

Yarra Road Primary School Parent Handbook 2018

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Version 2

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ABSENCES:

EVERY DAY COUNTS

Going to school every day is the single most important part of your child's education. Students learn new things at school every day – missing school puts them behind. We all want our students to get a great education, and the building blocks for a great education begin with students coming to school each and every day.

If students miss school regularly, they miss out on learning the fundamental skills that will set them up for success in the later years of school.

There is no safe number of days for missing school – each day a student misses puts them behind, and can affect their educational outcomes. Each missed day is associated with progressively lower achievement in numeracy, writing and reading.

If your child is absent from school, either due to illness, family holiday or any other reason, an absentee notification must be sent to school as soon as they return so we have an official record. A phone call advising of absence would be appreciated, but does not replace the need for a written notification.

There are 3 ways to communicate absences to the school:

1. **FlexiBuzz:** this is our preferred method as it is quick and easy and no paperwork is required as the app sends the notification directly to the school email. Please see the office if you are unsure of how to access FlexiBuzz.
2. **Email:** you can send an email to notify of absences to:
yarra.road.ps@edumail.vic.gov.au
3. **Absent note:** you can hand write/type a note and send it to school with your child or hand it in at the office.

ACCIDENTS AND FIRST AID:

We have a First Aid Room at the school and there will be a qualified first aid person on duty at every recess and lunch-time. Minor ailments and injuries are treated at school. However if the symptoms are more serious, parents will be contacted so that the pupil may be taken home for treatment, or if necessary an ambulance called. If a child has a knock to the head, parents or emergency contacts will be informed by phone.

See [Medical Conditions](#)

AFTERSCHOOL BASKETBALL:

Yarra Road Primary plays a major role in the After School Basketball Competition run by the Kilsyth Basketball Association. Our program begins in Grade 1 and runs all the way through to Grade 6; most years we have around 20 boys and girls teams in total. All games are played at Lilydale or Kilsyth Stadium on weeknights between 4.30pm and 6.30pm.

Playing for the Yarra Road Basketball Club is a great way for students to learn how to play basketball and develop their skills, fitness and coordination in a fun and safe environment with their friends. It is a great lead in to other sporting opportunities and teaches the players good sportsmanship, respect and resilience.

ALLERGIES:	The Roy Beale Medallion is awarded to students who play continuously from Grade 1 through Grade 6 and is a highly sought after award.
ALPHABET CONCERT:	See: Medical Conditions , Asthma and Anaphylaxis
ANAPHYLAXIS:	Students in Prep are given the opportunity to showcase their learning of letters and sounds in the Alphabet Concert presented to their parents in Term 4 each year.
ANNOUNCEMENTS:	We have several students in the school who have anaphylaxis, a life-threatening condition as a result of an allergy. Each anaphylactic child must have an anaphylaxis management plan lodged with the school and updated annually Their photos and plans will be displayed in the first aid room and in yard duty folders. All staff will be trained annually in the use of an Epipen; these are stored in the main office.
ASSEMBLIES:	The school aims to have no announcements made during learning times. Any announcements are made immediately prior to students being dismissed for morning recess, lunch or at the end of the day.
ASTHMA:	On Monday morning at 9 o'clock, we have an assembly for all grades. At assemblies we recognise our children and their achievements. Parents are most welcome to attend. After each assembly a Monday Morning Whole School Email is sent out to all families. This email outlines the week's activities and the announcements made at assembly.
BANKING:	To ensure your child can safely participate in sports and exercise at school, the first step is to make sure their asthma is well controlled. If your child is requiring their reliever medication more than twice a week, it is a good idea to see their GP for a review as this may indicate poorly controlled asthma. Also provide the school with an Asthma Plan from the doctor, particularly before a sports carnival or excursion. The plan will include any instructions for EIB (e.g. use of their asthma reliever prior to physical activity). You can help them check that they are using their asthma devices correctly by watching videos on the Asthma Australia website https://www.asthmaaustralia.org.au/
	YRPS run a "Dollarmites Program" through the Commonwealth Bank. Students are encouraged to bank weekly into their dollarmite account and watch their savings grow. Volunteer parents count and bank the money each Thursday. If you would like your child to participate, you will need to open an account with the CBA and then send up your bank book weekly before Thursday.

BEFORE AND AFTER SCHOOL HOURS CARE - CAMP AUSTRALIA:

Our After School Care Program has been outsourced to *Camp Australia*, who is approved by the Commonwealth Government to run a 25 place centre. Parents can use this service on a permanent or casual basis. Places for this program need to be booked in advance on 1300105343 or on their website <https://www.campaustralia.com.au/>

Program hours:
 Before School: 7.00am – 8.45am
 After School: 3:30pm - 6.00pm.
 Camp Australia <https://www.campaustralia.com.au/>
 Parents can apply to the Family Assistance Office to become eligible to have their fees reduced. <https://www.humanservices.gov.au/customer/themes/families>

BELL TIMES:

Warning Bell	8:55 a.m.
Commencement	9:00 a.m.
End of Morning Recess	11:25 a.m. & 11:30 a.m.
End of Lunchtime	1:55 p.m. – 2:00 p.m. (Children eat lunch in classroom from 12:50 – 1:00 pm)
Dismissal	3:30 p.m. (There is no bell at this time)

Warning bells indicate to students that they are to move to their classrooms and ready themselves for instruction time.

BIKES, SCOOTERS & JOURNEYING TO SCHOOL:

Bike and scooter riding to and from school is permitted but it is recommended that children in Prep to Grade Two ride to school accompanied by a parent. All bike riders must wear a bike helmet to and from school.

Children are not permitted to ride bikes or scooters in the school grounds; they must be walked to and from the school gates. Skateboards, rollerblades and motorised scooters are not permitted. We remind all students to keep safe on their journey to school and encourage parents to share the following information with students:

- Make sure that your bike is in good working order. Ride on bike paths, where they are provided and keep to the left. Wherever you are riding remember to use your voice and bell as well as hand signals to let others know you are coming or changing direction. When passing another rider or pedestrian call out “Passing!” and overtake on the right with care. It is a good idea to wear brightly coloured or light coloured clothing, or a high visibility outer vest, and of course by law you must wear a securely fitted Australian Standards approved helmet. Be extra careful of cars. Stop and check it is safe to cross roads. Dismount and walk your bike across the road to be extra safe. If riding on the road, keep left and be aware of other road users. Look out for pedestrians and people getting in and out of parked cars. Allow a metre when riding past parked cars and be aware of the risk of car doors opening.

