



2020 Information Book



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Welcome

To all parents and students we extend a warm welcome and sincerely hope your association with our school will be worthwhile in all respects.

I am so proud to be Principal of such a good school where you can see great things are happening. We are very fortunate at Echuca East to have committed teachers who work so hard at making our children's schooling positive and enjoyable. One of those positive things is the way parents and teachers work together to provide the great programs we have. This has resulted in fantastic improvement in our student learning outcomes.

There has been significant improvement to our buildings and playgrounds over the last few years and we look forward to continually enhancing these facilities. Current fundraising is being put towards the watering system which is nearly complete. We will announce our 2020 fundraising focus early in the new year.

If you have any enquiries, please do not hesitate to contact me. The office door is usually open, but if possible, please make an appointment.

Echuca East Primary School has a friendly spirit of co-operation, enabling our children to enjoy their time here, while experiencing an excellent education.

Please try to support our school as it's your school too!

Lynette Strachan

Lyn Strachan
Principal

Our Mission

To create a community learning environment, where everyone has the opportunity to learn to the best of their ability.

Our Vision

- Engaged, confident students who are motivated and excited to learn and who love learning.
- Positive, professional staff committed to sharing their passion for learning with the students and the wider community.
- Innovative curriculum that values diversity.
- A community that values strong partnerships between home, school and community.
- A safe and stimulating learning environment which is creative and fun.

Our Values

- Practice Respect
- Act Responsibly
- Learn Resilience



Profile

Whatever the background of our students, whatever their abilities and wherever they start from, when they come to Echuca East Primary School, we strive to create a cohesive, inclusive, challenging and supportive learning environment encompassing all members of the school community and based on the school's values of respect, responsibility and resilience.

We are all proud to continually learn through seeking best practice, innovation, reflection, celebration of our achievements, having a safe environment and being open to learning. E.E.P.S. sets high expectations of our learners, and those learners are fully supported in their journey. Teachers, families, friends and the wider community are encouraged to be part of the learning journey. We aim to make all feel welcome to come into the school and classrooms, knowing that a strong relationship between home and school is integral to the best outcomes for our students. Children are regularly setting goals, articulating those goals and working towards achieving them in their daily practice.

In 2020, the school will operate with a Principal, Assistant Principal, Leading Teacher, 2 Learning Specialists and 4 Level Leaders. The school is organised into four levels, Level 1 – Prep; Level 2 – Grades 1 and 2; Level 3 – Grades 3 and 4; and Level 4 – Grades 5 and 6, for the delivery of our teaching and learning programs. Within each level, a strong team ethos exists between staff members which enhance opportunities for all. Evident in all classrooms are clear learning objectives and these are a feature of each lesson that takes place. Explicit teaching and student profiles support student learning.

Specialist programs offered at Echuca East in 2020 include Physical Education, Science, Visual Arts, Health, Circus gymnastics & RRR.

To further enhance curriculum areas, enrichment programs include: Swimming, Sustainability, House System, Better Buddy Program, School Camps, School and Interschool Sports and other extension groups including Young Leaders, SRC and public speaking. We are constantly looking for additional programs to support the development of our students with a focus on opportunities to develop our independent self-directed learners.

We have a 1:1 BYOD iPad program in grades 3-6 which has proven to be an exciting addition to our school programs. As we move into a future that is dominated by a continually developing, diverse, technologically driven communication age, it is imperative that we as a community protect our children from all forms of abuse, including when online.

Communication is an integral part of great teaching and learning and our staff support children to become good communicators. Opportunities are provided for students to share their learning in many forms. Importance is placed on regular home/school communication in both formal and informal ways.

At Echuca East Primary School we have clear expectations of student behaviour. Classroom agreements are negotiated with the students at the beginning of each year and consistently implemented. Individual and class rewards occur in each classroom for displaying positive learning behaviours and our school values. We support students as they learn to cooperate with each other and know they too, can support and learn from each other along their learning journey. We have developed our School Wide Positive Behaviour Support (SWPBS) Framework and will continue this with integrity.

With a clear vision for our future, Echuca East's teaching and learning community continues to foster an environment that provides a safe, quality, comprehensive education enabling all students to become life-long learners.

2020 Term Dates

Term	Commence	End
Term 1 Staff commence Students commence	Tuesday 28 th January Thursday 30 th January	Friday 27 th March
Term 2	Tuesday 14 th April	Friday 26 th June
Term 3	Monday 13 th July	Friday 18 th September
Term 4	Monday 5 th October	Friday 18 th December

On each Wednesday during February Prep teachers will conduct online testing with Prep parents and their child. This will give all parents the opportunity to spend time with their child's classroom teacher and some initial testing will be completed. Interview times will be arranged prior to the commencement of the school year. For the beginning of Term 1, the Prep children will have every Wednesday as a rest day. This arrangement will continue up to and including the 4th March. Their first full week will commence on Monday 9th March. Should you consider that your child is still too tired to cope with a full week, please speak with the teacher about alternative arrangements.

Public Holidays

Labour Day	Monday 9 th March
Good Friday	Friday 10 th April – falls during school holidays
Easter Monday	Monday 13 th April
Anzac Day	Friday 25 th April
Queen's Birthday	Monday 8 th June
Melbourne Cup	Tuesday 3 rd November

Curriculum Days

Each year schools have four Curriculum Days which are student free days. In 2020 these will be Wednesday 29th January, Thursday 25th June (parent / teacher / student interviews). The additional two days will be advised once they are finalised and approved by School Council.

