Students, innovative, learning, skills encouraged, thrive, focus, work, develop, self-motivated, reflective learners, responsibility, learning, valued, celebrated, students, co-operative, enthusiastic, honest and respectful.

APSLLEY PRIMARY SCHOOL INFORMAITION BOOK

Apsley Primary School

Dated: 30 Jan 2015
Welcome to our School

Apsley Primary School
1208

46 Laidlaw Street
PO Box 68
Victoria 3319
Phone: 03 55 861231
Facsimile: 03 55 86130
Email: apsley.ps@edumail.vic.gov.au

School Council President ................ Mark Cross 0355 861 353
Vice President ............................ Brad Turner 0355 877 243
School Principal ..................... Samantha Pretlove 0355 861 330
Parent Club President .............. Michelle Grigg 0355 861 424
Contents:

Introducing Apsley Primary School 2

Times, Dates & Buses 3

A brief history of the school 4

Uniforms 5

School Government 6

School Council 6

Parent Club 6

Sport / Physical Education 7

Active after school activities 7

Excursions 7

School Camps 7

Enrolment Procedures 8

Newsletter 8

Book list 8

L.O.T.E. 8

Parent / Community Access 9

Homework 10

Monitoring & Reporting 10

Classroom Management Procedures 11

Exclusion from school - MEDICAL TABLE 12
Welcome to Apsley Primary School. Apsley Primary School aims to provide a safe and nurturing environment that will prepare students to thrive in a changing world by developing their social, emotional and academic capabilities and skills. Our focus is working with students to develop the necessary skills to become self motivated, reflective learners, who have the ability to take responsibility for and monitor their own learning. Learning is seen as a lifelong process, and is valued and celebrated by parents, staff, students and the wider community.

VALUES: As a community of learners, we value above all else:

**CO-OPERATION**
Working positively together for the benefit of everyone

**ENTHUSIASM**
Striving to do our best

**HONESTY**
Always being truthful in words and actions

**RESPONSIBILITY**
For our learning, behaviour and property

**RESPECT**
Caring for ourselves, others & our environment

**CONTEXT:**
Apsley Primary School currently has 13 Prep to Year 6 students enrolled, and is situated near the South Australian Border in the West Wimmera region of Victoria. The school has a history dating back to the 1870’s but has been on its current site, just south of the township, since 1965. It is a well resourced school set in spacious, well kept grounds.

The students are from surrounding farming districts of Apsley and from the township itself. Children from the outer lying areas are transported to and from school daily by one of two school buses. Facilities for information technology provide valuable support to our programs in the key learning areas. We have a commitment to maintain a strong focus on numeracy and literacy skills in our curriculum. Literacy and Numeracy will remain a focus during this Strategic Plan period.

Our school has a well balanced list of support programs in swimming, outdoor education, cultural and sporting opportunities and visiting personnel. A very active Junior School Council is also established. The School Council and Staff at Apsley continually monitor and assess the needs of the school, and provide the leadership that readily allows for change and improvement.
SCHOOL TIMES

Literacy 9:00 am – 11:15 am
Inc. 15min Fit break
Morning Recess 11:15 am – 11:45 am
Numeracy 11:45 am – 1:00 pm
Lunch 1:00 pm - 1:45 pm
Instruction 1:45 pm – 3:20 pm
Dismissal 3:25 pm

DATES:
Term dates, public holidays, pupil free days & Naplan.

* A planner calendar with key dates is published at the beginning of each term.

TIMES, DATES & BUSES

BUSES

School bus timetables will be sent home early each year and revised as required. Please ring the bus driver if you are not on in the morning, and write a note in your child’s diary explaining any changes to the afternoon bus arrangements.
Apsley Common School opened on 19th June, 1870, the Head teacher being Annie Hamilton. School was held in a small wooden building behind the Apsley bakery. After the passing of the 1872 Act it became SS1208. In 1880 a large school room was built on land close to the original Town Hall.

After the Second World War, the establishment of soldier settlements around the town served to increase enrolments. A vacant shop and the supper room of the old Hall were used to relieve overcrowding. Later, an old school from Lillimur district was transported to Apsley and placed on a swampy, ten acre area, some distance from the original site. This renovated building became known as the “little school” because the infant classes met there. Because of dampness in the winter the site proved unsatisfactory.

