Winters Flat Primary School

Every child needs space

Roberts Avenue Castlemaine Vic 3450
T 03 5472 1522 E winters.flat.ps@edumail.vic.gov.au
www.winters-flat-ps.vic.edu.au

HANDBOOK 2011

PHONE:  (03) 5472 1522
FAX:      (03) 5472 3744
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Please ensure that your child is at school before 8.55, when all students should be in classrooms, as it not only disadvantages your child, but it is very disruptive to teachers and students, to have other children arriving late.
Children should arrive from 8:45 when the school grounds are supervised.

School Administration
School Council in consultation with the Co-Principals and Department of Education and Early Childhood Development, determines the policy and programs of the school. The Co-Principals, in consultation with the staff, determine the day-to-day organisation. The Consultative Committee is elected by the staff to assist with administrative matters and makes recommendations concerning matters such as timetables, yard supervision, organisation of classrooms and the allocation of responsibilities to teachers.

School Policies
School Policies are statements about learning programs, administrative procedures and school/community relationships. These policies express the school community's beliefs about the aims, methods of implementation and the assessment and evaluation of each area requiring a policy. They are contained in the Program Plan booklet, updated annually, and available from the Office. Policies are developed by sub-committees responsible for an area, and must be approved by School Council before they are published. They are continually reviewed, and if necessary, revised by the sub-committees responsible. Parents are very welcome to have input.

Staffing and Grade Organisation
Winters Flat continually reviews its class structures to better meet the needs of all children. We prefer the term MAC (Multi-Age Class) to identify groupings. We have a variety of classroom structures, which usually have more than one year level, including the Community Class as an option for families seeking an alternative to the traditional structures.

Grades of children are formed very carefully, taking into account a variety of factors, both social and educational. Special information relevant to grade placement, from parents, is always appreciated and this should be directed to your child's class teacher or the Principal at enrolment. A final staffing list for 2011 is not available at the time of printing but a full staff list will be published as soon as possible in Flat Chat, the school's weekly newsletter.
School Information

Attendance
The Department of Education requires students to be at school every day, except for special circumstances, and teachers are required to record the reason for a child’s absence from school. A note, telephone call, or the Winters Flat absence pro-forma is sufficient. If collecting your child from school at any time other than the normal dismissal time, you must come to the office for an early departure slip to take to the class teacher. This procedure must be strictly adhered to, and is in place to protect your child, you and the school.

Please note that unless a request is received in writing, children can only be released to a known adult. Similarly, children cannot leave the school ground at any time without the direct permission of a Principal, and a note is received from a parent. This includes going home for lunch. If your child does arrive home unexpectedly please notify the school immediately.

Banking
Banking is available to the children through the school and the Commonwealth Bank. Children can open an account at any time. Application forms are available at the school office.
School Bank Day is Tuesday.

Buildings
Our new six-classroom, two resource-area building, officially opened in October is proving to be a wonderful learning space. Solar-powered, and designed along environmental lines, parents, teachers and students are enjoying the space available for open-plan learning.

Bus Travellers
Bus travel is available for some children who live out of town. Application forms are available from the school office.

Camps
School camps are organised as a part of the school program. Teachers attempt to keep the cost as low as possible, and planning is such that parents are given sufficient time to make financial arrangements. If there are difficulties with the cost of camps, parents are invited to discuss this with either their child’s teacher, or the Principal.

The camping program runs throughout the school, beginning with the Preps staying at school for tea one night late in the year. The Community Class also holds a full class camp.
There are also occasionally other camping opportunities for children run by the Department of Education. The school will notify parents of children who may be eligible.

Education Maintenance Allowance
Parents/guardians who hold a current Commonwealth Health Card on the first day of Term 1 and Term 3 are eligible to apply for the Education Maintenance Allowance early in the school year. Late applications are rarely successful.

There are 3 Commonwealth Health Cards:
.. Pensioner Health Benefits Card
.. Health Care Card
.. Health Benefits Card

Please note that a Pharmaceutical Benefits Card is not a Commonwealth Health Card. A claim form can be obtained from the school office. The completed form must be returned personally to the school, and the Office staff, who will lodge the claim on your behalf, must photocopy the Health Card.
Excursions
Excursions create the opportunity for teachers to use refreshingly different approaches to learning. These excursions are considered by the staff as being an essential part of the child's learning program.

