

Pinewood
Primary
School



a place to grow

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PINEWOOD PRIMARY SCHOOL

Education is concerned with the cognitive, cultural, moral, artistic and physical development of all students.

At Pinewood we believe that educational development is best fostered in an atmosphere where all students are respected, trusted, valued and encouraged and in which there is tolerance, care, security, praise and high expectations associated with clear learning goals.

The development of concepts, skills, attitudes and knowledge, which are the goals of the learning process, is facilitated through encouraging students to pose and solve problems, take risks, demonstrate responsible attitudes and behaviour, adopt a critical and self-evaluative approach to their work, build upon their own success, make constructive use of failure and reflect upon their experiences.

To this end, we plan for a range of learning styles, pay attention to the quality of the classroom environment and ensure that student's work achievements are valued and celebrated. Students at Pinewood experience working individually, collaboratively and in groups which helps them to develop positive personal qualities and attitudes to themselves as learners.

Value is placed upon the partnership between home and school, and the relationship between the aspirations of the school and those of the wider community.

As a school we are committed to the importance of each student.

Karen Jenkin
Principal



SCHOOL PROFILE

VISION

A school community which works together to provide an environment in which students are actively engaged in inspiring learning experiences

MISSION

We are committed to fully developing the academic, social, physical and artistic potential of students, supporting them to be resilient and optimistic people who contribute to their local and global communities

CORE VALUES

The following core values reflect the beliefs we hold about how children learn, how our school will operate, and how we relate to one another.

RESPECT	- <i>having regard for self, others and property</i>
SELF-CONFIDENCE	- <i>having faith and trust in yourself</i>
INTEGRITY	- <i>being honest and fair</i>
RESPONSIBILITY	- <i>being accountable for your actions and words</i>
OPTIMISM	- <i>being hopeful and believing that good will come of things</i>

In our community these values are demonstrated when:

- Students have the opportunity to learn in a positive, caring environment and are encouraged to become self-motivated, life-long learners
- Teaching and learning programs support students to develop a range of skills and strategies that enable them to be critical and creative thinkers.
- Students are encouraged to work co-operatively and collaboratively with their peers and other members of the school community, and to be active and responsible citizens.
- Every child is encouraged to achieve appropriate mastery of Literacy and Numeracy skills.
- Everyone is encouraged to achieve their personal best and show a commitment to improvement in skills and knowledge
- Students are expected to take responsibility for their learning and behaviour
- Students feel secure in accepting challenges
- Diversity enriches our school and is valued and respected.
- Partnerships between students, staff, parents and the wider community are fostered.
- Successes and efforts are acknowledged and celebrated.

TERM DATES FOR 2016**First Term**

Grades 1-6: Thursday, 28th January – Friday, 24th March, 2016

Prep Grades: Friday, 29th January - Friday, 24th March, 2016

Second Term

Monday, 11th April - Friday, 24th June, 2016

Third Term

Monday, 11th July - Friday, 16th September, 2016

Fourth Term

Monday, 3rd October - Friday, 20th December, 2016

NOTE: Curriculum Days for 2016 will be advised.
Children do not attend school on these days.

SCHOOL HOURS

9.00am - 3.30pm

Prep students will not attend school on the following Wednesdays –
3rd, 10th, 17th and 24th February 2016.

Prep students will begin full time at school on the week beginning
Monday, 1st March, 2016.

SCHOOL BELL TIMES

9.00am - School Starts

11.00am - 11.30am - Morning Recess

1.30pm – 1.45pm - Children eat lunch inside

1.45pm - 2.30pm - Play outside

3.30pm - Home Time

(Dismissal time for last day of each term is 2.30pm)

(Children are not permitted in the school buildings before 9.00am)

PLEASE NOTE: Children should not be in the grounds unsupervised before 8.45am or after 3.45pm. Unsupervised children will be sent to the Out of School Hours Program. Fees will apply.

CONTACT WITH CHILDREN DURING SCHOOL HOURS

If your child forgets his/her lunch, homework etc., it may be left at the General Office. Parents are requested to report to the Office before going to their child's room.

