



*Edi Upper  
Primary School  
(No.1422)*



**Parent  
Handbook**



*Learning Today For Tomorrow*

# Contents

<i>Staff</i> .....	<i>Pg 3</i>
<i>Term Dates</i> .....	<i>Pg 3</i>
<i>Public Holidays</i> .....	<i>Pg 3</i>
<i>History of Edi Upper Primary School</i> .....	<i>Pg 4</i>
<i>School Profile</i> .....	<i>Pg 4</i>
<i>Primary School Curriculum</i> .....	<i>Pg 5</i>
<i>Enrolment Procedures</i> .....	<i>Pg 6</i>
<i>The Role of Parents</i> .....	<i>Pg 6</i>
<i>Visiting the School</i> .....	<i>Pg 7</i>
<i>Parent-Teacher Interviews &amp; Reports</i> .....	<i>Pg 7</i>
<i>School Times</i> .....	<i>Pg 7</i>
<i>Absences</i> .....	<i>Pg 7</i>
<i>Bus</i> .....	<i>Pg 7</i>
<i>Visiting Teachers</i> .....	<i>Pg 8</i>
<i>Religious Education</i> .....	<i>Pg 9</i>
<i>Uniforms</i> .....	<i>Pg 9</i>
<i>Lost Property</i> .....	<i>Pg 9</i>
<i>Swimming</i> .....	<i>Pg 9</i>
<i>Books and Requisites</i> .....	<i>Pg 9</i>
<i>Education Maintenance Allowance</i> .....	<i>Pg 10</i>
<i>Conveyance Allowance</i> .....	<i>Pg 10</i>
<i>Newsletters</i> .....	<i>Pg 10</i>
<i>School Council</i> .....	<i>Pg 10</i>
<i>Parents Association</i> .....	<i>Pg 12</i>
<i>Health &amp; Safety</i> .....	<i>Pg 12</i>
<i>Medical Administration</i> .....	<i>Pg 12</i>
<i>Infectious Diseases &amp; Exclusion Policy</i> .....	<i>Pg 13</i>
<i>Routine Medical And Dental Examinations</i> .....	<i>Pg 13</i>
<i>Excursions</i> .....	<i>Pg 14</i>
<i>Hot Lunches</i> .....	<i>Pg 14</i>

**EDI UPPER PRIMARY SCHOOL  
NO. 1422**

**ADDRESS : 832 EDI CHESHUNT ROAD  
EDI UPPER 3678**

**TELEPHONE : 5729 3560**

**FAX : 5729 3663**

**[edi.upper.ps@edumail.vic.gov.au](mailto:edi.upper.ps@edumail.vic.gov.au)**

***Staff***

PRINCIPAL	Mr. Mick Cross	
TEACHERS	Ms. Collette Keenan	PREP/1/2/3
	Ms. Julie O'Brien	
	Ms. Nikki Rosser	GRADE 4/5/6
MUSIC	MS. JULIE O'BRIEN	
ART	MRS. ROZ CAPPER	
LIBRARY	MRS. LEANNE NOVAK	
CLERICAL ASSISTANT	MRS. LIBBY JONES	

**DEPARTMENT OF EDUCATION & TRAINING**

(Regional Office)

P.O. BOX 403  
BENALLA 3672  
PH. 57612100

Mr. STEPHEN BROWN  
REGIONAL DIRECTOR (SCHOOLS)

***Term Dates***

<u>2007</u>
30.1.2007 - 30.3.2007
16.4.2007 - 29.6.2007
16.7.2007 - 21.9.2007
8.10.2007 - 21.12.2007

***Public Holidays***

When Australia Day (January 26th) and ANZAC Day (April 25th) fall on a week day in the school year, they are public holidays.

Labour Day (March), and the Queens Birthday (June) are also holidays.

The School Council can designate a further 4 days as pupil free in any one year – the first day of the school year must be one of these four. As well, they can designate 1 day in lieu of the Melbourne Cup, known as the School Council Holiday.