Teachers are aware of the expense of such excursions and always try to keep the cost as low as possible. If there are difficulties with the cost of excursions parents are invited to discuss this with either their child's teacher or a Principal.

For 2011, we ask parents to pay an upfront amount of $30 to cover excursions throughout the year which cost less than $5.00. Camps and major excursions are not included or one-off sporting events for selected students.

A permission note to take part in excursions is sent home. It must be signed and returned to the school before the child is allowed to participate. Local excursions, within the confines of Castlemaine, are undertaken without specific permission. Parents sign consent for these local excursions on the student's enrolment form.

Healthy Eating
The school has a healthy eating policy which encourages students to bring fruit, vegetables and water bottles in their lunch boxes every day. Chips, confectionery, fried foods and high sugar drinks such as soft drinks, energy drinks and flavoured mineral waters are excluded from the Lunch Order system and are not to be brought to school by children for eating at play/lunch time. We encourage rubbish-free lunches and snacks and the use of re-usable containers.

See our Healthy Eating Policy at the end of this booklet.

At all grade levels, a 'healthy snack' break occurs daily. Children are only allowed to eat fruit, vegetables and drink water at this time.

Children eat their lunches in the classrooms under teacher supervision. Stories may be read, current events discussed or some other educational activity be undertaken during this time. Please note that this is timetabled class lesson time.

The school has an arrangement with the Winters Flat shop for the delivery of lunch orders on Wednesday and Friday. Updated price lists are circulated with Flat Chat.

Orders should be clearly written on a securely sealed named envelope/paper bag and have correct money.

Homework

We like all children to read at home each night. It is great if this time can be a special sharing time with you, where a conversation about the book can occur. Other homework is given depending on the child's year level.

See policy at the end of this booklet.

Always feel free to speak with your child's teacher about Homework.

Houses

Students are all put into a House for sports and other activities.
The Houses are: Alexander - Red
Franklin - Green
MacKenzie - Blue
Tarrengower - Yellow

House Captains and Vice-Captains are chosen at the beginning of each year.
Illness, Asthma, Anaphylaxis, Accidents and Emergency Contacts

Home is the place for sick children. At school we provide basic First Aid for minor accidents. Our policy in the event of more serious illness or accidents is to contact the parents immediately, so that they can make arrangements for their child to be collected from the school. All parents, but particularly those who are at work, will need to arrange for at least one emergency contact in case of their child’s illness or accident. This should be a contact who lives locally and is able to collect your child from the school if you are not available.

Please ensure that your emergency contact number is kept up to date.

It is essential that the section on Asthma in the School Enrolment Form be accurately completed. Parents must submit an Asthma Management Plan, updated yearly, and completed by a doctor, to assist with the care of students at school. The school has some equipment, but if your child requires medication, including an inhaler, parents must provide this. It is also essential to advise the school if your child is at risk of an anaphylactic reaction. We will then discuss the school’s management plan.

Immunisation/Birth Certificates

The Department of Education requires all Preparatory year children to present both an Immunisation and a Birth Certificate upon enrolment. Immunisation certificates are available from the place of immunisation.

Interviews

Various opportunities are arranged for parents to talk to teachers. The first is a “get to know you” open classroom at the beginning of the year, when parents and teachers may take the opportunity to discuss the year’s program, and to share information about the student. Other formal interviews are held at the end of Terms 1 and 3.

Parents are always welcome to discuss their child’s progress, with written reports being issued in July and December as part of the Reporting Journals.

Please make prior contact to arrange a convenient appointment time.

Junior School Council

All classes from Year 1-6 choose their representatives to be on Junior School Council. This group meets to discuss issues that affect the students, and to make decisions on fund-raising. Often they take responsibility for showing visitors around the school, or to their destination.

Library Borrowing

Children are encouraged to be regular borrowers of books from the school Library, during their class lesson and at other times when the Library is open.

