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WELCOME

ABOUT THIS BOOK:

The information contained in this booklet has been prepared to assist you in coming to know our school and to assist the smooth transition of your child/ren and your family into school life at Albert St.

Please feel free to come along to the school at any time to ask questions or to seek information if there is something you are unsure about.

It is suggested you keep this handbook in an accessible location for ease of reference and that you insert any follow-up information/policies which is distributed by the school from time to time.

Handy Suggestion:

Some families keep this booklet in a library pamphlet box (or similar) and then progressively add any notices from the school such as calendars/newsletters/excursion and camp notices/canteen price list etc. for ease of access and convenience.
ALBERT STREET PRIMARY SCHOOL IS:

- Part of Moe’s long history – established in April 1879
- A school with a long tradition of excellent teaching and in caring for the needs of all children and their families.
- A school which successfully combines the best of the old with the best of the new.
- A school where respect and consideration of other people and their property is of prime importance.
- A school where community involvement is actively encouraged.

MISSION STATEMENT

Albert St Primary School strives for excellence by:

- Providing an atmosphere based on mutual respect, which fosters a creative, safe and caring environment for all.
- Encouraging parents, staff and children to participate in decision making relating to policy and practice.
- Delivering a curriculum that encourages an enthusiasm for learning and teaching and catering for the development of each individual.
- Providing an opportunity for parents, staff and the community to participate in enhancing the education of our children.
FROM THE PRINCIPAL

Dear Parent/Guardian,

Staff and School Council take pleasure in welcoming you and your child/ren to our school and trust your association during your time with us will be rewarding and happy.

This booklet provides you with an overview of many of our policies and practices but it is by no means fully comprehensive of all that we strive to do and accomplish.

In addition to this booklet, your eldest child at school will have the responsibility for bringing home the school newsletter once a week. This newsletter is our chief means of communicating with you and should you not receive your copy please don’t hesitate to contact us immediately.

As well as the school newsletter, many class teachers send home their own newsletter giving you information about that particular class.

Please be on the lookout for any notices sent home from school as it could be possible you will miss some key dates and events and be disappointed.

The school assembly is held each Monday and we are pleased to see a large group of parents and family attend these meetings which try to focus on recognising the many achievements of our students.

From time to time you may experience some concerns. Hopefully you will feel comfortable in approaching either the classroom teacher and/or the school administration to help you clarify these matters.

As the parent/guardian you are in the best position to assist us in educating your child/ren. You know your child. By your support of the school and by being willing to share concerns and issues we at the school will be better placed to respond to the needs of your child. We see this as a true partnership.

Likewise, we will get to know your child exceedingly well and in a very different context to the home and we will certainly take the opportunity to share our concerns with you should there be a need.

I sincerely thank you for considering our school as the place for your child and we look forward to accepting the responsibility for making the association a successful one.

Yours faithfully,

Principal
WHY YOUR CHILD SHOULD ATTEND ALBERT ST.

Our school has a comprehensive curriculum in the eight key learning areas based on the Curriculum Standards Framework (CSF) developed by the Department of Education.

As well, Albert St has a clearly articulated mission statement which outlines our major philosophical direction. It forms the basis of our daily operation and decision making.

Our school charter is a three-year blueprint of our goals and targets coupled with our major strategies for successfully attaining our desired outcomes. These cover areas including:

- Curriculum
- Environment
- Management
- Learning and Teaching

Our teaching staff are dedicated and committed to providing an atmosphere which fosters an engaging learning environment.

School Council, Staff and the principal have a proven commitment to the on-going success of the school and to involving parents in the decision-making process.

The school prides itself on being a happy and secure environment for children and their families where parental involvement is encouraged at all levels and communication is the key to understanding and success.

The school dates back to 1879 and has a long history of providing quality education to Moe. It is continually striving to maintain the highest level of resources and over recent years has developed the following features:

- Instrumental program
- Information technology
- Safe and attractive surrounds
- Effective student welfare and management
- Science as a strong focus
- On-going commitment to high achievements in numeracy and literacy
- Strategies to cater for individual achievements at the advanced and lower spectrum

You are more than welcome to visit our school at any time. We are confident you will find us a school which can suitably meet the needs of your child.
A BRIEF HISTORY

The township of Moe was an important coaching stop in 1849 where passengers rested and fresh horses and drivers were prepared for the rest of the journey over the Haunted Hills. It was in 1879 that Inspector Hepburn recommended the establishment of a school for the inhabitants of Moe. School No. 2142 was officially opened on May 20th, 1879 in an unlined and unheated building somewhere near the south-east corner of Anzac St and the Princes Highway – possibly the site now occupied by Leunig and farmer, Optometrists.

