Omeo Primary School

2019 Information Book

Principal: Trish Lynn
P.O. Box 101
167 Day Avenue
Omeo 3898
Telephone: (03) 5159 1313
Fax: (03) 5159 1525
Email: omeo.ps@edumail.vic.gov.au
Welcome to Omeo Primary School.

We look forward to working with you to provide educational programs which meet the needs of your child.

We are a family oriented school where all students look after each other and parents and carers are welcomed and encouraged to be a part of their child’s education. We believe that education is a partnership between home and school and look forward to a happy association with you.

We hope that you find the following information useful as a starting point in getting to know our school. Please feel free however, to visit the school at any time to see first hand what our school has to offer or ring the school to make an appointment with the principal.

We hope that you will enjoy being part of our school community.

Omeo Primary School is committed to nurturing students to achieve their full potential in an ever changing world.

We empower our students by providing a learning community that practices our values of Respect, Inclusion, Persistence, Enjoyment and Excellence in everything we do.

I Can I Will
Contents

Omeo Primary School ................................................................. 2
OMEO PRIMARY SCHOOL PROFILE ........................................ 2
SCHOOL DETAILS ........................................................................ 3
Meet the Staff- from 2018 ........................................................... 3
Term Dates for 2019 ................................................................. 3
Daily Timetable ........................................................................... 3
Yard Supervision ......................................................................... 3
Assembly ....................................................................................... 4
GENERAL INFORMATION ........................................................... 4
Attendance .................................................................................... 4
Sign In & Out Book ....................................................................... 4
Communication ............................................................................. 4
Newsletter ..................................................................................... 4
Reporting to Parents ..................................................................... 4
Returning forms & Money ............................................................. 5
School Fees and Costs .................................................................. 5
School Parking Areas .................................................................... 5
Student Free Days ......................................................................... 5
Uniform ........................................................................................ 5
Lost Property ................................................................................ 6
Lunch Orders ................................................................................ 6
Wet Weather Supervision ............................................................. 6
ENROLMENT DETAILS ................................................................... 6
Access & Custody .......................................................................... 6
Conveyance Allowance ................................................................. 7
Emergency Contacts ..................................................................... 7
Parental Permission ...................................................................... 7
Policies .......................................................................................... 7
MEDICAL INFORMATION .............................................................. 2
Anaphylaxis .................................................................................. 2
Asthmatics .................................................................................... 2
Head Lice ...................................................................................... 2
Infectious Diseases ....................................................................... 2
Immunisation ................................................................................ 3
Medication .................................................................................... 4
Emergency Services Information .................................................. 4
Emergencies .................................................................................. 4
Bushfires ..................................................................................... 4
TEACHING AND LEARNING .......................................................... 4
Our Priorities ................................................................................ 4
A new strategic plan will be developed by the end of 2018 .............. 4
ADDITIONAL PROGRAMS ............................................................ 5
Breakfast Club .............................................................................. 5
Camps ........................................................................................... 5
Library & Book Club ..................................................................... 6
Personal Development Grade 5/6 ............................................... 6
Specialist Programs ..................................................................... 6

Respect  Inclusion  Persistence  Enjoyment  Excellence
Our School Song

First Verse
We come from near and far
To make up our community
And it’s here where we belong
Here at Omeo Primary School
From Dinner Plain to Benambra
And everywhere in between
We all come together
To turn our dreams in to reality

Chorus
I know I can
I’m reaching high to touch the sky
I’m not afraid to try
To realise my dreams
I show respect
I’ll do my best
To be all that I was meant to be
I’ll shout it to the world
I can, I will.

Verse
The road will not be easy but no matter how long it seems
I’ll just keep walking on
I’ll never give up on my dreams
There’ll always be a helping hand and someone who will be a friend
In our great school in Omeo
I’ll know I’ll never have to walk alone

Chorus

Respect Inclusion Persistence Enjoyment Excellence
OMEO PRIMARY SCHOOL PROFILE

Omeo Primary School enjoys the privilege of being located in one of regional Victoria’s most picturesque landscapes. Our small regional centre is situated in the High Country of East Gippsland and is gateway to the Alpine Region. We are situated 120km north of the main regional centre of Bairnsdale and the Gippsland Lakes and 50 km from the alpine resort of Mt. Hotham. The student population draws from surrounding towns including; Benambra, Hinnomunjie, Anglers Rest, Omeo Valley, Cobungra and Dinner Plain.

Omeo Primary School is part of the Lakes High Country and Far East Network and takes an active role in the professional development which is part of this group. Staff access PD and support students with their learning through the use video Conferencing. The school has a strong partnership with Omeo District Health, and neighbouring schools. We participate in the ‘School as Hubs’ program, developed between the schools to improve outcomes in the early years. Our staff are active participants in the High Country Early Years Action Group which supports and promotes Early Years education programs and outcomes 0-8. A staff network is also linked to this work as are parent workshops across a variety of areas.

