

# **Doreen Primary School**



## **Information Handbook**

**2020**

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**School Principal:** *Mr Glenn Simondson*

**School Council President:** *Mr Brent Hardy*

**School Address:** *Doctor's Gully Road,  
Doreen, 3754*

**(Melway Reference: 391 J 11)**

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Dear Parents,

This booklet is provided for all parents of children who are about to begin school at Doreen Primary School – but particularly for parents of Prep children. We would like to

welcome your family to Doreen Primary School. This school aims to provide your child with a wealth of experience in a warm and caring atmosphere.

The first day at a new school is a very exciting time for your child, and we will do our best to ensure that it is a happy experience. We are very fortunate at Doreen in that we have a small school which has an unusually small Student/Teacher ratio while also being well equipped with a variety of Teacher/Learning Aids. We believe this combination will give your child the best possible opportunity for individual attention in a well equipped school. This allows programs to be planned individually for each child.

The nature of Doreen allows for an environment where children of all ages can work together. Group Days and other special occasions with other small schools are arranged throughout the year to help overcome any social or geographical isolation.

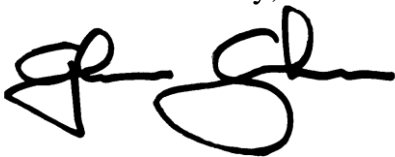
We realise the responsibility we share with you in helping your child grow and develop as an individual. We will make every endeavour to meet our part of this responsibility and we know that we can count on you to carry out yours.

In the following pages of the booklet you will find information that applies to your child at school, whether he/she is a Prep or a more senior student. It will be useful to retain this booklet even after your child has advanced from Prep.

**All children enrolling in the Prep level of primary school will be required to present an Immunisation Certificate at the time of their enrolment. Please obtain this certificate from your local council.**

If you have any queries at any time, please do not hesitate to contact the school and so avoid any unnecessary confusion.

Yours Faithfully,

A handwritten signature in black ink, appearing to read 'Glenn Simondson', written in a cursive style.

Glenn Simondson  
(Principal)

### **Prep Transition Program**

The Prep Transition Program begins in November each year. The children who are beginning school the following year are invited to come to the school and join in class activities, stay and

eat lunch and meet the students. They get to meet their new teacher and all the specialist teachers.

### **2016 Staff**

Principal/grade 6	Mr Glenn Simondson
Teacher/ Grade 5	Mr Ben Miller
Teacher/ Grade 4	Mrs Cassandra Smith
Teacher/ Grade 3	Mrs Jenny Barnes
Teacher/ Grade 2	Ms Karen Fisher
Teacher/Grade1	Mrs Helen Mollard
Teacher/Grade Prep	Ms Janette Colistra
Teacher/Grade 6 Wed, Thurs)	Mrs Janine Green
Business Manager	Mrs Lisa Welch
Office (Wed)	Mrs Kelly Dunt
Art/Lote Specialist	Ms Dianne Zobel
Music	Mrs Tennielle Aleksovski
Phys Ed.	Mrs Sara Simmons
Inter/Intra School Sport	Mr Glenn Simondson
Integration/Teachers Aide	Mrs Kelly Dunt
	Ms Bernadette Kendall
	Mrs Cinthia Quinn
	Mrs Linda Thomas
Literacy Intervention	Mrs Cinthia Quinn
	Ms Bernadette Kendall

### **Term Dates 2020**

#### Term 1

Tuesday 28th January – Friday 27<sup>th</sup> March (Students start 29<sup>th</sup> January)

#### Term 2

Tuesday 14th April – Friday 26<sup>th</sup> June

#### Term 3

Monday 13<sup>th</sup> July – Friday 18th September

#### Term 4

Monday 5th October – Friday 8th December

### **Attendance Times**

First bell rings at 9:00 am

<b>Session 1</b>	-	<i>9:00 am to 11:00am</i>
Recess	-	<i>11:00am to 11:30am</i>
<b>Session 2</b>	-	<i>11:30 am to 1:30pm</i>
Lunch	-	<i>1:30pm to 1:45pm eat lunch inside</i>
	-	<i>1:45pm to 2:30pm outside play time</i>
<b>Session 3</b>	-	<i>2:30pm to 3:30pm</i>

## **Dismissal**

Please note children will be dismissed at **3:30pm** with the exception of the last day of each term when the dismissal time is 1:30pm. Parents will be notified of any alteration to dismissal times in the newsletter. Newsletters are distributed each Thursday or Friday.

