

**BEGINNING SCHOOL
HANDBOOK
2017**

THE BASIN PRIMARY SCHOOL NO. 2329

Mountain Highway, The Basin 3154
Telephone: 9762 1256 Fax: 9761 0528
Email: the.basin.ps@edumail.vic.gov.au
Our home page: www.thebasinps.vic.edu.au

HOW TO ENROL YOUR CHILD

1. Fill out the Enrolment form available from school.
2. Provide us with proof of the child's age (e.g. Birth Certificate/Extract of Entry) – this can be photocopied at school.
3. Bring the child's Immunisation Certificate which may be obtained from Australian Childhood Immunisation Register (ACIR) by calling them on 1800 653 809.

Once the enrolment documents above are delivered to the school, your child is officially enrolled for the next school year.

PLEASE ENROL AS EARLY AS POSSIBLE – Prep enrolments should be finalized no later than the end of term 3, 2016.

The Basin Primary School "Transition from Kinder" program on page 3 of this booklet outlines the way the school supports kinder age children to become ready for entrance to school.

The main Open Day/Night during Education Week is on Wednesday 18th May is one opportunity for NEW parents to visit the school. Alternatively parents are welcome to make an appointment for a tour of the school with the Principal.

The Basin Primary School "Beginning School" handbook has been provided to assist parents and students with preparations for Primary School.

We look forward to seeing you at The Basin Primary School.

Graeme Russell
Principal

Dale Goldsmith
Assistant Principal

TABLE OF CONTENTS	PAGE
Message from the Principal	1
Message from the School Council President	2
Transition from Kindergarten	3
School Information and Organisation	3
2016 Prep Arrangements	4
Preparation for School	4
Health and Safety	10
Parking	14
Curriculum & Specialist Areas	15
Communication	16
Parent Involvement	17

MESSAGE FROM THE PRINCIPAL

The Basin Primary School has been an integral part of the local community for 136 years. Our parents and teachers work together to provide our students with the best possible environment for learning – we are very proud of our school grounds, the second largest in the state, which provide a playground space catering for every child's needs. Our school buildings include a Multi-Purpose room and a Gymnasium. Most importantly, our professional and highly trained teachers provide a learning program which aims to develop the social, emotional, physical and intellectual skills each child needs in order to achieve their potential into adulthood.

Our school motto is – **DREAM, BELIEVE and ACHIEVE. DREAM** - It all starts with a dream. Every one of us dreams, especially when we are young. Are you challenging yourself every day to follow your dreams? **BELIEVE**. We need to believe in ourselves to have the confidence, determination, resilience and courage to go after our dreams. **ACHIEVE**. Achieving success is a combination of keeping strong, being confident, humble, courageous and never giving up!

In 2008 we received over \$450,000 funding from both the Federal and Victorian Governments for the refurbishment of 8 classrooms and a new multi-purpose performing arts centre. In 2011 a new 2 million dollar Building the Educational Revolution (BER) Classroom Centre was built as part of the stimulus package. This means all learning areas at The Basin PS are quite new or recently refurbished. This year we received \$5.2 million from the state budget for upgrade works at our school.

At each level The Basin PS has developed engaging units of work based around the Victorian Essential Learning Standards (VELS) and the new Australian National Curriculum (AusVELs), which outline what is crucial for all students to learn from Prep to Year 12. As a result our academic results across all areas are high. Schools use the Standards to plan their teaching and learning programs, including assessment and reporting of student progress. The Standards ensure that students continue learning traditional subjects such as English, Mathematics, Science, Humanities, Languages and The Arts. Within these subjects, students learn the physical, personal and social skills they need in life.

AusVELS is based on the VELS triple-helix structure of three interconnected areas of learning called strands. The three strands are as follows:

Physical, Personal and Social Learning	Students learn about themselves and their place in society. They learn how to stay healthy and active. Students develop skills in building social relationships and working with others. They take responsibility for their learning, and learn about their rights and responsibilities as global citizens. Domains include – Civics & Citizenship, Health & Physical Education, Interpersonal Development and Personal Learning.
Discipline-based Learning	Students learn the knowledge, skills and behaviours in the arts, English, humanities, mathematics, science and other languages. Domains include – The Arts, English, Humanities – Geography & History, Languages, Mathematics and Science.
Interdisciplinary Learning	Students explore different ways of thinking, solving problems and communicating. They learn to use a range of technologies to plan, analyse, evaluate and present their work. Students learn about creativity, design principles and processes. Domains include – Design, Creativity & Technology, ICT and Thinking Processes.

Students are also expected to achieve standards in science, the humanities, thinking processes, design, creativity and technology, personal learning, and civics and citizenship.

Our wonderful staff includes a mix of age groups and gender. We have four excellent specialist teachers delivering programs in Music/Performing Arts, Visual Arts, German and Physical Education. Our sporting prowess is second to none. We have been District Champions in Athletics, Cross Country and Swimming many times over the last 11 years. Our dance teams have experienced great success at the state Wakakirri competition and local Dance Fair competition. Dance opportunities are offered to all children from Prep-6.

We actively encourage parents to be part of school programs – which has been a great feature of The Basin PS over many years. We believe that such a partnership improves the learning outcomes of all students. Welcome to our great school. May your time with us be rewarding and provide both you and your child with the best educational experience.

