schools or venues like Logan Park in Warragul. Sometimes bus costs and entrance fees are involved in addition to our activities program fees.



SMOKING

Following DET guidelines the School Council have declared that Neerim South Primary School is a 'smoke free' area. Smoking is not allowed in our buildings or in our grounds.



STUDENT CODE OF CONDUCT

There is both positive reinforcement for good behaviour and consequences for unacceptable behaviour. See our Positive Behaviours Matrix and Consequences Chart. Both of these documents have been drawn up after extensive discussion and consultation of staff, students, School Council and parents, and are framed within the expectations and agreed values of the school. Students will start afresh daily. Implementation of the consequences will take into account the age and maturity of the children and will be applied at the discretion of the Principal and staff.

STUDENT SERVICES

A number of services are offered to students through the school as a screening, and as a support if difficulties arise. Parents or teachers can request access to these services through the class teacher or the Principal. Referral forms are available from the office.

♦ **School Nurse**

The School Nursing Program provides a service to Foundation students (with parent permission) for hearing, sight and medical conditions related to school. Students from other grades can be referred for checks if medical problems are suspected. Forms go home to all Foundation students prior to the nurses' visit for parents to fill out.

♦ **Guidance Officer (Psychologist)**

The Guidance Officer conducts psychological or other testing and counselling of students on referral by teachers or parents. Parental permission is obtained prior to any involvement by the guidance officer. Recommendations are made to teacher and parents with strategies for assisting the child further.

♦ **Speech Pathologist**

Students with speech or language problems can be referred to the Speech Pathologist for testing. After testing recommendations will be made to the parents and teachers with ideas they can use to further develop the child. Regular speech therapy sessions are not available. Parent permission is sought prior to referral.

♦ Visiting Teacher For Students With Physical / Hearing Impairments

This teacher is available for students who are eligible for the service.

SWIMMING

An intensive program is offered for Foundation – Grade 6 students. This is reviewed annually and depends on grants available to help subsidise the cost to families.



TARAGO EDUCATION COMMUNITY (TEC)

The Tarago Education Community (TEC) was formed in June 2009 and is a cluster of small rural schools including Neerim District Secondary College, Neerim South Primary School, Jindivick Primary School, Neerim District Rural Primary School, Labertouche Primary School, Noojee Primary School, Lardner and District Primary School and Mary Beck Preschool.

The aim of the TEC is to develop a program of cooperation between the government schools in our rural area to improve the 0-18 years educational experience for residents of the Tarago district.

We currently share staff, equipment and programs in Chinese Mandarin, China tours, Secondary School Discovery Days, Transition, Sport and camps.



TERM DATES FOR 2020

TERM 1	28 January (teachers start) Students commence 31 Jan to 27 March
TERM 2	14 April to 26 June
TERM 3	13 July to 18 September
TERM 4	5 October to 18 December

DISMISSAL on the last day of each term is 2.15pm except for Term 4 which is 1:15pm. Buses operate at this amended time.

TRANSITION PROGRAMS

The movement from one environment to another is a significant occurrence for anyone. With this in mind NSPS has four formal transition programs, one for preschool students from local kindergartens, the 'Fly into Foundation' program, termly Discovery Days and a two day program for Grade 6 students in early December at Neerim District Secondary College. Our transition programs are generally aimed at familiarising the students with the environment, personnel and structure of their new school.

TOYS

No responsibility will be taken by the school for the loss or damage of any toys that students bring to school. Please do not send your child to school with special or expensive toys.

UNIFORM

The wearing of uniform is compulsory for all students. The uniform is approved by School Council. Socks or tights must be worn at all times. Please refer to the compulsory school uniform policy included in the information pack for specific details. School bags, satchels, swimming bags and pencil cases are available from the office. The School Council have adopted a 'Sunsmart' policy. If the UV rating for the day is 3 or over, hats must be worn outside.

Information about the students' dress code, including any changes, will be communicated through the school community at the beginning of the year, and via the school newsletter.

Your child is considered to be out of uniform if they are wearing items other than those listed in the uniform policy. This includes clothing that is worn UNDER the uniform but is clearly visible. If your child is out of uniform, please send a note to the classroom teacher or the office. If the child is out of uniform for several days in a week or consistently out of uniform, the school will phone the parents/guardians to reinforce the policy and offer assistance if necessary.

N.B. Students WILL NOT be able to participate in out-of-school excursions if not in uniform.

