

## ***WELCOME TO WHEELERS HILL PRIMARY SCHOOL***

The direction and underlying philosophy of Wheelers Hill Primary School is encapsulated in our vision statement:

***To provide all students with a high quality education within a safe, supportive and caring environment and to meet the academic, physical, social and emotional needs of students so they grow to be responsible members of our changing global society.***

The values of: *respect, responsibility, tolerance, honesty / integrity, and resilience* underpin this vision.

Our learning and teaching program provides students with a diverse range of activities that gives them the opportunity to develop to their full potential in as many areas as possible. We ensure that all students develop a high level of competence in the three domains of: Physical, Personal and Social learning; Discipline – based Learning and Inter Disciplinary Learning.

We have a caring and committed staff that encourages the students to develop self-discipline, self-reliance, a positive self-esteem and the ability to take responsibility for themselves and their learning. Students are also encouraged to take pride in themselves, their achievements and their school.

Education is a partnership between parents and the school and we look forward to working together with you and your children to provide them with an excellent education.

Sally Kennedy  
Principal

## TABLE OF CONTENTS

SCHOOL PROFILE .....	4
SCHOOL AIMS .....	4
CURRICULUM.....	5
Information Technology .....	5
Library .....	5
Lote.....	5
Performing Arts (Music).....	5
Physical Education.....	5
Visual Arts.....	5
Extension Programs .....	5
Art Club .....	5
Chess.....	6
Choir .....	6
Drama .....	6
Energy Challenge.....	6
Gateways Program .....	6
Instrumental Music Program.....	6
Band.....	6
Scholarship Program.....	6
Sport .....	6
Home Work.....	7
Camps.....	7
Excursions / In-School Activities.....	7
Religious Education .....	7
Student Leadership.....	7
SCHOOL PROCEDURES .....	8
Absences .....	8
After School .....	8
Book Club .....	8
Canteen .....	8
Collecting Students During School Hours .....	8
Curriculum Days .....	8
Late Pass .....	8
Lunches .....	9
Money .....	9
Social Service.....	9
Wet Days.....	9
SCHOOL COMMUNICATION.....	10
Emergency Contact Details .....	10
Interviews.....	10
Newsletter .....	10
Prep Activity Days / Prep Orientation.....	10
Reporting To Parents.....	10
HEALTH AND WELFARE .....	11
Immunisation Certificate.....	11
Infectious Diseases .....	11
Sick And Injured Students .....	11
Specialist Services.....	11
School Nurse .....	11
Speech Pathologist & Guidance Officer.....	11
SAFETY OF STUDENTS .....	12
Bicycles.....	13
Out Of School Hours Care / Holiday Program.....	13
Parking .....	13
School Crossings.....	13
School Rules .....	12
Sunsmart.....	13
Visitors.....	13

PARENT PARTICIPATION AND SCHOOL ORGANIZATIONS.....	14
Class Parent Representatives.....	14
Events Committee.....	14
Parent Involvement.....	14
School Council.....	14
Curriculum Committee-.....	14
Environment Committee -.....	14
OSHC Committee -.....	14
Resources Committee.....	14
Subject Contributions.....	14
UNIFORM.....	15
Hats.....	15
Footwear.....	15
Labelling Of Clothing And Possessions.....	15
Summer Uniform.....	15
Winter Uniform.....	15
Lost Property.....	15
Personal Items.....	15

## SCHOOL PROFILE

Wheelers Hill Primary School enjoys a well-founded reputation within its community as a caring and proactive school with a strong focus on academic achievement. It serves a community of diverse cultural backgrounds. Wheelers Hill Primary School strives to ensure that the academic, physical, social and emotional needs of its students are met, thus enabling them to become responsible members of a changing society.

Wheelers Hill Primary School enjoys extremely strong community support. Parental involvement in students' education as well as in the maintenance of school facilities is a particular feature of the school. An active and supportive School Council along with numerous other parent volunteers complement the work of the school.

