

Osbornes Flat Primary School



Parent Information Booklet 2019

Ph: 6027 1415

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School Profile

Osbornes Flat Primary School is a small rural school which values its family atmosphere. Because of this, families have a strong commitment to the school and its operation.

We value the small classes and individual attention available to each student. Our culture is one of welcoming all, respecting each other and celebrating our diversity. Our location in a rural area supports us in our wish to be very active in environmental issues and education. We value our place in the community and work towards increasing our involvement in our local as well as wider community.

The school is located 5 kilometres from Yackandandah and 25 kilometres south-east of Wodonga. Currently the school enrolment is 49. The school currently has 3 classrooms. We have the services of an art specialist from the Mobile Art and Craft Van one day a fortnight and a similar arrangement with the Mobile Area Resource Centre and its librarian.

Our school also offers specialist Italian classes, which are taught weekly by a teachers who holds specialist qualifications in this area. We also run fortnightly music sessions for each class as well as private guitar and piano lessons.

The school community works hard to maintain and develop the extensive school grounds which provide a rich environment, supporting curriculum programs as well as fostering a safe learning place. The school has significant shade areas provided by trees and large open playground area.

A strength of our school is the commitment by the families to the school, through membership of school council, assistance with classroom programs and helping with grounds maintenance. The school is a vital part of this community and maintaining this continues to be a strong focus for the school.



School Organisation

2019 Classes: Foundation/1/2, 3/4 and 5/6.

Staffing:

Principal: Mrs Sarah Kohne

Teachers :

Mrs. Beth Brear & Mrs Kohne (Years 3/4)
Ms Gina Nero (Italian)

Mrs Louise Rietmann (Year F/1/2)
Mrs. Tameeka Godde (5/6)

Business Manager: Ms. Jan Cashen (Monday, Wednesday, Friday)

School Contacts: The following numbers may be useful

Phone: (02) 6027 1415

School Email: osbornes.flat.ps@edumail.vic.gov.au

School day:

8:40 a.m.	Start of school day
8:40 a.m.—10:40 a.m.	Learning Block 1
10:40 am – 10:50 a.m.	Eat inside
10:50 am—11:20 am	Recess break
11:20 a.m.—12:50 p.m.	Learning Block 2
12:50 p.m.. – 1:00 p.m.	Eat inside
1:00 p.m.—1:40 p.m.	Lunch Break
1:40pm – 3:10 pm	Learning Block 3
3:10 p.m.	Dismissal



Hours of supervision and After School Care:

Staff will be in attendance from 8:15 a.m. to 3.20 p.m. Parents can access After School Care at Yackandandah Primary School (02) 6027 1431, and students can catch the bus from Osbornes Flat directly to YPS.

Bus Services:

Our school has before and after school bus services, which are provided by Yackandandah Bus Lines. The contact number for more information is: 0408 282 182. All students within our school zone can access free bus services.

Term Dates:

2019

Term 1	30 January to 5 April
Term 2	23 April to 28 June
Term 3	15 July to 20 September
Term 4	7 October to 20 December



School Council

Our School Council is a hard working group of nine members. We currently have two DET employees on School council and six non-DET member (parents and community co-opted).

Parents who are also DET employees are able to serve as a parent member, provided the majority of parent members are non-DET employees. Parents are nominated to the Council in February of each year and each term of service is for two years. Members can be re-nominated for further terms. If you have school issues to discuss that are not to do with staff or students, you may want to talk to one of the School Councillors. They are:

Lincoln Ablett	President
Nicole Boyd	Parent Member
Andrew Smith-Allen	Parent Member,
Emma Ablett	Parent Member
Susannah Schmidt	Parent Member
Beth Brear	DET Staff Representative
Sarah Kohne	Principal, Executive Officer, DET.

