VILLAGE SCHOOL
PARENT INFORMATION

“Childhood is a journey, not a race”
Village School Mission

We aim to delight and inspire children to be resourceful, independent learners. We celebrate individual differences, but encourage children to develop an awareness of their place in Australian society and the global community. We want them to have an understanding of their role in supporting and caring for each other, all living creatures and the natural environment.
Contents

Village School Mission .................................................................................................................... 2
Welcome to Village School ................................................................................................................ 5
Teaching Staff ................................................................................................................................... 6
Learning Support ............................................................................................................................... 7
Administration Staff .......................................................................................................................... 7
The Board .......................................................................................................................................... 8
Parents and Friends Association ...................................................................................................... 9
Communication ................................................................................................................................. 10
Newsletter ......................................................................................................................................... 10
Home Groups .................................................................................................................................... 10
Parent Whole School Meeting ......................................................................................................... 10
Parent Teacher Interviews and Student Reports ............................................................................... 10
Parents ............................................................................................................................................... 11
Principal ........................................................................................................................................... 11
Student Whole School Meeting ....................................................................................................... 11
Talented Teachers ............................................................................................................................... 12
Outdoor Education – Edith .................................................................................................................. 12
Performing Arts—Tanya ..................................................................................................................... 12
Environmental Education – Max ....................................................................................................... 12
Library - Sally .................................................................................................................................... 13
Thursday Afternoon Options ........................................................................................................... 13
Rotational Sport Activities ................................................................................................................ 14
FreeForm Life-Skills .......................................................................................................................... 14
Gymnastics ......................................................................................................................................... 14
Horse Riding – Equestrian Program .................................................................................................. 14
Sports Skills ....................................................................................................................................... 14
Language Other than English (LOTE) ............................................................................................... 14
Extra Curricula Activities .................................................................................................................. 15
Drum Lessons .................................................................................................................................... 15
Guitar Lessons ................................................................................................................................... 15
Piano Lessons ..................................................................................................................................... 15
Equestrian Team ................................................................................................................................. 15
Parent Choir ....................................................................................................................................... 15
School Camps/Sleepovers .................................................................................................................. 16
End of Year Performance & Graduation ......................................................................................... 18
School Community .......................................................................................................................... 18
  Whole School Events .................................................................................................................... 18
  Family BBQ .................................................................................................................................. 18
Parent Involvement .......................................................................................................................... 19
  Working Bees ................................................................................................................................. 20
Classroom Support ............................................................................................................................ 20
Sharing your Special Skills/Talents ................................................................................................. 20
Classroom Pets ................................................................................................................................ 20
Library Tech Assistant ..................................................................................................................... 20
Farm Roster ....................................................................................................................................... 21
Administration .................................................................................................................................... 22
  Visitors/Parents/Carers .................................................................................................................... 22
  Late Arrival & Absence from School ............................................................................................ 22
  Lost Property ................................................................................................................................. 22
  Working with Children Check ...................................................................................................... 22
  School Car Park/Safety .................................................................................................................. 22
SunSmart ............................................................................................................................................ 23
NAPLAN Testing ............................................................................................................................... 23
School Photos .................................................................................................................................... 23
On – Going Fundraising .................................................................................................................... 24
  Village School’s Sponsored Students ........................................................................................... 24
  Clothing Sale ................................................................................................................................. 24
Complaint Procedures ....................................................................................................................... 25
Welcome to Village School

Principal's Message

Welcome to Village School.

Thank you for giving us the opportunity to support your child in their education journey. We acknowledge that selecting a school that is right for your child is one of the most important decisions you will make.

Village School is committed to inspiring children to be life-long learners. We therefore strive to ensure that we provide a learning environment that is supportive and encourages children to be resourceful independent learners; and we also respect the fact that childhood is a journey not a race.

