Welcome to Seaford Park Primary School.

Seaford Park is a smaller school which is proud to offer a wide range of programs and strives to get to know all children individually. We are proud of the exciting learning opportunities that are provided for all children at our school. The curriculum is comprehensive and challenging and is based on the National Curriculum (AusVELS) in English, Mathematics, Science and History and the Victorian Essential Learning Standards (VELS).

Learning opportunities are promoted throughout the whole school’s social and academic development program, ‘You Can Do It’. The program develops children’s thinking skills and social and emotional wellbeing by teaching the program’s foundations of Getting Along, Confidence, Organisation, Persistence and Resilience.

The commitment of our staff enables us to provide a range of co-curriculum programs. These include an Arts Appreciation Event, Camping Program for Years 3-6, P-6 excursion program, Junior School Council, involvement in interschool sports programs, Perceptual Motor Program, Buddy Program, Life Education, School Choir, Recorder/Ukelele Groups, Gardening Club and much more.

We have extensive and spacious grounds and a shaded sand pit which caters well for sports activities and passive recreation.

We value the support of our local kindergartens and child care centres and have a wonderful sense of co-operation and support which has developed over the years.

Being part of the Seaford Park Primary School Community is an exciting, challenging and rewarding time for all of us, most importantly for our students who are the focus of everything we do.

At Seaford Park we believe that parents are most important. Before your children came to school you taught them to walk, talk, play and look after themselves. You taught them by example, encouragement and instruction, as well as by doing things together. We are confident this nurturing and support continues whilst children are students at Seaford Park.

We strongly support and encourage your participation, as it is well recognised that the degree of interest, interaction and co-operation between the family and school is extremely important in the development of a child's full potential. We look forward to a rewarding association with both you and your family in all the activities that you are welcome to participate in.

We will keep you well informed about activities around the school as they affect our community. Our website at www.seafordpark.vic.edu.au is the ‘one stop shop’ for information about our school. It is regularly updated and showcases events, informs of upcoming events, and is an easy way of downloading forms and notices. The fortnightly school newsletters are another way to remain up to date with what is happening. You can subscribe to have the Newsletter emailed directly to your email account. You are welcome to come and discuss matters that you feel are vital to the education of your child and the general life of the school with our friendly staff.

Kindest Regards

Julie Braakhuis
Principal
Seaford Park Primary School
Mission Statement

We aim to encourage and facilitate the development of each child in all that we do.

We will encourage positive attitudes towards learning and respect for the rights and feelings of others.

We will provide a secure and safe environment.

We will provide effective learning experiences through a balanced and comprehensive curriculum.

Human and material resources will be effectively managed to facilitate individual children working towards their full potential.

School Description

Seaford Park Primary School is located in the bayside suburb of Seaford/Carrum Downs, approximately 40 km south of Melbourne.

The school is set in attractive and spacious grounds. Unique carpeted galleries connect all rooms and include two areas large enough to seat the entire school population. During class times the students have access to internal toilet facilities. Our multipurpose facility is a great venue for our Arts Program, Science and Physical Education programs. The pleasant and well maintained environment supports the provision of excellent learning facilities. The school has links with the St Kilda Football Club, Seaford Junior Football Club, Cameo Tigers Netball Club and the City of Frankston at the nearby Belvedere Reserve.

Seaford Park Primary School’s philosophy is to encourage and facilitate the total development of each child. The school aims to encourage positive attitudes towards learning and respect for the rights and feelings of others. We provide a safe and secure learning environment. We provide effective learning experiences through a balanced and comprehensive curriculum. Human and material resources are effectively managed to facilitate individual children working towards their potential. Emphasis is placed on caring for our students, staff and parents by:
- facilitating effective communication to foster a strong partnership within the school community
- providing equal opportunity for all members of the school community
- enhancing academic excellence
- extending students to their individual potential by encouraging, recognising and rewarding achievement and effort
- developing in students the qualities and life skills of responsibility, effective communication, independence, inquiry, risk-taking, problem-solving and creativity
- providing a cooperative environment where students can share the responsibility for their own learning, behaviour and health
- preparing for the next stage of learning by building on their strengths and experiences