Wheelers Hill Primary School was established in 1975. It is located in a well-established residential area away from main roads in the suburb of Glen Waverley. Around the buildings are pleasant surroundings with spectacular views to Port Phillip Bay. The population of the school has steadily increased since 1992, with a current enrolment of approximately 470. The majority of the students reside in the immediate area, however some students travel from neighbouring suburbs. The school is close to both Brentwood and Wheelers Hill Secondary Colleges, and this location is convenient to many families with students of both primary and secondary school age.

The staff at the school, include the Principal, Assistant Principal, Early Years Co-ordinator / Reading Recovery teacher, class teachers and specialist teachers in the areas of French, Mandarin, Art, Music, ICT and Physical Education in addition to two office staff. Disability and Impairment students at the school are supported by part-time Integration Aides.

Wheelers Hill Primary School is a Prep to Year 6 primary school. The School's curriculum covers the three domains of: Physical, Personal and Social learning; Discipline – based Learning and Inter Disciplinary Learning. These are all part of the Victorian Essential Learning Standards with three interwoven purposes to equip students with capacities to: 1. Manage themselves and their relations with others, 2. Understand the world and act affectively in that world and 3. To prepare them for success in Education, Work and Life. Emphasis is placed on the acquisition of literacy and numeracy skills through the implementation of the Early Years and Middle Years Literacy and Numeracy programs. The school is part of the Highvale / Wheelers Hill Innovations and Excellence Cluster.

To actively support these curriculum areas, the School provides a wide range of enrichment programs, including a school band, instrumental music lessons, after-school chess, art club, sport, drama, RACV Energy Challenge Club, camps and School Concert. A Year 6 Scholarship program are also provided. In addition the school provides a successful Outside of School Hours Care program.

## SCHOOL AIMS

- To provide learning experiences, which will challenge, extend and motivate all students to reach their full potential intellectually, emotionally, socially and physically.
- To develop in each student a sense of self-worth, self-understanding and pride in work.
- To encourage and foster self-discipline and a sense of fair play.
- To develop an awareness and tolerance of others' rights and responsibilities.
- To develop appropriate social skills.
- To provide skill development and learning opportunities in the Learning Areas of: English, Maths, Science, Humanities, Technology, Health and Physical Education, Languages other than English and The Arts. (Victorian Essential Learning Standards Curriculum)

# **CURRICULUM**

## *INFORMATION TECHNOLOGY*

Our school has a well equipped information Technology Resource Centre and each classroom also has computers.

The school policy seeks to ensure that all students have ‘hands-on’ experience with computers and undertake challenging programs.

Parent courses in various aspects of computer operations may be offered from time to time.

## *LIBRARY*

Wheelers Hill has a well equipped library. All classes have one lesson per week where library skills, research and literature appreciation are developed.

## *LOTE*

Students learn Mandarin or French as part of the Languages Other Than English program.

## *PERFORMING ARTS (MUSIC)*

Music is given a high priority within the school curriculum. It is conducted in a fully carpeted room, well equipped with a variety of musical instruments.

Recorder is introduced in Years 3 & 4.

## *PHYSICAL EDUCATION*

A comprehensive Physical Education program is provided. The overall aim is to develop the highest level of fitness, and maximum participation is encouraged for each student.

Swimming instruction is given by external teachers at an appropriate venue for all year levels.

Our school is very proud of the achievements made in inter-school competitions in Swimming, Athletics, Football, Netball, Soccer, Cross Country, Softball, T-ball, Rounders, Kickball and Volleystars etc.

## *VISUAL ARTS*

In the well-equipped Art Room the students are actively involved in developing a wide range of knowledge & skills in producing 2 & 3D Art works, in addition to having the opportunity to experiment with a wide variety of materials.

An appreciation and understanding of art created by other students and adults is encouraged, and the students’ work is displayed throughout the school. The program also helps to prepare students for life outside school through developing leisure time activities and encouraging independent thinking.

## **EXTENSION PROGRAMS**

A range of extension tasks in Maths, English, thinking skills, general knowledge and problem solving activities are provided in classrooms from year P-6. These tasks are aimed at challenging and extending the skills and knowledge of students at each year level. A large number of tasks are provided to cater for a wide range of interests, talents and abilities. In addition, teachers plan curriculum programs and related learning tasks which cater for all ability levels in each class including extension of more able students.