Enrolments

- **Enrolments:** Enrolments are taken at any time of the year, but for children beginning Prep in 2020 this is done prior to September, in readiness for Foundation orientation sessions. Three documents are required for enrolment: 1) school enrolment form, 2) A copy of the child's Birth certificate must be provided and 3) School Entry Immunisation Certificate, which the school retains until the child leaves the school. An enrolment form must be completed and when a child is transferring from another primary school, a transfer form is requested. This is provided by the school which the child last attended.
- **Student records:** When a child enrolls at a Victorian Primary School, parents must complete enrolment forms. However, at the start of each year these forms need to be updated to ensure that the information is current. It is especially important that emergency contacts and health details are up to date. Should these change during the year, it is vital that the school be informed of these changes. Should there be any custody or court orders concerning your child, the school must be informed of these.
- **Students with Disabilities and Impairments:** Students enrolling at the school who have been identified with Disabilities and Impairments are welcome at Osbornes Flat P.S. Support groups as set out in the Disabilities and Impairments Guidelines are set up and maintained and assessments by appropriate professionals are carried out according to the Guidelines.
- **Student Attendance:** Regular attendance is very important. Should a child not be attending school, it is required that the school be notified by phone then, upon the students return, in writing or by email stating the dates and reason for the absence. This is a DET requirement.

Communication

- **Newsletter:** Each Friday a school newsletter is emailed home with news of the school and community.
- **Curriculum Evenings:** Curriculum evenings are held from time to time on a variety of topics.
- **Special days:** Special focus days are held during the year, where parents and others in the community are invited.
- **School Stream App:** Parents can receive reminders and information as an SMS on their phone.
- **FACEBOOK PAGE:** Information and reminders are posted on the School's Facebook page. There is also a closed group for parents only where day to day communication is posted.
- **WEBSITE:** The school website has lots of information about the school including school policies, curriculum information, newsletters, event calendar, photo gallery and links to other important sites for families to seek further information about important topics.

Travel to and from school

- School personnel need to know who will be picking up your child at the end of the school day. If these arrangements change please either send a note or phone the school.

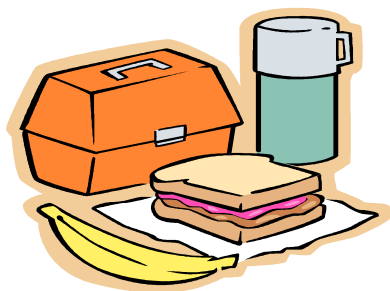


School Uniform

- We have a compulsory uniform at Osbornes Flat P.S. We expect students to wear the school uniform when we go on excursions. This makes it easy to identify our students when mixed in with many other school groups.
- The uniform consists of a deep turquoise and navy top with the school logo. These are currently available from the school. This top, with dark blue shorts or pants and a wide brimmed hat look very smart. There is a navy polar fleece jacket and vest for the winter.
- There is also a sports shirt which is available from the school as well. Children will wear these to school on sports day (usually Fridays). This also provides a professional look for our students and ensures that our children are easily recognized and monitored in public at group sports days..

Lunch

- Osbornes Flat School encourages students to bring a healthy lunch to school. Through our gardening program we encourage the use of fresh fruit and vegetables. We also wish to encourage the minimum of packaging.
- Students are required to eat inside from 10:40 – 10:50 a.m. and 12:50 p.m.—1:00 p.m. Once the children are finished, they can go outside. Students are encouraged to bring their own water containers, but the school does have water facilities.



Foundation

- Some children will find the new experiences of school very exciting and have no trouble in separating from their parents. However some children will feel threatened and the thought of being left at school frightening.
- It is important to support and comfort your child during this time of settling in.
- At Osbornes Flat Primary School the Preps will have Wednesdays off for the month of February and therefore be able to rest mid-week.
- During the first year at school reading is especially important and all Preps will receive a book bag for their take-home books. It is recommended that you read with your child each night to help with their enjoyment of reading and learning conventions of print.
- Some time during the year, Preps undergo a Prep Screening when the school nurse comes to school and tests your child in a number of different areas, including hearing and vision. This helps your child if he/she needs extra help. Parents are encouraged to take part in the process when it happens.
- If you are concerned about your child during their Prep year, please talk to their teacher.



