Welcome

The staff, School Council and Elizabeth Street Parent Group extend a warm welcome to you and your child as you join the Elizabeth Street Primary School community.

We also welcome your support and input in our team approach to your child's education at our school.

Our mission is to work closely with you to ensure that your child's enrolment at Elizabeth Street is successful in every respect.

The school is very focused on ensuring it provides:-

- excellent facilities
- effective teaching
- strong programs
- integrated curriculum with a two year plan across levels
- positive relationships between students, teachers and parents
- opportunities for parental involvement
- parent programs
- caring environment
- enlightened school policies

There is a lot of information in this booklet, which the school hopes you find useful. You may like to keep it in a safe place in order to refer back to it.

I hope you enjoy your time with the school and take the opportunity to be involved in some of the activities the school has to offer.

Jenny Dowsett
Principal
At Moe (Elizabeth Street) Primary School

Children are Special
Parents are Welcome
Excellence is Nurtured

Our school is all about children:-
❖ their learning
❖ their welfare
❖ their citizenship

Special features of the school include:-

• Caring staff
• Excellent pupil welfare program
• Welfare Officer
• Koori Educator
• Early Literacy intervention programs
• Low pupil ratio
• Reading Recovery
• Extensive playground areas
• Junior School Council
• Computers in all classrooms
• Modern Library
• Multi-Purpose Room
• Music Room
• Physical Education/Sport program specialist
• Uniform Policy & shop
• Life Education Program
• Excursions
• Camping program
• Breakfast Club
• Tennis courts
• Hot food days
• Girls & Boys group
• Art Room/Art program specialist
• Swimming Events

Principal: Ms. Jenny Dowsett

School Address: Cnr Elizabeth & King & Sts, Moe
P.O. Box 318, Moe 3825
Phone Number: 51272607  Fax Number: 51274779
Email: moe.ps.elizabeth@edumail.vic.gov.au

We are very proud of our school and we know you will be too.
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Absences

In the case of a child being absent from school it is most important that the school is notified.

We encourage parents to write a short note to the class teacher explaining the absence/s. It is also helpful to indicate the date and day/s the child was/is to be away. A short phone call to the school is also an acceptable way to notify the teacher of a child's absence.

When collecting a child early from school the parent/guardian will need to sign the "Register of Children Leaving the School", which is located at the General Office. The Department of Education & Early Childhood Development has implemented a program "It's Not OK to be Away"

This program focuses on:
- The importance of regular school attendance
- What student absence is
- What your responsibilities are as parents/caregivers
- What help you can get from the school to ensure your child attends regularly.

Student absence fits into the following categories:
- Illness/injury
- Truancy - your child is absent from school without your knowledge
- Explained Absence - Your child does not attend school with your permission. eg family holidays, baby sitting, helping parents at home.

You can help by making sure:
- Your child attends school on ALL school days
- Your child is on time every day
- The school is provided with a written explanation for the absence
- The school is contacted if your child does not want to go to school
- Doctor and dentist appointments are made out of school hours
- Personal shopping trips with your son/daughter or birthday celebrations are arranged out of school hours
- Your child is not allowed to stay at home for minor reasons

We realise that some absences are impossible to avoid but regular attendance is essential to make sure learning is not disrupted. Regular learning provides building blocks for the future. Our school will be implementing many of the strategies in the kit to encourage your child to attend school as regularly as possible.
Assembly

Moe (Elizabeth Street) Primary School conducts assemblies to bring the students, staff and parents together to communicate upcoming events and to recognize pupil achievements.

These assemblies are held:

😊 Every Wednesday afternoon at 2.40pm (in the Performing Arts or undercover area).
😊 At other times as may be required, such as dress-up days or class performances.

Asthma Friendly School

- Elizabeth Street is an Asthma Friendly School, as a result, has the following processes:
  - Asthma records are kept for each student with asthma
  - Asthma First aid posters are on display
  - Spacer device(s) is/are available.
  - A plan is in place for managing asthma during school sporting activities, excursions or camps.
  - Asthma education provided for all school staff.
  - Asthma education program in the school health curriculum.
  - Potential asthma triggers minimised within the school environment.
**Bell Times**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30am</td>
<td>Yard supervision</td>
</tr>
<tr>
<td>8:40am</td>
<td>Children to line up.</td>
</tr>
<tr>
<td>8:45am</td>
<td>Start of first session.</td>
</tr>
<tr>
<td>10:45am</td>
<td>Morning recess.</td>
</tr>
<tr>
<td>11:15am</td>
<td>Start of second session.</td>
</tr>
<tr>
<td>1:20pm</td>
<td>Lunch time</td>
</tr>
<tr>
<td>2:02pm</td>
<td>Line up time</td>
</tr>
<tr>
<td>2:05pm</td>
<td>Start of third session.</td>
</tr>
<tr>
<td>3:05pm</td>
<td>Dismissal</td>
</tr>
<tr>
<td>3:20pm</td>
<td>End of yard supervision.</td>
</tr>
</tbody>
</table>

