A warm welcome is extended to all who join us at Portland Primary School. We trust you and your children will have a rich and fulfilling time with us and we hope to see you often, both in the classroom and at various functions as we work in partnership to provide educational excellence for your children.

**Purpose**
At Portland Primary School we provide a supportive, inclusive learning environment which enables students to realise their intellectual, physical, social, emotional and creative abilities. We aim to empower our students to become resilient, lifelong learners who are positive and active members of their school and wider community.

**Values**
Portland Primary School models the values of respect, participation, reliability, fairness, responsibility and cooperation. Through these values, students, staff and parents work in partnership to achieve educational success.

**Strategic Intent 2010-2013**

**Student Learning:** Improve student learning outcomes in literacy and numeracy - Provide a differentiated curriculum which makes teaching and learning explicit for every student and encompasses 21st Century skills.

**Student Engagement and Wellbeing:** Build the engagement of students and their families in the life of the school - Provide a broad range of wellbeing programs that encourage students to take responsibility for their own learning and allow values based learning experiences from prep to year 6.

**Student Pathways and Transition:** Improve transition and learning pathways for all students from prep to year 6 - Develop in students the skills, knowledge and attitudes necessary for transition particularly as students enter the school at prep.

With an enrolment of around 89 students, we are able to offer a caring ‘family’ environment. Our buildings allow for spacious classrooms, each with computer banks and access to Interactive whiteboards, a well equipped library with a bank of 25 computers, multi-purpose room, art room, music room and LOTE room. Expansive grassed and asphalt play areas include two basketball and two netball courts, rebound walls, oval, soccer field, undercover sandpit, two adventure playground areas and two undercover courtyards. These facilities are complemented by an outdoor learning centre with kitchen garden/orchard and pleasant flower gardens and treed areas. Our location also provides the school with a unique opportunity to utilise community resources.

Portland Primary has staff who are enthusiastic, dedicated and professional. All staff are committed to best practise teaching and learning, catering for individual differences to ensure educational success for all students. An active and enthusiastic School Council and Parents’ Association provide much valued service and support to the whole school community.

Parental involvement is an integral and vibrant part of school life. Portland Primary has an ‘open door’ policy and parents are encouraged to participate in all aspects of school life.

Regards

Heather Atchison
Principal
SCHOOL TIMES

BELL TIMES AND SCHOOL SESSIONS
8.50 am - Students may enter the room
9.00 am - Learning Session 1
11.00 am - Recess Eating in Classroom
11.10 am - Recess Play
11.30 am - Learning Session 2
1.30 pm - Lunch Eating in Classroom
1.40 pm - Lunch play
2.15 pm - Learning Session 3
3.15 pm - School dismisses

NOTIFYING ABSENCE
The school has a legal obligation to maintain accurate attendance rolls. All absences are to be notified through the office with either written or personal explanations required. Verbal explanations can be made through a visit or phone call to the office.

COLLECTING STUDENTS/ VISITING IN SCHOOL HOURS
All visitors, (including parents) between 9.00 -3.00pm must report to the office on arrival. Visitors are required to sign in and out and collect a visitor’s badge. If a parent is collecting a child during school hours they are also required to present at the office and document this in the ‘Collection of student’ book.

SUPERVISION OF CHILDREN
Staff members commence yard duty at 8.40 am. Should assistance be needed before this time the office is manned from 8.00 am.

School Council accepts responsibility for students on premises for fifteen minutes before and after school and bus supervision times. Teachers are rostered for yard supervision in designated areas of the yard throughout the morning, lunchtime breaks and after school.

Students have 10 minutes in classrooms for eating of playlunch and lunch and if longer is required they remain in designated courtyards.

Parents are urged not to send their children to school too early, to encourage promptness in going home after school and to remember that no student has permission to be on school premises after hours, weekends or vacations.

Once sent outside, students require teacher permission to enter classrooms or offices. At all times, unless carrying out a teacher’s direction or needing assistance, pupils are not expected to enter the administration wing and/or general office.

Once at school children are not permitted to leave the school grounds without parental permission and documentation at the office.

