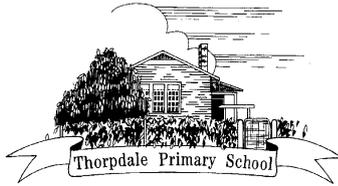


# Thorpdale Primary School

*Together we learn and together we achieve*



**Parent Information  
2015**



# Thorpdale Primary School 2966

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## WELCOME MESSAGE

Welcome to the parents of children enrolling at Thorpdale Primary School. We hope that your association with the school is both long and rewarding.

This brief outline of our school, its groups and activities will give you information which we hope will be helpful for you to settle into Thorpdale Primary.

### SCHOOL HISTORY

The first site of Thorpdale State School 2966, which opened in 1889, was about half a kilometre west of the present township. The old building is still in existence and consisted of a large classroom with three very small residential rooms attached. In 1919, a new school, consisting of two rooms, was built in the present township of Thorpdale. Additional rooms were added in 1959 and in 1961, with a toilet block extension being completed in 1983.

The Multi-Purpose Hall was officially opened in 1981 after combined community fundraising efforts, and support from the Ministry of Youth, Sport and Recreation, and the Victorian Education Department. During 1990 School Council built a new Library and Art room complex, with the majority of finance coming from sale of timber from the Ten Mile Creek plantation.

A new pavilion, joining the administration block and the main school building was completed for the beginning of the 2006 school year – this was a major building project for School Council.

During 2010 the school received major funding as part of the Commonwealth Government's Building the Education Revolution initiative. The school received four new classrooms and two existing classrooms were removed. A new playground and toilet block were also installed. In 2012, undercover walkways linking the classrooms, toilet block and office building were completed.

Following a School Self Evaluation and Review in Semester 3, 2009, the following areas were targeted as our learning priorities for the next three years, writing with an emphasis on spelling, student engagement and personal development.

**Please complete the enrolment form provided and return with immunisation details and birth certificate, and if necessary the application to travel by bus form prior to commencement of the school year.**

## STAFFING AS OF 2015

**Principal** Mr. Grant Nicholas  
**Business Manager** Mrs. Anne Bone

### Class Teachers

**Year 4/5/6** Miss Erin Reggardo  
**Year 2/3** Mrs. Robyn Roulston  
**Prep/1** Miss Emily Brereton

### Specialist Teachers

**Phys Ed** Mrs. Alice Kenneth  
**Science** Mrs. Alice Kenneth  
**Additional Learning Support** Mr. Grant Nicholas/  
Mrs. Alice Kenneth  
**Music** Mrs Sara Bonnici

## SCHOOL COUNCIL MEMBERS

James Fahey (President)	Tania Seccombe
Colleen Jennings	Melissa Lister
Ned Cvetkouic	Daniel Ray
Kristy Guy	Stuart Jennings
Glenn Murphy	Emily Brereton (Teacher Representative)
Grant Nicholas (Principal)	

**School Council Subcommittees are formed as required.**

## SCHOOL TERMS 2015

<b>Term 1</b>	28 <sup>th</sup> January (teachers return) 29 <sup>th</sup> January (students start) – 27 <sup>th</sup> of March
<b>Term 2</b>	13 <sup>rd</sup> April – 26 <sup>th</sup> June
<b>Term 3</b>	13 <sup>th</sup> July – 18 <sup>th</sup> September
<b>Term 4</b>	5 <sup>th</sup> October – 18 <sup>th</sup> December

## SCHOOL TIMES

School commences at **9.00am**. Students are expected to be at school by **8.55am**. Please note that teachers supervise the school grounds between the hours of **8:45am** and **3:45pm**. It is not possible to provide supervision of students outside these hours, except for the students who travel on the high school bus to school in the morning.

## TIMETABLE

<b>School commences</b>	9:00am
<b>Morning Recess</b>	11:00am-11.20am
<b>Lunch in classrooms</b>	12:20-12:30pm
<b>Lunch Recess</b>	12:30-1:10pm
<b>Afternoon Recess</b>	2:10-2:30pm
<b>School dismisses</b>	3:30pm

### **PREP ATTENDANCE DAYS**

During February and early March, Prep students will only attend school on Monday, Tuesday, Thursday and Friday. Wednesday is considered to be a rest day which also provides an opportunity for teachers to interview and assess students.

### **PREP HEALTH CHECK**

Each year, children in Prep undergo a full medical check-up by a school nurse from the Department of Human Services. This is a free service.