The School is fortunate enough to enjoy a range of building provided assembly space, well resourced library, multipurpose room, art room and classrooms. Outside we enjoy a large undercover sports area, well maintained oval and extensive grounds contributed to over the years by the efforts of dedicated School Councils and active Parent Club members.

In 2017 the completion of an Early Learning facility on our oval space provided a safe environment for our young people 0-5. The High Country Early Years Action Group was instrumental in this occurring.

Our school atmosphere is friendly and supportive. We provide a wide range of learning experiences, which cater for individual learning styles aimed at maximising individual potential. 2018 Specialist programs were Art, and Lote, with class based programs for Mates, science and investigations in the junior room.

The school utilises its location to provide endless opportunities for rich extra curricula activities. We already have a well-established ski program during the winter term and the summer sees our students participate in a two week intensive swimming program. Camps are a key feature of the educational experience for our students in years 3-6.

Parents are invited to become partners with teachers in developing positive educational outcomes for their children. Involvement in all aspects of the school’s operation is welcomed and encouraged. Parents are involved in supporting classroom programs, the school council, curriculum programs, the library and the development of facilities and resources.

We treasure our history and community uniqueness, and balance this with the need to prepare our children to be successful in wider society. Omeo P.S. is a community school with a strong sense of ownership and pride.

We are committed to excellence and best practice in education. Trish Lynn Principal

Respect  Inclusion  Persistence  Enjoyment  Excellence
Meet the Staff - from 2018

Principal: Trish Lynn
Teachers: Judith Wong, Avis McInnes
Teaching support: Frank Mason, Colleen Cervi
Administration staff: Andrea Shepherd
Our Wonderful Cleaner: Pauline Sim

Term Dates for 2019

Term 1  *Staff begin Monday 29th January 2019
   Children begin Tuesday 30th January to Friday 5th April
   On the last day of each term dismissal is at 2.15 with buses leaving at 3pm.
Term 2  Tuesday 23rd April to Friday 28th June
Term 3  Monday 15th July to Friday 20th September
Term 4  Monday 7th October to Friday 20th December

*Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. The remaining three student-free days are determined by each individual school, and will be advertised to parents in the newsletter.

Daily Timetable

8.45  School starts
10.15  Morning recess
10.45  Start of second morning session
12.45  Lunch
1.35  Afternoon session
3.15  Dismissal.

Prep children will be given time to adjust to school routines.
For Term 1 Prep children will not attend school on Wednesdays in February.

Yard Supervision

Yard supervision commences at 8.10 am for bus children and 8.30 for town children. We request that children do not arrive before this time. After school supervision is maintained until the buses leave at around 4pm.

Respect  Inclusion  Persistence  Enjoyment  Excellence
Assembly
A whole school assembly is held at 8.45 each Friday. Parents are welcome and encouraged to attend our assembly. Our assembly is led by our school leaders. Small items are performed by the classes, together with celebrations and recognition of special efforts or events.

GENERAL INFORMATION
Attendance
Omeo Primary School strives for an excellent record of attendance. We continue to promote the importance of coming to school daily and being on time each day.

Every Day at School Counts.

Please ensure that your child is at school on time, every day. Of course, if he or she is sick, the best place is at home. When a child is marked as absent, we are required by law by the Department of Education to follow up on the day (where possible) the reason for the child's absence. This will be done by the office on the days the Business Manager is working. A phone call by you on the day, indicating your child's absence assists us in managing this. An absence note, phone call or direct conversation with staff is required by the Department of Education following an absence.

Sign In & Out Book
If you are late or need to pick up your child/ren during school hours you must sign the "Sign-In & Out" book at the office. Bus travellers need to have a bus note stating that they are not on the bus. Notes are available at the office.

Communication
Ongoing communication between teachers, students and parents is essential. Parents are asked to maintain regular contact with the school. Any issues or concerns should be brought up openly and immediately so that they can be discussed and resolved. We all want the best for your child!

Newsletter
The Omeo Primary School newsletter is sent home each Wednesday with the eldest child in the family. Our newsletter is a vital means of communication between the school and our families, so please encourage your child to be responsible for the safe delivery of the newsletter. The newsletter contains information and articles by the principal, teachers, parents, children and a calendar of coming events. Articles from the community for the newsletter need to be in at the office by Monday afternoon, email is great as we can copy and paste.

The newsletter can be viewed on our website http://www.omeops.vic.edu.au/ and can be emailed to parents if desired. Please provide your email address to the office for inclusion in the distribution list.

omeo.ps@edumail.vic.gov.au

Each term we also send home a term calendar with known events, dates and costs if applicable, to keep families informed. (Any changes are notified in the newsletter.)