Our Mission is to ensure that your child is provided with an excellent education that will assist them in life. Teaching your child to respect themselves, others and the environment is a critical part of their learning and a foundation of our school culture. Fostering your child’s sense of self-worth and self-interests is a key aspect of the school’s philosophy and part of the recipe for a contented future.

Village School supports a differentiated curriculum which provides a variety of teaching approaches and classroom structures. We engage children in a variety of learning experiences. Experiential learning allows children to ‘do’ their learning first hand which makes a much greater impact and gives greater understanding than being told about it. In this way we embrace the fact that children are individuals who have their own interests, learn in unique ways and at different rates to other children. We have an explicit focus on literacy and numeracy as well as providing a supportive environment in which to learn, and make mistakes, in real-life situations. Caring for the farm animals, our Whole School Performance and our Camp activities are just a few examples of the opportunities available to the children.

As a school community we value the contribution of parents and encourage you to work in partnership with the school to support the education and well-being of your children. Your participation is welcomed in a number of avenues; you may wish to join in some activities in the class room, become involved in the school performance, fundraising or working bees (just to name a few) or you may like to consider joining the School Committee of Management or Parents and Friends Association.

It is our privilege to welcome you to Village School. Thank you for taking the time to familiarise yourself with the information contained in this information book.

If we can be of any further assistance please speak with our friendly staff or arrange a meeting with me. We would appreciate the opportunity to share more of our school with you and learn how we can best meet the needs of your child.

Tanya Heine
Principal
Teaching Staff

As well as being principal, Tanya is the Performing Arts specialist. Our Production takes place in Term 3 and she also runs the school’s music program.

Edith teaches the second youngest group and her specialties include Outdoor Ed, archery, Environmental Education and Sustainability, computers, woodwork and crafts.

Laura teaches our youngest group part time and also teaches cooking, cake decorating and other craft activities as options.

Max joined the staff in 2012 having previously been a teacher principal in a small school in the Yarra Valley. He teaches the second oldest group and also runs the environmental programs.

Kari teaches our oldest group part time. As well as general teaching she has a special interest in creative writing and dance education.

Tracy also teaches our oldest group part time. Her interests also include reading, cooking, yoga, movies and dance.

Carmel teaches our youngest group part time. Apart from teaching, her interests include yoga, gardening, walking, reading and friends and family.

Sally is the School’s Teacher/Librarian. Her library program incorporates literature appreciation, research and computer skills and cyber safety.
Learning Support

Leanne works either in the homegroup rooms or in the Learning Support Centre where she provides remedial programs.

Meredith works as classroom support.

Lyndall works as classroom support.

Administration Staff

Vanessa is our Business Manager and also cares for our children in sick bay.

Michelle works part-time in the office as administration support.

Maintenance Staff

Bruce works one day each week maintaining our lawns and doing repairs and maintenance.
The Board

The Committee of Management has been replaced by a Board of Management under a revised constitution that was passed in June 2011.

Photo of the 2014 Board are yet to be published. Members currently appointed to the Board are Kay Newton (Chair), David Cron (Treasurer), Tanya Heine, Vanessa Yates, Edith West and Adua Cipolato.

The Village School Board is an elected representative group of parents and teachers. The Board’s main function is to advise on school policies about whole-school matters and to be involved in the management of school finance, facilities and future directions for the school. It is an advisory body for the school community.

The Principal and Business Manager are jointly responsible to the Board and together with the teaching staff are responsible for setting and implementing the curriculum, writing educational policies, implementing the policies set by Village School Board and managing the school on a daily basis.

The council meets monthly and all parents are most welcome to attend and participate. If you have an item you wish to present or have discussed at the Board meeting, please send correspondence to admin@villageschool.vic.edu.au prior to the meeting for inclusion in the agenda.

The school’s Annual General Meeting (AGM) is held in the middle of the year. This is the time when elections are held to fill vacancies on the Board and the previous year’s activities are reviewed. All parents are encouraged to attend the AGM, to understand the school’s future plans and vote on their preferred representative group. Parents are also encouraged to consider whether they have the skills to participate as a Member of the Board and to nominate to be part of the Board. Please contact the office if you are interested in further information.