End of Term: Children are dismissed at 2:05pm on the last day of each term.
End of Year: Children are dismissed at 1:05pm on the last day of Term 4.

**Bicycles**

Children riding these to school must have the appropriate safety equipment. They are not to be ridden in the school grounds. Bikes are to be left in the bike enclosure, but no responsibility can be taken for their supervision, loss or damage.

**Breakfast Club**

Elizabeth street has a Breakfast Club that runs each Friday from 8:00am – 8:30am. All children are welcome to attend. Children enjoy coming along to have a healthy and nutritious breakfast with friends. Children get to have cereal, toast, fruit juice and fruit. There is a minimal cost to children attending.
Camps, Excursions and Visiting Performances

These are an integral and essential part of the school program and all eligible children are expected to attend. Camps, Excursions and Visiting Performances provide direct and real life learning experiences, which are followed up in the class program. Camps, Excursions and Visiting Performances are planned well in advance and parents are notified via the newsletter or special notice. Costs for all these activities are kept to a minimum.

Car Parking

The school has several car parking places for those who are visiting the school, dropping off or collecting children. These car parks are located in the Neighbourhood House car park or outside front of school on James Street and King St.

The teachers' car park is not to be used for dropping-off or collecting children.

Computers
Computers are a key aspect of the school program. The school is well equipped in this area having computers in each classroom. The school also has a bank of laptops and netbooks for student use. The school is committed to maintaining, upgrading and expanding hardware systems and software.

![Image of computers](image)

**Victorian Essential Learning Standards**

The school has implemented the new curriculum framework through the Essential Learning Standards.

At Elizabeth Street Primary School our curriculum is based around The Essential Learning Standards.

This curriculum focuses on what is essential for all students to achieve from prep to year 6. The Learning Standards provide a framework for planning the whole school curriculum by setting out standards for students to achieve in core areas.

To ensure that the school develops students in these areas the curriculum is set out in 3 core areas:

- **Physical, Personal and Social Learning**
  - Health and Physical Education
  - Interpersonal Learning
  - Personal learning
  - Civics & Citizenship

- **Discipline Based Learning**
  - The Arts
  - English and Languages other than English
  - The humanities (Economics, Geography and History)
  - Mathematics
  - Science

- **Interdisciplinary Learning**
  - Communication
  - Design, Creativity and technology
  - Information and communications technology
  - Thinking

Our teachers also do considerable joint planning and have developed a two year cycle integrated curriculum.
Code of Conduct and School Rules
(Student Welfare and Management)

Our school benefits from the positive relationships that exist between staff, parents and students. We believe that parents and the school can work effectively together to overcome any problem in student conduct.

The school aims to be a positive, secure and rewarding learning environment for all students.

Our approach to discipline is to develop personal responsibility and self-discipline through an awareness of the consequences of unacceptable behaviour and recognition for positive behaviour.

Our Code of Conduct is built around the following student rights and responsibilities.

<table>
<thead>
<tr>
<th>Students Rights</th>
<th>Students Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>The right to feel safe at school</td>
<td>To learn and obey all school rules</td>
</tr>
<tr>
<td>The right to learn and play without interference</td>
<td>To attend school prepared to learn and play without interfering</td>
</tr>
<tr>
<td>from others</td>
<td>with others</td>
</tr>
<tr>
<td>The right to be accepted as an individual and</td>
<td>To treat others with fairness and respect</td>
</tr>
<tr>
<td>to be treated fairly and with respect</td>
<td></td>
</tr>
<tr>
<td>The right to have differences solved without</td>
<td>To resolve differences through discussion and compromise and</td>
</tr>
<tr>
<td>aggression</td>
<td>not through aggression or conflict</td>
</tr>
<tr>
<td>The right to expect their property to be safe</td>
<td>To take care of your own property and the property of others</td>
</tr>
</tbody>
</table>

Underpinning the students' rights and responsibilities are the ‘Five Ways of Being’ whole school rules. These are:

- We play fairly and safely
- We speak respectfully and follow instructions from all staff
- We show care for ourselves and others
- We speak and act honestly
- We take care of our school

In addition each teacher develops a classroom Management Plan in accordance to these guidelines.
Record of Behaviour (Classroom) & (Playground)

Student’s Name: ______________________ Grade: ____

Date: __/__/__ Time ___

This form is Official Record of your child’s unsatisfactory behaviour and the school-based outcomes applied.

