



Information Booklet

Together We Achieve



Principal: Mr. Nick Schneider

Business Manager: Mrs. Jackie Wilson

Dear Parents,

It is indeed an exciting stage in your child's life as they embark on the new experience of Primary School.

Baxter Primary School is a caring community where students are encouraged to reach their full potential and become successful citizens.

Working together we aim to build a community of responsible and resilient learners who strive to achieve academically, creatively and socially.

We value being KIND, RESPECTFUL, INCLUSIVE AND ENCOURAGING OF OTHERS.

We have a comprehensive transition program for our Foundation children, which greatly assists at the beginning of the new school year. A timetable of visits, special days, interviews and information sessions have been designed to give both children and parents a greater understanding of the caring culture promoted at Baxter Primary School. We liaise with surrounding Kindergartens and Child Care Centres to gather information about your child and plan ahead to meet their individual needs.

Through a combination of locally raised funds, government subsidies and volunteer assistance, Baxter Primary School has consistently maintained and improved the facilities available for your children. Whether you look at sports, classrooms, performing or creative arts, library, computer areas or garden beds you will see the results of hard work and School Council planning. The result is that our children are getting the best technological and physical facilities while enjoying our semi-rural atmosphere.

We have a strong focus on numeracy and literacy skills throughout the school. Our Foundation Program is an exciting and comprehensive one that has had great support and success easing the children into school life. Foundation children also participate weekly in PMP (Perceptual Motor Program), a Literacy Intervention Program, Speech Assistance Program and small group assistance & advancement groups are all running throughout the school to assist student learning.

Our curriculum is based on the AusVELS model. AusVELS develops a closer link between all states and territories. Our School Strategic Plan priorities are Mathematics and English. We also have a strong focus being maintained on Information Technology and the Arts. Other focal points are our extensive Outdoor Education programs, Performing and Visual Arts, Literacy Celebrations, Health & PE, Interschool Sports and Special Event Activity Days. Our LOTE program is Indonesian.

Baxter staff are committed teachers. They are constantly updating their skills & knowledge through professional development and professional reading. We believe that your children have access to fantastic resources at Baxter Primary School. With interactive whiteboards installed in all classrooms, netbooks, computers, ipads, Smart TVs and wonderful enjoyable programs. The children have stimulating and enjoyable learning opportunities using the very latest in technology.

You will find our staff very knowledgeable and approachable. They have great experience working with young children. All parents are encouraged to be in contact with them regularly so that their child's growth is constantly shared.

Our office doors are always open, so please feel welcome to drop in at any time for a chat.

We look forward to seeing all of you around our school.

Nick Schneider
Principal

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PHONE

5971 1391

EMAIL

baxter.ps@edumail.vic.gov.au

WEBSITE

www.baxterps.vic.edu.au

COMPASS

www.baxter-vic.compass.education

OUR MISSION, VISION & VALUES STATEMENT

Baxter Primary School is a caring community where students are encouraged to reach their full potential and become successful citizens.

Working together we aim to build a community of responsible and resilient learners who strive to achieve academically, creatively and socially.

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Enrolment

A birth certificate must be presented before your child can commence school. Children must be enrolled under the name on their birth certificate unless there are “documented” circumstances preventing this.

When you enrol your child at school you are required to fill out an Enrolment Form with personal details. The form is quite detailed and it is very important to fill in all details as required.

Completion of enrolment requires the consent of:

- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school or
- an informal carer, with a statutory declaration. Carers defined as:
 - may be a relative or other carer
 - have day-to-day care of the student with the student regularly living with them

An Immunisation History Statement is also required and can be obtained using your Medicare online account through myGov or Express Plus Medicare mobile app. For all enquiries contact 1800 653 809.

IT IS ESSENTIAL THAT EMERGENCY CONTACT PHONE NUMBERS ARE KEPT CURRENT.

Attendance

Regular attendance at school is important and children should be at school unless they are ill. When possible, doctor or dentist appointments should be made outside of school hours. When your child is absent from school, continuity of learning can be affected. Children who are habitually late to school or miss many days at school can develop quite significant difficulties coping with school tasks. If you have concerns in this area, please call the office.