## **Lunches**

A lunch service is offered by the General Store at Doreen on **Mondays, Wednesdays and Fridays**. If the children bring a clearly marked bag with their lunch order and the required money to the school in the morning, their lunch order will be delivered at lunchtime (we have two separate price lists for these). Children eat their lunch inside. Children may use the staffroom refrigerator to store their lunch if necessary. They also have access to heating facilities (microwave, sandwich maker), which are supervised.

## **School Council**

School Council meets at 7:30pm once a month. All parents, whether elected members or not, are most welcome to attend and participate in council discussions relating to any aspect of the school.

**President:-** *Mr Brent Hardy*

**Treasurer:-** *Mr Glenn Simondson*

**Secretary:-** *To be advised*

## **School Fees and Requisites**

The school will provide the normal requisites, such as paper, books, pencils, rulers etc for children. A charge of \$70.00 per term will be levied for each student. This pays for requisites, and to assist us in providing the best education for your children. The levy is due at the beginning of each term, or you may pay the full amount at the commencement of the school year. Costs for excursions, camps, swimming, etc will be paid for by the parents as the need arises.

## **Sending Money to School**

When forwarding money to school to pay for excursions etc please place it in an envelope bearing the child's name, the amount enclosed and the purpose, ie "Andrew Adams, \$2.00, Zoo Excursion". This avoids confusion as to who has paid. The school has envelopes specifically for this purpose, please ask for a supply.

## **Excursions**

Excursions play a vital part in the school's curriculum as they provide first hand experiences for the children. After much thought on the most beneficial type of excursion for the grade/s concerned, and consideration of the likely cost to be incurred by the parents, a decision is reached on a particular venue and lead-up activities are incorporated into the teacher's program. Immediately after the excursion, follow-up work (based on the actual outing) is carried out which extends the children's knowledge in many areas.

In view of the importance placed on excursions with regard to the child's overall education, we greatly appreciate your full support for all excursions planned for your child's grade. The following two motions are now incorporated into the school policy.

*"School Council is committed to children attending camping/excursion programs because these are vital aspects of the Educational Curriculum offered at this school."*

*"Total school and community involvement is necessary to ensure that costing of these programs be kept to a minimum."*

For each excursion your child must bring a signed permission notice and the required money. Without the permission notice children cannot attend the excursion. Notices will be sent home in the week prior to the excursion.

### **Parent Participation**

The Doreen Primary School welcomes participation by parents in the school program. Parents have much to offer the school and the children benefit greatly from increased parent/teacher interaction. Listed below are some of the ways in which you can take part, by the possibilities are unlimited. Please don't hesitate to suggest a way in which you would like to take part.

Some suggestions:-

- helping with programs in the classrooms
- assisting with cataloguing in the library area
- typing
- working with the children on computer skills
- story telling and reading to small groups of children
- taking children for an elective eg: music, cooking, woodwork, macrame, pottery,
- weaving, spinning, first aid, gardening, etc.....

**Please note that all participating parents require a Working With Children card**

### **Parking**

#### **End of School Pick Up**

- **The safety and well being of all our students is our NUMBER 1 priority.**
- Parents please do not park along the side of the road outside the staff carpark (opposite the chicken farm) as this obscures the view for drivers trying to leave the carpark.
- To ensure the safety of our students **NO** child is to exit the school grounds through the staff carpark gate. Those students who are walking along the new path towards the corner store must leave through the front brick fence entrance and then walk towards the path, carefully crossing at the carpark gate in full view of parents entering and exiting the carpark. This prevents students from potentially being in a drivers blind spot if they are walking behind vehicles.
- The top carpark is for Disabled, Staff, Visitors and Prep parents, please be considerate of parking in this carpark, if you are not one of these people please use the lower carpark or drop off zone.
- Please also be aware, you are not to park in the disabled carparks unless you hold Sticker that permits you to do so.
- Consider dropping off earlier or picking up 10 minutes after school finishes as the carparks are then empty.