School Hours

School commences at	8.45am.
Lunch	11.15am – 12.05pm
Recess	1.45 – 2.25pm
Dismissal Time	3.15pm (1.25pm on last day of each term).

Classrooms are open from 8.30am and children are expected to be at school at approximately 8.35am to unpack belongings and get prepared for the day's work.

Please ensure that your child/ren **DO NOT** arrive at school before **8:30am** as no supervision is available prior to this time.

Absences

It is a requirement that children attend 200 school days per year. Under regulations, if your child is away from school at any time a brief note of explanation to the teacher, a FlexiBuzz absence notification or phone call to the office is required. In the case of intended extended absences, an appointment with the Principal is required.

On the odd occasion your child is late to school, please remind them to sign in at the office so that their arrival is marked on the attendance roll.

An SMS is sent for any unexplained absence at approximately 9.30am each day.

Please see attachment b. Every day counts.

Access to Students

We cannot allow your children to leave the school without a parent/guardian, without notification. Please contact reception if someone other than a parent/guardian is collecting your child during school time. Students leaving during school time must be signed out at the office by the person collecting them. Students can sign themselves back in if they are returning.

In some instances special arrangements and conditions exist regarding access to children (e.g. in cases of separation and divorce). The school can only support these if properly informed. A copy of any Court Order or solicitor's letter should be provided if appropriate.

After School Care

The Echuca After School care and Holiday Program offers care for primary aged children directly after school from 3.15 – 6.30pm at the Echuca East Recreation Reserve. Care is also offered from 7.30am to 6.30pm on most Curriculum Days and during school holidays.

You can book your child/ren in for any reason - to work, shop, keep appointments or just for fun. Afternoon activities are well supervised and include art / craft, cooking, outdoor games, etc. This program is registered with Centrelink and those families eligible will receive Childcare Assistance for this service.

This is not an EEPS program but is conveniently located next to our school grounds.

Feel free to drop into the Jack O'Neill Pavilion at East Recreation Reserve in Sutton Street to speak to staff or phone **5482 4503**.

Anaphylaxis

Staff at Echuca East Primary School have anaphylaxis training each year. If your child has any allergies please ensure that the school is informed. If your child requires an EpiPen you must provide one to be kept at school in the First Aid Room. Please see Appendix C for more information.

Assemblies

The whole school assembles in the Arts Centre each Friday morning at 8.50am. Celebrations of achievements and informational messages are also given at this time and a brief patriotic ceremony takes place. Parents are welcome to attend and hear children report on school events. Our student leaders run this assembly. We expect children to listen quietly at assembly. Please model this to your child and listen respectfully. Please model the school values and if at assembly stand with the students when the National Anthem is being played.

We encourage staff to contact families if their child is to receive an award that week.

Assessment and Reporting to Parents

Parent / Teacher interviews will be held in term one on Wednesday 5th February and Parent / Teacher / Student interviews on Thursday 25th June (Student Free Day). Reporting includes Student Portfolios which are sent home at the end of each year. This document tracks achievement and progress in all areas including academic and social development and provides evidence through work samples of progress in learning. Written reports in June and December link all aspects of student achievement and performances.

Year 3 and 5 students participate in NAPLAN, the National Testing of Literacy and Numeracy skills. Detailed reports are provided to parents.

Prep to 6 staff regularly hear students read special books (benchmarks) to track their progress.

Many students will have Individual Learning Plans (ILPs). These set goals and targets for individual students, and are developed in partnership by staff, parents and students.

A comprehensive assessment schedule is followed by all staff to ensure continuity across the school.

The classroom teacher is always approachable and willing to discuss your child's progress, the educational programs or any other concerns you might have. It may be a good idea to make an appointment to see the teacher as they have various meetings and duties before and after school.

Please do not hesitate to contact the Principal, Assistant Principal or classroom teacher should you have any concerns.

Asthma Management

Echuca East Primary School is an accredited "Asthma Friendly School". Parents of students who suffer from asthma are required to complete an Asthma Management Plan. Asthma Management Plan pro-formas are provided for each child at the beginning of the year. This Asthma Management Plan is imperative to ensuring your child has the best care. A new Asthma Management Plan needs to be completed **each year**. Please return this form even if your child is **NOT** asthmatic so we can ensure all children are accounted for.

Asthmatic students are required to have their own inhaler and spacer at school.

Bicycles / Scooters / Skateboards

For the safety of all, children who regularly ride bicycles or scooters to school have a bike shelter provided at the Barry Street gate. Children are not allowed to play near the bicycles or to ride in the school grounds.

Bike helmets are compulsory. Authorities recommend that children should not ride to school without an adult until they are nine years old. We do not recommend that younger children be permitted to ride scooters to school unsupervised.

Scooters are not to be ridden in school grounds and are to be parked in bicycle area. We have established a secure bike/scooter area, which is locked at approximately 9.15am. VicRoads laws require scooter riders to wear approved helmets.

Skateboards are not permitted to be ridden in the school grounds.

Bus – Town / Country

There is always a teacher on duty to supervise bus travellers and to ensure that all children have left the grounds.