## *ART CLUB*

After hours sessions are offered by an artist to extend the artistic skills of students.

### *CHESS*

Chess is offered as an after school activity one afternoon per week. It is very popular with students from years 1 to 6. Professional Chess coaches are employed to teach the class.

Chess has many academic benefits, in addition to being fun to play, and offers young students opportunities to develop mathematical, decision making and thinking skills. Chess helps to develop concentration, problem solving skills, systematic thinking, pattern recognition, logic, reasoning and memory as well as enhances the imagination.

### *CHOIR*

Year 4-6 students can join the school choir and the students perform at a number of functions throughout the year.

### *DRAMA*

Students can participate in drama activities in an after school program provided by an outside organisation.

### *ENERGY CHALLENGE*

All year 6 students are given the opportunity to participate in this program. The school owns two Human Powered Vehicles that sixteen students race at the Maroondah Grand Prix events in September and the major event at Maryborough in November.

Students attend 'club' one night per week from 3.45 pm – 4.45 pm to learn about environmental issues, the effect of transport and lessons pertaining to the design and construction of the vehicles. An extensive training program is also conducted

The energy challenge is a great experience in itself. Teamwork, physical fitness and presentation skills are just some of the skills which students learn when participating in this activity.

### *GATEWAYS PROGRAM*

Our school participates in workshops, presented by GATEWAYS, aimed at developing and extending the skills and knowledge of Gifted and Talented students from years 1 to 6.

### *INSTRUMENTAL MUSIC PROGRAM*

There is a Tutor Music Program, where small group lessons are offered within school hours on **flute, trombone, trumpet, clarinet, saxophone and percussion** (Year 3-6) and **key board or guitar** (Year 1-6). Further information and enrolment applications are available from the office.

#### *Band*

This comprises of students who learn the above instruments either at school or privately. They practise together at lunch time once a week.

### *SCHOLARSHIP PROGRAM*

As part of our extension and enrichment program we offer a Scholarship program to year 6 students in

Term 1. The program consists of interview practice, test papers and tuition in Maths, English and aptitude problems, as preparation for Scholarship examinations for entry into Year 7.

### *SPORT*

Students can participate in sport activities in a lunchtime and after school program provided by an outside organisation.

## **HOME WORK**

The school Homework policy determines the amount of homework at each year level. The type of homework is decided by teachers and will be appropriate to the age and ability of the student. Reading is considered to be an appropriate homework activity.

## **CAMPS**

Camps are offered each year for Years 4, 5 and 6 students. The camps range from 3-5 days. These provide opportunities for students to be involved in a variety of outdoor adventure and educational activities.

## **EXCURSIONS / IN-SCHOOL ACTIVITIES**

Each year level has a program of excursions which is related to specific parts of the school's curriculum.

Excursions are funded from the excursion levy paid by parents.

Notices are sent home informing parents of the intended excursion and cost. It is vital that both permission slips attached to the notice are completed, signed and returned with payment (if applicable) to the school. Without return of a signed permission slip, a student will not be able to attend an excursion.

School uniform is to be worn on all excursions.

## **RELIGIOUS EDUCATION**

This is provided at all levels of the school and follows the approved course set by the Council for Christian Education in Schools.

## **STUDENT LEADERSHIP**

Students can take on leadership roles:

Junior School Council, School Captain, House Captains and other roles of responsibility within the school. Leadership training and public speaking opportunities are provided for year 5 and 6 students.

# SCHOOL PROCEDURES

Students should not arrive before 8.45am as supervision is not provided before that time.

The school day commences at 9.00 am and finishes at 3.30 pm for all years.

<b>Morning Recess</b>	10.40 am – 11.10 am	
<b>Lunch</b>	12.50 pm - 1.00 pm	<i>Subject to change.</i>
<b>Lunch Play</b>	1.00 pm - 1.50 pm	

## ABSENCES

Students are required to bring a written explanation giving a reason for their absence on the day they return to school.

## AFTER SCHOOL

For the safety of the students the school policy is that at 3.45 pm, when teacher yard duty ends, students who have not been collected will go to After School Care and the normal charge will apply.