SCHOOL TERMS 2011
Term 1 February 1 to April 8
Term 2 April 27 to July 1
Term 3 July 18 to September 23
Term 4 October 10 to December 22

SCHOOL TERMS 2012
Term 1 February 1 to March 30
Term 2 April 16 to June 29
Term 3 July 16 to September 21
Term 4 October 8 to December 21
SCHOOL PROGRAMS

CURRICULUM
Our school offers a comprehensive curriculum based on the Victorian Essential Learning Standards.
Subjects offered are:

Discipline-based Learning
- English (Reading, Writing, Speaking and Listening)
- Maths
- Science
- The Humanities (Economics, Geography, History)
- Language Other than English (LOTE)
- The Arts

Interdisciplinary Learning
- Communication
- Design, Creativity and Technology
- Information and Communications Technology
- Thinking Processes

Physical, Personal and Social Learning
- Health and Physical Education
- Interpersonal Development
- Personal Learning
- Civics and Citizenship

Portland Primary offers the following programs for all students with specialist teacher instruction:
- PE/Health
- Sport
- Music
- Visual Art
- LOTE - Indonesian
- Information and Communications Technology (ICT)

Reading Recovery is provided for grade one students in need.

Curriculum delivery is based on the use of the Thinking Oriented Curriculum approach for improved teaching and learning. This approach promotes higher level thinking skills which eventually results in applying acquired knowledge to new situations.

A high priority is placed on English and Maths with committed, uninterrupted time given to these subjects. Strategic, ongoing assessment and monitoring of student progress in these areas has ensured that individual differences are catered for and student results are reflective of this. Individual Learning Improvement Plans are developed in conjunction with parents for any students with special needs.

Extra Curricula Activities
A wide range of extra curricula activities are provided at different levels throughout the school.

Student Leadership
Portland Primary also prides itself on developing strong student leadership. School student leaders are elected from grade 6 and participate in a strategic leadership program. These leaders also attend a specific leadership conference in Melbourne at the beginning of each year.
A Kids Safety Club also operates with members from grades 4 to 6. All year 6 students are also trained in Peer Mediation.
All students, prep-6, participate in classroom programs to develop leadership capabilities.
COMMUNITY INVOLVEMENT
Interaction with the community is also a focus of our school. Grade 6 students participate in Meals on Wheels and Grade 5 students make regular visits to Aged Care facilities. Partnerships are also built with our neighbouring kindergartens.

RELIGIOUS EDUCATION
Religious Education is taught in the school by accredited instructors from outside the school. The course is set by the Christian Education Council and is a non-sectarian course. Parents with any objections are not obliged to have their children participate in this program and need to provide written permission.

CAMPS AND EXCURSIONS
Our school runs a camping program from Year 2 through to Year 6. The destination and duration of camps is decided each year by teachers in consultation with School Council.

Other trips and excursions are arranged throughout the year. Parents' permission to attend is necessary for all excursions. Unless written authority to take action in the event of an emergency is received, a child cannot be taken on an excursion. Any family suffering financial hardship is invited to discuss the matter with the principal, as we do not want any child to miss out on an excursion or camp.
STUDENT WELLBEING and ENGAGEMENT

The child is at the CENTRE of the school’s operations since it exists FOR the care and development of children. We aim for each student to be happy and safe at school, and take seriously the responsibility of care given to us by parents. We ask parents to take seriously the need to keep informed about their child’s educational experiences.

Student Engagement and school connectedness underpin effective student learning. A child’s development must include aspects of physical, emotional, social and intellectual factors in balance to provide optimum individual potential to be realised. The school environment, the home and the wider community should relate closely to support this all round development. Cooperation between home and school is vital, with mutual trust and respect, and clear communication contributing to positive attitudes to learning, self esteem and confidence in the child.

STUDENT ENGAGEMENT POLICY

Portland Primary’s Student Engagement Policy articulates the school community’s shared expectations in the areas of student engagement, attendance and behaviour. It is based on explicit rights and responsibilities, shared expectations, and actions and consequences. This policy ensures a consistent approach throughout the school community. A copy of our policy is available on our website and a hard copy is available on request.