All children are encouraged to use a suitable bag to transport library books. Please remind your children to regularly exchange their Library books.

Lost Property

All articles of clothing worn to school should be named. Brochures for labels are available at the Office.

Lost property will be placed on hooks in the small quadrangle, near the side entrance to the main building. At the end of each term unclaimed items will be donated to local charities.

Money for School Purposes

When you are required to send money to School, it should be sent in a sealed envelope. Please ensure that your child’s name, grade, and the purpose for the money are all marked clearly on the envelope.
**Newsletters & Notices**

Each Tuesday the school produces *Flat Chat*, a newsletter that includes notices of events, important dates, children’s work and other items of general interest. The oldest child in each family receives a copy. Extra copies are available for dual parent households. Please display an interest in your child’s schooling by being seen reading and referring to “Flat Chat”. From time to time additional notices are sent home with the oldest child, or with all children who are involved in a particular activity or event. Flat Chat is also available on our website - www.winters-flat-ps.vic.edu.au

**Out-of-School-Hours Care**

Out of school hours care provides friendly, flexible and affordable after-school (3.30pm to 6.00pm), vacation and pupil-free day care. This service will be operating from their own building on our school site.

For bookings phone: 0418 120 137.

**Parent/School Partnership**

Parent participation is valued and encouraged. There are a variety of ways in which this can take place and we appreciate them all. Some of the common ways of assisting at school include listening to reading, typing stories, accompanying excursions, helping in the garden or the kitchen, conducting activities with small groups of children, helping with Parents’ Club lunches, teaching a small group of children a leisure activity, and a variety of fundraising and social activities. Your child will take great pleasure in seeing you at school actively involved in her/his education.

In the past, the Parent’s Club has done a valuable job in the school with fundraising and a host of other activities. Meetings have been held monthly at times advertised in Flat Chat.

For 2011, we encourage you to please take the time to complete the Parent/School Partnership form at the back of this booklet, and return it to the school.

**Play Areas**

There is a most positive playground culture with all the children at the school playing well together and being encouraged to mix freely in our wonderfully expansive grounds. A special area has been developed and set aside for exclusive use by the younger children. Older children are mostly restricted from playing in this area.

It would be appreciated if parents would encourage their children not to walk through the car-park, as a safety precaution.

Children are permitted to make use of the new riding/running track with rip-stiks, scooters and bikes. They must wear a safety helmet with any equipment they ride.

**Religious Education**

Religious Education is provided for students in Years Prep – 4 as a weekly half-hour lesson.

The Approved Course is taught by local, authorised Religious Education Teachers, and co-ordinated by the Castlemaine Ministers’ Fraternal. There is an additional cost of about $5.00 per year, to cover the cost of printed materials provided by the R.E. teachers.

Your child will attend Religious Education lessons if you have indicated this on their Enrolment Form when they commence schooling at Winters Flat Primary School.
Reporting to Parents

Reporting Journals are an excellent record of your child's work throughout the year. They are sent home at the end of each term and must be returned at the start of the following term. These Journals are an excellent opportunity for you to discuss progress with your child. Written reports are included at the end of Terms 2 and 4, and national testing results (NAPLAN) for Year 3 and 5 students also included in Term 3. Formal Parent/Teacher interviews are held at the end of Terms 1 and 3, but appointments can be made at any time during the year.

School Start Bonus 2011

- Families of students commencing Prep in 2011 will receive a one-off payment of $300.00 from the Victorian Government to assist with school expenses.
- For 2011 this payment will be made to parents in the form of a voucher which is redeemable at Australia Post outlets which display the Bank@Post sign, in early January 2011, upon presentation of photo ID.
- Eligible parents/legal guardians do not need to make a claim as we will issue a cash payment voucher to be posted out to families in December.
- The voucher must be retained by families until the redemption date.
- Please note vouchers are not redeemable at any school and are not accepted in place of payment for school expenses.

IMPORTANT INFORMATION - PLEASE STORE YOUR VOUCHER IN A SAFE PLACE AND TREAT AS YOU WOULD A "CASH" CHEQUE as schools may not be able to re-issue a lost voucher.