The compulsory school uniform for all students must include the following items:

1. A royal blue top.
2. Navy or royal blue bottom.
3. Black flat heeled shoes, runners or sandals with covered toes.
4. Sunsmart compliant hat for when the UV rating is 3 or more.
5. Socks or stockings.

SCHOOL UNIFORM SUPPLIER

Beleza Pty Ltd, Shop 1 Williams Square, Warragul, 5622 2930 keeps the full range of our uniform in stock.

The second-hand uniform shop (via Parent's Club) has many items at low prices. Contact the office for more information.

Students joining the school during the year will be given a period of grace in which to purchase uniform from the options listed.

VIDEO RECORDING

As with DET requirement to improve teaching and learning within schools from time to time classes and teacher's lessons and professional practices will be videoed at school. These recordings are only for in school improvement use.

VOLUNTARY PARENT CONTRIBUTIONS

The only voluntary contribution Neerim South Primary Schools asks for is; **Grounds Levy:** The \$25 grounds levy per student helps to cover maintenance costs.

WEBSITE

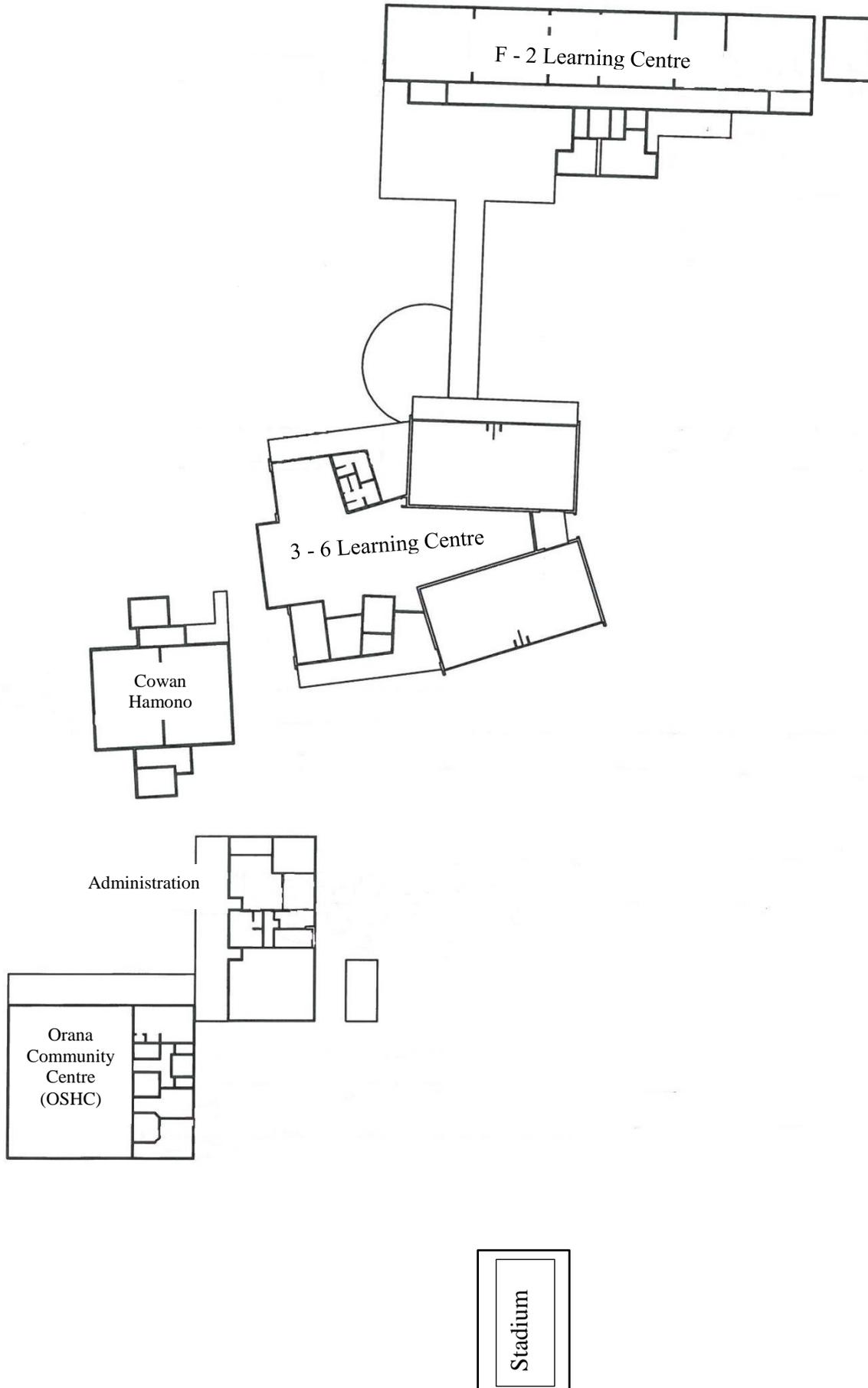
The school website address is www.neerimsouthps.vic.edu.au.