BOOK CLUB:

Scholastic Book Club is a way families and students can purchase reasonably priced books, both fiction and non-fiction. Brochures are distributed twice a term to all students to take home. This is a voluntary option for families. During Education Week in May the school holds a BOOK FAIR. The books for purchase are from Scholastic and are available for purchase through the week. The Newsletter will feature further information at the time of the Book Fair.

BOOK WEEK:

Each year, schools across Australia spend a week celebrating books and Australian authors and illustrators. During this week the school traditionally holds special activities including; a book character dress up day (where students are encouraged to come to school dressed as their favourite book character), publishing of student writing, special book readings and a book launch. Book week dates are usually in August each year. Check the school newsletter for more information closer to the event.

BUDDY PROGRAM:

The children in their Prep year are teamed up with a buddy from Grade Five. They spend some class time together and participate in a variety of activities; a highlight is the 'Teddy Bears Picnic', where all children wear pyjamas, bring along their teddy and have a picnic together.

The buddy system also incorporates a playground component in which the older children offer support for their younger buddies. At the beginning of the year the Grade Fives stay with their Prep buddy at recess and lunchtime until the child feels secure enough in the school grounds. Usually groups of Preps play together while the Grade Fives are close by to take them to the toilet and return them to their classroom at the end of recess and lunch breaks.

This partnership continues into the following year when the children are in Grades One and Six respectively.

CAMPS, SPORTS & EXCURSION FUND :

Camps Sports and Excursions Fund payment will be provided to eligible families to cover the costs of school trips, camps and sporting activities. A special consideration category also exists for asylum seeker and refugee families. The allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities. . The Camps, Sports and Excursions Fund helps to ensure that no student misses out on the opportunity to join their classmates for important, educational and fun activities.

If you hold a CURRENT health care card, you may be eligible for the Camps Sports and Excursions Fund payment.

The annual CSEF amount per student (2017) is:

- \$125 for primary school students
- \$225 for secondary school students

How to Apply: Contact the school office to obtain a CSEF application form or download from the CSEF website

Further Information for the CSEF application closing dates and more information, please see: [Camps, Sports and Excursions Fund](#)

CAMPS PROGRAM:Prep:

An early morning breakfast is the very beginning of developing independent skills and experiencing every day activities away from home. Students in Prep attend this breakfast in Term 4, where they take responsibility for the preparation and clean up. This simple beginning marks the start of our camps program.

Year 1

For our camps program in Year 1 we hold a Movie and Milo Night for the students. This is where all students from Grade 1 have the opportunity to come to school out of hours to get to know each other and practise being away from home by playing games, watching a movie and drinking a warm Milo. This night is held prior to the students moving into Grade 2 to prepare them for the Grade 2 Sleep Over.

Year 2

The Year 2 Sleep Over is similar to the Movie and Milo night, where students will come together to play games, watch a movie and then sleep overnight at school.

Year 3 & 4

After having a sleepover in the junior school years, students in 3/4 build their independence with a 2 night camp in one of two locations. We alternate between Camp Jungai (outdoor education & Indigenous learning) and Sovereign Hill (Australian history).

We run an information session prior to the camp to outline what we will be doing and to answer questions. Camp is often the highlight of the year for many students, however, if your child is initially experiencing any nerves, please speak to their teacher in advance so that we can prepare them for the event.

Year 5

Students are given the opportunity to develop on skills of independence through a three-day overnight stay in Philip Island at an Outdoor Adventure Camp.

Year 6

A two-day overnight stay in Melbourne CBD is a feature of the first term in Year 6. The students attend the camp with their Home Group, this means that there are two camps which have low numbers and a high staff ratio.

Various activities are planned for City Camp with an exploration of city sites but the emphasis of the experience is that the students take part in the planning and execution of activities.

Students are also expected to present their perspectives of the camp through a dedicated *Camp Presentation Evening* for all parents of Year 6 at the conclusion of both camps.

CANTEEN:

The Canteen is open on Fridays. Price lists are available on our website, <http://yarrardps.vic.edu.au/parent-info/canteen-uniforms/>

Lunch orders should be written on a paper bag, with the child's name and grade on it and placed in the lunch basket in the classroom. A separate bag should be used for snack orders. The correct money should be enclosed in each bag.

All snack and lunch orders are delivered to the classroom. A "tag in the lunch bag" system for all non-dairy frozen items, such as sour zings and zooper doopers, is in place. When these items are ordered on a lunch bag, we will place a tag in the bag, and the children can come to the window to collect the item and choose the flavour. The window is also open for cash sales of JJ's, chips, popcorn, pineapple rings, sour zings and zooper doopers.

All dairy based items such as Moosies, frozen yoghurt and creamy zings are delivered to the classrooms in chiller bags. If a specific flavour is required, please nominate on the lunch bag.

Special Lunch Days occur periodically throughout the year, including Footy Day lunch. Notices will be sent home prior to the day for a special ordered lunch.

Volunteer helpers are critical for running the school canteen. If you can help on a Friday please let us know at the office.

CHILD SAFE POLICY:

Our commitment to child safety:

Yarra Road Primary School is committed to implementing a culture of child safety, inclusive of all school environments, in and outside of school hours and practices zero tolerance of child abuse.

We want all children to be safe, happy and empowered. We support and respect ALL children, as well as our staff and volunteers.

We are committed to the safety, participation and empowerment of ALL children. Yarra Road Primary School has zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Our school is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.

Our school has robust human resources and recruitment practices for all staff and

CHILD SAFE CODE OF CONDUCT:

volunteers.
Our school is committed to regularly training and educating our staff and volunteers on child abuse risks.
Yarra Road Primary School supports and respects all children, as well as our staff and volunteers.
In accordance with Ministerial Order 870 - *Child Safe Standards - Managing the Risk of Child Abuse in Schools* which came into effect on 1 August 2016, we take account of the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable; and we make reasonable efforts to accommodate such diversity.

All volunteers, staff members and contractors/tradespeople working at Yarra Road Primary School must abide by the school's Child Safe Code of Conduct, in addition to holding a current Working with Children Check (WWC Check). When signing in at the school office visitors are required to acknowledge that they agree to abide by the Child Safe Code of Conduct as part of the electronic sign in process.
At the same time that a new WWC Check is presented to the school, all volunteers and contractors/tradespeople will be required to read, agree to abide by, and sign the Yarra Road Primary School 'Child Safe Code of Conduct'. A copy of this signed document will be kept on file with the WWC Check.
Volunteers with existing WWC checks on file at the school, will be forwarded a copy of the Yarra Road Primary School 'Child Safe Code of Conduct' asked to read, agree to abide by, and sign the Yarra Road Primary School 'Child Safe Code of Conduct' and return it to the school to be added to the WWC Check file.