This building for the school was a barn owned by Dr. George Moore and was leased to the Education Department for a rental of 15 pounds ($30) a year.

The first teacher (three months) was Miss Annie Atkin who was a girl of 18 and she was followed by Mrs Zena Rintoull who was married to John Rintoull, a Morwell blacksmith.

A new site was found in 1887 in the area of the now Infant Welfare Centre and a portable school and residence of two rooms established on the site. The railway township was growing rapidly and Miss Waldron, the Head Teacher, even asked for a tent to accommodate the growing number of children.

Following another move in 1924 to a site near the corner of Anzac and Albert St, (opposite Safeway), a residence of four rooms erected. The school name was changed from Moe Railway Station in 1894 to Moe Primary School.

In 1911 the present site of Albert St was acquired as a school recreation area and in 1925 the entire school building was moved from Anzac St to the current site by bullock team. To achieve this feat, the school was detached from the Head teacher’s residence.

Following the destruction of this building a new four-roomed brick building was erected in 1926 but until the new school was built classes were held in church halls and the mechanics institute and it is common belief that when court was in session once per month, the children had a holiday.

Army huts soon arrived in the grounds to ease overcrowding, and in the early 60’s classes of 45 children were taught in these
huts but later the rooms were used as the art room and finally removed some years later.

Hollydale Primary School, a disused rural school, was purchased by the school committee in 1965 and relocated to the Albert St site and used as the school library until 1989 when the new library was erected.

In 1979 a large double room was shifted from the Yallourn Primary School when the town was closed and this was used as the multi-purpose room until 1991-2. This is now room 10 as is a general classroom.

In early 1982 the staffroom was so crowded when the staff increased to 19 that a portable building was provided (Life Skills room) and in the same year a second portable was provided to serve as the school office.

Since that time there have been many other significant building developments. Principally, the master planning in 1989 which led to the redevelopment of the brick building from general purpose classrooms to the administration, staff and library facility as we know it today. 1997 saw the provision of our art room and multi-purpose room which has greatly enhanced the operation of the school.
ABSENCES

Parents who have a child who has been absent from school MUST, by law, provide a reason in writing for the absence from school. This should be done as soon as the child returns to school. In some cases it is appropriate for parents to contact the school by phone if the absence is to be prolonged and the child has not yet returned to school.

Your support in this area would be greatly appreciated as it allows the teacher to become more aware of the exact status of the child and will mean we won’t need to contact you at some stage to follow-up the absence.

Schools must retain all absence notes for a period of seven years.

BANK DAY

The school provides the opportunity for children to bank. This is either with the Commonwealth Bank.

Bank Day is Tuesday

Money should be enclosed in the appropriate cover and handed to the class teacher first thing in the morning.

BOOK CLUB

Ashton Scholastic offers many new and interesting books approximately six times throughout the year. Each pupil is provided with information on selected titles appropriate for each age level.

Orders with the correct money are to be sent back to the class teacher in a sealed and named envelope by the due date.

Books will be distributed when they are delivered to the school a few weeks later.

The library also benefits from these purchases by being allocated bonus points for each dollar spent. These points can be redeemed by the school on books for the library.
BICYCLE PROCEDURES AND RULES

We discourage children below grade 3 from riding bikes to school.

There is sufficient evidence to suggest children at this age level are not able to adequately discriminate distances and speed and that their peripheral vision is underdeveloped. However, at this stage it still remains a parent’s choice and the responsibility is yours.

If your child does ride to school then please acquaint them fully with the appropriate road rules. Even ride to school with them and familiarise them and yourself with the potential dangers at this busy time of day (it’s not quite the same on a quiet weekend afternoon).

You will need to ensure their bike is fully roadworthy - this can help prevent serious accidents.

The wearing of helmets is compulsory. A child who does not wear a helmet will not be permitted to use the school bike shed.

It is recommended children be equipped with bright clothing and if possible have flag for their bike. Motorists do find it difficult to see children amongst the traffic and sometimes the children are unpredictable.

Children bring their bikes to school at their own risk. All bikes will be housed in the school bike compound but children are advised to still provide their own security chain as well.

UNDER NO CIRCUMSTANCE will the school be held responsible for loss, damage or tampering.

CHILDREN MUST NOT RIDE IN THE GROUNDS.
Children who do ride in the grounds will be ineligible to ride their bike to school for a period at the discretion of the principal.