Graeme Russell
Principal

MESSAGE FROM THE SCHOOL COUNCIL PRESIDENT

The Basin Primary School would like to welcome you and your family to our School. We strive to provide an excellent, safe and pleasant environment, both within the grounds and the classrooms to encourage your children to achieve their full educational and social potential.

The School Council is a major decision-making body operating with the Department of Education and Early Childhood Development (DEECD) guidelines. It is comprised of eight parent representatives, four DE&T representatives, two co-opted representatives, and the Principal as Executive Officer. Each member is elected for a two year term, with half of the members eligible for re-election each year.

School Council has the responsibility for determining educational policies for the school, overseeing the maintenance of buildings and grounds, financial management, and encouraging community involvement and interest in our school to ensure the children attending The Basin Primary School have the best educational and environment backing we can offer.

The School Council has various sub-committees, each concentrating on a particular area of interest. These sub-committees are comprised of School Council members plus any interested members of the school community.

Our Junior School Council, consisting of representatives from each year level, offers us suggestions from the student's point of view on ways they feel their school may be improved and enhanced.

All School Council and Sub-committee meetings are open to all members of the school community. Your interest and participation is actively encouraged and appreciated. Dates and times of these meetings will be found in the weekly newsletter.

School Council President – Darrell Holden

TRANSITION FROM KINDERGARTEN

1. MARCH

- Kindergarten teachers are invited to consult with our Prep teachers regarding settling in of individual students from last year and visit the new Prep classes.

2. DURING TERM 3

- Prep teachers will visit the Kindergartens to meet the children during the latter part of Term 3.

3. IN MAY

- Kindergarten communities will be invited to visit the school during Education Week and on Open Night, Wednesday 18th May from 6.30pm to 8:00pm. Our Principal – Graeme Russell is always keen to conduct 1:1 tours with interested parents throughout the year.

4. DURING TERM 3

- We encourage all parents to enroll their child/children by the end of term 3 for planning and staffing reasons, however enrolments will be accepted at any time. Kindergarten students are welcome to visit the school and become familiar with the school environment.

5. DURING TERM 4

- Three orientation visits **for children enrolled** into The Basin Primary School will be held in term 4 during October, November and December. The dates will be publicised during Term 3 and early Term 4. Activities on these days will include -
 - A Visual Arts session
 - A teddy bears picnic
 - A Performing Arts lesson with our Music Specialist
 - A Physical Education with our PE & Sport Specialist
 - An introduction to our Junior side playground
 - The children will meet the Prep teachers and work in their new classrooms.
- **An Information Evening for Prep 2017 Parents – This date will be sent to you in the mail**, from 7:00pm to 8:00pm to meet your child's teacher and have your questions answered.
- **Teachers:** Meet with Kindergarten teachers to discuss the individual needs of students enrolled at The Basin Primary School and prepare classes for the new school year.

SCHOOL INFORMATION AND ORGANISATION

Address:	The Basin Primary School Mountain Highway The Basin Vic 3154
Telephone:	(03) 9762 1256
Fax:	(03) 9761 0528
Email:	the.basin.ps@edumail.vic.gov.au
Principal:	Mr. Graeme Russell
Assistant Principal:	Mr. Dale Goldsmith

2016 START TO SCHOOL

DATE	SCHOOL TIMES
Monday 30 th January	Teachers first day and a PUPIL FREE DAY
Tuesday 31 st January	All children commence school at 9:00am. Prep children finishing at 2.00pm.
Wed 1 st Feb to Friday 3 rd	Prep children start at 9:00am and finish at 2.00pm.
Monday 6 th February	Prep children's first full day 9:00am – 3:30pm
All Wednesday's in February	1:1 online Department of Education Numeracy and Literacy assessments.
March onwards	Prep children are full time

Parents should be aware that dates can change depending upon our School Network commitments.

2016 TERM DATES:

TERM 1	Tuesday 31 st January to Friday 31 st March
TERM 2	Tuesday 18 th April to Friday 30 th June
TERM 3	Monday 17 th July to Friday 22 nd September
TERM 4	Monday 9 th October to Friday 22 nd December

DAILY SCHOOL TIMETABLE:

8:45 am	Arrive at school
9:00 – 11:00am	First Learning session
11:00 – 11:30am	Recess Play
11:30– 1:30pm	Second Learning Session
1:30-1:40 pm	Eating time
1:40 – 2:30 pm	Lunch Play
2:30 – 3:30 pm	Third Learning Session
3:30 pm	Dismissal

TERM 4 TRANSITION DATES

	DATES	TIME
SESSION ONE	Tuesday 17 th October - TBC	11:30am -1:15pm
SESSION TWO	Tuesday 14 th November - TBC	11:30am -1:15pm
SESSION THREE	Tuesday 12 th December - TBC	11:30am -1:15pm
PARENT EVENING MEETING	Tuesday 12 th December - TBC	7:00pm – 8:00pm

PREPARATION FOR SCHOOL

PARENT'S EXPECTATIONS

High expectations are held by parents for successful outcomes for their children as they begin school.

A responsible parent:

- Respects and values the child's ability in relation to the level of development.
- Believes that learning takes place through encouragement, shared responsibilities and allowing the child to make choices and decisions.