Please see [Child Safe Code of Conduct](#)

CLASS REPS:

Parent volunteers represent each class on behalf of the PA and the teachers. They help organise such events as Mothers and Father's Day Stalls, Raffles, Market Night's and other school run events that require parent assistance.

**CLOTHING:
LOST PROPERTY**

To reduce problems please clearly name every item your child is likely to remove. Woven tags are best because they do not fade with washing. Shoes are also sometimes removed so these too need to be marked in some way.
See also [Lost Property](#)

**CO-CURRICULAR
OPTIONAL
ACTIVITIES:**

Students at Yarra Road Primary School have the option to attend additional academic sporting and arts activities that may incur a participation cost.

These activities include:

- University of New South Wales Competitions
- Tournament of the Minds
- The Rotary Speech Competition
- The Instrumental Program
- Kelly Sports
- After School Basketball & Hoop-time
- Excellence In Sport Programs
- Gateways

LUNCHTIME ACTIVITIES

During each term, students are able to participate in free lunch time activities such as: Chess Club, Environmental Club, Lego, Drawing, Choir, Knitting Club, and the Level 4 Lounge. Class teachers will be able to give you further information regarding these activities and the days on which they are scheduled. Each week announcements are made at assembly about activities for the week and this information is emailed to families every Monday.

COMMUNICATION:

Each Monday at assembly we present a range of notices and information for students about the happenings planned for the week. This might include; lunch time activities, reminders about whole school events or general matters such as bells, hats etc. Each Monday we will be sending these notices home as part of the Monday email. We hope that this may be helpful in families knowing what is planned and what is expected of students in the coming week.

Other communication between the school and families includes:

- SMS, for urgent communications, such as sudden cancellation of events, evacuations
- The smart phone app FlexiBuzz as our main form of push messaging, for reminders, upcoming events, special notices etc. You can access articles on the website, such as the Newsletter here too. If you are unsure about downloading the FlexiBuzz app please see Kate Garside, Angela Stevens or Carly Van Bremen in the office
- The school website for a range of communications including information booklets, class and year level notices and the Weekly Newsletter or News Sheet. A notification email will be sent to all families when the Newsletter is uploaded on Wednesday afternoons, and hard copies are always available from outside the office.
- Facebook as our storytelling forum, highlighting school achievements and events.
- Class emails for specific year level or individual class information. All teachers have established email distribution lists for the families in the grade and will email out a weekly update. The teachers email address can also be used as a means to contact the teacher and keep communication fluid and meaningful. This means of communication, while quick and easy, has its drawbacks; if parents email staff after hours please remember that all staff go home to families after their day at work and cannot be expected to reply to emails during their evenings and on weekends.
- Several information distribution processes have been refined after feedback and discussion with parents and staff as follows; all notices that are printed will be distributed to students and/or placed in their notice folders (Foundation to Year 2) or their individual pigeonholes (Years 3, 4, 5 & 6). General school or class notices will also be uploaded to our website. Student reports and other personal information will be distributed personally to parents (e.g. at interviews) or to students in sealed, named envelopes.

COOPERATIVE LEARNING :

Yarra Road has a dedicated teaching focus on developing social and academic skills through the use of Cooperative Learning strategies. Teaching through Cooperative Learning provides students with opportunity to consolidate social skills while learning essential academic skills through collaboration with peers. Yarra Road PS has adopted 'Kagan' Cooperative Learning structures to support our teaching and learning in all classes.

<http://yarrardps.vic.edu.au/learning/#kagan>

COURT ORDERS:

In the event of divorce or family separation it is usual for Custody Orders in relation to the children to be issued by the Family Court. When the school receives a copy of any Court Orders these are filed in the office and a note is placed in the child's file. The school must follow the orders as they are set out. A letter or verbal instruction does not equate with a Court Order. In the event that a copy of a Custody Order is not provided to the school normal access to children will apply.

	All Court Orders are to be discussed with the Principal.
CURRICULUM DAYS:	We have 4 student free days a year once the dates have been determined we will communicate with our Parents/Guardians through FlexiBuzz (Tiqbiz), Weekly School Newsletter, Weekly Emails and add to the calendar on our school website.
DATES: Events and school activities	The dates for all school events and activities are accessible in the following places: <ul style="list-style-type: none"> • School website www.yarrardps.vic.gov.au • Weekly Newsletter or News Sheet
DATES-TERM:	<p><u>SCHOOL TERM DATES FOR STUDENTS - 2018</u></p> <p>2018 Term 1: 30 January to 29 March Term 2: 16 April to 29 June Term 3: 16 July to 21 September Term 4: 8 October to 21 December</p>
DAYTIME AND EMERGENCY CONTACT:	There are occasions when we need to contact parents or an emergency contact. Please make sure that your contact phone numbers (home, mobile, business) together with those of the emergency contact are always kept up to date through the school office. Emergency contacts will be called if parents cannot be reached.
DIGITAL TECHNOLOGIES:	Digital Technologies (DT) is integrated into the academic curriculum across all levels. Classrooms are provided with equipment including; iPads, Laptop Computers, Chrome Books and Interactive Whiteboards or similar devices. A dedicated team of teachers meet regularly to discuss how Digital Technologies can be used effectively in classrooms to enhance student learning. Students are also taught how to use these tools responsibly to become knowledgeable and conscientious digital citizens. In Year 5 and 6 students are introduced to Skooville, a platform for teaching responsible behaviour in an online capacity.
EDUCATION WEEK:	We celebrate learning throughout our school with Education Week, which is usually held in May of each year. On this special week, our families, students and visitors have the opportunity to: <ul style="list-style-type: none"> • look through our classrooms • visit the grade levels that your child will be in next year to see what they do • listen to short information sessions about aspects of our curriculum • visit our Book Fair and purchase books • chat with other families and teachers • see a sneak preview of this year's production • enjoy stories read by senior students • skip cooking and dine at the sausage sizzle or join us for breakfast.
EMERGENCY EVACUATIONS:	Throughout the year we rehearse procedures for managing emergency situations so we are well prepared should a real incident arise. Depending on the nature of the emergency, these rehearsals include evacuating classrooms and assembling on the school oval and/or assembling offsite or moving inside from the yard to classrooms, or into a specific room and 'locking down'. All procedures are outlined in the comprehensive Yarra Road Primary School Emergency Management Plan, which can be view at the school office.

