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**@Tobruk
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Tobruk Primary School
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RESPECT PRIDE INCLUSIVENESS RESPONSIBILITY OPTIMISM

Tobruk Street Primary School

Principal: Mrs Melissa Rock
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Email: tobruk.street.ps.morwell@edumail.vic.gov.au
Webpage: www.tobrukps.vic.edu.au

Business Manager: Mrs Angela Skinner
School Council President: Mrs Debrah Tormey
Parents & Friends President: Mrs Kerrie Paynter

TERM DATES 2013

Term 1 Students begin Wednesday 30 January to Thursday 28th March
Term 2 Monday 15th April to Friday 28th June
Term 3 Monday 15th July to Friday 20th September
Term 4 Monday 7th October to Thursday 20th December

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Tobruk Street Primary School

WELCOME TO OUR FANTASTIC SCHOOL!

Tobruk Street Primary School is a dynamic school that strives to provide the best possible learning opportunities for students. We provide an inclusive, respectful, caring and creative environment for students, teachers, parents and the wider community.

As you enter our school you are met by our school vision and values and a friendly atmosphere that we work hard to achieve. We pride ourselves on providing engaging learning environments, optimistic and caring professional staff and a belief that all students can learn. We encourage personal interests, collaboration, resilience and creativity.

Our students enjoy a wide variety of learning programs including Physical Education, Digital Excellence, Play Based and Inquiry learning, Visual Arts, Athletics and Library. Literacy and numeracy are core learning areas explored daily.

Safe and secure outdoor learning environments allow students to play cooperatively in open spaces. Play ground equipment, large oval, fitness track, climbing wall and sandpit areas keep students busy. Secure fencing also surrounds the whole school.

We strongly believe that education is a partnership between the school and home. We encourage you to work closely with the school to motivate and support your child. You may also support the school through fundraising efforts and school activities. Your continued supports helps to provide stimulating learning spaces for students to learn.

Please don't hesitate to contact the school if you have any questions or feedback regarding your child's educational opportunities. Together we make a difference. I look forward to learning with you!

Melissa Rock

Principal

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Tobruk Street Primary School

A snapshot in history.....

The school was established in 1954. Many streets around the Morwell East area are named after famous battles and people from the Second World War. Tobruk Street Primary School is proud to bear the name of the most famous battle the “Siege of Tobruk”.

All visitors to the school can view the historical commemorative wall story of “The Battle of Tobruk”. Created by students and former war veterans, the work ensures that the name Tobruk is remembered by all who pass through the school.

A snapshot into the future.....

Tobruk Street Primary School is part of an educational regeneration project. We are one of three schools which will amalgamate in the future to the Greenfield site on Maryvale Road Morwell.

We already have access to a state of the art Performing Arts Centre located on the new school site.

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SCHOOL VISION

At Tobruk Street Primary School we aim to foster happy, successful learners who are confident, resilient and independent. We value and respect each other's abilities and individuality

SCHOOL VALUES

After consultation with our students, staff and parents, Tobruk Street Primary School has adopted the following five values:

1. Respect
2. Caring
3. Responsibility
4. Inclusiveness
5. Optimism

TEACHING AND LEARNING BELIEF

At Tobruk Street Primary School we believe children arrive at school with varied knowledge and experiences of the world around them. They are ready to engage and create in different ways; and that a self directed, purposeful, challenging and collaborative curriculum is essential to their development.

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STARTING SCHOOL ARRANGEMENTS FOR 2013

All students including Preps will start school on **Wednesday the 30th of January**. In the first short week Preps will attend on Wednesday 30th of January, Thursday 31st of January and Friday the 1st of February.

For each of the following Wednesdays in February Prep students DO NOT attend school. *This gives the teachers an opportunity to schedule Prep interview appointments on these days. These interviews assist with planning and targeting learning tasks to individual needs. Prep teachers will arrange a time convenient to parents in late 2012.*

Prep students will attend school on Monday's, Tuesday's, Thursday's and Friday's during February from 8.45am to 3.00pm.

Prep students **DO NOT ATTEND** on Wednesday's during the month of February

The first full week of attendance for Prep's in 2013 begins on Monday the 4th of March.

SCHOOL TIMES

8.45	School Starts
10.45-10.50	Morning snack (eat inside)
10.50-11.15	Recess - play
1.15-1.25	Lunch (eat inside)
1.25-2.00	Lunch - play
3.00	School Finish

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TOBRUK STREET PRIMARY SCHOOL

ATTENDANCE

The school requires students to attend school every day. In the event of sickness or special circumstances the Department of Education requires parents to notify the school as soon as possible giving reasons for non attendance. Absence notes are available from the school office or parents can call the school.

“IT’S NOT OK TO BE AWAY – ALL DAY EVERY DAY”

LATE PASSES AND EARLY LEAVERS PASSES

Students are to report to the school office to obtain a late pass if arriving to school late. Similarly, if you are wishing to collect a student early you are required to obtain an early leavers pass to be given to the classroom teacher when collecting the student. Please follow these procedures to ensure correct attendance data is recorded.

SCHOOL UNIFORM

School uniform is a proud and unified part of the Tobruk Street Primary School community. It is a practical dress code which has Parents and Friends Association support and has been made **compulsory** by School Council. Our school colours are red and navy blue. A copy of the School Uniform Policy can be provided at the school office or refer to the school website.

UNIFORM ITEMS

Navy hat – must be wide brimmed. To be worn in Term 1 and 4.

