Introduction
The staff, students, School Council and Parents’ Club of Stawell West Primary School extend a warm welcome to you and your child as members of our school community.

This booklet has been prepared to provide background information about our school and its programs for parents who are new to our school community or interested in finding out more. Please read it carefully and keep it handy for future reference. If you have any questions or would like further information, please contact the school office on 5358 1661 or 5358 5062.

Our school recognises that the best educational opportunities are provided when a positive relationship exists between school and home. We look forward to working with you to develop exemplary programs for your child, in a partnership of learning and understanding.
School Overview

Stawell West Primary School’s mission is to develop in its students, staff and community a commitment to life-long learning, a passion for achievement, excellence, and an understanding that all individuals can contribute as successful, responsible citizens.

The policies and practices of Stawell West Primary School are guided by the following beliefs and values.

We believe that:
- Everyone can learn
- Individuals learn in different ways
- Learning should develop the whole individual
- Learning is most effective when the learner feels a sense of ownership

At Stawell West Primary School we value:

- **Respect and Responsibility:** Empathy, tolerance, acceptance, honesty, integrity, compassion
- **Achievement and Success:** Self motivation, enthusiasm, creativity, diversity, organisation, confidence, persistence, resilience
- **Leadership:** Responsibility, fairness, getting along, cooperation, commitment

In order to achieve the best possible outcomes for our students we aim to:
- Provide a safe, welcoming and tolerant learning and teaching environment
- Create a positive, purposeful and stimulating learning environment that encourages personal responsibility and self-motivation and rewards personal and group achievement
- Provide planned, comprehensive, engaging curriculum programs that encompass all Victorian Essential Learning Standard Domains, with particular emphasis given to literacy and numeracy
- Deliver curriculum programs in ways that enable students to set realistic, challenging goals for their own learning, which accommodate different learning needs and styles, and that develop critical and creative thinking and learning skills
- Encourage high levels of parental and community interest and participation in all aspects of school programming
- Ensure clear, timely and efficient consultative decision making and communication processes within the school and between the school and the community
- Employ management practices that foster strong staff morale, a commitment to professional growth, and support a focus on improving educational and social outcomes for students
- Ensure the efficient and strategic management of human, physical and financial resources to support the curriculum, environment and management goals of the school
- Provide learning activities that reflect relevant global and environmental awareness in all learning
- Integrate current ICT practices
- Foster positive relationships and interactions between students across all year levels
- Reflect on teaching and learning practices in order to maximise students learning potential
School Context:
Stawell West Primary is a community school for students from Prep to Year 6. At the commencement of 2014 we had an enrolment of approximately 132 students from all parts of Stawell as well as outlying districts.

The school is set in extensive, attractive grounds with considerable shade and undercover areas. The grounds also feature two wonderful modern adventure playgrounds.

In 2009 Stawell West Primary School was included in the ‘Better Schools Program.’ The school commenced a significant redevelopment of the main building, providing a modern, innovative learning environment supported by open plan learning centres in the grade P-2, 3/4 and 5/6 teaching spaces.

The open plan Learning Centres in the Grade 5/6 and Grade 3/4 areas support the innovative teaching practice undertaken in these grades. Programs such as the RACV Energy Breakthrough, the Economics Project and Solar Boat Challenge lend themselves to the open plan learning environment.

The school started the development of an outside learning space with outside seating, vegetable garden, chook enclosure and recycling area.

The modern learning environment is supported by well equipped classrooms with classroom computers and laptop banks giving a ratio of 1:3. The school has interactive whiteboards in all learning spaces, digital and DVD cameras and data projectors as well as televisions and DVD players in each learning centre.

The dedicated staff of Stawell West Primary work as a team to provide quality teaching and learning experiences for all students. The staffing profile at Stawell West has undergone change in the last 5 years injecting a balance of youth and experience to the teaching profile. The teaching staff are supported by an equally committed administrative staff and Disabilities Support Program and Oral Language Support Program personnel.

The school’s curriculum is comprehensive and well resourced, placing a strong emphasis on the successful attainment of literacy and numeracy skills. Each of the Victorian Essential Learning Standards is provided for: English, Mathematics, Health and Physical Education, Science, Humanities, The Arts and Languages Other Than

Specialist programs operate in the areas of Visual and Performing Arts, Science, LOTE (Chinese) and Language Support.

