Welcome

Eastwood Primary School extends a very warm welcome to members of our school community.

In 2014 we launched into the first stage of rebuilding our entire school. In 2015 the second stage of our rebuild commenced and careful planning has been undertaken to minimise disruption and we are operating smoothly in our temporary locations.

At Eastwood we actively promote a school/home partnership. Parents are encouraged to communicate regularly with us with regard to their children and opportunities for school community feedback are provided. We appreciate the fact that parents support us by reinforcing the values and skills which are promoted and developed at Eastwood. This alignment with the school assists in ensuring that children value their education and get the most out of their school experience.

At Eastwood we welcome and value parents’ participation in the life of our school, it is an important factor in making sure that the best possible learning outcomes are achieved by children. It also makes it possible to greatly increase the range of worthwhile activities we do at school. You can participate both formally and informally through:

• Parent helpers in classrooms
• Assistance with sport or athletics
• Participation in school excursions or whole school activity days
• Joining School Council or a School Council Sub-Committee
• Attending working bees to assist with ground improvement or help in the Community Garden
• Supporting social / fundraising events.
• Staying up to date with news about what is happening at school.

We are confident that you will enjoy your time at Eastwood and look forward to a long and happy association with you.

Rukshana Verzijl
Principal
General information

Office hours
8:30 am – 4:30 pm Monday to Friday.
9870 6103 – Message bank is available outside these hours to report absences and to leave a message during school holidays.

2016 Term dates
Term 1
First day of term: Thursday 28 January, Foundation (Prep) students start Friday 29 January.
Last day of term: Thursday 24 March (2:30 pm finish)

Term 2
First day of term: Monday 11 April
Last day of term: Friday 24 June (2:30 pm finish)

Term 3
First day of term: Monday 11 July
Last day of term: Friday 16 Sept (2:30 pm finish)

Term 4
First day of term: Monday 3 October
Last day of term: Tuesday 20 December (1:30 pm finish)

School times
8:45 Yard supervised by school staff
8:50 Music signal – Children make their way to class
9:00 Session 1 & 2
11:00 Morning recess
11:30 Session 3 & 4
1:30 Lunch eating
1:40 Lunch recess
2:30 Session 5
3:30 Dismissal of school

Foundation Students do not attend school on Wednesdays during the month of February.

Days to remember
Mondays 3:00pm: School Assembly, held in the Ray Symons Centre
Tuesday: School Banking
Wednesday: Miss Peppercorn Online Lunch Orders
Thursday: Newsletter (Epsilon)

Keeping in touch
Epsilon, the fortnightly newsletter, contains important dates and interesting items of school and community news. It is sent out to every family through Compass. Limited hard copies are available for those unable to access the internet.

The school’s website has up to date information with all events on the calendar www.eastwood.vic.edu.au
Facebook – Ask to join our Facebook page for up to the minute information
Community contacts
Principal  Rukshana Verzijl  9870 6103
Email: verzijl.rukshana.r@edumail.vic.gov.au
Assistant Principal  Marie Beale  98706103
Email: beale.marie.m@edumail.vic.gov.au
Deaf Facility  Simon Shepherd  9870 6105
Email: shepherd.simon.a@edumail.vic.gov.au
Class Teachers  Send a note or ring the school office for an appointment.
Teachers will be pleased to discuss any school issues and provide assistance.
School Council  A contact list of council members is in each issue of Epsilon.
Class Parent Representatives  Listed in Epsilon at the commencement of each year.
School email  eastwood.ps@edumail.vic.gov.au
School website  www.eastwood.vic.edu.au

Compass is the student management system we are using to manage student information. A guide to using Compass, for parents, is available on our website. You should have received a letter providing family logon details and we encourage you to go online and check out your child’s profile page. To start the ball rolling we have introduced parent access to three functions: Attendance, Events and Newsfeed. These are outlined below.

Compass – attendance
If your child is absent, or going to be absent, you can give approval for this on the day, in advance or after the absence, by going online and adding an approved absence. This information will go directly to the classroom teacher and will remove the need for you to write notes explaining your child’s absence.

Compass – events
You will be notified that there is an event for your child and when you log on you will be able to provide approval and pay for this incursion.

Compass – newsfeed
Epsilon, our newsletter, and Calendar will also be sent to you via Compass. You will be notified of its availability through Compass.
If you are having trouble with any of these functions, check out the guide online or call the office for additional support.