## *History Of The Edi Upper Primary School*

SS1422 has been known by a variety of names, Hedi, Boggy Creek, Edi, Edi Upper and King Flat, its original title. The early school built on a hill to avoid the flooding of the flats, served the King Valley district as far as Whitfield. With the increase of population, the school was removed to its present site and renamed Hedi. The establishment of the Wangaratta-Whitfield railway, and the building of the SS Edi near the new Edi Railway Station, the school was renamed Edi Upper. The school continued with little change until it was damaged by a severe storm in 1915, and was remodelled. A pine plantation was established in the early 1920's as an extra source of revenue. Attendance continued to be high until after the Second World War. Declining population and a shortage of teachers forced the school to close for a short period in 1953. It reopened and has continued to flourish. The present modern building that is now Classroom 1 was officially opened in March 1966. In 1971 due to increasing enrolments a further classroom was shifted from Lima South, and attached to the existing building. Through local effort a small library/staff area and office were added in 1979. A new room was added in 1994 to service as a music and distance education room. Major refurbishments were undertaken in 1999, which included the construction of a new toilet block for students, staff room and staff toilets and a modern spacious administration area. Continual improvements are being made to the physical environment of the school both internally and externally to cater for the needs of education today.

## *School Profile*

Edi Upper Primary School is a small rural school situated in the picturesque King Valley, approximately 50 kilometres south east of Wangaratta. Edi Upper is a small, predominantly farming, community, with the school being the focal point in the community. The school provides a rich and diverse curriculum, one that aims to empower the students for their future lives. All children are provided with the opportunity to work towards their full potential through our comprehensive curriculum covering the eight key learning areas and also through extension programs.

Particular emphasis is placed on the importance of developing Literacy and Numeracy skills. An integrated approach is used to provide experiences across the curriculum. The community, staff, parents and children work and interact with each other to provide a stimulating, sharing and positive learning environment.

The school focuses on being an effective school by:

- ❖ setting high expectations, both academic and social, for all students
- ❖ having an academic focus
- ❖ rewarding success
- ❖ providing a safe environment
- ❖ fostering strong relationships between the home and school
- ❖ reporting regularly on students progress
- ❖ having teachers who are continually undertaking a variety of professional development activities
- ❖ providing a wide range of cultural activities.

The curriculum is complemented by a MARC (Mobile Area Resource Centre) Library, a MACC (Mobile Art Craft Centre) and a local Regional Library Van. Emphasis is given to developing personal skills through our extensive camping program and regular activities with other schools in our rural cluster. Our outdoor education program includes cross-country skiing for the younger children and downhill skiing for the older grades, as well as bike education and road safety.

Over the last seven years we have built up a fantastic music program across all year levels where the children are involved in percussion, instrumental and vocal work.

The school has had a strong commitment to the Science in Schools program, resulting in science having a high profile. Students are involved in the regional Inventions program, as well as local Landcare and Waterwatch programs.

### *The Primary School Curriculum*

It is the objective of this school to provide for all its children a continuing program of experience that will develop in them:-

- \* the desire to learn
- \* the ability to read, write, speak and listen
- \* an understanding of the number system
- \* the ability to use and apply basic mathematical operations
- \* an ability to use a wide variety of technology and be able to apply these to their work
- \* an appreciation of the environment
- \* an ability to appreciate and express ideas through art, literature, film, drama, dance and music
- \* powers of critical thought
- \* the ability to use imagination
- \* tolerance towards other ways of thinking, other traditions and other beliefs
- \* a good self-concept and sense of worth
- \* an awareness of the importance of keeping fit, healthy and safe

All Victorian schools base their curriculum on the Victorian Essential Learning Standards (VELS), which outlines fourteen domains:

- \* English (ie. reading, writing, speaking and listening)
- \* Mathematics
- \* Communication
- \* Design, Creativity and technology
- \* Health & Physical Education
- \* Science
- \* The Arts
- \* LOTE (Languages Other Than English)
- \* Information and Communication Technology
- \* Interpersonal Development
- \* Personal Learning
- \* Civics & Citizenship
- \* Humanities (History, Geography, Economy)
- \* Thinking

## *Enrolment Procedures - Prep Children*

Children must be at least five years old on or before 30th April of the year of enrolment before they can be admitted to school.

Attendance is compulsory for children six years of age.

The first day of Term 1 is the day for Prep children to begin or at any time during the year when transferring from another school or from interstate.

Evidence of date of birth is required before a Prep child can be enrolled. This is in the form of an official birth certificate or an extract of birth entry.

