

WELCOME



As Principal of Echuca East Primary School, let me extend you a warm welcome to our great school.

Echuca East Primary School has a proud history of developing kind, confident and independent lifelong learners. Students attending Echuca East are presented with a wide variety of activities including academic, sporting, social, leadership, environmental and cultural pursuits.

I am proud to be the leader and a part of the highly motivated, professional and caring staff, providing programs that develop excellence, initiative, cooperation and independence as we prepare our children for their future. Our staff are committed to providing a positive and enjoyable learning journey for all students. We provide a broad and balanced curriculum which excites and stimulates students desire to learn. Every classroom is technologically enhanced adding to our rich and diverse curriculum to support all types of learning styles.

All activities undertaken at Echuca East are underpinned by our three school values: Practise Respect, Act Responsibly and Learn Resilience. This is known as being an Eastie PAL.

The staff and community of Echuca East Primary School are extremely proud of our school. We aim to provide a school community that creates an atmosphere that ensures it is a great place to learn, succeed and belong.

We look forward to you all joining our awesome 'Eastie Family.'

Lindy Burke - Principal



Practice Respect
Act Responsibly
Learn Resilience



Our Contact Info:

0 5482 2588
www.echucaeastps.vic.edu.au
21-31 Eyre Street, Echuca 3564

PROFILE

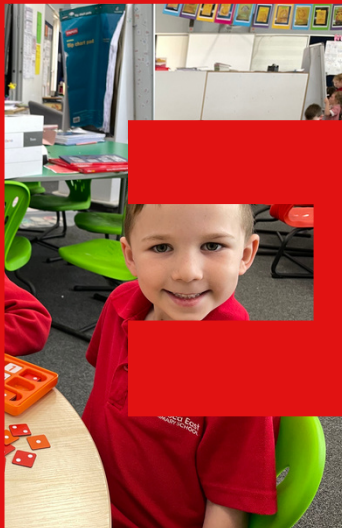
Whatever the background of our students, whatever their abilities and wherever they start from, when they come to Echuca East Primary School, we strive to create a cohesive, inclusive, challenging and supportive learning environment encompassing all members of the school community and based on the school's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

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. Our PAL program supports and promotes our school values of Respect, Responsibility and Resilience.

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.

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.



Where every student counts

2023 TERM DATES

| | Commence | End |
|--------|------------------|--------------------|
| Term 1 | Tuesday 31st Jan | Thursday 6th Apr |
| Term 2 | Monday 24th Apr | Friday 23rd Jun |
| Term 3 | Monday 10th Jul | Friday 15th Sep |
| Term 4 | Monday 2nd Oct | Wednesday 20th Dec |

Students are dismissed at 1.25pm at the end of each term

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 before the start of the school year.

Prep students will have every Wednesday, up to and including Wed 1st March as a rest day. Their first full week will commence Monday 6th March.



PUBLIC HOLIDAYS

| | |
|---------------|----------------------|
| Labour Day | Monday 13th March |
| Good Friday | Friday 7th April |
| Easter Monday | Monday 10th April |
| Anzac Day | Tuesday 25th April |
| Queen's Bday | Monday 12th June |
| Melbourne Cup | Tuesday 7th November |

CURRICULUM DAYS

Each year schools have four Curriculum Days which are student free days.

| | |
|--------------------|-------------------------|
| Monday 30th Jan | Planning |
| Thursday 22nd June | Student Led Conferences |
| Monday 6th Nov | Data |
| Friday 15th Dec | Planning |



SCHOOL HOURS

| | |
|------------------|-------------------|
| Begin School Day | 8.45am |
| Lunch | 11.15am - 12.05pm |
| Recess | 1.45pm - 2.25pm |
| Dismissal Time | 3.15pm |

Classrooms are open from 8.30am and children should arrive at school by about 8.35am to unpack belongings and prepare for the day.

Please ensure that students **DO NOT** arrive at school before **8.30am** as no supervision is available prior to this time.

ABSENCES

Going to school every day is the single most important part of your child's education. Students learn new things at school every day. Attending and participating in school will help your child develop :

- important skills and knowledge to help them learn
- social and emotional skills such as good communication, resilience and team work.

There is no safe number of days for missing school. Each day a student misses puts them behind.

You can find more info and resources at

<https://www.education.vic.gov.au/parents/going-to-school>

On the odd occasion that your child will be absent, please advise via Sentral, email or phone. Extended absences require approval of the Principal.

Every Day Counts



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.

ACCESS

Children are not permitted to leave during school hours without a parent or carer. If someone else will be collecting your child during the school day, please notify us.

Any student that leaves during school hours must be signed out at reception by the adult that picks them up.

In instances where special arrangements and conditions exist regarding access, e.g. custody or court orders, please ensure that school has copies of all relevant documentation. This helps us to support special arrangements if necessary.

AFTER SCHOOL CARE

Echuca After School Care and Holiday Program offers care for primary aged children after school and during school holidays at the Echuca Community Hub.

Phone **5482 4503** for more information and bookings.



