INTRODUCTION

The staff of Shelford Primary School are very excited to be back in 2015 with a Prep enrolment of 7 and a total enrolment of 20 students. We believe that we offer a different delivering a completely different schooling experience to that provided at larger schools. Our classes are multi-age and the smaller school allows a more personal and community based schooling experience. Having said that, our children have access to most of the resources and programs which are available at other, larger schools.

In 2015 we are again running with 2 classes every morning. These will be Prep to Grade 2, and Grades 3 to 6. After lunch the children will come together for Art, Science, Japanese and Integrated Studies classes.

Contact Details

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Principal: Richard Wallis   Business Manager: Carolyn Wilson
School Council President: Leeanne Quin
**SCHOOL VALUES**

At Shelford we value a culture that is inclusive, inspiring and safe for all.

Our “Student Code of Conduct” is based on the “Shelford Primary School Values”.

**RESPECT**
Treating self, others and your environment with care and respect

**RESPONSIBILITY**
Being responsible for your actions, and fulfilling your commitments to yourself and others.

**EXCELLENCE**
Being dedicated and committed to do your very best

**CARE AND COMPASSION**
Showing care, understanding and compassion towards the feelings of others

**DAILY ROUTINE**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.15am</td>
<td>Bell rings &amp; Classes commence</td>
</tr>
<tr>
<td>10.00am</td>
<td>Brain Break – small healthy snack/drink</td>
</tr>
<tr>
<td>11.15am</td>
<td>Recess – play lunch to be eaten inside</td>
</tr>
<tr>
<td>11.45am</td>
<td>Classes commence</td>
</tr>
<tr>
<td>1.15pm</td>
<td>Lunch – lunch to be eaten inside</td>
</tr>
<tr>
<td>2.00pm</td>
<td>Classes commence</td>
</tr>
<tr>
<td>3.30pm</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

**TERM DATES 2015**

- **Term 1**: 31st January to 27th March
- **Term 2**: 13th April to 26th June
- **Term 2**: 13th July to 18th September
- **Term 4**: 5th October to 18th December

**PUBLIC HOLIDAYS**

The school observes the following holidays in 2015:

- * Labour Day: March 9th
- * Queen’s Birthday: June 8th
- * Geelong Show Day: October 16th

**NOTE:** Prep attendance on Wednesdays in February is voluntary based upon parent choice. Early in the year Prep children may need a day off midweek to re-charge their batteries.
CURRICULUM
Like all government schools in Victoria, our curriculum follows the AusVels, which is based on the National Curriculum. We work hard to ensure that our curriculum is delivered in a meaningful and relevant way, which captures the interest of all students and is personalised to meet their needs. Coverage of all learning areas is important, with an emphasis on the core areas of English and Mathematics - a 2-hour and 1-hour block is devoted to these subjects respectively each day.

We are also proud of the fact that we are able to offer a comprehensive curriculum with teaching in the areas of Science, Physical Education, Art and Japanese.

Physical Education - Our Physical Education Program is an important part of preparing children to learn each day as well as a skills lesson each week. The children also take part in Moorabool Valley Association sporting competitions which involve athletics sports and team competitions.

Japanese - At Shelford Primary School, all students actively participate in learning Japanese through weekly lessons via Skype from the well respected Trawalla Primary School Program. The program offers opportunities for the students to speak, read and write the Japanese language and to listen to correct pronunciation from a native speaker. The students are exposed to cultural festivals and the learning takes place through games and fun activities.

Art – Students from all year levels have a weekly session in the art room. This is popular with the students and they get to experience a broad range of art forms as they progress through the school. Art is provided in both by our school teaching staff as well as by Andrew Donnelly from the MARC Van.

Science – Our Science program follows the ‘Primary Connections’ series which is used by many schools as it has age appropriate lessons which cover all levels of primary learning. The Science program is run weekly.