School Contributions & Charges

The Department of Education and Early Childhood Development (DEECD) has a policy regarding school charges and contributions.

School Councils may request payments from parents for:
- Essential educational items which are required (stationery, text books, Art and Physical Education materials, computers, etc),
- Optional extras offered on a user-pays basis (instrumental music),
- Voluntary financial contributions which parents may be invited to donate (buildings/grounds beautification, additional computers, etc).

Winters Flat provides all materials and equipment for our students and so our book levy falls under the essential education items category. The book levy per student for 2011 is $90.

Parents who hold a Health Care Card and receive Education Maintenance Allowance (EMA) will be covered for both the essential educational items, and the excursion levy of $30 with the school's portion of EMA. (See Excursions)

You may also choose to contribute to the Building Fund at $100 which is a tax deductible option.

In addition the School Council and Parents' Club are involved in fundraising activities. Please give all these activities your full support, as it is with the money raised that the educational opportunities given to your child will be supported and increased. School Council is responsible for the expenditure of all locally raised money.
**School Crossings**
The school has two school crossings controlled by supervisors. These are in Ray Street and Johnstone Street.
The crossings are supervised at the following hours:

**Before School** 8.30am - 9.00pm  
**After School** 3.20pm - 4.00pm

Children are expected to obey the directions of the crossing supervisor at all times. The School Council, through the Principal and staff, is responsible for the conduct of students on the way to and from school, unless an adult accompanies them.

Students and their parents are asked to use the crossing provided at the front of the school at all times, in the interest of safety.

**Sports Activities**
Sporting activities are arranged between local schools or at regional level. Parents will be notified prior to these events and are welcome to attend.

**Student Leadership**
Our senior students are given opportunities to become strong leaders through becoming role models and support friends with the younger children in the Cobbers program. They may also be voted in as House Captains and Vice-captains, or President, Vice-president and Treasurer of Junior School Council. In 2010 we trialled having School Captains, and intend to continue this in 2011.

**Student Wellbeing**
**SAFETY FIRST, RESPECT ALWAYS**
Our school has a holistic approach to behaviour management. We combine programs which develop the child’s social and emotional skills, with behaviour management based on Restorative Practices. At times, we need to implement an Assertive Discipline system where consequences of behaviour are carefully negotiated and explained to pupils.

These practices, along with our anti-bullying policy, are set out in the Student Wellbeing – Parent Handbook available at the office.

The school encourages self-motivation, self-discipline, co-operative attitudes, respect for oneself and for others, personal and group safety and respect for property.

At the beginning of each school year, teachers develop no more than five basic behaviour statements with the children in the grade. Consequences for observing or breaking these rules are also formulated. Rules and consequences for the yard are whole school ones.

Each year a confidential Safety Survey is conducted with all students. Issues noted in the survey are addressed at whole staff meetings.

**School Support Services**
Goldfields Network School Support Service Officers are based at Castlemaine Secondary College, Junior Campus. Staff based there includes an Educational Psychologists, Speech Therapists and Social workers, who are available to support our students. Please discuss any concerns you have in these areas with your classroom teacher.

**Supervision**
The school and grounds are under supervision by teachers between the hours of 8.45am and 3.45pm.

Unless special arrangements are made, parents should be aware that children in the school grounds outside these hours will not be supervised, and there may be no assistance available in case of accident. At lunch play and during recess, two teachers supervise the yard on a duty roster, to assist children in times of need. Education Support Staff also help with supervision.
Toys
Teachers discourage expensive toys being brought to school. No responsibility can be taken for such items. Toys, which are potentially dangerous or simulate violence, have no place at school. If it is necessary for a child to have a mobile phone at school, it must be left at the Office during the day. Any equipment, including sports’ equipment, must be named.

Transition
Teachers at the school are involved in Transition Committees with both Pre-schools and Secondary schools. In both cases programs are conducted which aim to minimise the problems of movement to different environments. Parents of children concerned will be informed of transition activities.