WELLBEING AND ENGAGEMENT PROGRAMS

- The Learning How to Learn program at the beginning of each year for all students develops common goals and expectations in line with the school’s purpose and values. Each class develops their own vision, mission, values and guiding principles. Students also investigate and identify their own learning style and develop short and long term individual goals. This forms the basis for regular class and individual reflection throughout the year.
- The implementation of You Can Do It! has had a positive influence on all aspects of school life as students, parents and staff develop and display their commitment to the foundations of getting along, persistence, confidence, organisation and resilience. Every student from prep to year 6 receives a You Can Do It! lesson once a week. We encourage students by giving specific feedback in the form of special You Can Do It! Awards each week.
- A focus on healthy lifestyles as a Kids: ‘Go for Your Life’ school, environmental sustainability as a Resource Smart School, and active transport as a Travelsmart School.
- The use of the Restorative Practices approach to welfare and discipline.
BULLYING POLICY
Portland Primary has a zero tolerance to bullying. A copy of this policy is available on request.

WELLBEING OFFICER
Portland Primary has a wellbeing officer, Colleen Brown, who is in attendance at the school five days a fortnight. Colleen works with staff to deliver welfare programs and is available to provide support to both students and parents. If parents wish to meet with Colleen, please phone the office to arrange an appointment.

PROGRAM FOR STUDENTS WITH DISABILITIES
Integration of any child with an impairment or disability is enhanced at Portland Primary School by specialist staff, parent involvement and social outcomes for all students.
SCHOOL UNIFORMS

We expect all students to take pride in their school by wearing the school uniform. Our school colours are bottle green, grey and white with a touch of maroon in our rugby top.

Our school is a Sun Smart School and as such requires students to wear school hats whilst outside in Terms 1 and 4. Students without a hat are required to play in the central courtyard.

The rugby top and jacket are available from the office, all other items of clothing can be purchased from Squidly Dids except for the polar fleece vest which can be purchased from Target and embroidered with the school emblem from Scan-a-logo (opposite Royal Hotel in Percy St)

SCHOOL UNIFORM

BOYS
White Polo Shirt or White Skivvy
Grey School Trousers – Gaberdine material – not CARGO style
Grey or Green shorts – must be Gaberdine material
Green Windcheater/ School Rugby Top/ Green Polar Fleece Sleeveless Vest
Green school jacket
White socks with shorts
**Black** school shoes – includes lace up, elastic sided boots, runners

GIRLS
White Polo Shirt or White Skivvy
Grey School Trousers – Gaberdine material – not CARGO style
Grey or Green shorts – must be Gaberdine material
Green Windcheater/ School Rugby Top/ Green Polar Fleece Sleeveless Vest
Green school jacket
Green and white check dress with white collar and cuffs
White socks with shorts or dresses
**Black** school shoes – includes lace up, t-bar and runners

- Green bucket hat (term 1 and term 4)-available at the office.

SECOND HAND UNIFORMS
A selection of second hand uniforms are available for sale from the office for a few dollars.

IDENTIFICATION OF BELONGINGS
It is important that each item of personal property and clothing be clearly named in a permanent manner.

LOST PROPERTY
Unclaimed and unnamed items are housed at the office.

**At the end of each term, unclaimed items are recycled as second hand uniforms.**
COMMUNICATION

NEWSLETTERS
School news and requests are communicated in the newsletter each Wednesday, distributed to the eldest child in the family attending school.

PARENT / TEACHER INTERVIEWS
Parents/ carers may meet with teachers at any time throughout the year. You will need to make an appointment at a convenient time for both parties.

Mid-year parent / teacher interviews are held at the end of second term and at the request of either teachers or parents if desired at other times. Please contact the office or your classroom teacher for any queries.

CONCERNS / CELEBRATIONS
It cannot be emphasised strongly enough, that when you feel that things are not going well, you contact the Principal immediately. Parents should feel free to discuss any matters relating to their children’s education at any time. There may be no way we can know about a problem unless you inform us. The sooner the matter is discussed, the sooner a solution can be found. We would like you to inform us of any problems as we all wish the school to operate as efficiently as possible.
We would also love to hear when things are going well, so we can celebrate together.