COLLECTION OF CHILDREN DURING SCHOOL HOURS

If for any reason you need to collect your child during the day, you must first report to the General Office. You will be asked to sign the book and collect a slip before collecting the child from the classroom.

APPOINTMENTS WITH STAFF

Staff are always happy to speak with you about any matter concerning your child. However, due to commitments, it is not always possible to speak with you immediately. Please write or ring the school so that an appointment can be made.

OUT-OF-HOURS' PROGRAM / HOLIDAY CARE PROGRAM

An Out-of-Hours' Program, conducted by a paid, qualified Coordinator, operates from 7.15am to 8.45am each morning and again each afternoon from 3.30pm until 6.00pm.

Special programs are conducted during term holidays and on Curriculum Days. The program will run between 7.15am and 6pm on these days.

Information regarding the organisation and cost of the program can be obtained by contacting Mrs. Jenny Walker, on 8847 3200, during Program hours or from the General Office.

SCHOOL RECORDS

It is imperative that our records containing your address, telephone numbers, emergency contacts etc. are ALWAYS kept up to date. (See appendix)

Whenever you have a change of address, a change of business or home telephone number, please notify the school. If you acquire a mobile phone number, we can add that to our records.

PERSONAL BELONGINGS

Parents are reminded that personal property brought to school by students is not insured and the Department of Education and Training is not responsible for any loss or damage. All uniform and personal property should be clearly named. Students wishing to show valuable items to their class should make arrangements for parents to bring the article to school personally.

PLAYGROUND SUPERVISION

Formal supervision of the school playground is carried out by staff members on school days from 8.45am to 3.45pm.

The duty roster directs that teachers commence playground supervision at 8.45am. Recesses and lunch hour are supervised and teachers are responsible for playground supervision from 3.30pm to 3.45pm.

Children who are detained for disciplinary purposes are supervised by a teacher.

Children attending sport training are supervised by the teacher conducting the training.

Since the playground is unsupervised before 8.45am and after 3.45pm, children should not arrive prior to 8.45am and should leave the school premises upon dismissal. Children will not be permitted to leave the school grounds between the time of arrival and the dismissal time without written permission from parents.

Should parents observe anything around the school which would present a hazard to the children they are requested to notify the Principal.

MONEY SENT TO SCHOOL

If your child is required to bring money to school, please, make sure it is carefully sealed in an envelope clearly labelled with the child's name, grade, teacher's name and the purpose for which money is sent, e.g.:

Sally Parker
Grade 4A
Mrs Smith
"Swimming"

Unless otherwise stated, cheques should be made payable to Pinewood Primary School.

LUNCHES

Children eat their lunch in the classroom under the supervision of their teacher. Lunch containers should be clearly labelled. Drinks need to be clearly marked in unbreakable containers.

Lunch is eaten in the classrooms between 1.30pm and 1.45pm.

Lunch orders at the school are outsourced and provided by Classroom Cuisine and are available 4 days a week (not available Tuesdays). A morning snack is still required. Parents can order via the website www.classroomcuisine.com.au

For obvious safety reasons children are not allowed to go to the shopping centre at lunch time. If your child will be going home for lunch, it will be necessary for you to write a letter informing the school of this fact and arrange to have the child collected by an adult. As with any collection of children during school hours, you must first report to the General Office and sign your child out and then sign your child in when they return.

SWIMMING PROGRAM

As part of the Physical Education Program children from Prep to Year 6 are expected to attend swimming tuition classes.

The Swimming Program consists of Year levels attending an intensive program, for 10 days in Term 4.

The children travel to and from the pool by bus.

PUNCTUALITY & ABSENTEEISM

- Encourage punctuality and regular attendance. All children must arrive at school before 9.00am each morning and remain at school until dismissal time.
- A late book is provided at the General Office and parents MUST complete this before the child attends class.
- Parents are requested to contact the school before 9am if their child is to be absent from school. Parents of children who are marked absent, and have not notified the school, will be contacted by telephone to ensure that the child is at home. A note is required informing the school of the reason for a child's absence if you have not been contacted by the school.