Absence Notification

Please notify the school as soon as practicable on the day if your child is absent from school. You can lodge notification via Compass or phone the office on 5971 1391 and leave a voicemail message on our absence line.

Parents will be contacted via SMS on the day if their child is absent from school without notification.

Truancy

If your child is late to school, a parent/carer **MUST** come into school and sign the child in at the school office. A reason must also be provided. If a child is not at school by 9:30am, an SMS notification will be sent via Compass to the parent/carer asking for the absence to be explained.

School Hours

9:00am	Commencement of school
10:00am	Fruit break during class time
11:00am – 11:30am	Morning recess
1:20pm – 1:30pm	Lunch eaten in classrooms
1:30pm – 2:15pm	Lunch play break
3:15pm	Dismissal

Yard Supervision

Our school grounds are supervised in the morning from 8:45 – 9:00am and after school from 3:15 – 3:30pm. During recess and lunch time, teachers are on duty in the yard at all times.

Term 1 Commencement Dates

Tuesday 28th January	Teachers return to school
Wednesday 29th January	Students return to school
Thursday 30th January	Foundation students will be advised of their individual starting day and times

Foundation Timetable

During February, Foundation students attend school on Monday, Tuesday, Thursday and Friday from 9:00am – 3:15pm. Every Wednesday in this month is allocated to school entry testing. From Monday 4th March onwards Foundation children will attend school every day.

Curriculum Days

During the year DET approves 4 Pupil Free Curriculum Days to enable staff to undertake professional development. On these days students do not attend school. You will be given ample warning so that you can make alternative arrangements. Curriculum day dates for the year 2020 will be advised as soon as they become available, via the school website, newsletters and Compass.

Assemblies

Whole school assemblies are held every second Monday in the school hall at 2:30pm. We recognise and celebrate all forms of school achievement such as our Aussie of the Week, success in curriculum areas such as literacy and numeracy and many other awards. Our fortnightly assemblies are run by the Year 6 Leaders.

Personal Goods Brought To School

We do not recommend that children bring expensive toys / electronic games / mobile phones to school. These items are brought to school at the child's own risk. If older children do bring a mobile phone to school, they must have them switched off and left in their bags, during the school day. Teachers may make some class arrangements about phones but remember the property is not insured nor is DET responsible for any loss or damage.

Newsletter & Communication

All school communications are through our website www.baxterps.vic.edu.au and Compass. Register for Compass on your phone, tablet or PC to receive our news, messages, events and other communications. Further information can be found at:

<https://baxterps-vic.compass.education/Communicate/KnowledgeBase/?article=Parent Portal.A Parent's Guide to Compass>

LEVEL AREA NEWSLETTERS are provided FORTNIGHTLY (alternating with the whole school newsletter) and keep you informed of activities that are particularly relevant to those grades. Students are regularly reminded of their responsibilities, delivering many forms of communication to their parents. For example, letters, meeting information, camp & excursion notices and special lunch forms.

SNAPSHOT our “whole school” newsletter is produced FORTNIGHTLY to keep parents informed of all school and community news. It is vital that the newsletter is read as it is the major means of communication between home and the school.

SOCIAL MEDIA the Baxter Primary School Parents and Friends Facebook Page is monitored by members of staff. The school also posts important messages, as needed. You will likely see information of upcoming events such as special lunches and working bees as well as photos of special events and proud Baxter moments.

Parent / Teacher Interviews

Parent/Teacher interviews are held twice per year to discuss your child's progress and celebrate their achievements. If parents have particular concerns at any time, they should speak to the classroom teacher directly. Our staff are very approachable and always ready to listen to your concerns or feedback.

School Lunches

We do not operate a school canteen, but we do have weekly treat days and regular special lunch days organised by our excellent parents and volunteers (PAV).

- Treat days are offered by PAV every Thursday. These usually consist of zooper doopers & ice creams in the warmer terms of 1 & 4 and a suitable alternative –hot milo and snacks for the cooler terms 2 & 3.
- At various times throughout the year, PAV offers children a “Special Lunch Day”. Orders must be placed by the due date to facilitate adequate ordering.

