

# CLAYTON NORTH PRIMARY SCHOOL

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# Information Handbook

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# CLAYTON NORTH PRIMARY SCHOOL

Dear Parents,

May I take this opportunity to welcome you and your child to Clayton North Primary School.

I trust that your time here will be a most pleasant one and that it will be followed by a happy and rewarding primary school education for your child.

This booklet contains information that will help you and your child throughout the coming year, by providing answers to many of the questions you may want to ask. Please feel free, however, to contact the school if you have any queries that are not covered in this booklet.

I look forward to working with you and your child/children in the years to come.

Yours sincerely,

Bernie Parks,  
Principal

# SCHOOL PROFILE

Clayton North Primary School is a State Government funded school located in Clayton, Victoria. The school services a mixed residential and industrial area featuring a range of established homes and a high level of rental accommodation. The school draws many children from families in which parents are studying at Monash University. The location offers access to a selection of Government and private secondary schools and kindergartens. Good community facilities, including recreation parks, are in close proximity.

The school is currently undertaking a rebuilding program. A new administration facility was completed during 2000 and four classrooms, a media centre and a multipurpose building were also completed in 2002. A third development of three new classrooms, some external building development, related landscaping and car parking is currently progressing.

The School has a proud tradition of service to its community, is responsive to its needs and is known for its commitment to children. The school is also recognised for its sporting achievement and provides a comprehensive program in visual and performing arts.

The *School's Mission* is: 'To provide a safe and secure environment where all students are valued, encouraged, supported, and challenged in to reach their potential. This is achieved in a social environment founded on the School's Values of: care, acceptance, respect, responsibility, self-reliance, teamwork and honesty.

The *School's Vision* is as follows:

- All staff valued, encouraged, supported, and challenged in their lifelong learning journeys.
- Students and staff finding enjoyment in learning, and the recognition and recognition and celebration of achievements.
- Every student supported whilst growing in self-esteem and developing resilience and self reliance.
- Students and teachers, together, will be constantly engaged in analysing their learning situation and developing improvements.
- Staff highly committed to their roles and professional growth.
- Students becoming lifelong learners, developing values, habits and cooperative behaviours that will sustain them long beyond their schooling years
- Our school enjoying continued success through continual improvement of the efficiency and effectiveness of classroom practice, school leadership and management processes
- Increasing involvement in the life of the school, by the students, their parents and other supporters of the school system
- Parents as being highly satisfied, appreciative and supportive of the school.
- Confidence in the school within the wider community.

Clayton North's students travel from a wide geographical area and come from families with varying cultural and socio-economic backgrounds. Over 70% are from non-English speaking backgrounds thus enriching the cultural diversity of the school. Transience is a major factor that impacts significantly on the school as up to 35% of children leave the school during any one year, yet student enrolment remains constant.

Teachers offer a wealth of experience and enthusiasm and are proud to be associated with the school. Learning programs which integrate the use of information and communication technologies are designed by teacher teams with diverse experiences, which enhance the quality of learning in every classroom. Staff demonstrate a commitment to professional learning and willingly accept the challenges of curriculum improvement and the adoption of innovation.

Teachers provide exemplary role models through their relationships with colleagues, parents and children.

Learning programs to attain curriculum goals are conducted in eight areas:

English; Mathematics; The Arts; Science; Technology; Studies of Society and Environment; Health and Physical Education, and Community Language and Cultural Studies

These programs provide a developmental learning continuum which is supported by a multi-age learning environment throughout the seven years from Preparatory Year to Year 6. Our aim is to soundly prepare children for transition to secondary education. Students with special talents, or who require additional support, are assisted within the classroom and by special focus programs such as Reading Recovery, English as a Second Language and Literacy Intervention.

The school promotes an harassment-free environment for students and staff, and principles of employment merit and equity are valued and applied.

Parents are invited to work in partnership with staff to enhance students' opportunities through developing greater understanding of, and shared responsibility for children's learning.

## **SCHOOL GOALS**

### **Curriculum Achievement**

- To ensure that all students develop appropriate levels of literacy and numeracy as measured against Like School and Statewide Benchmarks.

### **Curriculum Provision**

- To provide a developmental, balanced and challenging curriculum that promotes excellence and enhances learning outcomes for all students.