Parent Participation

- Parent involvement is most valuable. Parents are welcome to stop in at school at any time. Parents are encouraged to assist during class time. Involvement with literacy and numeracy programs, especially in the F – 2 classes, is appreciated..
- The school has working bees throughout the year to provide garden and school maintenance. A number of small and large jobs are executed, including mowing and tree maintenance. After the working bees, a barbecue lunch/dinner is usually supplied. As a community the working bees have been a great success and they not only get jobs done, but are also a great day for all involved.
- An important part of small school life are the fundraising efforts that take place which allow us to put additional funds into curriculum and IT resources for students, grounds improvements, social and graduation events and other things that the school may require outside of the normal funds provided by the Department. Parents play a key role in participating in these fundraising activities and as the saying goes “Many hands make light work”. We have raised around \$10,000 annually over the past few years. A great effort.
- Our school often has a social evening or other activity where parents and teachers can catch up on a more informal basis.



Sun Smart

- A Sun Smart policy has been developed to ensure that all students and staff attending Osbornes Flat Primary School are protected from skin damage caused by the harmful UV rays of the sun.
- Students are required to wear a broad brimmed hat during Terms 1 and 4. Those without a hat are to play in a designated shaded area until they bring a hat.
- The school encourages students to wear sunscreen to school and enforces this by providing a SPF 30 Sunscreen for students to apply before playing outdoors.
- Between September 1 and April 30 outdoor activities are held in areas of shade between 11:00 a.m. and 3:00 p.m.
- Osbornes Flat School Council reviews the Sun Smart policy regularly.



Student Health/Medicines

Head Lice: Although not a major problem at Osbornes Flat Primary School in recent years, children can contract head lice at any time. Parents are requested to notify the school as soon as they are aware that their child has head lice. Once treatment has been administered children are free to attend school. There are many products available to treat head lice and a chat with your chemist can be helpful. Please note that anyone can catch head lice and that it is not a sign of poor hygiene.

Medicines: If a child requires medicines to be administered during school time, the following procedures must be followed. The medicine, along with written instructions for its administration (time and dosage) must be given to the class teacher and it will be stored in the fridge, or first aid cupboard, as appropriate. The teacher will see that it is recorded in the medicines record and that it is administered as requested. The only medication that children are allowed to have in their bags are asthma inhalers and puffers.

Asthma management: Parents of children who are identified as asthma sufferers are required to obtain an 'Asthma Management Plan' from their child's doctor. This plan needs to be given to the Principal, so that, should the child suffer an attack at school, the correct procedures can be followed.

Immunisation: Parents are required to have childhood immunisation carried out as recommended by Health Centres and/or their doctor. To enrol at school, a School Entry Immunisation Certificate needs to be presented. This form is available through the Australian Childhood Immunisation Register (ACIR) or your local council immunisation service. Children enrolling at any grade level at Victorian Schools must have this certificate. For more information, please contact the School.

Illness at school: If a child becomes ill at school, staff will take note of the symptoms, suggest the child rests for a while and monitor their behaviour. Sometimes a few minutes of rest will suffice. However, if the child is distressed or it is apparent that they should be at home, parents will be contacted and asked to collect their child. We will contact the emergency contacts if parents are not contactable. We will always look after children until a contact can be made.

Ambulance: Should an accident occur at school, staff will call an ambulance if there is any indication that a child is in danger. We will not check first to see if the family is a subscriber of the ambulance service.

Keeping well rested: Children need to come to school well rested in order to maximize the opportunities presented at school. Although not always possible, it is a good idea to plan for age-suitable bedtimes for school nights.

Accident Insurance: School Council decided to take out a Student Accident Protection Policy with EBM. This covers all students while at school and on authorized school excursions. The cost of this insurance is included in each child's school fees.



Curriculum

All Victorian schools provide a curriculum based on the Victorian Curriculum. As all state schools do, we provide a program which includes English, Mathematics, Science, the Arts, Health & Physical Education, Music and the Humanities. As well as these areas, we also include Interpersonal Relationships, ICT (Information Communication Technology), Communication Skills and Thinking Skills. Students are provided with access to learning technologies with the school having a current computer to student ratio of 1:1. All schools offer a language other than English, which we title LOTE (Languages Other Than English). Our LOTE is Italian.