It is imperative that parents and children observe the Bus Traveller's Code of Conduct to ensure the safety of all children.

Enquiries regarding all bus travelling arrangements should be directed initially to the school office. For timetable and bus stop information, contact the Country Bus Co-ordinator at Echuca College on 5482 1133 or visit <http://www.echucacollege.vic.edu.au/index.php/bus-network> for general information, application forms and town route timetables.

Bus travellers assemble at the following points immediately after dismissal and then proceed with a duty teacher to the bus stop :-

Town bus travellers assemble at the gate in Eyre Street gate near the bus shelter.

Country bus travellers assemble at the Sutton Street gate, near the Arts Centre.

Town Bus timetables and stops are available on Newton's Bus Services' website http://newtonsbusservices.com.au/school_bus_schedules/

Please ensure you contact the school office if your child is **NOT** travelling on the bus. Accurate rolls are required and student safety is our focus.

Camps

The students from grades 2 to 6 have the option to participate in overnight and extended stay excursions that are linked to their inquiry units. Students in grades 2 to 6 are offered the opportunity to participate in the following camps:-

Grade 2	Sleepover at school toward the end of the school year. This is to develop independence, confidence and responsibility.	
Grade 3/4	Urban Camp	Wednesday 17 th – Friday 19 th June
Grade 5	Grampians	Tuesday 6 th – Friday 9 th October
Grade 6	Canberra	Monday 16 th – Friday 20 th November

Canteen Lunches

Our canteen is open Monday, Tuesday, Thursday and Friday each week and follows the Healthy Canteen Guidelines.

Canteen manager Sue Kennaugh co-ordinates this service and extra assistance is provided by parent helpers, who are rostered daily to prepare lunches, help with window sales and cleaning.

Lunches can be ordered online at <http://schoolonline.com.au> Orders can be paid with credit card or you can choose to add an amount of money to your account. Online orders must be placed by 9.00am but can also be placed in advance. Online ordering is our preferred method as it reduces the amount of cash handling required.

Alternatively, children may order their lunch by writing on the outside of an envelope their:-

- Name
- Room No.
- Items Ordered
- Cost
- Change Required (if any)

Enclose money wrapped in a tissue (not foil or plastic wrap please).

Each classroom has a lunch order box and orders should be placed in the box before 8.45am. Lunch boxes are taken to the canteen by a class monitor and collected at 11.15am. Lunches are eaten in the classroom or outside between 11.15 and 11.25am.

A special limited menu is used on Fridays. Current price list for both the full and limited menus is updated throughout the year as necessary.

Children who forget their lunch are supplied with an emergency lunch. This consists of a rice tub, yoghurt / fruit tub and a milk. **Other than this, the canteen does not provide credit.**

Child Safe Standards

Echuca East Primary School is committed to child safety.

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

We are committed to preventing child abuse and identifying risks early, and removing and reducing these risks.

E.E.P.S. has robust human resources and recruitment practices for all staff and volunteers. We are committed to regularly training and educating our staff and volunteers on child abuse risks.

We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments. Policies are available on our [website](#)

If you believe a child is at immediate risk of abuse phone 000.

Classroom Rules

All school expectations revolve around our school values and positive expectations.

A four step Assertive Discipline program forms the basis of the classroom agreements. Each classroom has rules. These are discussed and formulated by the class. Rewards, both individual and group, and consequences are identified and displayed prominently.

Classroom agreements are sent home for parent comment.

Where a child's behaviour is unacceptable, consequences must be enforced. Parents will be contacted to discuss possible causes and to implement a behaviour improvement program.

EEPS believes strong relationships between home and school are crucial in assisting students to develop into quality community members. Strong relationships between teachers and their students are vital. We pride ourselves on following up on any issues we become aware of.

Clothing

- School uniform is compulsory
- Please label all articles of clothing and hats. Please also label lunch boxes, school bags etc. We always have a large amount of Lost Property and only named items can be returned to owners promptly.
- Young children should be trained to look after their belongings and taught to do up shoe laces, etc.
- Wear suitable school clothing. Singlets / tank tops and sleeveless dresses are considered inadequate protection from the sun and therefore should not be worn.
- Thongs are not to be worn because of the likelihood of accidents.
- It is advisable for Prep children to bring a change of clothing and extra underpants in a plastic bag clearly marked with their name. These can be kept in their school bag in case of emergency.
- Footwear must be worn at all times.

If you require support with uniform please speak to the office about submitting an application to State Schools Relief.

State School Relief will provide a winter uniform pack to any family who is eligible to receive Camp Sports and Excursions Funding.

Cultural Performances

During the year the children have the opportunity to participate in regular Cultural Activities. Groups visit the school and present programs in mime / dance / plays / music etc. These vary from year to year depending on availability. More information about these and other activities will be provided. While participation is optional, we encourage all to participate. These programs are subsidised by the school ensuring costs to families is minimal.

Discipline

The children are expected, at all times, to display common sense and abide by the School's Student Code of Conduct. This Code of Conduct outlines children's responsibilities, rights, rules and consequences should these rules be broken.

Emergency Contact Information

Emergency contact information is included on your child's enrolment form and is entered into the student database. This information is required so that we can contact you quickly should some emergency arise. If there is any change to the information that you initially provide (e.g. phone number, address or health details), **please notify the office immediately**. It is also important to have emergency phone contacts other than your own to enable teachers to send home sick or injured children. Emergency first aid is provided, but the school does not have resources for long term care.