In 1964, a new four room concrete veneer building was built on top of a sandy, bracken and scrub covered rise due south of the Apsley Post Office. The official opening of the new school was performed by the Assistant Minister of Education the Hon. J.F. Rossiter, MLA on 19th March 1965, during the back to Apsley celebrations. Before the site of 30 acres was suitable for construction, the School Committee organised working bees to clear the scrub and plant 23 acres with pines to serve as a windbreak.

An upgrade of our buildings took place in 2004. This greatly improved the administration areas of the school and the integration facilities available. The school was successful in receiving a grant of $135,000 for the works. Federal Government Grants in 2006, 2007 and 2009 have also enabled the school to complete further upgrades and purchase new equipment. The Building the Education Revolution Program in 2010 provided the school with a new building that houses our library, computer pod and kitchen. An outdoor learning area was also built under this scheme.
UNIFORMS

BOYS
Royal blue Apsley Primary School windcheater
Royal blue Apsley Primary School polo shirt
Navy shorts
Navy Track Pants
Apsley Primary School Hat in Terms 1 and 4

GIRLS
Royal blue Apsley Primary School windcheater
Blue and White checked school dress.
Royal blue Apsley Primary School polo shirt
Navy shorts
Navy Track Pants
Apsley Primary School Hat in Terms 1 and 4

SPORTS
For inter school sports – Apsley Primary School polo shirt
Navy shorts
All items of clothing, should have names on them to assist in locating owners.
A lost property box is established for unlabelled items.

JEWELLERY
Stud earrings and a watch are the only jewellery to be worn to school. No rings and necklaces please.

HATS/SUNSCREEN
Apsley Primary School is a Sunsmart school. During Terms 1 and 4 students must wear the Apsley Primary School Broad Brimmed Hat outside at all times.
Students not wearing their hat must remain in the shade.

Students are also strongly encouraged to use the sunscreen provided by the school. Parent Club provides a continuous supply of sunscreen for student use. Parents are also welcome to send in their own sunscreen if preferred.

PERSONAL INFORMATION
Please make sure that the information you originally supplied on your child’s enrolment form is up to date. Please notify the school of any changes in your address, telephone, place of work; or that of your emergency contact.
**SCHOOL GOVERNMENT**
The instructional program of the school is the responsibility of the Principal and staff, working within the Department of Education & Early Childhood Development (DEECD) guidelines and aimed towards a general education policy formulated in consultation and in co-operation with the School Council. The school's goals and priorities are set in our four year Strategic Plan which is available to parents on request.

The finances of the school are governed by the School Council in consultation with the Principal.

The Council asks parents to assist the school financially on an annual basis through the payment of a voluntary school levy, which is currently set at $20.00 per annum per child attending the school. These payments are used to enhance school programs across the curriculum.

**SCHOOL COUNCIL**
Our School Council is currently made up of parents and teachers. Term of office is normally for two years with half the numbers retiring each year. The Council meets on the second Tuesday of each month, or as close to this date as possible. Our current Council consists of 8 parent members, the Principal as the Executive Officer, a Department of Education & Early Childhood (DEEC) representative, and a seconded member if required. It has formed sub-committees in the areas of:
- Finance
- Buildings and Grounds
- Policy

**PARENT CLUB**
This group meets regularly throughout the school year. The school relies heavily on parent support and new members are always welcome. The Parent Club assists the school financially by raising funds towards school programs. Your children benefit from such contributions. Each year, the Parent Club also financially supports school camps.

**ABSENCES**
All absences from school must be explained. Please assist with this by sending a note to school after or before absences. A supply of absence notes are available from the school.
SPORT / PHYSICAL EDUCATION
All children are placed in a house group Ballantyne or Clarke, for the arrangement of sporting activities. The School is a member of the Kowree (West Wimmera) Sports group and participates in inter-school sports days with Edenhope, Goroke, St. Malachy’s and Balmoral. Competition takes place in Swimming, Athletics and Cross Country. Junior and Senior year levels are catered for through a combined Junior Tabloid Sports Day and Senior Sports Day.

Daily fitness and weekly Physical Education sessions are part of the curriculum. Children are reminded to wear appropriate clothing and footwear during physical education sessions.

EXCURSIONS
Permission forms are required for all out of town school excursions. Excursions are usually linked to school projects and costs are kept to a minimum. Permission forms / excursion money should be sent to school in a sealed envelope and clearly labelled. School envelopes are sent home to all families throughout the year to make this task easier for you and the school.