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Kay Newton</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>-</td>
</tr>
<tr>
<td>Business Manager</td>
<td>Vanessa Yates</td>
</tr>
<tr>
<td>Parent Liaison</td>
<td>Adua Cipolato</td>
</tr>
<tr>
<td>Principal</td>
<td>Tanya Heine</td>
</tr>
<tr>
<td>Staff Representative</td>
<td>Edith West</td>
</tr>
<tr>
<td>Treasurer</td>
<td>David Cron</td>
</tr>
<tr>
<td>Risk Officer</td>
<td>Bruce West</td>
</tr>
</tbody>
</table>
The Village School Parents and Friends Association (P’n’F) is the voice of the families. It exists to uphold and support the School’s guiding principles by providing general and specific assistance to the School community as a whole, enriching our children’s lives by bringing families together. The charter of the P’n’F is to:

1. Offer support for the welfare and progress of the school community.
2. Encourage family participation within the school community.
3. Facilitate open and structured communication between parents and the school.
4. Assist with community awareness of the school through our social and fundraising events.
5. Raise funds to enhance the educational environment of our student body.
6. Organise social gatherings that encourage involvement of all families in the community life of the school.

Parents with students at the school are automatically members of the P’n’F and are welcome to attend the monthly P’n’F meeting held at the school. We realise that not all parents are available to meet at that time, yet have valuable ideas and support to offer to the school. You can share your ideas and offer your support via email admin@villageschool.vic.edu.au
Communication

Newsletter
The Village School Newsletter – “The Village Green” is published weekly and emailed to parents. Hard copies of the newsletter are available in the office reception area.

The newsletter is used to communicate all school events and to keep parents updated with some of the classroom activities.

Home Groups
Each group teacher will communicate with parents using their preferred method, e.g. email, communication books, face to face, phone call.

Each teacher will hold a Parent Home Group meeting at least once a term. All parents are encouraged to attend the meeting which is usually held at 3.30pm after school. The school has found this to be the preferred time for the majority of parents at the school. In this meeting the teacher will communicate the classroom theme for the term and other activities the students are participating in. This is also a great opportunity for parents to ask questions and have queries addressed.

If you are not able to attend the scheduled home group meeting please contact the teacher for a one on one discussion regarding the topics discussed.

Parent Whole School Meeting
During the year the School will hold, on occasions, Whole School Meetings for the parents. Please make every effort to attend these meetings as this is a time to ask questions, to share planning and for you, as parents, to get to know one another.

Parent Teacher Interviews and Student Reports
Parent Teacher Interviews are held twice a year at the end of term 1 and term 3. Teachers allocate time to discuss with parents their child’s development and to answer parents’ questions.

Student reports are received a short time after the parent teacher interview.
Teachers
Teachers are available to discuss any questions you have about your child. Please be aware that between 8.30am and 9.00am teachers are preparing your child’s activities for the day. After school is a great time to have a quick chat with the teacher. If you feel that a longer discussion is necessary it would be advisable to schedule a suitable time for both yourself and the teacher to ensure effective communication.

Parents
Changes at home outside the school environment can impact a child’s behaviour/learning at school. It is invaluable to communicate these changes to your child’s group teacher, so they can understand and be supportive of your child.

Principal
Tanya has an open door policy, if you need to organise a time to meet with her please ring the office to schedule a suitable time.

Student Whole School Meeting
Student Whole School Meeting is currently held every Wednesday but is subject to change from time to time. Each meeting is run and chaired by two children from the older group. This meeting gives all the children an opportunity to present work that they have been undertaking to the whole school. It is also the forum to discuss school issues and if required, to find resolution to those issues as a group. Parents are very welcome to attend these meetings and watch their child develop presentation and communication skills.
Talented Teachers

The teachers have special skills to share with the students. The children from the 3 older groups participate in a rotation of specialist activities for 3 x 40 minute sessions in one afternoon, covering the topics of Outdoor Education, Visual Art and Performing Arts. All groups have a session with the Library teacher and the students in the youngest group also participate in performing and visual arts.