*We play fairly and safely.

*We speak respectfully and follow instructions from all staff.

*We show care for ourselves and others.

*We speak and act honestly

*We take care of our school.

Action Taken

Classroom Exit
Referred to Principal
Reflection time
Separate play and lunch time
After school detention
In-school suspension
Out of school suspension
Parent Meeting Required

Comments/description of incident(s)

Reporting Teacher:
Principal:
Parent:
After School Detention Details

This is to inform you that it has been found necessary to detain

..........................................................

at school for the reason(s) set out on this Record of Behaviour.

Such detention is within the provisions of the Department of Education and Training Regulations

The date of the proposed detention period will be / 20

The time of the proposed detention will be from ....... pm to ....... pm

Please detail what arrangements you have made with your child to return home after their detention (eg. pick up by car, walk home with adult, ride bike etc.)

We do not recommend that your child walks home alone after a detention.

My child ........................................ will return home after the detention by

..........................................................

If this is not suitable for you, please contact the school.

<table>
<thead>
<tr>
<th>Exit Number (for this term)</th>
<th>1.</th>
<th>2.</th>
<th>3.</th>
<th>4.</th>
<th>5.</th>
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<tr>
<td>Dates of detention(s)</td>
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<tr>
<td>after school</td>
<td></td>
<td></td>
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<td></td>
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<td>2.</td>
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..........................................................

Reporting Teacher’s Signature

Principal

Parent Acknowledgement

Please sign this form and return it to the school on the next school day so that we know you are aware of the incident and our concern.

..........................................................

Parent/Guardian’s Signature

Date

05196966/Students/Behaviour
Communication

Contact between the school and families is an aspect of school life that we strongly promote. Please feel free to keep in close contact with your child's teacher and other relevant staff members on an informal basis. There are also formal opportunities for school/family communications. These include:

1. Weekly newsletters go home each Thursday with reports and calendars of events.
2. Information evenings and discussion groups.
3. Interviews held each March and alternatively by request
4. Written reports handed out in June and December.
5. Notes and phone calls
6. Social events and excursions

Your child's teacher needs to know if any problems exist, either in classrooms, playground, or at home, that may affect school work. It is also nice to share in the good things that happen too.

*It is imperative that parents notify the school of any change in family status or residential details.*

Your principal welcomes you at any time, to talk about your children, your concerns and ideas for the school, or any other matters. It is a good idea to phone first and make an appointment, to ensure that the Principal is available. Urgent needs will always be dealt with.
Early Years Literacy

All junior students entering our school will be included in the "Early Years" Literacy Program.

This is a strategic and comprehensive approach to language learning with the goal of successful literacy achievement for all students by the end of their third year of schooling.

We are partners in your child's learning. Helping your child learn to read is important and fun for everyone.

Here are some helpful suggestions:

❖ Help your child develop a love of reading by reading aloud to them. Reading aloud is valuable even when students can read on their own.

❖ When you read aloud to your child:

  ▼ Stop part way through the story and ask your child to predict what will happen next.

  ▼ Ask your child how the story made him/her feel.

  ▼ After reading the story, ask your child to suggest a different way the story could have ended.

❖ When you go through your mail, let your child open and read advertising mail you do not want.

❖ When travelling read highway signs aloud with your child.

❖ Let your child help you read and prepare a recipe. At the library, look for special cookbooks for children.

❖ Take books along in the car when travelling on errands or holidays.

❖ Help your child get a library card.

❖ Encourage your child to set aside a time for reading each day.
**Education Maintenance Allowance (EMA)**

Parents who hold a current Health Care Card as at the first day of Term 1 or Term 3 are entitled to claim the Educational Maintenance Allowance. The government provides the Educational Maintenance Allowance to assist eligible parents with some of the costs of schooling.

The school and the parent receive an equal portion of the EMA payment. The school payment, made directly to the school by the government, is used to assist in covering the costs of student requisites.

Application forms are available at the school office.