Face Book: https://www.facebook.com/omeoprimarayschool/

Reporting to Parents
Term 1 Parent chat and exchange of information

Respect   Inclusion   Persistence   Enjoyment   Excellence
Your child’s education represents a partnership between the teacher and you, as parent. Regular interactions strengthen this partnership and parents are encouraged to speak regularly to teachers about his or her child’s progress.

If you have any concerns you wish to express or simply wish to chat about your child’s progress, please contact your child’s teacher or the principal. We would, however, request that you arrange a mutually agreeable time to prevent disruption to classes or valuable preparation time.

Returning forms & Money
During the year, permission forms and requests for money are sent home for events such as special lunches, excursions, sports days, barbecues and camps. The prompt return of these is appreciated by teachers and office staff. It is helpful if Money is sent to the office on the days that it is staffed – Monday, Tuesday, and Wednesday.

School Fees and Costs
All families are expected to pay a flat rate of $100. This fee was charged in 2018 per student. This covered all books, stationery, two cultural performances, ICT membership for some programs with some grades. Families are expected to pay this by the end of February.

Families will still need to pay for all camp costs, swimming and skiing programs and any additional events that occur such as additional sport or excursions. The school will continue to subsidise travel costs.

Children will not receive individual supplies and will be expected to carry over items such as the book bag, writer’s notebook etc. Children who are prolific workers and need extra books will be supplied at no extra cost. Where children need extra books, pencils, diaries etc. because of neglect, wastage, graffiti or loss, parents will be required to pay for the additional items. Children are expected to look after all personal and shared classroom materials.

School Parking Areas
Parking space in Day Avenue is very limited. Parents who transport their children to school are encouraged to use Botany Street and Short St. Please park on the school side of these areas and supervise your child’s entry into the school grounds to ensure their safety.

Town children must use the supervised crossing in Day Avenue before and after school.

Student Free Days
Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. The remaining three student-free days are determined by each individual school, and will be advertised to parents in the newsletter. Public holidays will include Melbourne Cup day.

Uniform
All children are expected to wear neat, clean uniform throughout the year. Please name all items. All uniform is available from our supplier https://eduthreads.com.au/ with online ordering. Delivery is usually quick and efficient.

Respect  Inclusion  Persistence  Enjoyment  Excellence
Our Uniform:
Royal blue - Polo shirts or skivvy, windcheater, bomber jacket, vest and broad brimmed hat
Navy - Track Pants, shorts, skorts. School check dress available from supplier.

School Hat: Wide brimmed hats are encouraged all year and are compulsory during terms 1 and 4. School beanies (royal blue) can be worn term 2 & 3. Hats are for outside times only.

Footwear: Suitable footwear must be worn at all times. Thongs or sandals which leave the toes unprotected are dangerous for school activities and should not be worn to school. Shoes and boots with higher heels are also discouraged.

Sports Gear: Please encourage the wearing of appropriate clothing and footwear for P.E. and sports sessions. Children wearing inappropriate clothing, especially footwear, to designated sports/phys. ed. sessions may be excluded for safety reasons.

Jewellery: Jewellery other than studs should not be worn at school as items such as rings, chains or pins can be dangerous to the wearer or others during play activities.

Occasionally children are unable to wear uniform. A written note outlining the reason should be provided with the child for their teacher. School uniform must be worn on excursions, sports days, school photo days etc. Our uniform shop is run by a committed parent.

Please name all uniform clearly with permanent pen or sew in labels.

Lost Property
Please clearly label all clothing items including hats so that lost clothing can be returned promptly to the correct child. Unnamed lost property is stored in the office foyer and junior classroom with items unclaimed at the end of each term being washed and placed in our second hand section. These can be purchased for $2 per item.

Lunch Orders
Lunch orders are available on Monday, Wednesday and Friday. Lunch orders are supplied by the Omeo Milk Bar. A lunch order list is sent home at the start of the year. Parents are expected to follow the options for the different days, e.g. hot food - pies & chips only on Friday.

Wet Weather Supervision
If a wet day timetable is needed, students will be supervised in the classrooms during recess and lunch breaks.

ENROLMENT DETAILS
Access & Custody
Where conflict exists over access to your child, the school is bound only to recognise formal court orders or intervention orders that we have sighted.

Bus Travel
A high proportion of our students travel on buses from outlying areas to attend school in Omeo. There are 3 buses which operate to collect students and return them home. The 'Cobungra' bus which takes in Dinner Plain; Omeo Valley Bus which goes all the way out to the Blue Duck and the Benambra Bus. Students who travel on school buses are required to fill out the Bus Transport documentation at the beginning of the year. Swifts Creek P-12 is the coordinator for all buses. Contact with Swifts Creek P-12 in regards to your child's travel arrangements is required if changes will be made.

CSEF: Camps, Sports and Excursion Fund

Respect    Inclusion    Persistence    Enjoyment    Excellence
This provides a payment of currently $125 per ELIGIBLE student to attend activities like school camps/trips; swimming and school organised sports programs and excursions and incursions. Families holding a valid means texted concession card are eligible to apply. The office at school will contact you in the 1st term of the school year if you are eligible. This money sits in your Family account at the school to be used for the above mentioned activities.