Outdoor Education – Edith

Outdoor Education covers various topics for example Bush Dancing, skipping, orienteering, initiative games, rope work/knots, fitness trails and fitness training.

For one term each year the skills of and safety considerations for archery are taught during the Outdoor Education rotation. The children use fibreglass arrows and bows, learning to string them with the correct bend, hold them, load the arrows and draw the string back as far as they can before releasing. Their strength and coordination develop during the term so that by the end they enjoy the extra challenge of keeping scores, shooting for apples and popping balloons.

Many children initially find this activity quite physically challenging. Through guided individual and group tuition, opportunities to give it a go at their level and personal determination, most become quite adept and enthusiastic about this sport.

It is great to see the children encourage and begin to assist one another to succeed, celebrating successes as they arrive.

Performing Arts– Tanya

Over the four terms the children have drama, dance/movement and music lessons. The drama workshops lead towards the whole school performance by building up confidence on stage and working on group dynamics and voice production. The whole school performance always has singing; dancing and acting parts to ensure that all the children can take part and develop their particular skills.

After the school performance music lessons resume which involve singing and playing tuned and un-tuned percussion and in the older groups, recorders and pianicas. The emphasis is on developing group ensembles which are often perfected for the end of year Christmas Concert. The children are also encouraged to perform on their own- singing and/or dancing solo or in small groups. There are usually a lot of rehearsals taking place during the lunch hours in term four in readiness for the end of the year.

Environmental Education – Max

All the children spend some time of the week working outdoors in the garden beds, building chicken wire fences, planting, weeding and digging mulch. The animal program also means that there are maintenance jobs and animal care that also involve the children on a daily basis. The school’s wetland environment and proximity to Brushy Creek gives rise to environmental science activities and sustainability education.
Library - Sally
The children are exposed to the joy of literature and have the opportunity to seek out their own interest in the vast selection of books that we have in the library. The children are also taught the skill of researching and sourcing answers to their own questions/projects, through books and the school intranet.

Thursday Afternoon Options
The teachers and some volunteer parents also offer a variety of activities for the children on Thursday afternoons. Usually the children get their first choice of option and if not we try to remedy that in the following term. The choices vary each term but some of the activities have been: archery, art, ceramics, mosaics, cooking, knitting, karate, voice training, instrumental groups, library, gemstones, spinning and creative writing.
Rotational Sport Activities

Each group will spend their Wednesday afternoon involved in one of the activities listed below. They will have a chance to experience all these activities within the year as they rotate to a new pursuit at the beginning of each term.

FreeForm Life-Skills
FreeForm Life-Skills Programs are engaging physical and creative challenges based on the principles of FreeForm Martial-Arts. They are not only great fun but they also teach students to be creative, confident, resourceful and to take initiative.

Gymnastics
The children travel by hire bus to Glitz Gymnastics in Lilydale. A qualified coach takes the children through developmentally appropriate gymnastic activities. The younger children will need to supply a booster seat on the day to travel in the bus.

Horse Riding – Equestrian Program
This program is run by Marie from ‘Shetlands for all Occasions’. The children are paired for riding lessons. They are not only taught to ride but to care for the horses and one another, to check if the equipment is put on correctly, to lead the horse until their partner is ready to go it alone, to notice indications of the horse’s health, to watch out for things that might alarm the pony and cause danger to the rider and to be responsible for themselves and their partners.

Sports Skills
In this session the class learns team sport skills and are then given the opportunity to play a game as well. The relevant sport varies according to the age of the children. For example the children in the oldest group may learn the skills and rules of volleyball and the preps may have ball handling games.