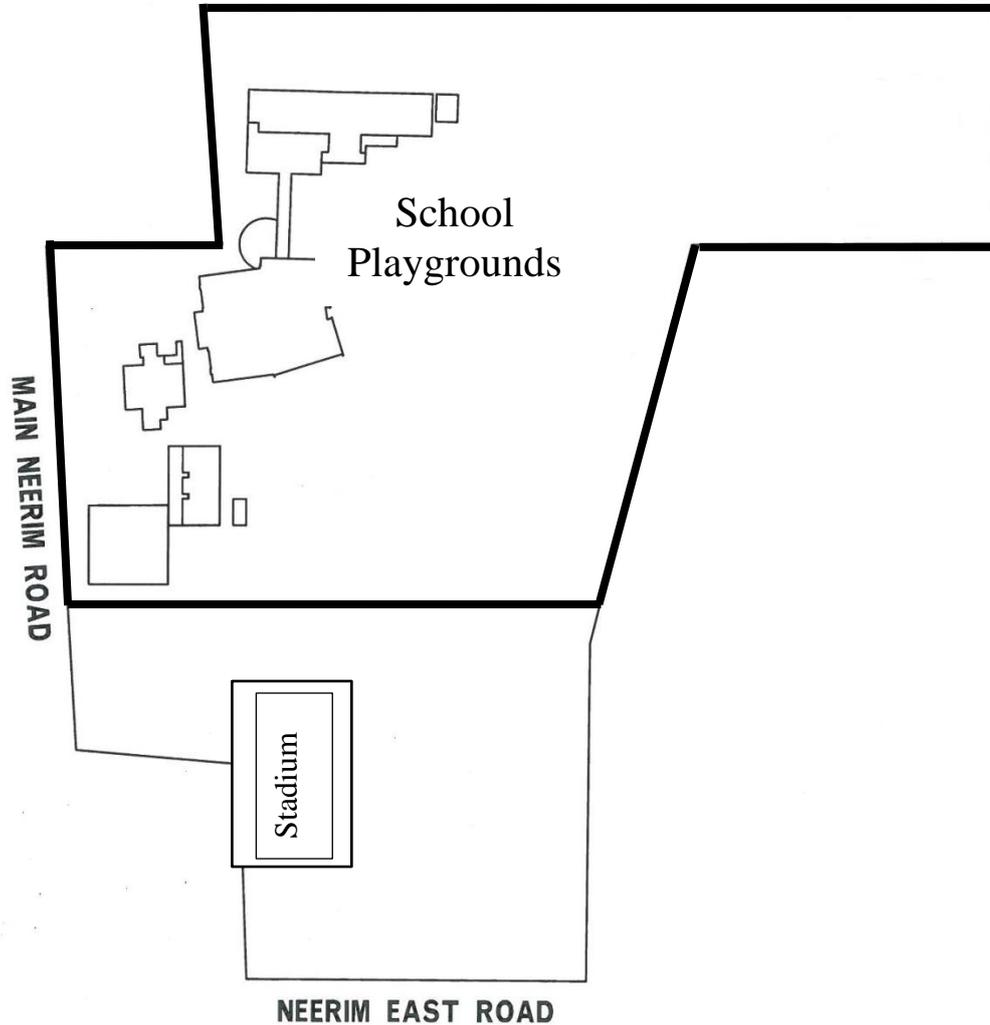
WET DAYS

On wet days students are allowed into the library and other designated rooms at lunchtimes and recesses. They are encouraged to play quiet games, read, etc. They also have access to the extensive undercover areas available.

BUILDINGS



63. GROUNDS



- * School boundaries are shown in dark black thick lines.
- * Tennis courts can be used for sport.
- * Football oval is used for sport, physical education and at lunchtimes in summer.
- * Students should NOT leave the grounds at any time without teacher supervision.