### **Environment**

- To provide a safe, secure learning environment where the school values of care, acceptance, respect, responsibility, teamwork, self-reliance and honesty are paramount and where all stakeholders are focussed on providing optimum learning opportunities for all students.

### **Management**

- To develop an effective and enthusiastic learning community to support staff in developing pedagogical and leadership skills which ensure the realisation of the schools goals and priorities.

### **Resources**

- The provision of resources which reflect School priorities and focus areas thus enabling effective implementation of curriculum and improved student learning outcomes.

# School Personnel

<b>Principal</b>	Bernie Parks
<b>Assistant Principal</b>	Greg Richards
<b>Administration</b>	Laureen Milligan, Rebecca Tatman
<b>Teachers</b>	Heather Bourke Liam Brown Karen Cross Laura Ellem Luci Hill Mary Kershaw Kathy Mahar Bronwyn McIntyre Anna Nicholls Geraldine O'Brien Steve Ramsey Heather Scott Kristen Schultz Jenny Woodward
<b>Computer Technicians</b>	Craig Orr, Nick Hubert
<b>Integration Aide</b>	Pippa Keating
<b>Literacy Aide</b>	Emma Trevisan
<b>Speech Pathologist</b>	Patricia
<b>Guidance Officer</b>	Kerry Browne
<b>Out of School Care</b>	Sarah Trevisan, Robyn Payne, Sheryn Ramsey
<b>Cleaner</b>	Les Smith

## **Term Dates 2005**

**Term 1** Thursday, 27<sup>th</sup> January - Friday, 1<sup>st</sup> April

Easter: 25 March – 28 March

**Term 2** Monday, 18<sup>th</sup> April - Friday, 24<sup>th</sup> June

**Term 3** Monday, 11<sup>th</sup> July - Friday, 16<sup>th</sup> September

**Term 4** Monday, 3<sup>rd</sup> October - Wednesday, 21<sup>st</sup> December

## **SCHOOL COUNCIL**

School Council meetings are held monthly. The School Council is the major body responsible for the operation of the school. As well as being responsible for determining the general education within the school, the Council is also responsible for all school policy decisions monitoring school finances, minor building and ground works and participation in the selection of the Principal.

Parents are urged to contact either the Principal or School Council members about any matters which are within their power.

Currently the membership of the Council is made up as follows -

President - Kym Goodwin

Vice President - Linda Crawley

Treasurer - Nigel Sheridan

Secretary - Greg Richards

Members - Judi Payne, Sunitha Susan, Franca D'Anelo, Robert Dixon, Karen Cross

Executive Officer - Bernie Parks

Elections are held each year for the Council in February/March, with appointments being made for a two year period. Half the members retire each year.

## Junior School Council

The Junior School Council is made up of a boy and girl from each class elected by their classmates. J.S.C. offers advice to School Council giving the children's point of view.

## SCHOOL HOURS

Bag Bell	8:50am
School Commences	9.00am
Morning Recess	10:40 – 11:10am
Lunch Recess	12:50 – 1:50pm
School Dismisses	<b>3:30pm*</b>

\* Assemblies are held each Monday afternoon from **3:00 – 3:25pm.**

\* **Please note: School dismisses at 2.30pm at the end of term.**

It is required that children always be punctual for school. 8.45am is the best time, so that they have adequate time to prepare for the day.

The school grounds are supervised by teachers from 8.45am to 9.00am each morning, at recess times, and after school until 3.45pm. Parents are therefore requested to ensure that their children are not in the grounds outside these times.

Lunches are eaten in the classrooms from 12:50pm – 1:00pm under the teacher's supervision.

## Punctuality

From their first days at school children should be encouraged to acquire the habit of punctuality. Ideally, every child should be at school at least 10 minutes before the start of school.

It is the responsibility of each child to respond to the music and subsequent bell and return promptly to the classroom at the end of each recess.

## Early Dismissal / Late Arrival

If an occasion occurs when you want to take your child earlier than the normal time, it is required that you notify the office, sign the Children's Early Dismissal Register, and the Visitor's Register before collecting your child from the classroom.

If a person other than a parent is calling for the child, the school **must** be notified in writing or by telephone in advance.

If your child is arriving later than normal commencement time they must report to the office to receive a late pass and parents must supply a note to the class teacher explaining the child's lateness.

## Staff Development Days

Certain days are designated as Staff Development Days for Teacher In-Service, Professional Development and Policy Planning work. Children do not attend school on these days. Adequate notice is given to parents through the newsletter and by a special note as required.

