



SOMERS PRIMARY SCHOOL

General Information

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Absences

If your child/children are absent from school, please ring the school on the day of their absence or advise your child's class teacher via the Class Dojo App. The school will ring parents on the day the student is absent to verify the absence if we have not been advised of the absence. If your child/children will be away for a few days due to a family long weekend/holiday/special event, please advise your child's class teacher or the school office prior to the absence so that such absences can be recorded appropriately. If they are going to be absent for an extended time, please advise the school in writing prior to the absence. Students who are absent without receiving advice from parents are recorded on the classroom roll as an "UNEXPLAINED" absence. From time to time the Department of Education and Training conduct Student Attendance Audits so you will appreciate the importance of correct recording of our class rolls.

Assemblies

School Assembly is held at 2.45 pm each Friday afternoon either in the Senior School building (often referred to as the BER or the Drummond Building), or online via WebEx. Parents are most welcome to attend. This is a time for awards, to come together as a school community, and celebrate student achievement.

Bikes

If your child rides a bike to and from school he/she must wear an approved bicycle helmet. Bicycles can be stored behind the office building. It is an accepted fact (from the Bike Education Program) that children under Year 3 need supervision when riding to school. PLEASE NOTE: RIDING BIKES IN THE SCHOOL GROUND IS PROHIBITED.

Book Club

Under this scheme, children are given the opportunity to purchase a variety of books for their personal libraries. Approximately six times a year they will receive a form describing books from which they make a selection. The aim of the club is to encourage children to read for enjoyment and to provide a selection of books that appeal to children of all abilities.

Book Lists

Each year our teaching staff prepare a list of recommended materials for your child to use throughout the year. The school arranges for the purchase of these books (gaining a GST advantage for our community) and these are purchased via Curriculum Contributions funding.

Buddy Program

During our comprehensive Prep Orientation program which is held in Term 4, your child will be assigned a Grade 6 student to help them adjust to their commencement at Somers during Prep. The buddies will assist your child during Orientation sessions and also help your child at the beginning of the school year. This assistance will include specific classroom activities and also outside in the playground as the Prep students familiarise themselves in their new environment.

Change to Student Details

Please advise the school office staff should there be any alterations to student details such as: change of phone numbers of parents and emergency contacts, change of address,

changes of family situation (e.g. parent separations & changes to living arrangements), changes to a child's medical condition etc.

Communication with school

If you have a question, no matter how trivial, a problem – no matter how small – we are always ready to listen. Try us! We do however ask that parents please minimise ringing the school requesting that messages be passed on to students relating to changed pick up arrangements. We understand that emergencies do occur and are unavoidable however, where possible, please make sure your children are advised before they leave home in the morning if there is any change to the arrangements for pick up from school. Please make sure your child/children are very clear about any changed arrangements. For children in the junior school, we suggest that their class teacher be informed of any changed arrangements at morning drop off or a note be written for your child's teacher.

Computers

At Somers Primary School students use computers as integrated tools in their daily learning and as part of their preparation to participate in the ever changing world of technology. Each unit has a pod of notebook computers.

Court Orders

If there are any Court Orders currently in place that affect your child, please bring the original orders to the school office so that we can take a photocopy. If there are any particular conditions that need bringing to our attention, please make sure that you advise us at the time of providing us with the Court Orders. It is the responsibility of the parent to provide the school with copies of any further Court Orders or changes to Court Orders.

Curriculum Days

Staff Professional Learning and Curriculum Days are allocated to all schools annually, and children do not attend school on these days. These days are granted so that staff engage in professional learning, evaluate school policies and programs, conduct interviews, or write reports. The community will be given adequate notice of when these will be held.

Daily Time Table

Session 1	9.00 am – 11.00 am
Recess	11.00 am – 11.30 am
Session 2	11.30 am – 12.50 pm
Lunch	12.50 pm – 1.00 pm
Lunch Recess	1.00 pm – 2.00 pm
Session 3	2.00 pm – 3.30 pm

Students are dismissed at 2.30 pm on the final day of Terms 1, 2 & 3 and 1.30pm on the final day of Term 4.

