



GRUYERE PRIMARY SCHOOL

ABN: 59 795 251 945

No. 2956

Address: 99 Killara Road, Gruyere, 3770
(P.O. Box 250, Coldstream, 3770)

Phone: 03 5964 9260

Fax: 03 5964 9287

Email: gruyere.ps@edumail.vic.gov.au

Website: www.gruyereps.vic.edu.au

WELCOME TO GRUYERE PRIMARY SCHOOL

The school community are all looking forward to a happy and successful relationship with your family.

Gruyere Primary School is a state government school which runs under the Department of Education & Training guidelines.

STATEMENT OF SCHOOL PHILOSOPHY

Guiding Principle

Every student has a right to develop their full potential and discover and understand their *unique identity* as an individual and as a member of the community. Differences and *diversity* are recognised and celebrated.

Purpose

Gruyere Primary School provides a safe, secure and stimulating environment that:

- Sustains our children's *enthusiasm* and talent for *self-learning* and thirst for knowledge
- Ensures every child has a thorough understanding of *reading, writing and mathematical concepts* as a foundation for future learning
- Promotes the *highest standards* of education, social and civic values, health and well-being
- Builds an enthusiastic *community of learners*
- Offers a rare and valuable opportunity to develop *bilingual* skills and cultural awareness through the Japanese program

Values

As a community we are committed to:

- Having *RESPECT* for ourselves, others, our school and community
- Taking *RESPONSIBILITY* for our choices, actions, behaviours and learning
- Developing *RESILIENCE* through emotional intelligence, optimism and problem solving

We believe that we can only achieve our goals by demonstrating these values every day, in all our relationships - teachers, students, and parents.

CURRICULUM

At Gruyere Primary School curriculum is delivered through the *Victorian Curriculum*, and supported by externally provided programs, and on-line programs and providers. Some of these have included:

- ◇ Tri Skills
- ◇ Life Education
- ◇ School Sport Victoria
- ◇ Australian Dance Company
- ◇ AFL
- ◇ FreeForm Martial Arts
- ◇ On-site coaching and workshops, through various local sporting clubs, for specific skill development (e.g. cricket clinic).
- ◇ Community partnerships, such as Scientists in Schools, Monash University and Victorian Institute of Sport
- ◇ ICT partnerships and programs

Other supporting school activities have involved:

- ◇ Winter inter school sports (Years 5-6)
- ◇ Hoop Time (Years 3-6)
- ◇ Swimming program (Years F-6)
- ◇ School camps (Years 3-6)
- ◇ Excursions/incursions (Years F-6)

We also have sporting links with the Upper Yarra Primary School Sports Association and Silvan District Sports Association, as well as being involved in many sporting events each year (e.g., swimming carnival, cross country, athletics sports).

We do require parents and teachers to assist in transporting students to these venues.

Extra Curricula - internal (user pay options)

Violin, guitar and singing lessons during school hours
UNSW competitions (3-6)

CALENDAR

There are four terms in the school year. They are approximately 10 weeks long.

Foundation children: Wednesday's off during February.

Public holidays are as published, and the Department of Education nominates three (3) other student free days for teacher professional learning.

SCHOOL HOURS

Students are expected at school from 8.50am for a 9am start. We understand that on occasion parents may need to drop students off at our school earlier. Parents need to ensure there is a recognisable teacher’s vehicle in the carpark when students are dropped off and students are instructed to tell us they are here upon entering the school. Earlier times will need to be negotiated in advance as sometimes we have personal and professional commitments in the morning either at school or externally and may not be able to look after children until our official start time.

Normal days	Last day of term 1, 2 & 3
8:50am—teachers officially begin supervision duty	8:50am—teachers begin supervision duty
9:00am—school program begins	9:00am—school program begins
10:00am—fresh fruit and vegetable time	10:00am—fresh fruit and vegetable time
11:00am—snack and recess	10:30am—snack and recess
1:00pm—eat lunch	11:00am-12:00pm—school program
1:10 - 2:00pm—playtime	12:10pm—eat lunch
3:30pm—school program finishes	12:00 - 1:00pm—playtime
3:50pm—teachers supervision duty officially ends	1:00 - 2:30pm—school program
	2:30pm—school finishes
	***please note on the last day of the year school finishes at 1:30pm

SCHOOL UNIFORM

The school uniform is the **compulsory** code of dress. This helps students to feel part of the school student community and also makes “what to wear today” a lot easier and cheaper as well as saving on the washing.

Official uniforms are purchased from Surrey Clothing. Order forms are available from the office and a collective order sent in at regular times during the year.

Dark green and yellow is generally available at most clothing stores i.e. Kmart, Target.

Please mark clearly on all clothing and children’s belongings with your child’s name. If clothing is found about the school, it is returned to the owner or placed in the lost property box.