## Out of School Hours Care Program

The School currently runs an Before and After School Care Program. The Programs run from 7:30am to 8:45 am and 3.30pm to 6.30pm. The children are provided with breakfast/afternoon tea and participate in a range of fun activities. Information regarding enrolment and cost can be obtained from the School office. Staff Development Day Care is also available.

## Visitors' Policy

As an extra safeguard for your children, all adults who visit the School are required to register at the office, sign the Visitor's Register and wear an identification badge for the duration of their visit.

It is not intended to have parents register at 9.00am or 3.30pm when dropping off or picking up children, but at all other times it is necessary to do so. This enables both staff and children to readily identify visitors who have permission to be at the School, from those who do not.

Signs are posted around the School requesting visitors to report to the office. Your co-operation with this policy is necessary.

## UNIFORM

The wearing of school uniform is compulsory. Our school uniform, in the school colours of green and gold, may be purchased at the school. The uniform shop is situated in the administration building. The School Council has implemented a Sun Smart Policy requiring all children to wear sun hats in term one and term four. Please note that only school caps and hats are to be worn.

It is important that all items of school uniform are **named clearly**, especially hats and windcheaters. This enables us to return them to their rightful owners.

Children with pierced ears are required to wear sleepers or studs. Long, drooping earrings are considered dangerous and inappropriate for school.

Please note that open toed shoes are not permitted to be worn at any time.

The Uniform Shop is open at the following times:

Tuesday : 8:30am to 9:15am

Wednesday : 8:30am to 9:15am

Thursday : 8:30am to 9:15am

Friday : 8:30am to 9:15am

Current Uniform pricelist and order form available at the office.

# SCHOOL REQUIREMENTS

## School Charges

For 2004 the **Booklist/Materials** charge is **\$120.00** per child. This charge is required to cover the cost of materials to be used by your child/children.

The School Council has set this charge in line with Department of Education, and Training Policy which requires parents to provide or meet the cost of materials and equipment required for their child's education.

The School Council has for many years chosen to use its bulk purchasing power to pass on savings to parents. This allows us to offer cheaper charges than other schools and also ensures that all children have exactly the same materials.

The charge of **\$120.00** covers the cost of exercise books, rulers, pens, pencils, textas, art materials, folders, book covers, photocopying, laminating and publishing etc. that your child will require for the year.

School Council expects every parent to pay this amount.

The **Information Technology Component** is set at **\$40.00** per child. The School Council believes that the current level of government funding is not sufficient to maintain the high standard of equipment which our children enjoy at Clayton North.

## Education Maintenance Allowance

The Government also provides an Education Maintenance Allowance to parents who hold a current Commonwealth Health Card. This money is provided to assist parents with their children's educational expenses such as requisites and excursions.

This allowance can be claimed through the School Office and will be mentioned in the newsletter when it is time to apply.

## Excursions, Camping and Swimming Programs

The cost of these activities are additional to the Booklist/Materials charge.

All children are expected to attend organised activities as they form a very important part of the educational program. Notices regarding details, costs and permission are forwarded home prior to the activity.

## Additional School Requirements

Parents are requested to supply the following articles -

1. One art smock - full covering with elastic cuffs – now available at the uniform shop.
2. A cloth bag - (approx 400 x 300mm) for library and take home books.
3. Sneakers/Runners for Physical Education.
4. Handkerchief to be brought daily.

\* A spare pair of briefs/underpants in a plastic bag (named) for young children may be advisable.

Your child will occasionally misplace clothing at school. To assist in the recovery of windcheaters, jumpers etc., please make sure that your child's belongings are all named.

## School Records - Emergency File

It is **essential** that our records containing your address, telephone number, emergency contacts etc. are always kept up to date. Whenever you have a change of address or change of phone number at home, work or neighbour contact, please inform the office.

## Absences

If your child is going to be absent for more than one week please 'phone the school to let us know. Please don't 'phone the school for a short absence. A note indicating the reason for absence is required by law at the end of any absence.

## Money at School

Children should bring all money to school for excursions etc. in an envelope which has the child's name, grade and excursion or event title written clearly on the envelope. Cheques should be made payable to '**Clayton North Primary School**' (unless otherwise notified - eg. Book Club, school photos). If children have extra money for bus fare it should be handed to the class teacher for safekeeping. We cannot be responsible for money left in bags, tubs or pockets. All monies should be handed to the class teacher first thing in the morning.