A strong emphasis is placed upon the development of literacy and numeracy skills with high expectations and outcomes in these areas. Specialist programs are provided in Visual Arts, Information Communication and Technology, Physical Education, Performing Arts, Science and Library. We also provide a whole school language other than English (Indonesian). To actively support these curriculum areas the following enrichment programs are provided - School Camps, Perceptual Motor Program (PMP), a strong oral language program (including public speaking), Life Education, ‘You Can Do It’ program, a strong sporting program, a Prep/Year 6 Buddy System and an active Junior School Council.

Students are encouraged to develop peer group and cross-age tolerance and understanding which results in a close knit relationship between students throughout the school. Groupings assist teachers to cater for the individual needs of students.
Absences from School

Parents are required to notify the school of the reason for their child’s absence. An absence notification should be completed and, sent on the day of the child’s return to school. These are located on the school’s website: www.seafordpark.vic.edu.au under the Administration tab. An absence email notification can be sent via the website. If your child is away from school for more than one or two days you should contact the school and advise when he/she will be returning. Sometimes it might be appropriate for your child’s teacher to provide work to be completed at home. Please avoid using school time for dental appointments, haircuts, shopping trips as much as possible. Your child needs to be at school and is required by law unless there is a compelling reason for non-attendance such as illness.

Minimum Absence equals Maximum Learning Opportunity
Maximum Learning Opportunity equals Students Achieving Their Potential At School

Ardoch LinCs Foundation

The school is a partner with the Ardoch Youth Foundation. Ardoch links schools, families and their communities to increase learning opportunities. This may be through trained volunteers supporting school programs, money, goods and services, school camps, supporting the development of facilities and linking the school with other organisations.

Attendance

Punctuality is required at all times to ensure safety of children, the reinforcement of correct habits and to allow your child to learn to their best. Late arrival to school disadvantages your child and means they miss valuable class time which is often the instructional phase before a lesson begins. If you are late due to unforeseen circumstances you must attend the office to receive a late pass and for documentation to be completed.

Asthma Management

Asthmatic students attending the school should always carry with them appropriate medications. An asthma management plan is required so we can manage your child’s asthma. Please see the Office staff for details.

Assemblies

A whole school assembly is held each Monday morning at 9.00am to make announcements, presentations or to mark other important events. We sing the national anthem, recite the school oath, celebrate and share the many fine things that our children and our school have achieved, present awards, give details of the events that are forthcoming during the week, and present reports about school activities. Student Leaders present the assembly with support from the Principal. Parents are most welcome to attend assemblies. All visitors attending assembly are requested to model the quiet courteous behaviour which is expected of the children.

If a public holiday falls on a Monday there will not be an assembly on the Tuesday.

Bank

The school bank operates each Tuesday morning. Children are encouraged to open and operate a savings account with the local branch of the Commonwealth Bank. The necessary forms and further information are available from the office.

Bell times

<table>
<thead>
<tr>
<th>Session</th>
<th>Time</th>
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<tbody>
<tr>
<td>First Session</td>
<td>9.00am - 11.00am</td>
</tr>
<tr>
<td>Morning Recess</td>
<td>11.00am - 11.30am</td>
</tr>
<tr>
<td>Second Session</td>
<td>11.30am - 1.00pm</td>
</tr>
<tr>
<td>Lunch inside (supervised)</td>
<td>1.00pm - 1.10pm</td>
</tr>
<tr>
<td>Lunch Recess</td>
<td>1.10pm - 1.45pm</td>
</tr>
<tr>
<td>Afternoon Session</td>
<td>1.45 pm - 3.15pm</td>
</tr>
</tbody>
</table>
**Bicycles**
All children whose parents allow them to ride bikes to school must wear an approved safety helmet. Bikes, scooters and skateboards must not be ridden in the schoolyard. They should be placed in the bike enclosure. It is advisable for riders to lock their bike. The enclosure is locked at 9:05am and unlocked at 3:10pm.