ENROLMENT:	<p>Enrolment information can be accessed from the school website: http://yarrardps.vic.edu.au/enrolment/#enrolment Further information can also be accessed from the school office. Office hours are 8.15am-4.15pm Monday-Friday.</p>
ENVIRONMENTAL CLUB:	<p>Environmental Club is held on Mondays at lunchtimes. It is open to any interested students who have a passion for gardening, recycling and sustainability. Common activities include; planting, tending and harvesting our crops of vegetables, cooking and maintaining our watering program. We will also be undertaking our annual Tree Planting Day and sustainability activities throughout the year.</p>
EXCLUSION AFTER INFECTIOUS DISEASES:	<p>The Department of Education and Training’s Exclusion Table defines certain compulsory absences in the case of infectious illnesses. These exclusion periods are quite definite and must be adhered to without variation. In the case of all illnesses, please contact the school to inform us and to seek advice. Table for Minimum Period of Exclusion can be found on the school website Please see Infectious Disease Exclusion Times</p>
EXCHANGE STUDENTS:	<p>Yarra Road Primary School hosts a Thai exchange program for students aged 10-13 years old. Currently we have visitations from Thai students once a year. Several families hosted the students and our visitors became immersed in our school culture in Grades 3-6. We hope to extend our exchange programs in the future; any updates will be included in the school newsletter.</p>
EXCURSIONS:	<p>During the year, excursions are arranged for the year levels, and all children are encouraged to participate. These activities are curriculum related and form part of the broader learning experience, and are also invaluable social experiences for children. Parents can expect to be notified in advance of any proposed excursion, camp or out of school activity. No child can participate in these events, without written parental permission and authority to take emergency action, in case of illness or accident. The cost of all activities is to be paid in advance unless prior arrangement has been made with the school. Parents may be invited to attend to help with supervision. Please see your child’s teacher if you are interested.</p>
FACEBOOK: FEES & LEVIES:	<p>Link to Social Media Parent Payments – these are set each year by School Council and cover Essential Educational Items and Voluntary Financial Contributions. Details of payments for 2017 can be found in the notice <i>2017 Parent Payment Charges</i>: http://yarrardps.vic.edu.au/wp-content/uploads/sites/108/2015/11/parent-payment-2017.pdf For more see: Parent Payments</p>
FIRST AID:	<p>If a child hurts themselves at school or are feeling unwell during class time or in the playground, they are sent to First Aid where they are treated accordingly with either a phone call to the parent or necessary first aid treatment if not serious –ie. Minor cuts or knocks would warrant either a band aid or icepack. If there is a knock to the head the parent is called and advised to collect from school. School policy requires that parents are always contacted in the event of a head injury. If your child is feeling unwell, you will be contacted to collect your child. No medications or antiseptics are administered at the school unless a written note along with medication is provided.</p>

FOOD:	<p>If a student requires medication for a period of time then a medication administration form must be filled out at the office detailing – duration, time to administer, medication, dosage and medication handed in at the office to be administered to student at a required time. These forms are kept in the Office.</p>
	<p>All food is eaten in the classroom under supervision, except on Fridays for Canteen window sale items.</p> <p>At morning recess most children are ready for a small snack. Make it as simple and as healthy as possible. Make sure your child knows what food is intended as their snack and what they have for lunch.</p> <p>Any uneaten food will be left in their lunch box so that you can monitor what is being eaten each day.</p>
FUNDRAISING:	<p>The school relies heavily on additional funds raised through a variety of fundraising activities organised and coordinated by our very active Parents Association. The funds raised support a variety of school activities and purchase or leasing of equipment. Each year a portion of the funds raised pay a percentage of our digital learning hardware lease. Through the activities of the PA we are able to ensure that all students in years Prep to 4 have access to one device between every two students and children in year 5 & 6 have access to an individual device for use at school. The remaining funds raised go towards special projects such as the playground development or specific educational activities such as Artists in Residence. Please support our school’s fundraising efforts as these enhance the opportunities for your children.</p>
HEAD LICE:	<p>Head lice is a continuing problem in schools. They can be picked up by any child including those with very well cared-for hair. Small children tend to put their heads together and this encourages the spread of the problem. Please check your children’s hair weekly and notify the school if he/she does become infected. Children may return to school after treatment has commenced.</p> <p>If you need advice on treatment please contact the school.</p>
HEALTHY SNACK:	<p>To encourage our children to eat well the children are allowed to eat a healthy snack during class at a time chosen by the class teacher. Some suggested ideas are: fruit, carrot/celery sticks, sultanas.</p> <p>All students are encouraged to have a water bottle, containing only water, in class with them. Drink bottles containing other drinks such as juice should only be for recess and lunchtimes.</p>
HOOPTIME:	<p>Yarra Road has rich history in the McDonalds Hoop Time competition run by Basketball Victoria. Winning State Championships in 2011 with Grade 6 All Star Boys team and also in 2015 with the Grade 6 girls, is something of which we at Yarra Road are very proud.</p> <p>We offer students the opportunity to play Hoop Time from Grade 1, with the Grade 1 and 2’s playing in the Hoop Time Mini’s competition which is designed to introduce students to the game of basketball. Grade 3 and 4 students have the opportunity to play in a progressive tournament with multiple round robin days. Yarra Road has had top 4 finishes in Victoria in the Junior All Star competition in 2012, 2013, 2014, 2015 and 2016.</p> <p>Grade 5 and 6 students also participate in a progressive tournament, which is open to all students who are interested. Hoop Time days are much loved by the students as the program caters for many different levels of abilities from beginners to elite players, and allows students to test their abilities and have fun playing against other schools.</p>