Uniforms and Clothing
School uniform tops are required at all times. No other top should be worn, except for navy skivvies, etc which may be worn underneath school t-shirts. The Uniform Shop is open on Friday mornings until 10:30am. A price list is available from the Office. Some second-hand uniforms may be available.

Year Six students often have their own school t-shirts designed by Wendy Oates. These may be worn as part of school uniform. Physical Education lessons require appropriate clothing and footwear for children to feel comfortable about participating.

Hats: The wearing of our school broad-brimmed, or bucket, hat whenever students are outside is compulsory from September 1st until the end of May, as stated in our SunSmart policy. It is not compulsory for students to wear school uniform pants or shorts, but shorts, leggings, long pants, skirts, etc should be navy. Thongs, scuffs, etc are not appropriate. Hair should be tied back for safety and health reasons. Please see Dress Code policy for further information.

Students will also need a Library bag and an art smock/shirt.

PLEASE NAME EVERYTHING
The school has a small supply of emergency clothing, which is used in the event of “accidents”. If your child has a need to use these clothes please return them to school, freshly laundered, as soon as possible. Donations of spare clothing are always welcome.

Website
Our website is being updated to better reflect our current programs, and to include more student work. You will find it at:
http://www.winters-flat-ps.vic.edu.au

Wet Day Arrangements
On days of inclement weather children are supervised in their classrooms. At these times the children are involved in passive games. Because of traffic congestion, extra care on wet days is required of parents who pick up children by car. It is most important children are not encouraged to access cars in the middle of the road, or other inappropriate places. The crossing outside the school is to be used at all times by students and their parents.
Rationale:
- Members of a child’s family are very influential in developing skills and understanding.
- Home learning is a valuable source of learning throughout a child’s school life.
- Homework supports the school curriculum, provides challenges and develops study habits for independent learning.

Purposes:
1. To cater for the learning needs of individual students.
2. To foster and develop an effective partnership between home and school.
3. To develop in students’ independence and the ability to take responsibility for their own learning.
4. To provide opportunities for extension and revision in all Key Learning Areas.

Guidelines:
1. Homework should be an integral part of the teaching and learning programs.
2. Homework should include a range of stimulating and challenging activities that enable students to practise skills that reinforce classroom learning.
3. Staff of Grade 6 students should be aware of and prepare students for Secondary School.
4. Homework should not be given as a disciplinary action.
5. Teachers should communicate regularly with students about their homework.
6. Tasks set should be appropriate for the individual child, and be consistent across year levels.
7. The school’s homework policy should be included in the information booklet, and distributed to every family.

Implementation:
1. Homework will be required at all levels.
2. Students and parents will be clearly informed of homework expectations at the beginning of the year.
3. Homework will consist of work that is familiar to the student and at a level, which promotes success.
4. There will be communication between teachers and parents regarding homework.
5. Homework instructions will be clear and easy to understand.
6. Homework tasks will be both formal and informal activities.
7. Students will be responsible for the care of materials and the gathering of information and equipment.
8. Recommended average weekly time for homework will be as follows:
   Prep/1/2: 1 hour
   Grades 3 & 4: 1½ hours
   Grades 5 & 6: 2 hours
9. Homework will include regular reading from a variety of texts at all year levels.
10. Teachers will respond to all homework as soon as possible after the time of completion, keeping records of each student’s work.
11. Communication diaries will be implemented in the Senior Department.

Resources:
1. School resources:
   - activity sheets, tasks, books, diaries, etc.
   - photocopying costs included in class/learning area budgets.
   - costs of information materials/sessions included in other budget areas.
2. Recommended Home resources:
   - suitable work area.
   - appropriate materials to undertake the homework tasks.

Evaluation/Review:
- Evaluation will take place through the Parent Survey.
- Policy will be reviewed annually, and will include parents, students (through JSC) and teachers.
- Discussion at Department meetings.
Winters Flat Primary School

SunSmart Policy

**Purposes:**
1. To educate the children about the dangers of prolonged exposure to the sun.
2. To ensure that children take adequate precautions to protect themselves from the sun when at school.