**Buddies**
The prep students will meet their Year 6 buddy as part of the transition program. During the course of the year they will meet regularly to do a variety of joint activities. Our buddy program is based on the Better Buddies Framework from the Alannah and Madeline Foundation.

**Camps**
An outdoor education program operates in the school for Years 3-6. This takes place on an alternate cycle. The program is an important part of the school curriculum and all children are strongly encouraged to take part. Venues reflect the specific learning outcomes of the school. Every second year selected students in Years 5/6 are offered an opportunity to attend a Department of Education and Childhood Development (DEECD) nine day camp at Somers or Woorabinda.

**Car Park**
The car park is for staff vehicles or school deliveries. Parents are asked to observe this protocol.

**Choir**
Children have an opportunity to participate in the school choir. The choir practices weekly and performs at assemblies and special functions. The choir is for students in Years 3 to 6. At the end of the year the choir will be invited to perform at various venues.

**Codes of Conduct:**
The school relies on and values close interaction with parents, guardians, local schools and the local community.

**Our school values are:**
1. **Respect:** This means treating one another and the school environment with consideration and courtesy.
2. **Responsibility:** Developing responsibility for their own actions
3. **Honesty:** This means communicating truthfully and in a tactful manner
4. **Motivation:** This means to be stimulated, engaged and excited about a task. To perform at an optimum level
5. **Friendliness:** This means creating a positive environment that allows everyone to feel comfortable, acceptable and cared for
6. **Fairness:** Demonstrating understanding, compassion and support in a sincere manner.

We expect the Seaford Park Primary School parents to demonstrate the same values at all times within the school setting. As a parent you are expected to support your child in all their educational endeavours by giving praise and showing interest in their school activities. You can help your child to discover that giving of your very best is what matters rather than always comparing yourself against the capabilities of others.

We ask you and your child to sign the Codes of Conduct Agreement.

**Community Involvement:**
The school seeks to:
- access local support for school programs
- strengthen community identity by participating in and contributing to the local community.

Community involvement, support and assistance in the school are actively encouraged through parent involvement in school programs and through the School Council, Parents and Friends Committee (PFC) and School Council Subcommittees.

The community is kept informed of the school's activities and achievements through:
- the school website www.seafordpark.vic.edu.au
- school and class newsletters sent via email to reduce our impact on the environment
• displays of student work
• contributions to and reports in the local media
• opening the school to the public on special occasions
• the publication and distribution of the annual report.

At the same time the school will facilitate community response through:
• Parents and Friends Committee meetings
• School Council
• Annual Reporting meeting
• Parent Opinion surveys.

Community Service
At various times throughout the year the school supports specific appeals such as the Royal Children’s Hospital Good Friday Appeal and the State School’s Relief Appeal, with a high focus on local needs. Weekly collections are also organised by student leaders to support a sponsored child through World Vision. This is referred to as social service and your child can bring small change any day of the week to contribute to Social Service.

Curriculum Days
In addition to normal holidays and weekends, the Department of Education and Early Childhood and Development sets aside some days each year as whole school professional development days where staff are required to attend and address current educational issues that lead to the improvement of learning outcomes for all students. You’ll be advised of these days well in advance.

Curriculum Programs
A broad and comprehensive curriculum program that aims to challenge and inspire children to learn is provided through the Victorian Essential Learning Standards and progressive introduction of AusVELS.

Within the Discipline-based Learning strand the learning domains are:
The Arts Humanities English Science
Languages Mathematics

Within the Physical, Personal and Social Learning strand there are the learning domains of:
Health and Physical Education Interpersonal Development
Personal Learning Civics and Citizenship

Within the Interdisciplinary Learning Strand the learning domains are:
Communication Design Creativity & Technology
Information and Communications Technology Thinking Processes

The majority of these strands are presented through integrated units of work.

Discipline and Wellbeing
Student wellbeing is a high priority at Seaford Park Primary School. We believe it is important that the school provides a comfortable, supportive and inclusive environment for all children. The school’s Student Wellbeing and Engagement Policies are aimed at the development of responsible and positive attitudes in children. Codes of conduct have been developed within Department of Education guidelines and regulations.