The school recognises and respects the wide range of abilities and skills of children and plans for the child to develop physically, socially, emotionally and intellectually. Parental expectations that are too high or too low will result in discouragement. Show interest, ask questions, be ready to see their work when they wish to show it, share their reading with them but be careful that you do not become over-concerned.

A hint: When discussing children's artwork, a good strategy is to say "Tell me about your drawing; construction; model; etc." This avoids the pained and shocked faces of little children to questions such as..."What have you drawn?" - making it obvious to the child that you do not recognise their efforts.

PREPARING YOUR CHILD FOR SCHOOL

Together, parents and teachers can provide the support and encouragement needed to make your child's introduction to school a positive and enjoyable experience.

ENCOURAGE YOUR CHILD TO DO AS MANY OF THE FOLLOWING AS POSSIBLE:

- Know their full name, address and if able, their telephone number and be able to state these clearly when asked.
- Be able to TAKE OFF AND PUT ON outer clothing unaided and to manage zips and buttons and to put these items away.
- SHOELACE TYING REQUIRES PERSERVERANCE.
- To visit the toilet independently, to flush after use and then wash hands and to adjust clothing.
- Be able to use tissues or a handkerchief and know the importance of covering their mouth and nose when coughing or sneezing.
- Be able to pack away playthings, books and materials neatly and tidily after use.
- Recognise their own name on possessions, clothing, lunch boxes, etc in Victorian Modern cursive writing or capital letters.
- To be able to eat from a lunch box, without surrounding themselves with scraps.
- Be able to share things (not food), take turns and co-operate with others. This includes listening to others, instructions and stories.
- Know the safest and most direct route to school and how to use a school crossing.
- Be able to hold a pencil correctly and cut with scissors.

WARN YOUR CHILD

- Always to wait by the classroom with a teacher if being picked up by you.
- To NEVER accompany or accept inducements from strangers. To NOT accept a car ride from anyone unknown by them, a neighbour or acquaintance without being directed to do so by you.

PROCEDURES AND ARRANGEMENTS

To make each child's introduction to school life enjoyable and rewarding, we ask that you read the following information carefully:

- Your child will be issued with a NAME BADGE for easy identification, which should be worn each day for the first two weeks.
- After the first day, children say good-bye to their parents and are escorted in and shown their own named peg for hanging bags, coats, etc.
- Your child will then enter the classroom to explore and become familiar with their new room, furniture, equipment, materials, etc. They will be encouraged to renew and make friendships with other children and to share activities together.

ANAPHYLAXIS - 'WE ARE A NUT and DAIRY AWARE SCHOOL'

In the school we have a small number of children who have a severe life threatening allergy to nuts, some dairy products, sesame seeds, corn and eggs. Anaphylaxis is a medical condition that causes a severe reaction and can result in death within minutes. Although this may not affect your child's class directly we are asking you to send foods with your children that are free of nuts and eggs.

It can be difficult for parents of students who do not suffer from these allergies to appreciate the implications of these circumstances for parents of these children and schools. Most of us see peanut butter or Nutella, milk, eggs and think 'easy lunch' while parents of these children think 'life' threatening food.'

The incidence of severe food allergy seems to be on the increase. Nut products are present in a wide range of foods. Students who suffer from these allergies have to learn from a very young age to be vigilant and disciplined, however they cannot be counted on at this stage to take the precautions against nuts and eggs that are required.

While schools recommend that parents don't send nut and egg products to school with their children we can never be 100% sure. The recommended option is to educate staff, students and the school community about preventing allergic reactions. Severe reactions can be triggered through swallowing and to a lesser degree touch. We ask you to support the health of these students. If your child has peanut butter or eggs for breakfast please ensure that they wash their hands with soap before coming to school.

As you can appreciate we need everyone's assistance to help prevent these lovely children from experiencing a severe reaction. A great deal of preventative planning has taken place already by staff and we are hoping that all families will support us. Each teacher will be discussing Anaphylaxis and allergies with their students and the preventative actions we have requested to support these four students. Children will be educated in the daily routines of washing hands after eating, not sharing their lunches, snacks, treats or drink bottle.

YOU CAN HELP YOUR CHILD TO COPE IN THE FIRST WEEKS AT SCHOOL

SAYING GOODBYE

- Establish arrival routines – greeting teacher, allowing children to put their own belongings away, etc
- Tell your child when you will be back – eg "I'll be back at home time to pick you up"
- Say goodbye, with a kiss, hug or wave, then leave. Be firm and loving!

WHEN YOU RETURN

- Maintain a predictable pick-up schedule.
- Try to avoid asking your child "Did you miss me?"
- Share your child's enthusiasm and re-telling of their school experiences, positively.
- Establish goodbye routines with the teacher and classmates. "We'll see you tomorrow morning" – then leave with your child.

Children who are confident and secure in the knowledge that they are unconditionally loved and accepted at home, and who are self-controlled are better able to face any uncertainties of starting school.

LUNCH ARRANGEMENTS

The daily procedure is for all children to eat their lunches under teacher supervision from 1:25pm. You will need to ensure that your child brings a prepared lunch to school DAILY, **commencing on the first day.**

PLAY LUNCH ARRANGEMENTS

Most children are hungry by Morning Recess (11:00am) and enjoy a small snack e.g. sultanas, cheese stick, piece of fruit, etc. To help your child understand the difference between play lunch and lunch, wrap them separately.