EATING ROUTINES

Every day at 10am every grade has a fruit snack. Students are able to snack on a piece of fruit or vegetables while they work. Students are encouraged to keep bottled water (only) on their desks to sip on throughout the day. Lunch is eaten in the classroom under the supervision of the classroom teacher. Don't give your child too much to eat especially when they commence school: one sandwich, a drink, a piece of fruit and a small, separately wrapped play lunch is essential as the children are usually hungry by morning recess. Even if you place a lunch order, it is essential to provide some play lunch for your child.

HEALTHY FOOD

- We encourage children not to eat lollies, chips, chocolate bars and soft drinks BEFORE school. Your child's behavior can be affected!
- FRUIT SNACK: Children are encouraged to bring a piece of fruit or vegetables to eat at 10am each morning.
- Soft drinks are not permitted to be consumed at school.

Out of School Hours Care

Baxter Primary School uses Elysium OSHC as the provider of our out of school hours care. The program runs from 7am-8:45am every school morning and from 3:15pm-6pm every school afternoon. Permanent and casual bookings are available, however casual bookings are limited and there is no guarantee of placement.

Special holiday programs and curriculum day care are also offered at most times throughout the school year.

For further information, pricing guidelines and booking forms, please contact Elysium on 0406 877 787 or baxter@elysiumoshc.com.au. Some information can also be provided through the school office.