Out of School Hours Care Program
The School offers an Out of School Hours Care Program run by After The Bell Aus Pty Ltd from 7:00 – 8:45 am and 3:30 – 6:00 pm throughout the school term.
Child care is also available on Pupil Free Days from 7.00 am – 6:00 pm numbers permitting.
For all enrolment and booking information, please contact After The Bell Aus Pty Ltd on 98710344 or http://www.oshcare4kids.com.au.
Eastwood Deaf Facility

Eastwood Deaf Facility has been part of Eastwood Primary School since 1992, the first Primary Deaf Facility of its kind established in Victoria. Our deaf and hearing impaired students are actively involved in all aspects of the school curriculum, participating fully in classroom and specialist programs. We have a range of oral, sign support and Auslan students at our Facility currently.

Students are supported in their learning by Teachers of the Deaf, who work alongside classroom teachers to provide rich, diverse learning experiences for all students.

All Facility students have an Individual Learning Plan provided by their Teacher of the Deaf and participate in withdrawal time daily to reinforce and extending their knowledge in a range of curriculum areas as well as access to a qualified Speech Therapist and regular visits by Australian Hearing Service.

Facility students are afforded the same opportunities as their hearing peers and are encouraged to apply for a range of leadership positions that the school offers.

Auslan is provided as our LOTE, which all Eastwood students learn. This has strengthened the connections between the Facility and mainstream students.

Student learning

Teaching teams work closely together to plan and deliver curriculum. Planning of Literacy, Numeracy and Integrated Units of work enable teachers to meet the learning needs of all children. Teaching approaches, strategies and assessments are comprehensively planned to maximise student learning.

Teachers often teach in teams sharing responsibilities for a range of student groups both within and across classes. Students benefit from a range of support and expertise.

Australian Curriculum & Victorian Essential Learning Standards (AusVELS)

AusVELS outlines the curriculum for all students from Foundation to Year 10 in all Victorian schools. AusVELS describe what students are expected to know and be able to do at different stages of learning.

In order to implement the standards an integrated approach is used with teachers planning programs and units of work which address one or more areas of the curriculum.

English and Mathematics

English and Mathematics are the foundations of all learning across all levels of the school.

All children are assessed by their class teachers early in the school year. This helps to determine each child’s English and mathematics needs and ensures that plans are made to meet the individual learning needs of all children.
A daily English session is timetabled to provide maximum opportunity for children to master the basics of speaking and listening, reading and writing. In our structured classroom program, literacy skills are taught according to the learning needs and readiness of the children.

The literacy progress of children is monitored continuously, to ensure that learning tasks are planned to meet individual needs, and that children who require additional assistance are identified.

The Mathematics program provides students with essential mathematical skills and knowledge in Number and Algebra, Measurement and Geometry, and Statistics and Probability. It develops the numeracy capabilities that all students need in their personal, work and civic life, and provides the fundamentals on which mathematical specialties and professional applications of mathematics are built.

**Foundation to Year 2**

Eastwood recognises that children’s learning and development takes place in the context of their families, and that families are children's first and most important educators. Building relationships with families from the very beginning of their time at Eastwood is vital to a successful seven year partnership.

The Walker Learning Approach in the Foundation-Year 2 program provides authentic personalised learning that is effective across all cultural, economic, geographic, religious and social spectrums. It brings deeper levels of engagement to children in meaningful and relevant ways that enhance academic skills as well as developing skills for life, particularly in areas of social and emotional development, resilience, self esteem and independence.

**Years 3 to 6**

As students move to the middle and senior classes teachers use a range of standard curriculum options to develop and provide education programs that are meaningful for students. By accessing a wide range of educational resources teachers select appropriate teaching and learning resources, set homework that supports classroom learning, undertake a range of student assessment and reporting activities to support the learning of each individual student in their class.

English and Mathematics continues to provide the foundation of all learning across all learning areas.

**Assessment and Reporting**

Assessment and Reporting are essential elements of the learning and teaching process and are vital to the way students think about themselves and are engaged in the process of learning.

Assessment is the ongoing process of gathering, analysing and reflecting on evidence to make informed and consistent judgements to improve future student learning.

Reporting is the process by which information on student achievement, including plans for their future learning, is communicated to students, parents and other teachers.