Children are under constant supervision by teachers on Yard Duty, during playtime.

OTHER POINTS TO REMEMBER ABOUT LUNCH:

- Your child's lunch should be in a clearly named lunch box.
- Drinks must be in a clearly named unbreakable container.
- Please do not give your child too much lunch.
- Clear wrap/Plastic film is often difficult for young children to undo. Also zip top cans can be very difficult to manage.
- Explain and practise at home before starting school, an order of eating, e.g. start with sandwiches, then the sweeter items, followed by fruit.
- Lunch Orders from our local bakery are available on Monday & Friday. Lunch orders must be given to the teacher by 9:30am Monday & Friday, with money wrapped in a paper bag which clearly lists the child's name and grade, the order and the amount enclosed. A Lunch Order price list will be provided to all families at the start of each year.

EATING

The Prep teacher cannot be expected to miraculously change a reluctant eater's habits – she can only supervise and discourage wastage of food, establish acceptable eating habits and order of eating lunch. The amount of food provided by you should be based on experience of your child's eating habits. Uneaten food will be returned home each day in lunch boxes, which may provide an indication of "too much" or "too little" and individual food preferences, etc.

A SENSE OF RESPONSIBILITY

Please remember that a child's reliability in looking after belongings, taking home messages, etc doesn't automatically develop upon starting school. It will develop as children are encouraged to take on a greater role in looking after themselves and belongings at home and school, e.g. packing bags, looking for names on labels, listening to directions.

DISMISSAL – GOING HOME

All parents are asked to wait outside the classrooms. Teachers will bring each class outside to meet the parents at the day's end

INDEPENDENCE

Children in Prep will be encouraged to individually and in groups, tackle new tasks without fearing failure (risk taking) and to learn from errors as well as from successes: solving problems individually and with others; making decisions; to analyse, evaluate and to take action and use a developing range of thinking skills. By allowing your child/ren to tackle something for themselves and solve their difficulties, you are encouraging the growth of independence and resourcefulness.

NO FRIENDS TO PLAY WITH

Try not to increase your child's anxieties by constantly asking, "Who did you play with today?" Focus on the POSITIVE, wait for your child to volunteer information on "happenings" at school – allow time for children to assess the new situation. Remember, they all play together on the - Junior side playground three time a week and on the Senior side twice a week.. Children do not usually make "life long" friends until the age of around 12 years. Instead, they play with different groups of friends at different times.

THE CRYING CHILD

We know how stressful it can be to parents if children are reluctant to be separated from them; however children settle in to activities after the parent has left. Your child will need to understand that going to school is part of the process of growing up. AVOID "You can stay home **just this**

once” – this can teach the child that school attendance is a matter of choice, not a legal requirement. Of course, if the child is genuinely ill, staying at home is necessary.

EMERGENCY INFORMATION

The emergency information in the Enrolment form is very important. Up-to-date information is vital and parents are asked to advise the school without delay, of any change of telephone number, place of employment, emergency contact person, etc. Any change of information should be provided immediately in writing.

ATTENDANCE

As school attendance is compulsory by law, you are required to forward to the school, in writing, an explanation for your child’s absence on his/her return. If a child leaves the school during the school day, the person responsible for the child must fill out an “Early Dismissal Note” which is available at the Office.

Children do not attend school on curriculum days and parents will be given adequate notification of these pupil free days. Before and After School care is provided by OSCCLUB on our site. Contact details for OSHCLUB are as follows – www.oshclub.com.au OR 8564 9000.

PUNCTUALITY

Parents are requested to make sure that their children are punctual in arriving at school each morning. Teachers are on duty each school day from 8:45am until 3:45pm. After 3:45 children who have not been collected will be asked to wait at the office until picked up. We recommend children arrive around 8:50am.

It is most important that children are at school and ready to begin classes at 9:00am. Not only does it assist with classroom organisation; e.g. bankbooks, notes, etc, to be collected, but also children must learn the importance of punctuality to ensure the efficient running of the school. Late children miss out on getting organised for the day and valuable learning time.

DISCIPLINE

The rules that we have are for the safety and in the best interest of **all** the children. A child feels secure when he/she knows what they can or can’t do and that parents and teachers will be firm and consistent. Consistency of action between parents and teachers is essential to maintain a co-operative unit.

WET WEATHER

During wet weather, please ensure that your child has appropriate clothing and footwear. Spare socks and pants can be most helpful. A **waterproof coat is essential** to wear outside and when walking to specialist classes. Children remain inside their classrooms on wet days, windy days and during periods of extreme heat.

EXCURSIONS AND INCURSIONS

The children will have the opportunity of participating in excursions throughout the year. School excursions provide a very effective means of motivating children to participate in and gain real benefit from a variety of learning experiences. Teachers plan suitable excursions and incursions to fit in with the school’s education program and the current integrated units. Visiting artists may be invited to the school to broaden the children’s cultural experience.

Permission notes will be sent out in advance for parents to sign and return. A signed consent form must be returned to school before a child can go on a planned excursion. The excursions and incursions levy is included in the school fees which are payable at the beginning of the year.