When your child arrives at school, we ask that you do not interrupt the teacher's preparation for the school day. Children are allowed in from 8.45 am if the weather is inclement, otherwise children enter the classroom at 9.00 am.

If you wish to take your child home during school hours, please refer to the section on *Late arrivals and Early Departures* described below.

If you are assisting with any class programs you will need to provide a current Working With Children Check. On the days you are assisting, please sign the Visitor's Register and collect a Visitor's Badge at the school office.

Please refer to the section *Parent Volunteers – Working With Children Check* in this information booklet for further information.

Emergency

We will contact you if there is a sudden health problem or accident. To do this we will need your help in updating the school should there be any change to your contact details or any changes to your child's medical records.

Excursions/Incursions

All excursions are designed to give your child an educational as well as enjoyable outing or experience. Before an excursion, you will receive a notice informing you of the place, date, time, staff attending etc., with a consent and indemnity form to be completed and returned to the school. Children will not be taken on an excursion without a permission form.

Emergency Management Plan

The school has a comprehensive Emergency Management Plan which is updated on an annual basis. As part of this plan, the school conducts twice-termly evacuation drills for different types of emergencies.

Enrolment

Parents are required to complete a Student Enrolment Form for each student being enrolled for the first time at a Victorian Government Primary School. As part of the enrolment process, proof of birth must be provided for the student being enrolled (usually a copy of the child's Birth Certificate). Additionally, parents are required to provide the school with a copy of the Child's Immunisation History Statement. Both these documents are required to complete the enrolment process.

Facilities

The school is very proud of the facilities we have developed. We presently have 9 classrooms, an Art Room, Library, Performing Arts and Indonesian Room, Science and Technology Room, Ready to Learn Room, Multisensory Structured Language Room and a General Purpose Room where our Out of School Hours Care Program is based.

Fundraising

Somers Primary School holds just the one major fundraiser each year which is our Annual Arts Fair held in late October. Each year an Arts Fair Committee is formed to organise this event. The success of our Arts Fair requires the assistance of many parent and community volunteers so please consider helping out in whichever way you can once Arts Fair time approaches.

Horizons and Inspire Programs

Horizons is a program offered by staff at Somers Primary School for students in Prep – Year 2. The program is generally run for one session per week, in 5 week blocks. The program takes place throughout the school year.

Examples of some programs children can elect to participate in are:

- Electronics
- Jewellery making – where children make earrings, bracelets and necklaces
- Scrapbooking
- Dance
- Board games
- ICT – Library/reading
- Choir

The aim of the Horizons program is to expose children to a variety of new activities that they may not have had the opportunity to experience previously. Staff also have the opportunity to share their talents and interests with children of all grade levels, making it a rewarding experience for all.

During the colder, wetter terms, normal outside activities can be restricted. Having the Horizons program allows children to undertake different activities that alleviate this problem and give children welcome alternatives. Horizons programs are constantly changing to enable students to experience a wide variety of activities.

In years 3-6, the Inspire program operates as an elective for students. During the Inspire program, students help design elective activities that will engage and challenge themselves and their peers. The aim of the program is to develop students' collaborative, creative and problem-solving skills in rich, meaningful contexts, as well as giving students opportunities to learn things that interest and engage them. Students have the opportunity to engage in student-directed, project-based learning in contexts such as sport, outdoor recreation, the arts, construction, science, technology and sustainability projects.

Immunisation

All children should be fully immunised before they start school. The Department of Education and Training requires parents to supply the school with a copy of the child's Immunisation History Statement as part of the enrolment process. Parents can access their child's Immunisation History Statement by contacting the nearest Medicare Office or online at www.medicareaustralia.gov.

Interviews

Parents may arrange an interview with the classroom teacher regarding progress or any other concern by telephoning or writing an email or note to the teacher concerned, so that a mutually convenient time can be arranged.

Language Support Program

Somers Primary School runs a specialist Multisensory Structured Language (MSL) intervention program. This program is delivered to students requiring additional individual and/or small group instruction in language and literacy.