All children enrolling in the prep level of Primary School will be required to present an Immunisation Certificate at the time of their enrolment. This does not mean that immunisation is compulsory. Children who cannot be immunised for medical reasons will have a certificate indicating that they are not fully immunised. Parents who conscientiously object to their child being immunised may make a Statutory Declaration to that effect. These children will be excluded from school in the event of outbreaks of polio, measles or diphtheria.

Immunisation Certificates are obtained only from local councils or from the Australian Childhood Immunisation Register (ACIR) (1800 653 809).

## *The Role Of The Parents In The School*

The active support and encouragement of parents is necessary for the educational growth of your child. You can stimulate this growth by taking an interest in the daily activities and achievements of your child, the work he/she may bring home and by visiting the school for parent/teacher meetings on both formal and informal occasions.

Many opportunities exist for parents to take part in and assist with classroom learning activities such as swimming, reading, cooking and special events. Parents are more than welcome to accompany children on excursions and camps.

Success in learning to read effectively is a key requirement for continuation of learning. You can greatly help your child in learning to read by talking with him/her on as wide a range of topics as possible to develop a wide spoken vocabulary.

Encourage an interest in books, looking at or reading stories to younger children and encouraging older children to read as much and as widely as possible, using the school reading schemes, the school library and municipal library.

Your active involvement with the work of the School Council and Parents Club will demonstrate to your child that you value the role the school can play in his/her life.

### Visiting The School

Parents are most welcome and encouraged to visit the school.

Should you wish to discuss any aspect of your child's education please feel free to make an appointment with the appropriate teacher.

### Parent - Teacher Interviews And Reporting

As a component of our accountability process we provide written reports both at mid year and also at the end of the year. As well we conduct parent-teacher interviews at mid year. Please do not hesitate to contact your child's teacher at any stage however if you have any concerns or queries.

### School Times

Normal school hours are between 9.10am and 3.30pm. If any major changes are necessary parents are notified.

<b>Session 1</b>	<b>9.10am - 11.00am</b>
Morning recess	11.00am - 11.30am
<b>Session 2</b>	<b>11.30am - 1.00pm</b>
Lunch	1.00pm - 2.00pm
<b>Session 3</b>	<b>2.00pm - 3.30pm</b>

### Punctuality

Pupils are expected to arrive early for all school sessions but parents are asked to see that their child does not arrive at school too early. Teachers cannot be expected to take responsibility for pupils prior to 8.30am or after 4.15. Children should not be left at school if the school is unattended by a teacher.

### Absences

A written explanation or a phone call should be provided after each absence. This is a rule of the Department of Education and we are expected to adhere to it.

### Bus Travellers

The school is serviced by two routes.

- (a) Edi - Edi Upper Primary School
  - (b) Black Range Creek Road - Stoney Creek Rd. - Edi Upper Primary School
- The one bus serves all routes

Any change in travel arrangements must be communicated to the school and the bus driver in writing. Verbal instructions are acceptable only when changes occur at short notice.

Please insist on your child using and travelling on the bus in a safe and acceptable manner as in accordance with our 'Bus Policy'.

A bus timetable for the following year is published at the end of each year. The bus contractor for Edi Upper is Alan & Josie Sampson (5727 9509)

### *Visiting Teachers*

#### *MARC Library Van*

The MARC (Mobile Area Resources Centre) Library van is funded by the Department of Education and visits schools on a fortnightly basis for borrowing and a library lesson. Mrs. Leanne Novak is the teacher - librarian who visits Edi Upper. Books from the van can be identified by the stamp of a truck and Glenrowan MARC sign. The school contributes \$16.00 per pupil towards the running costs of the van.

#### *Regional Library Van*

The Regional Library Bookmobile also visits the school on a fortnightly basis. The children can borrow two books at a time and must be registered with the van through their parents. Books from this van are identified by the North Eastern Regional Library stamp in the back. Unfortunately this service is to terminate mid year.

#### *Music*

Edi Upper runs a very intensive music program for all students. Ms. Julie O'Brien takes the classroom program, which covers percussion and singing for the Prep - Grade 3 and percussion, singing and instrumental for grades 4 to 6. Each grade receives approximately 45 minutes each week.