To support and enrich these curriculum areas the following initiatives are provided: Swimming and Water Safety, Bike Ed, camps and excursions, cultural activities, interschool sport, house captains, Junior School Council, choir, Great Mates Program, the ‘You Can Do It!’ student welfare program, the Gifted and Talented programs, chess and art, drug education, cross-age tutoring and effective transition programs.

Parent participation in the school’s activities is highly valued and encouraged. The school is supported by an active and dedicated School Council and Parents’ Association.

As a school community we are committed to the belief that all students have the right to be safe, to learn and to have positive schooling experiences.
TERM DATES FOR 2015

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<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
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<tr>
<td>Term 1</td>
<td>January 29th</td>
<td>March 27th</td>
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<td>Term 2</td>
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<td>Term 4</td>
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ADMISSION PROCEDURES

Children who turn 5 years of age by the 30th of April 2015 will be admitted to our Prep classes in 2015. Parents may enroll their child by calling at the school to collect and complete the detailed enrolment form. Please bring with you a copy of your child’s birth certificate extract and certificate of immunization, for our records.

On the first day of the 2015 school year, the times Preparatory children arrive throughout the morning is usually staggered, as we like to greet each child and give as much individual attention as possible to make him or her feel welcome. Parents will be notified as soon as the times are decided.

Prep children find the first few months of school very tiring. As a result, the children in Preparatory classes will not attend on Wednesdays during the first term. They will commence full time schooling during Term 2, 2015.
**SCHOOL ORGANISATION**

**School Times -**

The school day is divided into three sessions at Stawell West Primary.

**SESSION 1** commences at 9:00 am and ends at morning recess - 10:40 am.

**SESSION 2** commences at 11:00 am and ends at lunch time - 12:50 pm. Students who are eating at school have supervised eating time in their classroom from 12:40 to 12:50 pm.

**SESSION 3** commences at 1:40 pm and ends at 3:20 pm.

A school bell rings at 8.50 am which indicates that children can enter the school building and prepare themselves for their day. At 8:58 am music plays over the public address system, reminding children that they need to make their way to classrooms before 9:00 am, when another bell rings.

Music also signals the end of morning recess and lunch-play prior to the bell being rung.

Each Monday at 9:00 am we have an assembly at the front of the school. It is important that children are punctual for this assembly, as important announcements and presentations are made. Parents are welcome to attend our Monday morning assemblies.

**Office Hours -**

The school office is open from 8.30 am to 4:40 pm each school day. Items to be handed in to the office such as money, permission forms or other notifications from parents, need to be ‘posted’ in the letterbox located at the inquiry window in the office. Students are encouraged to post items rather than pass them directly to the office staff, preferably before 9.00 am each day.

**SCHOOL ATTENDANCE AND STUDENT SAFETY**

Each morning the school playground is supervised from 8.30 am for town children and from the arrival of the first country bus for country students. We ask parents to ensure that students do not arrive at school before this time. The Cooper Street and Longfield Street crossing flags are also put out at this time, staffed by crossing supervisors. The playground is supervised by teaching staff during each of the recess breaks. After school the crossing is staffed by a school crossing supervisor until 3.45 pm.
ABSENCES

Stawell West Primary School actively supports the “It’s not okay to be away or late!” program. We are committed to the belief that, for children to become effective learners and form positive relationships with others, they must attend school on time and on a daily basis.

If your child is ill, he or she should not attend school. Sick children will not be able to undertake normal class programs and their attendance at school can endanger the health of other students.

If your child is away from school a note is required so that we can record the absence as ‘authorised’. This process is a legal requirement. When your child is at school in the morning, and is collected or goes home for lunch and will not be attending in the afternoon, please advise your child’s teacher so that we do not have to investigate unexplained absences.

When collecting a child from the school during class time we ask all parents and guardians to ‘sign out’ the student through the school office so that we have a record of student movements.