INTERVENTION PROGRAMS
At Shelford Primary we are committed to catering for all students, not just the average performers. Our teachers are committed to structuring lessons to cater for the needs of all students. Multi-age classrooms such as ours are an ideal learning environment in which to do this. Literacy and numeracy lessons will begin with a whole-class focus and explicit teaching, but then students will break into ability groups to undertake tasks at their level before coming back as a whole-class to share what they have learnt.

Despite a teacher’s best efforts, some children will need extra support to make the progress we would like. As such, we do what we can to run programs that cater for the needs of these students. These include:

Program for Students with Disabilities – School leadership works closely with parents and classroom teachers to ensure that any eligible child undergoes the necessary testing and receives funding through this program. This funding is mostly used to employ teacher aides to give these students one-to-one or small group assistance for at least part of the week. This is fantastic for the child, as their skills develop with personal assistance.

Multilit – Multilit is a literacy intervention program which caters for all students from Prep to Year 12 who are reading at below the expected level for their age. The program was developed by Macquarie University and has been running since 1998. It can be run in the classroom with 1:1 or small groups and has been shown to be extremely effective in increasing students reading abilities.
LEARNING TECHNOLOGIES
Our school has invested heavily in Learning Technologies including lap tops and Interactive Whiteboards in recent years, knowing this is an effective way of engaging our students and providing an enormous range of opportunities for learning.

Each of our classrooms has an interactive whiteboard. In 2015 we are purchasing a set of iPads for use across the school. We know that our children are growing up in a digital age and that the vast majority of them will enter a workforce that requires competency, if not high level skills, in IT (Information Technologies). We aim for all of our students to leave us well equipped with strong IT skills.

STUDENT WELLBEING
We are proud of the classroom and yard environment we have at our Shelford PS, which is both conducive to teaching and learning, but also to the wellbeing of our students. Our values of Care & Compassion, Excellence, Responsibility and Respect permeate all aspects of school life.

Standards of student behaviour and discipline are important to parents because they want their children to be safe, happy and free to learn in a settled and supportive environment. We are very fortunate to have fantastic kids and enjoy strong support from home which helps our school maintain the sort of school environment that all parents and students want.

Every school will have incidents of inappropriate behaviour to manage, and the types of incidents will vary from school to school. It is how a school deals with inappropriate behaviour that counts. We work hard to make sure any issues are dealt with thoroughly and followed up. We are happy to discuss any concerns you have in this regard.

We like to keep parents fully informed when student wellbeing issues arise. It is only when home and school truly work together that significant behavioural improvements can be achieved.

It’s important to us that the playground environment is positive, where students have a range of options for play. The Shelford PS community has worked hard to create an attractive yard that has a variety of play options for the kids. We want to keep on bringing about improvements to make our school environment better still.

Promoting & Recognising Good Behaviours – Promoting the right behaviours is an important element in creating and maintaining a happy and safe environment for our students. We do this in many ways, including the following whole school strategies:

- Student of the week – A Student of the Week is selected from each class every week. The choices are made by the teacher and are based on the children’s observance of our school values with regard to behaviour and work ethic.
- Tribes – Tribes is a wellbeing program used by many schools across Australia and is based around creating a healthy and inclusive learning community through 5 agreements: mutual respect, appreciation no putdowns, doing our personal best, attentive listening, having the right to pass.
- Bounceback! – This is a program which builds resilience on students so that when things don’t go there way (as we all know they won’t always) they can keep trying and not give up. Bounceback! Is integrated into our classroom literacy program.
LIBRARY BORROWING
Children have the opportunity to borrow books from the MARC Van library. Please encourage your child to take good care of them at home and return them when they have been read. All children should have a cloth book bag for library as these protect the books. The MARC Van comes to our school each fortnight. The school’s rostered changes each year; in 2015 our day is Tuesday.