Excursion permission notices are printed from the information held on the student database. As you receive these from time to time during the year, **update details as necessary** and contact reception if details need changing.

It is extremely important to respond to calls from the school in a timely manner.

Energy Drinks

The consumption of Energy Drinks is banned on school premises and during transit to and from school.

Head Lice Management Program

Echuca East Primary School conducts a Head Lice Management Program. Inspections are ideally conducted once per term with follow up check, but this depends on volunteer availability. Children identified as having head lice are to be collected from school and removed for treatment. Children may be returned to school following treatment.

Parents are asked to regularly check their child / children for head lice to avoid widespread infestation. Please contact the school if you check hair and find head lice. This will assist us to minimise the impact on the class. If you find head lice it is probable that your child is not the only one.

At time of enrolment, parents will be asked to sign a permission form giving consent for head lice checks that will be carried out throughout your child's time at Echuca East Primary School.

To ensure this program operates we need the support of volunteer parents. Please contact reception if you are able to support this initiative.

Homework

All students are expected to read each and every night. Level teams make decisions regarding homework for their students. Homework may cover reading, spelling, finishing school activities, etc. Aims of homework at all levels are skills, revision, development of independence, development of desirable attitudes to learning and parental involvement.

Children will be rewarded for completing their homework.

House Systems

At enrolment, all children are placed in a House team to enable them to participate in friendly competitions within the school.

The purpose of the House system is to develop within the children, a sense of connectedness with others and a pride in their team and school.

The four Houses are named after famous Australian explorers:-

MITCHELL - Green HOVELL - Yellow STURT - Red HUME - Blue

House activities include our leaders organising lunch time activities and sporting events.

Organised house athletics and swimming events are particularly relevant to years 3-6. At various times throughout the year, whole school activities are "house" based.

Immunisation Certificate

All children starting a new school need to have an Immunisation Certificate. The Australian Childhood Immunisation Register will be sent to you when your child turns five. Alternatively, call 1800 653 809 or visit www.medicareaustralia.gov.au/online. This certificate will indicate whether your child has been immunised against diphtheria, polio, tetanus, mumps and measles. This does not mean your child has to be immunised.

Children who are NOT immunised will be excluded from school if there is an outbreak of any of the aforementioned diseases. This is a DET policy.

Inclement Weather

If the weather is exceptionally hot, cold, wet or windy alternative arrangements are made for our students. This usually means they will not be outside in the extreme weather.

Infectious Diseases

In Victoria, children's services centres, such as childcare centres and kindergartens, and primary schools have a responsibility under the Public Health and Wellbeing Regulations 2009 to manage the following infectious diseases:

- whooping cough (pertussis)
- polio
- measles
- mumps
- rubella (German measles)
- Meningococcal disease.

Schools have the responsibility to:

- ensure that unwell children do not attend, as per national guidelines (*Staying healthy: preventing infectious diseases in early childhood education and care services*, 5th edition)
- isolate children who became unwell during the day from other children and send the unwell child home as soon as possible
- exclude the unwell child

- notify the department immediately if a child is suspected of having one of the six infectious diseases listed above; please call the department even if you believe a doctor has already done so
- defer any action, such as alerting parents, excluding unwell children or displaying signage, until directed to do so by the department

The Minimum Period of Exclusions table is attached.

Insurance on Items Brought to School

Private property brought to school is not insured nor is the DET responsible for any loss. Parents are reminded of this Government policy as expensive personal goods are sometimes brought to school by students to display, play with or simply to show other children.

Local Excursions

We see these as a vital part of programs throughout the school and ask for your co-operation with returning permission slips. Parents are notified before each excursion and are asked to provide emergency contacts and update any medical conditions if necessary. Costs are included in an excursion levy which is charged at the beginning of each year. Participation is optional, and those students who do not attend excursions will continue their relevant learning at school.

Lost Property

Lost property is placed in a trolley in the main corridor. Please check this if property is lost at school. Unclaimed property at the end of the school term is given to a local charity. Our Level 4 students regularly check the trolley and return any named clothing. It is of continual concern how many items are **NOT** named.

Lunch Routine

All children sit and eat lunch from 11.15am to 11.25am. Generally this is inside.

We encourage all children to have their lunches at school. If they go home daily, they miss out on the social development which takes place in the playground during the lunch break.

It is usual for children to have something to eat at afternoon recess. Please explain to your younger children the difference between their lunch and play lunch.

Echuca East Primary School operates a **“nude food”** policy. This has been implemented for two major reasons – sustainability and rubbish. This means that children are encouraged to bring food in re-usable containers. Food packaging / wrappers etc are not permitted outside. Tubs are provided at each classroom for students to place their containers for collection at the end of recess and lunch. The nude food policy has significantly decreased the amount of rubbish in our school yard and, even though it challenges our practices, has been embraced by the majority of students, staff and families alike as a positive measure to protect our environment, and help create a sustainable future for our community.

Glass containers and **chewing gum** are not permitted at school. Fizzy drinks are strongly discouraged.