**Emergency Information**

It is extremely important that the school be notified immediately of any changes to personal information, which may be needed at short notice in an emergency –

- home address
- telephone numbers
- emergency contacts
- on-going medical problems

Please do not wait until an emergency arises before remembering to tell us that you have a new home or work phone number.

**Enrolments**

Enrolments to our school can be made at the school office during office hours, 8:00am – 4:00pm. All student information is confidential. Informing the school about court orders or medical conditions is very important to help us cater for your child's needs.

On enrolling children for Prep, we require proof of date of birth, such as a birth certificate or passport plus an Immunization Certificate.
Equal Opportunity

Our school is an Equal Opportunity workplace abiding by the requirements of the Equal Opportunity Act, 1995.

Our curriculum, facilities and work practices strive to achieve gender inclusiveness, equity and equal opportunity in addition to eliminating unlawful discrimination and sexual harassment.

First Aid

If your child suffers a minor injury at school first aid staff will attend to the injury.

If the injury is of a more serious nature, you or your nominated emergency contact will be notified.

In an emergency situation the staff will call an ambulance and contact you. The school is not insured for student injuries.

Head Lice

For the many families and teachers of school aged children, head lice can cause concern and frustration. While it is known that head lice does not carry an infectious disease, the Principal, Teaching Staff and School Council at Moe (Elizabeth Street) Primary School have developed a head lice program to assist the school community to manage head lice effectively.

This community program has members who co-ordinate a head checking program after parents sign a consent form when enrolling children.

An essential part of this community head lice program is that parents notify the school if head lice is detected and that parents take the responsibility of treating their child’s hair, prior to re-entry to the school.

Home Reading

Home Reading is an integral part of the school reading program and is implemented at all year levels through the Early Years Program in each classroom. Children select their reading material for each night’s reading from the classroom or the library. Teachers guide the children in their selection of books.
Healthy Relationships Program

Children are our most precious resource. They are the leaders and decision makers of tomorrow.

At the base of every culture or environment is a set of values that determines the way in which people behave towards each other. These values create the framework and set the tone of the environment of culture.

The practicing of these values affects the calibre of relationship formed between individuals.

Homework

Homework encourages children to be responsible for their own learning.
- Foster good study habits
- Develop lifelong learning

Homework also compliments and reinforces classroom learning. The following time allocations apply.

- Prep to Year 4  Not to exceed 30 minutes each school day, none for weekends or holidays.
- Year 5 to 6  30 to 45 minutes daily, to a maximum of 225 minutes per week. This may include weekends.

Our school policy is available upon request.

Illness

If a child becomes ill at school, the school will phone the parents or emergency contact person.

Children who become ill at home should not be sent to school until the child has recovered.

Children suffering from an infectious disease should be excluded from school for the period of time stated in the Infectious Diseases Table.
### Infectious Diseases – Exclusion Table

A child must be excluded from school if suffering from the following diseases.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox</td>
<td>Until fully recovered, or at least one week after the eruption first appears. Note: Some remaining scabs are not an indication for continued exclusion.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>Diarrhoea (Giardiasis)</td>
<td>Until diarrhoea has stopped.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Until receipt of a medical certificate of recovery from infection.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Until a medical certificate of recovery is produced after symptoms disappear.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Until recovered from an acute attack.</td>
</tr>
<tr>
<td>Impetigo (school sores)</td>
<td>Until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied. Exposed surfaces such as scalp, face hands and legs must be fully covered with a waterproof dressing.</td>
</tr>
<tr>
<td>Measles</td>
<td>Until at least seven days from the appearance of rash or until receipt of a medical certificate of recovery from infection.</td>
</tr>
<tr>
<td>Meningococcal</td>
<td>Until a medical certificate of recovery is produced.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered.</td>
</tr>
<tr>
<td>Pertussis (Whooping Cough)</td>
<td>For two weeks or until a medical certificate of recovery is produced.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Until appropriate treatment has commenced, supported when requested, by a medical certificate.</td>
</tr>
<tr>
<td>Rubella</td>
<td>Until fully recovered or at least 5 days after onset of rash.</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until appropriate treatment has commenced.</td>
</tr>
<tr>
<td>Slap Cheek</td>
<td>Pregnant women plus anyone who is immune suppressed, or has chronic haemolytic disorders should avoid contact with infected persons. Doctors advice should be sought.</td>
</tr>
<tr>
<td>Streptococcal (Scarlet Fever)</td>
<td>Until a medical certificate of recovery is produced.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Until a medical certificate is produced stating that the patient is no longer infectious.</td>
</tr>
<tr>
<td>Typhoid Fever, Paratyphoid Fever</td>
<td>Until receipt of a Medical Certificate of recovery from infection.</td>
</tr>
</tbody>
</table>
Leaving the School

From their time of arrival at school no child may leave the school ground during school hours without written permission from the parent or guardian.