HOUSE TEAMS:	<p>At Yarra Road Primary School all our students are members of a house team. Each term, students earn house points both in the classroom and during various sporting events; these contribute to awarding of the annual Yarra Road House Cup. The names of our houses are related to pioneers of the Croydon district.</p> <p><u>Turner House - Red</u> Mr Turner was the first land-owner of the Croydon district in the 1840's.</p> <p><u>Gatter House - Green</u> Mr Gatter owned the school land and surrounds prior to 1883.</p> <p><u>Power House - Yellow</u> Thomas Power was also a land owner of the school site. The land was purchased from him for the school in 1901.</p> <p><u>Wilson - Blue</u> Wilson was the name of a bus company that operated along Yarra Road in the 1930's.</p>
INFORMATION NIGHTS	<p>Information Nights, held at the start of the year are well attended by parents for children in year levels across the school. Parents are informed of the organisational structures that are appropriate to the level, the home learning program, digital technology use, school camps, and for the senior year levels, the process of transitioning to Secondary College. Students from higher year levels often attend to speak about their experiences in the year level, reflecting on school camps and excursions.</p> <p>Throughout the year there are also information nights for parents specifically concerning upcoming camps, student wellbeing and other areas of the curriculum.</p>
IN RESIDENCE PROGRAMS:	<p>Yarra Road has introduced members of the community to the school that are considered 'experts' in their field to provide students with the opportunity to develop skills through experiential activities.</p> <p>Examples of these In-Residence programs include: Scientist in Residence, Shelley Atkinson; Writer in Residence, Mark Carthew; and Artist in Residence, Bradfield.</p>
JUNIOR SCHOOL COUNCIL:	<p>Each classroom from Year 2 onwards has a Junior School Council representative and deputy. The Student Council gives all students a voice in the school in areas such as student special activities and an opportunity to be involved in leadership positions. Junior School Council meets regularly and takes responsibility for Social Service activities across the school and some fundraising.</p>
KIDS HOPE:	<p>"Kids Hope Aus" is a mentoring program established originally under the auspice of World Vision Australia. Members of the Wonga Park Dutch Reform Church are trained to be Mentors within our school setting, and spend an hour per week with a selected child sharing their diverse skills to assist students with class work such as reading and mathematics. Most importantly these mentors share their time with students to develop student's self-esteem and encourage students to strive to achieve their personal best.</p> <p>https://www.kidshopeaus.org.au/</p>
LIBRARY:	<p>The Library supports Literacy throughout the entire school and Library lessons are taken by class teachers. Students are able to borrow books for a period of up to 2 weeks. During lunch times the Library is often open for book groups and quiet reading times. The annual Victorian Premiers Reading Challenge and Book Week are strong features of our Library program.</p>
LOST PROPERTY:	<p>Any clothing that cannot be found in the classroom may have found their way to Lost Property. This is located near the canteen inside the gymnasium. Any toys or personal</p>

	<p>belongings may be located up at the Office.</p>
MARKET NIGHT:	<p>An annual tradition at Yarra Road is to hold a Market Night for families and the wider community to celebrate our school and raise funds. Parents can be involved in the process by contacting the Parents Association and attending an Information session prior to the event. Further information will be available in the school newsletter and website closer to the event, which is usually held in November.</p>
MATESHIP PROGRAM:	<p>YRPS Mateship program that runs from Prep to Year 6 complements the Buddy Program. The aim of the Mateship Program is to support all children in feeling connected to the school and to students from different levels. We have created twenty 'Mateship' Groups that include students from Prep to Grade 6. Every student has been put into a group, and each group includes students from every year level. Mateship group will stay together for the time they are at YRPS and meet several times each term.</p>
MEDICATION ADMINISTRATION:	<p>All children who require temporary or permanent medications are required to hand the medication accompanied by written permission (on the appropriate form) to the Office. The permission note must include medication details, e.g. dosage and time in order for Office to administer medication.</p>
MEDICAL CONDITIONS:	<p>At the start of the school year we ask all parents to update any medical plans and medication information for children with medical conditions that may require treatment at school e.g. asthma, anaphylaxis, diabetes, epilepsy. Please keep the school informed of any changes to these plans.</p>
MUSIC LESSONS:	<p>An organisation called 'Junior Rockers' runs optional, additional music lessons in our school. They provide tuition in guitar, keyboard, drums and voice (singing). Lessons occur once a week.</p> <p>If you are interested in finding out more you can: Visit their website http://www.juniorrockers.com/, contact 'Junior Rockers' directly on 1300 46 7625, email them info@juniorrockers.com or speak to the Performing Arts teacher, Judy Haysom.</p>
MUSICAL PRODUCTION:	<p>Each year the Yarra Road Primary School students take part in our whole school production. The Year 6 students are cast into the main roles, with speaking parts, and each class performs a song/dance item as a class group. The school is divided into 2 casts (divided alphabetically by family name) and each student only performs on one night. The students are taught their item in Performing Arts classes. Grade 6 students also have rehearsals during lunchtimes. The dates for the School Production for 2017 are Tuesday 10th and Thursday 12th October; it will be held at the George Wood Auditorium at Yarra Valley Grammar School.</p>
NAPLAN:	<p>Every student in Grades 3 and 5 in Victoria takes part in NAPLAN testing in Term 2 each year. More information will be provided to parents and students involved prior to the testing.</p> <p>In 2017 NAPLAN will be conducted between May 9th -11th http://www.nap.edu.au/home</p>

NEWSLETTER:	<p>YRPS issue a weekly newsletter/newsheet each Thursday to parents via email and FlexiBuzz. Paper copies can be collected from outside the office.</p> <p>The Newsletter and Newsheet alternate fortnightly. <i>The Newsletter</i> is aimed at relaying relevant information about school and parent, child or family related matters. <i>The Newsheet</i> is focused on showcasing student learning and achievements. Many students contribute to this Newsheet and it includes a wrap-up of what has been happening around the classes.</p> <p>We also have the YRPS Business Directory where you can advertise your business for a small fee, which feeds into our website and community “Notice Board”.</p>
OFFICE HOURS:	<p>During the School Term Monday – Friday 8:30am-4:30pm</p>
PARENT HELPERS IN THE CLASSROOM:	<p>Parent helpers in the classroom and around the school are strongly encouraged. To volunteer in any capacity at the school you need to do the following:</p> <ul style="list-style-type: none"> • Have a current “Working with Children Check” (WWC) http://www.workingwithchildren.vic.gov.au/ – this needs to be copied by the office staff and the copy filed at the school. To apply for a WWC you need to visit http://www.workingwithchildren.vic.gov.au/home/applications/ and complete the process. Checks for volunteers are free. • Read and agree to (by signing and lodging at the school office) the Child safety Code of Conduct. • Sign in at the school office every time you visit.
PARENT TEACHER INTERVIEWS:	<p>Parent Teacher Interviews are conducted formally twice a year in accordance with school reporting periods. Informal interviews can be conducted as required upon parent or teacher request.</p>
PARENTS ASSOCIATION:	<p>The Parent’s Association is open to all interested parents of Yarra Road. It holds monthly meetings and is responsible for social functions and fundraising for the school.</p>
PARENTS PAYMENTS:	<p>There are three different parent payment categories that school councils can request payment for:</p> <p><u>Essential education items:</u></p> <p>These are items which parents/guardians pay the school to provide or may provide themselves, if appropriate. These items are essential to support instruction in the standard curriculum program and include:</p> <ul style="list-style-type: none"> • Materials that the individual student takes possession of, such as text books and student stationery, materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. home economics, photography, catering) • School uniform (where applicable) • Activities associated with, but not part of instruction in the standard curriculum program, such as costs associated with camps and excursions which all students are expected to attend (e.g. transport and entrance costs).

