

# ARARAT WEST PRIMARY SCHOOL



*Your Child's Future Begins Here*



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# ARARAT WEST PRIMARY SCHOOL



To provide a dynamic learning environment that is caring, challenging and equips children with the skills and desire to succeed in their personal journey.



- We are **Respectful**:
  - ❖ We Respect our self, others, the school and the community.
- We are **Resilient**:
  - ❖ We keep trying and work through challenges.
- We are **Aspiring**:
  - ❖ We always do our best and encourage others with positive behaviours.

## 2024 TERM DATES

- Term 1 - January 29 (Teachers return) – March 28  
*Jan 30 & 31 will be Student Assessment Days with all students starting on Thursday Feb 1.*
- Term 2 - April 15 – June 28
- Term 3 - July 15 - September 20
- Term 4 - October 7 - December 20

## AMBULANCE TRANSPORT

It is important for parents to be aware that any ambulance travel from school will be at the expense of the parents concerned if they are not covered by an ambulance subscription, or are holders of one of the following three cards:

**Pensioner Concession Card**

**Health Care Card**

**Health Benefits Card**

*This applies to all schools in rural Victoria, therefore all students need to be covered by Ambulance Subscription or one of the above cards.*



Parents, please also be aware that if your child is injured to the extent of requiring emergency treatment, we will call an ambulance to transport your child to hospital, which will incur considerable expense. **If not covered as above, parents will be required to meet the cost of such transport – the school will not be responsible for any costs incurred.**

## ARARAT WEST IS A SUNSMART SCHOOL

During Term 1 & 4 all children are required to wear a broad brimmed school hat outside, or stay in the covered area. Remember, No Hat – No Play.



## ASSEMBLY

Assemblies are held on Monday mornings at 8.55am in the quadrangle and End-of-Term assemblies are held in the school hall. Parents are welcome to attend.



Buddy Program



Music and Performing Arts Program

## **ASSESSMENT & REPORTING**

To ensure up-to-date and relevant communication between school and parents about student progress, we send home, two Progress Reports per semester. Progress Reports are individualised for every child and shows their achievement level and growth throughout the year. Parents also have the opportunity to be involved in a formal parent teacher interview every term (see Parent – Teacher Communication). We encourage constant communication between home and school.

## **ATTENDANCE/LATE PASS/EARLY LEAVERS**

Regular punctual attendance is essential if your child is to maintain continuity of learning. Home, however, is the best place for a sick child. Children who are ill or off-colour simply cannot cope with the school situation and are better off recuperating at home. If medication must be taken, please fill-in a Medical Authority Form (please collect from the Front Office).

Whenever your child is absent, please phone the school with an explanation on the day of absence. If an explanation is not provided, a text message is then sent to parents/caregivers. Parent/caregivers will then need to either text an explanatory message back to the school or phone the office. If you are aware of any future dates that your child will be absent ie; family holiday, then please either provide a written note or phone the office. Department of Education attendance policies must be adhered to.

To support all students' opportunity to learn, parents are asked to ensure that all students arrive at school before classes commence. If your child is late please ensure that they collect a 'Late Pass' from the front office before going to their classroom. If your child needs to leave earlier than 3.20pm, parents are required to sign their child out via the iPad at the front office.

## **CAMPS AND OVERNIGHT TOURS**

All children can expect to take part in overnight camps and tours. These camps and tours are approved by the School Council and the Office of Emergency Management (Department of Education). Parents are kept well informed of these activities.



Gr3 Roses Gap Camp



Year 1/2 Excursion

- Prep - Melbourne Zoo
- Year 1/2 - Sovereign Hill or Museum
- Year 2 - Overnight sleep at school
- Year 3 - Roses Gap – 3 days, 2 nights
- Year 4 – Aireys Inlet Camp – 3 days, 2 nights
- Year 5 - Melbourne – 3 days, 2 nights
- Year 6 – Canberra Camp





## **EMERGENCY CONTACTS**

These are people that we may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to us.

