



Parent Information Book

“A great place to grow”

Personal Best
Enjoyment
Respect
Responsibility
Consideration
Integrity



Welcome to Delacombe Primary School

Delacombe Primary School aims to provide opportunities for all students to learn new skills, concepts, attitudes and behaviours necessary to be successful at school and throughout their lives. We strive to provide an environment that promotes literacy, numeracy, critical thinking, self-respect and care and concern for others.

At our school we strongly support and encourage parent participation as it is well recognised that the degree of interest, interaction and co-operation between family and school is extremely important in the development of a student's full potential at school.

This Parent Handbook aims to answer the main questions about Delacombe Primary School which parents new to the school often ask.

Please take the time to read this booklet as it is designed to provide information about our school.

We look forward to a rewarding association with you.

Kind regards

Staff of Delacombe Primary School.



The Delacombe Primary School community actively strives to develop a safe, caring and inclusive learning environment where mutual respect and the pursuit of personal excellence form the basis for life long learning and future success.

Our work is underpinned by the agreed values of:-

RESPECT

RESPONSIBILITY

ENJOYMENT

CONSIDERATION

INTEGRITY

PERSONAL BEST

School Information

Delacombe Primary School 110-120 Greenhalghs Road Delacombe

School No: 5201 **Region:** South West

Address: 110-120 Greenhalghs Road
DELACOMBE VIC 3356
PO Box 205R
REDAN VIC 3350

Phone: (03) 5335 6103

Email Address: delacombe.ps@education.vic.gov.au

Web Address www.delacombeps.vic.edu.au

PRINCIPAL: SCOTT PHILLIPS
SCHOOL COUNCIL PRESIDENT: AILEEN SHEARER-COX

STRUCTURE OF DAY:

8.50am-9.00am	Bell to enter and get ready for class
9.00am-11.00am	First Learning Session
11.00am-11.05am	Snack in room
11.05am-11.30am	Recess
11.30am-1.30pm	Second Learning Session
1.30pm-1.40pm	Lunch in Rooms
1.40pm-2.20pm	Lunch Break
2.20pm-3.20pm	Third Learning Session
3.20pm	Dismissal

ASSEMBLY:

2.30pm Wednesday weeks 2, 6 and 10

Staffing 2021

Principal: Mr Scott Phillips **Assistant Principal:** Mrs Marnie Cooper

Teaching & Learning Leader: Mrs Stephanie Lindsay

Literacy Specialist: Mrs Jacinta Fitzpatrick

Numeracy Specialist: Mr Nicholas Senior

Tutoring Co-ordinator : Mrs Gabby Williams

Classes:

ROOM 1	<u>Prep A</u>	Ms Clara Sandlant
ROOM 2	<u>Prep B</u>	Ms Kate Peldys
ROOM 7	<u>Prep C</u>	Mrs Bianca McDonald
ROOM 8	<u>Prep D</u>	Mrs Jessica Bailey
ROOM 6	<u>Grade 1A</u>	Ms Bek Mangos
ROOM 3	<u>Grade 1B</u>	Ms Bianca Gerrard
ROOM 4	<u>Grade 1C</u>	Mr Kal Young
ROOM 5	<u>Grade 2A</u>	Mr Andrew Toan
ROOM 9	<u>Grade 2B</u>	Ms Abby Boyle
ROOM 13	<u>Grade 2C</u>	Mrs Deb Farnsworth
ROOM 10	<u>Grade 3A</u>	Mrs Maree Demeye
ROOM 11	<u>Grade 3B</u>	Ms Tess Steenhuis
ROOM 12	<u>Grade 3C</u>	Ms Tanya Koenig
ROOM 14	<u>Grade 4A</u>	Mr Mark Costanzo
ROOM 15	<u>Grade 4B</u>	Ms Lynn McCutcheon
ROOM 16	<u>Grade 4C</u>	Mrs Lauren Cottrill/ Mr Nicholas Senior
ROOM 17	<u>Grade 5A</u>	Ms Kat Mennen
ROOM 18	<u>Grade 5B</u>	Mr Jarrod Rodgers
ROOM 19	<u>Grade 5C</u>	Mrs Emily Burns
ROOM 20	<u>Grade 6A</u>	Ms Jaime Skrobolak
ROOM 21	<u>Grade 6B</u>	Ms Jess Burns
ROOM 22	<u>Grade 6C</u>	Mr Anthony Cross