**Guidelines:**
1. The SunSmart Program should be an ongoing commitment each year throughout the school.
2. The SunSmart Policy should be enforced during all school related activities.
3. Games that can be played in shady areas should be encouraged during summer.
4. The school should work towards ensuring that all children have access to shaded areas for outside recreation.
5. Times of high risk are, according to the Cancer Council Victoria, from the beginning of September to the end of April.

**Implementation:**
1. The SunSmart Program will become part of the health course every year at all grade Levels. It will be targeted in first term and revisited in fourth term, and reinforced and promoted to the whole school community regularly.
2. School broad-brimmed hats will be worn by all children, and by staff on yard duty and during Physical and Sport Education lessons, from September 1st until April 30th, and on days of high risk during other terms. Children who do not have a hat will play in the allocated shade area. Families and visitors will be asked to respect our SunSmart policy.
3. Parents will be asked to reinforce the importance of being SunSmart at home, and to provide sunscreen for their child/ren at school. Appropriate time will be given to children for application of sunscreen.
4. During the school swimming program, at swimming fun days and when appropriate on camps, all children will wear sunscreen, a t-shirt or UV protective swimwear and a hat.
5. School excursions and activities, such as recesses, camps, excursions, sporting events, swimming and physical education programs, will be planned according to SunSmart guidelines. Particular care should be taken between 10 am and 2 pm (11 am and 3 pm daylight saving time).
6. The school will maintain its SunSmart status, confirmed by the SunSmart Schools Program.
7. Students will wear a school uniform top, and sensible footwear. Students wearing inappropriate clothing will play in the allocated shade area. Wrap-around sunglasses that are suitable for students will be encouraged.
8. The School Council will consider possibilities for increasing shade areas in the playground.
9. A copy of this will be included in the school’s Information Booklet, and will be forwarded annually to each family via Flat Chat.

**Assessment & Evaluation:**
Annually.

**Resources:**
- Cancer Council Victoria
- Health Education material
**Winters Flat Primary School**  
**Healthy Eating Policy**

**Rationale:**
- Healthy nutritional habits are essential to the growth and development of children and school communities can help students develop healthy habits to live, learn, grow and play.

**Purposes:**
- To develop within students an informed appreciation of healthy eating habits.
- To work towards ensuring any foods provided at the school are consistent with a healthy eating philosophy.

**Implementation:**
- The development of an appreciation of healthy foods and healthy eating habits form part of our Health Promoting School philosophy.
- Lessons relating healthy foods and healthy eating, which reflect the Victorian Essential Learning Standards, will form part of each child's annual Health & Physical Education curriculum studies.
- At least twice per year the whole school will have a key focus on healthy foods.
- Teachers and students are encouraged to bring fresh fruit and vegetables in their lunch boxes every day.
- The school will involve itself in local strategies designed to raise awareness of, or to promote healthy foods e.g.: local fruit growing, access to Fruit and Vegetable Officers and local Dietitian.
- The school has a strategy in place to encourage all students to drink water throughout the school day, especially during physical activity. Only water is permitted for drinking during class sessions. Children have access to their own water bottle at any time during class time (no sweet drinks are permitted).
- Water fountains are accessible to all children, at all grade levels, during playtimes.
- All students will be coached in the importance of not sharing food or water bottles, and of not eating others food.
- Staff members are encouraged to model healthy eating habits whilst at school.
- Daily fruit and vegetable breaks are allocated at all levels in which students are allowed to eat fruit and vegetables only.
- The school out-sources a lunch order service 3 days per week.
- The lunch order menu complies with the DEECD policies and the 'Kid's Go For Your Life' Healthy Canteen kit. No foods are supplied from the "Occasional/Red" category of the Canteen kit.
- Chips, fried foods, confectionery and high sugar drinks such as soft drinks, energy drinks and flavoured mineral waters, are excluded from the Lunch Order system and are not to be brought to school by children for eating at play/lunch time. School community members are also encouraged not to bring these items to school through the promotion of healthy food and drink choices (e.g. display, newsletter insets, workshops, healthy events and Winters Flat Handbook.
- School community members (staff and families), including new families to the school, are informed of the healthy eating policy and are provided with regular information (display, newsletter inserts, workshops) to assist them to meet this policy requirement.
- Fundraising activities will not focus on the promotion of unhealthy foods that do not complement our healthy food philosophy e.g. chocolate bars or lamingtons. The only exception could be the Easter raffle with the donation of Easter eggs.
- The school encourages 'Healthy Eating Days' and 'Luscious Lunch Days', when children are strongly encouraged to bring only healthy food.
- Staff are to inform the Co Principals of students who appear to be consistently provided with inadequate lunches.
• Healthy Eating practices to include:
  ✤ Daily 10 o’clock Healthy Snack /’Munch & Crunch’ (fruit and vegetables only) for all classes.
  ✤ Promoting that fresh fruit and vegetables be included in student’s lunch boxes every day.
  ✤ Free Fruit Friday for all P-2 students.
  ✤ Cultivating, harvesting and cooking school produce.
  ✤ Class rewards to exclude lollies.
  ✤ Class fruit platter rewards to encourage students to experience new fruit and vegetables.