The Assessment and Reporting program enables parents to be fully informed of their child’s progress.
Elements of the program are:
• Informal afternoon sessions early in the school year to come and visit classrooms and meet your child’s teacher
• Written reports at the end of terms two and four
• Three Way Conferences (Parent, Teacher & Student) meetings held in July and December to discuss student progress, areas for development and goal setting

Students in years 3 & 5 participate in NAPLAN the National Assessment Program: Literacy and Numeracy in Term 2 with results available for parents at the end of Term 3.

Specialist Programs
At Eastwood Specialist Programs are provided in:
• Visual Arts
• Performing Arts
• Language Other Than English – Auslan (Australian Sign Language)
• Physical Education

eSmart
Eastwood Primary School is working towards accreditation as an eSmart school. That means Eastwood is a school where the smart, safe and responsible use of information and communications technology is a cultural norm. Students, teachers and the wider school community are equipped to embrace the best these technologies can offer, while being savvy about the pitfalls. Each term students are involved in lessons that help to teach the skills they will need.

Eastwood has incorporated into all classes across the school a 1:1 tablet program. Families and students are strongly encouraged to bring their own devices to school to enable sharing of work and the continuation of learning.

Student support services
The student support services program provides access to specialist learning and health support in all Victorian Government Schools. Specialist staff include educational psychologists, social workers, school nurses, student welfare coordinators, speech pathologists, visiting teachers and curriculum consultants.

Koorie students
Eastwood is committed to delivering the best possible education to Koorie students. The Wannik Strategy, Learning Together – Journey to Our Future includes more Koorie support workers our school and the redesign of roles and responsibilities to ensure high level support for individual Koorie students and their families.

Classroom helpers
Parents are encouraged to assist in classrooms helping teachers and students in many very practical ways. These can include, but are not limited to hearing children read, helping in the classroom with small group or individual activities, making and/or organising resources, helping on
excursions, assisting in the running of sports programs etc. See your child’s teacher to find out how you can assist.

**Student wellbeing**

Within the school structure we have a clearly articulated Student Wellbeing and Engagement practice. It is broken into Primary Prevention and Early Intervention and Restoration. In each of these areas we have a number of strategies.

**Kids Matter Primary**

In 2015 Eastwood Primary is introducing Kids Matter Primary. Kids Matter is a mental health and wellbeing framework for primary schools and is proven to make a positive difference to the lives of Australian children.

Kids Matter Primary provides the proven methods, tools and support to help schools work with parents and carers, health services and the wider community, to nurture happy, balanced kids.

Within this framework Eastwood will continue to provide support for students, parents and carers through our Chaplaincy and Kids Hope program.

**Behaviour Management**

Behaviour Management at Eastwood includes:

- Support to assist students in making more positive choices for themselves
- Involvement of parents in the discipline process
- A consistent clearly stated sliding scale of consequences for behaviour choices.

**Payments and forms**

**Parent payments**

At Eastwood we ensure that all communication with parents is clear and payments are fair and reasonable. Payment requests, letters or invoices for student materials and services charges are accompanied by the following information:

- Parent/guardians are required to provide essential education items for their children, and they have the option of purchasing these through the school
- The availability of alternative payment options by negotiation with the school.

Our preferred method of payment is by credit card through Compass. You will be notified by email when payments are required.

If you do not have access to internet or a credit card, please place money and forms in a secure envelope. This envelope needs to be clearly marked with the reason for payment, your child’s name and their room number.

**Excursions and extra-curricular activities**

A Term Learning Activity Fee will be sent to you via Compass at the beginning of every term. This will outline the specific activities for that term and the cost involved. It is important that parents ensure payment
is made by the due date. This will enable your child to participate in all of the activities.

Support for families
If you are having difficulties meeting the costs of uniforms, excursions and term learning activity fees please speak to the Principal or Assistant Principal, as we may be able to assist in some way.

Camps Sports Excursions Fund (CSEF) is available for parents/guardians who are eligible for a HealthCare card. Applications for CSEF are processed at the beginning of each semester.

Permission forms/notice
Permission forms/notice give information regarding specific activities and are sent via Compass prior to the activity or excursion taking place. Students cannot participate without the permission of their parent or guardian. Please ensure that this is completed by the due date to avoid your child being unable to participate.