Note: If parents/guardians choose to provide equivalent materials themselves, this should be done in consultation with the school, and items should meet the specifications provided by the school. However, there are some items (e.g. food provisions for home economics) which, due to their nature, can only be provided by the school.

Optional extras:

These are items provided in addition to the standard curriculum program, and are offered to all students. They are provided on a user-pays basis and if parents/guardians choose to access them for students, they will be required to pay for them. These items include:

- Instructional support material, resources and administration in addition to the standard curriculum program (e.g. student computer printing for personal use)
- Extra-curricular programs or activities offered in addition to the standard curriculum program (e.g. instrumental music lessons)
- School-based performances, productions and events
- Materials for subjects where the payment sought is the difference between the basic materials/services required for access to the standard curriculum program and higher cost alternatives which may be more desirable (e.g. the use of more expensive materials)
- Materials and services offered in addition to the standard curriculum program (e.g. school magazines)
- School facilities and equipment not associated with providing the standard curriculum program, and not otherwise provided for through government funding (e.g. student accident insurance, and hire or lease of equipment such as musical instruments).

Voluntary financial contributions:

Parents/guardians, or anyone else, can be invited to make a donation to the school for the following purposes:

- Contributions to a building trust fund or contributions to a library trust fund (these trust funds are approved by the Australian Taxation Office and are tax deductible)
- Contributions for a specific purpose identified by the school (e.g. equipment, materials or services) in addition to those funded through government funding. This may include additional computers or student-related services
- General voluntary financial contributions or donations to the school.

Please also refer to the notice for Parent Payments available on the school website: <http://yarrardps.vic.edu.au/wp-content/uploads/sites/108/2015/11/parent-payment-2017.pdf>

If you choose to pay by *Direct Deposit* into the school bank account please ensure you not only include your individual family code in the description, but please fill in the forms and return those to the office stating that you have paid by direct deposit, and nominating the payment date. This makes it easier to ensure that the money you deposit is coming off the correct item, i.e. if you deposit \$50 please let us know what it is for – fees, chocolates, sport etc.

Credit Card Payments If you are paying by credit card with the credit card authority form, please make sure that you provide the correct numbers & the expiry date.

PARKING:	<p>Parking at every school is a contentious issue and there are no perfect arrangements. We ask parents to please be considerate of others and tolerant of the situation. Please look carefully at the signed parking spaces. Don't leave your car or stay for longer than 2 minutes in the NO PARKING zones. As difficult as they may be we need to respect the Council By-Laws and respect all members of the school community. Teachers are out on duty in the mornings and afternoons but it is not their job to move traffic on or police the parking spaces. Please remember that they are there to support the students and you, but not to act as traffic or parking controllers.</p> <p>We have designated 'drop off' spaces adjacent to the bottom basketball court at the front of the school. Cars can only remain in these spots for up to 2 minutes and the driver must not move more than 3 metres away from their vehicle. The purpose of these spots is for drivers to pull in, pick up or drop off their children and move straight away. It is not acceptable for drivers to remain in these spots longer than 2 minutes. Drivers not abiding by these regulations face the real possibility of receiving a fine, as the Council Parking Officers regularly monitor the school car park. If your child cannot be there waiting for you to pull in please park in the surrounding streets and meet your child at the School Crossing or front gate.</p> <p>See: No Parking Zone: https://www.vicroads.vic.gov.au/safety-and-road-rules/road-rules/a-to-z-of-road-rules/parking</p>
PERMISSION FORMS:	<p>Children cannot attend any school event, outside of the regular classroom program, without a parent's signed permission. Please return permission forms by the due date published on the notice to ensure your child's participation.</p> <p>When the event involves all children in the class, level or school, notices are distributed to students, emailed to parents and posted on the School Website: www.yarrardps.vic.edu.au from which they can be downloaded and printed.</p>
PLAY AREAS:	<p>Students have a number of areas within the school in which they can choose to play. The front area of the school contains basketball courts and a shaded play equipment area.</p> <p>In the middle of the school, painted ball courts and games areas are included amongst the shade of our 90-year-old oak trees.</p> <p>At the rear of the school, we have an all-weather oval and our award winning School Sanctuary. The Sanctuary is open to play for students in Grade One and above and includes a beautiful dry river-bed and native plantings.</p> <p>All staff remind students about the rules and the out of bounds areas of the schoolyard.</p>
PMP (Perceptual Motor Program)	<p>In Foundation we run a valuable program called PMP – the Perceptual Motor Program. This program aims to develop children's balance, fitness, hand-eye co-ordination, motor skills and understanding of concepts (e.g. on, in, through, under). Tasks involved include rolling, crawling, bouncing, throwing, eye tracking and obstacle courses.</p>
PRE-SERVICE TEACHERS:	<p>Yarra Road Primary School regularly hosts Pre-Service teachers as they gain valuable classroom teaching experience towards their degree in teaching. Placement duration depends on their year level of study.</p> <p>Yarra Road has established a close relationship with Deakin University to support the training of Pre-Service teachers through the Ringwood Alliance. This Alliance is made up of 10 local schools and provides opportunities for greater collaboration between the schools. Whilst the majority of our pre-service teachers are from Deakin University we also offer placements to people studying at other universities.</p>

<p>PRIVATE TRANSPORT:</p>	<p>The Department of Education and Training (DET) requires that where private vehicles are used to transport students, which is generally to sporting events or excursions involving a small number of students, that the school sights:</p> <ul style="list-style-type: none"> • the current and valid driver’s licence of the driver, • registration certificate for the vehicle, • the vehicle’s comprehensive insurance policy which must include liability at law of damages no less than \$20 million. • the driver’s valid working with children check. <p>We are very grateful for the support of parents which allows our students to participate in a wonderful array of events and activities. Whilst we appreciate that these requirements are an extra demand, the additional level of security is aimed to protect all involved.</p> <p>Private vehicle use application form</p>
<p>REPORTS:</p>	<p>Half yearly reports are distributed in June and December of each year and contain a number of features:</p> <p><i>A graphical display</i> of the child’s current level of achievement in all the areas of study. This is shown by a solid dot. A hollow dot shows their achievement as reported 12 months ago and the dotted line indicates their progress.</p> <p><i>Work habit graphics</i> indicate effort and behaviour for each subject.</p> <p><i>Written comments</i> are from the home group, literacy and numeracy teachers.</p> <p><i>Specialist teacher’s report</i> for Performing Arts, Visual Arts, PE and Indonesian will include written comment about your child’s achievements once in the year.</p>
<p>RIGHTS AND RESPONSIBILITIES:</p>	<p>Ensuring the safety and wellbeing of all members of the school community is our number one priority. All members of the school community are guided by our Student Engagement and Wellbeing Policy which outlines the rights and responsibilities of parents, students and all members of staff.</p> <p>Any concerns relating to any of our students, should be brought to the attention of the Principal, Student Wellbeing Teacher and/or child’s teacher. It is not appropriate for parents to pursue other students or their families on school related matters either within or outside of the school.</p> <p>Please see The Student Engagement and Wellbeing Policy</p>
<p>SCHOOL BAGS:</p>	<p>As all the school bags are identical parents are asked to attach a distinctive marker (e.g. ribbon, key tag) to the handle of the bag to help your child locate it within the classroom. It is important that students take responsibility for their bag each morning by unpacking it themselves and then placing it in their designated locker.</p>
<p>SCHOOL COUNCIL:</p>	<p>Yarra Road Primary School Council meets on the third Monday of each month with an Annual General Meeting each March. The Council takes a key role in supporting the work and governance of the school. There are several Sub-committees that focus on different areas;</p> <ul style="list-style-type: none"> • Education • Finance • Buildings and Grounds • Publicity • Parents Association • Canteen • Uniform <p>At the Annual General Meeting of School Council these committees will present their end of year reports, as will the School Council President and Principal in their respective overviews.</p> <p>Every year a number of vacancies come up on the School Council for parent, community and staff membership.</p>