Multisensory teaching is an important aspect of instruction for students who have not achieved age-expected literacy levels (including students with dyslexia) that is used by clinically trained teachers. The approach's evidence base shows it is effective for all literacy learners. It includes instruction for students that is explicit, structured, systematic, cumulative, cognitive, intensive and focused on meaningfully taking speech to print. The multisensory component involves the use of visual, auditory, and kinaesthetic-tactile pathways simultaneously to enhance memory and learning of written language. Students are taught phonology and phonological awareness, sound-symbol association, syllable instruction, morphology, syntax and semantics.

Late Arrivals and Early Departures

Students who are late arriving at school should be signed in at the school office in the Late Arrival/Early Departure register by their parent or authorised adult. They will then be given a Late Arrival Pass to give to their class teacher.

Similarly, children who need to be collected early from school are to be signed out in the Late Arrival/Early Leaving register in the office by their parent or person authorised to collect the student. An Early Departure Pass will then be given to the authorised adult collecting the student to present to the student's class teacher.

Children are not permitted to leave the school grounds prior to 3.30 dismissal without being signed out by an adult authorised to do so.

Library

Our aim is to foster in children a love of books and literature. We also provide a program, which teaches the children a variety of library skills. Children can borrow books during their weekly class sessions. Please encourage your child to take care of the books and to return them on time. A library bag is also advisable.

Lost Property

Please label all your child's belongings clearly and permanently (including shoes, jumpers, hats, lunchbox lids, and drink bottles.) Although we offer all assistance possible, the school cannot be responsible for lost items. All lost property which is handed in, will be kept in a box for a term and then given to charity. It is particularly difficult for young children to look after their property as they often forget where they have put their items down. The main central lost property collection point is in the First Aid Room in the School Office.

Lunch Orders

Somers Primary School currently does not have a lunch order facility in place. Families will be notified of any change to this situation.

Medical Conditions

If your child has a medical condition or develops a medical condition during their time at Somers Primary School, please make sure you advise us of this in writing. If your child has a Medical Action Plan for conditions such as Asthma, Anaphylaxis, Serious Allergic Reactions, Epilepsy, Diabetes etc., please make sure you supply the school office with a copy of their Medical Action Plan.

Medication

If students need to have medication during school hours, parents will need to leave the medication at the school office and complete an "Authorisation for Administering Medication Form." This applies to students requiring both short term and long term medication. For students who have Asthma medication or medication for severe allergies or Epi-Pens, please initially bring Action Plans, puffers, Epi-Pens and any other medications to the office for processing. These medications and copies of Actions Plans will then be given to your child's class teacher for them to securely retain in the classroom.

Mobile Phones at School

The School has a policy of no mobile phones to be used by students whilst at school. If there is a very good reason for your child to have their mobile phone at school, their mobile must be given to their class teacher for secure storage during the day.

Mobile Phones and other electronic devices on Camps and Excursions

Students are not to bring mobile phones and electronic devices on camps and excursions without prior permission from school staff.

Money

Please send any money for contributions for excursions etc. in a labelled envelope with your child's name, amount and purpose of the contribution clearly labelled on the envelope. Please place completed permission form together with contribution **INSIDE** the envelope and return to your child's class teacher.

Musical Instrument Program

A musical instrument program is offered. This requires children to be withdrawn from regular classes for personal lessons. The program is a private financial arrangement between parents and the music teachers. We are currently able to offer guitar classes. Please contact the school office for details regarding guitar lessons.

Newsletter

The school newsletter is generated on a fortnightly basis on a Thursday and is sent home electronically via email, and posted on Class Dojo.

Notices

Your child will frequently be given notices to take home concerning school happenings, excursions etc. Please check your child's bag for notices on a regular basis.

Out of School Hours Care Program

Somers Primary School runs an Out of School Hours Care Program to assist families who require childcare either before school commences or, after school finishes, or both. Before School Care operates from 7.00 am until 9.00 am each morning and After School Care operates from 3.30 until 6.00 pm each afternoon. A separate OSHC Enrolment form needs to be completed should you need to use this service. Enrolment forms and further information about the program are available from the school office. It is the parent's responsibility to notify the OSHC Coordinator if there are any changes to contact details, addresses, emails, emergency contacts, Court Orders etc. for your child/children.