Misbehaviour of Pupils Between Home and School

Ministry regulations specifically refer to misbehaviour outside the school grounds. A Principal is justified in dealing with any misconduct (such as ill-treatment of other pupils) which, in his / her opinion, may have a negative effect upon the tone and discipline of the school. This also applies to students who travel on the town or country bus services. If a student is in EEPS uniform, or part uniform, school consequences can and will be applied.

Mobile Phones

From Term 1, 2020 there will be a new mobile phone policy for all government schools. The policy means phones brought to school must be switched off and stored securely during the school day.

Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

More information is available on the [DET website](#).

Newsletter

Newsletters are published fortnightly and delivered electronically via email, Tiqbiz and the school Facebook page. Hard copies are provided on request.

Should you require an item to be included in the newsletter, please have it to the office before 12.00 noon on Thursday. Business advertising is not accepted, but advertising of community events of interest to our families is welcome. Businesses are welcome to sponsor a newsletter at a cost of \$20.

Parent Helpers

Parent helpers are very welcome in our school according to the individual wishes and needs of each classroom teacher or specialist. The usual areas of help are in the canteen, library work, listening to reading, excursions, sport days, etc. We really need parent help in these activities and children certainly like it when Mum, Dad or Grandparents helps out. Parents gain as well.

Parents who would like to participate in school programs must have a Working With Children check. These are applied for online and are free for volunteers. We strongly encourage all families to apply for this as it is a requirement that any adults helping out in the classroom has one. <http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/>

We are required to keep a register of WWCC so please present your card to the office to ensure you can assist in school.

Privacy Act

At the commencement of schooling parents / guardians are required to sign a form giving permission to publish your child's first name and photo in the school newsletter, magazine, Facebook page and in the local newspaper to recognise special events and achievements. This gives permission for the student's entire schooling at Echuca East.

Questions

If you have any questions, queries or concerns, please approach your child's classroom teacher. They will be happy to assist and clarify anything. The Principal and Assistant Principal are also very welcoming to parents and students. Usually we are available but at times we may need to arrange a time that is suitable to all.

School Charges

School charges fall into the following categories:-

Classroom Requisites	\$50 per student
Essential Education Items	\$100 per student
Grounds Improvements Donation	This is a voluntary contribution
Excursion Levy	Prep \$97 Gr 1 & 2 \$103 & \$113 Gr 3 & 4 \$74 Gr 5 & 6 \$79 & \$94
Swimming Program	Prep \$47 Level 2 \$47 Level 3 \$24 Level 4 \$24

In 2020 those families that hold a current Centrelink card will be eligible to apply for the Camps Sports and Excursion Fund (CSEF). This entitles each eligible student to \$125 to be allocated towards Camps and Excursions costs.

Book Packs containing basic classroom essentials are prepacked and are available for collection on Wednesday 30th January 2020. The pack must be ordered by Friday 21st December. Alternatively, you can choose to provide these items yourself, however we work hard with our suppliers each year to ensure we can offer families value for money. Payment is by cheque or cash or direct deposit can be prearranged with the office staff. We do not currently have an EFTPOS facility at the school and therefore cannot accept credit / debit card payments.

The Essential Education Items payment is used to provide your child with resources purchased by the school, as listed on the Family Payments information which is provided with 2020 family statements.

The grounds improvement payment is a voluntary contribution by families to help fund the upkeep of our school grounds. It is also used towards our mowing and maintenance service.

School Council

The School Council is an extremely important body in the operation of the school. It is responsible for the school's Educational Policy, Discipline Policy, Integration Policy formation, Finance and Budgetary Planning. Full details on the School Councillor's roles and responsibilities are available for all interested parents.

School Council consists of 8 elected parents, 5 Department of Education & Training personnel and 2 Community members.

It is a great way to become involved in our great school.

School Crossings

The two school crossings are operated by Campaspe Shire employees from 8.30 – 8.45am and 3.15 – 3.30 pm each school day. All persons using the crossing are required to stop at the red line on the footpath until the supervisor sounds two sharp whistles. Please ensure you model the correct behaviours and always use the crossing. Many little eyes are watching you. If you need to cross either Eyre Street or Sutton Street please use the crossings.

Parents should observe the various parking restrictions that apply in the immediate school area during drop off and pick up times. Campaspe Shire Council staff and Police patrol this area regularly and do issue infringements to those parking in restricted areas.

School Medical Service

The Child and Family Health Program offers all Victorian children a Health Assessment in their first year at school. The program is delivered by a DET school nurse. It gives parents / guardians, teachers and nurses an opportunity to work together for the well-being and educational progress of children. In order to carry out a health assessment, the nurses need to know information that only parents have about their child. Prior to the School Nurse's visit, parents will receive a School Entrance Health Questionnaire, which will assist them to provide this information. For further information, please contact the Principal or the child's teacher. Children in older grades can also access this service if referred by classroom teachers.

School Uniform

Uniforms can be purchased from Hip Pocket in Pakenham Street and NuManz in Hare Street, Echuca. Alternatively, clothing items can be purchased elsewhere and the school logo added. Hip Pocket, NuManz and Echuca Fashion Centre all offer embroidery.

School uniform is compulsory.

The following items may be worn all year round, depending on weather:

Jumper

Red with school logo

Polo shirts

Red or white long and short sleeved with school logo.

Skorts

Plain navy skorts without decoration or brand name and in winter can be worn with navy blue tights/stockings.