#### *Art Van*

The Art Vans are funded by member schools with the teacher being supplied by the Department of Education. The van visits the schools fortnightly. Mrs. Roz Capper is the Art Van Teacher for Edi Upper. The school contributes \$16.00 per child to meet the operating expenses associated with this service. All children need some kind of smock to cover their clothes during messy art activities.

A suitable smock has :

- a reasonably strong fabric (NO plastic please)
- an elasticised or fitted cuff (long flapping shirt sleeves are a menace)
- must fit the child

- velcro fastening is best as buttons fall off too easily - but are acceptable
- ‘NO SMOCK, NOT ART’ is the policy.

### *Religious Education*

These half hour sessions each week are optional and instruction is provided in the approved course and the Roman Catholic faith.

### *School Uniform*

Our school colours are blue and gold.

Printed school windcheaters and t/shirts are available for purchase from the school. Order forms are sent out on a regular basis. We ask that when we are involved in activities as a school the uniform be worn (ie. excursions and sporting activities.)

As a key component of our Sun Smart Policy it is compulsory for all children to wear a hat during terms 1 and 4.

### *Lost Property*

**Please name all articles sent to school clearly, particularly clothing.** Lost property will be returned to the owner (if named). Unnamed lost property is placed in a special box which you are free to go through at any convenient time.

### *Swimming*

We provide a swimming program for all students that progresses from water familiarisation through to stroke development. Overriding this at each stage is water safety. Sessions are held at the Wangaratta Aquatic Centre, generally throughout term 2 – approximately 8 one-hour sessions. The costs of this program and the transport associated are met through the excursion levy.

### *Books And Requisites*

The Department of Education provides an allowance within the Student Resource Package (our funding from Melbourne) for the purchase of basic supplies for use by the children.

Basically it covers the costs of initial supplies of all the child's books for the year. These allowances are used to supply the individual books and requisites for each child, class sets of readers and texts, school magazines and testing materials.

Because the expectations of both parents and teachers are high, there is a need for additional funds to supply those materials that cannot be purchased within the allowance.

This extra charge to parents will vary from year to year depending on current costs of purchasing the materials, but the school council has decided not to charge a standard fee, although it is an option that we may need to consider in the future. Currently we raise this money through fundraising. It is therefore important that all parents are involved in fundraising activities in order to make this a fair and equitable system.

### *Education Maintenance Allowance*

To be eligible for this Government allowance, a parent must hold a current Commonwealth Health Card or a Commonwealth Pensioner Concession Card. Parents will need to fill in a form and the Principal must sight the relevant current concession card. EMA claims are processed at the beginning of Term 1 and Term 3.

Payment is at the rate of \$105.00 per primary school student per year with the school receiving the same amount on behalf of your child. The schools allocation is used to contribute towards the excursion levy that we set for each family.

### *Conveyance Allowances For Student Travel*

Eligible parents complete an Application for Conveyance Allowance form on behalf of the student concerned. Students must reside more than 4.8km. by the shortest practicable route from the nearest primary school or bus stop. This allowance is paid twice a year.

### *Bringing Money To School*

Money brought to school, should be in an envelope which shows on the outside the child's name, the amount enclosed and the purpose.

### *Newsletters*

Important information is disseminated to parents via a school newsletter, which is published fortnightly. Information will only be sent home on other days where it is not practical to wait for the next newsletter. Please ensure that you read the newsletter as it contains important dates/notices, which need to be acted upon.

### *School Council*

The Edi Upper Primary School Council meets at least twice each term.

The constitution of our Council currently is :-

6 PARENTS  
1 PRINCIPAL

Elections for the new School Council are held early each year.

All parents are most welcome to attend any of the School Council meetings and ample notice of the date is given on the newsletter. Only elected members however will have voting rights. Although you may not be able to serve on the Council, we ask for your help with working bees or sub committees when volunteers are called for.

#### Summary of School Council's Area of Responsibility.

- Representing the school and its community in reaching agreement with the Department of Education on school charter.
- Determining the education policy, goals and priorities of the school within the framework of the school charter and statewide guidelines.
- Approving the school budget, which includes school generated funds, consistent with the school charter.
- Entering into contracts for purposes consistent with the school charter
- Maintaining and improving buildings and grounds.
- Reporting annually to the school community and to the Department of Education.
- Making a recommendation to the Department of Education on the appointment of a school principal.
- Authorising the employment of non teaching staff and any staff for short-term projects.
- Developing the school's student dress code
- Developing the school's student code of conduct as part of the school charter within guidelines set by the Department of Education.