SCHOOL CAMPS
Our current outdoor education policy is reviewed yearly. Students attend a camp of three, four or five days depending on where they are going following a rotation of beach, bush, city locations.
ENROLMENT PROCEDURES

Your child is eligible to enrol in a Victorian Primary School if he/she turns 5 years by April 30th of the year of commencement. Children of less than the minimum age for whom admission is sought on compassionate grounds should make an appointment with the Principal of the school to discuss the matter.

PARENTS NEED TO PROVIDE THE FOLLOWING:

1. A certificate of Immunisation (Obtainable from the Local Shire Office) for the following prescribed diseases: diphtheria, tetanus, poliomyelitis, measles and mumps.

2. A completed enrolment form (Confidential), along with other forms e.g. bus travellers, etc… These are available from the school.

3. A birth certificate or extract as proof of age.

NEWSLETTER

A school newsletter is sent home each fortnight, on a Friday. The eldest child from each family at the school is generally responsible for this. Please ask your children for the newsletter. It is a good idea to keep and file newsletters at home.

BOOK LISTS

Students receive a book list at the end of the year for the following year’s items. All books and student supplies can be purchased through the school, with some items able to be purchased elsewhere. Book lists must be paid for by the beginning of the new school year. Students are asked to provide an old shirt, or similar, for use as an art smock. Booklists prices are kept to a minimum.

L.O.T.E.

The students study Japanese. Weekly lessons are taught using our video conferencing unit, as well as follow up lessons in the classroom.
PARENT / COMMUNITY ACCESS: 
Parent and community members are welcome to participate in appropriate programs or use available facilities as outlined below.

SCHOOL BANK: 
Students are welcome to apply for a bank pass book through the Commonwealth Bank. Bank books can be brought to school during the week and money will be banked each Friday. The school receives an annual commission for this service. The Edenhope Branch of the Bendigo Bank and National Australia Bank offers School Banking if desired.

LUNCHES: 
Students are able to order lunch from the Border Inn once a week. Orders and money need to be at school by Thursday morning and they are delivered for lunch on Friday. A price list is available from school. 
Students are able to bring lunch to school that can be heated in the microwave, in a microwave safe container, or in the oven, wrapped in foil. No hot noodles are allowed. Students also eat a lunch that they have prepared together every fortnight as part of the Stephanie Alexander Kitchen Garden Program.

BOOK CLUB: 
Forms are sent home monthly which give parents / students the opportunity to purchase appropriate reading material through the school.

CONVEYANCE ALLOWANCE: 
Parents who travel more than 4.8 km to access a school bus may be entitled to an annual allowance. Please contact the school if you believe you are eligible.

FAX / PHOTOCOPIER: 
These school facilities are available for community use. Black & white and colour photocopying is available at ten cents per black & white and 1.00 per colour copy. (Negotiable if more than 100 copies). Fax charges are $1.00 page local plus 50 cents per extra page. Laminating is also available - A4 sheet $1.00, A3 sheet $2.00.

COMPUTER / INTERNET: 
Use of the school’s computers and internet connection will be discussed on application. Please contact the school if you would like to make use of these facilities.
HOMEWORK
There are many varied reasons given for having homework in the Primary School. Most teachers use homework to reinforce what is going on in class:
• for rote learning and practising of tables or spelling words
• to develop research skills over a long period.
• a take home reader is sent home nightly to enhance reading skills.

Individual class teachers are responsible for setting up a homework plan, if they desire, which will be reasonable and fair. Prior to a homework program being implemented, parents will receive a written explanation as to why the homework is being sent and what involvement, if any, is required by the parents.

MONITORING & REPORTING
An Academic Report is provided for each student, both mid year and at the end of the year. As a requirement by the Department of Education and Early Childhood Development, Apsley Primary School uses the common reporting scale of A-C that tells you how your child is progressing against the state-wide Australian Victorian Essential Learning Standards (AusVELS). In every government school in Victoria.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>means that a child is at the expected standard at the time of Reporting and their learning is on track</td>
</tr>
<tr>
<td>B</td>
<td>means that your child is above the standard for their year level at the time of reporting</td>
</tr>
<tr>
<td>A</td>
<td>means a child is well above the standard for their year level at the time of reporting</td>
</tr>
<tr>
<td>D</td>
<td>means a child is below the standard expected at the time of reporting</td>
</tr>
<tr>
<td>E</td>
<td>well below</td>
</tr>
</tbody>
</table>

PARENT AND TEACHER MEETINGS
Regular formal parent and teacher meetings are provided at parent teacher interviews in Term 1 and Term 3. Throughout the year, parents and teachers are encouraged to maintain contact with each other, and additional interviews may be requested.