• A whole school curriculum approach that reflects the Victorian Essential Learning Standards encourage healthy eating during and after school hours.

• Resources required for Healthy Eating will be sourced from the Health Budget.

Evaluation:
• This policy will be reviewed as part of our review cycle process.
Purpose:
Winters Flat Primary School believes that a school uniform fosters a sense of belonging and neatness of dress. The wearing of a uniform helps to generate a positive tone within the school community by promoting equality of opportunity and circumventing peer pressure with regard to clothing. Pupils are easily identifiable when taking part in a school excursion, adding to their safety.

Implementation:
1. A school uniform top will be required to be worn by all students. Shorts, pants, and skirts should be navy blue or denim.
2. All dress/uniform requirements must enable both sexes to participate fully, actively and safely in school life.
3. The principal will have the power of granting exemption in special circumstances where parents indicate health, safety or religious reasons.
4. Information about the student dress code, including any changes in dress requirements, will be communicated widely throughout the school community. All prospective students and parents will be notified of the dress code requirements prior to enrolment at school.
5. When changes are proposed to the dress code, School Council will:
   - make prior contact with any suppliers with whom the school has a contract
   - conduct consultation on the proposed details of the change with parents, teachers and students
   - publish details of the implementation strategy and timeline when a new or amended dress code is to be implemented
   - devise means of acknowledging any significant financial costs to parents
6. Consideration will be given to the lasting quality, practicality and cost of items of uniform.
7. Uniform orders and sales are to be the responsibility of the School Council’s uniform shop, with a second-hand shop to be available for purposes of convenience and economy wherever possible.
8. As stated in the SunSmart Policy, the wearing of school hats from the 1st of September to the 1st of May is compulsory.
9. Footwear is to be suitable for all school activities, as Physical Education forms an integral part of the daily school program. Loose sandals and scuffs are not appropriate.
10. An alternative t-shirt for Year 6 students will be acceptable.
11. Naming of articles of clothing is essential.
12. There will be a flexible choice of available items for school uniform, including a top for sporting events.

Assessment & Evaluation:
Annually

Resources:
New, and where possible second-hand, uniforms for sale through Uniform Shop
DEECD Regulations
Dear Parents/Carers,

We know that when parents, guardians and carers participate together in their children’s education, the result is usually an increase in student achievement and an improvement of students’ attitudes. We also acknowledge that the more traditional ways of involvement do not suit everyone.

To ensure that we give all our school community an opportunity to be involved in the life of the school, we ask that you complete the following questionnaire.

Name(s): ........................................  ........................................

Occupation(s): ........................................  ........................................

Name & Grade of child/ren: ........................................................................

Talents, interests, skills, materials you can share with the school or directly with students e.g. reading, gardening, mosaics, engineering, cooking, music, computers, chess, etc, etc.

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Availability:

☐ During school hours.

☐ Out of school hours / evenings / weekends.

☐ In own time (e.g. when it suits you).

Would you be interested in joining a Parents’ Club? Yes / No

How would you like to be involved in our school community?

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Thank you for your willingness to complete this form and to assist us in providing a high quality education for our students.