### **SCHOOL ENTRY ASSESSMENT**

An appointment will be allocated on a Wednesday at the beginning of Term 1 for each child in Prep to attend a School Entry Assessment. Assessments will take place in Literacy and Numeracy to provide teachers with an entry level for your child and allow them to cater for their individual needs in the classroom program.

### **THORPDALE PRIMARY SCHOOL COUNCIL**

The School Council is responsible within the framework of overall State Policy, for the Educational policies of this school, in addition to its traditional role of caring for the physical, financial and general needs of this school. Our school finances are managed using the Department of Education and Training (DE&T) computerised package (CASES21).

### **FUNDRAISING COMMITTEE**

Another way in which parents can become involved in the school community is through the Fundraising Committee which meets to organize fundraising and school events.

### **CLASSROOM INVOLVEMENT**

Parents have an important part to play in the education of their children. We encourage parents to participate in school functions and activities to support daily classroom programs like reading and extra curricula activities such as excursions, camps and sports days. There is also the opportunity for parents to assist with the fortnightly lunch order program, "Munchies" and Fresh Fruit Friday.

### **SCHOOL COUNCIL LEVIES**

Each year, School Council sets the levies for children attending our school. **School Levies for 2015 are \$190.00** which includes swimming and religious education fees.

A restructure of the school council levies and the fee paying process was implemented this year. Culminating in a Student Book and Requisite pack or 'book pack' picked up on 'Book Pick Up Day' once fees were paid.

## **USE OF SCHOOL FACILITIES**

Community use of the **Multi-Purpose Stadium** is shared between the school, Cubs, Scouts and the Badminton Association, with casual hire by the Netball Association and members of the public. Details of hall hire can be obtained from the office.

The **school photocopier** is available for public use at a nominal charge:

- 20c per copy (A4)
- 40c per copy (A3)

The **school laminator** is available for public use at a nominal charge:

- 50 cents per A4 sheet
- \$1.00 per A3 sheet

Please contact our office should you wish to use any of the facilities or equipment at this school.

## **ABSENCES**

All students are expected to attend normal school hours (between 9 am and 3.30 pm) every school day of each term. It is important that children develop habits of regular attendance at an early age. School attendance helps children develop social skills, such as friendship building, teamwork, communication skills and healthy self-esteem. Students who regularly miss school are at risk of missing out on learning the basic building blocks of each subject and may experience long term difficulties with their learning. In the event of sickness or special circumstances affecting attendance, the Department of Education & Training requires parents to notify the school as soon as possible, giving reason for non attendance. ***A written absence note to either the Class Teacher, Principal or the School Office is required.***

## **ILLNESS**

An "Infectious Diseases" list is included in this booklet, and should be kept for reference in case a child needs to be excluded for such medical reasons. Parents should notify staff if their child has any physical, medical or emotional problem so that appropriate care can be taken.

***Our sick bay area is for first aid treatment only. A sick child should be kept at home as infections at school can spread quickly.***

If a child has prolonged illness or absence, please contact the class teacher concerned to arrange supplementary school work.

## **EMERGENCY CONTACTS**

Emergency information is kept on file for each child in school. This enables contact with parents/guardians or their agent should a child require emergency treatment. This information is confidential and is not disclosed to any other sources.

**Parents are asked to advise the school, without delay, of any changes to contact information or medical conditions. At the beginning of each year, forms will be sent home enabling parents to update this information as necessary.**

## **SCHOOL NEWSLETTERS**

Newsletters are issued on Friday each week and usually include items for your forward planning. *Please keep them as your reference.* Newsletters and notices are sent home with the oldest child attending this school. If you have items you wish to have included on the newsletter, you are most welcome to discuss them with the Principal. If you have any suggestions to make the newsletter more reader friendly, please contact the Principal with your ideas.

## **PARENT/TEACHER INTERVIEWS & SCHOOL CONTACT**

Formal interview times are held at the end of first term, with a written report being issued at the end second and fourth terms.

Should you wish to discuss your child with the classroom teacher, please do not hesitate in contacting the school to arrange a suitable appointment time. *The best time to contact the teachers this year is between 8.30 and 8.50am, or after school from 3:30 pm. Phone messages will be passed on to the relevant teacher. Appointments will be arranged when necessary/required.*

The school office is staffed from Monday to Friday, 8:30am – 4:00pm. The Business Manager will not be in the office on Mondays or Thursdays.