Specialist Roles:

<u>Physical Education</u>	Mrs Sue O'Brien, Mr Addam Storey
<u>Arts</u>	Mrs Mary-Clare Svilicic, Mrs Kyra Miller
<u>Reading Recovery</u>	Mr Addam Storey
<u>Chinese</u>	Mr Jason Shorter (M,T,W,Th)
<u>Digi-tech/Library</u>	Mrs Alex Curran (M,T,W), Mrs Lucinda Wall

Administration:

<u>Business Manager</u>	Mrs Tania McKay (M,W,F)
<u>Office Manager</u>	Mrs Danielle McCann (M-F)
<u>Office</u>	Mrs Nicole Lazzo
<u>First Aid Manager</u>	Mrs Danielle McCann

School Chaplain: Mr. Jesse Winter (W-F)

Speech Therapist: Ms Kimberley Schenk (M,T)

Integration Aides:	Mrs Lee Judd	Mr Phillip McGrath
	Mr Greg Hodder	Mrs Wendy Ruddick
	Mrs Jenny Morey	Ms Hannah McGuire
	Mrs Marcia Read	Mrs Alice McQuinn
	Mrs Ainsley McMaster	Mrs Amber Bull
	Mrs Robyn Wood	

Library Technician: Mrs Alicia Marson

Computer Technician: Mr Jerry Gouralas

Garden Specialist: Mrs Wendy Ruddick

Handyman: Mr Phillip McGrath

Kitchen Specialist/Canteen: Mrs Lynden Walker

DASH Co-ordinator: Mrs Tania Gallagher

SCHOOL COUNCIL MEMBERS:
Current until February 2021

<u>President</u>	Aileen Shearer-Cox
<u>Vice President</u>	Felicity Hickingbotham
<u>Secretary</u>	Marnie Cooper
<u>Treasurer</u>	Scott Phillips
<u>Principal</u>	Scott Phillips

Parent Representatives:

Daniel Cook	Aileen Shearer-Cox
Mark Wall	Felicity Hickingbotham
Amanda Anderson	Martijn Verheij
Anita O'Neill	Sarah Leitch
Briony Oldaker	

Staff Representatives:

Scott Phillips, Tania McKay, Marnie Cooper, Stephanie Lindsay



School Map

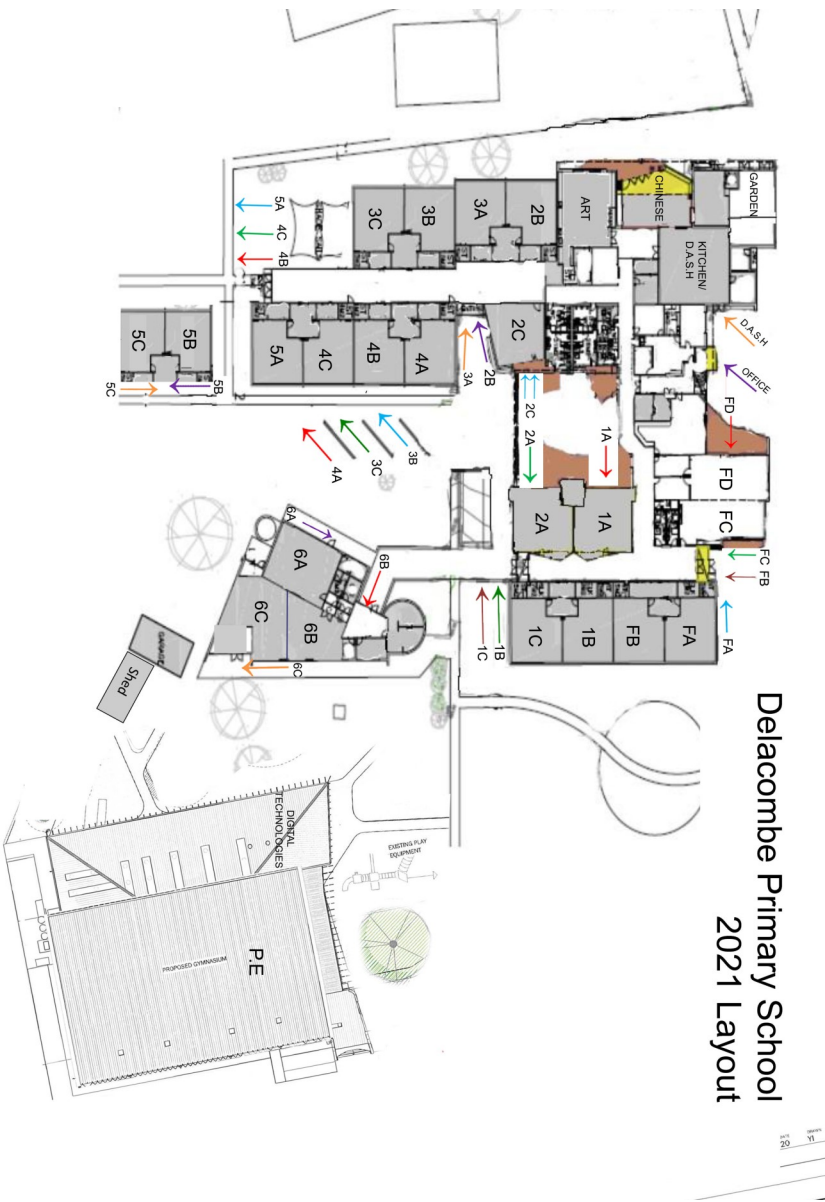


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2021 Term Dates for students:

Term 1	27th January - 1st April 5th March - Curriculum Day
Term 2	19th April - 25th June
Term 3	12th July - 17th September
Term 4	4th October - 17th December

Students commence the year on 28th January

Preps commence the year on 2nd February



DASH

The school runs After School Care, Before School Care and Vacation Care under the banner of DASH. We have employed a terrific team to run this program, which is based in the kitchen. The program is extremely popular and is every changing. Our aim is to provide the students with a fun and engaging program and make use of the school wide resources and community partnerships to achieve this. For more details or enrolment information, contact Tania Gallagher or the front office.

Assembly

The school has an assembly held on a Wednesday at the Doug Dean Reserve Stadium on the 2nd, 6th and 10th week of each term commencing at 2.30pm. Our school captains help run our assembly, and parents are most welcome to attend.



Attendance

If a child is absent for any reason, it is good for the school to receive an explanation. You can inform the school of an absence through Compass or by contacting the office staff.

If you would like to collect your child from school prior to 3.20pm, please do this through the office and make sure they are signed out.

Students who arrive after 9am are required to check in at the office before going to class.

Our school supports the “Every Minute Counts” policy. Students are expected to attend school on every school day. Of course, if a student is ill, they should stay at home.

If your child is absent from school, parents are asked to ring the school and inform them of the absence. A text message will be sent out automatically if the school have not been notified.

Learning commences at 9.00am and we ask that all students be at school before 8.50am. Students arriving late often miss out on important information at the beginning of the day. Late arrivals also disrupt the class.

Statistics have been gathered about how being late or absent from school impacts on the learning opportunities for children. Please consider the following:

- Between Prep and Year 12 a child will receive 13 years of education. If a child is absent from school for 5 days per term they will have missed over 260 days or over a year of schooling.
- Missing 1 day a week would add up to more than 2 years.
- Being late by half an hour each day would add up to more than 1 1/2 years of missed schooling. Given these statistics, it is very important that schools and families work together to make sure that absences are minimised as much as possible.

Bus Travel

Please contact the school if your child will be travelling on the local school buses.



Book Club

To promote reading and a love of literature, Scholastic Book Club enables children to purchase their own books at reasonable prices approximately twice each term. **There is no obligation to buy.** If you wish to order, please place the order form and money in a sealed envelope clearly marked with your child's name and room number and return to school by the due date or order online. Books usually arrive at school approximately one week after orders close.

Code of Conduct (Delacombe PS Express)

Delacombe PS is consistent in its approach to learning behaviours. We use the Delacombe Express as our mantra for behaviours and this language is used in every classroom. You can find a copy in your enrolment pack.