ENVIRONMENTAL FOCUS
The school has a strong environmental focus, with children caring for chickens, tending to a vegetable garden, raising animals such as lambs and calves, seed propagation & tree planting. Shelford Primary is in the process of becoming a Landcare school, and children will be involved in programs and excursions in conjunction with Landcare.

COOKING PROGRAM
A highlight for the children is a rotation of activities each week where the children cook using produce from their vegetable garden, and work in the vegetable garden or work to improve our school gardens.

On this day the children do not need to bring their lunch with them, as all the children present on the day will sit down and eat together.

Children will continue to use the produce from the vegetable garden as much as possible, set the table with the emphasis on correct procedure and manners.

The cost of the cooking program will be negligible and will only need to cover the cost of ingredients not grown in the garden. Parent helpers are most welcome to come along to help with cooking and gardening.

ASSEMBLIES
Assemblies are held every Monday morning at 9.15am. In fine weather they are held at the flagpole, and in cold or inclement weather they are held in the classroom. All children attend assembly together.

SCHOOL COMMUNITY FUNCTIONS
Each term our community has a get together. In Term 1 the weather usually lends itself to a bbq which is held around 4 weeks into the term. Terms 2 and 3 usually involve hot foods such as casseroles. At the end of each year we have our concert and Christmas breakup which is always a great night and a major event for our community.
SCHOOL NEWSLETTER
Each fortnight there is a school newsletter which goes home on Wednesdays. Please read the newsletter each fortnight, as it will contain important dates and other information that in the past we have communicated via individual notes. If you wish to receive your newsletter in digital form please let us know and this can be arranged. If you receive the newsletter in paper form and your child does not bring a newsletter home just let us know and we can arrange for another copy for you.

CAMPS
Our students take part in camps along with students from other schools in the Moorabool Valley Association. We also conduct a whole school sleepover in Term 4.

Grade 3 – Baanya Biami - Anakie
Grade 4 – Camp Wilkin - Anglesea
Grade 5 – Blue Light Bike Camp – Maldon
Grade 6 – Urban Camp - Melbourne

EXCURSIONS
Each year we go on several excursions. These are generally related to the learning that the children have been doing in class time.

Parents are most welcome to attend these excursions with us as we believe that this enriches the experience for the children.

Permission forms to participate are included on notices containing information about the excursion.

SWIMMING
All students participate in a swimming program each year. This program is delivered by qualified staff and offer great learning for our students. Dates will be announced early in the year.

REPORTING STUDENT ACHIEVEMENT
Like other schools, we report student achievement in a variety of ways, including:

Parent Teacher Interviews - We hold these late in Terms 1 and 3 each year as an opportunity for:
  o Students to talk about their learning.
  o Teachers to give a brief assessment of how the student is travelling.
  o Parents to ask questions.

These go for 15 minutes, providing 5 minutes for the child to talk about their learning (how are they going with respect to their goals, few things worth celebrating, few things to work on), about 5 minutes for parents to ask some questions and talk about how they think their child is going and approximately 5 minutes for the teacher to summarise how they think the child is going and where to from here.
If you as a parent have concerns that will take more than 15 minutes to work through, we encourage you to make a separate appointment.

- **Individual Student Progress Reports** - These are distributed at the end of Terms 2 and 4. We try hard to make sure these are meaningful to parents and clearly indicate levels of performance/achievement.

**UNIFORM**
School Council has made wearing of school uniform compulsory. This includes wearing the school bucket or wide-brimmed hat during Terms 1 & 4 as part of our SunSmart Policy.

The uniform is:
- A black polo top & windcheater with the school logo (plain red polo’s may also be worn)
- Plain black (no markings) track suit pants, shorts, skirts, etc.
- A red and white check dress.
- School hats are compulsory during Term 1 and Term 4.
- Shoes – Any sensible footwear is OK, including runners, leather school shoes, boots or sandals that provide protection for toes. Gum boots are great for winter and slippers may be brought to school for inside wear.

School uniform can be ordered and picked up from the office. Please make sure your child’s clothing is named clearly, as that makes it much easier for us to return clothing that has been left behind.