## Jewellery and Valuables

Children should not bring jewellery or other valuable items ie. walkmans etc. to school. The school cannot take responsibility for the loss or damage of such items.

## Transfers

Should you require a transfer to another school because of change of address, please give advance notice where possible. We request you inform the office or send a written request, so complete information can be prepared for the new school. A transfer note will be sent to the new school.

# HEALTH AND SAFETY

## Immunisation Certificate

Each child enrolling for school must have an immunisation certificate. Immunisation is not compulsory, but a child must have a certificate indicating whether or not the child is immunised. The certificates are issued by local Councils. Photocopies of child health records, letters from doctors etc., are not suitable. This information identifies unimmunised students who, in the event of an outbreak, will be excluded from school.

## Health

Regular attendance at schools is most important. Your child's schooling is of prime importance to us, and unnecessary absenteeism will hinder his or her progress. However, home is the best place for a sick child. It is unfair to other children and teachers to send a child who is obviously unwell to school.

The school does its best to look after children who become ill at school, but our facilities are limited. It is also inadvisable to send back to school a child who is still recovering from an illness.

Please let the school know if your child is -  
Asthmatic    Diabetic    Epileptic    Allergic

## Personal Child Safety

Ensure your child knows his/her full name, address and telephone number. Instruct him or her in the safest and quickest way to school and home. Parents depositing or picking up children within the school environs are reminded to heed the traffic regulations and to proceed with the utmost caution. Children need to be constantly reminded of the danger of speaking to strangers or accepting rides with them. Parents are asked to discuss the school rules with their children. Due to the major roads and large volume of traffic, the riding of bikes to school is strongly discouraged.

## Accidents and Illness at School

Minor ailments and injuries are treated at school. However if the symptoms are more serious, parents will be contacted so that the child may be taken home for treatment. In an emergency, or where parents cannot be contacted, the child will be taken to a doctor or hospital by teacher's car or ambulance if warranted. Parents are liable for any medical fees involved.

**NB:** It is vital that the school has the correct emergency contact phone numbers.

## Health Checks

A nursing sister from the School Medical Service annually screens all prep children and any children referred by class teachers for vision, speech or other related problems. If your children are ill, please do not send them to school. If they have any of the following infectious diseases they are required by the Department of Education and Training to be absent from school as follows.

## Infectious Diseases

<i>Disease</i>	<i>Children who catch the disease are excluded from school:</i>
Head Lice (Pediculosis)	Until appropriate treatment has commenced supported when requested by a medical certificate.
Mumps	Until fully recovered.
Measles	Until at least 7 days from the appearance of rash or until a medical certificate of recovery is produced.
Chickenpox	Until fully recovered. Some remaining scabs are not an indication for continued exclusion.
Rubella (German Measles)	Until fully recovered and at least 4 days from the onset of the rash.
Impetigo (School sores)	Until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied, and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressing.

## Medication

Sometimes children are well enough to attend school but require medication. Teachers are willing to administer medication if given details regarding time and required amounts. A note with instructions indicating dosage and times should be sent, or better yet, see the teacher personally. Please note medicines must be given to the teacher to mind and no medication will be given without authorisation.

## Dental Service

The School Dental Service offers a limited dental service to holders of prescribed health benefit cards with a co-payment system.

## Head Lice

Head lice is a common problem in schools. If lice are present children will be excluded from school until they have been treated. Parents are requested to check their children's hair regularly and notify the school if nits or lice are present.

# DISCIPLINE POLICY

Clayton North Primary School Council believes that children learn best in a secure, happy, non-discriminatory environment in which the rights of the individual are respected, and within which personal responsibility and self-discipline can be developed.

The *School Discipline Policy* is based on (a) the children's responsibility to behave with consideration and tolerance for others and a respect for property, and (b) an expectation of parental support in maintaining a productive learning environment.

Children at Clayton North Primary School have the following rights :-

- **the right to be safe;**
- **the right to be treated with respect;**
- **the right to work, learn and play without interference.**

The following rules aim to protect and ensure these basic rights.

## Rules & Possible Consequences

### 1. All children should play in a friendly way.

Children who get along happily with others, show politeness, good sportsmanship and truthfulness, will receive praise and encouragement through a system of rewards. All children can expect to be free from bullying and harrassment.