Delacombe Primary School is a kind school. We promote a positive, caring community of learners, where all members of the school community (students, staff and parents) are encouraged to work co-operatively with each other.

This is the Delacombe Primary Recipe for success:

- Respect Responsibility
- Enjoyment Consideration
- Integration Personal Best
- Everyone

The six values are important and assist in developing a positive and caring learning environment. The expectation is that all members of the learning community abide by the agreed values. Enclosed in this information pack is our Student Wellbeing & Engagement Policy and guidelines. These underpin everything we do at Delacombe Primary School.

Curriculum

Most of your child's learning will take place within their own classroom. We do have specialist teachers for Art, Digitech, Chinese & PE. All students will attend these specialist classes. All students in PLC 3-6 also participate in the Stephanie Alexander Kitchen Garden Program, and PLC F and PLC 1-2 students enjoy a modified program. If a student cannot participate in sport for health reasons they require a note from their parent. Student will also need to bring along a library bag to take home

library books (these are available from the office).

Term planners with a brief explanation of what your child will be studying will be sent home at the beginning of each term. Some classrooms also send home their own newsletter to keep parents up to date on what is happening in their classrooms

Early Departure from School

If your child is collected from school before the end of the school day they must be signed out by the person collecting them from school. This is through the front office.

Emergency Contact Details

The school keeps emergency information records for each child. The information recorded includes parents' home and work address, phone numbers, people other than parents to contact if the parents are not available and name of family doctor. **If at any time this information changes it is important our records are also changed so please notify the school immediately.** In an emergency, accurate records are essential.

Emergency Clothing

We keep on hand a small supply of clothing for loan to children on those occasions when a change of clothes is necessary. Please note that this clothing is only on loan and should be returned to the school as soon as possible after laundering.

We would appreciate further donations of suitable clothing for this purpose.



Excursions

Educational excursions are an important aspect of the school curriculum. Visiting presenters/performers also appear at the school. Parents are asked to encourage their child's participation in these activities.

Parents are always given prior notice of excursions. Parents sign a 'permission to attend' form for each excursion. We have a blanket note for local excursions. **All forms that need to be signed and returned to school will be on yellow paper.**

Any money sent to school for excursions should be placed inside an envelope, with the child's name, room number and purpose of the money written on the front. If financial considerations are relevant to you at any time, please see the Principal, who may be able to assist in making personal arrangements for you.



Family Court Orders

Copies of all Family Court Orders are required for students who have custody and access arrangements within the Family Law Court. The school can only act on these orders as literally presented. If you have any access/custody concerns please speak with the Principal.

Footwear

Our school runs a Prep to Grade 6 Physical Education Programme and suitable footwear for these sessions is important. Students do not wear their shoes inside. It is suggested that students bring slippers to school for the colder winter months.

Head Lice

From time to time children become infected by head lice. Anyone can get head lice from direct hair to hair contact with another person who has head lice. This can happen when people play or work closely together, so it is important that parents regularly check their children for infestation. If your child is infected please advise the school and seek treatment. Children with head lice are excluded from school until they have been treated. Treatment information is available at the school office.

CAMPS AND EXCURSIONS

Every now and then we will take the students on local excursions. Most parents take up the option of paying for these up front through the Local Excursions Levy....this saves you having to find small amounts of money on a regular basis. Following is a description of each of our major camps.

Grade 2 Sleep Over

Description:

In term 2 the grade 2s have a sleep over at school in our buildings. The sleep over provides the grade 2 students with the experience of staying overnight in a familiar location which is close to home (most without a parent or guardian). This is a natural lead up to the grade 3 camp where students travel to Creswick for one night.

Activities:

The students go home after a normal school day and return at 6:15pm after having their evening meal. They then spend the evening playing board games and doing a range of activities before settling down for the night. In the morning they have breakfast before heading home.

Cost:

The cost for participating in the sleep over is approximately \$10.

Grade 3 Camp Log Cabin Lodge Creswick

Description:

In 2021 this camp will be held on the 29th – 30th November with students staying for 1 night and 2 days. This camp provides students with the opportunity to stay overnight away from their family (most without a parent or guardian). The learning focus on this camp is team work and adventure. The students travel to and from camp by bus.