### **Quick pick up and drop off zone**

- We ask that parents **DO NOT** park in this area as per sign displayed:  
NO PARKING 8-9.30AM, 3-4PM
- Please do not leave your car as this then prevents others from using this zone for its intended purpose. If everyone thinks of the safety of the students first and shows courtesy and consideration towards each other then things should run very smoothly after school.

### **Running late**

- If for any unforeseen reason you are going to be late picking up your child/children, please inform the school office **NO LATER than 3.15pm.**
- It is also a great idea for you to discuss with your child/children what to do should you be unexpectedly late at pick up time. Choose a designated spot **within** the school grounds for them to wait for you.
- Children will be sent to the office deck when the bell rings at 3.45pm and you can collect them from there.

**PLEASE REFER TO SIGNAGE IN CARPARKS FOR FURTHER INFORMATION**

### **Art Smocks**

To help protect your child's clothing while he/she is painting, etc all students should be provided with an appropriate art smock.

### **Physical Education**

Young children normally have short periods of exercise each day and lead a very active life in general. It is most important that your child is dressed in comfortable clothes at all times to allow for freedom of movement.

One afternoon per week will be set aside for a sporting program. Shorts, tracksuit and running shoes will enable you child to fully participate.

The swimming program is reassessed each year. At present Grade P-4 attend the Whittlesea Outdoor Swimming Pool for 8 sessions during Term 4, and Grade 5-6 attend Latrobe in the first term for more advanced activities.

Gymastics program.- We also run a 4 week program throughout the year

### **Your Child's Belongings**

All belongings should be clearly labelled with the child's name so that he/she can read and recognise it. These items include jumpers, coats, hats, shoes, lunch boxes, drink containers, school bags, etc: in fact any item brought to school. A lost property box is located in the Staffroom. Please check it if you have lost anything.

Labelling items greatly reduces the risk of losing them and saves the teachers, the parents and the children a great deal of searching time.

### **School Uniform**

School uniform is compulsory. This was a decision made by the school community. Windcheaters, T-shirts, polo shirts and hats are available from the office. However plain navy blue windcheaters T-shirts and polo tops (without brand logos on them) are acceptable. Girls can wear a navy check dress which is available from Target, K mart or any other large store.

## Punctuality

**Punctuality is expected and, in the case of absence, the school needs to be notified either by phone call, Skoolbag App or through the school website. Should we not hear from a parent by 10.00 we are required by the Education Department to follow up.**

## Attendance

Regular attendance helps in developing

- Independent skills
- maintaining a sequential learning program
- social skills

Absences are a handicap to the child's progress. Perfect attendance is the goal of the healthy child – **BUT HOME IS THE BEST PLACE FOR A SICK CHILD**. Under normal circumstances a child should be at school on all school days unless ill.

**PLEASE KEEP THE SCHOOL INFORMED OF ANY CHANGES IN EMERGENCY PHONE NUMBERS**

## Infectious Diseases – Exclusion Table

Some infectious diseases require exclusion from school as follows

Diphtheria	Medical Certificate
Scarlet Fever	Medical Certificate, or exclusion until anti-biotic treatment undertaken
Measles	Medical Certificate or 4 days from beginning of rash
Chicken Pox	At least 7 days or until lesions have healed.
German Measles (Rubella)	At least 4 days from the beginning of rash or until fully recovered
Hepatitis	Medical Certificate
Impetigo	Until Medical Treatment commenced, sores must be covered
Mumps	At least 14 days from the onset of symptoms.
Whooping Cough	For 5 days after starting anti-biotic treatment

These are, of course, the minimum exclusion periods. Sick children should NOT be sent to school. Some exclusions also apply to siblings, check the school office for details.

## First Days

When you bring your child to school on the first day, he/she will be familiar with the surroundings after attending several transition days. Help your child to hang their bag and let the teacher/s know that they have arrived. Your child may want to play with others, encourage this and say good-bye. If they seem a little unsure play with them until the “bell” rings and then announce that you will have to go now and they will be going inside with the other children.