- **Discussion and reminder regarding appropriate behaviour.**
- **Designated 'time-out seat' - withdrawal to seat.**
- **Referral to the Principal.**
- **Parents contacted if considered necessary.**

### 2. Staff, children and parents should be courteous and friendly to each other.

Children should treat other children and adults with respect and courtesy. Adults should treat children and other adults with respect and courtesy. No put downs. No swearing.

- **Discussion and reminder about appropriate behaviour.**
- **Time out of the room - to another teacher or Principal.**
- **Apologies - verbal and written - depending on seriousness.**
- **Parent contacted**

### 3. Children should respect other people's property and belongings as well as school equipment and buildings.

Children are asked to have their belongings clearly labelled. Children only play with other people's property with permission. Borrowed equipment is to be treated and cared for properly. Children should use equipment only in designated areas.

- **Stolen or damaged property will be replaced and repaired.**
- **Vandalism is deemed the responsibility of the children's parents who will be expected to meet any cost involved. Parents will be contacted.**
- **Damaged equipment or buildings due to disregard of school rules will be the responsibility of the child or parents who will be expected to meet the cost.**
- **Children will do community service within school.**

**4. Children should stay within school grounds during school time.**

Children are not to leave the school ground without permission.

Children are not to hang around gates or boundary fences.

Balls over fences will be retrieved by the duty teacher.

Children collected during school hours must be signed out at the office.

Children who wait for parents after school must wait within boundaries.

- **Children not collected by 3:50pm will be sent to Child Care at parents' cost.**
- **Supervised recess times - quiet seat.**
- **Parents contacted.**

**5. Children should walk quietly and safely in and around all buildings at all times.**

- **Repeat movement properly.**
- **Quiet seat - 10-15 minutes.**

**6. Children should play safely at all times.**

Rough and dangerous games are not permitted ie. piggy back, wrestling, British Bulldog, etc.

Sports and play equipment should be used for its intended purpose.

Children should only climb on adventure and playground equipment. Roofs, poles, trees and fences are out of bounds.

Throwing of sticks, stones, dirt or other dangerous objects is not allowed. Thongs, skateboards and roller blades, etc., are inappropriate for school use.

- **Dangerous play will result in Quiet seat for 10-20 minutes.**
- **Restricted playing area.**
- **Supervised recess times.**
- **Parents contacted.**

**7. Children should take pride in their appearance, work, desk/table, classroom and school.**

Wearing of the school uniform and special footwear for P.E. is compulsory.

Thongs, tank tops, high heels and scruffy, dirty clothing are not permitted.

Children with pierced ears are encouraged to wear sleepers or studs. Long drooping earrings are considered dangerous and not suitable for school.

Bubble gum/chewing gum is not permitted.

Graffiti on desks/tables, books, etc. will be cleaned off or covered.

- **Repeat messy work.**
- **Clean up graffiti.**
- **Confiscating of gum.**
- **Parents advised of appropriate clothing or behaviour.**

**8. Children are expected to keep buildings and grounds free from litter.**

Children are expected to use bins provided.

Children will eat lunches inside.

Each day children will be responsible for yard tidiness.

- **Children will be expected to clean up their own litter.**
- **Repeated offences will result in extra yard duty.**

**9. Children should behave responsibly and appropriately at all times.**

During school hours, including out of school activities such as camps, sports, excursions, etc.

Travelling to and from school.

- **Reminder re appropriate behaviour.**
- **Withdrawal room - 10-15 minutes - spending time with teacher.**
- **Parents contacted.**
- **Behaviour that constitutes a likely threat to others well being may lead to exclusion from future activities.**

**10. Children are expected to play some games in specified areas.**

Football, soccer, cricket, kicking ball games on oval.

- **Reminder of correct play areas.**

# COMMUNICATION

## Newsletter

One newsletter per family is sent home each Thursday. The newsletter is the official journal of the school, containing important notices and items of interest from classes, specialist teachers, parents and the community. By reading your weekly newsletter, you will be kept informed of many activities and developments in the school as they happen. Please check your child's bag every Thursday for the newsletter. Spare copies are available at the office at any time.

## Notices

Other notices regarding special events, activities or excursions for specific grades are forwarded home as required. It is a good idea to check children's school bags / home book regularly. Parents are asked to ensure that when replies are requested this is done promptly.