Activities:

Students participate in a variety of outdoor activities such as giant ropes, hut building, map reading, low ropes, bouldering, bush walking and bush cooking. Evening activities include a night walk, star gazing, talent night with skits and songs, disco and trivia etc. Students will be staying over-night in their cabins. All meals are provided including snacks.

Cost:

Cost for this camp is approximately \$140

CAMPS AND EXCURSIONS

Grade 4 Cave Hill Creek Camp

Description:

In 2021 this camp will be held on the 17th –19th April with students staying for 2 nights. This camp provides students with the opportunity to stay overnight away from their family (without a parent or guardian). The learning focus on this camp is team work and adventure. The students travel to and from camp by bus.

Activities:

Students participate in a variety of outdoor activities such as abseiling, canoeing, bikes, hut building, map reading, low ropes, bouldering, bush walking and bush cooking. Evening activities include a night walk, star gazing, talent night with skits and songs, disco and trivia etc. Students will be staying over-night in either cabins or glamping tents for 2 night and 3 days of activities. All meals are provided including snacks.

Cost:

Cost for this camp is approximately \$234

Grade 5 Norvill Camp—Grampians

Description:

In 2021 this camp will be held on the 27th –29th October with students staying for 2 nights. This camp provides students with the opportunity to stay overnight away from their family (without a parent or guardian). The learning focus on this camp is team work and adventure. The students travel to and from camp by bus.

Activities:

Students participate in a variety of outdoor activities such as abseiling, , bush walking and bush cooking. Evening activities include a night walk, star gazing, talent night with skits and songs, disco and trivia etc. Students will be staying over-night in either cabins or glamping tents for 2 night and 3 days of activities. All meals are provided including snacks.

Cost:

Cost for this camp is approximately \$270

Grade 5 & 6 Sovereign Hill Costume school experience

Description:

In 2021 this excursion occurs in Term 1 for 2 days with no overnight stay.

Cost:

Cost for this experience is approximately \$42

Grade 6 Camp

Description:

In 2022 this camp will be held in March with the students staying 2 nights in Melbourne at Melbourne City (CYC). The purpose of this camp is for the students to familiarise themselves with the city and the public transport system. The students travel to and from Melbourne by train and make their way around the city on trams, trains, ferries and on foot.

Activities:

The program changes from year to year, but generally includes visits to the Melbourne Sports & Aquatic Centre (MSAC), the Queen Victoria Market, the MCG, Melbourne Gaol and Parliament House.

Cost:

The cost for this camp is approximately \$332



Health

Sick children need to be kept at home. Our sickbay facilities cater for children who become ill or suffer injury whilst at school. We are not sufficiently equipped or qualified to deal with children who are not well enough to be at school.

Should your child become ill or injured whilst at school we will attempt to contact you at the designated phone numbers. In case of serious injury we will arrange for medical attention or ambulance transport.

Please make sure that the school has current contact phone numbers at all times. **It is crucial that the office has full details of any serious medical conditions relating your child/ren**, eg Asthma, Diabetes, Epilepsy, Infectious Diseases, etc. Parents who indicated a serious medical condition on their child's personal details sheet will be provided a Medical Alert Form - where further information is recorded to assist the School if circumstances arise. Parents of children who suffer from asthma will be asked to complete a school asthma management plan for their children. The cost of Ambulance transport (if necessary) is the responsibility of the parents. We strongly recommend that all families take out an Ambulance Subscription.

ICT Resources

The school has a fully networked computer system. Most classrooms have at least ten iPads or a range of notebooks.

In addition to classroom computer facilities, the school has a digitech lab and interactive televisions.

Our ICT Rubric is attached to the following page.

Fete/Concert

We alternate these two big events as our major fundraiser for a given year. The concert is held on odd years in term 3. Our next concert will be held in September of 2021. Each class performs an act of their own or combines with others to perform an act. We do a dress rehearsal on a Wednesday afternoon and then perform for paying audiences on the Thursday afternoon and evening. We need to run 2 performances to give all families the opportunity to purchase tickets.

The fete is held on even years and is usually mid-term 1 to hopefully coincide with some nice weather. Classes or year levels run stalls and activities on a Friday evening from 5-7pm, which amounts to lots of fun.