STUDENT REPORTS
Written reports are issued at the end of 2nd and 4th Terms in line with DEECT guidelines.

ASSEMBLY
A whole school assembly is held in the Multi-Purpose room each Friday at 2.50pm. All parents and interested community members are welcome to attend. Our student leaders play an integral role in the organisation and running of assembly. Assembly provides a great opportunity for our school community to come together to celebrate student successes and report on school activities.

PARENTAL INVOLVEMENT

PARENTS’ ASSOCIATION
This group consists of parents of student’s, or friends of the school, and meets once a month on a Friday at 9.00 am in the staff room. They discuss school issues, arrange money-raising functions, learn of school progress and partake in working bees from time to time.

The atmosphere is social and a small annual fee ensures membership.

WORKING BEES
These are held from time to time, as the need arises. Projects around the school such as the playground equipment, fitness track and the repair and maintenance of school grounds and equipment have all occurred as a result of parent/teacher/community working bees.

CLASSROOM PROGRAMS AND EXTRA CURRICULA ACTIVITIES
Parental assistance in classroom programs and at extra curricula events is always welcome.
SCHOOL COUNCIL

Portland Primary School came into being following the Education (School Councils) Act in 1975.

With the restructure of the Directorate of Education in 1993, School Councils have been given greater responsibility in relation to school curriculum, finance and the general running of the school as part of your child’s learning environment.

The main aim is to stimulate interest in the school so that these responsibilities can be met. By doing this and involving parents we feel that the children receive a better education.

Council elections for half the elected representatives are held in February each year. The Council consists of six parent representatives, four Department of Education, Employment and Training (including the Principal) and two coopted members (non-Department of Education, Employment and Training employees. These members are then allocated to various sub committees.

TRANSPORT

SCHOOL CROSSINGS
These are located in Palmer Street, Julia Street and Henty Street. They are only legal when crossing flags are displayed. The crossings are manned before and after school.

COUNTRY (CONTRACT) BUSES
These depart from Julia Street at 3.20 pm. Student travellers are required to gather at an assembly point after school and are supervised until departure. Permission to travel must be obtained from the Portland Secondary College. Students are transferred to Portland Secondary College by shuttle bus to board their country bus.

TOWN BUS (NORTHERN AREA OF CITY)
Parents choose to put their children on this bus, which is not under the control of the Department of Education, Employment and Training. This bus departs from school at 3.18 pm (3 minutes after school finishes). Parents are asked to instruct children to return to the office if they should miss the bus home so that alternate arrangements can be made.

PUPILS RIDING BICYCLES TO AND FROM SCHOOL
Since 1986, School council has enacted the following Policy:
“Any child wishing to ride a bicycle to school will be permitted to house the bicycle on school premises during school hours, ONLY if he/she wears an ASI approved helmet when riding. Restricted to Year 4 and over.
Any student below Year 4 level, will be permitted to house a bicycle on school premises during school hours, ONLY if accompanied by an adult when riding to and from school. Whilst all care is taken, the school accepts no responsibility for loss or damage to bicycles on school premises”.

Bicycles are to be housed in the bicycle lock-up near the Julia St entrance. This area is locked at 9.00am an unlocked at 3.15pm.

NB: Research indicates younger children are unable to assess vehicular speeds, determine direction of sound, or predict vehicle behaviour and therefore are unable to safely control a bicycle in traffic.
MATERIALS AND REQUISITES

Each year the School Council budgets for the following year’s curriculum and operational costs. Quarterly Government Education Grants are received, but these prove inadequate to the maintenance of the diverse curriculum the school proudly provides.

At the direction of the School Council parents are asked to meet any shortfall that occurs between the cost of the Curriculum needs and the amount of the Government Education Allowance. Fees for 2011 are $170.00.

The dedicated Parents’ Association supplements school equipment through its fund raising efforts and bulk purchases of student requisites are made to keep costs to a minimum.