Polo Shirt – red or navy. Can be purchased at the school office with logo.

Skivvy – red or navy

Navy Windcheater

Splice Jacket – navy and red with school logo. Purchased at school office.

Navy Shorts – plain navy with no stripes or pictures

Navy pants – plain navy with no stripes or pictures

Dress – blue and white check (white collar and cuffs)

Socks - white

Shoes – white/black school shoes or runners

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TOBRUK STREET PRIMARY SCHOOL

HEALTH AND SAFETY ISSUES

If your child is to take medicine or tablets at school please fill in a form at the office and let the class teacher know. Apart from the treatment of cuts and grazes, no medicines will be

given by staff to students. In cases of a more serious nature, medical assistance (ambulance) will be called and every effort made to contact parents. **Please keep the school up to date with emergency and home contact details.**

Medication at school

Sometimes when a student has recovered from an illness it is necessary for them to have medication at school. A form is available from the office to fill in authorising staff to administer the medication. Please ensure that all medication is clearly marked with name, dosage and time to be administered. All medication must be provided in the original packaging as dispensed by the pharmacy.

Asthma

Asthma sufferers must have medication on hand at school for use when necessary. Asthma sufferers require an Asthma Management Plan to be provided to the school from their doctor.

Infectious diseases

Please ring the school if you require information on exclusion for infectious diseases. However, a doctor should be consulted to confirm infectious disease. With the introduction of Immunisation Certificates, students not immunised against a particular disease will be excluded whenever that disease is found in the school.

Emergency Contact

For every student in the school, emergency contact details are on file. This enables contact with the parent or their agent in the case of illness or injury. **Parents are asked to contact the school without delay of any changes to their emergency contact, addresses or telephone numbers.**

School Medical Service

Each year there is a complete medical screening of Prep pupils. If you wish your child to be referred to the School Nurse upon their next visit, contact the school office. The School Nurse may refer to other services if necessary.

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EDUCATION MAINTENANCE ALLOWANCE (EMA)

Arrangements for Education Maintenance Allowance 2013, is still under review by the Government. Please contact the school or check the newsletter for updates.

SCHOOL EXCURSIONS

School excursions are arranged at reasonable intervals during the year to enable students to have hands on experiences. Care is taken to ensure there are educational objectives in the excursions and that follow up lessons occur at school.

Parents will be notified in advance (in writing) of any proposed excursion. No child can be taken on an excursion unless written permission and authority to take emergency action in case of illness or injury is received from that child's parent.

INTEGRATION AND INCLUSION

Students with disabilities and impairments are welcome at our school. The school has physical alterations, such as ramps, to meet the needs of disabled students. If you have a child with a particular need, early contact with the school will assist making sure appropriate strategies and support are in place.

LITERACY AND NUMERACY

Literacy and Numeracy are core learning areas at Tobruk Street Primary School. Daily literacy and numeracy blocks occur in every classroom. Programs include:

- Daily uninterrupted literacy and numeracy sessions
- Instruction based on data and what the student can do
- Rigorous feedback and assessment
- Record keeping
- Intervention programs – extra support for students 'at risk' and home school support

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SAFETY

Our school aims to develop safety habits in students. It is important however that parents encourage safety too. Your child should know his/her full name, address and telephone number.

Also assist you child to develop the following safety habits:

- Travel directly between home and school
- Walk on the footpath
- Stop and look both ways before crossing roads
- Students and accompanying adults should use the school crossing on Churchill Road
- Never run behind parked cars – allocated parent parking on Churchill Road and Aleimen Street
- **It is strongly recommended that children under Grade 4 riding bikes/scooters be accompanied by a parent**

BYCYCLE HELMETS MUST BE WORN BY ALL CYCLISTS AND SCOOTER RIDERS

ENGAGEMENT AND WELLBEING

A Student Code of Conduct form is to be signed by all parents. This form clearly outlines unacceptable school behaviour and procedures that will be followed in the event of inappropriate behaviours. **Bullying is not accepted at school.** Parents will be notified. Forms will be provided on enrolment or refer to the school website.

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**SCHOOL SUPPLIES
Payments are due at the commencement of Term 1**

School Council have not yet set fees for 2013

As a guide the fees for 2012 were as follows:

Student Requisites/Class Materials	\$70.00
Digital Technologies	\$20.00
Grounds Maintenance	\$10.00
Educational Activities (Nexus Arts/Life Education Van)	\$15.00
Parents and Friends Association	\$5.00
Total	\$120.00

It is expected that parents will pay these charges as they come under the ‘essential education items’ section of the Department’s guidelines.

The following is an extract for the Departments Handbook “Parent Payments in Schools” which can be viewed and downloaded at:

<http://www.eduweb.vic.gov.au/edlibrary/public/schacc/parentpayments-pol-oct2007.pdf>

School Councils can request payments from parents for student materials and services charges and for voluntary financial contributions.

These payments fall into three categories:

1. **Essential education items** which parents and guardians are required to provide or pay the school to provide for their child (eg. Stationery, text books and school uniforms where required).
2. **Optional extras** which are offered on a user-pay basis which parents and guardians may choose whether their child accesses or participates in (eg. School magazines, extra curricular programs or activities).
3. **Voluntary financial contributions** which parents and guardians may be invited to donate to the school (eg. Grounds beautification, additional computers).

For detailed information about what schools can and cannot request payment for please visit the website listed above.

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