**SENDING MONEY TO SCHOOL**
All money sent to school for excursions should be placed in the excursion envelope (as provided) with the child’s name, grade, purpose and amount enclosed. Permission notes should be attached to the outside of the excursion envelope.

**ATTENDANCE AND ABSENCES**
If a child is absent for any reason, it is education department policy that the school should receive a written explanation. This also applies if the child is to be collected from school prior to 3.30pm. On these occasions, parents should fill in a form which is available at the office.

**PUPIL FREE DAYS**
Schools are allocated 4 pupil free days per year for professional development and for reporting and assessment. On these days the school will be closed for students. Advance notification will be given on these closures. Two of those days have already been used for this year (28th and 29th January).

**WORKING BEES**
Throughout the year, we have community working bees to help keep our school a safe and pleasant environment. Your support of these is very much appreciated. We usually have them about once a term.

**SCHOOL PHOTOS**
Individual and class photographs will be taken during the year and parents will be given the option of purchasing these.

**STUDENT REQUISITES**
All student requisites are supplied by the school.
**INFECTIOUS DISEASES**

DEECD (Department of Education, Employment and Childhood Development) has very clear guidelines relating to infectious diseases.

The Principal has the right to exclude children according to the following table, under the Infectious Diseases (Exclusion from School) Regulations 1984. It should be noted that in cases of diphtheria, typhoid and paratyphoid fever exclusion and determination of recovery will be matters for the Medical Officer of Health.

“Contact” means child of school age or preschool age living in the same house as the patient, “patient” includes carrier and “school” includes any preschool centre, kindergarten, primary school or post primary school. *A patient or contact shall be prevented from attending school unless conditions hereunder prescribed are complied with.*

<table>
<thead>
<tr>
<th>Disease</th>
<th>Patient shall be excluded from school</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox</td>
<td>Until fully recovered. Note: Some remaining scabs are not an indication for continued exclusion.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Until at least two negative nose and throat swabs have been obtained at intervals of not less than 48 hours, the first swab taken not less than 24 hours after cessation of antimicrobial therapy.</td>
<td>If domiciliary, to be excluded and released after investigation by the Medical Officer of Health.</td>
</tr>
<tr>
<td>Viral Hepatitis</td>
<td>Until a medical certificate of recovery is produced, or on subsidence of symptoms but not before 7 days after onset of jaundice.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>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 dressings.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Until a medical certificate satisfactory to the Department of Health is produced.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Measles</td>
<td>For at least 7 days from the appearance of the rash or a medical certificate of recovery is produced.</td>
<td>To be excluded for 13 days after last contact unless medical documentation or prior infection of immunisation is provided.</td>
</tr>
<tr>
<td>Meningococcal Infection</td>
<td>Until a medical certificate of recovery is produced.</td>
<td>If domiciliary, to be excluded until they have been receiving appropriate chemotherapy for at least 48 hours.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Pediculosis</td>
<td>Until appropriate treatment has commenced supported when requested by a medical certificate.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Pertussis (Whooping Cough)</td>
<td>For 4 weeks or until a medical certificate of recovery is produced.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>For at least 14 days from onset and also until a medical certificate of recovery is produced.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Until appropriate treatment has commenced supported when requested by a medical certificate.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Until fully recovered and at least 4 days from the onset of the rash.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until appropriate treatment has commenced supported when requested by a medical certificate.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Streptococcal Infections (inc. Scarlet Fever)</td>
<td>Until a medical certificate of recovery is produced.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Until a medical certificate if produced stating that the patient is no longer infectious.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Typhoid and Paratyphoid Fever</td>
<td>Until three successive negative faecal and urine cultures obtained at 24 hour intervals, commencing at least 72 hours after cessation of specific therapy.</td>
<td>Not to be excluded unless directed by the Medical Officer of Health.</td>
</tr>
</tbody>
</table>