At Delacombe Primary School we...

- show respect to others when we communicate online
- use technology responsibly
- enjoy and are grateful to have access to a range of school devices
- are considerate of our classmates and teachers when using devices
- are trusted to use our devices appropriately
- use devices to enhance and support our learning



If we **do not** follow our school values when using technology at Delacombe Primary School, we understand the following steps will take place...

Offence	Low	Medium	High
First time consequence → Second time it escalates to the next level.	- verbal warning - next offence is a loss of device	- Immediate loss of device - Lose the device for the following day - In Digi Tech it is for the rest of the session DETENTION	- Immediate loss of device - Lose for the following 3 days - In Digi Tech it will be the following week as well DETENTION
Going off the app or website they're meant to be on	Student opens another tab/app, got straight back out of it, most likely an accident.	Not accidental Student has actively searched for another website and is doing something on that site Student has gone into another app and done something in that app	Student doesn't have the website open they are meant to, has actively searched for another website, is playing on it intentionally and not doing their work
Inappropriate Online Communication	Silly comments (YOLO, yeet, like for a comment, sweet, etc.)	Unkind comments (directing mean words at another student, or about another student)	Bullying another student (repeated mean comments directed at another student or about another student)
Touching other people's devices without permission	Student has touched another student's device without asking	Student has touched another student's device without asking, and has committed an offence from the list	
Damaging a device	Student has broken part of a device accidentally	Student has purposely damaged a device (key, screen, cover, etc)	
Playing online games	→	Student had finished their work and went on an online game	Student is playing online games and is not doing their work
Deleting history	→	Student has deleted their internet history (remind them we can find it anyway)	
Changing log in details of others	→	Student has changed the log in details of another student	
Using personal accounts at school	→	Student has used a personal account to access a website or app at school	
Deleting accounts	→	Student has deleted their account from a device on purpose (remind them we can see anything they did while logged on anyway)	

Signatures

Infectious Diseases

These spread very quickly at school. The following rules govern the times that patients and siblings or 'contacts' should stay away from school after contact with certain illnesses.

Illness	Patients	Siblings/Contacts
Chicken Pox	Excluded until fully recovered or at least one week after the eruption first appears	Not excluded.
Conjunctivitis	Excluded until discharge from eyes has ceased.	Not excluded.
Head Lice (Pediculosis)	Excluded until appropriate treatment has commenced.	Not excluded.
Mumps	Excluded until fully recovered	Not excluded.
Measles	Excluded until five days from appearance of rash, or until receipt of a medical certificate of recovery from infection.	Non-immunised contacts must be excluded for thirteen days from appearance of rash in last cases, unless immunised within 72 hours of the first contact
Rubella (German Measles)	Excluded until fully recovered, or at least 5 days after appearance of rash.	Not excluded.
School Sores (Impetigo)	Excluded until sores have fully healed. The child may be allowed to return provided appropriate treatment is being applied and that sores are properly covered	Not Excluded.

Please contact the school for information on other diseases.

Immunisation Certificates

Before your child can be enrolled at a Primary School, an immunisation certificate must be obtained from Medicare or the Health Department on (03) 93456399. It confirms your child has/has not been fully immunised against various diseases and allows the child to attend school.

Program for students with disabilities

At Delacombe Primary School we offer an extensive Integration Program. We cater for a wide range of abilities and run individual and group programs suited to the needs of each child.

Junior School Council

The Junior School Council allows students the opportunity to have real input into planning environmental, fund raising and other events for the school community. The J.S.C. also develops important skills for its members in leadership and meeting procedures. One student is elected from each classroom by their classmates and have regular meetings with the J.S.C co-ordinating teacher.

Library

All children are encouraged to borrow books from the school library. Please read these books to your child and share the enjoyment of reading. Children should bring along a library bag to carry their books to and from school. A library bag can be purchased at the front office.

All students attend weekly library classes.

Lost Property

All student clothing should be clearly named. This allows us to return lost items to owners. If your child's belongings are lost at school please inform the teacher as soon as possible. Lost clothing is located in both the junior and senior areas at school. Please check these areas regularly for lost items.