SCHOOL CROSSING:	School Crossing Supervisors state wide, often see poor behaviour such as people driving through the crossing, driving while looking at their phone or parking illegally. They also see pedestrians – often adults – not using crossings and being careless when they cross the road. It’s so important for everyone to obey the road rules – particularly in school zones – to slow down and follow crossing indicators. A reminder that our school zone is 40km/hr at designated school times. Our school crossing on Yarra Road is manned by Mrs Carmel Black from 8.15am-9.00am and 3.00-3.45pm.
SCHOOL NURSING PROGRAM:	The School Medical Service visits the school annually to examine Foundation children.
SIGN IN & OUT:	If your child arrives at school after 9.00am or needs to leave the school prior to 3.30pm, a parent or guardian must sign the student in/out at the school office.
SOCIAL MEDIA:	<p>Yarra Road Primary School has dedicated Facebook pages to promote the activities and achievements of our students. During School Camps class teachers will set up closed Facebook pages to keep the parents of students at the camp informed about camp activities.</p> <p>The Yarra Road Primary School Facebook page can be accessed here: https://www.facebook.com/yrps4219/?fref=ts</p>
SOCIAL SERVICE:	<p>Children are encouraged to concern themselves with the needs of the wider global and local community. Contributions from special activities are collected for specific timely appeals. Children are encouraged to give from their own pocket money to support these appeals.</p> <p>Special efforts and collections are undertaken for particular projects such as; Leukaemia Foundation, Blue Cross, Salvation Army and various other charities. Fundraising focus can be anywhere from one week to a terms duration and is coordinated by our Junior School Council.</p>
SPECIALIST PROGRAMS:	At Yarra Road we run specialist programs in Visual and Media Arts, Physical Education, Performing Arts (music, drama, dance) and Languages (Indonesian). For Art lessons students will need an Art Smock.
SPORT AT YRPS:	<p>Sport at YRPS plays an important role in keeping our students fit and teaching the skills of being a team player. Our range of events offers students the chance to compete in many different competitions showcasing their skills in different manners all while encouraging every student to try their best and enjoy being active. We have in-house sporting competitions throughout the year for all year levels, including; Tabloid Sports days, Footy days, House Athletic Carnivals, Cross Country runs, 3/4 Sports Competitions and 5/6 Sport.</p> <p>Yarra Road enters many different sporting competitions, this includes:</p> <ul style="list-style-type: none"> • Interschool Sport for Grade 5 and 6 students in Term 1 and 2, playing against other schools in our district on a weekly basis. • After School Basketball • Hoop time • Milo Cricket • Sporting Excellence Program • Athletics • Tennis

STARS OF THE WEEK:	In the weekly assembly a student from each class is presented with a ‘Star of the Week’ certificate. Nominated by the class teacher as ‘Star of the Week’ these students are awarded recognition for demonstrating exceptional behaviour, achievement or citizenship. Stars of the week are also published in our weekly Newsletter.
STUDENT BEHAVIOUR:	<p>In the event of student misbehaviour appropriate action will be taken. Depending on the level and nature of the inappropriate behaviour, where the behaviour occurred, who is affected and to ensure the safety of all, the following steps would usually be followed:</p> <ul style="list-style-type: none"> • Directing the misbehaving child to stop, if necessary removing them or other children from the situation to a new location. This may include moving an individual, group or class, • Informing / discussing the incident with the offending child’s parents and, when deemed appropriate, parents of child or children that have been affected. • Participation of the child and/or children involved in a restorative chat or circle time facilitated by the class teacher or student well-being teacher. <p>In incidents where the behaviour is severe or repeated the school principal or assistant principal will be involved. Appropriate consequences will be applied these could include:</p> <ul style="list-style-type: none"> • Withdrawal from class or privileges • Individualised flexible learning, behavioural or attendance plan • Intervention services involved • Detention • Suspension internally or externally <p>As required by Department of Education and Training (DET) Incident Reporting Requirements, the DET Security Services Unit, police and DET Regional Office staff may be contacted.</p>
STUDENT FREE DAYS:	There are four “student-free” days per year at all State schools. There is no school for students on student-free days, which are also known as Curriculum Days. Note that at Yarra Road one of these days is held at the beginning of each school year, before students return. While primarily providing for professional growth of staff, parental participation may be invited when topics are of mutual interest.
SUN HATS, SUNSCREEN:	Children should wear a school hat (available from the Uniform Shop) when outside at school between 1st September and 30th April. A hat is required for recesses, lunchtime, physical education and other outdoor activities. Where children play outside without a hat, they will be required to move into the shade for their own protection. Sunscreen is also provided in the classroom.
SUSTAINABILITY:	<p>At YRPS we encourage our students to be aware of the natural environment and their responsibility towards living in a Sustainable world. Sustainability is taught as part of the Victorian Curriculum, through Science and Geography. We utilise areas around the school such as vegetable gardens, frog bog, outdoor learning spaces and our specifically designed Sanctuary. This area, with its dry river bed, native plants and bush surrounds, allows students to learn about sustainability in a practical setting.</p> <p>Our students also participate in a variety of initiatives such as Walk to School Day, Earth Hour, Rubbish Free Lunches, Recycling Incursions and selling produce from our vegetable gardens.</p>
SWIMMING PROGRAM:	Yarra Road offers every student from Prep to Grade 6 the opportunity to participate in an extensive swimming program at Croydon Leisure Centre (Aquahub). Swimming lessons range from survival training to correct stroke technique and