Socks or tights/stockings

Navy blue or white socks

Navy blue tights/stockings

Footwear

Appropriate footwear is to be worn. Summer sandals with covered toes, black or brown school shoes or pull on school boots or runners are permitted. No thongs or open-toed sandals are permitted.

School Rain Coat (Optional Item)

Navy Blue coat with school logo

Dresses

Red and white checked dress

Shorts

Plain navy blue shorts without decoration or brand name

Pants

Plain, navy blue track pants without decoration or brand name

Skivvies

Plain red or white skivvy

Hats – to be worn from mid-August to 30 April

Navy broadbrim with school logo.

Sports uniform

Red polo top with navy blue shorts/skirt/skort.

Where there are specific uniform requirements for students participating in specialist sports such as netball, football and regional teams, these are provided by the school for the duration of the event.

- All clothing must be named. Unnamed lost property is often lost forever.
- Students cannot attend any official school function if not in full school uniform. Hats must be in good condition – no graffiti or frayed edges.

State School Relief

Assistance is available from State School Relief for the provision of uniforms. Please contact the office for more information if you would like to access this assistance.

Student Wellbeing

Our Assistant Principal Lindy Burke is our Student Wellbeing Leader. Our school recognises that children have different learning needs. These needs are closely monitored by our Student Wellbeing Team which utilises a variety of services such as counselling, learning assessments, psychological intervention, behaviour management programs and parent support programs. Parents are expected to maintain a strong partnership with the school in monitoring and supporting their child's development.

At times, a child's learning can be affected by inappropriate behaviours. These are managed through our Assertive Discipline Program. This Program ensures all children have the right to learn and the responsibility to behave in an acceptable manner. These expectations are clearly set out in the Student Code of Conduct.

In 2020 EEPS will again have a Social Worker to expand on the services we provide.

Sub-Committees

Parents are invited to join one or more of our School Council sub-committees. Currently we have Fundraising, Canteen, Uniform and Buildings and Grounds sub-committees. Further committees are formed as required to deal with specific issues or events. This is a fantastic way to be involved in the operation of Echuca East Primary School and to meet other families and EEPS staff.

Sun Smart Policy

SLIP SLOP SLAP SEEK SLIDE

Our school has a policy which enforces the wearing of broad brimmed hats from September 1st to May 1st with the option of extending this policy according to weather conditions. We do enforce "no hat, no play". Children without hats sit in a designated shady area. Sun screen is always available for all students to use.

Hats are available for purchase at reception.

We encourage all students to wear sunscreen. Sunscreen will be provided in 2020. Parents will be informed of the brand to ensure that any children with allergies or sensitivities can provide their own.

Term Holidays Dismissal Times

On the last of each term dismissal time is 1.25pm. Students travelling on buses will be supervised until all buses have departed. A reminder notice is included in the regular newsletter.

Time In

Students who act inappropriately in the yard may receive Time In. Staff in Time In will counsel the students discussing the situation and alternative choices. Please be assured the situation has been investigated and that Time In is not given lightly. If your child receives a slip, please sign and return.

Your child may be ineligible for some school programs (camps / excursions) if frequent Time Ins have been received.

Timetables

On the Newsletter early in Term 1, we will include an outline of the timetables for Visual Arts, Physical Education, Health, Circus Gymnastics, and any other activity which requires children to dress appropriately or involves special requirements.

Toilets

Children are encouraged to use toilets during break times. Staff discourage students going to the toilet during class time but especially just after / before recess and lunchtimes. If a child needs to visit the toilet during lesson time a friend must accompany him / her. A toilet register is kept in each classroom to track students leaving the room. Students in grades Prep – 2 utilise the toilets at the Barry Street end of the building, and those in grades 3 -6 use the toilets at the Sutton Street end.

Transition

All new Prep children are invited to be involved in the Transition process. This involves teachers visiting the kindergartens and small groups of children coming to school to join in typical Prep classes. There is also a morning when all new Preps attend together. This is followed by a Parent Information Night when teachers and rooms are announced. Transition continues in 2020 with interviews with teacher, parent and child and further information sessions.

The Grade 5 and 6 students are involved in a comprehensive transition program with Echuca College. This includes visits to Echuca College to participate in various programs, and visits from Echuca College staff and students to our school and classrooms. The Grade 6 children receive information regarding all local Secondary Colleges and have the opportunity to visit these schools according to that school's transition program. They attend the State wide Orientation Day in early December.

A program to support student transition between year levels at school occurs during term 4. Children visit their next level in order to interact with the staff and students. This assists the students to reduce any anxiety of the "unknown". Students with additional needs can receive extra transition sessions as required.

Transfers

When your child transfers from one Victorian government school to another, student data is forwarded to the new school electronically. Please put the details of your move in writing, stating the expected final day of attendance at EEPS, the destination, signed by the parent and hand in at the office. You will not need to complete enrolment forms at the new school but will be asked to present the student's birth certificate. Arrangements for transfer interstate and to non-Government schools vary.

Yard Duty

Staff are rostered from 8.30 each day.