Parent/ Community Volunteers – Working With Children Check / COVID Vaccination

Parents and other community members who volunteer to help at school are required to hold a current Working With Children Check which is applied for on-line.

Go to: www.workingwithchildren.vic.gov.au/ to apply.

On days when you are volunteering at the school, please sign the Visitor's Register at the office and collect a Visitor Badge.

Punctuality

Starting school **ON TIME** is so important to the routines we establish in life. Be positive and on time in the mornings. If for any reason you are late, please go to the office, sign the Late Arrival/ Early Leaving Register and collect a Late Arrival Pass for your child to give to his/her classroom teacher so that the class roll can be recorded correctly.

Reporting to Parents

This is done through a combination of written reports and parent/teacher interviews.

- “Meet the Teacher” interviews are offered in the first few weeks of the school year.
- Throughout the year various functions are held to give parents and teachers an opportunity to meet and discuss programs and your child’s progress.
- Parent/Teacher interviews are offered after the distribution of the mid-year report.
- Written Reports are prepared for parents in June and December.

Runners Club

We endeavour to hold our Runners Club twice weekly (weather permitting) before school on Monday and Thursday mornings. It is held on the oval at 8.15 am. Both students and parents are welcome to participate.

School Council

The School Council is the governing body of the school, elected by the school community to work with the Principal to determine school policy and ensure the efficient running of the school. A variety of sub committees operate under the School Council guidance.

School Financial Contributions

Each year the School Council, through its Finance Committee, sets a schedule of recommended Curriculum Contributions for each child. This contribution covers things such as books, writing materials, other school resources for the art room, library and information technology programs etc. A letter confirming the parent contribution arrangements will be sent out to you before the end of the school year. Contributions can be paid by direct deposit to the school’s bank account, cheque, cash or EFT.

Sickness and Accident Register

Details of all children are kept so that contact may be made with home in the event of sickness or accident at school. It is most important that you complete all relevant information on the school enrolment form. Please let the school know immediately if any changes occur – eg: new address, telephone number, place of work, doctor and contact numbers for emergency persons. Parents are notified when first aid is administered so you may follow up with relevant treatment.

Sport and Physical Education

Somers Primary School has a proud tradition of participation across a wide variety of sporting activities at various levels. All students participate in the whole school P.E. Program which is conducted by a specialist teacher. The students in grades 3 – 6 compete in inter-school sports in athletics, cross country, swimming, football, soccer, netball basketball, T-ball and volleyball. Our prep students also participate in the Perceptual Motor Program (PMP) which is designed to develop their balance and spatial awareness.

SunSmart

The school endorses the SunSmart approach to living. Children must wear a school uniform polo shirt, (no singlet tops). A broad brimmed hat is compulsory during Terms 1 and 4. We have a 'no hat no play' policy during these terms. Children who do not have the appropriate hat are required to sit quietly in the shade during these terms.

Transfers

If you intend leaving the school, please notify the Principal and obtain the necessary information for a transfer to another school. Please return any school equipment or library books.

Uniform

Somers Primary School Council has a policy of ALL students wearing school uniform. Our school uniforms are supplied by Beleza School Uniforms. Orders are made directly through Beleza over the phone, in their shop or via their website. Shoes need to be closed with no exposed toes or heels.

Contact details for Beleza are:

Shop Address: Beleza School Uniforms,
Shop 8/13 Eramosa Road West,
SOMERVILLE VIC 3912
Telephone: 03 5977 5277

Visitors

All visitors to the school will be required to sign in and out in the Visitor's Register Book at the school office and collect a Visitor's Badge.

Yard Supervision

The school has a legal responsibility to supervise students in the school grounds from 8.45 am on school days. We therefore ask that parents do not drop students to school prior to 8.45 am. Parents who need to drop their children at school prior to this time may need to consider booking them in to our Out of School Hours Care Program. Enrolment Forms for the OSHC Program are available from the school office. The OSHC Program caters for children from 7.00 am in the morning, and up until 6.00 pm in the afternoons. Parents may like to consider completing an OSHC Enrolment Form for your child/children so that in the event of an unforeseen delay or emergency situation arising, you will have the peace of mind knowing that you have completed the necessary paperwork to enable your child/children to attend the OSHC program.