	<p>everything in between. We believe that it is of high importance that all students have the opportunity to learn to swim in a safe environment while still enjoying the experience.</p>
FLEXIBUZZ:	<p>The Flexibuzz App allows the school to effectively and quickly communicate with the school community. The school uses the app to send out the school newsletter, general updates, reminders and other information. This app will eventually replace our SMS messaging and supplements our website. This app can be downloaded on smart phones, tablets, and iPads for free. For further assistance to access and download this App, please see the Office staff.</p>
TOILETS:	<p>Student toilets are located in the Prep area behind the gymnasium and in the Bower Building. There are toilets in the Office area that are available for Parents.</p>
<p>UNIFORM - DRESS CODE:</p> <p>Uniform Shop is open: Tuesday Mornings 8.45am - 9.15 am Thursday afternoons: 3.15pm – 3.45pm</p>	<p>Yarra Road Primary School has a uniform for boys and girls. Uniform items, together with school bags are available for purchase from our Uniform Shop each week. Please contact our office to check the shop operating hours.</p> <p>Our shop stocks all items with the Yarra Road logo, along with bootleg trousers, but does not stock shorts or leggings, as these can be purchased at Target, Kmart and Big W.</p> <p>Children are to wear predominately black or white runners or school shoes. Year 6 students can purchase a black windcheater/bomber jacket personalised with their names on the back. Orders for these are taken towards the end of Grade 5 year. A price list for the uniform shop can be viewed at the following address: http://yarrardps.vic.edu.au/parent-info/canteen-uniforms/</p>
UNSW TESTS:	<p>University of New South Wales tests are conducted throughout the year in various subject areas. Participation in these tests is optional and requires payment. Further information will be provided during the school year via the newsletter.</p>
VISION AND VALUES:	<p>Vision: Outstanding Engagement, Exceptional School. Yarra Road Primary School is committed to encouraging all children to achieve their maximum potential, intellectually, physically, emotionally, culturally and socially by promoting a safe, caring and purposeful school environment.</p> <p>Values: The following values are seen to be integral to the life of our school:</p> <ul style="list-style-type: none"> *Respect To be caring and compassionate and value the rights, opinions and feelings of others *Responsibility To be responsible for our own words and actions and to be honest with each other *Excellence To always do our very best to achieve our goals *Confidence To believe we can do it *Resilience To be able to bounce back again and to be positive
VICTORIAN PREMIER'S READING CHALLENGE:	<p>The Challenge is open to all Victorian children from birth to Year 10 in recognition of the importance of reading for literacy development. It is not a competition; but a personal challenge for children to read a set number of books by September. Children from Prep to Year 2 are encouraged to read or 'experience' 30 books with their parents and teachers. Children from Year 3 to Year 10 are challenged to read 15 books. All children who meet the Challenge will receive a certificate of achievement signed by the Victorian Premier and can choose to have their name included on the</p>

	<p>online Honour Roll. To read the Premier's letter to parents, view the booklists and for more information about the Victorian Premiers' Reading Challenge, visit: www.education.vic.gov.au/prc</p>
<p>WATER BOTTLES:</p>	<p>All students are encouraged to bring a reusable drink bottle to school filled with tap water. Students are encouraged to maintain their hydration levels throughout the day.</p>
<p>WEBSITE:</p>	<p>The school website can be accessed here: www.yarrardps.vic.gov.au</p>
<p>WET DAY / HOT DAY PROCEDURES:</p>	<p>On days of inclement – excessively wet, windy or hot - weather students may be kept indoors or restricted to certain areas of the school yard, during recesses and lunch times. If indoors a special roster is put in place to ensure student supervision is maintained by staff.</p>
<p>WHOLE SCHOOL ACTIVITIES:</p>	<p><u>School Production</u> The students participate in a whole school production every year. See Musical Production</p> <p><u>Footy Day</u> Every year we celebrate the footy season with a Footy Day. Students have the opportunity to wear their footy colours. We have a session in the gym where we sing AFL club songs. Then, weather permitting the students are divided into multi-aged groups where they participate in tabloid sports on the oval.</p> <p><u>Christmas Concert</u> We celebrate Christmas with an evening concert on the oval. Families often have a picnic tea first then grade levels perform a Christmas song that is tied to a theme. The Arts Captains narrate the evening.</p> <p><u>Talent Quest</u> During the last week of the school year, students from Grade 3 to 6 have the Opportunity to perform an item such as a song, dance, skit or magic trick. This is held during the day and staff and students are the audience.</p> <p><u>A Day Related to a Curriculum Area</u> In the past we have had such events as a Science Day, a Multi-cultural Day, Yarra Road through the Decades, and an Olympics/Commonwealth Games Day. These days usually involve dressing up and participating in activities all together.</p>
<p>WORKING WITH CHILDREN CHECK:</p>	<p>The WWC Check is a minimum checking standard set by the <i>Working With Children Act2005</i> for those who come into direct contact with children, either on a paid or voluntary basis. This includes – oral, written or electronic communication as well as face-to-face and physical contact.</p> <p>Such examples include: volunteer in the classroom, manage/coach a sporting team (including scoring) or in any other capacity that comes into contact with a child.</p> <p>To be a volunteer at a school a Working With Children Card provided by the Department of Justice is required. This card is:</p> <ul style="list-style-type: none"> • Valid of 5 years • Transferrable between volunteer organisations • Free of charge for volunteers, but cannot be used for paid employment <p>Adults need to produce their current WWC card at the office for photocopying and recording before they proceed to any volunteer work with the children.</p> <p>In addition to having a valid WWC Check, all volunteers working at Yarra Road Primary School must abide by the school's Child Safe Code of Conduct. At the same time that a new WWC Check is presented to the school, all volunteers must also read,</p>

YARD DUTY:

agree to abide by, and sign the Yarra Road Primary School 'Child Safe Code of Conduct'. A copy of this signed document will be kept on file with the WWC Check.

Students are supervised in the school grounds by Yard Duty teachers before school 8.45am-9.00 a.m., after school 3.30-3.45 p.m., and at lunch time and recesses. In the event of a Wet or Hot Day Timetable students are supervised by teachers in classrooms or common areas.

**YEAR BOOK
ELPRUP:**

ELPRUP (The Purple Pages), is a full colour, annual publication created by the students, teachers and school community. It is a comprehensive round-up of the year at Yarra Road Primary School. It contains entries from each classroom and specialist area, school events and farewell pages for our graduating students.

ELPRUP is available for purchase from our school office late in term four for the current year and throughout the year for previous publications.