Doreen Primary School has a skilled staff of fully trained teachers so you can be confident that you child will be guided carefully through the varied school experiences that he/she is faced



with. As a general rule, school adjustment is easier for the child and teacher after the parents leave and as distressing as it may seem at that moment things soon settle down as children commence the days activities.

### **Characteristics of Five Year Olds**

As Prep grade children come to school they join a group of active, energetic youngsters who never wish to be still. They want to be first in line, the first in the room and they will push and shove to get there.

They are interested in many things. They love to handle many things, play with them, feel and sense differences in them. They like to start new activities but often lose interest in them before they finish them.

It's off "with the old" and "on with the new" with five year olds. They try to do only what they can accomplish and therefore accept, more or less, the responsibilities of school life – yet they need help in the simplest decisions. They try to bring home messages but do not always succeed. In their play the group assumes a large place, yet they often play alone.

With his/her vivid imagination a five year old can be a fireman, a doctor, a policeman or a nurse all in the one recess period – then go home and tell of the great things he/she did in each role as if he/she really believes it.

We know school will be a marvellous new adventure for him/her. At first the new experience will be very tiring, so do not be surprised if he/she is very cranky and falls asleep when he/she gets home.

### **Helping Your Child Before Starting School**

1. Can your child repeat his/her name and address to other people?
2. Can your child manage his/her own clothing, especially when going to the toilet?  
Try to make sure that clothes are easy to get off and have fastenings that are easy to cope with.
3. Is your child reliably toilet trained? "Accidents" do happen, but if your child arrives home in underwear marked "Doreen Primary School", we would appreciate the return of the item as soon as laundered.
4. Train him/her to take responsibility for personal belongings and to tidy any mess that he/she makes.
5. Does your child know the most direct and safest route to and from school?
6. Does your child know the correct way to cross a street, both with and without safety crossings?
7. Explain to your child the dangers of accepting rides from a stranger or person not authorised to do so.
8. Check that school bag fastenings and lunch boxes, etc are easy for your child to open and close.
9. Help your child to look forward to school and not to fear it. School is a happy place. Encourage him/her, but avoid too much false expectation.
10. Is your child provided with an opportunity for leaving you for a few hours without being upset?
11. Can your child use a handkerchief or tissue properly?
12. Encourage him/her to recognise his/her name on labels, etc.
13. Talk about the difference between "playtime" and "lunchtime". Show your child what food you have packed and say when you expect it to be eaten.

14. Help your child to feel good about him/herself and learning. Try to encourage, not to blame. Good self concepts are an important factor to learning.
15. Read to your child. There is no better way to create a desire for reading.
16. Try to create some sense of number, size, length, height, volume, area, weight and time in everyday life. Join with your child in estimating, counting, calculating, etc.
17. Can your child count from 0 – 10?
18. Take time to discuss everyday happenings (but don't force it). One of the most precious gifts you can give is your love and time.
19. If your child has been receiving therapy (eg Speech Therapy) it may be necessary to contact the Children's Services to arrange on-going therapy through the Education Department's facilities. Contact your child's teacher for more information.
20. Can your child confidently tie his/her own shoe laces? If not velcro is a fantastic alternative.

### **Your Child's Progress**

At any given time the children in a class will have reached different standard in various subjects and skills. This is because –

- all children are different and schools are encouraged to make provision for their individual differences;
- children learn at different rates for a variety of reasons
- children's health, friendships, family circumstances and relationships with teachers influence their enthusiasm for learning.
- Children mature at different rates and this influences their learning rate and how they cope with the demands of the classroom.
- Children have their own patterns of learning and patterns of progress.

Parents usually have a very good idea as to whether their child is doing his/her best. Teachers may often wish to obtain information directly from parents and vice versa.

**ALWAYS ASK THE CLASS TEACHER IF YOU HAVE ANY QUERIES ON  
MATTERS CONCERNING YOUR CHILD AT SCHOOL**

### **Playground Supervision**

Before school – supervision begins at 8:45am.

A teacher is on duty at all times while the children are at school.

After School - supervision until 3:45pm

If you are going to be late picking up children, please ring the school and the child will be sent to the office until your arrival.