NAPLAN
National Assessment Program- Literacy and Numeracy— is an Australia wide assessment and reporting program in English and Mathematics. Students in Year 3 and 5 at Apsley Primary School undertake the NAPLAN tests.
CLASSROOM MANAGEMENT PROCEDURES

The staff at Apsley Primary School have developed a Classroom Management Plan which gives students guidance in making good decisions about their behaviour, and an opportunity to learn in a positive and supportive environment.

IF A CHILD CHOOSES TO BEHAVE INAPPROPRIATELY

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Warning</strong></td>
<td>Teacher gives students a verbal warning.</td>
</tr>
<tr>
<td><strong>1</strong></td>
<td>Students receive a second warning and their name is recorded.</td>
</tr>
<tr>
<td><strong>Name Up</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Time Out</strong></td>
<td>Students spend 5 minutes in time out, to reflect on behaviour.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Detention</strong></td>
<td>Student spends 10 minutes at break time writing, independently or assisted, about reason for detention. Parents are made aware of the detention through a note in the diary.</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Principal</strong></td>
<td>Child is removed to the principal’s office and parents are contacted for an interview to discuss the issue.</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Class teachers may pass the above steps if a child’s behaviour endangers the safety of other students or the teacher and if the behaviour is considered to be excessively abusive.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>5</strong></td>
<td></td>
</tr>
</tbody>
</table>

* A similar management plan has been developed for the playground.
<table>
<thead>
<tr>
<th>Disease of Condition</th>
<th>Excluded from school</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Until fully recovered or one week after eruption first occurs.</td>
<td>No</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until discharge from eyes has ceased.</td>
<td>No</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Until receipt of a medical certificate</td>
<td>Yes</td>
</tr>
<tr>
<td>Hepatitis</td>
<td>Until receipt of a medical certificate</td>
<td>Yes</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>Until sores have fully healed</td>
<td>No</td>
</tr>
<tr>
<td>Measles</td>
<td>Until 5 days from the appearance of the rash or receipt of certificate</td>
<td>Non Immunised Yes</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered</td>
<td>No</td>
</tr>
<tr>
<td>Pediculosis (Head Lice)</td>
<td>Until appropriate treatment has commenced</td>
<td>No</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Until appropriate treatment has commenced</td>
<td>No</td>
</tr>
<tr>
<td>Rubella</td>
<td>Until fully recovered or 5 days after onset of rash</td>
<td>No</td>
</tr>
<tr>
<td>Foot ‘n’ Mouth</td>
<td>Until sores have healed</td>
<td>No</td>
</tr>
</tbody>
</table>

- Contact the Principal for advice on other diseases or conditions
- Parents will be asked to sign a permission form for head lice inspections by qualified staff
In 2014 the Stephanie Alexander Kitchen Garden Program was introduced to the entire school. The students have a structured lesson in our vegie patch and kitchen as a part of their everyday school experience. The program requires the students to grow fresh vegetables, fruit and herbs in the garden then utilize these in the kitchen. During the program it is hoped that all students will learn skills that will last them a life time, and discover how much fun it is to grow and cook their own seasonal produce.

Technology

Apsley Primary School has the state of the art technology facilities.

The school is equipped with video conferencing unit connecting our students with the world.

Wireless laptops and iPads are available for all the students to enhance their learning and to allow them to keep up with the ever changing technology world. Each classroom and library have interactive white boards which are used every day. Our library also consists of a computer pod allowing the students access for research. Student ratio for computers is 1 : 1
APSLEY PRIMARY SCHOOL AIMS TO PROVIDE A SAFE AND INNOVATIVE LEARNING ENVIRONMENT WHERE EACH INDIVIDUAL IS ENCOURAGED TO THRIVE IN A CHANGING WORLD.

Our focus is to work with students to develop the necessary skills to become self-motivated, reflective learners who have the ability to take responsibility for their own learning. Learning is seen as a life long process and is valued and celebrated by parents, staff, students and the wider community.