Children who regularly go home at lunchtime may cover this with a single note for the year.

If your child is required to leave school for an appointment during the school day you must:

a) send a note with the child notifying the grade teacher
b) collect the child from the teacher.
c) sign the "Register of Children Leaving the School" at the office.

For safety reasons children cannot be sent home or allowed to meet parents in the streets around the school.

Library

The library is well resourced with books and other visual materials. Children are welcome to borrow and return books during their library sessions.

If a library book is lost or damaged please notify the class teacher or the library teacher.

Lost Property

In order to reduce the amount of lost property at school please ensure your child's school clothing is clearly named.

Any garments found at school are placed in Lost Property. This is located in the hallway opposite the Staff Room. Clothing that is named is given to the child's teacher for return.

If clothing is unclaimed it is washed and sent to the secondhand shop for sale at a nominal fee.

Valuables, which are found in the school, are kept at the office and advertised in the newsletter.
Lunch Procedures

Children eat their lunches in their classrooms from 1:10pm - 1:20pm.

The school encourages parents to provide a healthy lunch for their children and to ensure that lollies and junk food are kept to an absolute minimum.

Medical and Personal Details

It is very important for the school to have accurate and up to date information on your child's medical and personal details including telephone contact numbers.

Each year all families will receive a copy of the information we have for their child/ren and will be requested to update this information if not correct.

Parents are also required to complete an Asthma Management Plan for children who are Asthma sufferers.

Your co-operation in completing these forms and returning them to the school is greatly appreciated.

If your child's or your family circumstances change during the year, please inform the school so records can be amended.

Medication

Children who are ill should be kept home, however, your child may return to school whilst still taking medication.

The school has a Medication Authority Proforma, which must be completed by parents before any staff member can administer any form of medication to a child.

Parents should update the Medication Authority if there is a change in the child's circumstances.
Newsletter

This is published weekly and distributed to the oldest child of each family on Thursday.

The newsletter contains relevant information about:

- current educational and school issues
- upcoming school events
- general news of special school events
- community news
- pupil awards and achievements.

Parents & Friends

The Lizzie Supporters Group operates in the school and membership is open to any parent, guardian or caregiver. It is responsible to the School Council for its operation and its charter is to provide facilities for the welfare of the children.

Lizzie Supporters is also a great means of meeting parents and forming friendships within the community.

Lizzie Supporters Group organise various fundraising activities including:

- chocolate drives
- Pie drives
- Christmas Raffle
- Easter Raffle
- Hot food Days
- Father's Day and Mother's Day stalls
- Sausage sizzles
- Various other school activities

Parent Teacher Interviews

All students receive two reports per year. Parent/Teacher interviews are held in March each year but parents may request interviews at any time of the year if/when required.

Report 1: Mid year (end of term 2) detailed report identifying individual achievements and/or areas of improvement, in relation to the standards set by the Education Department.

Report 2: End of year detailed report also identifying individual achievements and/or areas of improvement, in relation to the standards set by the Education Department. Interviews may be requested at this time of year, however they are not compulsory.
Parent Involvement

We welcome your involvement and participation in school activities. The following list provides some examples of how you could be involved.

- Swimming and Sports Events - assistance with supervision/scoring
- Listening to children read
- Covering books
- Going on camps and excursions
- Assisting with the improvement of grounds and buildings
- Standing for election as a School Councillor
- Being a member of the Lizzie Supporters Group
- Coaching or assisting in our sporting program
- Classroom helpers, learning centres, etc

Quite often your involvement in school activities can be the stimulus your child needs to progress in school.

It is School Council Policy, recommended by the Department of Education and Early Childhood Development that all parents who are volunteers require a satisfactory Policy Records Check and Working With Children Check.
Payments to School

The main areas of request for payment are for excursions, camps, school levies and voluntary contributions.

All payments should be sent directly to the General Office.

All requests for money are made in writing, clearly stating the activity, cost involved and closure date for payment. School Policy states that payment must be made in full by the closure date or the child will not be permitted to attend.