ILLNESS OR ACCIDENTS AT SCHOOL

If your child becomes ill at school or is injured, we will endeavour to contact you or your nominated contact person, so that arrangements can be made for collection. The school has a team of qualified, experienced Level 2 First Aid trained personnel on site at all times.

STUDENT RECORDS AND FAMILY DETAILS

In the interests of student safety it is vital that schools keep accurate records. Please ensure that you notify the school immediately should your personal / family details alter, particularly personal, work and emergency telephone contact numbers.

WET DAYS/DAYS OF EXTREME HEAT

Children are not dismissed early on wet days or days of extreme heat. On such occasions they are supervised in classrooms or in the library during lunchtime and the recess break. On normal summer days there are plenty of shady trees, and classrooms are air-conditioned, so school programs operate as usual.
SCHOOL UNIFORM

The wearing of school uniform helps to encourage pride in our school and assists in the development of a strong school identity. School uniforms provide a standard of dress, reducing competition amongst children. It also provides economical standard clothing, which assists parents.

**Stawell West Primary School uniform is compulsory and all children are required to wear school uniform at all times.**

It is extremely important that children come to school in neat, clean clothes every day. Please do not allow children to wear thongs or surf sandals as they do not provide adequate protection. Closed-toe shoes or clean sports shoes are suitable for school wear. In hot weather please wash sports shoes regularly as they can become very smelly.

**Children must wear navy blue wide brimmed hats during Terms 1 and 4 in accordance with our Sunsmart policy.**

Wide brimmed hats, sold by the Parents’ Club, are part of our uniform. Baseball caps are not acceptable as they do not protect the ears, neck and sides of the face.

### GIRLS: SUMMER
Red and white check dress with sleeves and collar
or
Plain navy blue shorts/skort
or
Navy blue netball skirt with sports briefs
White or navy blue polo shirt
Navy blue windcheater
White socks

### WINTER
Plain navy blue trousers
Navy blue trackpants
or
Navy blue skirt / pinafore
Navy or white polo shirt or skivvy
Navy blue windcheater
Navy blue polar-fleece vest
Navy blue /black or white socks
Navy blue or red tights

Navy blue broad-brimmed; sunglasses optional

### BOYS: SUMMER
Plain navy blue shorts
White or navy blue polo shirt
Navy blue windcheater
White socks

### WINTER
Plain navy blue trousers
Navy blue trackpants
Navy blue or white polo shirt or skivvy
Navy blue windcheater
Navy blue polar-fleece vest
Navy blue, black or white socks

Navy blue broad-brimmed hat
Sunglasses optional.
Additional suggestions from our School Council:
1. White polo shirts / skivvies are to be worn on more formal, pre-arranged occasions eg School photos, excursions, sporting events.
2. School logos on windcheaters and polo shirts are preferred by Council
3. Grade 6 windcheaters are only to be worn by current Grade 6 students
4. Red or navy hats may be worn during winter
5. Jeans, zip-legged and three-quarter length trousers are not permitted as items of school uniform
6. No thongs, crocs, high-heels or open-toed sandals are to be worn
7. School logo bags are available from the school (optional)

Orders for school uniform items can be left in the office for processing. Items are sold at cost price and the school operates a credit card facility for convenient payment. Iron on logos may be purchased from the office. Alternatively, items can be purchased from commercial outlets.
SAFETY AT SCHOOL – STUDENT WELFARE AND DISCIPLINE
We have a general school rule that we should not do anything that will cause hurt or worry to ourselves or to others. This helps to keep all students safe and happy. Our aim is to help children co-operate with others and to be responsible for their own behaviour. A summary of the school’s discipline plan is set out below.

SCHOOL WELFARE AND DISCIPLINE PLAN
At Stawell West Primary School we recognise the importance of a positive and consistent approach to student welfare and discipline. **We believe that children should be respectful, thoughtful and courteous to their teachers and peers at all times.** The class teacher remains responsible for discipline in his or her room. Teachers devise class rules in consultation with children for their particular class. These rules are consistent with our overall approach to welfare and discipline. Our plan is to be used on a whole school basis, before school, during recesses, lunchtime and other times when children are not in the classroom.