Children are taught to be responsible and increasingly self-disciplined. Discipline for misbehaviour should, wherever possible, be related to the offence. For example, misuse of sporting equipment may lead to the child losing their borrowing rights, littering may result in extra ‘yard duty’. There are set Classroom Rules and Consequences as well as Yard Behaviour and Consequences. These are explained to the students and are displayed prominently in all classrooms.

When more serious problems occur parents are involved in developing a joint management program that may include counselling and/or assistance from outside specialists.

A close relationship between the school and the home is most important.

Doors
Corridor doors are secured during class, recess and lunchtime times. When entering the building parents are requested to use the main entrance and are expected to sign in at the Office when assisting with programs and activities. This ensures your safety and accurate record management.
Emergency Information

It is extremely important that the school be notified immediately of any alteration to information that may be needed at short notice in an emergency, in particular, any changes to:

- home address and living situation
  eg. custody or access orders
- telephone numbers
- emergency contacts
- custody / care issues
- on-going medical problems
- medical information
- Medicare, Ambulance

Please do not wait until an emergency arises before remembering to tell us that you have a new home, mobile or work phone number.

Excursions

Excursions are organised by teachers for the benefit of the children as part of the whole school curriculum program. The costs of all excursions are met by the parents of children throughout the year to places of interest or to attend performances of appropriate live shows etc. In addition, performance groups or other special events are sometimes arranged at school.

Emergency Management

The school has an emergency management plan. The procedure is practised by the children and staff to cater for all possible emergency situations.

Extreme Weather

In the event of extreme weather (rain or heat) children will be supervised inside their normal classrooms for their comfort and safety. Students are encouraged to have their own named water bottle at school at all times.

Fees

As part of the School Council approved Parent Payments Policy each year School Council asks parents to pay a fee to cover the costs of compulsory curriculum materials provided to the children. While the amount requested is kept as low as possible, it is recognised that payment does present difficulties to some families. A voluntary contribution is also sought and money raised is a vital part of the school’s operating budget and this support from parents is greatly appreciated. Throughout the year you will also be asked to pay for some school activities, such as excursions, camps, and sporting activities. A detailed explanation of charges is sent home with booklists in early December.

Facilities

Seaford Park is situated on well maintained land, which includes a multimedia computer technology library centre, resource rooms, visual arts and science centre, spacious, attractive heated and air conditioned classrooms carpeted throughout, a general purpose room, safe and secure buildings, internal and external toilets, a shelter/eating area, vegetable garden, bike enclosure and Sunsmart shade shelter area over the sandpit.

Free Fruit and Vegetable Friday

Each Friday students are provided with fresh fruit and vegetables at no cost to parents. Parent helpers cut the fruit and vegetables for each grade, providing an attractive platter from which students can select.

Fund Raising

The school community works hard to raise additional funds for the purchase of equipment and materials needed by a progressive school for the best possible education of its pupils. The co-operation and support of all parents is welcomed for all fundraising activities.
Grounds and Maintenance

The attractive grounds and playing areas are a special feature of Seaford Park and we strive to maintain and improve them each year. A handyman is employed for minor works and essential urgent work is done by tradesmen employed as needed under the Maintenance and Minor Works Program. We also hold working bees and welcome your attendance – these are great fun and allow parents to get to know other parents and the children love helping keep their school looking the best it can be.

Guitar

We offer guitar tuition during school hours with a private instructor. This is on user pay system during school hours. The lesson time rotates so that your child does not miss the same class time each week. Enrolment forms are available from the Office and the website.

Head Lice

Head Lice are extremely contagious but are harmless and in no way reflect on the hygiene of the family concerned. The insects grow to 2mm in length and cling to the head close to the scalp, particularly at the back of the neck and behind the ears. The eggs are half the size and stick to the hair in the same region. If this condition is found, the child is not to be present at school until the proper treatment has been given. Please inform us when finding lice so that notification that a case has been found can be forwarded to the rest of the class as the whole class will need to be checked. Information regarding treatment is available from the local council and usually from your local pharmacy.