Children are requested to wear school uniform on excursions and, if appropriate, a bucket or wide brimmed hat and sunscreen.

LOST PROPERTY

Please name all of your child's belongings clearly and encourage your child to look after his/her things. If belongings are misplaced, please check on a term basis in the Lost Property at the office.

VALUABLES

Children are not permitted to bring valuables to school; this includes iPods & mobile phones.

MONEY

By collecting funds at the beginning of the year we hope to reduce the number of times the children have to bring money to school. However, there may be times when money is required. Money should be placed in an office envelope bearing the child's name, class, room number, what the money is for and the amount enclosed. This should be handed to the child's teacher. Children are not to bring any personal money to school.

SCHOOL BANKING

A weekly School Banking service with the Commonwealth Bank is available for interested families. It is never too early to start saving!

SCHOOL NOTICE BAGS

Notices will be sent home in the school notice bag. These bags need to be returned to school each day. If parents have notices for the teacher they can be returned in the notice bag.

SCHOOL UNIFORM

The school has a compulsory school uniform policy, which aims to develop unity, pride and a sense of identity within The Basin Primary School. The wearing of either a bucket or wide brimmed hat is required to be worn from the beginning of September until the end of April. We are a Sun Smart school! Uniforms are available from the Uniform Shop situated in the Senior School area near the library. A copy of the Uniform Price list is available from the Uniform Shop or Office. All items on the list are usually in stock unless otherwise stated. Library bags, school bags and "iron on" logos are also available.

The Uniform Shop opens Monday mornings from 8:45 – 9:30am. If this is not a suitable time for you, an order and money in an envelope could be sent with your child direct to the shop on Monday mornings. Lay by is available.

For new Preps, uniforms will need to be ordered on the first day of transition Tuesday 13th October. Fittings will be available on this day, as the school needs to place an order with the supplier to ensure delivery by December. Please do not leave ordering until the last minute as we may not have the items you require in your child's size. It takes 6-8 weeks for new orders to be made. The uniform shop coordinator will advise new Prep parents of the dates the uniform shop will be open to enable you to try sizes and place orders.

SUMMER

Basin check Dress
Navy shorts
Navy shorts, knit or drill
Hooded Windcheater with Basin logo
Rugby top with Basin logo
Bomber Jacket with Basin logo
(Gr 6 have a graduation jacket)
Gold or blue school polo shirt
White or navy socks
Black shoes or runners
(Strapless, raised heel or thongs prohibited)
School bucket or wide brimmed hat

WINTER

Basin Tartan Tunic
Basin Tartan Tunic skirt
Navy Pants, track, bootleg, drill
Hooded Windcheater with Basin logo
Rugby top with Basin logo
Bomber Jacket with Basin logo
(Gr 6 have a graduation jacket)
Gold or blue school polo shirt
Gold or royal blue skivvy
White or navy socks
Black shoes or runners

OTHER ITEMS –

School bag and Library bag for all students.

Navy raincoat

Please see the chart below detailing the 2016 year's uniform costs for Prep children. Parents should be aware there are small uniform price increases each year.

2015 PREP BOYS UNIFORM COSTS		2015 PREP GIRLS UNIFORM COSTS	
ITEM	PRICE	ITEM	PRICE
Blue Short Sleeve Polo Top	\$20.00	Blue Short Sleeve Polo Top	\$20.00
Yellow Short Sleeve Polo Top	\$20.00	Yellow Short Sleeve Polo Top	\$20.00
Hooded Windcheater	\$30.00	Hooded Windcheater	\$30.00
Bomber Jacket	\$32.00	Bomber Jacket	\$32.00
Soft Jersey Shorts	\$12.00	Girl's Cotton Bootleg Pants (soft)	\$14.00
Cargo Shorts	\$16.00	Girl's Poly Cotton Bootleg Pants	\$20.00
Cargo Pants	\$24.00	Girl's Culottes	\$19.00
Double Knee Tracksuit Pants	\$20.00	Girl's Summer Dress	\$28.00
Mesh Navy Shorts	\$12.00	Girl's Winter Tunic (order 1 st Term)	\$38.00
School Hat	\$10.00	School Hat	\$10.00
Heavy Duty Library Bag	\$10.00	Heavy Duty Library Bag	\$10.00
School Bag (Lifetime Guarantee)	\$40.00	School Bag (Lifetime Guarantee)	\$40.00
Fridge magnet pocket - school notices	\$2.50	Fridge magnet pocket - school notices	\$2.50
Library Bag	\$10.00	Library Bag	\$10.00

HEALTH AND SAFETY

SAFETY IN THE PLAYGROUND

- At all recesses and lunchtimes, two teachers are on duty in the playground.
- Balls are the **only things** to be thrown in the playground. Toy guns, scooters, skateboards and roller skate/blades are not permitted.
- Thongs are not considered suitable footwear for school.
- Dogs are not permitted in the school grounds during school hours. A pet dog may be brought to school for show and tell, but must be accompanied by an adult and kept on a lead.

SCHOOL EVACUATION PLAN

The Emergency Signal shall be a continuous sounding of the school siren. All persons should make their way to the school oval without delay, where a count shall be made, using the class roll as a checklist. The school conducts regular emergency drills.