The school has low class sizes which enables the provision of wide ranging practical learning experiences across all areas of the curriculum. Our small class sizes enable staff to provide considerable individual attention, giving each child an opportunity to achieve to their potential. The family atmosphere of the school is an important characteristic of the school. It promotes positive social interaction amongst peers, staff and the wider school community. We greatly value our interaction with the local community.

Osbornes Flat belongs to the North East Rural Schools Sports Association, which includes: Barnawartha, Bethanga, Middle Indigo, Upper Sandy Creek, Talgarno and St. Michael's Tallangatta. We get together for a swimming carnival for 3-6 and cross country and athletics for all. The emphasis is trying your best at these events, but there also is a competitive element where these events are selection trials for the Wodonga Zone events. In addition we offer a six session swimming lesson program each year to all children P-3.

The Years 3 – 6 children go on one major camp each year. The emphasis varies from year to year. The F – 2 children are invited to an overnight sleepover at school.

The emphasis of homework is families learning together. The younger children take home a book each night to share with their family and possibly some spelling words or a small Maths task and the older children have more structured work. Goals of homework are to develop positive study habits at home and to encourage parent participation.

Our overall curriculum focus is on creating a learning community in which all members learn together. We engage in many activities which include children from all ages, and this facilitates children's learning developing at their own rate. In many ways, we are just like a big family.

In addition, our school participates in the Wodonga and District Arts Festival or a School Musical. This is overseen by our Music Teacher.



School Grounds

- Osbornes Flat Primary School is set in a natural environment and encourages students to enjoy their surroundings. It is well shaded with large trees throughout the school grounds. The grounds are maintained by the parents, students and staff and in doing so, look lovely. The students enjoy contributing time and effort into the gardens.
- The school encourages students to take part in growing vegetables. A large vegetable garden is situated in the grounds where students plant and maintain and observe their work with interest. This has been a great success.
- The oval encourages football, cricket, soccer, athletics and many other activities for students during playtime. A large sandpit is situated in a shaded area. Students enjoy digging holes and exploring the sand. A shade-covered paved court is close to the school building where students play a range of games including tennis, basketball and volleyball.



Student Code of Conduct

Osbornes Flat Primary School values reciprocally supportive home-school partnerships and believes this is an essential element in establishing and maintaining well-being and engagement at school. Open communication is essential in the prevention and early identification of problems. Our code of conduct aims to be fair, consistent and reasonable. We link actions with logical consequences for all stakeholders in our school. In everything we do, we believe that positive relationships are the most important factor in defining behaviour.

The school values underpin our code of conduct: **Good Manners, Friendliness, Courage, Persistence and Resilience, Tolerance and Acceptance, Compassion and Empathy.**

School Fees and Payments

Osbornes Flat does not ask for voluntary contributions. All school materials such as paper, art supplies and other materials used in the course of our curriculum programs are provided from school funds. Student stationery is purchased by parents. In the past few years the school has organized for a bulk purchase of stationery which is then distributed to students at the beginning of the year.

- **School Fees:** At the end of each school year, School Council sets fees for the following year. The fee for 2018 is \$270 per child for essential items; \$10 optional for student insurance. This is to be paid at the start of the year, or arrangements can be made to pay by instalments throughout the year. The money is used to cover student workbooks, swimming program (including bus travel), Mathletics (online Maths program), Soundwaves literacy book and handwriting book, student insurance, Life Ed van and general excursion bus travel (including for sports events). An account is kept at school for each family so we know just how much has been expended for each child at any one time. The school fees do not include overnight camps and the more costly physical education activities, such as skiing. Should families have difficulties paying the school charge, arrangements can be made with the Principal.
- **Camps, Sports and Excursions fund:** In 2018, the Department of Education made available to holders of Health Care and Pension cards, an amount of \$125 per primary school aged student to be used solely for activities which fit into the above category (including incursions at school). Parents apply through the school and the funds are then given to the school to be allocated to the family's account. When an eligible activity is organized, the \$125 can be used to pay for or make a contribution to that activity. Any unused balance can be carried over to the following year.