Camps- Payments for camps are made in two parts - a deposit and then the balance owing before attending camp. Instalment payments can be made by arrangement with the office.

Excursions- This includes payment for trips to special venues, visiting performances, sporting activities and swimming. Parents are notified in advance of the activity and the cost.

Note- all of our school Camps and Excursions require a signed parent permission form for children to attend. A detailed medical form is also required for Camps.

Levies and Voluntary Contributions- School Council sets a very reasonable charge to cover the costs of all books and materials used by children during the year. School council reviews these costs annually.

Personal Belongings

Please be aware that if your child wishes to bring something special along to school (e.g toys) it is the responsibility of your child to look after it.

The school cannot accept responsibility for any valuables brought to school.

If such items are to be brought to school for special occasions, permission from the class teacher must be sought and given.

When a child chooses to take the risk of bringing his/her special belongings to school please make sure the items are clearly labelled with the child's name.
**Perceptual Motor Program (PMP)**

The Perceptual Motor Program (PMP) operates in our Prep, one and two classes during Term 2 and 3, twice a week, as a strategy to assist the development of children's gross motor skills and therefore assist with the development of fine motor skills, essential in the learning of reading and writing.

This program assists the development of the child and their relationship with their peers and the surrounding environment. It aids concentration and reasoning and gives a sound basis for future formal learning. PMP enhances brain development by stimulating the five senses through movement.

The key areas of development through PMP are:

**Gross motor skills**
- The acquisition of large scale movements eg: walking, running, jumping, skipping, climbing and moving in and out of positions.

**Fine motor skills**
- The acquisition of small scale movements eg: performing building tasks, isolating various fingers, using tools, copying precise actions without overflow (accompanying large scale movements)

**Crossing the midline of the body (laterality)**
- Children who fail to develop this skill are at risk of changing hands at the midline when performing tasks involving movement on a horizontal place. Eyes must also learn to track across the body midline to avoid potential difficulties with reading.

**Balance**
- Closely associated with the development of gross motor skills.

**Body and space awareness.**
- This usually develops from head to toe and from the centre outwards. Spatial concepts such as behind, between, backwards, forwards and up/down are also practiced.

**Visual and spatial skills.**
- Students are helped to track objects in all directions, match shapes and copy patterns.

**Rhythm sequence, memory and listening.**
- Activities such as clapping to rhythms, fast vs slow movements, counting claps, steps, jumps, etc....

These skills are relevant to the development of mathematical abilities.
**Personal Safety**

It is important that your child has an understanding of all aspects of safety. To enhance this you are strongly encouraged to frequently talk about safety with your child to help them learn:

- their name, address, telephone number
- not to talk to people they feel unsafe with
- to go to or from school as quickly as possible, by a route agreed to by you
- not to bring items to school, or play with items which may cause accidents
- not to bring “weapon” toys to school
- not to leave school without permission
- to use the school crossing correctly.

**Pets**

Family pets should not be brought to school unless permission is first obtained otherwise, ‘No dogs are allowed on school premises’. Please ensure that pets do not follow children to school.

**Physical Education**

All students participate in a range of activities that are designed to develop fundamental motor skills, sportsmanship and team participation.

In Prep, one and two children are involved in a Perceptual Motor Program skills lessons and games sessions.

In Years 3-4 children participate in weekly physical education sessions and clinics conducted by outside groups.

In Years 5-6 students are involved in weekly physical education and sports sessions as well as having the opportunity to participate in inter-school and district events.

**Playground Supervision**
Playground supervision begins at 8:30am and ends at 3:20pm. Teachers supervise the school grounds during recesses and lunchtime.

On days of poor weather students remain indoors and staff supervise suitable activities.

**Police Record Checks**

It is School Council Policy, recommended by the Department of Education and Early Childhood Development that all parents who are volunteers require a Working With Children Check (WWCC).

It is Education Department policy that all volunteers assisting with camps have a current satisfactory Police Records check.

The purpose of Police Records checks is to safeguard pupils, staff and volunteers alike.

Application forms can be obtained from the office. There is no charge involved. Police checks are current for a three year period.

**Queries**

At Elizabeth Street we have an open door policy, whereby parents are welcome to discuss with teachers any concerns or ask for advice. Don’t feel that any issue is too small or too great, we will be happy to help in any way we can.