## **COLLECTION OF MONEY**

All monies for Student Requisites, School Council levies, excursions, etc. should be put into the 'office tub' in each classroom at the beginning of the day. Children should bring the money enclosed in an envelope and labelled with the child's name, grade, amount of money and reason for payment.

e.g. **Jamie Smith (3/4A)**  
**\$2.50**  
**Puppet Show**

After being recorded in the class cash book it is then directed to the office where the Business Manager records all transactions and issues receipts.

## **SCHOOL LUNCHES**

*All school lunches are eaten in the classrooms between 12:20pm and 12:30pm. Children who have written permission to go home for lunch will do so at 12:20pm (One note per term will suffice for those who go home regularly).*

No child will be permitted to leave the school ground without written permission being seen by the Principal.

We encourage parents to provide their children with healthy lunches which include a piece of fruit for daily "brain food" sessions. Lollies and chewing gum are not permitted at school. Drink bottles containing water only should also form part of the children's lunch.

"Munchies" lunches are run by parents and are available on alternating Fridays. Students need to ensure that they return their order form and money in a sealed envelope at least **two days** before the Munchies date.

### **SWIMMING**

Our swimming classes are held during Term 1 at Thorpdale Swimming Pool. All grades attend these classes and parental help is greatly appreciated, particularly with the younger students. We aim for 10 sessions, dependent on weather conditions, which culminates in our annual swimming sports event. The charge for this will be approximately \$45.00 and is reviewed each year.

### **SCHOOL DENTAL SERVICE**

The School Dental Service provides dental treatment and dental health education for all primary school children. For children holding a valid concession card the service is free. For those children who do not hold a concession card, a small fee is charged. The nearest Dental Service is located within Latrobe Community Health Centre 42-44 Fowler Street in Moe. They can be contacted on **(03) 5127 9189**.

For more information about the service phone Dental Health Services Victoria on **1300 360 054** or visit **<http://www.dhsv.org.au/public-dental-services/who-is-eligible/#>**

### **LIFE EDUCATION**

Each year the school is visited by the Life Education Van which provides drug and health education to all students. From these sessions, and subsequent follow up activities in the classroom, it is hoped that students receive a foundation on which they can make informed choices for a safe and healthy life.

### **HOUSE TEAMS**

At Thorpdale Primary we have three House Teams; **Pontiac** (red), **Sequoia** (green) and **Kennebec** (yellow) whose names are taken from varieties of potatoes. Each year the teams compete in the House Sports event for the James Alfred Jennings Athletic Shield and each fortnight the house that has earned the most points in the classroom is presented with a trophy that bears their team's colours. At the end of the term, the team with the most points receives a reward, such as a trip to the park.

### **SCHOOL PHOTOGRAPHS**

During the year, class, individual and family photographs will be taken and available to purchase. Children should be sent to school clean, neat and tidy on this day in full school uniform. The date for 2015 is **Monday, 23<sup>rd</sup> of February**.

### **RELIGIOUS INSTRUCTION**

This is offered to all students in non-denominational lessons. As in previous years, worksheets prepared by the Council for Christian Education will be used in these classes. Costing of this program is done at the beginning of each year and is included as a component of school fees. Students will be required to pay as a prerequisite of inclusion in the sessions.

### **BOOK CLUB**

Order forms for voluntary purchases from Scholastic Australia are sent home with your child two or three times per term. The school accrues points calculated on the value of orders and these are used to purchase books for the students use.

### **SCHOOL EXCURSIONS**

These are arranged at reasonable intervals during the year to enable children to have first-hand contact with a variety of experiences. Parents can be expected to be notified in writing well in advance of any proposed excursion, and should understand that no child can be taken on an excursion unless **written permission and authority to take emergency action** in case of illness or accident is received.

Continuing regard is given to the costs to parents of excursions and camps. Any family suffering financial hardship in regards to participation in school activities, is invited to discuss the matter with the Principal. Payment plans can be arranged if required. Our policy is that no child should miss out on an excursion if it can reasonably be avoided.

Good behaviour and full school uniform are a pre-requisite condition for attendance at school excursions.

### **CAMPS**

In the early years of school, students participate in an annual activity night at the school. Prep students stay until after tea, while students in Years 1 and 2 have a sleepover.

Students in Years 3-6 participate in an annual camp program with students from Boolarra and Narracan schools. The camp program usually runs for three days and alternates between the following options to give students a varied camping experience:

**Grade 3 & 4:** Beach / Bush

**Grade 5 & 6:** Ballarat / Melbourne

There is also the option for selected students in Years 5/6 to attend the annual Sports Camp held at Rawson.

## **SPORTS**

All students are included in the Yinnar and Districts School Sports Association which organises both formal and informal sports activities during the school year. Children must wear their school uniform and runners on sports days.