Absence, punctuality and illness
It is important that parents notify the school of absences which occur. This can be done through Compass or by ringing the school office on 9870 6103. The Department of Education and Training requires that all absences are explained, this is a legal requirement.

Punctuality is a social value to be developed and encouraged. It is a school expectation that your child will arrive between 8:45 am and 9 am and will be ready to commence the first lesson which begins promptly at 9 am.

Accidents and illness
Children are supervised in the school grounds from 8:45 am until 3:45 pm each day. It is unwise to deliver children to school at a time when they will not be supervised in the playground.

At the end of the day students are expected to leave the school ground and go straight home.

At Eastwood every effort is made to avoid accidents, however, in the event of an accident we provide necessary first aid for the child’s welfare. If further medical assistance is required every endeavour will be made to contact you.

You can help in this regard by ensuring that we always have up to date telephone contact details for both parents and an emergency contact person. Please inform the office when changes occur in employment and/or telephone numbers.

Illness
Whenever a child becomes ill at school, he/she will be cared for while a parent or emergency person is being contacted to take charge of him/her.

Parents are asked to leave any medication to be taken during the day at the office and complete a medication plan. All medications should be placed in a sealed envelope with the child’s name, date and dosage written on it.

It is expected that no child will be sent to school while suffering from contagious diseases, vomiting, diarrhoea, fever etc.
Please keep children home until they are well enough to participate in learning programs.

**Children’s health**

If your child has any of the following illnesses please contact the school office as soon as possible. Children should stay away from school if they have contracted:

- **Chicken Pox** Until recovered. Some remaining scabs are not an indication for continued exclusion.
- **Mumps** Until fully recovered.
- **Rubella** Until fully recovered and at least four days from onset of the rash.
- **Impetigo** Until treated and covered.
- **Measles** For at least seven days from the appearance of the rash or until a medical certificate of recovery is produced.
- **Head Lice and Nits** Unfortunately lice and nits are very prevalent in schools at times and affect all children. Be ever vigilant and please notify the school if your child does become infected.

**Immunisation Certificate**

Children who begin school require an Immunisation Certificate. Children who are not immunised should be excluded from school if there be an outbreak of measles, diphtheria, polio or whooping cough.

State and Federal immunisation programs are conducted by the Maroondah City Council Health Department. All personal records of immunisation are kept with the Australian Childhood Immunisation Register [http://www.humanservices.gov.au/customer/subjects/immunising-your-children](http://www.humanservices.gov.au/customer/subjects/immunising-your-children).

**Physical and medical conditions**

Please notify the school immediately of any physical defects in sight, hearing or conditions such as anaphylaxis, diabetes, asthma or epilepsy. This will ensure adequate safeguards to be taken to protect the health of your child. Specific medical plans are required for some illnesses.

**School injuries and insurance**

Department of Education and Early Childhood Development does not hold accident insurance for school students.

Parents and guardians are responsible for paying the cost of medical treatment for injured students, including any ambulance / transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health fund, you may also be able to claim transport or other expenses from the fund.

**Lost property**

We encourage children to take personal responsibility for their own clothing and property. All lost property is placed in a basket in the Ray Symons Centre, named items will be returned to the owner.
Healthy lifestyles

Eastwood Primary School has a dedicated commitment to promoting a healthy lifestyle within our school community. This encompasses physical activity, healthy eating, care and concern for others and respect for differences.

Health is incorporated into the curriculum across all year levels in the school, our physical education program and as a part of special celebrations in the school. Eastwood is involved in the Sustainable Schools program, which aims to decrease our use of all resources and promote recycling and reuse of resources whenever possible.

Research has shown that good nutrition is essential for optimal learning, concentration and focus and normal growth and development.

Our healthy living advice is:

• Keep active every day – walk to school, ride your bike, play a sport, fly a kite, playing with the family pet, kick the footy, get outside and be active
• Eat good food, follow the 2 fruit/5 veg. rule, choose foods low in fat, salt and sugar
• Treat chips, lollies, soft drinks, cakes and sweet biscuits as only occasional foods
• Know what is in your food – learn about reading labels for fat and salt content, artificial colours and flavours, and so on
• Go natural and eat less processed and packaged foods
• Stay happy, and care about other people.
• Some good resources to look at for advice about healthy living include:
  • Nutrition Australia [www.nutritionaustralia.org](http://www.nutritionaustralia.org) They have pamphlets and booklets as well. Call 03 8341 5800.
  • Your local library
  • Your local Maternal & Child Health nurse is a great resource for info, as is your local doctor.