**Conveyance Allowance**

Conveyance Allowance application forms are available at the office. To be eligible to receive a conveyance allowance a student must live more than 4.8 km from the nearest school or bus collection point. Please check at the office if you have any queries.

**Emergency Contacts**

When parents fill in their enrolment form, they are required to nominate two emergency contacts to look after their child/ren in the event that they themselves cannot be contacted. Please ensure that the two people you nominate are able to be contacted by phone and are happy to take on this responsibility for you. By listing these people, you are authorising the school to allow them to take your child/ren home in the event that they are unwell or in an emergency situation.

You are asked to update this information at the beginning of each year and throughout the year when your details change.

**Parental Permission**

Before a child participates in a major excursion, camp or the swimming program, parental permission is necessary. Please assist by returning the form by the date requested. A general form giving permission for “local” excursions (within the township) will be sent home early in the year.

**Policies**

Our school has a number of policies which are available on request. Policies are updated as required by the Department of Education. Additional policies may be added.

- Anaphylaxis
- Asthma
- Bullying Prevention
- Camps and Excursions
- Child Safety Standards
- Complaints
- Communication
- Critical Incident
- Curriculum Framework
- Digital Technology Safe Use Agreement
- Duty of Care
- Emergency management
- First Aid
- Head Lice
- Health Care Needs
- Homework
- Inclusion and Diversity
- Personal Property
- Uniform
- Values and Philosophy
- Volunteers
- Visitors
- Well-being and Engagement
- Yard Duty

Child Safety Standards include:

- Standard 1 - Organisational Structure
- Standard 2 - Child Safety Policy
- Standard 3 - Code of Conduct
- Standard 4 - Human Resources Practices
- Standard 5 - Responding and Reporting
- Standard 6 - Risk Management
- Standard 7 - Empowerment of Children

**Respect  Inclusion  Persistence  Enjoyment  Excellence**
**MEDICAL INFORMATION**

**Anaphylaxis**
Children with diagnosed anaphylaxis need to have management plan from their doctor which is updated annually. Epi pens are provided by the parents for use at school and on excursions.

**Asthmatics**
All asthmatics must have an up-to-date Asthma Management Plan filled in by parents in consultation with your doctor. These forms are available from the office and must be updated annually. Although emergency supplies are kept in the staff room a diagnosed asthmatic who requires a “puffer” should carry the puffer with him/her at all times.

**Head Lice**
Head lice are not a medical issue; however the school endeavours to support families in managing these pests and keep the prevalence of outbreaks to a minimum. The school can conduct head checks (a permission slip is sent home at the start of the year) parents are informed of any eggs or lice found and the recommended treatment. Eliminating head lice is greatly assisted by parents informing the school when their child has them so we can inform the rest of the school to be diligent and to check their child’s hair, weekly is recommended.

**Infectious Diseases**
Please seek advice from the school or the Health Department if you would like more information about infectious diseases.

**Minimum Period of Exclusion from Schools and Children’s Services Centres for Infectious Diseases Cases and Contacts**
The following table indicates the minimum period of exclusion from schools and children’s service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 — Schedule 6. In this Schedule 'medical certificate' means a certificate of a registered medical practitioner:

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Exclusion of cases</th>
<th>Exclusion of contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken pox</td>
<td>Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has ceased or until medical certificate of recovery is produced.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.</td>
<td>Exclude family/household contacts until cleared to return by the Secretary.</td>
</tr>
<tr>
<td>Haemophilus type b (Hib)</td>
<td>Exclude until medical certificate of recovery is received.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Until all blisters have dried.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes ('cold sores')</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>(HIV/AIDS)</td>
<td>Exclusion is not necessary unless the child has a secondary infection.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>

*Respect  Inclusion  Persistence  Enjoyment  Excellence*
<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Influenza like illnesses</td>
<td>Exclude until well</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by the Secretary</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least 4 days after onset of rash</td>
</tr>
<tr>
<td>Meningitis (bacteria)</td>
<td>Exclude until well</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until adequate carrier eradication therapy has been completed</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner)</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis</td>
<td>Re-admit the day after appropriate treatment has commenced</td>
</tr>
<tr>
<td>Rubella (german measles) (SARS)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well</td>
</tr>
<tr>
<td>Trachoma</td>
<td>Re-admit the day after appropriate treatment has commenced</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious</td>
</tr>
<tr>
<td>Typhoid fever (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by the Secretary</td>
</tr>
<tr>
<td>Verotoxin producing Escherichia coli (VTEC)</td>
<td>Exclude if required by the Secretary and only for the period specified by the Secretary</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Exclude the child for 5 days after starting antibiotic treatment</td>
</tr>
</tbody>
</table>

**Immunisation**

The School Entry Immunisation Certificate, issued to you by the local Health Department shows that:

- Your child has been immunised against measles, mumps, diphtheria, tetanus and polio.
- There is a good reason why your child has not been immunised
- Or you, as a parent or guardian, have undertaken to have your child immunised within the next six months.