- | | |
|---------------------------|---|
| Before School | Students need to be on the asphalt area on the south side of the school. |
| Recess & Lunch | Staff supervise students in the yard. The library is open several lunch times per week. Various lunchtime activities are offered each week. |

Minimum period of exclusion from primary schools and children’s services centres for infectious diseases cases and contacts

Public Health and Wellbeing Regulations 2009

Schedule 7

Minimum Period of Exclusion from Primary Schools and Children’s Services Centres for Infectious Diseases Cases and Contacts (*Public Health and Wellbeing Regulations 2009*).

In this Schedule, medical certificate means a certificate from a registered medical practitioner.

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Amoebiasis (Entamoeba histolytica)	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

Statutory rule

A person in charge of a primary school or children’s services centre must not allow a child to attend the primary school or children’s services centre for the period or in the circumstances:

- (a) specified in column 2 of the table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the table in Schedule 7; or
- (b) specified in column 3 of the table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 1 of the table in Schedule 7.

The person in charge of a primary school or children’s services centre, when directed to do so by the Secretary, must ensure that a child enrolled at the primary school or children’s services centre who is not immunised against a vaccine preventable disease (VPD) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note—VPDs marked in **bold** with an asterisk (*) require the department to be informed immediately. Contact the department on 1300 651 160 for further advice about exclusion and these diseases.)

Further information

For further information about exclusions mentioned in this document, please contact the Department of Health’s Communicable Disease Prevention and Control Section on 1300 651 160 or visit ideas.health.vic.gov.au



Every Day Counts

Primary School Attendance

Going to school every day is the single most important part of your child's education. Students learn new things at school every day – missing school puts them behind.

School is better when your child is there

Why it's important

We all want our students to get a great education, and the building blocks for a great education begin with students coming to school each and every day.

If students miss school regularly, they miss out on learning the fundamental skills that will set them up for success in the later years of school.

There is no safe number of days for missing school – each day a student misses puts them behind, and can affect their educational outcomes.

Each missed day is associated with progressively lower achievement in numeracy, writing and reading.

Getting in early

Attendance patterns are established early – a child regularly missing days in kindergarten or in the early years of school will often continue to miss classes in the later years, and receive lower test scores than their classmates. It's vital that students go to school every day – even in the early years of primary school.

In Victoria school is compulsory for children and young people aged 6 -17 years

Student Absences

The main reasons for absence are:

Sickness – There are always times when students need to miss school, such as when they're ill. It's vital that they're only away on the days they are genuinely sick, and developing good sleep patterns, eating well and exercising regularly can make a big difference.

Family holidays - It's vital that holidays are planned during school holidays where possible, and not during the term. If you are planning to go on holiday during term time, make sure that you talk to your child's school in advance, and work with them to develop an absence learning plan.

"Day off" – Think twice before letting your child have a "day off" as they could fall behind their classmates – every day counts.

Truancy – This is when students choose not to go to school without their parent's permission. There can be many reasons for truancy. The best way to address this is for schools and parents to work together.

School refusal - School refusing children will experience significant emotional distress not only when going to school but also at the thought of going to school; they may be absent from school for weeks or even months at a time. School refusal differs from truancy as children generally stay home with the knowledge of the parents and despite their best efforts to encourage their child to go to school. See: [My child or teenager has anxiety](#)

Being away from school for one day a fortnight equals missing 1.5 years over 13 years of school

If your child is away

If for any reason your child must miss school, there are things you can do with your school to ensure they don't fall behind: Inform the school

- Speak with your child's classroom teacher and find out what work they need to do to keep up.
- Develop an absence learning plan with your teacher and ensure your child completes the plan.

Remember, **every day counts**. If your child must miss school, speak with your classroom teacher as early as possible.

Openly communicating with your child's school about all absences is a good way to prevent attendance issues being escalated to a School Attendance Officer. A School Attendance Officer is a Department of Education and Training Regional Director who has authority to follow up attendance issues. Chronic or ongoing attendance issues that are escalated can lead to an Infringement Notice being issued to parent/s.

If you're having attendance issues with your child, please let your classroom teacher know so we can work together to get your child to school every day.



Education
and Training

Top attendance tips for parents

- Schools want to work in partnership with parents – act early if you have any concerns by contacting your child’s school and asking for advice and support
- Remember that every day counts
- There is no safe number of days for missing school – each day a student misses puts them behind, and can affect their educational outcomes and their social connectedness
- Talk positively about school and the importance of attending every day
- Open and prompt communication with your child’s school about all absences is a good idea
- Avoid making routine medical and dental appointments during the school day or planning family holidays during the term
- Seek help from your school if you are concerned about your child’s attendance and wellbeing. Schools want to work in partnership with parents to support student attendance and wellbeing.

Further information

For more information and resources to help address attendance issues, visit:

www.education.vic.gov.au/school/parents/behaviour/Pages/studentattendance.aspx

Anaphylaxis Management in Schools

The Victorian Government is committed to providing a safe and supportive environment in which children diagnosed at risk of anaphylaxis can equally take part in all aspects of their schooling.

The key to preventing anaphylaxis in schools is knowledge, awareness and planning.

The *Children's Services and Education Legislation Amendment (Anaphylaxis Management) Act 2008* came into effect on 14 July 2008. It outlined that any school that has a student or students at risk of anaphylaxis must by law have the following in place:

- individual management plans for each child diagnosed at risk
- a communication plan to inform staff, parents and students about anaphylaxis and the schools policy
- procedures to make sure that appropriate staff are trained.