ANAPHYLAXIS

All staff at EEPS have anaphylaxis training every year. If your child has any allergies please make sure school is informed and provided with their individual management plan.

If your child requires an EpiPen you will need to provide one to be kept at school.



ASSEMBLIES

Our student leaders run whole school assemblies in the Arts Centre each Friday morning from 8.50am. Student awards are presented, news is shared and classes share their learning.

Families are welcome to attend.

ASSESSMENT & REPORTING

Prep teachers meet with each student and their parent / carer on Prep Rest Days during February. Parent / Teacher interviews for all other students are held early in Term 1.

Student led conferences will be held on Thursday 22nd June. This will be a student free day to enable students to attend these with you.

Student Portfolios are sent home at the end of each year. These track achievement and progress in all areas including academic and social development and include work samples.

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.

Some 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.



ASTHMA

EEPS is an accredited Asthma Friendly School and all staff complete relevant training regularly.

Students with asthma must provide a current Asthma Management Plan each year. Any medication required at school must also be provided.





BIKES & SCOOTERS

For students who ride or scoot to school we have a bike shelter area at our Barry Street entrance. This is locked each morning and unlocked at the end of the day.

Bikes and scooters are not to be ridden on school grounds.

Helmets are compulsory by VicRoads laws for both bike and scooter riders.

BUS TRAVEL

There are country bus and town bus travel services available to students. Initial inquiries about the country service should be directed to the school office. Town service timetables and stops are available at newtsonsbusservices.com.au/school_bus_schedules

Bus travellers assemble at the end of the day and are supervised by a teacher :

Town service - Eyre Street gate near bus shelter

Country service - Sutton Street gate near the Arts Centre



CAMPS

Students from grades 2 to 6 have the option to participate in overnight and extended day excursions that are linked to inquiry units.

These have not been finalised for 2023 but information will be provided to families as soon as possible.

CHILDSAFE 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

PROTECT

Everyone has the right to be safe and be protected from abuse.

No one should behave in a way that makes you feel unsafe or afraid, including anyone in your family, anyone at school or anywhere else in the community.

Tell a teacher or any adult at your school if you feel unsafe.



It's everyone's responsibility.

Adults at school must listen and respond to concerns about child abuse.

If you suspect abuse of any child or young person, you have a responsibility to report it, even if you are not sure.

Further information & resources
www.education.vic.gov.au/protect



Education and Training



cecv

Child Education Centre of Victoria



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.

CURRICULUM DAYS

Each year schools have four Curriculum Days which are **student free days**.

Monday 30th Jan Planning

Thursday 22nd June Student Led Interviews

Monday 6th Nov Data

Friday 15th Dec Planning

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.
- Young children should be encouraged to look after their belongings and taught to do up shoe laces, etc.
- Singlets / tank tops and sleeveless dresses are not SunSmart and should not be worn.
- Thongs are not to be worn because of the likelihood of accidents.
- It's a good idea 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.
- Sensible 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.

EMERGENCY CONTACTS

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 in case of the odd occasion that we can't reach you.

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 if necessary and contact reception if details need changing.



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.

The aim of homework at all levels are skills, revision, development of independence, development of a good attitude to learning and parental involvement.

HOUSE SYSTEM

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

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 infectious diseases, including whooping cough (pertussis), polio, measles, mumps, rubella (German measles) and Meningococcal disease.

Schools have the responsibility to ensure that unwell children do not attend, as per national guidelines; 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.

Schools must 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 can be found at <https://www.health.vic.gov.au/infectious-diseases/exclusion-periods-for-primary-schools-and-childrens-services>

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.

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.

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.



MOBILE PHONES

From Term 1, 2020 there was a new mobile phone policy for all government schools. The policy means phones brought to school by students must be switched off and stored securely at the school office 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 produced weekly and delivered electronically via the school Facebook page, Sentral and also placed on our website.

These are a valuable source of information and reminders and a celebration of our students' achievements and the exciting things happening around our school.

PARENT HELPERS

COVID permitting, 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 listening to reading, excursions, sport days, etc.

Parents onsite are required to sign in at reception.

We often need parent help in these activities and children certainly like it when Mum, Dad or Grandparents helps out.

Parents who would like to participate in school programs must have a current 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.

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 Sutton and Eyre Street 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 crossings 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 SERVICES

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.

Jumper - Red with school logo

Polo shirts - Red or white long and short sleeved with school logo.

Skorts - Plain navy skorts

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.

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.





SUNSMART POLICY

SLIP SLOP SLAP SEEK SLIDE

Our school has a policy which enforces the wearing of broad brimmed hats from mid August 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 2021. Parents will be informed of the brand to ensure that any children with allergies or sensitivities can provide their own.



TERM HOLIDAY DISMISSAL TIME

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 who supervise 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.

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 Sutton Street end of the building, and those in grades 3 -6 use the toilets at the Barry Street end.

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.

Lunch & Recess - Staff supervise students in the yard.

The library is open several lunch times per week.

Various lunchtime activities are offered each week.