Language Other than English (LOTE)

In order to function fully and successfully in the modern world it is important to expose children to the realisation that languages other than English are spoken in the Australian community as well as around the globe. Given an increasingly global society and Australia’s growing diversity, it is essential that children have sufficient understanding of languages and different ways of living to be able to successfully move between cultures and people. We have chosen to study AUSLAN as the main focus of our LOTE, as this emphasises the fact that many people in our immediate and wider environment need to communicate in a different way to us. It consolidates our acceptance that many people are different and that those differences are just that.
Extra Curricula Activities

The school has external teachers offering the following activities at the school. Further details can be obtained by contacting the respective teacher directly.

Drum Lessons
All students at The Village have an opportunity to learn the drums. Lessons are held privately at the school every week and each lesson runs for a half hour lesson.
For further information and expression of interest, please contact David on david@ruberto.info

Guitar Lessons
All students at The Village have an opportunity to learn the guitar.
Lessons are held each week. The children will be taught in pairs for 30 minutes each lesson. Each child will be paired with someone of similar level. At present the classes are for half an hour.
Lessons will begin after morning meeting and continue throughout the school day. All students will require their own guitar, as well as plectrums (picks), and a capo every time. Lesson sheets are provided at lessons.
For further information and expression of interest, please call Priscilla Stevens on 0425 731 508.

Piano Lessons
All students at Village School have an opportunity to learn to play the piano.
Lessons are held privately at the school every week and they run for a half hour.
For further information and expressions of interest, please call David Bremner on 9726 6481

Equestrian Team
Marie from ‘Shetlands for all Occasions’ teaches horse riding and how to care for the horses on Wednesdays at lunchtime and after school on Wednesdays and Thursdays. To obtain more details please contact her on 0407 880 546.

Parent Choir
Tanya leads a choir group which encompasses current parents and past parents of Village School. If you are interested in joining this group please contact Tanya.
School Camps/Sleepovers

Camps provide an ideal situation for children to grow in independence and self-reliance, in a supportive and exciting environment that offers experiences beyond those offered at school or in the home.

Camps allow growth points for life skills such as planning a trip, packing and unpacking, personal hygiene and developing a responsibility for themselves and others.

At the end of term two we hold our annual school sleepover. The children enjoy a sausage sizzle and disco in the evening and an age appropriate movie, before lights out and sleep. For the younger students, parents are welcome to stay at the school in another room to ensure a child feels safe.

Early in third term performance camp is held at Camp Oasis in Mt Evelyn www.oasis.asn.au. This is a three day two night camp, where children rehearse for the annual performance as well as enjoying the fun activities the camp offers. The camp is close by so that the younger children can be picked up in the evening or parents can drop in to say hello or goodnight.

Whole school camp is held early in fourth term, the week before cup day. Tidal River and Portsea are examples of the areas we visit. Children are transported to the camp via coach on Monday morning and return via coach Friday afternoon. We always seek parent volunteers for this camp, so please keep this in mind if you are able to assist. If parents of the younger children feel that their child may find a week-long camp too much, we recommend parents bring their child to the camp on the Wednesday, so that they can return via coach with the rest of the children. Some young children may not wish to attend this Camp at all, and that is OK.

We require parents to be on-call and prepared to pick up their child, if necessary. It is important for the children that the camps are a positive experience.
Whole School Performance

Term 3 at Village School is called the performance term. Village School believes that the whole school performance is an important part of the curriculum that combines various key learning areas in a highly satisfying, holistic and meaningful experience.

Every child at the school has a part in the play. The learning and personal growth experienced in the performance term is double that during the rest of the year. The confidence and self-esteem that the children gain are key factors necessary for success in every area of life. But it is the cooperation skills that they develop, as well as the sense of group purpose outside of their own immediate personal needs and desires that is the real character building factor. Not only do the children learn all facets of drama, such as acting, singing and dance, other areas of learning are integrated into the creation of the production. The older children have the responsibility of calculating the ticket price. The children design and create the advertising posters, tickets and props. The richness of the language in plays increases vocabulary knowledge and understanding. It also flows over into the children's creative writing.