- In the event of widespread local bushfires, children remain within the school boundaries, under the direct control of teachers. In the event of the school grounds being unsafe, Police will organise the evacuation of the students to Miller's Reserve or Batterham Park.
- In the case of internal fire, children will be moved to a designated, cleared area around the school.
- If evacuation is necessary, this will be instigated by the Officer in Charge of Emergency Services and the Principal or nominated responsible person. Evacuation would be to the designated Displan site for the area at the time of evacuation.
- Parents who wish to collect children:
 - must leave all vehicle exits and car parks clear
 - must notify the teacher in charge of that group

- must sign a written authority to take the children (Teachers will not release children without a written authority).
- in the initial stages of local bushfire, the children would be safe if left at school.

BUSHFIRE AT- RISK REGISTER

Schools, kindergartens and licensed child care centres that have been identified as being at high fire risk and on the Department's Bushfire At-Risk Register will close on days declared Code Red. Where possible, up to 3-days' notice of a planned closure will be provided; parents and carers should, however, expect that in some instances fewer than 3-days' notice may be provided.

Once the final decision to close is confirmed at 12 noon the day prior, this decision will not change – regardless of any changes in the weather forecast. This will help limit confusion and help your family plan for how your children will be cared for when their school, kindergarten or child care centre is closed. Advice will be provided to you directly by your school, kindergarten or child care centre.

When a school or children's service is closed for bushfire, no staff will remain on site and all out-of-school care programs (including vacation, before and after school programs) will not operate.

ILLNESS OR ACCIDENT

Accidents are difficult to avoid entirely, but supervision by teachers at all times will reduce them to minimum. In the event of an accident your child will be cared for while emergency action is taken. Wherever possible you will be contacted and consulted before medical treatment is sought.

Our school is equipped to handle only minor illnesses and injuries. We do not have staff available to provide nursing care. However, if your child becomes ill, every effort will be made to contact you. If this is not possible, contact will be made with the emergency contact person on your child's emergency information file.

HEALTH

Please ensure that the school and his/her teachers are aware of any health problems. A note to the class teacher would be appropriate or a personal visit if necessary.

If your child is ill, please keep him/her at home as we do not have the facilities to care for a sick child at school. Please do not send children to school suffering from fever, diarrhoea, vomiting, etc. A sick child cannot work effectively and will infect other children and teachers.

HEAD LICE (PEDICULOSIS)

Keep a check on your child's hair constantly. Head lice are extremely infectious and no one is immune. Advice on effective treatment is readily available from the school, Knox Council (9298 8000) or your local chemist.

ASTHMA MANAGEMENT

If your child suffers from asthma, please make sure the school is aware of his/her condition. A Student's Asthma Action Plan must be completed. It is important that appropriate medication is sent to the school with the child and kept in his/her school bag should it be needed. Acting on the recommendation of the Asthma Foundation, the school does not have an asthma pump. If your child needs to use a pump, this must also be brought to school.

MEDICAL AND DENTAL SERVICES

Preps have vision, hearing and general health examinations by school nursing staff and medical officers. Children in other grades who have been referred by parents/teachers may also be examined. The School Dental Service is located at Knox Community Health Service. Children will be treated free if their parents hold a Government Health Care Card. All other children will be charged \$30.00. (<http://www.kchs.org.au/dentail.shtml>)

SUNSMART

To ensure a healthy balance between too much and too little UV is maintained, sun protection, i.e. hats that protect face, neck and ears, sunscreen SPF 30+, close fitting wraparound sunglasses are used from the beginning of September until the end of April and whenever the UV Index level reaches 3 and above.

COMMUNICABLE DISEASES

The following table indicates the minimum period of exclusion from schools and children's service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 — Schedule 6. In this Schedule 'medical certificate' means a certificate of a registered medical practitioner.

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	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
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immuno-deficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary	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 unless considered necessary by the Secretary
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 contacts should be 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, or received NHIG within 144 hours of exposure, they may return to the facility
Meningitis (bacteria —other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Pertussis* (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	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
Verotoxin producing Escherichia coli (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

CAR PARKING

This school has some parking facilities for parents within the school grounds. Please observe the “local rules” in the interests of everyone’s safety and to enable a smooth flow of traffic.

- We have a “Kiss and drop off” area and four parking areas. These are indicated on the following map.
- Please **do not park** beyond the second speed hump in the top staff carpark, the gates are usually closed. This area is designated as a “safe” walk through between the school’s buildings.
- Follow the traffic flow around the loop in the top carpark driveway or turn right into the lower driveway.
- Organise a car pool so that there are fewer cars using the driveways.
- We ask parents use the walkways either side of the internal driveway and not cross over this busy driveway at peak times. Please model best practice for everyone’s safety.

MORNING PARKING ARRANGEMENTS:

- Drop your child/children in either of the “kiss and drop off” areas and then move off. These areas are not for prolonged parking.
- If you are coming to see a teacher or to help in the classroom, etc please park in either carpark. Remember if you are parking in the top carpark, proceed around the loop to the parking area.