CAMPS

All children have the opportunity to go on at least one school camp at some stage during their senior primary years.

The locality and camp programs are arranged by the class teachers and approved by School Council. Only camps approved by the Department of Education and Training will be used.

MUSIC

All children participate in music lessons. All children from Year 4 upward learn the recorder. Recorders are provided by the school.

Private tuition is currently available for piano, guitar and violin during school hours.

EXCURSIONS

The general rule is one excursion per year level per term and one school based activity.

Excursions are generally selected to reinforce topics studied in the classroom. Children usually research prior to each excursion and the excursion itself acts as a catalyst for spontaneous oral and written expression.

An excursion levy is paid yearly to cover the cost.

PERCEPTUAL MOTOR PROGRAM

Pinewood has an ongoing Perceptual Motor Program made possible because of the support given by parents rostered to help supervise.

Please see your child's teacher if you wish to become involved with the program.

NEWSLETTER

The newsletter is published weekly and can also be accessed online on a Thursday. The newsletter will be available for download from the school website www.pinewood-ps.vic.edu.au **Please** read the newsletters carefully as they will inform you of all forthcoming events at the school.

All items for inclusion in the newsletter must be handed in to the General Office by Wednesday morning.

LIBRARY

All children from Prep to Year 6 attend the school library and have the opportunity to borrow books. Books may also be exchanged before school and during lunch as timetabled. Our computerised library system has made borrowing and research work much easier for students and teachers. The children will be supervised using the Internet during these sessions. All students should have a library bag for borrowing books.

ART

All children from Prep to Year 6 attend the Art room for lessons. Art smocks, to be provided by parents, should be worn to protect clothing.

L.O.T.E. (Language Other Than English)

Pinewood Primary School is culturally and linguistically diverse. Our students come from a wealth of backgrounds and experience which presents particular challenges and real opportunities to contribute to the development of our society where everyone is treated with dignity and respect and where diversity is valued.

The L.O.T.E Indonesian program at Pinewood Primary School, aims to understand and celebrate cultural diversity. All children from Prep to Year 6 attend Indonesian lessons and have the opportunity to learn about the language, culture and traditions of Indonesia.

Children are able to study Indonesian vocabulary and grammatical structures that are meaningful and related to real life experiences and significant Indonesian cultural events. All year levels also have the opportunity to learn about different aspects of Indonesia's geography and history.

PHYSICAL EDUCATION

All students participate in physical education lessons. Areas such as athletics, gymnastics, folk dancing, ball skills and fitness are covered either by the physical education teacher or the classroom teacher. All children in Years Prep-6 are expected to participate in the school swimming program.

SPORT

Students up to Year 3 are encouraged to participate in intra-school sporting activities with other children within the school or their class. The emphasis in these activities is to practice skills and develop a good sporting attitude. Students in Years 4-6 participate in interschool sporting activities with children from other schools.

COMPUTER

At Pinewood we believe that computers are a tool to be used by students as an aid to learning as opposed to being the focus of their learning. All students have access to our computer room. Students also have access to computers in their own classroom. Each classroom has a minimum of two computers which are linked to a Microsoft NT network. Internet access is available on all these computers.

PARENT PARTICIPATION

Pinewood Primary School is fortunate in having parent support with many of our class programs. One way in which you may help the class teacher is by assisting with reading programs in the room. Parent assistance is frequently required on school excursions and on these occasions you will be invited to help with a small group of students from your child's class.

Parents also act as Class Representatives to assist with contacting parents in the grade.

The Perceptual Motor Program's success depends greatly on the assistance given by parents. If you are interested in helping with this activity we would be delighted to hear from you - even if your child does not attend this program.

The Swimming Program, library, and "special" events held at the school, e.g., Sports' Days, etc. also require parent help.

Please speak to your child's teacher if you would like to assist in any way with the Parent Participation Program - or if you have any queries regarding the Program's operation.

HEALTH

It is important to inform your child's teacher of any particular physical or emotional problems which your child may have.