Whole School Performance is a natural reinforcement of our daily meetings and weekly whole school meetings. We focus on empowering the children to speak up in front of others, run meetings for each other and enjoy impromptu entertainments amongst themselves and for the parent body.

We believe that performance is a valuable teaching practice: it develops academic and personal skills and it consolidates knowledge into a meaningful experience. It helps children retain facts that might otherwise be forgotten. Most of all, performing is fun! When school is fun, the child is motivated and engaged and learning becomes an 'effortless by-product'.

This is also a time when the school really appreciates parents’ support in making costumes and props. If you can lend a hand please contact the school.
End of Year Performance & Graduation

In the last term of each year we hold an evening where the children perform in groups and/or individually. It is a time for students who study particular instruments to perform as well as the home group. There is also a special performance or presentation from the graduating year six students.

School Community

*It takes a Village to raise a child but it won’t work if you never spend time getting to know the people who live there.*” –Barefoot Magazine

Whole School Events

The school encourages parents to support one another through their parenthood journey. The school runs a number of Whole School Events throughout the year to encourage parents and children to socialise with each other and to share their experiences. We encourage parents to seek assistance not only from the teaching staff but also other parents. We appreciate both new and existing parents attending these functions so that parents can get to know who lives in their Village!

A variety of events are held during the evenings and sometimes during school hours. The last few years the school has celebrated Harmony day where parents come and share lunch with the students bringing dishes from different parts of the world. Then the afternoon is spent playing different games with the children.

Some of the other evening events that the school has enjoyed were Bush Dances, Greek Night and Wine tasting.

Family BBQ

Very early in first term and in the last term the school holds a family BBQ. The aim of the BBQ is to bring the school community together, so that new parents to the school can get to know the existing parent community. Come along and meet your fellow Villagers.
Parent Involvement

We have known for a long time that children benefit from parents becoming involved in their schooling. That is why “Welcoming Parents” forms part of our school philosophy. Modern research is now supporting our long held belief:

Benefits of parent involvement

For children

- Children perform better at school when their parents are involved in their education.
- Children settle better into school programs when parents are involved.
- Children feel valued and important when their parents take an interest in their lives.
- Children observe and learn positive interactions through watching others interact.

For parents

- Involvement gives parents the opportunity to discuss their child’s interests with staff and have some input into the program.
- Parents who are familiar with a program feel more comfortable about raising concerns and negotiating solutions with staff.
- Positive partnerships with staff can relieve parent stress.

There are many ways that you can become an involved parent at Village School and we appreciate your support. If you would like any more information on the activities below please contact the office.

- Working Bees
- Classroom Support
- Representative on Village School Board or helping on specific projects
- Representative on Parents and Friends Association
- Horse Riding Support
- Classroom Support
- Special Lunch Duty
- Whole School Performance Involvement
- Whole School Event contribution
- Movement for Learning Facilitator
- Warrandyte Festival Coordinator
- Library Tech Assistant
- Performance Camp Assistant
- Annual Whole School Camp Parent/Carer Support
- Excursion Parent/Carer Helper
- Village Green Editor
- School Tour Host
- Fundraiser Coordinator
- Holiday and/or Weekend Minding of Class Animals
- Being on the Farm Roster to feed our animals
- PMP (Perceptual Motor Program – Prep
- Options
Working Bees

- Working bees are held with the aim of maintaining and developing the school grounds and facilities, taking into consideration that this is the outdoor environment that our children spend most of their time in.
- During the summer months we have a couple of twilight working bees which start immediately after school so that we can take advantage of the long evenings. Others later in the year are held on a Saturday or Sunday.
- The whole family is welcome and food is provided!
- We do have tools available for use, but we always appreciate a few more from home to share around.
- Please remember to supervise your children and ensure bike helmets are worn at all times when riding.
- We charge a Working Bee Levy each year which will be reimbursed when families attend two working bees.