## BOOK CLUB

Order forms for Scholastic Book Club are distributed regularly throughout the school. If an order is required, correct money should be returned with the order to the school by the designated day. Cheques should be made payable to Scholastic Book Club.

Book Fairs may also be held throughout the year, giving the students the opportunity to purchase books for their own use.

## CANTEEN

The Canteen will be open for lunch sales on Monday, Wednesday & Friday. All orders must be placed in the class basket in the morning (no counter sales).

Parents are invited to join the roster to assist the Canteen Manager.

## COLLECTING STUDENTS DURING SCHOOL HOURS

Students should not leave the school grounds between the time of arrival and dismissal.

If your child is to go home for any reason the In/Out Register located at the office must be completed and a Pink Release Form issued. The signed and authorised form is then presented to the class teacher when collecting the student.

## CURRICULUM DAYS

A number of days each year are designated by the Department of Education and Training as Curriculum Days. On these days teachers work on evaluating and developing school curriculum or attend Professional Development programs.

Students do not attend school on Curriculum Days and parents are given notice of the dates well in advance. Out of School Hours Care will provide care on Curriculum Days.

## LATE PASS

If a student is late the parent and student must report to the office. Parents are required to complete the Late Register, collect a Late Pass for the student and accompany the student to the classroom. The student presents the Late Pass to the class teacher.

## **LUNCHES**

Lunch begins at 12.50. Students are required to eat their lunch from 12.50 pm to 1.00 pm. The eating of lunches is supervised by teachers in the classrooms. Litter free lunches are encouraged. Please include a water bottle.

No student is permitted to leave the school grounds at lunchtime.

## **MONEY**

All money is to be given to the class teacher in a sealed envelope on which is written the student's name, year level, purpose and the amount.

## **SOCIAL SERVICE**

Social Service activities aim at developing an awareness of the needs of others. Throughout the year, the students are asked to contribute money to various charities -

e.g. Nepal, Royal Children's Hospital, World Vision, Legacy Badges, R.S.L Poppy Day Appeal etc.

## **WET DAYS**

On wet days the normal school hours are still observed. Play periods affected by rain are taken indoors with supervision provided by staff.

# **SCHOOL COMMUNICATION**

## **EMERGENCY CONTACT DETAILS**

Please advise the school *immediately* of changes to address and/or business and home telephone number. Our information on student details especially emergency contacts must be kept up to date at all times.

## **INTERVIEWS**

Parent-Teacher interviews are held in Term 1 & 2 and at other times by request. They provide an excellent opportunity to discuss your child's progress with the teacher. If at any time you wish to have an additional interview with the teacher please contact the school and an appointment will be made.

## **NEWSLETTER**

The Parent Newsletter is circulated every second Thursday to the eldest member of the family. This newsletter is a vital link between the school and home so please read it carefully as all important school activities and notices are listed on it.

## **PREP ACTIVITY DAYS / PREP ORIENTATION**

Prep Activity Days are held in Term 2 and are open to all prospective Prep students. Preschool children who are enrolled at our school to commence the following year are invited to attend Prep Orientation Days in Term 4. A parent information night is held late in Term 4.

## **REPORTING TO PARENTS**

Pupil Reports are issued in Term 2 and at the end of the year. They indicate the progress your child has made in each area of the curriculum.

# HEALTH AND WELFARE

## IMMUNISATION CERTIFICATE

The Health Act requires that all students starting school in any year will need to have an Immunisation Certificate. Parents will automatically receive a history statement from the Australian Childhood Immunisation Register (ACIR) after the student has completed the 4-year-old vaccine schedule. On the bottom of the page it should state: "This child has received all vaccines required by 5 years of age". Parents or guardians should give this Certificate to the school when enrolling their child.