As a parent or guardian it is your responsibility to:

- inform the school staff of the diagnosis and its causes
- discuss strategies with the school
- work with the school to develop an individual Anaphylaxis Management Plan for your child (in consultation with your child's doctor)
- give copies of the action plan for the child, with up to date photograph/s
- supply the school with the child's Epipen® and make sure it has not expired
- inform the school if your child's medical condition changes.

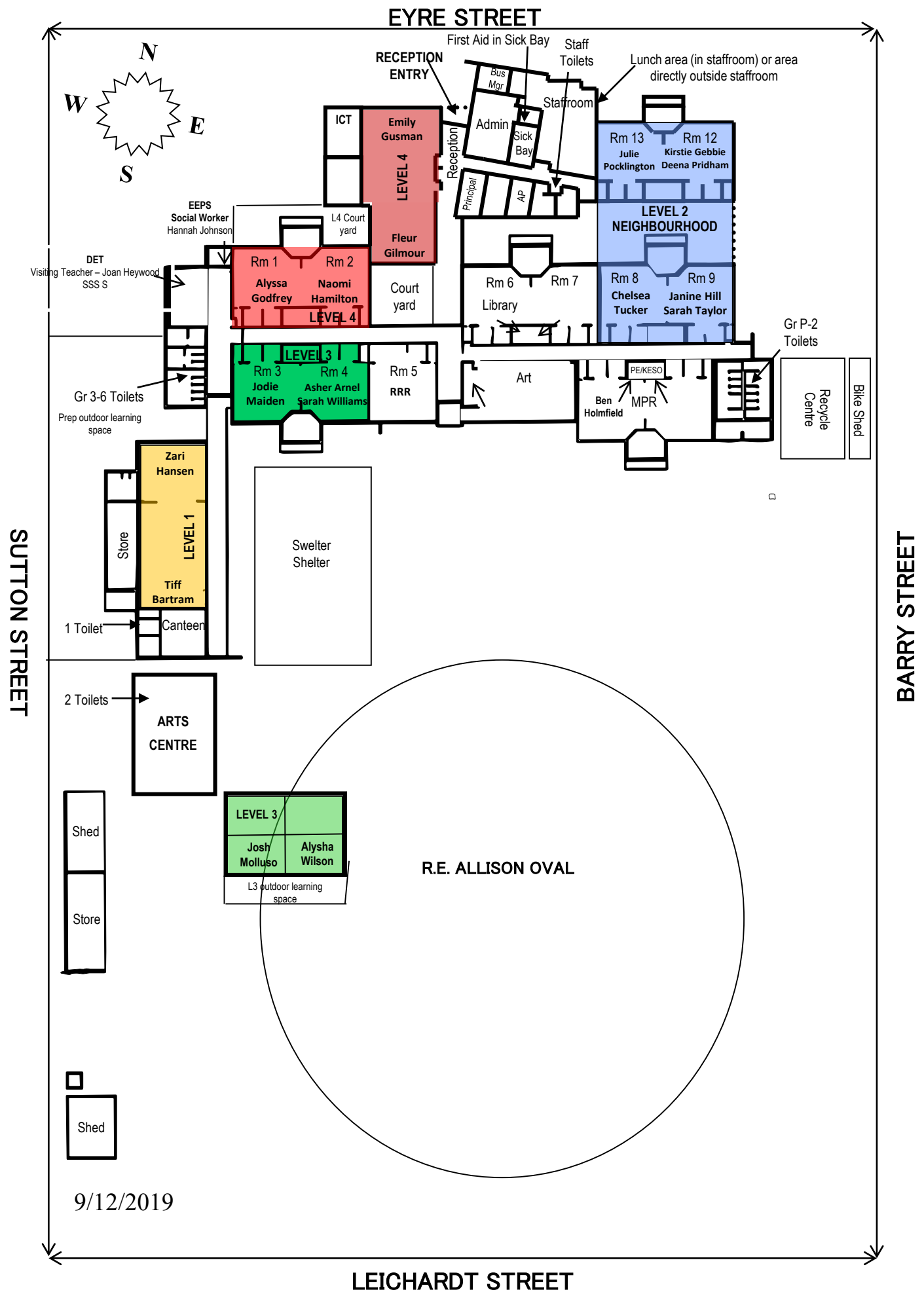
It is the responsibility of your child's school to:

- have in place an anaphylaxis management policy
- work with parents to develop individual Anaphylaxis Management Plans for students diagnosed at risk of anaphylaxis
- have in place a communication plan to provide information to staff, students and parents about anaphylaxis and the schools anaphylaxis management policy
- know the students who are at risk of anaphylaxis
- liaise regularly with parents
- follow information contained in the student's Anaphylaxis Management Plan
- be trained in how to recognise and respond to an anaphylactic reaction
- in the event of a reaction follow the procedures in the student action plans.

More information

For information on anaphylaxis management in schools contact your school or your Department regional office, Catholic Education Office or Association of Independent Schools in Victoria

ECHUCA EAST PRIMARY SCHOOL



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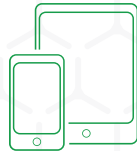
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Echuca East Primary School

STEP 03

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Click the 'Add' icon beside the communication groups that apply to you.

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Level 2 - Grs 1 & 2

Level 3 - Grs 3 & 4

Level 4 - Grs 5 & 6

STEP 04

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