If however, it is an issue that may require an interview or lengthy discussion, we strongly recommend you make an appointment with the appropriate teacher. Teachers often have after school meetings/commitments to attend and may find it difficult to discuss things with you before or after school at short notice.
**School Council**

The School Council, which is made up of parents and staff, is responsible for defining the Policy of the school.

A school council election is held when nominees are up for election which occurs in a two year block.

We encourage parents to nominate for School Council positions.

There are also opportunities for parents who are not School Council members to participate in school council sub-committees. Only elected members of School Council have voting rights.

School Council meets 2\textsuperscript{nd} Monday of every month in the staff room at 5:00 pm.

**School Crossing**

An unsupervised school crossing operates at the Henry Street side of the school. Latrobe City provides a supervised crossing at Elizabeth St and King St.

Children are expected to use the crossings when crossing the roads.

Parents can assist by talking to their children about the safe and correct way to use a school crossing.
School Fees and Charges

The Moe (Elizabeth Street) Primary School Council approves all school charges and voluntary contributions. In doing so, the School Council endeavours to keep all financial requests to a very reasonable level.

The following list indicates items for which parents are required to provide or purchase.

- school uniform
- student requisites
- print or resource materials in lieu of textbooks
- student requisites and stationery
- computer printing
- programs provided by outside specialists
- camps and excursions
- graduation dinner
- school photographs
- materials used or consumed where a pupil takes possession of an article
- higher cost programs/electives

The costs of these items will be regularly communicated to parents via the school newsletter or by personal correspondence.
School Uniform

Elizabeth Street has a compulsory school uniform, which is neat, comfortable and cost effective.

The office has a full range of sizes and they can be purchased anytime during school hours.

We have some second hand items you may also purchase.

Parents are requested to provide a brief note of explanation if a child is not in school uniform.

Parents are reminded that school uniform must be worn for all school activities.

1. **Purchasing School Uniform:**

   New and second hand items are available at the school office. Approved items can be purchased from local traders. Approved clothing can be hand made.

2. **Exclusions:**

   Any clothing that is not listed below is not school uniform and must not be worn to school, unless the Principal has given an exemption.

3. **Approved Clothing List:**

   - Black broad brimmed hat.
   - Red T-shirt.
   - Red polo shirt.
   - Red or white skivvy.
   - Red windcheater.
   - Black basketball shorts.
   - Black pants or jeans
   - School dress

   Most items are available from the school office
NOTE -  

No jeans are allowed  
Shorts must be knee length or above and not of denim fabric.  
If boxer shorts are to be worn under a dress then they must not be visible below the dress hem. An alternative to boxer shorts could be netball briefs.

4. **Footwear:**

To be chosen from low heeled closed toe shoes, boots, sneakers or closed toe sandals. Appropriate socks must be worn with all footwear.

5. **Coats:**

There is no prescribed coat for school uniform. During the colder months, students are encouraged to wear coats to and from school. Coats are not to replace windcheaters or bomber jackets during school time, nor be worn in the classroom unless special permission has been given.

6. **Accessories:**

Gloves, scarves, hair ribbons, bands, beanies etc. are permitted, but should be in the school colours (red, white or black) wherever possible.

7. **Year 6 Option:**

Each year, the Year 6 students will be given the opportunity to nominate a specific variation to a school jacket or t-shirt.

8. **Identification:**

Student naming on all clothing is strongly recommended.

9. **Prohibited Items:**

- Stud ear-rings and sleepers worn in the ears, plus watches are the only acceptable jewellery.
- Extreme hair colours (eg: pink, green or purple) and/or extreme hairstyles are not permitted.
- Other than clear nail polish, cosmetics may not be worn to school.
Sending Money to School

When sending money to school for camps, excursions, swimming, visiting performances, fundraising etc., we need parents to follow these steps.

- Use an envelope.
- For large payments please write a cheque if at all possible.
- Put cheque/cash in an envelope. Ensure loose change is wrapped up so it does not slide out of the envelope.
- Please write the child's name, class, amount of money and activity on the front of the envelope.

<table>
<thead>
<tr>
<th>Student:</th>
<th>Wendy Jones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class:</td>
<td>3Z</td>
</tr>
<tr>
<td>Money for:</td>
<td>Mobile Farm</td>
</tr>
<tr>
<td>Amount:</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

- Send this to school with the CHILD.
- If you have more than one child at school can you send the total via the eldest child. Please indicate this on your envelope.
- All money for these events must go to the class teacher.
- Money is collected and processed first thing in the morning
- Please keep these details in a safe place for future reference.