Without this certificate, your child cannot, by law, be enrolled in any Victorian school. The Health Act, introduced in 1991, states that all children starting in primary school must have an immunisation certificate. If your child is not immunised, she or he will be excluded from school if there is a case of measles or diphtheria at the school.
Medication
If your child requires daily medication then generally the best place for him/her is at home. For legal reasons, the school staff are unable to administer medications except in exceptional circumstances. Parents are encouraged to administer medication during the day.

Emergency Services Information
<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE, AMBULANCE, POLICE</td>
<td>Omeo</td>
<td>000</td>
</tr>
<tr>
<td>HOSPITAL</td>
<td>Omeo</td>
<td>5159 0140</td>
</tr>
<tr>
<td>DOCTORS</td>
<td>Omeo</td>
<td>5159 0140</td>
</tr>
<tr>
<td>FIRE BRIGADE (fire only)</td>
<td>Omeo</td>
<td>5159 1321</td>
</tr>
<tr>
<td></td>
<td>Swifts Creek</td>
<td>5159 4333</td>
</tr>
<tr>
<td>POLICE</td>
<td>Omeo</td>
<td>5159 1222</td>
</tr>
<tr>
<td>KINDERGARTEN</td>
<td>Omeo</td>
<td>5159 1451</td>
</tr>
</tbody>
</table>

Emergencies
PLAN OF ACTION IN CASE OF BUSHFIRE OR OTHER EMERGENCY:

The SAFETY of all children at school is paramount. In the case of an emergency:
The Local Authority (Police) will be contacted to ascertain the extent of the emergency. If this Authority gives the all clear, children will be dismissed at the normal time in the normal manner.
If the Local Authority warns against the above (some or all of the pupils being dismissed), pupils will not be permitted to leave the school grounds except in the company of their parents or a person nominated as their emergency contact by their parents.
The children will be supervised at school until collected by their parents or other authority (e.g. Police, S.E.S, Red Cross, etc.)
If the school has to be evacuated, the pupils and staff will move to the Shire Hall, Day Street and the preceding guidelines followed.

Staff, as far as possible, train annually to upgrade C.R.P. qualifications.

Bushfires
Omeo Primary School is on the Department of Education bushfire At- Risk Register (BARR) which means our school is considered to be at bushfire risk. Our school is required to close on any CODE RED days. Notification will be provided as early as possible.

TEACHING AND LEARNING
Our Goals
To nurture the development of happy, responsible individuals and to ensure that all children reach their full potential academically, socially and emotionally so as to make positive contributions to school life, community and society.

Our Curriculum
The Victorian Curriculum F-10 is the curriculum for Victorian schools. It incorporates the Australian Curriculum and reflects Victorian standards and priorities. The curriculum is accessed from the Victorian Curriculum F-10 website.

Our Priorities
A new strategic plan will be developed by the end of 2018.
Our School Strategic Plan for 2015-2018 has highlighted the following goals for the school.

Respect  Inclusion  Persistence  Enjoyment  Excellence
To establish a whole school approach to teaching and learning where high expectations underpin all interactions and curriculum provision in all classrooms across the school.
To establish a safe and supportive learning environment catering for the needs of all children.
To establish a school identity which is student focused and supported by the local community.
Maximise resource allocation to achieve goals of Strategic Plan

Our daily timetable supports the delivery of the key learning areas in literacy and numeracy and is usually split along these lines.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.45</td>
<td>School starts - Classroom admin, handwriting or word work + Maths</td>
</tr>
<tr>
<td>10.15</td>
<td>Morning recess</td>
</tr>
<tr>
<td>10.45</td>
<td>Second session - The literacy block - reading and writing</td>
</tr>
<tr>
<td>12.45</td>
<td>Lunch</td>
</tr>
<tr>
<td>1.35</td>
<td>Afternoon session - Reading time - change of take home books and specialist subjects including Mates/ Art/ PE/ Garden</td>
</tr>
<tr>
<td>3.15</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

Literacy has a two hour focus daily while numeracy has one hour. Reading acquisition in the junior classroom is supported through the use of daily guided reading for small groups, allowing the teacher to monitor and target reading strategies, skills and progress closely. In the middle and senior grade 'independent reading' sessions consolidate and extend reading and comprehension skills with focused teaching and increased student engagement through self-selected reading material. Writing, spelling and grammar skills are the focus of the second literacy hour and often linked to reading, class units of learning and special events. Children are taught specific styles of writing depending on year levels.