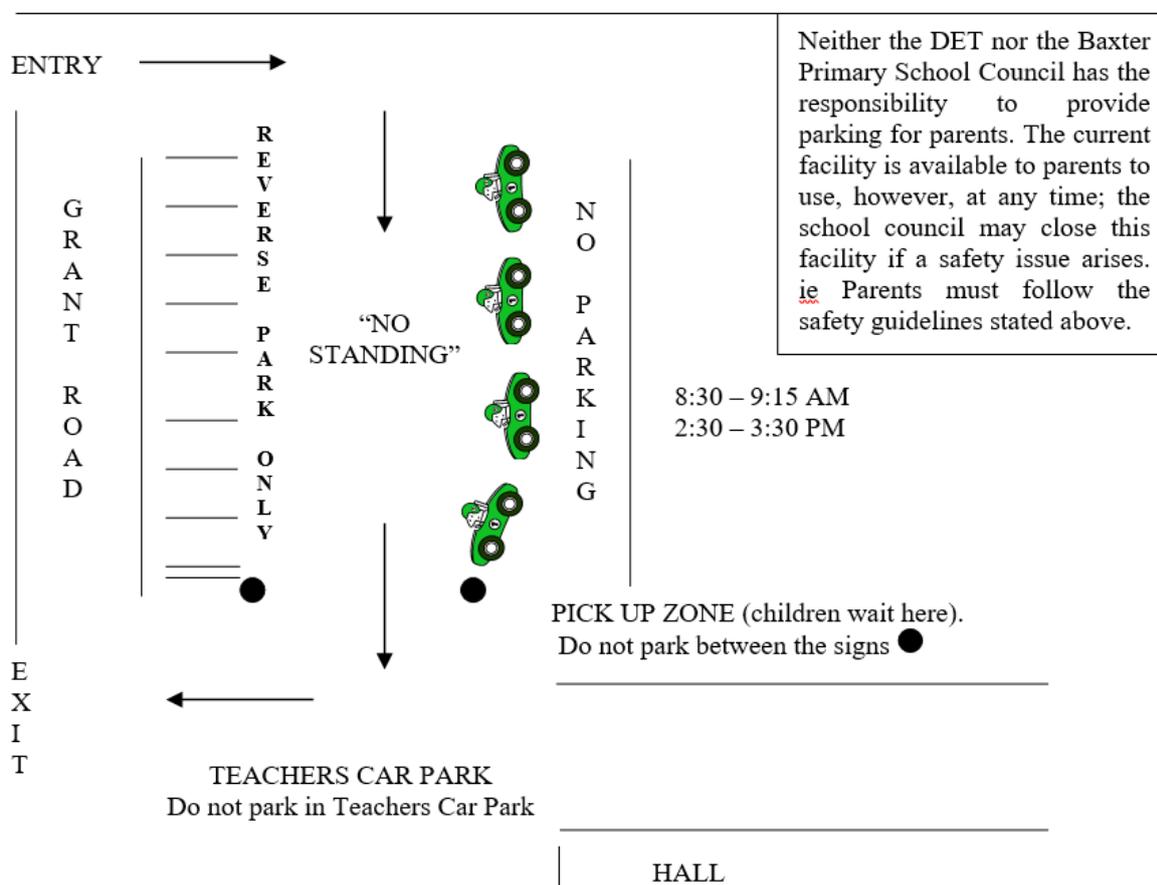
Car Parking

Street parking is available in Baxter-Tooradin Road. **PLEASE KEEP BUS BAY FREE.**
Off street parking is provided in the area opposite the school with entry from Baxter-Tooradin Road.

Limited parking and a DROP OFF/PICK UP ZONE is available in the Grant Road carpark.
Please do not park in the teacher's carpark beside the hall.

The General Store/Shell Service Station has developed a new car park area for customers & school parents. Wayne the proprietor is concerned for our children's safety and requests that parents ALWAYS walk with their children from the new car park area. Please do not park in areas that trucks and cars need to access the driveways and fuel bowsers.

**THE CARPARK OFF GRANT ROAD IS A PICK UP/DROP OFF ZONE. PLEASE DRIVE SLOWLY.
YOUR CHILDREN WAIT AT THE PATH AND WILL BE DIRECTED TO YOUR CAR BY A TEACHER.**



Bus Service

Students accessing the school bus prior to or after school will require a MYKI Card.

Morning Pick Up.....	Sages Road.....	8.42 am
Morning Pick Up.....	Baxter Post Office.....	8.47 am
Afternoon Pick Up.....	Leaves School.....	3.22 pm



All enquiries for the bus service should be directed to Peninsula Bus Lines on 9786 7088.

Health Services

PREP ASSESSMENTS AND REFERRALS

A school nurse from The Department of Human Services provides annual health assessment for all Prep children. Children in all other grades can be seen at the request of either parents or teachers.

Prior to the school nurse visiting the Prep children, a questionnaire will be sent home asking for your permission for the assessment which includes vision and hearing, general observation of your child and discussion with your child's teacher regarding any concerns they may have about your child.

If there are no concerns following the Health Assessment, the results will be forwarded to you via your child. Otherwise the school nurse will make contact with you.

Medical Information

It is advisable for your child to have a physical check-up before starting school and to have any eye, ear, speech or dental trouble treated. Please let us know if your child has any special difficulty or impediment. Encourage consistent attendance and punctuality but, if your child has an illness, they should be kept at home.

It is a requirement of the Department of Education & Training that children are required to have the following immunisations prior to starting school:

- Infanrix (Diphtheria, Tetanus, Whooping Cough)
- Sabin (Polio)
- MMR (Measles, mumps, rubella)

An Immunisation History Statement is required and can be obtained using your Medicare online account through myGov or Express Plus Medicare mobile app. For all enquiries contact 1800 653 809.

Medication at School

If your child is required to take any medication at school, parents must sign a consent to administer medication form. This applies to both prescription and non-prescription medication. All prescription medication brought to school must be in the original packaging with the name of the patient clearly visible. The dosage and time required must also be clear.

Sick Bay

If your child is required to attend the sick bay for any reason whilst at school, a notice will be sent home with your child on that day indicating the reasons and/or treatment that he/she received. Children are regularly reminded of this process and their responsibility to give parents their notice. You may decide that consultation with a doctor is a reasonable course of action. A bump to the head or serious accidents will be reported directly i.e. via a telephone call.

Asthma and Anaphylaxis

Baxter Primary School, in accordance with DET guidelines, keeps an up-to-date Asthma file and Anaphylaxis file. This lists all children who suffer from Asthma and Anaphylaxis, the medication and treatment required and the names of their Medical Practitioner and Pharmacist.