The whole school discipline plan consists of three key elements:

- A clear set of rules
- Strategies for recognizing, rewarding and encouraging the many positive behaviours and attitudes our children display at school
- A set of consequences, of increasing severity, enforced consistently when students choose to break our rules

To encourage good behaviour, teachers, particularly those on yard duty, reward positive behaviour and co-operative play.

SCHOOL RULES

Stawell West is a caring school and our rules are simple and easily understood.

We are considerate of others, co-operative and courteous.

We believe that everyone's rights, feelings and property should be treated with respect.

We keep our school and grounds attractive and tidy, and dispose of our rubbish properly.

We move in and around our school buildings in a quiet and orderly manner.

We participate in all activities and games safely in the appropriate places, observing “out of bounds”, “quiet” and “playing” areas.

We observe all traffic and safety rules, including correct use of the school crossing.

We only enter school buildings when supervised.

We gain permission prior to leaving the school grounds during school hours.
CONSEQUENCES

A set of consequences is used to implement a consistent approach to those who choose to disobey the school rules. Dangerous activities such as throwing stones and fighting are viewed as behaviours that cannot be tolerated as they compromise a child’s right to feel safe in the school environment. As a consequence of such behaviours, children will be excluded from the yard and a note sent home indicating that a second offence will lead to an after school detention.

The normal sequence of disciplinary consequences -

- A warning and restatement of the rule
- Time out - the student will be asked to sit on a designated seat in the playground or accompany the yard duty teacher for a designated period of time
- Exclusion from the playground. The student will be supervised in the classroom or the library for half an hour at lunchtime. The student will be sent to the Principal and a note sent home informing the parents that, should the child offend again, he or she will receive an after school detention
- After-school detention. After parents are given 24 hours notice children, will remain at school from 3:20 p.m. until 3:50 p.m. Bus travelers will not be exempt from the consequence. Parents will be responsible for transport arrangements for their children following an after-school detention
- Internal or at home suspension - following Department of Education and Training procedures
- Expulsion - following Department of Education and Training procedures

The school reserves the right to suspend a child at any stage of this process if the behaviour warrants a more serious consequence. Staff arranging camps and excursions may decide that, based on a student’s previous behaviour both within the school and while on excursions or camps, there is a strong probability that the student’s behaviour may disrupt the program or endanger other students or staff. If this is so then a meeting will be held with the parents to outline concerns and advise that the student may not be allowed to join the group.
SCHOOL - HOME CO-OPERATION AND SUPPORT

Working together to ensure success.

Teachers at Stawell West Primary School are very keen to involve parents in as many school activities as possible. We believe that it is most important for parents and teachers to work together in the education of all children.

At school -

In strengthening the partnership between home and school, you may like to become involved in some of the following school activities –

- attending camps and excursions
- hearing children read
- helping in the classroom with numeracy and language activities
- typing children’s stories
- covering library books
- reading stories to small groups of children
- helping with cooking
- helping with working bees, watering, or looking after the garden
- assisting with sporting activities such as swimming, school sports, coaching, PMP and Bike Ed
- participating in School Council subcommittee meetings in the areas of Curriculum, Environment and Fundraising

At home -

It is vital for your child’s positive educational development that they know you are interested in their school-work. We ask parents to hear their child read every week-night and to demonstrate an interest in books that they have read. Encourage them with any homework they have and please don’t hesitate to speak to any of the teachers or the Principal if you have any worries about any aspect of your child’s school life.

COMMUNICATION BETWEEN SCHOOL AND HOME

The Weekly Newsletter
An important method of communication with our school community is the “Stawell West Primary School Newsletter”. We aim to provide as much information in the Newsletter as possible to eliminate the need for separate notices. The Newsletter is issued each Thursday throughout the term and it is important that you check important dates and events that need to be noted.

Notices
Despite attempts to include most items of information in the Newsletter, some other notices will be necessary – notes about excursions, canteen lists or events that occur in between Newsletters. These notices and the Newsletter will be given to the eldest child in your family attending our school, unless the notice only applies to a particular grade or part of the school. Please check with your child each day to see if any information has been sent home.
CURRICULUM PROVISION

At Stawell West Primary School a diverse curriculum in a smaller school environment allows for personal attention for individual students in small classes. Particular attention is given to reduced class sizes in the junior school. To commence 2013, all junior school classes will be of less than twenty-one students.

