



2021

# ULTIMA PRIMARY SCHOOL

Parent Handbook

Ultima Primary School  
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Dear Parents,

You are entering into a partnership with the school where our mutual concern is your child. Working together, we must provide the best possible environment in which children can grow confidently, realise their full potential, share concerns and celebrate success. It is well known that children make best progress when parents and teachers work together.

We encourage open communication, and you will always be welcome at our school. Through involvement in school programs and activities, you will soon feel at home here. When parents involve themselves in a school, they send their children a clear message that education is important - a message worth passing on.

There are many ways you, as a parent, can involve yourself in our school - there is something for everyone. Even a small contribution in time, effort and finance from each family can have a big impact. Everything we do at our School is guided by a set of values, those being:

Honesty, Integrity, Respect, Persistence, Responsibility.

In order to build a positive learning environment, we like to participate in:

Attentive listening, appreciations/no put-downs, mutual respect, personal best.

We ask, too, that parents consider these values and their child/ren's participation in our positive learning environment as they support their child and engage with our School. I hope that this Information Booklet answers some of your questions; however, should you at any time have queries regarding your child's progress, the teaching program or the administration of our School, please do not hesitate to contact us to discuss the matter. It is important that you feel comfortable with our School and are a valued partner in your child's education.

Yours sincerely

Sandi Spittal

Acting Principal

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## **SCHOOL PROFILE**

### **Purpose**

The school will always strive to be an educational centre of excellence for all its students. By providing a friendly and caring environment that enhances learning, personal growth and well-being for all students, creates a stimulating and supportive environment for teachers and assists, informs and involves parents.

### **Values**

Ultima Primary School values are Honesty, Integrity, Respect, Persistence, Responsibility. Acceptance of responsibility and the ability to work independently in pursuit of their full potential are seen as necessary for each student's success at this school. Success of each student is also dependent upon a working relationship between students, staff, parents and the school community.

### **Environmental**

Ultima Primary School, established in 1902, is located in a dry land farming area, 32 kilometres west of Swan Hill and approximately 350 kilometres northwest of Melbourne in the Loddon Mallee Region of the Victorian Department of Education.

### **Grounds and Facilities**

The schools extensive ground incorporate spacious lawns, oval and paved area, play equipment and a full-size multi-purpose covered Basketball / Netball / Tennis court.

The school buildings include a large open double classroom for senior students, a classroom for the junior grades, a multipurpose portable classroom/ staffroom, an outdoor learning area and an office area.

### **Technologies**

All staff have access to laptops to streamline teaching performance and planning. The classroom is equipped with a Webex for communicating with peers at other schools, a Promethean board which replaces the whiteboard and has access to interactive websites assisting collaboration with teachers across the cluster. Each student has access to their own laptop and iPad.

### **Community**

There is a significant involvement of families and the wider community in school activities. Parents and families regularly visit the school.

## ULTIMA PRIMARY SCHOOL STAFF

**Acting Principal:** Sandi Spittal

**Business Administrator:** Donna Miles

**Teacher:** Michelle Noonan

**MARC Van Teacher:** Julie Pilgrim

## SCHOOL TIMES

**8.45** Arrival of students

**9:00** Lessons Commence

**11:00** Recess

**11:30** Lessons Continue

**1:00** Lunch

**1:45** Lessons Continue

**3:15** Students dismissed

## **GENERAL INFORMATION**

### **ABSENCES**

It is important that all student absences are to be explained either by note or direct contact with the school on the day of the absence. Where a medical condition is involved, we ask that relevant information is provided. Please do not send children to school if they are unwell.

### **ALLERGIES**

Please let staff know of any allergies your child may have or things they may be allergic too. Bee, ant and wasp bites can affect some children quite severely. It is important to notify staff of any emergency treatment that your child may require and the appropriate incident management plan completed.

### **ARRIVAL AND DEPARTURE TIMES**

It is expected that all children are punctual and are at school to commence the day at 8:45am. Parents dropping students at school may do so after this time. Regular attendance is important as it helps academic and social development. Children are dismissed at 3:15pm.

### **ASSEMBLY**

School assembly times will be published in the school newsletter. This gives parents and the community the opportunity to watch children participate in special presentations and receive recognition for special efforts in their learning.