Swimming, camps and excursions as well as some visiting performances require payment as they arise.

MONEY FOR CAMPS AND EXCURSIONS
All money for camps, excursions, etc is to be paid/sent to the office (preferably in a marked envelope) and receipts are issued.
CHILDREN’S HEALTH

CHILDREN’S WELFARE
Regular attendance ensures smooth progress and helps positive social development. However, if your child is ill, home is the best place to be. Upon your child’s return please send along a written note of explanation.

INDIVIDUAL STUDENT INFORMATION AND EMERGENCY CONTACT
Personal information and emergency contact numbers are kept for each child at the school. It is imperative that the school has your current daily telephone number or that of a responsible friend. If this information changes, please notify the school immediately. All information collected remains confidential for school purposes only.

In emergencies, teachers will endeavour to contact parents first but on occasions may need to take the child to seek medical treatment before telephoning the emergency contact number.

It is also important that the school be notified of student medical details, which may affect the child at school eg. asthma and medication required, allergies to medications, etc.

When enrolling a child it is also necessary to present an immunisation certificate and if asthmatic, a copy of the child’s management plan is required.

INFECTIONOUS DISEASES EXCLUSION

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>GERMAN MEASLES</td>
<td>At least seven days</td>
</tr>
<tr>
<td>MEASLES</td>
<td>At least seven days</td>
</tr>
<tr>
<td>WHOOPING COUGH</td>
<td>Medical certificate of four weeks</td>
</tr>
<tr>
<td>HEAD LICE</td>
<td>To be excluded until treatment</td>
</tr>
<tr>
<td>SCARLET FEVER</td>
<td>Medical Certificate</td>
</tr>
<tr>
<td>HAPATITIS</td>
<td>MEDICAL CERTIFICATE</td>
</tr>
<tr>
<td>RINGWORM</td>
<td>To be excluded until treatment</td>
</tr>
<tr>
<td>IMPETIGO</td>
<td>Excluded until treated, all sores must be covered</td>
</tr>
<tr>
<td>MUMPS</td>
<td>Until fully recovered</td>
</tr>
<tr>
<td>CHICKEN POX</td>
<td>Until fully recovered</td>
</tr>
<tr>
<td>CONJUCTIVITIS</td>
<td>Until discharge from eyes has ceased</td>
</tr>
<tr>
<td>DIARRHOEA</td>
<td>Until diarrhoea ceases</td>
</tr>
</tbody>
</table>

HEADLICE
From time to time head lice occur at school. Wherever children play together and learn together in classrooms this condition is easily spread. We have an excellent program whereby we employ a qualified person to regularly check student’s hair. Parents are advised to make regular inspections of their child’s hair. Please notify the school if you find your child has head lice so further checks can be made. When head lice are found, children are sent home for treatment. The child can return to school immediately after treatment. Parents are advised to try to remove all eggs from the hair as soon as possible to prevent the possibility of further eggs hatching.

SCHOOL MEDICAL EXAMINATIONS
The school nurse conducts health examinations of all children in the Prep year. She also accepts referrals by parents and teachers where a child has a health and/or welfare problem. She refers children with health problems to their general practitioner or other appropriate agency, with permission from parents.
LUNCHES & LUNCH ORDERS

The canteen has a part-time manageress.

Our canteen is NOT open on Monday, Tuesday or Wednesday.

Lunch orders are managed through the classroom. The child's name, grade and order are written on a lunch order bag, correct money placed inside the bag and the order placed in the grade's lunch order container.

Where change is required, the canteen will issue tickets, which can be used for canteen purchase to the appropriate value, as small change cannot be provided. A canteen price list is distributed at the beginning of each year or can be obtained from the office.

The canteen is only open at lunch times and all products sold are in line with Healthy Food guidelines.
SCHOOL CONTACTS

Principal  Heather Atchison
Business Manager  Wendy Looker
Wellbeing Officer  Colleen Brown
School Council President  Colin Hewlett

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          PO Box 494
          Portland Vic 3305

Educational Excellence…We Can Do It!