Stawell West Primary is proud of its programs, which are delivered in a safe, caring and supportive environment by a team of dedicated teachers, parents and friends of the school.

Through our student welfare program we actively encourage students to accept responsibility for their own learning and behaviour. As a school community, we openly celebrate effort and achievement.

A challenging and varied curriculum is offered at Stawell West Primary, meeting the individual learning needs of all students. Programs range from Reading Recovery, which assists students experiencing difficulties making those first steps in reading and writing in Grade 1, to extension activities and special interest programs for more able students.

English and Mathematics are the school’s current Charter Priorities. At Stawell West Primary we recognise that good skill levels in both of these areas equip students for later education at secondary and tertiary levels and empower them to become positive contributors to the community.

Attention is given to all areas of the curriculum at Stawell West. In addition to literacy and numeracy we offer outstanding classroom programs in technology and learning technologies, health, physical education and studies of society and environment. Classroom programs are supported by excellent specialist programs in the Visual Arts, Library, Performing Arts, Science and Chinese language areas.

Early and Middle Years Programming

Stawell West Primary School is heavily committed to the implementation of Early and Middle Years Literacy and Numeracy programming. Children participate in daily two-hour literacy sessions, during which they are immersed in stimulating reading, writing, speaking and listening activities. One-hour numeracy sessions are also conducted daily. Children’s individual learning needs are identified and all teaching is based on those identified numeracy growth points.

We are strongly committed to the understanding that literacy and numeracy are basic to all learning. Children need these skills in order to confidently learn in other areas of the curriculum and in everyday life. The Early Years Strategy is the Victorian Department of Education and Training’s plan to improve children’s literacy and numeracy learning in the early years of schooling – Prep to Grade 4. The Middle Years Strategy aims to improve children’s literacy and numeracy in Years 5 to 9 of schooling, during the transition phase between primary and secondary education. These strategies and the advice outlined in the program form the basis for teacher planning and instruction at Stawell West Primary School.

Home Reading

In keeping with our commitment to home-school partnerships, the staff of Stawell West Primary School place a great deal of emphasis on our home-reading program. Information booklets are available to assist parents to work with the school staff to develop their child’s love of books and enthusiasm for reading. Information sessions are conducted so that we can share what is happening in the home-reading program. It is only through cooperation between parents, students and teachers, and with REGULAR reading, that children are able to develop their reading skills.
**SCHOOL COUNCIL**

The Stawell West Primary School Council is an elected body that represents the community and teachers. Its functions are:

(a) To work with the Principal and Staff to develop school policy and educational aims. This forms the basis of our School Charter
(b) To administer school finances
(c) To ensure buildings and grounds are maintained and improved
(d) To foster community interest in the school

School Council is an extremely important decision making group and we encourage you to contact us if you are interested in becoming a member. We are always looking for parents to assist on Sub-Committees. The School Council usually meets on the fourth Tuesday of each month.

School Council members also need to know the views of community with regard to the school. Please get to know the members of our School Council and help them to make decisions that will influence your child’s education. Our School Council has five parent representatives, three co-opted parent members and four teacher representatives, including the Principal. Half the elected representatives retire each year but they can seek re-election. New members are elected for a two-year period, with elections taking place during the month of March.

The Stawell West Primary School Council members for 2013/2014 are:

- Cameron Evans - President
- Tracy Ranton – Vice President
- Cathie Nellthorp – Minute Secretary
- Donna Gay
- Paul Hateley
- Garry Raeburn
- Margret Smethurst
- Glenn Squire
- Lindy Chester
- Leisha Sharp
- Garry Wood
- Kerri-Ann Harris – Executive Officer

**STAWELL WEST PARENTS’ CLUB**

Stawell West Primary School has an extremely supportive group of parents who work to extend the involvement of parents in the school. Participation in our Parents’ Club activities creates opportunities for members of our school community to become involved in the practical workings of the school. If you would like to join the group watch the newsletters for information, or come along to one of the monthly meetings, usually conducted on the third Tuesday of every month.