Classroom Support

Parents are also valued as welcome helpers in the classroom and this is a very important role at the school. Often the teachers run rotational activities, which entails breaking the group into smaller groups. This often requires parent assistance to supervise an activity, e.g. cooking. This ensures each child obtains further individual focus. There are many other ways that you can help in the classroom, e.g. listening to the children read. Please speak to your child’s home group teacher if you would like to be involved either from time to time or on a regular basis in a specific timeslot. You must have a current Working With Children Check to assist.

Sharing your Special Skills/Talents

Parents with particular skills are also invited to talk to staff about how they can contribute. Past examples of parents sharing their knowledge have included computer technology, astronomy, knitting, cooking and gardening.

Classroom Pets

The classroom pets – a lizard, guinea pigs and a turtle require homes over the holidays and some require weekend homes.

Library Tech Assistant

Our Librarian works part time at the school and appreciates the support of parents in keeping the library tidy by ensuring that returned books are shelved in the appropriate place in the library. Covering books is another way that parents could assist.
Farm Roster

The Village Farm is an essential part of the school's social development program. The children are responsible for the care and well-being of the farm animals and their enclosure. This encourages organisational skills, time management, team effort and observational skills. Handling animals also means confronting fears and learning strategies for success; this leads to the development of self-reliance and self-respect.

Continued care for these animals is required over the weekends and school holidays. A Farm Roster is established at the start of the year which involves feeding and checking on the animals each afternoon. This is just another way children can show you what they are learning at school.
Visitors/Parents/Carers

All visitors to our school are required to “sign in” and “sign out” through the register located in the Office. We ask that parents/carers who are participating or assisting with an activity or meeting at the school also observe this requirement.

Late Arrival & Absence from School

Please inform Vanessa or Michelle in the office if your child will be late or absent for the day by 9 am. This information will be passed on to your child’s teacher.

There are some infectious illnesses which mean a child must be kept at home, and the principal should be informed. You will find these illnesses and the exclusion period listed on [www.health.vic.gov.au/ideas/regulations/phw_regs/exclusiontable](http://www.health.vic.gov.au/ideas/regulations/phw_regs/exclusiontable)

Lost Property

Please label children’s belongings and clothing as items will be returned to them if they have a name. All unnamed belongings found around the school are placed in a tub in the gazebo. At the end of each term any items remaining are donated to a local charity.

Working with Children Check

For the safety of all children, the school is required to ensure that all parents who are involved in any of the children’s activities, e.g. assisting in the classroom, school excursions and camps etc. must have a Working With Children Check. Please go to [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au) to apply.

Once you have received your Working with Children Card would you please present it to Vanessa in the office, so that your name can be added to our register.

School Car Park/Safety

To ensure that we keep all people safe in the school grounds, cars are to travel at walking pace and to reverse park in the school car park. Children are to remain within the gazebo area until a parent/carer arrives to accompany them across the car park.

Special Lunches

Special lunches are provided once a week throughout the term except when the children are on camp or an excursion or it is the first week of term. We have some wonderful parents who volunteer their time to cook these lunches each Thursday. The weekly menu is provided in the newsletter. School provides the cutlery and crockery needed to eat lunch which are a different colour for each group. These are kept in a special container.

The lunches are $4.00 each or $3.50 each if you choose to pay for the term in advance. If you wish to pay for the whole term the money must be paid at the office prior to the first special lunch for the term. If you are paying week by week as required, the children keep the money (perhaps in an envelope) and hand it to the students from Kari & Tracy’s group who visit the classroom and collect it prior to lunchtime.
SunSmart

It is school policy for all children and teachers to wear hats in Term 1 and 4 when outdoors. We ask parents to help support this policy by also wearing a hat when assisting at school during these times. **We realise that not all parents wish their children to use sun screen and request your permission before applying it.**

NAPLAN Testing

The National Assessment Program — Literacy and Numeracy (NAPLAN) tests are held for all students in Years 3, 5, 7 and 9 in Australia. Students are assessed on the same test items in the domains of Reading, Writing, Language Conventions (Spelling, Grammar and Punctuation) and Numeracy. Before 2008, students had undertaken different tests in each state and territory.