## **EMERGENCY INFORMATION**

It is extremely important that the details on our computer records are kept up-to-date at all times so that we can get in touch with you whenever necessary. Please advise us of any changes in your address, phone number or place of work as soon as they occur. This is essential as it is **upsetting to a child if a parent/caregiver cannot be contacted**.

# EMERGENCY



## **FINANCIAL ARRANGEMENTS**

Direct Deposit and Bpay are both available – please contact the office for bank details.

Printed payment envelopes are available from the office and can be placed in the 'post box'. Receipts will be issued, if requested and sent home with students. Your child's name, grade level and details of what the money is for are to be clearly printed on the envelope. Permission slips can also be included in the envelope.

We are aware of the ever-increasing financial demands families are faced with in educating their children. The Ararat West Primary School Council asks parents for a Voluntary Parent Contribution to pay for essential items, including all initial supplies, local excursions and incursions, swimming programs, and end-of-year activities. These items and activities are an important part of our school program and we require all students to participate.

The Voluntary Parent Contribution enables us to purchase most of the necessary items needed by your child at school, at wholesale prices.

A copy of the Voluntary Parent Contribution breakdown is available from the office.

## **LUNCH ORDERS**

Lunch orders are available every Thursday and Friday from Ararat College. Price lists will be distributed periodically through our Newsletter and is also available from our Facebook page.

Orders can be made through the Qkr App on your phone. Instructions for this are available from the Front Office. Or alternatively your child's lunch order should be written out on an envelope stating the child's name, and room number with the correct money enclosed.





## **MEDICAL INFORMATION**

Immunisation certificates **must be supplied** by parents enrolling their child in a Victorian School. These certificates can be obtained by contacting Medicare

If your child has an infectious or serious illness or is to be absent for an extended period of time for whatever reason, a phone call to the school would be appreciated. Infections spread quickly at school. Accordingly, the Health Department exclusion table should be followed if your child contacts any of the diseases listed.

<b>DISEASES</b>	<b>PATIENT SHALL BE EXCLUDED FROM SCHOOL</b>	<b>CONTACT</b>
<b>Chickenpox</b>	Until fully recovered. Some remaining scabs are not an indication for continued exclusion	<b><i>Not to be excluded</i></b>
<b>Viral Hepatitis</b>	Until a medical certificate of recovery is produced or on subsidence of symptoms but not before 7 days after onset of jaundice	<b><i>Not to be excluded</i></b>
<b>Impetigo</b> <i>(School Sores)</i>	Until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and face, hands and legs are properly covered with occlusive dressings	<b><i>Not to be excluded</i></b>
<b>Measles</b>	For at least 4 days from the appearance of the rash or until a medical certificate of recovery is produced	<b><i>To be excluded for 13 days after last contact unless medical documentation or documentation of prior infection or immunisation is provided</i></b>
<b>Mumps</b>	Until fully recovered	<b><i>Not to be excluded</i></b>
<b>Ringworm</b>	Until appropriate treatment has commenced. Supported when requested by a medical certificate	<b><i>Not to be excluded</i></b>
<b>Rubella</b> <i>(German Measles)</i>	Patient shall be excluded from school until fully recovered and at least four days from the onset of the rash	<b><i>Not to be excluded</i></b>
<b>Streptococci</b> <i>(infections including Scarlet Fever)</i>	Until a medical certificate of recovery is produced	<b><i>Not to be excluded</i></b>
<b>Pediculosis</b> <i>(Head Lice)</i>	All cases to be reported to school so a class check can be made by our School Delegate. Children who have head lice will be required to go home and be treated and then cleared by the School before attendance can continue. Please talk to our office staff if you need further information	<b><i>TO BE EXCLUDED</i></b>