The following events have become regular sports activities on our calendar:

- \* House Athletic sports (Yr P-6)
- \* House Swimming Sports (Yr P-6)
- \* District Athletic Sports (Yr P-6)
- \* District Cross Country Run (Yr 4-6)
- \* Interschool Sports such as Football and Netball (Yr 3-6)

## **SCHOOL CONCERT**

The school concert occurs annually. All classes are involved presenting a variety of musical and dramatical items.

## **STUDENT LEADERSHIP**

Students at Thorpdale Primary School have the opportunity to become leaders in a range of contexts. Sporting House Captains are elected each year along with Junior School Council representatives who meet regularly to discuss school improvement issues and initiate student-led fundraising. Students in Year Six attend a leadership day at the beginning of the year to assist them to develop their leadership skills. A buddy program also operates between the senior and Prep students to ensure that the Prep students undergo a smooth transition to Primary School.

## **SCHOOL BANKING**

School banking is offered through the Commonwealth Bank for anyone holding a 'Dollarmites' or 'Youth Saver' account. Those wishing to open a new account can apply at the office. Tuesday is School Banking Day.

## **TRANSITION**

### **From Kindergarten to Primary / From Primary to Secondary**

During the year, teachers from our school meet with the neighbouring kindergarten and secondary schools to discuss students and their needs. Students in Year Six attend a Secondary Awareness Day midway through the year followed by the Statewide Orientation Day in December. Kindergarten students visit the school on several occasions in Term 4 to get to know their teacher and experience what Prep will be like.

A "Buddy" system has been operating for several years to assist Prep students to make a successful transition to Primary School. At the end of their Year 5, students are selected and paired up with the new Preps for the coming year. The Buddies support the Preps in school activities and help when necessary in the playground. These programs are designed to increase the confidence of children as they prepare to embark on the next stage of their education.

Parents are invited to discuss these programs with staff and to alert us to any areas of concern which at present do not receive adequate attention.

## **SCHOOL UNIFORM**

It is compulsory that children wear the full school uniform; when on school excursions or outings, children are to dress in full school uniform or will not be able to attend. Please ensure all items of clothing are labelled clearly with names to make the return of lost items easier.

The school uniform consists of the following items:

- **Track pants**– royal blue
- **Shorts/culottes** - royal blue
- **Dress** - navy and white gingham/winter tunic
- **Polo shirt** - royal blue or white
- **Windcheater/jacket** - royal blue
- **Sunhat** - royal blue; broad brimmed

Please refer to the uniform policy for a detailed list of permissible items. Schoolbags with our school logo are available from the office for \$36.50. Secondhand uniform items are available for purchase for a small fee - please check at the office as to availability. A copy of the uniform policy is attached to this booklet.

***Please note:*** Due to safety reasons, thongs, open-toe sandals and singlet tops are unsuitable for school wear and should not be worn. It is also a good idea for students to keep a spare pair of slippers at school to wear in the classroom during winter months.

## **SUN SMART**

Thorpdale Primary School follows the Sun Smart policy where children are required to wear wide brimmed hat while outside during Terms 1 and 4.

## **SCHOOL BUSES**

Thorpdale Primary School has a bus service for a morning and afternoon bus route. The bus company is Taylors Buslines. Should you wish to be included on this route and you live over 4.8kms from this school, please contact the Office. Families living more than 4.8kms from Thorpdale Primary School and who do not have access to the School Bus may apply for a conveyance allowance. Please ask at office. Some children use a Mirboo North Secondary College bus, but this is at the discretion of both the Secondary College and driver concerned (Hollydale Bus route).

**Children who are not regular bus users will not be permitted to use the school bus unless prior contact is made with the Principal.**

Application to travel on bus and acceptance of conditions of use form are included with your enrolment kit. Please complete and return to school before commencement (a copy of the bus rules are also in this booklet).

### **SCHOOL LIBRARY BAG**

In order to to protect books, students are encouraged to have a cloth or strong plastic bag to use for this purpose. Students in Prep will receive a library bag at the beginning of the year.

### **ART SMOCK**

Children are required to have their own art smock or old shirt at school for use in art to eliminate paint and other materials damaging their clothes.

### **YEAR 6 GRADUATION**

Thorpdale Primary School has run Year 6 Graduation ceremonies for a few years now and it has become one of our traditions. Children and parents alike look forward the event and is one of the highlights of being in the last year of Primary School. The Year 6 Graduation is usually held during the last week of the school year.