Lunches

Lunches are eaten in classrooms between 1.30pm and 1.40pm. Children are permitted to take food outside, but Delacombe has a **No Paper Wrappers** policy where no wrappers/papers are to be taken into the playground. Where possible we encourage lunch to be provided in reusable containers or packaging.

Lunch Orders

Lunches are provided by the school canteen on Fridays.

If your child wishes to order lunch you need to download the QKR App.

Orders need to be submitted by midnight on the Thursday before.

Orders can be cancelled on the Friday up until 8:29am, a credit will be applied to the family QKR account.

Medication

Parents will need to complete a Medication Form which is available from the front office. This is for Prescription Medication only.

Mobile Phones

We do not encourage students to bring mobile phones to school. If students must bring a phone to school, they are to follow the guidelines of the mobile phone policy. This can be found on our website.

Compass

Compass is a parent portal that provides parents with information on the following:-

- Weekly updates and reminders
- Attendance notifications
- Detentions received
- Medical information
- Chaplain
- Speech therapist notes
- Student reports



Newsletters

Our newsletters are available fortnightly on a Wednesday. The newsletter is uploaded to the school website, compass and emailed. Please check newsletters for current items of interest, important upcoming dates, community notices and student after school activities. If you wish to receive your newsletter via email please inform the front office.

Normal School Times

8.50am Children enter classrooms for prompt 9.00am start

9.00am - 11.00am	First Learning Session
11.00am - 11.30am	Recess
11.30am - 1.30pm	Second Learning Session
1.30pm - 1.40pm	Lunch in Rooms
1.40pm - 2.20pm	Lunch Break
2.20pm - 3.20pm	Third Learning Session
3.20pm	Students Dismissed

This timetable is being used successfully by many Victorian schools. The major benefit for children is that instructional time is maximised before lunch, when children learn best.

Parent Helpers

Our school encourages parents/volunteers to come to the school and assist the classroom teacher with reading, maths, S.A.K.G.P. and other classroom programs. We sometimes require extra assistance on excursions and appreciate assistance by parents. All parent volunteers must have a current Working with Children Check. All parents helping within the school need to sign in at the front office when they arrive and sign out as they leave.

Parents and Friends Association

The Parents' and Friends' Association is an important part of the school body. It is an active group which helps to achieve and support the school programmes in an informal manner. It gives parents the opportunity to communicate with the school body.

The Parents' and Friends' Association organise many activities through-out the year for the benefit of the students. Regularly all parents/guardians are invited to come along, join in on these meetings and give their support.

Reading Recovery

Reading Recovery is available to children in their second year of school who are having difficulties with their reading development. Department of Education guidelines have to be applied to assess children for access to this program.

Reports and Interviews

You will receive 3 individual learning plans for the year about your child's progress. You will also receive 2 achievement reports detailing their grades. Parent teacher interviews are also scheduled and a Celebration of Learning takes place in Term 4.



Portfolios

You will receive at the end of each term your child's portfolio work. This is a collection of work that allows you to see the progress your child has made in class. A parent comment is welcomed before you return the portfolio to the classroom.

School Concert

The School Concert gives all children an opportunity to perform on stage, in front of a large audience. It takes place once every two years at a theatre venue in Ballarat. The concert is an important part of our Performing Arts Program. 2021 is our next concert year.

School Council

The school council has major responsibility for deciding the educational policies for our school. The Council is also responsible for:

- The expenditure of all government and locally-raised money
- Ensuring that all buildings and grounds are well maintained
- Employing cleaning and clerical staff
- Developing school community relations.

School council membership is shared among teachers and parents who work together for the benefit of all students. School Council meetings are normally held each month and are advertised in the school newsletter.

At the front of this booklet there is a current list of school councillors.

School Crossing

Please use the crossing crossings correctly at all times. When the orange flags are out traffic must stop to let the children walk across, but they must take care at all times.

Please encourage your child to observe these rules. You are a role model for this so please be consistent in your use.

Riding Bikes

Quite a number of children ride bikes and scooters to school. All children who ride are required by law to wear approved safety helmets.