## INFECTIOUS DISEASES

In the event of your child contracting an infectious disease please notify the school office immediately. There are various exclusion times for each disease, some of which are listed below:

<b>Chicken Pox</b>	until fully recovered.
<b>Conjunctivitis</b>	until discharge from eyes has ceased.
<b>Diphtheria</b>	until receipt of a medical certificate of recovery from infection.
<b>Hepatitis</b>	until a medical certificate of recovery is produced.
<b>Impetigo</b> (School sores)	until sores have fully healed.
<b>Measles</b>	for at least five days from the appearance of the rash.
<b>Meningococcal</b>	until a medical certificate of recovery is produced.
<b>Mumps</b>	until fully recovered.
<b>Pediculosis</b> (Head Lice)	until appropriate treatment has commenced.
<b>Pertussis</b> (Whooping Cough)	for two weeks or until medical certificate of recovery is produced.
<b>Ringworm</b>	until appropriate treatment has commenced.
<b>Rubella</b> (German Measles)	until fully recovered and at least ten days since the appearance of the rash.
<b>Scabies</b>	until appropriate treatment has commenced.
<b>Streptococcal Infection</b> (Scarlet Fever)	until a medical certificate of recovery is produced.
<b>Tuberculosis</b>	until a medical certificate is produced stating that the patient is no longer infectious.

## SICK AND INJURED STUDENTS

A sick student is better kept at home or in the care of another family friend for a day or so until he/she is fit enough to participate in the normal full program offered during a day's schooling. A student who is ill is not receptive to learning or instruction.

If a student is injured or becomes ill at school, staff members will take the following action:

1. Administer First Aid.
2. Allow the student to rest in the Sick Bay (under supervision).
3. Contact the parent if the illness/accident is regarded as being beyond the school's capacity.
4. Call for an Ambulance in emergency cases.

Any student visiting the Sick Bay for an illness or injury will be issued with a note to be taken home listing the illness/injury and treatment.

If a student requires medication please deliver the medicine to the office and complete the Medicine register. No medication will be administered to a student without parental authority.

## SPECIALIST SERVICES

### *SCHOOL NURSE*

The School Nurse visits the school annually to check all Prep students and any students referred from other year levels.

### *SPEECH PATHOLOGIST & GUIDANCE OFFICER*

We have a speech pathologist and a guidance officer (psychologist), who visit the school on a regular basis to assess students and work with them.

Teachers and parents (in consultation with the school) can refer students to them but sometimes there is a waiting list and they cannot be seen immediately. There are also a number of other community agencies in our area that are available to assist students and parents.

# SAFETY OF STUDENTS

## SCHOOL RULES

### 1 **Everyone has the right to feel safe and secure**

- We will remain within the school boundaries during school hours
- We will work and play in a safe and friendly way. We understand that rough behaviour, bullying, teasing, throwing dangerous objects, swearing and spitting will not be tolerated.
- We will only kick balls in areas where it is safe areas to do so. This means the oval for Years 2 to 6 and the ‘paddock’ for Years Prep and 1.
- We will share play areas and equipment fairly.
- We will not run inside buildings or around corners of buildings.
- We understand that jewellery is not to be worn to school.
- We will wear a hat outside in first and fourth terms.
- We will not play in toilets or breezeways.
- We understand that the following areas are out of bounds during playtime:-
  - car park
  - canteen area
  - roof areas
  - front of the main building
  - lower slope of the oval
  - behind the containers
  - behind all portables
  - the bluestone slope
  - all buildings (unless permission is given by a staff member)
  - the tiered gardens
  - the oval for Year Prep

### 2 **Everyone has the right to be respected and valued as an individual, free from prejudice and discrimination.**

- We will be courteous, polite and helpful towards other students, staff, parents and visitors to our school.
- We will consider the feelings of others and act in a caring, respectful way.

### 3 **Everyone has the right to work, learn and play without interference from others.**

- We will allow others to work learn and play without unnecessary interruption or interference.
- We will speak thoughtfully and listen attentively to others.
- We will follow instructions given by all staff.
- We understand that the play equipment on the oval is for students in Years Prep, 1 and 2 and that the equipment on the ‘paddock’ is for Years 3 – 6.

### 4 **Everyone has the right to play in a clean, safe and pleasant environment.**

- We will put rubbish in the bins provided.
- We will help keep our grounds and buildings clean, tidy and attractive.
- We understand that electronic games and trading games are not permitted at school.