If your child has been diagnosed as an asthmatic or anaphylactic please ask your GP to complete the Asthma Management Form included in your package of information. Anaphylaxis forms are available upon request from the office.

Headlice

Unfortunately many children will attract head lice at some time during their school lives. Parents with a child infected with live lice will be notified by the office staff and the child must be treated and when returning to school, provide a note from parents or in some instances a doctor's certificate. As part of our enrolment form all parents need to sign a consent form for their child to participate in the checking program.

No Smoking Policy

Please remember that Government Regulations have banned smoking in school buildings, on school grounds and within 4 metres of all entrances and exits points of the school grounds **AT ALL TIMES**.

Student Welfare Policy

Baxter Primary School has adopted a whole school approach to welfare with basic rules which cover the behaviour expected of children. Our policy is pro-active and we encourage children to communicate and socialise in positive ways reflecting the positive values of our community. All children are expected to be responsible for their behaviour with either positive or negative consequences.

Three general rules should be adopted:

1. No child has the right to disrupt anyone else's learning.
2. Children and teachers should be courteous to each other.
3. All children, teachers and parents have a right to feel safe at school.

Copies of our Student Welfare Policy are available from the office. This policy outlines strategies to promote a positive learning environment for all children and staff.

Elements include:

<i>SOCIAL WELFARE</i>	Bullying, disruptive grade behaviour
<i>EMOTIONAL WELFARE</i>	Children at risk, self-esteem, Protective behaviours
<i>EDUCATIONAL WELFARE</i>	Early intervention, parent support
<i>PHYSICAL WELFARE</i>	Life Education, mandatory reporting, support agencies.

Classroom Rules

1. Be courteous.
2. Follow directions.
3. Raise hand for permission.
4. Respect others' rights and property.

Playground Rules

1. Be courteous.
2. Respect others' rights and property.
3. Play safely.
4. Play outside school buildings.

Bus Rules

1. Be courteous.
2. Respect others' rights and property.
3. Travel safely.
4. Follow the driver's instructions.

Our Student Welfare Policy promotes parent participation and support for parents. This policy must be read in conjunction with:

- Baxter Primary School “Code of Conduct.”
- Department of Education “The Student Code of Conduct.”
- Baxter Primary School “Equal Opportunity Policy.”

Chaplaincy Program

We are fortunate to have the services of a chaplain, Trudy Connellan. The non-denominational chaplaincy program is partially funded through State and local Government. The remainder of funding is directly from school funds. Trudy is at our school every Tuesday and Thursday. Her support for students, parents and staff is invaluable. She supports staff in the classrooms, working with small groups of children on a range of things including socialisation skills and behavioural etiquette. Trudy also assists in our transition program with students entering school and our year 6 students exiting to secondary college. Referrals to Trudy can be made through your child’s classroom teacher or from our Principal.

Buddy Program

As part of our welfare program, each Foundation student has a buddy from grades 3 and 4. Children are given the opportunity to spend time together and form a bond which assists younger children in adapting to the school environment. We find our buddy system is extremely helpful, particularly during play and lunch times.

Bikes/Scooters

There is a storage rack for bikes and scooters near the entrance to the junior school corridor. However, we feel that until children have a sound knowledge of road safety and school rules and are confident in their use of a bike that it is inadvisable for them to ride to school. Children who ride to and from school and do not comply with road or school rules will not be permitted to ride a bike to school.

Helmets are compulsory.

BIKE RIDING RULES

- Never ride alone to/from school
- Never stop to talk to strangers
- Always wear a helmet
- Your bike must be well maintained with a bell
- You must comply with road rules- including walking your bike in the school grounds and across school crossings
- Even though scooters are classified as toys, we still expect children to wear a helmets and abide to all rules for bicycles.



No Dogs Policy

School Council has endorsed a “No Dogs” policy. Dogs are not permitted in the school grounds before, during or after school.

Parent Payments and Permission Slips

Payment for Excursions, Camps, Special Events, Special Lunch Orders, etc.