Structures in place to support learning include:
- Regional focus on reading including CAFÉ and daily five – Comprehension, Accuracy, Fluency, expand Vocabulary.
- In maths we are working with problem solving as a key improvement strategy and part of a Professional Learning Community with Swifts Creek P-12 School and Nungurner Primary School.

Literacy is also supported by our well-resourced school library, and we have access to the East Gippsland Library in Omeo.

Assessment in Literacy and Numeracy is carried out at the beginning and end of the year, with teachers monitoring progress during the year as units are introduced and completed.

**ADDITIONAL PROGRAMS**

**Breakfast Club**
A healthy breakfast is available at school on Monday, Wednesday and Friday from 8.10 – 8.40am. This is a sponsored by Food Bank with senior children having a key role in assisting with the program. Having a good breakfast makes a huge difference to learning, any child can have breakfast.

**Camps**
Our Camp program includes
- Prep – tea at school, collect at 7pm. Approximate cost $5
- Grade One – tea at school and sleep over at school. $10
- Grade 2 – one night camp in the local area. Approx $30
- Grade 3&4 – a three day camp Approx cost $250
- Grade 5&6 – a 5 day camp Approx cost up to $400. This alternates between a city camp and outdoor initiative camp.

**Respect Inclusion Persistence Enjoyment Excellence**
Our camp in grades 3/4 and 5/6 are combined with Swifts Creek School to build social links between the students to assist with transition to secondary school.

**Kitchen-Garden Program**
The school has a productive vegetable garden made up of two vegie pods and one long open garden bed. This is run and supervised by a volunteer. Students, generally from Grades 3-6 are involved in the planting and maintenance of the gardens. At times the younger grades will be involved in activities in the garden. The Kitchen section involves students in small groups preparing and consuming recipes using either the school’s produce or what is in season. This is done in a safe and supervised environment at the school. This is also run by a volunteer. Parents/Community members are encouraged to volunteer to keep this program running.

**Library & Book Club**
The School Library is open regularly, and the children are encouraged to borrow. Books may be borrowed for a fortnight at a time and should be returned by the due date. Children are expected to use a library bag when borrowing. Library bags are available from the school. A Book Fair will take place in September. The school library benefits from sales, the greater the sales, the greater the percentage donated back to the school. A Scholastic Book Club also operates offering reasonably priced books. Order forms are distributed to children twice a term.

**Personal Development Grade 5/6**
The program covers physical changes, concerns and issues that are involved as they develop and may be delivered by our teachers with the support of Heather Daly, school nurse.

**Specialist Programs**
In 2018 our school offered visual art for 1.5 hrs and LOTE one afternoon a week. Specialist programs may vary from year to year.

**Sport**
Omeo Primary School understands the importance for our children to be active and physically fit. We provide school based classes in physical education. The school participates in a range of local sport events and with our neighbouring school Swifts Creek. We participate in shared events across the cluster providing additional sporting and social contact for our students.

Sporting School initiative allow us to offer additional activities with outside personal. This is grant related. In 2018 we participated in Bowls, basketball, table tennis and circus skills during and after school.

**Skiing Program**
In August a skiing program is offered for one day a week over four weeks. This program is depended on suitably qualified staff and community support. Students can attend all four days or elect to attend part of the program. Cost for this program in 2018 was around $100 per day.

**Transition to school**
All new prep children are encouraged to take part in a transition program where he/she will visit the school on a number of occasions to get to know teachers and the school environment. The transition from home to school or from kindergarten to school is assisted when parents:-
- provide a wide range of experiences for their children
- talk to their children about school and other happenings
- read to their children

*Respect  Inclusion  Persistence  Enjoyment  Excellence*
• are positive about school and teachers
• provide opportunities for their children to mix with and trust other adults
• look on school as a happy place

It is important to consider that each child is different. Some children will be just starting to handle writing implements while others will be writing their names. Some will want you to read to them while others will be beginning to read. Remember that both ‘the school and home’, ‘the teacher and the parent’, need to work together to ensure that your child has the chance to develop at his or her own rate.

If you are concerned about any matter or you have some questions, you are always welcome to come to the school to discuss it with the Principal or any of the teachers.

### Linking with our families at Omeo PS
### Contact with school / transition

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Event</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>Welcome BBQ and information session week 2/3</td>
<td>School families</td>
</tr>
<tr>
<td>March</td>
<td>Parent chat - exchange of information related to students</td>
<td>School families</td>
</tr>
<tr>
<td>June</td>
<td>Written report sent home at the end of term</td>
<td>School families</td>
</tr>
<tr>
<td>July/Aug</td>
<td>Information session / afternoon</td>
<td>New families</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Existing families</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Interested community</td>
</tr>
<tr>
<td>Sept</td>
<td>Parent chat - exchange of information related to students</td>
<td>School families</td>
</tr>
<tr>
<td></td>
<td>Transition brochure to families for following year</td>
<td>New enrolments</td>
</tr>
<tr>
<td>November</td>
<td>3 Transition sessions</td>
<td>New enrolments</td>
</tr>
<tr>
<td></td>
<td>1st to recess, 2nd to lunch, 3rd all day</td>
<td>Existing students</td>
</tr>
<tr>
<td>Dec</td>
<td>State wide transition whole day</td>
<td>New enrolments</td>
</tr>
<tr>
<td></td>
<td>Written report sent home</td>
<td>Existing students</td>
</tr>
</tbody>
</table>

Across the year communication between parents and teachers occurs at any time initiated by either teachers or parents. This is very helpful when there are celebrations, concerns or changes that can impact on the student with their learning or well being.