Remember, head lice are indiscriminate - they do not prefer ‘dirty’ children to your children, nor do they shy clear of teachers!

A School Nurse employed by the school, checks for lice on a weekly basis. Parental permission must be received for the nurse to check your child’s hair.

Homework

It is expected that all children will spend time each night reading to or with their parents. In addition to this, regular homework may be set at the discretion of the class teacher in line with the school Homework Policy.

Homework may be used as a catch up for those children who have difficulty in completing class projects on time, to help the class as a whole in keeping up with the large amount of practical work, or to foster good work habits for future education.

Homework which has been set, should be done at home with the support and encouragement of parents and returned by the due date.

Hours of School Operation

Normal school hours are from 9.00 am to 3.15 pm with a morning recess from 11.00 am to 11.30 am and lunch recess from 1.10 pm to 1.45 pm. (All children are supervised eating their lunch in the classroom at 1.00 pm and are then dismissed to play outside).

Exceptions:
1. The whole school is usually dismissed earlier last day of each term at 2.30 pm. Parents will be advised of the dismissal time.
2. Preps starting school: To allow Prep students to adjust to the new routine of school, their hours of attendance are staggered during February. Parents will be advised of these times. Students will be timetabled to an introductory assessment with their Prep teacher. You will be advised of these times.
**Infectious Diseases**

The following list is provided as a guide to parents of when and for how long children should be kept away from school with some of the more common childhood diseases. When in doubt, contact the school or your doctor.

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>EXCLUSION FROM SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken pox</td>
<td>Exclude until all blisters have dried. This is usually at least 5 days after the rash appears.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until discharge from the eyes has stopped.</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Until receipt of a medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.</td>
</tr>
<tr>
<td>Giardiasis</td>
<td>Until diarrhoea has stopped.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion is not necessary.</td>
</tr>
<tr>
<td>Impetigo (School sores)</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.</td>
</tr>
<tr>
<td>Influenza and influenza type illnesses</td>
<td>Exclude until well</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least four days after the onset of rash.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days or until swelling goes down (which ever is sooner).</td>
</tr>
<tr>
<td>Pertussis (Whooping cough)</td>
<td>Exclude the child for 21 days after the onset of the cough or until the child has completed 5 days of a course of antibiotics.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Until at least fourteen days after onset of illness and until receipt of medical certificate of recovery from infection.</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (head lice)</td>
<td>Until the day after appropriate treatment has begun.</td>
</tr>
<tr>
<td>Rubella</td>
<td>Until fully recovered or at least four days after onset of rash.</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours.</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until appropriate treatment has begun.</td>
</tr>
<tr>
<td>Streptococcal infection (Including Scarlet fever)</td>
<td>Until the child has received antibiotic treatment for at least 24 hours and the child feels well.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Until receipt of a medical certificate from treating physician stating that the child is not considered to be infectious.</td>
</tr>
</tbody>
</table>

**Information Communication and Technology**

Children in all grades have access to computers in the multimedia centre and the classroom and use a variety of multimedia programs as part of the computer education program. Prep children are introduced to computers from the start of their schooling, and quickly become familiar with the computer as an aid to learning in such areas as story writing (word processing), learning maths facts (tables, graphing number facts, etc), problem solving, publishing, and many other areas. Interactive Whiteboards (IWBs) are in every classroom, library and visual arts / science room. IWBs are a great tool to engage students. We also have purchased iPads for the students use. A policy is in place to ensure appropriate access to Internet material. This must be returned signed before a child is granted internet access.
Leaving School During School Hours

For reasons of safety, children are not permitted to leave the school grounds during school hours unless prior and appropriate arrangements have been made with the Principal or classroom teacher. If parents require children to be dismissed earlier than normal the nominated adult(s) must collect them after calling at the office and signing the ‘Early Dismissal’ book.

Junior School Council

Students in senior grades elect representatives to form a Junior School Council. This group meets throughout the year with a teacher as co-ordinator and serves as a forum for student discussion, as well as a means of promoting various school activities and suggestions to improve our school.