## Interviews/Conferences and Reports

Formal parent/teacher contact is arranged during the year. These interview/conferences give you a chance to discuss your child's progress with the class teacher with your child present. However, if any particular problem arises and you wish to discuss this with your child's teacher or the Principal you are most welcome to do so at any time. It is necessary to first ring the office to make an appointment in order to avoid unnecessary interruption to the class and to avoid door-way parent/teacher discussions which are rarely constructive.

Individual written progress reports are prepared in June and December.

There is an open invitation to contact the Principal at any time on any matter of concern. A grumble to a neighbour or friend rarely achieves anything. Please contact the Principal to ensure the matter is dealt with properly. You are also welcome to contact any of the elected parent representatives on School Council if you prefer.

## Information Nights

Throughout the year special nights are held to inform parents about various aspects of the curriculum. These nights are always well advertised in the newsletter. Parents are urged to attend these sessions.

# GENERAL INFORMATION

## Social Service

The School raises money for various charities each year. These include Royal Children's Hospital, State Schools Relief, SIDS, Legacy, etc.

## Lost Property

Unfortunately children tend to misplace windcheaters, jumpers and other items of clothing at school.

Unnamed articles of clothing are placed in lost property. To assist in the recovery of your child's clothing please make sure all items are **clearly** marked with your child's name.

## School Photographs

Class photographs are taken each year. Family group photographs can also be taken. The school uses a pre-pay system where parents order and pay for the photos prior to the day.

If you are not satisfied with your photographs, you may return them and request a photo re-take or a full refund.

## Wet Day Program

During light showers there is adequate undercover areas available to the pupils. However there are many occasions, during winter, when alternative arrangements are necessary because of wet weather. When this does occur, the children remain in their classrooms under supervision. Normal dismissal times still prevail.

## Book Club

The school acts as an agent for a publishing firm who offer paperbacks at reasonable rates. Catalogues are distributed approximately every six weeks. Selection, if desired, should be returned to the class teacher. Books are sent home approximately three weeks later. There is no obligation to buy.

# SPECIAL PROGRAMS

## Interschool Sport

Clayton North Primary School is a member of the Oakleigh District Sports Association affiliated with the Victorian Primary School Sports Association.

Activities include    Senior School Athletics  
                                  Cross Country  
                                  Interschool Sport

## Camps and Excursions

Excursions are held at each year level and vary from walks within the local community to bus trips further afield. These activities are an important part of the educational program and all children are expected to attend.

A camping program is conducted for years 3 - 6.

Before excursions, notification appears in the newsletter and special forms are sent home. Your prompt return of these forms is appreciated. No child is allowed to participate in an excursion without the written approval of a parent.

## Swimming

An extensive swimming program is organised each year at the Ashburton Swimming Pool. (Dependent on numbers participating).

## House System

A 4 house system operates throughout the school incorporating classrooms, yard duty and sport. New children are allocated a house depending on older brothers or sisters or numbers at each year level.

## Religious Instruction

Religious Instruction is usually held for all classes, one half hour per week by voluntary accredited instructors. The course is approved by the Department of Education and training and is basically a Christian Course. The course is part of the Victorian State School's Curriculum. Any parents who, due to religious beliefs, do not wish their child to participate, must notify the Principal in writing. Alternative arrangements will be made for children not participating in the program.

# PARENTAL INVOLVEMENT

The school considers it of paramount importance that parents be involved in their child's education. This involvement is of significant benefit to not only your child but also the school as a whole.

Parents are encouraged to become involved in any or all of the following areas:

## School Council

The School Council is an elected body of parents and teachers who make decisions about School Policy and organisation. Information relating to School Council can be obtained from the Principal.

Parents can contribute to School Council by being a member of the various committees Council has to run the school.

## Friends of Clayton North – Parents' Group

The Parents' Group meets regularly and is highly valued in the support that it offers the school in a broad range of areas. Meeting times are published in the newsletter and all parents are welcome.

## Classrooms

Teachers often require parents to help in the classroom or with special activities. Help can vary from assisting the class by hearing reading, helping with cooking or accompanying the class on an excursion.

## General Assistance

During the year parents will be asked to give their time and lend willing hands to various tasks. We ask parents to respond to these requests for assistance as help is always needed for -

- \* Fundraising Activities.
- \* Committees - assisting School Council.

We look forward to working with you and your children in the years to come.

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