We follow a **SunSmart Policy** and children must wear hats in terms one and four.

We have a school set of sports tops and art smocks for students to wear during sporting and art activities. Parents do not need to purchase these.

During the wet winter months, we encourage slippers to be left at school for inside wear.

CHANGE OF CLOTHES

Until the Foundation students settle into school, it is a good idea to leave a change of clothes at school in a named bag. All junior children should have a change of clothes during the winter period in case they get wet.

FEES

School fees are revised each year and are kept to a minimum. All excursions, incursions, special events and camps are independent of school fees.

All school monies including excursion monies are paid before the event. Please ensure that all monies are sent in an envelope with the child's name, amount and excursion details on it and placed in the letterbox in the foyer. Payment envelopes are available at the office.

Payment plans are available on request, please see the Principal or Business Manager.

Payment can be made by cash, cheque or direct deposit.

Gruyere Primary School Account

BSB: 633 000 A/C: 166844902

CONVEYANCE ALLOWANCE

A conveyance allowance is available for eligible students who live more than 4.8 km by the (shortest practicable route) from the nearest school attended.

CAMPS, SPORTS & EXCURSION FUND (CSEF)

This allowance is available to eligible applicants who meet the following criteria

- a. Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be the holder of a Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder,
- b. Be a temporary foster parent, and;
- c. Submit an application to the school by the due date.

Parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

CSEF payments are for the application year and cannot be claimed retrospectively for prior years.

PARENT INVOLVEMENT

We encourage parents to be involved in the school program. A current W.W.C.C. (Working with Children Check) is required for all people who wish to assist at school.

Opportunities include:

- Classroom assistance
- Vegetable garden with students
- Cooking with students
- Working bees
- School council
- Committees
- Assistance with transport
- Involvement in extra curricula activities
- Special days and programs

SCHOOL COUNCIL

Our School Council is comprised of parents and teachers. It meets twice a term. The AGM is in March. Parents are encouraged to join any of the School Council sub-committees, or special project teams as they arise.

GRUYERE COMMUNICATION

The school's newsletter is the main form of communication between the school and the parent community. It is published and emailed on Friday of each week to school families.

Notes requiring parent information/signatures are sent out in hard copy.

The school website has an authorised section for our school community. Further information will be provided for your access code.

SEEING THE TEACHER

We value parent - teacher - student communication. If you would like to discuss a situation or have an enquiry about student learning, please contact the school to make an appointment time for a phone conversation or a parent-student-teacher meeting.

OFFICE HOURS

The office is attended on Thursday. There is a secure **mailbox** outside the office for all monies and notices. Please make sure your child's name is on the envelope. Envelopes for general payments and monies are available at the office or beside the mail box. Please do not put loose money in box.

N.B: On all other days, if you need to contact the school and it is not urgent, please call at 11-11.30am or 1.00- 2.00 pm, so as not to interrupt teaching time.

CHANGE OF ADDRESS, TELEPHONE NUMBERS & HEALTH REPORTS

At the beginning of the year an Emergency Form will be sent home for **all** details to be checked and amended if necessary. Please notify the school with regard to any change of address, telephone numbers and in particular Emergency Contact Names and Numbers in case of accident or illness.

Students with ASTHMA, ANAPHYLAXIS, or ALLERGY needs will need current, updated management plans at all times.

Although we care for your child, school is not the place for a sick child. If your child is sick, please keep them home with all the love and attention they deserve. Please avoid sending them to school if any obvious symptoms to avoid spreading. If in doubt, keep children at home and bring them to school later if they pick up.

ABSENCE OF PUPILS

Regulations require that a written explanation should be produced by parents for each occasion that a child is absent from school, on the day they return. A parent should telephone the school at the beginning of the absence. If a parent has planned in advance for the child to be absent, the school should also be informed in writing in advance. Emailing the school for absences a week or more in advance is acceptable. Otherwise, please phone the school.

PARENT CONTACT LIST

A list of Parents Contact Numbers is created at the start of every year and is given to all parents on the list. This is optional.

CANTEEN

Icy Poles are available for sale in terms one and four when the temperature is advertised to reach 25°C or above. The cost of fruit tube icy poles is .40c.

Bakery lunches are scheduled each term.

Parents assist children in developing culinary skills by preparing the special lunch for the whole school. When available, ingredients are used from our vegetable garden and orchard.

CAR PARK

The car park is **ONE WAY** - entrance from Coldstream end of school. Angle parking up to timber logs. Please keep main entrance of school clear.

**GRUYERE PRIMARY SCHOOL IS ON THE BARR REGISTER (BUSH
FIRE AT RISK REGISTER) AND THE SCHOOL WILL BE CLOSED
ON **CODE RED DAYS**.**