Common faults found in bikes ridden by students include: faulty or no brakes/ loose handlebars/ loose seat/ loose chain/ bald tyres etc. Each of these can contribute to a serious accident and/or death. PLEASE check your child’s bike regularly and provide adequate maintenance.
BUS TRAVELLERS

The school has one bus that stops in Kirk Street.

There are strict eligibility criteria that applies the chief one being living outside 4.8 km from this school.

Should it be necessary for your child to travel by bus, a form needs to be completed at the school. ONLY authorised persons may travel on the bus. Bus passes will be issued to eligible travelers.

Children who wish to visit with friends MUST GAIN PERMISSION FROM THE PRINCIPAL. The ability to travel on the school bus to visit friends is a privilege which may be extended to children if there is sufficient room and/or at the discretion of the Principal/bus coordinator. Requests for children to travel on the bus in this capacity should be made with the principal/bus coordinator at least the day before.

At the close of the school day all bus travelers must assemble in the designated area for supervision until the bus arrives. The teacher on duty MUST check names.

Under no circumstance should any child leave the designated area prior to the bus stopping and being directed by the supervising teacher to alight the bus.

NOTE: There is an expected code of behaviour for bus travellers. Failure to comply may result in suspension from the service. Student safety and driver concentration are of paramount importance.

DETENTION

The school operates a system of detention (different for P-2 than 3-6) which focuses on misdemeanours relating to playground offences such as bullying/teasing and harassment.

Under the school discipline code, children could be asked to remain after school for up to 30 minutes or have a recess/luncheon detention period. In such circumstances parents receive either a written communication that comes home with the student. This is in accordance with Department of Education regulations. Detentions such as the above are consequences imposed for certain breaches of the school code of conduct.
DRESS CODE

The school has a school uniform policy developed by school council. Most of the recommended school uniform is available through the school office - there are also second-hand uniforms available. A copy of the uniform policy and price list are available through the school office.

Basically the uniform consists of mixing/matching our green/yellow/black items. A hat is compulsory in terms 1 and 4 at all times.

At times the school will take steps to actively encourage students and parents to adhere to the uniform policy.

It is expected children will come to school dressed for the weather and are neat and clean. Thongs are not permitted. Footwear must he suitable and safe to enable children to run, climb, balance etc. and to participate fully in physical education.

NO JEWELLERY. Rings, bracelets, earrings have been known to catch on items of clothing and tree branches with some serious consequences to children. As well, they can inflict harm on other children during games.

All children require an art smock. The school takes no responsibility for damage to clothing because children have been working on activities using paint, glue etc.

It is now school policy for all children to wear a hat every day during terms 1 and 4. No hat, children will play in a designated shaded area.
EMERGENCY INFORMATION

The school maintains emergency information for each child.

PLEASE MAKE SURE YOU NOTIFY THE SCHOOL IMMEDIATELY OF CHANGES RELATING TO
- the health of your child
- any changes to medical data
- changes to address, telephone and emergency contact numbers.

ASTHMA

If your child suffers from asthma then a separate form MUST be completed upon enrolment providing full details of degree of severity, treatment and medication to be used.

The school MUST BE INFORMED of any allergies or problems which may endanger the life or well being of your child.

This includes matters to do with issues such as custody and access.

EXCURSIONS & CAMPS

The school has a policy covering camping and outdoor education. During the year children from grades 3 - 6 attend camps. Costs of camps are kept to a minimum and parents are provided ample notice to enable a choice of ‘paying off the camp prior to the children attending. Camps generally have a non-refundable component (unless a medical is provided or the child transfers to another school).

Throughout the year teachers organise a number of excursions and activities for which payment is required. These are curriculum related and activities are undertaken in the classroom before and after the event. As well, staff may arrange excursions which support the social interaction of children or form part of a class ‘reward’ for work undertaken during a term.

On occasion, children may be taken from the school ground for walks to local areas without parents being previously informed and a permission form required.
FUNDRAISING

Annual fund-raising efforts by School Council provide much needed funds to support the range of curriculum programs offered by the school. Monies raised helps add to our classroom resources, materials for special programs (library/information technology) and provides for ongoing improvement to facilities not funded by the Education Department.

You are urged to support these efforts that are managed by our parents to support all children in the school.

FEES

It is unfortunate that even with bulk buying, sharing and careful management that the amount of money we receive from the Government does not meet the full cost of the books, materials and resources we provide. As a consequence, each year the School Council sets a fee which is payable by all children at the school. School Council tries to keep these as low as possible and therefore hopes our families can actively support our fund-raising activities.

GRADE ALLOCATION

Each year staff discuss issues relating to the placement of students into grades for the following year. These issues involve such things as, the number of children at each year level; the number of rooms available; the number of specialist teachers compared to the number of class teachers; the gender balance at each year level; the social, emotional, academic and behavioural composition of groupings; friendship groupings etc.