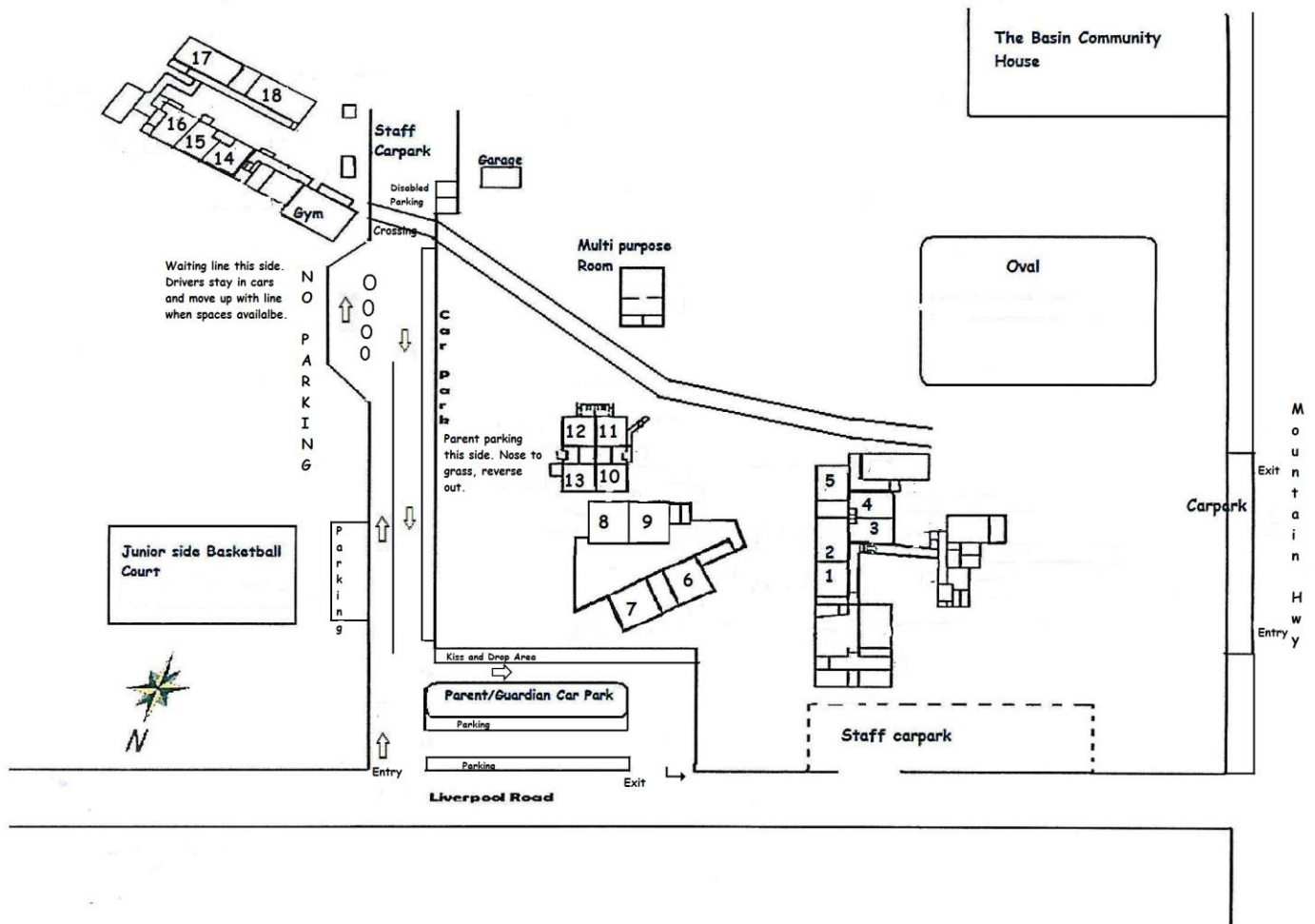
AFTERNOON PARKING ARRANGEMENTS:

TOP CARPARK

- If a parking space is available – park
- Once the parking spaces are filled, form a queue in the “kiss and drop off” area in the top car park and down the drive. Children are not permitted to enter cars in this area.
- When a parking space becomes available, please move to it carefully and then collect your child/ren.
- In the top carpark – children are only to be collected at the parking bays.

LOWER CARPARK

- If a parking space is available – park. Children are not permitted to cross the driveway without adult supervision. Therefore parents are requested not to call to children to come to a car parked in the carpark.
- Parents may temporarily park in the “kiss and drop off” driveway against the left hand curb only. Children must enter the car from the left hand side. This area is not for prolonged parking and the driver must remain in the car.



CURRICULUM and SPECIALIST AREAS

VISUAL ART

The Art room is well equipped and the Art Teacher takes regular lessons with each grade.

MUSIC / PERFORMING ARTS

Children will be given opportunities to acquire musical knowledge through a balanced program of musical experiences including singing, listening, playing, moving and creating.

LIBRARY

A library bag is compulsory when borrowing books from the Library. This can be purchased from the Uniform Shop. One book may be borrowed at a time by preps and as children develop greater responsibility they will be allowed to borrow two books at one time. The borrowing period is two week. Books may be returned any day, there is a library tub in each classroom for these returns. Borrowing is conducted during library lessons.