**Transition to Secondary College**

Our school works closely with Swift Creek P-12 School to provide a smooth transition from primary school to secondary school. Children participate in a number of transition experiences.

**Welfare**

The wellbeing of each individual is extremely important to us. A harmonious, co-operative school atmosphere fosters positive attitudes to learning, the development of social skills, a positive self-identity and the building of self-reliance. Our school links with Omeo District Health to support welfare particularly in the areas of speech and counselling.

Our school has a number of policies that relate to student welfare. These include

- Attendance
- Bullying
- Child Safety Standards
- Medical needs - including anaphylaxis and asthma
- Student wellbeing and engagement
In order to create and maintain a caring and supportive environment, we work hard to ensure that we support the well-being of each child, supporting his/her need:

- for safety & security in a predictable, orderly & non-threatening environment.
- to belong and to receive acceptance and approval from others.
- for positive self-esteem and to experience a sense of personal worth.
- to know and understand one's environment.
- to become a valued individual and to develop one's own identity.

Omeo Primary School supports children to accept responsibility and manage their own behaviour. We aim to: Foster in each person an awareness of themselves as an individual, a responsible member of a group and the community.

Promote, through example and guidance, the development of respect for oneself, others, property and personal belongings.

These aims are based on the assumption that all members of the school community should be able to

*be successful learners  *express their own opinion  *feel safe and secure
*be cared about  *have support from others  *be shown courtesy and respect
*care about themselves  *be heard  *make mistakes  *be happy

**BEHAVIOUR MANAGEMENT**

We expect that children will:

- allow teachers to teach,
- children to learn without disruption
- treat everyone fairly so that they feel safe in the classrooms and playground.

When individuals choose to behave in a manner that disrupts teaching and / or learning time, and / or results in members of our school community feeling unsafe they will be asked to move to another area in the classroom or school.

They will then need to develop a plan with strategies to address the behaviour before returning to the class or yard. All work is expected to be completed and if this is not done in class time then using break time to complete work will be expected. If behaviour is again inappropriate or disruptive the children will need to develop a new plan. Each plan can only be used once. Staff will support children through this process.

**What Happens When Behaviour Is Unacceptable?**

Should behaviour continue to be unacceptable or place others in danger, parents and guardians will be contacted and together we will establish a support group for the child. The student engagement policy will be followed and suspension may be used as part of this process.

**Process** Establishment of classroom expectations with students at the beginning of the year. These will link to our values and focus on the behaviour expected.

**When behaviour interrupts teaching and learning**

1. Reminder of expected behaviour
2. Warning that if behaviour continues removal will be implemented
3. Removal to another class
4. Written plan to be completed
5. Parents informed.

**Where behaviour causes harm:** immediate removal with plan. The child may work in another room until the plan is completed. Parents are contacted when a behaviour improvement plan is completed.
Prevention-
At the beginning of each year each classroom will develop a set of expectations that they agree to respect. It can include items such as: 'Put up your hand to speak during discussion and floor time, listen to and follow instructions, use your manners' etc. Classes will also discuss work presentation standards for quality work - e.g. ruled pages, no graffiti on book covers etc.

Yard expectations and areas for different types of play are outlined at the start of each year. All of these have safety at the core. E.g. Footballs on the oval or basketball court (wet grass time).

Sometimes children are over-sensitive to normal childhood interactions. These children take to heart little things that others don't even seem to notice. In order to be happy and successful, children must develop the ability to bounce back from negative experiences – i.e. they must learn to be resilient and put things into perspective e.g.' No one played with me today.' - could actually be 'I wanted to play tiggy with Betty but she was playing a different game today'.

PARENT INVOLVEMENT How can you help?
By understanding that learning to read, write, and understand maths is just like learning to walk and talk. Children learn to walk and talk slowly, making mistakes or unsuccessful attempts along the way. Parents support and praise children's first attempts at walking and talking, gently correcting and encouraging them as they develop the skills.

Learning to read and write is no different. Errors, by adult standards, will occur. We need to accept children's efforts to read, to draw or write as stages in learning. Trying new things and making mistakes as they go are essential to effective learning. Responsible risk taking is essential to learning and parents can support this by allowing children to have a go, recognise attempts, praise efforts and prompting further attempts.