All payments must be received by the **due date specified** unless prior arrangements have been made with the office admin team. This is to facilitate the viability, organisation and accountability/safety of the excursion. Please avoid disappointment for your children by being prompt with the return of permission slips and payments. If you require further information, please refer to the full Parent Payment Policy on our website.

School Excursions

In the interests of pupil safety, please note that **ALL** children who travel by bus to a particular venue will return to school **by the same bus** for the normal dismissal time. It is not common practice for children to be picked up from a venue by parents unless:-

- the issue is extremely important
- arrangements have been previously made with the teacher in charge

Due to the hustle and bustle at departure times, the presence of children from other schools, pressure on the bus companies to keep to schedule and the additional complications of custody cases, it is vital to keep the organisation simple to protect your children.

Booklists/Stationery Supplies

Families are required to pay a booklist fee at the commencement of each school year. Notification of the required year level payment, will be confirmed towards the end of Term 4.

Compulsory items include stationery and essential education items. The school takes advantage of bulk purchasing and provides additional curriculum resources which greatly enhance your child's learning potential. For example ICT, software and peripherals, supplementary worksheets, art/craft materials, etc.

School Council also encourages families to make a voluntary financial contribution for resources to enhance our curriculum and school environment.

School Uniform (Dress Code)

School Council has developed a dress code with a high degree of community input.

School uniform has been compulsory for many years. There is a wide range of uniform items that appeal to both parents and children. Parents have the choice to purchase clothing items from the school's supplier, Peninsula Uniforms, or source similar, unbranded items. Some second hand uniform items are available at any time in Room 2 for a gold coin donation.

A representative from Peninsula Uniforms is available at the school for purchases on Thursday afternoon, every two weeks. A schedule is displayed around the school and in the fortnightly newsletter. Our school uniform can also be purchased any time at Peninsula Uniforms in Carrum Downs.

A full copy of the Student dress code is available upon request from the office.

PLEASE LABEL ALL CLOTHING CLEARLY - it is very difficult to return items of clothing that are not named!

School Council

School Council has the ultimate responsibility for our school's finances, policy development, grounds and buildings maintenance and continued growth within the broader school community. One of the major roles of the school council is to ensure that the Program Budget process meets the resourcing needs of all programs and enhances the Baxter Primary School Strategic Plan priorities.

The general composition of School Councils in Victorian Government Schools is decided by the school council in consultation with the Department of Education and Early Childhood Development (DEECD).

Our community opted for the following membership:-

8 Non-DEECD Members
4 DET Members (including the Principal)

Positions are held for 2 years with half of the Council retiring annually at the end of March to ensure there is always a core of experienced members. During February you will be advised through the newsletter of vacancies and election procedures. Meetings are usually held on the 3rd Tuesday of each month and visitors are always welcome.

The 2019 Office Bearers are:

PRESIDENT:	Simon May
VICE PRESIDENT:	To be appointed
SECRETARY:	Jackie Wilson
TREASURER:	To be appointed



Parents and Volunteers (PAV)

Parent participation and interaction is an important part of your child's enjoyment and success at primary school. Teachers encourage and value parent involvement in many areas including classroom reading and PMP.

The operations of PAV focus on two major areas: SOCIAL ACTIVITIES and FUNDRAISING. Basically, we try to have a lot of FUN whilst supporting our school. The money raised by PAV is used to purchase items not provided by DET. These are the "extras" which enrich your child's education.

Activities include assisting with the running of the enormously successful Baxter Family Fair, school discos, treat day, special lunch days, fundraising through various "drives" and social events.

Contact the school office if you wish to contribute or participate in PAV Activities.

We do need YOUR HELP to maintain the range of various fun & fundraising activities. We will value your IDEAS and any TIME that you can assist.

Contact the school office on 5971 1391 if you have ideas or would like to be put in touch with a representative of PAV.

Working with Children Checks

Parents are invited to assist in the school by reading in the junior classes, helping on camps and excursions, covering books, etc. Please note you will need a current Working with Children Check, linked to our organisation, before you can carry out volunteer work within the school. Working with Children Checks are free for volunteers and you can obtain yours by going to the following web site www.workingwithchildren.vic.gov.au

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