PHYSICAL EDUCATION AND SPORT

At Physical Education lessons, the children will experience sequential programs in the areas of movement, dance, fitness, swimming, games and skills, and gymnastics. Throughout their primary years the children will also have the opportunity to participate in gymnastics, athletics, inter-school sporting games, cross country, bike education and a host of other exciting sporting events. In both physical education and sport the emphasis is on participation and enjoyment rather than intense competition.

SCIENCE

This program commenced in 2016 using the "Primary Science Connections" program

SWIMMING

Swimming for Prep through to Year 6 is conducted at the Knox Pool at the start of December each year. It is an intensive 10 day program with the children being taken to and from the pool each day by bus. This program offers the children the opportunity to develop confidence in the water under the guidance of qualified instructors. Parents will be advised of the cost of the program and the provision at Prep level of a Swim and Survive booklet (a record of children's progress), when organisational arrangements have been made.

CAMPS

School camps are held for students in Grades 3, 4, 5, and 6 and are seen as a valuable aspect of a fully rounded program of development for children. The aims in conducting a camp are:

- To provide opportunities for healthy social contact outside the regular school environment for the children and their teachers.
- To develop a sense of independence amongst the children, i.e. in dressing, eating and personal hygiene, etc.
- To provide opportunities for physical development, e.g. hiking, general fitness, outdoor activities.
- To help instil an appreciation of the natural environment of the area being visited.
- To provide educational experiences unavailable at school, e.g. visits to local industries, places of historical interest, etc. These are integrated into the total curriculum.
- Grade 2 children experience a sleepover at school as a lead in to our camping program.

COMPUTERS IN THE CLASSROOM

Computer Education is essential in developing understanding and appreciation of the scope and role of the computer in our society. This enables the students to use the computer as a tool to assist and enhance learning across the curriculum.

The Basin Primary School is proud to offer computer technology in every classroom. We entered into a new lease late last year for 340 iPads and more PC's and notebooks in each classrooms. These computers are networked and give children and teachers access to the Internet, via the Department of Education's Wide Area Network. Children use a range of Mathematics and English apps to enhance their numeracy and literacy skills.

Our goal is that by the time children leave The Basin Primary School, they will attain a level of computer literacy determined by the Department of Education and Early Childhood Development guidelines for each Victorian Essential Learning VELs and AusVels standards. The teaching staff are committed to achieving this goal and is successfully integrating the use of computers as a tool across the entire curriculum.

HANDWRITING

The Victorian Modern Cursive writing style is taught at this school. The style is based on an oval shape. Research has shown that this shape is more natural for children.

COMMUNICATION

To enable our school community to be kept fully informed, open communication between all members of the school community – students, parents, staff and others is encouraged.

NEWSLETTER

Our weekly School Newsletter is published each Thursday. Parents are requested to sign up to receive our newsletter via our webpage www.thebasinps.vic.edu.au/ Parents without Internet access can request a hard copy from the office.

OTHER COMMUNICATION

Parent Information Evenings, reporting days and other interviews held during the year enable parents to be informed of the progress of their children. Other communication includes voluntary involvement in school programs, notice boards and a variety of committees that bring parents,

teachers, and students together. The Principal and other staff members are available for consultation with parents and students by appointment.

PARENT TEACHER INTERVIEWS

. Prep parents have an initial interview with their child's teacher on a Wednesday during February with more formal Parent/Teacher Interviews following detailed written reports in June and December. Throughout the year parents can request a meeting directly with their child's class teacher.

PARENT INVOLVEMENT

PARENT ASSISTANCE WITH CLASS ACTIVITIES

Many parents give up their time to assist with class activities. Involvement in reading programs, swimming and sporting activities, craft programs and excursions all contribute to the overall development of all children. The staff and children value the contribution. Parents will be advised of the areas where the class teacher would appreciate your help.

WORKING BEES

The Buildings & Grounds Sub-committee organises working bees during the years to enable regular maintenance and upkeep of the school buildings and grounds. Many parents and their children actively participate and have extensively helped improve the school's facilities. Dates and times will be published in the weekly newsletter. If you are unable to attend on an organised day, but would like to offer your services on another date, please contact the Office.

PARENTS & FRIENDS ASSOCIATION (PFA)

Our Parents & Friends Association (PFA) is an active group providing fundraising activities for the whole community, social gatherings and evenings. In term 1 the PFA help to organize a Prep Family Fun night for Prep parents to get to know each other.

All parents can be part of the PFA, which supports the school through:

- Providing practical ways for parents to get involved in school life
- Gaining insights into school programs and planning
- Sharing and passing on ideas
- Organising community social activities
- Providing services to the children, e.g. Mother's and Father's Day Stalls, special hot lunch days, etc.
- Having a co-opted member on School Council
- Providing funds for the benefit of the children.

SCHOOL COUNCIL

School Council meetings are held monthly on the third Monday of the month. The meetings are open and all members of the school community are most welcome and encouraged to attend. The meetings are the avenue by which all members of the school community can meet to hear, discuss and formally act on any issues related to School Council duties and responsibilities. Everyone attending may join in discussions, however only School Councilors can vote on issues.

Council has the responsibility to determine the educational policy of the school, oversee grounds and buildings, ensure the moneys coming into the hands of Council are expended properly, and generally foster the school community's interest to ensure the children attending The Basin Primary School have access to the highest quality educational programs and a pleasant and safe environment.