Library

The school has a well-equipped air-conditioned library. All children have access to the library with their class teacher and have an opportunity to borrow books to take home via the computerised system. Library bags must be clearly named and are required for the protection of borrowed books. A specialist library program is provided for students in Yrs P-2. All children are encouraged to join the Premier’s Reading Challenge held annually.

Life Education Van

As part of the Health Program the Life Education Van visits the school once per year to deliver the latest in drug education and related issues. This curriculum program is included as part of the compulsory curriculum charge. A parent information session is offered during the visit of the Life Education Van.

Lost Property

Lost clothing is sent to the office. Students and parents should check at the office whenever their/child’s belongings are missing. Any items which have remained unclaimed for several months are donated to the secondhand uniform shop which is run by Parents Club. Please ensure you name all of your children’s clothing. It makes it very simple to return items to them if they are misplaced.

Lunch Orders

Lunch orders are available on a Friday through the local Subway. Orders must be completed on the order form and placed in a clearly named envelope with correct money on a Thursday in the class lunch basket. The forms are available from the office or via the website www.seafordpark.vic.edu.au

Medical Treatment - Vaccinations

Free medical examinations and certain vaccinations are provided to all children at regular intervals throughout their school careers by medical officers of the Health Department and the City of Frankston, unless you specify otherwise. These include a School Nurse for an initial screening for all Prep students and Dental Health. Information about these services is sent home to parents in advance of the time they are to be provided.

Medication

With the exception of certain asthma medications, students are not permitted to keep medicines of any sort in their possession whilst at school.

If your child requires medications during school time written consent is required from you. Parents should supply medication in a container that gives the name of the child, the dose and the time the medication is to be taken. Medication will only be dispensed from the school office.

No medicine of any kind will be given to a child without the written permission of the parent.
**Media restrictions**

MEDIA AT SCHOOL EVENTS

At Seaford Park we have many special school events such as the Arts Appreciation Evening, House Sports, the end of year concert, Seaford Park’s Got Talent and Junior School concerts to name a few. We request that people do not take photographs or film during these events due to privacy restrictions. Staff at Seaford Park will take photos and edit them so that they can be posted on the school website for your perusal.

**Money Forwarded to School for School Activities**

When money is to be forwarded to school for camps, excursions or school located activities please fill details in clearly on the payment envelope and place correct cash / cheque inside the envelope. School payment envelopes are available from the Office. Money should be given to the class teacher so that it can be recorded correctly.

**Motor Vehicles**

The only people authorised to drive cars into the schoolyard are the teachers and trade delivery people. Parents are not permitted to drive into the school grounds to drop off or pick up students. The only exception is the designated disabled parking position for authorised persons displaying the appropriate permit. Parents parking in the streets must observe the Council parking restrictions.

**Newsletter**

A school community newsletter is published fortnightly on a Friday and sent home via email to reduce our environmental impact. If you have not subscribed to this service, follow this link to register: [www.seafordpark.vic.edu.au](http://www.seafordpark.vic.edu.au) and refer to right hand side button “Subscribe to newsletter” to register your name and email address. Our newsletter is the major means of communication between the school and parents. It is also available on the school website. Key dates are noted in the “Dates to Remember” column on the front page, you can note them in your diary/phone straight from there.

**Nut Free School**

To reduce the risk of a life threatening allergy occurring, it is requested that no nuts or nut products are brought to school.

**Open door policy**

Our school operates on an open door policy. This means that parents are welcome in and around the school to assist where required or to find out more about aspects of their child’s education. During the school year, there are numerous opportunities for you to get involved. Your child will enjoy seeing you at school and you will develop a much better understanding of what happens at school by doing so. If you have the time and would like to find out how to become an active partner in your child’s school experiences please feel free to discuss ways with the teacher. Teachers are available for more formal individual discussion by making an appointment for a mutually convenient time. Please note that all volunteers will need to have a Working With Children Check, this is an Education Department requirement and ensures all students’ safety.