Please provide your child with a clean handkerchief or tissues for school every day.

Children need adequate rest to be able to perform satisfactorily at school.

In the first year your child will probably have many illnesses. A sick child should be kept at home. Infections spread rapidly and we do not have the facilities, or the staff, to care for sick children.

All medications should be given to the office. A form must be filled out giving permission to staff to administer the medication. All medication should be clearly labelled with your child's name and the dosage to be given. Self-monitoring asthmatics are allowed to keep their medication in their school bag.

All children must present a Certificate of Immunisation at time of enrolment. Failure to do so will result in exclusion from school in the event of an outbreak of an infectious disease. To obtain a Certificate of Immunisation, take your child's immunisation books to Monash Council. They will return the books and give a Certificate of Immunisation to you. The white copy comes to the school and the blue copy is retained for your records.

SICK BAY

A teacher is in charge of the Sick Bay and will attend to minor injuries. If the injury is more serious, a teacher will telephone you, or if you are unavailable, will ring the contact you have given on the Information Sheet. If a child attends the sick bay, the child is given a sheet informing parents of the reason and the treatment given.

If a child receives a bump to head during school time, parents will be notified via a phone call.

PLEASE, ENSURE THAT ALL INFORMATION REGARDING YOUR CHILD IS KEPT CURRENT.

Please see the following pages for information regarding the exclusion from school when your child is sick.

School Exclusion Table

Disease or Condition	Exclusion of Cases	Exclusion of Contacts
Chickenpox	Until fully recovered or at least one week after the eruption first appears.	Not excluded.
Conjunctivitis (Acute infectious)	Until discharge from eyes has ceased.	Not excluded.
Diphtheria	Until receipt of a medical certificate of recovery from infection.	Domiciliary contacts excluded until investigated by the medical officer of health, or a health officer of the Department and shown to be clear of infection.
Giardiasis (diarrhoea)	Until diarrhoea ceases.	Not excluded.
Hepatitis A (infectious hepatitis)	Until receipt of a medical certificate of recovery from infection or on subsidence of symptoms.	Not excluded.
Hepatitis B	Until recovered from acute attack.	Not excluded.
Impetigo (School sores)	Until sores have fully healed. The child may be allowed to return earlier provided that appropriate treatment has commenced, and that sores on exposed surfaces (such as scalp, face, hands or legs) are properly covered with occlusive dressings.	Not excluded.
Leprosy	Until receipt of a medical certificate of recovery from infection.	Not excluded.
Measles	Until at least five days from the appearance of rash, or until receipt of a medical certificate of recovery from infection.	Non-immunised contacts must be excluded for 13 days from the first day of appearance of rash in the last case unless immunised within 72 hours of first contact.
Meningococcal infection	Until receipt of a medical certificate of recovery from infection.	Domiciliary contacts must be excluded until they have received appropriate chemotherapy for at least 48 hours.

Disease or Condition	Exclusion of Cases	Exclusion of Contacts
Mumps	Until fully recovered.	Not excluded.
Pediculosis (Headlice)	Until appropriate treatment has commenced.	Not excluded.
Pertussis (Whooping cough)	Until two weeks after the onset of illness and until receipt of a medical certificate of recovery from infection.	Domiciliary contacts must be excluded from attending a children's services centre for 21 days after the last exposure to infection if the contacts have not previously had whooping cough or immunisation against whooping cough.
Poliomyelitis	Until at least 14 days after onset of illness, and until receipt of a medical certificate of recovery from infection.	Not excluded.
Ringworm	Until appropriate treatment has commenced.	Not excluded.
Rotavirus (diarrhoea)	Until diarrhoea ceases.	Not excluded.
Rubella	Until fully recovered or at least five days after onset of rash.	Not excluded.
Scabies	Until appropriate treatment has commenced.	Not excluded.
Shigellosis (diarrhoea)	Until diarrhoea ceases.	Not excluded.
Streptococcal infection including scarlet fever	Until receipt of a medical certificate of recovery from infection.	Not excluded.
Trachoma	Until appropriate treatment has commenced.	Not excluded.
Tuberculosis	Until receipt of medical certificate from a health officer of the Department that the child is not considered to be infectious.	Not excluded.
Typhoid and paratyphoid fevers	Until receipt of a medical certificate of recovery from infection.	Not excluded unless the medical officer of health or a health officer of the Department considers exclusion to be necessary.