### 5 **School property and personal property must be respected.**

- We will show respect for school property and will use school equipment correctly.
- We will show respect for our own property and that of others.
- We will not use other people’s property without their permission.
- We will not climb or destroy trees.
- We understand that electronic games and trading games are not permitted at school.

## **BICYCLES**

The school does not recommend or encourage students to ride bicycles to school. However, if they do, they must not ride in the school grounds. The school accepts no responsibility for bicycles, either at school or on their journey to and from school.

*The wearing of approved bicycle helmets at all times whilst cycling is required by law.*

## **OUT OF SCHOOL HOURS CARE / HOLIDAY PROGRAM**

An excellent Before and After School Care Program is offered.

The program operates Monday to Friday 7.00 – 8.45 am and 3.30 - 6.00 pm.

A holiday program operates from 7.00 am – 6.00 pm.

Curriculum Day programs are conducted from 7.00 am – 6.00 pm.

*Further information, registration forms, handbook and fee details are available from the school office.*

## **PARKING**

If your child is driven to school please observe the “No Parking” signs and Parking restrictions near the crossing.

Please do not double park as this is extremely dangerous for students and other parents bringing their children to school.

The school car park is for **staff only or parents/students with a disability**. It is not to be used by unauthorised vehicles.

Parents are **not permitted** in the interest of student safety, to drop students in the staff carpark or walk them through the carpark.

## **SCHOOL CROSSINGS**

Students and parents are expected to use the supervised crossings in Lum Road and Whites Lane. Correct crossing procedure will be taught at school, but requires parent reinforcement at home.

**N.B. Crossings without flags are not legal crossings.**

The speed limit outside the school is 40 km.

## **SUNSMART**

Wheeler's Hill Primary School is a ‘Sunsmart’ School. Students are encouraged to supply and apply their own sunscreen. They must also wear hats, wide-brimmed or legionnaire, for outside activities at all times in Terms 1 & 4.

## **VISITORS**

All visitors to the school are required to report to the office to obtain a ‘Visitor Badge’, sign the Visitors’ Book and record their time of arrival and departure from the school.

# **PARENT PARTICIPATION AND SCHOOL ORGANIZATIONS**

## **CLASS PARENT REPRESENTATIVES**

Class parent representative volunteers are sought each year to act as a liaison person between the class teacher and the class parents. Duties include organising parents for excursions and other special class programs and social activities for class parents.

The parents work toward creating a warm atmosphere for family involvement in the school. Social occasions include morning teas, movie nights, student disco and twilight sports picnic. In addition to social occasions for the whole school, parent class representatives arrange regular get-togethers for parents within each class.

## **EVENTS COMMITTEE**

The Events Committee comes under the 'umbrella' of the School Council and has a voting representative on School Council.

It operates to organize events for the school community and for fund raising to obtain extra equipment for the school and also promotes the school's image within the wider community.

We would be pleased to hear from any new parents to the school who may be interested in joining the Events Committee.

## **PARENT INVOLVEMENT**

There are many opportunities for parents to be involved in the school eg assisting in classrooms, organizing events, fundraising, Working Bees, School Council, Canteen, Book Club and various other activities.

## **SCHOOL COUNCIL**

The School Council is an elected body of parents and teachers which has the responsibility of determining school policy within the guidelines of the Department of Education and Training. Council meets each month and works to provide the best learning environment for the students including the promotion of the school within the local community and the following sub committees.

### *Sub Committees & Responsibilities*

#### Curriculum Committee-

- Reviews curriculum policies.
- Evaluation and development of educational policies and programs.

#### Environment Committee -

- Maintenance of school buildings and grounds and working bees.

#### OSHC Committee -

- Monitors the outside of school hours program.

#### Resources Committee

- Monitoring of all financial receipts and payments for each year.
- Purchasing of new equipment.

## **SUBJECT CONTRIBUTIONS**

Subject contributions are made by parents each year to pay for student requisites, classroom materials, computer software, Art/Craft, Library, Music, Health, P.E., R.E., Maths & English programs

# UNIFORM

**All students are expected to wear the school uniform.**

The Uniform Shop is run by volunteers from the Parent community and is located near the General Purpose Room and opens between 9.00 am and 9.30 am on the 1st Wednesday of the term and then every second Wednesday. Orders may be left at the Office with correct money and they will be processed as soon as possible.