Village School is obliged – as are all schools – to conduct the NAPLAN tests each year.

Schools, in conjunction with parents, are allowed to exempt students with learning difficulties and students who have been learning English for less than one year. Parents are allowed to withdraw their children from the testing for specific reasons such as philosophical objections to the testing.

Students who are withdrawn are classified as being absent from the testing.

Any parents wishing to exempt or withdraw their child/ren from the testing should see Tanya to arrange that.

School Photos

You will be informed via the school newsletter as to which day the photographer will be at the school taking the children’s photos. The photographers visit for the day and take group photos, whole school photos, an individual studio portrait, sibling’s studio portraits and friendship groups are also available.
Village School’s Sponsored Students
From time to time the school gets involved in fund raising for a particular charity. This often comes from the children with things such as World Vision, the RSPCA or Guide Dogs. However a few years ago in response to some information from our horse riding teacher we decided to adopt a permanent charity as well.

Roxanne and Rinky are two girls in an orphanage in Kalimpong, India. We regularly receive news and sometimes letters from the girls themselves and we are encouraging some of our students to correspond back to them. Village School has committed to supplying funds for their education each year.

Each year Village children choose different ways of raising the money with such things as second hand bookstalls, selling cakes or having different and interesting days where they bring a gold coin donation. In 2014 we had a fun run which as well as raising money also promoted fitness.

Clothing Sale
Approximately once a term a children’s clothing sale is held in the gazebo. We encourage parents to donate their children’s outgrown clothes to the school, which we then sell at very cheap prizes to the rest of the community. Prices start at 50 cents.

The clothes that are not sold are then donated to charity. This is a great way to support the school and to support sustainability.
Complaint Procedures

In the situation where a child has a complaint against another child they are encouraged to speak directly to that person and attempt to deal with it. In the case of a young child or in a situation where emotions are high the child is expected to get the help of a teacher to assist them in resolving the issue and coming to a resolution that is acceptable to all.

Children receive modelling from teachers as to the best way to pose questions in a way that is not confronting and will receive the best response from the other person. They are shown how to uncover and understand the reasons behind their own actions and that of the other person/s. In the case of disputed facts/impressions other students will be called on to give their first hand observations. At times, 'witness statements' may need to be taken in order to facilitate a mutually acceptable outcome.

Where a child has a complaint against a teacher they are again encouraged to take that complaint to the teacher in question but it is understood that they may need support from a friend or another teacher in order to do this. Again they are encouraged to explain their feelings and understandings and to ask questions to clarify the situation. A mutually satisfactory resolution must be reached to allow relationships to be restored. Again other students might be needed to give their insights and another teacher, or student, independent of the situation might be needed to be an impartial Chair.

If a parent has a complaint against a teacher s/he is expected to take the complaint directly to the teacher concerned and discuss calmly. If this discussion is not fruitful the complaint must be taken to the Principal where a meeting will be held and minutes taken. If this meeting does not reach an acceptable resolution the Chair of Village School Board will be called on to read the minutes and chair a further meeting. If this meeting does not conclude to the satisfaction of all parties then help will be sought from ISV as independent mediators.

At no time will either party in any of the above situations be victimised or discriminated against and all parties to the dispute will be heard fairly and awarded equal time. In the situation where facts are disputed every effort will be made to substantiate claims of facts and actions by interviewing witnesses or other persons who are aware of the situation first hand. All persons will be given reasonable time to prepare for the meetings and extra time will be awarded if requested.