Rubbish free lunches

In our effort to reduce litter around the school and use sustainable practices we are Rubbish Free! We ask families to use lunchboxes with compartments to separate food so wrappings are not needed. Wrappings, fruit peelings and uneaten food will be returned home.

Canteen

An Online Canteen service is provided for the school community on a Wednesday lunchtime.

Please go to the following website to set up an account and order and pay for your lunch online: [https://www.misspeppercorn.com.au](https://www.misspeppercorn.com.au).

Walking to school

We encourage all children to walk to school, and for the younger children to do so with an adult. Not only are there health benefits from this, but it reduces traffic congestion around the school.

Riding to school

At Eastwood children who are in Year 5 and 6 may ride a bicycle to/from school after written authority from their parents/guardians is provided.
to the Assistant Principal. This is to avoid students riding to/from school without their parents’ knowledge. Students who ride to school must wear an approved bicycle helmet and follow road safety rules.

**School Council**

School councils play a key role in the running of government schools in Victoria by:

- Engaging the local community in the life of the school
- Setting the vision, strategic direction and identity of the school
- Ensuring sound governance of the school
- Reporting annually to the school community on the activities of the school.

Elected Members of School Council are expected to attend one evening meeting of the whole council each month. In addition they attend at least one meeting of a particular sub-committee per month, or as necessary.

School Council membership brings with it a responsibility to work in the interests of all students in our school community. Council membership is a rewarding way to share expertise and participate in an important aspect of school life.

**Sub-Committees**

Sub–Committees are convened by a member of School Council and rely on parent and teacher involvement to be effective.

- **Grants**  This committee includes general communication with community groups and looking at grants. The subcommittee pursues and oversees grants that Eastwood may be able to access.
- **Policy**  This committee has as its focus on School policy updates and reviews.
- **Environment**  This committee primarily looks at outdoor environment aspects and those where students and the broader school body can be involved.
- **Eastwood Parents & Friends (EP&F)**  Overseas fundraising and organization for the whole school, with parent involvement.
- **Facilities**  This committee predominantly oversees the building and grounds programs of the school
- **Health and Wellbeing**  The committee reviews health and wellbeing of students from food and health eating options to uniforms.
- **Finance**  School finances.
Uniform

A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. The uniform dress code states the expectations Eastwood Primary School Council and community holds with regard to student appearance. This code will apply during school hours, while travelling to and from school and when students are engaged in school activities out of school hours. The Eastwood student dress code takes precedence over student’s individual preference in matters of dress. In the establishment of this Dress Code, issues such as expenses, health and safety and equality have been considered.

It is important that our students present their uniforms in a manner that reflects positively on themselves and their school. Teachers are vigilant in monitoring this important area.

Please note
All tops must carry the school logo. Appropriate footwear must be worn at all times. This includes: shoes/boots (lace up or Velcro tab), runners (sports shoes) and enclosed toe sandals.

Open footwear is not permitted on safety grounds.

The wearing of runners is encouraged for all sporting activities.

Exclusions to Dress Code
Items of clothing that are not suitable for school wear include:
Denim jeans, denim dresses and denim jackets, baseball caps, beanies (except during winter months), thongs, moccasins, rubber boots (unless for camps or excursions).

While there are no specific requirements in the areas of jewellery, hair colours/styles and make up, students are expected to exercise common sense and be mindful of any health and safety aspects in regards to hairstyles and the wearing of jewellery.

Parents will be notified in writing when a student is out of uniform and asked to ensure that their child is attired in accordance with the Eastwood Primary School and Deaf Facility uniform policy.

All clothing and the school bag should be clearly marked with your child’s name.

In accordance with our Sun Smart Policy all students are required to wear an approved school hat during all outdoor activities. New Eastwood uniforms can be purchased from:
Primary School Wear (PSW)
Unit 8A, 51 Lusher Road, Croydon Victoria 3136
Phone (03) 9725 4664
www.croydon@psw.com.au

Items of second hand uniform can be purchased, at very reasonable prices, from the School Uniform Shop in the First Aid Room. Opening dates and times are advertised in Epsilon.

Donations of pre-loved second hand uniform items, in good condition, are welcomed to provide stock for our uniform shop.