- Children are required to alight from bikes and scooters at the school crossing or at the school gate. Riding or scooting is not permitted in the school grounds.
- Bikes and scooters must be parked in the racks provided.
- Children are encouraged to lock their bikes to the racks.
- Children must keep well away from the bikes during the day to avoid damaging bikes, accidental or otherwise.



School Uniform

At Delacombe Primary School we have a great school uniform that allows for easy play and comfort at school. The wearing of our uniform is compulsory. Uniform items are available from Lowes.

Please **LABEL** all clothing and belongings brought to school with your child's name as it is easy to misplace things.

- Delacombe Primary School uniform is as follows:
 - Plain navy blue track suit pants
 - Plain shorts at knee length (no bike, athletic shorts)
 - Jackets not to be worn in the classrooms



- Plain pants or skirts/skorts
- Burgundy polo shirts (long or short sleeved)
- Burgundy windcheater
- Navy blue polar fleece top
- White or navy blue socks
- Navy blue broad brimmed hats
- Runners or black school shoes
- Students in grade 5 and 6 may wear a special SENIOR rugby top (these are not to be altered in anyway).
- Summer Dress with socks.



It is suggested that hair longer than shoulder length be tied up. The only jewellery to be worn is studs/sleepers in ears and a watch. Coats and slippers are recommended during the winter months.



Smoking

Under State Law no smoking is allowed in the school buildings or school grounds.

Sports Houses

At Delacombe we have Four sports Team Houses. They are Moneghetti (Green), Blackburn (Red), Maher (Yellow) and Cook (Blue). Each child across the school is placed in a House and competes for their team in athletic sports. Siblings are placed in the same House group.

Student School Fees

School Council has set the fees for 2021

Prep	\$257.50 per student
Grade 1	\$245.00 per student
Grade 2	\$235.00 per student
Grade 3&4	\$255.00 per student
Grade 5&6	\$260.00 per student

This covers the cost of:

- art consumables
- your child's swimming program
- Stephanie Alexander Kitchen Garden Program
- Book Packs
- Excursions

Payment should be made by the end of January and can be made by cash, cheque or EFTPOS.

- If you wish to pay the school fees over a number of smaller payments please make these arrangements with the office.

If you have a current Health Care Card or Pension Card you will be eligible for CSEF (Camps, Sports and Excursions Fund)



Student Welfare

Our school has a strong commitment to the welfare of all students. We encourage parents to contact the classroom teacher, Principal or Assistant Principal should there be any problems, concerns, issues with your child which may impact on their schooling.

Sun Smart

The school policy states children must wear a hat when playing outdoors in Terms 1 and 4. In Term 2 and 3 children will be expected to wear their hats if the UV rating is above 3. Children will be notified each day. Children not wearing hats need to play in our designated *no hat no play* areas during playtimes. They will also need to sit in a shaded area when a class is participating in sport activities. These hats are to be navy blue broad brimmed logoed hats.



Swimming

All students are offered swimming classes at the Shayne Reese Swimming, each year over a term.

The swimming program is taken by qualified Aust-swim instructors and school staff.

Toys, Games etc

Expensive and/or loved toys, collector cards games etc should not be brought to school. These items may be lost or damaged causing great distress to the child. Students who bring items from home do so at their own risk.

Visitors in the School

To ensure student safety, all visitors, parents etc. entering the school (except for parents dropping off or picking up students,) must first check into the school office by logging into the visitors Ipad. All visitors **MUST** carry their Working With Children's card or VIT card at all times.

Visitors' Parking

For the safety of pupils it is **important** that motorists take care near the school. Parents are asked to observe all parking and speed restriction signs at the school. Traffic officers and police regularly patrol areas near school crossings and offending motorists will receive fines. All visitors to the school are asked to park outside the school grounds. For the safety of our students we ask that parents **DO NOT USE THE STAFF CARPARK.**

A Final Word....

We are very proud of our school and we hope this booklet is a useful reference for you and your family.

If you have specific questions or would like to take a tour of our school please contact us on 5335 6103. We would welcome your personal visit and would be very happy to answer any further questions you may have.

We look forward to you and your family joining our Delacombe Primary School community.

**Staff, Students and Parents
Delacombe Primary School**

“A Great Place To Grow”



Respect Responsibility Integrity Personal Best Consideration Enjoyment