**Out of Hours School Care and Holiday Program**

**Happy Kids Before and After School Care** operates from St Anne’s Primary School Hall in Austin Road. It incorporates Vacation Care, Early Finish Days at the end of the Term, Before School Care and After School Care. Registration Forms are available from the coordinator Moira Fernandez on 0418 329 569.

**Parents and Friends Committee**

The Parents and Friends Committee provide an informal forum to discuss matters of interest. The Parents and Friends Committee meet once a month at the school. The dates of the meeting appear in the newsletter. Fund raising activities are conducted throughout the year and the money raised from these will enable the purchase of many items which the school would not otherwise have been able to afford - play equipment, library requisites, computers, line marking etc.
Parents and Friends Committee provide the school community with opportunities for social involvement. Everyone is warmly welcome to attend meetings and it is a good way of meeting people. Assistance to teachers and fund raising activities give many opportunities for involvement and understanding between staff and parents. Children also benefit socially, and in their learning when they see their parents’ interest in their school. A strong, committed Parents’ Club results in a stimulating and interesting school full of exciting challenges for the children.

Please note that all volunteers will need to have a Working With Children Check, this is an Education Department requirement and ensures all students’ safety.

**Parent Involvement**

Parent involvement is encouraged throughout the school in a number of activities including Classroom Helpers Program (reading, computers, PMP etc.), Parents and Friends Committee, School Council and subcommittees, attending excursions and camps. Parent involvement is seen as a vital part of our school culture. Reading with students program is held each day up to Year Three and parents read with students and change their books. This takes approximately one hour per day so if you have time to assist, please ask your child’s teacher as we are always looking for more helpers. The children love reading with parents and a short information session is provided to assist you with this activity prior to beginning the program.

The school also has a number of active subcommittees as well as Parents and Friends Committee:

- Buildings and Grounds
- Marketing

If you would like to assist, please come and see our office staff and they can provide you with the appropriate contact details of the parents involved with the committees. Please note that all volunteers will need to have a Working With Children Check, this is an Education Department requirement and ensures all students’ safety.

**Parent Teacher Interviews**

As part of our Reporting to Parents schedule, formal interviews are conducted at the beginning and end of Semester 1. Meet the Teacher nights are held early in Term 1, and Parent Teacher Interviews to discuss your child’s progress are held at the end of Term 2.

Details of organisation and allocation of interview times are set well in advance and are advised through a personal letter. Parents are welcome and encouraged to discuss their child’s progress with teachers at other times throughout the year. However, we ask that you arrange an appointment for a time when the teacher does not have teaching duties.

**Photos**

School photographs will be taken during the course of the year. Individual, class and family photos can be taken. You will receive information regarding school photos well before the date. Specialised group photos of Junior School Council, School Leaders and Choir will also be made available.

**Physical Education**

A specialist physical education program is offered to all students. All students have one 40 minute lesson a week and a 3-6 Sports session of an hour or more.

A whole school fitness session operates on Friday mornings.

**PMP – Perceptual Motor Program**

This program is closely linked to literacy and numeracy outcomes as well as developing coordination skills for younger students. It is held weekly and we ask for parental assistance with this activity, if you can help, please see your child’s teacher to register your interest.

**Premier’s Reading Challenge**

The Premier’s Reading Challenge (PRC) is available to students in Years Prep to 2. It will be run as part of the Library program and books read to the children in the Library will be added to the Challenge list. (Years 3 to 6 can apply to be part of the program if interested). The Prep to Year 2 Challenge is to read or be read to 30 books between February and August, 20 of which are to come from the PRC list.
**Policies**
The school policies are available to view from the office or copies can be obtained by contacting the Principal.

**Reporting**
Students receive a written report at the end of each semester. Parent - Teacher interviews are conducted in Terms One and Two.

**School Strategic Plan**
This document sets the direction of the school through School Goals and Priorities over four years. It is developed after an external verification process. An Annual Implementation Plan is developed each year. It is available by contacting the Principal.

