



Toolamba Primary School

WELCOME

Welcome to Toolamba Primary School. We look forward to getting to know you and helping you and your child settle into school and the school community.

ATTENDANCE TIMES & LESSON TIMES

It is important for all students to attend school every day and be on time to commence learning. Students who are regularly late and/or miss school for non-illness-related reasons put themselves at great risk of not achieving their learning potential.

School Commences	9:00am
Recess	11:00am to 11:30am
Lunch	12:30pm to 1:00pm
Lunch (eating time)	1:00pm to 1:10pm
Recess	2:00pm to 2:15pm
School ends	3:15pm

STAFF

Class	Teacher	Work Days
Foundation	Jenny Bathman Stacey Wilkinson	Mon, Tues Wed, Thur, Fri
Grade 1/2	Rachel Farrar	
Grade 2	Natalie Price	
Grade 3	Mason Argus	
Grade 4	Sam Aitken	
Grade 5/6M	Sarah Maskell	
Grade 5/6KW	Filippa Kimmorley Dani Watt	
Tutor Learning	Robyn Lipshut	Tues, Wed
PE/Science	Tristan Tarrant	
Art	Carly Tuhan	Wed, Thur
Student Support	Tayhlah Sammut Stacey Hodgkisson Abby Knight Ash Monks Mel Calleja	Mon, Tues, Wed, Thur Mon, Tues, Wed Wed, Thur, Fri Mon, Tues, Wed Mon, Tues, Wed
Business Manager	Bree Giles	Mon, Tues, Thur, Fri
Technician	Dale Pearce	Thur
Heather Kennedy	Principal	Mon, Tues, Wed, Thur
Filippa Kimmorley	Acting Principal	Fri



XUNO

All formal communication happens via Xuno. You will receive an email to help you get started. If you have not received the email or need help getting started, please contact the office and they will be able to help you. Xuno handles all absences, newsletters,

reminders. You will also receive semester reports and permission forms for excursions. Payments can be made through Xuno for anything related to school.



Qkr! By Mastercard is an app we use for special events that occur at the school. This app allows ease of payment and ordering for both families and the school. It totals the quantities we need and prints out tickets for students who order for special lunch days and events. Information for this program is available in the first newsletter of the year and provides instructions on how to set up a profile.

HOUSE SYSTEM

Toolamba Primary School has three houses. Goulburn (blue), Hovell (white) and Bayunga (red). Students are allocated to a house on enrolment. Siblings are allocated to the same house and where possible, family. All others are allocated to level house numbers. Students are encouraged to dress in their house colour for athletics, fun sports days etc.

ASSEMBLY

This year assembly is held on a Monday afternoon at 2:55pm.

Families are welcome to attend. During assembly we sing the national anthem, give out awards, share student work and discuss up-coming events.

LUNCHES

During the year we have a variety of lunch options.

Lunch	Day of the week	Terms	Cost
Pie Warmer	Tuesday	2 and 3	No cost
Hot Dog Days	Wednesday	TBA	\$2.50 each through Qkr! only
Pub Orders	Friday	All year	Price List – Cash only
JSC lunch days	Various	Various	Payment through Qkr! only

BREAKFAST CLUB

Breakfast club is a way of students to connect in the morning and to encourage a healthy breakfast to start the day. We have offered this program for a couple of years now and it

is very popular. We offer this program in Terms 2 and 3 on one morning a week. This year it is on Thursday and it commences at 8:15am. Parent helpers are always welcome.

BOOK CLUB

Book Club comes home once a term. It is a small magazine that has books and learning materials that families may wish to purchase for fun. Each purchase creates reward points that the school can then use for classroom learning materials. All book club purchases are made online, and the order are then sent to school to be distributed to the classroom for the students to take home. Book Club is not compulsory, it is just for fun.

SCHOOL UNIFORM

Uniform is compulsory. An explanation note is required to be given to your child's teacher if your child cannot come to school in uniform.

All clothing should be **clearly named** to facilitate return of misplaced garments. Lost property will be held until the end of each term then disposed of to a needy cause.

Footwear must be worn at all times; thongs or crocs are not permitted.

HATS

All children are required to wear a school broad brimmed hat during recess and lunch times, and for physical education, sport and excursions during Terms 1 and 4. They are also required for sports days and events throughout the whole year. Children without hats will be required to play in the shade. Hats can be purchased from the office for \$17 each.

PARENT AND FRIENDS CLUB

We have a Parent and Friends Club which works to support our school community in many ways. You are welcome and encouraged to participate in this group in whatever way you are able. Watch out for further information via the newsletter.

BIKES

We recommend students below Year 3 should not be riding bikes to school, unless supervised by a parent, as research indicates that their physical and spatial awareness skills aren't well enough established for them to be safe. When your child does start to ride to school please note:

- No bikes are to be ridden in the school grounds or along paths leading into the school.
- A helmet must be worn at all times.

- Bikes are to be locked up in our compound during the day
- Bikes cannot leave the school until the buses have departed

DOGS

We do not encourage dogs to be at school at any time but if parents choose to walk their dog to or from school, we ask that they must **always** be on a leash and are to be kept well clear of the immediate area around our school buildings. The safety and health of our students is always our main priority.

ABSENCES

Regular attendance at school has a significant impact on student achievement and, along with punctuality, is a very important habit to develop. Parents are asked to advise the school of known absences (e.g. holidays) by the Xuno parent portal (login details for new families will be allocated at the beginning of Term 1), phone or in person at the school office or with a note. In the case of sickness or unexpected absence a message bank service is available on the phone 24 hours per day phone: 5826 5212. For every absence, the Department of Education requires an explanation.

ILLNESS

If your child is ill, home is the best place to be. However, common sense should be used here. If it is necessary for your child to take some medication at school please make sure you contact the office and complete a medication authority form. Dosages administered by staff will be recorded, however, you may prefer to come and administer it yourself.

INFECTIOUS DISEASES

All students starting school are required to have an Immunisation Certificate. Parents are asked to notify the school immediately they are aware of their child contracting an infectious disease. For more information refer to <http://www.education.vic.gov.au/school/principals/spag/health/Pages/Infectiousdiseases.aspx>

MEDICATION

The Department of Education and Early Childhood Development, Victoria has strict guidelines concerning the administration of medication to students.

Medication can only be given to a student when it is:

- accompanied by a written request from the parent

- prescribed by a doctor in the container issued by the pharmacist with the instructions written on it.
- The instructions must state the child's name, time to be administered, the required dosage and the name of the medication that should be given.
- Please do not send single tablets. Students cannot administer their own medicine. All medicine must be sent straight to the office.
- Medical forms are available from the office or by request on email.

HEAD LICE

As you are no doubt aware, head lice have always been a community health problem. Shoulder length hair or longer should be tied up for school. It is advisable to check your child's hair carefully at least twice a week, so that you may quickly discover the presence of eggs. It is a wise plan to have a metal comb on hand.

This is the only satisfactory comb for removing the dead eggs once they have been treated. Removing the eggs with your fingernails is even more effective. Students with eggs or live lice are excluded from school until treatment has commenced. As a preventative measure, give your child's hair a vigorous brush as soon as he/she gets home from school. Please do not feel ashamed if your child does 'catch' head lice. Small students tend to put their heads close together, which makes it easy for the problem to be spread.

You will assist us to eradicate the problem if you notify the school promptly that your child has head lice or eggs, obtain the necessary lotion from the chemist and spend a few hours carrying out the treatment carefully. It is pleasing to note that the vigilance of both parents and teachers has reduced the problem to isolated cases.

Notices will be sent home if an outbreak of lice occurs in your child's grade.