It is not an easy task. Groups of teachers spend quite a number of weeks trying to develop a harmonious well-balanced group, which as far as possible has an even balance of the factors, listed above. Whilst parents are able to make suggestions to the principal their input is considered with the above elements. The final decision is made by staff and the Principal following a review of the aspects listed above. Decisions are made in the best interests of children based upon our careful, professional consideration.
**LATE COMERS**

Latecomers to class present a very real disruption not only to their own learning but to the learning of others.

Latecomers will not be permitted to enter class until they have presented at the school office and registered their arrival and receive a classroom pass.

The school may, at times impose a penalty on regular offenders as they do disrupt the teaching and learning program.

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**LOST PROPERTY**

All personal belongings and items of clothing should be labeled. Lost property is placed into our lost property bin and every effort is made to locate the owners - this being far easier if items are labeled.

Several times during each term items are displayed for children to see if they can locate their property.

At the close of each term any clothing remaining which has no name is either donated to a local charity and/or recycled to our second hand shop.

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**LICE**

From time to time the issue of head lice occurs. The school has a policy of checking students and informing affected parents.

Infestation of lice will necessitate the involvement of the City of Latrobe.

Upon return to the school students MUST be checked by the principal and/or delegate before returning to class.
LUNCHES

Children eat their lunch in their classroom under teacher supervision from 1.45 to 1.55 or outside under teacher supervision. We do not permit children to leave the grounds. The roads are extremely busy and the school crossing is not supervised during the lunch break.

If parents wish their children to leave the grounds for any reason then the school requires a note.

If your child brings lunch to school please ensure lunch boxes are labeled.

GLASS CONTAINERS ARE NOT PERMITTED.

It is a good idea to wrap play lunch separately. Our school operates a canteen on a daily/volunteer basis, when volunteer numbers permit. When ordering lunch please write your child’s name on the front of the bag/envelope, with the correct room number and seal the money inside. Lunch bags are available from the office for a small cost.

MEDICATION

No student is permitted to be in charge of their own medication other than ventolin inhalers or similar.

All medication MUST be presented to the school first aid officer upon completion of the appropriate paperwork by the parent/guardian and discussed.

All student medication is kept in a locked cupboard and administered according to the written instructions of the parent/guardian.

*No member of staff will administer any medication without the written instructions of the parent/guardian and the completion of the papers as outlined above.*
**MONEY**

Our children often have to bring money to school for excursions, activities etc. We sell printed envelopes through the school office for this purpose for a small cost.

**All monies must be paid to the classroom teacher.**

The school has a cut off period for receiving money for excursions and events – usually two days prior to the activity.

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**NEWSLETTER**

The weekly newsletter is our chief means of communication and advises parents and the school community on matters relating to school routine, camps, excursions, special events and matters of general interest.

It is normally distributed to the eldest child on a Thursday.

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**PRIVACY**

The school operates under strict privacy guidelines and a copy of the policy is available upon request.

It is imperative that parents/guardians appreciate that when working in the school they too are covered by the same guidelines and considered to be ‘staff’ of the school under legislative requirements. The privacy and confidentiality of matters pertaining to staff and students must be maintained.

There are serious legal consequences for breaches of the act.
PUPIL REPORTS

Pupil progress reports are provided at least twice per year in either a verbal or written form. We urge parents to maintain a close contact with the class teacher in order to have a more comprehensive view of their child’s development.

Please feel free to speak to the class teacher at any time to make an appropriate time for an appointment. Teachers will communicate with you, the parent, regarding any serious concerns they may have.

PARENTS VISITING THE SCHOOL

Parents are welcome to visit the school at any time.

However, should you wish to discuss matters with the classroom teacher please be mindful of the fact that it is not always convenient for a teacher first thing in the morning when they have preparation to attend to and/or children to teach/supervise.

If you believe you may require some time, please see the teacher and make a convenient time to meet. Teachers do have an amount of time each week when they are free from direct teaching duties.

PETS AND TOYS

Family pets should not be brought to school nor be allowed to follow children.

Although we do attempt to find owners if pets can be identified sometimes they become pests at school and we have no choice other than to ring the Ranger to regretfully have the animal removed.
RELIGIOUS EDUCATION

The Council for Christian Education offers a non-denominational course for all children depending upon the availability of instructors.

We hope all children will take the opportunity to participate in these sessions.

SAFETY

A. Picking up/dropping off children.

Please do this with the safety of children uppermost in your mind. Watch where you park. It is dangerous for children to run across the road from between parked cars.