### **BICYLCE SAFETY**

All children riding their bike to and from school will be expected to follow all road rules and to wear a helmet. There is a bike parking area at the school for children to keep their bikes during the school day.

### **CLASSROOM INVOLVEMENT**

We encourage all parents to be actively involved with their child's life at school. If you are able to help in any way, please contact the school. There will be programs run throughout the year, such as swimming, school camps, and cluster days where extra help is greatly appreciated. Please offer to help if you have an expertise or interest in any area.

### **EXCURSIONS**

Each year a school camp program is organised to enable students to develop their independence and to experience many different environments. The costs of these excursions are heavily funded through fundraising so the cost will be kept to a minimum.

### **GOVERNMENT ASSISTANCE**

The Camps, Sports and Excursion Fund (CSEF) is provided to allow eligible families to receive money to spend on books, excursions, school camps and other school fees. Application forms are available from the school.

## LOST PROPERTY

There is a lost property basket in the office. Please make sure all items brought to schools are clearly marked. Unclaimed property is regularly displayed at assemblies. At the end of each term, clothes will be donated to a charity if unclaimed.

## LUNCH AND LUNCH ORDERS

Every Friday students will be able to bring food that can be heated up or toasted. Please ensure all food brought on this day is wrapped in either aluminium foil or glad wrap and that the child's name is on the front.

During summer months, students will be able to use a refrigerator to keep lunches fresh.

## PHOTOS

School photos take place each year and you will have the opportunity to purchase these photos. Forms will be sent home regarding these photos when a photographer has been booked.

## REPORTING

There will be two reports sent home during the year. They will be sent home at the end of Term 2 and Term 4. Parent/Teacher interviews will also be conducted throughout the year. Additional interviews and/or written reports are arranged whenever either parents or teachers have concerns about a student's well-being or progress.

## SCHOOL COUNCIL

The School Council has the responsibility of determining policies and direction of the school. There are ten members of school council: seven parent members, one staff, the principal and a community member. School Council meetings are held on the second Tuesday of each month at 4:00pm. Everyone is welcome to attend.

School Council Elections take place during March. Half of the parent membership positions are available each year. Election information is distributed early in term 1.

## MEDICAL

### COVID-19

We will be guided by the Chief Health Officer and the Victorian Department of Education recommendations as to the day to day operations of the school during the pandemic. Precautions such as social distancing, the wearing of face masks, handwashing, additional cleaning will be in place as mandated. No student or staff will be permitted to attend school if they have symptoms of Covid-19. A Covid test will be required and a negative result received prior to returning to school.

### ILLNESS/ACCIDENTS

In the event of a serious accident or illness, an ambulance will be called and the parents contacted immediately via information supplied on the Student Information Form. It is vital that the school has

current phone numbers of all contacts in case the need arises. Staff will treat children with minor illnesses or injuries. In most cases, parents will be contacts and the child sent home.

### MEDICATION

Prescribed medicines will only be administered to students after a medication form has been supplied and has clearly identified the medication and verified the dosages. These medicines must be handed to the teacher upon arrival at school. Administration of asthma medication must be indicated on the School Asthma Plan. Staff have Level II First Aid qualifications and can administer basic first aid. Notification of medical conditions must be clearly explained on the Enrolment Form.

### COMMUNICABLE DISEASES

Below is a list of communicable diseases that children sometimes can be affected during a school year. Please take note of how long you should keep your child at home for. If your child is beginning to display any symptoms of a communicable disease, please keep them home to avoid the spread at school as the first 24-48 hours are often the contagion period. We also encourage families to make sure their children are immunized against preventable diseases. When your child has been immunized please provide the office with a copy and we will put it in their file.

Disease of condition	Exclusion of Cases
<b>Head Lice</b>	Exclude until appropriate treatment has been given
<b>School Sores</b>	Exclude until fully recovered
<b>Chicken Pox</b>	Exclude until fully recovered. Minimum exclusion: five days after the first spots appear
<b>German Measles</b>	Exclude until fully recovered. Maximum exclusion: six days after rash appears
<b>Glandular Fever</b>	Not necessary to exclude from point of infection. Some children with Glandular Fever are too sick to attend school.
<b>Measles</b>	Minimum exclusion: five days from the appearance of the rash
<b>Mumps</b>	Exclude until fully recovered. Minimum exclusion: one week after the appearance of swelling.
<b>Whooping Cough</b>	If the child has not received any antibiotic treatment, then the child should be kept away from school from the onset of the 'whoop.' If appropriate antibiotic treatment is given (oral erythromycin), the child only needs to be kept away from school until the start of erythromycin therapy.
<b>Conjunctivitis</b>	Exclude until discharge from eyes has stopped
<b>Ringworm</b>	Exclude until appropriate treatment has begun
<b>Scarlet Fever</b>	Exclude until a receipt of a medical certificate of recovery from infection