A price list and order form can be obtained from the office (prices are subject to change).

## *SUMMER UNIFORM*

Polo top (Gold or Maroon)

Shorts Boys - grey or maroon

Girls - maroon

Dresses - Ready made dresses are available at the School Uniform Shop.

Socks Boys (long or short) - grey

Girls (long or short) - gold or white

## *WINTER UNIFORM*

Tracksuit - Maroon (Top has school logo)

Polo top - Gold or Maroon

Girls A pleated skirt with bib and adjustable waistband is available by order.

Tights - gold or maroon

## *FOOTWEAR*

Black Leather shoes are recommended and runners for sport.

*No thongs or open toed sandals.*

## *HATS*

During Terms 1 & 4 it is compulsory to wear a wide brimmed or legionnaire hat.

## *LABELLING OF CLOTHING AND POSSESSIONS*

All articles of clothing and belongings (lunch boxes, drink bottles, school bags, pencils, balls, personal toys, etc) brought to school **must be clearly and permanently labeled** with the owner's name.

## **LOST PROPERTY**

Lost garments and possessions that are not labeled often find their way to the Lost Property Boxes, which are located in the lower building. At the end of each term, unclaimed items are donated to charity.

## **PERSONAL ITEMS**

Personal goods brought to school at owner's risk

Private property brought to school by students is not insured nor is the School or Department of Education and Training responsible for any loss.

<b>A</b>	
Absences.....	8
After School .....	8
Art Club.....	5

<b>B</b>	
Band .....	6
Bicycles .....	13
Book Club .....	8

<b>C</b>	
Camps.....	7
Canteen.....	8
Chess .....	6
Choir.....	6
Class Parent Representatives.....	14
Collecting Students During School Hours.....	8
Curriculum .....	5
Curriculum Committee.....	14
Curriculum Days .....	8

<b>D</b>	
Drama .....	6

<b>E</b>	
Emergency Contact Details .....	10
Energy Challenge .....	6
Environment Committee.....	14
Events Committee .....	14
Excursions / In-School Activities .....	7
Extension Programs.....	5

<b>F</b>	
Footwear.....	15

<b>G</b>	
Gateways PROGRAM.....	6
Guidance Officer .....	11

<b>H</b>	
Hats .....	15
Health and Welfare.....	11
Holiday Program .....	13
Home Work .....	7

<b>I</b>	
Immunisation Certificate .....	11
Infectious Diseases .....	11
Information Technology .....	5
Instrumental Music Program .....	6
Interviews .....	10

<b>L</b>	
Labelling of Clothing and Possessions.....	15
Late Pass.....	8
Library.....	5
Lost Property.....	15
Lunches .....	9

<b>M</b>	
Money .....	9

<b>N</b>	
Newsletter .....	10

<b>O</b>	
Oshc Committee.....	14
Out of School Hours Care.....	13

<b>P</b>	
Parent Involvement .....	14
Parent Participation and School Organizations.....	14
Parking.....	13
Performing Arts (Music).....	5
Personal Items.....	15
Physical Education.....	5
Prep Activity Days .....	10
Prep Orientation.....	10

<b>R</b>	
Religious Education.....	7
Reporting to Parents .....	10
Resources Committee .....	14

<b>S</b>	
Safety of Students .....	12
Scholarship Program.....	6
School Aims.....	4
School Communication.....	10
School Council .....	14
School Crossings .....	13
School Nurse.....	11
School Procedures .....	8
School Profile .....	4
School Rules .....	12
Sick and Injured Students .....	11
Social Service .....	9
Specialist Services .....	11
Speech Pathologist.....	11
Sport .....	6
Student Leadership .....	7
Subject Contributions .....	14
Summer Uniform .....	15
Sunsmart .....	13

<b>U</b>	
Uniform.....	15

<b>V</b>	
Visitors.....	13
Visual Arts.....	5

<b>W</b>	
Wet Days.....	9
Winter Uniform.....	15