## *Parents Association*

The aim of the Parents Association is to advance the educational and social welfare of the children. This willing bank of parents do outstanding work in fundraising on behalf of ALL children. We have two main fundraising events – Paddy’s Market which is held on Easter Saturday each year, and woodcutting.

## *Health And Safety*

An Emergency Medication Plan is maintained at school so that prompt medical attention can be obtained when needed. This enables us to contact parents should such contact be needed. If details are changed please notify the school so that information can be kept up to date.

A new plan must be filled out by each family at the beginning of each school year.

1. If your child has any medical condition that you feel the school should know about, then it is wise to notify the school as soon as possible. Early notification of deafness, poor eye sight, nervous disorders, bladder or bowel weaknesses, etc., is of great help to teachers and may save your child being embarrassed.
2. In the event of absence, a note should always be sent to the teacher so that the reason may be recorded according to the attendance regulations.
3. If your child becomes ill at school, the school will notify you and request that you take your child home as there are no people available to care for sick children over long periods.
4. In the event of a serious or suspected serious injury an ambulance will be called and the child will be handed to the care of an ambulance officer. The parents will be notified that the child has been taken to hospital. It is highly recommended that all children are covered by ambulance insurance, as a teacher cannot hand duty of care of a seriously injured child to a parent, and an ambulance must be used.

## *Medical Administration*

Many children attending school need medication to control illnesses such as asthma and epilepsy.

It is the school policy that only prescribed medication will be administered by the teacher.

1. Before any medication is brought to the school permission must be obtained from the Principal.
2. The medication must be kept in the office.

### *Infectious Diseases & Exclusion Policy*

CHICKEN POX	-	EXCLUSION OF PATIENT UNTIL FULLY RECOVERED
HEPATITIS A	-	UNTIL RECEIPT OF A MEDICAL CERTIFICATE OF RECOVERY FROM INFECTION, OR UNTIL SYMPTOMS DISAPPEAR
HEPATITIS B	-	UNTIL RECOVERY FROM ACUTE ATTACK
MEASLES	-	FOR AT LEAST 7 DAYS FROM THE APPEARANCE OF THE RASH
MUMPS	-	UNTIL FULLY RECOVERED
PEDICULOSIS (HEAD LICE)	-	IF SO ORDERED BY A SCHOOL MEDICAL OFFICER OF HEALTH
PERTUSSIS (WHOOPIING COUGH)	-	UNTIL TWO WEEKS AFTER THE ONSET OF ILLNESS AND UNTIL RECEIPT OF A MEDICAL CERTIFICATE OF RECOVERY FROM INFECTION
RINGWORM	-	UNTIL APPROPRIATE TREATMENT HAS BEGUN
RUBELLA (GERMAN MEASLES)	-	UNTIL FULLY RECOVERED OR AT LEAST 4 DAYS AFTER THE ONSET OF A RASH
OTHER DISEASES	-	PLEASE CONTACT SCHOOL FOR INFORMATION

### *Routine Medical And Dental Examinations - School Children*

The School Medical Services and School Dental Service of the Department of Health conducts medical and dental examinations on school children on a regular basis.

### *Excursions*

Each year School Council ask for each family to pay an Excursion Levy , which covers all costs of excursions. At times families may be asked to contribute to the expense of major excursions e.g. snow trips, annual camps. The Excursion Levies for 2007 were \$30.00 per term per student. These fees are kept to a minimum and are reviewed each year.

Throughout the school year various excursions are planned. These may include visits to places of interest, shows and performances.

The school curriculum is based largely on integrated units of work that cover a theme. Excursions are planned wherever possible to supplement the theme being studied and are therefore an integral part of the curriculum.

All children should attend these activities and lack of finance should not exclude any child. If this is a problem please feel free to speak confidentially to the Principal. On occasions it may be necessary for us to use private cars for transporting children to and from excursions. The drivers must have comprehensive insurance.

### *Hot Lunches*

During the winter months the pie heater is available for hot lunches. Other times of the year the children may use the microwave to heat food.