DO NOT PARK IN INAPPROPRIATE AREAS OR PARK IN THE SCHOOL GROUNDS WITHOUT APPROVAL FROM THE PRINCIPAL.

B. School crossings are provided for the safety of your child and are supervised only before and after school.

C. Children are not permitted to leave our grounds at any time without a permission note.

D. We have a school policy of children visiting the toilet. During class time children must go with another child (buddy) who waits outside the toilet to ensure the other student is safe.

E. The school promotes personal safety/protective behaviours.

F. Children who are to be collected early from school need to be signed out by parents by visiting the school office and completing the necessary paperwork. This ensures the school administrations knows where students are and assists with our emergency management plan.

PLEASE refrain from parking in the bus zone in Kirk St. Not only may you receive a fine but when buses return from excursions they are forced to park out wide to allow students to disembark and this presents a very real safety issue.
SCHOOL CLOSURE DAYS

In addition to the term holidays and public holidays the school does close on other occasions.

The Department of Education permits schools to close for a number of professional development days and report days. In addition, School Council is able to approve one School Closure Day.

SCHOOL COUNCIL

The school Council is elected annually and consists of a majority of parents plus several staff. Council is the body responsible for establishing school policy and overseeing several areas eg. Finance, facilities, and resources, curriculum.

It meets on a monthly basis and parents are welcome to attend. Elections are on an annual basis.

SCHOOL BAGS

The school has sturdy bags in school colours available through the office. They are available in three sizes and can be used as either a hand carry or backpack style.
SLIP, SLOP, SLAP

Parents need to be aware that children do spend many hours outside during a school week - anything up to 10 hours per week.

In fitting with this well advertised program we encourage parents to ensure their child always brings a hat to school and wears appropriate clothing and, if appropriate, sunblock. Even on hot days children will participate in PE, but they do need to be dressed appropriately. Albert Street does have a legionnaire cap and broad-brimmed hat in school colours available through the school office.

It is also suggested that approved sunglasses are worn by students (and labelled) to protect the eyes from the harmful rays.

SCHOOL MEDICAL SERVICE

The School Medical Staff visit the school to conduct checks on children at specific grade levels on an annual basis. Parents receive notification regarding this service.

SCHOOL DISCIPLINE

The school has developed a comprehensive student management program. It is based on the recognition and rewarding of appropriate behaviour. It is also based on clearly defined classroom/school rules and logical consequences.

A detention system operates where infringements for bullying, name-calling, teasing and harassment have been exhibited and parents are informed.

The rules have been developed with the safety and learning environment for your child as our major concern.
SICK OR INJURED CHILDREN

Please make sure you have completed all particulars on the enrolment and emergency card that is held at the school. When a change in occupation, address, telephone etc. please inform the school.

A SICK OR INJURED CHILD IS BEST KEPT AT HOME

We often have children sent to school who are too ill to cope with work in the classroom. We are not equipped to adequately cater for these children so you will be contacted immediately to take them home where they can be properly cared for. Children who become ill at school are placed in our sick bay. We then have to make a decision on whether to contact the parents or not. Often children recover and are returned to class. When children appear too ill, parents are contacted.

In some cases we must take children to the clinic or call an ambulance for a diagnosis or treatment. This cost is borne by the parents.

*It is advisable for parents to have their own ambulance cover, as the school will not hesitate to call an ambulance should it be deemed necessary.*

TIMES

School commences at 8.45 am.

Children are permitted into the buildings at 8.35 am when a ‘bag’ bell is sounded.

Normal dismissal time is 3.15 pm.

At the end of term, dismissal times may be different. This will be advised in the school newsletter.
WORKING BEES

These form a necessary part of school life. Through School Council and the assistance of volunteer parents, the school has been able to greatly improve and maintain our grounds and buildings. We take a great deal of pride in our surrounds and look forward to your continued support in this area.

YARD SUPERVISION

Teachers supervise children in the playground during recesses and lunch and for 15 minutes before and after school.

CHILDREN SHOULD NOT ARRIVE AT SCHOOL BEFORE 8.30 in the morning as there is NO SUPERVISION prior to this time.

SPECIAL PROGRAMS

The school runs a number of special programs. Please ask about them. They include

- School Orchestra/Tin Whistle
- LAP (Learning Assistance program)
- School Musical
- Camping
- Junior School Council
- Reading Recovery

On occasions children may have to bring money to school for excursions, activities etc. All such money should be placed in an envelope and handed to the classroom teacher.

School staff cannot accept responsibility for the loss of any money the children bring to school and not handed to the class teacher immediately.