Pause - give your child time to work it out
Prompt - remind them of strategies they could use
Praise - all attempts

When learning to read and write not everything has to be perfect - it is the process of learning that is important. By challenging themselves and making mistakes children refine the strategies that they are developing as effective and independent learners.

Be positive and praise work and effort.
Accept mistakes that lead to progress.

Role of the Parent
The parent knows his or her child better than anyone else, and your input and knowledge is welcomed and encouraged by the school. The education of students is a partnership where teachers and parents work together to meet the learning needs of the student.

Responsibilities of the Parent
Attendance: Ensure that the student attends regularly and is on time. It's not OK to be away or late! If your child misses school they often miss new learning and find work difficult to catch up on. Please let your child's teacher know if you are going to be away.
Programs: Assist teachers to set goals (short and long term) for your child. Follow up and support the student at home as discussed with the classroom teacher.
Information: Provide the teacher with all information relevant to your child so that we have a good understanding of his/her needs and how best to support them.

Respect  Inclusion  Persistence  Enjoyment  Excellence
Involvement: Show an interest in your child’s schooling. Visit or assist in the classroom wherever possible - you are welcome and encouraged to actively participate in your child’s schooling so please organise this with the teacher.

Praise your child for effort, a positive attitude and all success & achievement

Role of the Classroom Teacher
The classroom teacher has the primary responsibility for the education of each student. The classroom teacher is responsible for:
• developing a program to meet the student’s needs
• using teaching strategies that support his/her learning style
• evaluating and reporting upon the student’s progress
The principal and other staff will support the teacher in achieving this.

Community & Parent Input -
‘Working with Children Checks are required for adults working with children for many school activities’

This school welcomes community assistance; in fact many of our programs could not operate efficiently without this support. Parents and community members are welcomed and encouraged to assist in the classrooms, at special events or as School Council or Parents Club members.

Parents and community members are welcome in everything we do:
- Daily Classroom Activities
- Reading Helpers
- Special Events
- Library support
- Excursions
- Parents & Friends club
- Gardening
- Cooking
- Helping in the classroom
- Swimming
- Skiing and snow programs

Classroom support
Parents are welcome and invited to assist in everyday classroom programs. Many parents assist with literacy while others help out in Maths or the Arts. A ‘Classroom helpers’ program will be offered during term 1/ 2 and will provide information that will assist parents in supporting education of our children both at home and school.

Camps: Parents are sometimes needed to assist on school camps.

Excursions: Due to the prohibitive costs of transportation by bus for most class excursions, parents are sometimes called upon to transport children by private car. This method reduces costs and enables parents to take part in the wider learning experiences of their children. You must have comprehensive insurance and working with children check (WWCC) to transport other people’s children on school excursions.

Grounds and Gardens: The gardens are maintained and improved by the school community. We usually hold working bees during the year to tidy the gardens and grounds. Other assistance is appreciated at any time.

Library: Community involvement in our computerised Library is welcome and encouraged. Assistance is needed on a regular basis to help with Library resource maintenance and student/class borrowing. Please see the library co-ordinator if you would like to be involved.

Sport: From time to time it is helpful if parents with expertise in particular areas of sport can help out with coaching. In the past, this has been beneficial during the inter school competition games and during the athletics programs. If you would like to help, please contact the sports co-ordinator. Some sporting
events involving small groups outside Omeo may require assistance with transport. Parents with appropriately insured vehicles may be asked to help.

**Special Events**

Special occasions such as our book parade, sporting programs or fundraisers provide additional opportunities for involvement. Keep an eye out in the newsletter for information on these events.

**Parents & Friends**

The Parents and Friends Club is open to all parents. Regular meetings are held at the school and parents are notified through the weekly newsletter and Face book page of dates and times. PFC works to provide resources for the school. A representative from the PFC attends School Council meetings to keep them informed of activities. Parents have the opportunity to participate in the decision making processes at our school through their PFC via their representative on School Council.

Our PFC members are a hard-working and devoted group of people who help provide equipment and amenities for all the children in the school. The only way that they can function efficiently is with your encouragement. Please give them the support they need to function as an effective, positive and profitably part of our school community.

**School Council**

The Omeo Primary School Council has a constitution that allows for 6 parent representatives, 2 community member, 1 staff and the Principal. Meetings of the School Council are usually held at the School at 5.300 pm on the 2nd Wednesday, each month. The School Council is responsible for many areas of school operation. Elections are held each March for approximately 1/2 of these positions.

WE UNDERSTAND THAT MANY MUMS AND DADS WORK AND CANNOT BE REGULARLY INVOLVED AT THE SCHOOL. OUR AIM IS TO PROMOTE TWO-WAY COMMUNICATION WITH WORKING PARENTS SO THAT THEY CAN STAY IN TOUCH WITH WHAT IS HAPPENING AT SCHOOL.