SCHOOL COUNCIL

The Annual General Meeting of the School Council takes place in first term.

Our School Council welcomes new parents to Pinewood Primary School and hopes that the association thus formed will be both enjoyable and profitable.

The School Council represents both parents and DoE employees and consists of twelve (12) members including the Principal. There are eight elected parent representatives, and three elected Department of Education & Early Childhood Development (DEECD) employees.

Current Department of Education & Early Childhood Development policy places responsibility on a committed and involved Council to enable the school to function effectively. Particular concerns of the Council include policy and planning, financial administration, improvement and maintenance of buildings and grounds and school/community relations.

In the area of finance the gap continues to widen between government provided funds and that which is required to ensure the best education of our children. An Education Supplement is imposed in respect of each child enrolled at the school to augment government funds for the provision of necessary classroom requisites and the maintenance of grounds.

The school relies heavily on the fund-raising efforts of our Parents Club to maintain the education resources which keep Pinewood as a good place to be and a school with a proud record of achievement.

We hope new parents will want to become involved in ensuring the continued good reputation of Pinewood Primary School.

PARENTS CLUB

All parents of Pinewood students are automatically members of the Parents Club and are welcome to attend the monthly meetings held on the first Monday of the month at 7.30pm in the staffroom.

The Pinewood Parents Club organises fundraising and social events for the school community. Activities such as car boot sales, raffles and manning the local Op shop for a week and functions including Trivia Nights, Bush Dances, Disco's etc all raise valuable funds which help to provide better services and equipment for our children's school.

In the past the Parents Club has raised money to improve the playground equipment, provided funds to run the Music, Art and Physical Education programs, computers, air conditioning and much more. This has contributed to make Pinewood the school we are proud to send our children to knowing that they will receive more than the basic education that the Government contributions alone supply.

In 1999 we introduced a fundraising levy of \$100 per family as we realised that parents were tired of constantly being asked for contributions and donations. This has proved to be extremely successful and we hope to be able to continue with the levy and concentrate on providing more fun social events.

The Pinewood school community is made up of dedicated staff, a great Principal and a strong Parents Club. These are the things that make a difference and the reason we are improving and growing.

SCHOOL UNIFORMS

The wearing of school uniform is compulsory.

GIRLS:

Summer Green and white check dress,
or
Green shorts, Pinewood polo shirt
White socks, black shoes / white sandals / runners.
Hat (Term 1 and 4).

Winter Grey tunic /pinafore
or
Green Pinewood track pants, green skivvy / Pinewood Polo
Green Pinewood windcheater / Bomber jacket/ Polar fleece
Grey/white socks, black shoes / runners.

BOYS:

Summer Green shorts, Pinewood polo shirt.
Grey socks/white, black shoes / runners.
Hat (Term 1 and 4)

Winter Green Pinewood track pants,
Green skivvy / Pinewood polo shirt
Green Pinewood windcheater / Bomber jacket/ Polar fleece
Grey/white socks, black shoes / runners.

NOTE:

The wearing of school hats is compulsory in Terms 1 & 4.

Second hand items are available from the Uniform Shop.

The Uniform Shop is open on Wednesday afternoon from 3.15pm – 3.45pm and Friday mornings 8.45am – 9.15am. Please note that the Uniform Shop is staffed by parent volunteers. The days and opening times are subject to change.

Orders will be taken. Orders with money placed at the General Office will be available one week later.

If an item is unavailable at the time of ordering please allow 4 weeks for delivery.

Skivvies and tunics are available from either Target or K-Mart stores.

Please make cheques payable to 'Pinewood Primary School'.

Please label ALL pieces of uniform. Uniform that is not clearly labelled will be placed into lost property.