**School Crossing**
The school is serviced by a supervised school crossing at the front of the school in East Road. The crossing supervisor is on duty from 8.10 am until 9.05 am each school morning and in the afternoon from 3.00 pm until 3.35 pm.

We encourage all parents and students to use the crossing when crossing the road (remember that the younger students are watching the older students and parents so we would ask that you set the example).

**School Council**
The School Council is the governing body of the school and has elected parents and staff members. The Principal is the executive officer and is included as a staff member.

The Council meets at least eight times per year. The duties and responsibilities of School Council include:
- selection of the School Principal,
- determining the general Educational Policy of the school within guidelines issued by DEECD
- generally overseeing the maintenance of buildings, grounds and equipment and arranging improvements of these facilities,
- ensuring the correct control of school monies,
- stimulating interest in the school among parents and the wider community.

**Science**
A specialist science education program is offered to students in Years Prep to 6.

**Sick Bay**
The school has qualified Level 2 First Aid staff. A register of treatment for incidents is maintained. Parents are contacted immediately if an incident is of a serious nature. It is standard procedure to contact parents if any type of head injury has occurred. As per the First Aid Policy of the school, parents are notified via a standard letter if their child is treated for first aid in the sick bay.

**Specialised Programs**
In addition to generalist teachers, specialised teachers work in areas such Physical Education, Performing Arts, Science, Science, and Visual Arts. Support for the school and its students is provided by DET. Student Support Services Officers from the Department are available to assist the school in areas such as professional development of teachers, speech therapy and help for pupils in need of special educational assistance and assessment.

**Sport**
The sports program at Seaford Park takes many forms:
- all children take part in physical education programs
- Years 5-6 compete against local schools in seasonal programs of competition. Year 4 students may be involved to assist with numbers in teams
- from Year 3 children also compete against other schools in athletic sports and cross-country, with the opportunity to go to District, Region and State levels.
- clinics are organised to introduce children to a wide variety of other team and individual sports.
**Students’ Private Property**

Private property brought to school by students is not insured, nor is DET responsible for any loss. Mishaps with students’ belongings, whether accidental or otherwise are difficult to prevent. Therefore students are requested not to bring valuables to school.

**Sunsmart**

It is school policy that children must wear a School Hat while outside at least during Terms 1 and 4. Baseball caps are not allowed. Due to possible allergic reactions it is a Department of Education stipulation that teachers are not permitted to apply sunscreen. Teachers cannot administer sunscreen, it is the parents and/or the child's responsibility.

**Term Dates**

**2015**

January 29th to 27th March  
April 13th to June 26th  
July 13th to September 18th  
October 5th to December 19th

**2016**

January 28th Years to March 24th  
April 11th to June 24th  
July 11th to September 16th  
October 3rd to December 20th

**Uniform**

We are very proud of our schools uniform, it looks bright and our unique aqua colour sets us apart from other schools in the local area. The wearing of uniform is compulsory as per the School's Uniform Dress Code. Wearing a uniform creates significant pride and enhances the tone of the school. When children wear uniforms on excursions they are readily identified, creating a safety factor in a crowd, particularly at events where a number of schools are represented. Appropriate footwear should be worn (please note that shoes must be mostly black or mostly white). Children participate in a variety of activities at school. Some footwear is unsuitable. Proper footwear reduces the risk of injury when children are at play or at sport.

**Visitors**

Visitors to the school, during school hours, must report to and sign in at the office before proceeding. All visitors are required to wear a sign in slip and sign out on departure.

**Visual Arts**

A specialist Visual Arts program is offered to all students. Students have one 60 minute lesson a week. Student artwork is regularly displayed throughout the school.

**Yard Supervision**

Pupil safety is of utmost importance. The children are regularly reminded of the areas of the school grounds where they should play. Staff members supervise the school grounds on a rostered basis. Yard supervision operates from 8.45 am to 9.00 am, at recess, at lunchtime and after school from 3.15 pm until 3.30 pm. Parents are asked to make sure that children do not arrive before 8.45 am as teachers are not available to supervise them before that time. Children are not permitted in the school building before school, unless an announcement has been made due to rain.