Arrangements can be made to assist families to stagger school expenses over the school year.
**Bikes & Scooters**

It would be *preferred* that these items were not brought to school. However, if they must the following requirements apply.

- Students should be in at least Year 4 - unless accompanied by a responsible adult.
- Full protective head gear to be worn whilst riding (ie helmet)
- The items are not to be used inside the school grounds.
- The items will be stored inside the bike shed during the day. The shed is kept locked during school hours, but a security chain and lock is recommended. These items are the responsibility of the student, the school takes no responsibility for these items.
- The items must be used safely, sensibly and responsibly.

Please note that no responsibility for supervision, loss or damage is assumed by the school.

**Specialist Timetable**

Depending on staff and availability, specialist timetables are provided for subjects such as - Art, Library and Physical Education.

**Speed Zones**

There is a restricted zone along-Elizabeth Street, James St and King Street which limit the speed of vehicles to 40 kph at all times. James St is also a one way street between the hours of 8:00am to 9:30am and then 2:30pm – 4:00pm.

*Parents are asked to adhere to these speed limits.*

**Student Banking**

Our student Banking day is Tuesday. Please send the bank books and the amount you wish to deposit to the office. When the bankbooks are processed they will be returned to your child.

Application forms for the Commonwealth Youth saver Accounts are available from the office.
Student Services

The Department of Education and Early Childhood Development offers a variety of services for children who require assistance. Please make enquiries at the general office.

A referral process exists for these services. Your child's class teacher can assist with referrals.

Sunsmart Policy

Moe (Elizabeth Street) Primary School is a Sunsmart school and has a Sunsmart Policy, which is available upon request.

All students are required to wear school uniform hats for the months of September through to April, and during outdoor activities. The school uniform hats are the only hats that are permitted to be worn at school.

Occasionally we have out of uniform days as a student reward. Please ensure that your children continue to use Safe Sun Smart practises on such days.

Sunscreen is also available in each class for children to use. During the hot months children are encouraged to choose shaded play areas and drink a lot of water.

Swimming

An eight session program is conducted in a local heated pool. The program is managed by trained swimming teachers and school teachers and aims at developing children's skills in water safety.

Elizabeth Street also participates in a school based House Swimming Carnival plus the Moe and District Schools Swimming Carnival.

Teaching And Learning

Children are treated as individuals and each individual is able to progress at their own rate. Thus children in the same room or grade will differ in their rate of progress, their work, and their levels of attainment.

When, because of maturity, a child is having difficulties, he/she may be given extra time in a grade to achieve success. This does NOT mean that a child has failed, but rather, that they are being given the privilege of additional time to reach a particular goal or level.

Transfers

Before a child moves to another school, parents must inform the class teacher and the office so that a transfer note and pupil files can be prepared and forwarded to
the new school.
All library books and class readers need to be returned.

**Visitors**

All visitors to the school need to sign the Visitors Book located at the General Office. This is to enable us to account for the exact number of people at the school at any given time.

Any parent helping at the school, doing a presentation, attending a meeting etc. will need to sign at the office.

All visitors will be given an appropriate badge to wear i.e. tradesmen.

**Visitors Responsibilities**

Parents and guardians of children attending this school have responsibilities when approaching staff members during school time.

At Moe (Elizabeth Street) Primary School we encourage parents to discuss with teachers any issues or matters of concern.

There are, however correct protocols to be followed by visitors when attending the school.

- Appointments need to be made to speak to staff members. This ensures the staff member is able to provide adequate time to address the issue.
- Appointments can be made directly with the staff member or through the General Office.
- Respect the practice of No Smoking on the school grounds and in school buildings.
- Refrain from threatening, intimidating or harassing behaviour
- Use appropriate language at all times
- Speak in a calm, rational manner

The vast majority of parents who visit or call the school do so in a friendly and supportive manner. However, parents who approach the school or staff in an aggressive and threatening manner, who abuse staff, other parents or students will be asked to leave the school.

Such behaviour by parents will result in the offending parent being issued with a "Warning Under Section 9 of the Summary Offences Act 1996". This Act relates to the rights of Principals who may restrict access to parents under the Trespass Act.

At any time the Police may be called if the Principal is concerned about the safety of the staff or the behaviour of any school visitor.
Five Ways of Being at Elizabeth Street Primary School

1. We play fairly and safely.

2. We speak respectfully and follow instructions from all staff.

3. We show care for ourselves and others.

4. We speak and act honestly.

5. We take care of our school.