## **PARENTAL ASSISTANCE**

We actively support, encourage and greatly appreciate any assistance you are able to give us with reading, library, shelving, covering books, excursions, etc. Children enjoy having parents, grandparents, etc. involved in any of the many opportunities available to assist the school. All parents/caregivers that are interested in volunteering their time at school will need to have a Working with Children's Check (WWCC). WWCC can be acquired online at: [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

## **PARENT - SCHOOL COMMUNICATION**

The school newsletter is published every Thursday, and includes student news, school notices and information. Children receive a hardcopy of the newsletter, and it is also posted onto the schools Facebook page each week. A PDF version of the newsletter is also emailed out every week. Please advise the office if you would like to be added to the email list. The newsletter may also be used by a number of local clubs and organisations. On occasions parents need to return questionnaires, surveys, permission forms, etc. Notices for particular grades are sent home as needed.



## **PARENT - TEACHER COMMUNICATION**

Parent/Teacher communication is welcomed and strongly encouraged as we work together as a team to provide every opportunity for our children. Prior appointments are preferred as it provides everyone with the opportunity to plan in advance and make the communication more valuable. We currently have opportunity for formal interviews during the school year (see Assessment and Reporting). Parents are able to access updates from teachers via email.



Junior School Council



School Captains

## **SCHOOL CAPTAINS and LEADERSHIP DEVELOPMENT**

Our School Captains make an important contribution to our school and show excellent leadership and co-operation skills. They are elected at the end of Grade 5 to take on the role in their Grade 6 year. These skills have been displayed by senior students who have held these positions

in previous years. We have a Junior School Council which is elected at the start of each year, comprising two students (a boy and a girl) elected from Grade 3 upwards. House Captains and Vice Captains are elected at the start of each year from our Grade 6 students. Students on JSC along with House/Vice Captains undertake a leadership camp to prepare them for their roles throughout the year.



House Captains & Vice-Captains



## SCHOOL HOURS / BELL TIMES

School hours for all grades – 8.55am until 3.20pm

Session 1	8.55	-	11.00
Morning Recess	11.00	-	11.30
Session 2	11.30	-	1.30
Lunch	1.30	-	2.20
Session 3	2.20	-	3.20
Bus Travellers	3.15		
Dismissal	3.20		

# bell schedule

Children are expected to arrive at school no later than 8.45am and not earlier than 8.30am.

## SCHOOL UNIFORM

All pupils are expected to wear the school uniform.

### GIRLS UNIFORM

#### SUMMER

Green and white check dress

#### OR

Dark green tailored shorts

Gold polo shirt

Dark green school jumper

Dark green/white socks

Black shoes

School approved bucket style hat

N.B. Hair accessories should be white, gold or green

#### WINTER

Winter Dress

#### OR

Dark green tailored slacks

Gold polo shirt or skivvy

Dark green school jumper

Dark green/white socks

Black shoes



### BOYS UNIFORM

#### SUMMER

Gold polo shirt

Grey shorts

Dark green school jumper

Grey socks

Black shoes

School approved bucket style hat

- School hat, polar fleece jumpers and winter dresses are available through Fosters Mensland.
- Students can purchase a school drink bottle for \$5.50 from school.

#### WINTER

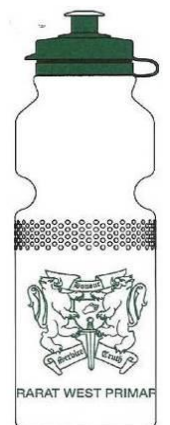
Grey trousers/jeans

Gold polo shirt/skivvy

Dark green school jumper

Grey socks

Black shoes





# Healthy Body...



**1:1 Netbooks**  
Education anywhere, anytime



**Collaborative Learning Spaces**  
Creating powerful learning communities



**West Choir**  
Establishing social confidence through performing arts and engaging with the community



**LOTE**  
Enhancing language skills and building cultural awareness



**Physical Education**  
Enthusiastic and active



**Art Program**  
Unearthing the inner creativity

# Healthy Mind