### CLASSROOM ORGANISATION

#### HEALTHY SNACK

At 10am each day, the children have a five minute break to have something healthy to eat. Please make sure that your child has some fruit or vegetables packed for this time.



## HOMEWORK & DIARIES

Students in Prep - grade 3 are expected to read at least 15 minutes each night. This reading can be the child reading to an adult as well as an adult reading to a child.

Students in Grade 4-6 are also expected to read each night, however, this can be independent reading.

All students will be expected to complete work at home that has not been finished in class.

## MARC VAN

The MARC Van (Mobile Area Resource Centre) is a travelling library with books and resources that travels between Nullawil, Tempy, Nyah DPS, Tyrrell College and Ultima Primary School. Students borrow books from the MARC Van weekly.

## LIBRARY

Students may borrow books from the Swan Hill Regional Library Service which visits Ultima every fortnight on Tuesdays. Enrolment forms for new students will be sent home early in the year.

## NULLAWIL

As directed by the department, students and staff attend Nullawil Primary School each Wednesday for normal school lessons during all school terms for 2021. This gives students the chance to be part of a larger year level and interact on a regular basis.

## TUTORING

The Tutor Learning Initiative is designed to support students whose learning has been disrupted as a result of the COVID-19 pandemic. These sessions will be undertaken in conjunction with and at Nullawil Primary School.

## CODE OF BEHAVIOUR

**Purpose:** To provide all students the opportunity to work in a learning friendly and safe environment.

**Perspective:** This structure is designed to provide students with clear and consistent expectations as to what behaviours are and are not expected. Consequences and language used will focus on changing the behaviour not punishing the child.

Expectations: Students want to; learn, feel safe, have choices, try new things, see everyone, and have fun.

**Behaviours:** disrespectful, distracting, violent, aggressive, bullying behaviours **will not be tolerated.**

### Structure:

#### **1<sup>st</sup> Instance**

Students will be warned about inappropriate behaviour. The warning will be clear and concise explaining the exact behaviour that is not desired. *Example 'Bob it is not acceptable to answer back to a teacher, this is a warning for you to stop'*

#### **2<sup>nd</sup> Instance**

If behaviour is repeated or the student has not responded positively to the warning the child will be isolated for a short period of time. Approximately a minute per age is appropriate for students to be in timeout, students' feelings require more time. *Example 'George I have warned you about throwing pens across the room and you are continuing to do so. You will move to the hall for a short time to reflect on your actions'*

#### **3<sup>rd</sup> Instance**

If behaviour is repeated and student will not cease or refuse to go to isolation child will be separated from the group for the remainder of the day. Parents will be contacted and a student/teacher/parent discussion will occur. *Example 'Tony you are not following my instruction to move to time out and refusal to do so will put you in isolation for the rest of the day and your parents will be contacted. For the remainder of the day you will work separately from the group.'*

### Special Instance:

If a child performs a critical act that raises the question of student/teacher safety student will immediately be isolated and parents consulted. Individual strategies and options will be discussed between students, teachers and parents for extreme cases or continued behaviours.

Teachers/staff and parents in the school will not be challenged or abused by students.

## UNIFORM

### **GIRLS' UNIFORM**

- \* Blue check summer dress or Navy shorts or skirt
- \* Navy track pants
- \* Dark Royal Blue windcheater with logo
- \* Dark Royal Blue Polo Top with logo
- \* White socks
- \* Sports shoe (preferred) or black school shoe or sandals (Student choice)  
NO THONGS except for swimming lessons

### **BOYS' UNIFORM**

- \* Navy shorts
- \* Navy track pants
- \* Dark Royal Blue windcheater with logo
- \* Dark Royal Blue Polo Top with logo
- \* White socks
- \* Sports shoe (preferred) or black school shoe or sandals (Student choice) NO THONGS except for swimming lessons