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Principal’s Welcome

On behalf of the school community, I extend to you a very warm welcome to Araluen Primary School. I am proud of this school and feel privileged to be part of a team working with motivated students, committed parents and dedicated staff that form our whole school learning community.

Araluen provides a stimulating learning environment that challenges students to improve, whilst supporting them to grow as successful learners by having a Growth Mindset. Students are strongly encouraged to develop their learning strengths and follow their passions, whether in the Arts, Sport, Science, Literacy or Mathematics. I am extremely proud of how our students focus on progress and effort and seek feedback to improve their attitude, skills and knowledge. They learn to become resilient learners who think easy is boring and challenging is fun. Our students are supported by our teachers to aspire to do their very best, take on learning challenges and aim high.

Our school is built on these strong values – CURIOSITY – RESPECT – CHALLENGE – RESPONSIBILITY. Our school Motto states: “GROWING AS WE LEARN, LEARNING AS WE GROW”. We have a strong commitment to developing a Growth Mindset and a desire to be challenged in our students. We work hard to instil positive attitudes to learning in and consider them vital in preparing our students to be hard working, community minded citizens of the future.

At Araluen, we have fostered a commitment to building strong relationships between home and school as well as within the school. We call this Team Araluen. We have a tradition of parent participation in, and support for, a wide variety of learning and social activities. We will be sharing with you the responsibility for your child’s continuing education, growth and development; and invite you to become involved in as many aspects of school life as possible. Please regard our teachers as someone who can advise and assist you throughout your child’s time at Araluen. We hope also that through your interest and participation you will come to feel very much a part of our Team Araluen school community.

Should you have any further enquiries about our school, or about your child's learning, please feel welcome to contact the school.

Dee Groves
Acting Principal
TESTIMONIALS

Below are some quotes taken from our Parent Satisfaction Surveys and anecdotes taken from informal discussions with parents, students and staff.

- **We chose Araluen because of the small class sizes.** (new Foundation parent)

- **Araluen was extremely welcoming to our family, which was important as we were moving from overseas.** (RAAF parent)

- **The school’s focus on teaching Growth Mindset really impressed us and we can notice the difference in our child’s attitude to learning.** (Foundation parent)

- **We love that the school has a real community feel and this sets it apart from other town schools.** (Araluen family of 7 years)

- **I love teaching in this school because the staff support each other and work together as a team and always put the students’ needs first** (new teacher to school)

- **The Principal and teachers know every student in the school. This impresses us as we feel that our children are known and valued.** (Parent of grade 1, 3 and 5)

- **Our child has the chance to be involved in many leadership roles. You don’t always get this opportunity in bigger schools.** (Grade 6 parent)

- **My child loves Science and looks forward to Science class each week.** (Grade 5 parent)

- **The Araluen Music program is great! My children love singing and the opportunities that the Choir offers is wonderful, such as concerts and eisteddfods.** (Grade 1 and 2 parent)

- **Our children enjoy doing Bike Ed. They love using the bike track and the working traffic lights. Learning road safety is important for children.** (Grade 3 and 5 parent)

- **I enjoy working with other parents to fundraise. This is a great way to make friends while doing something important for the school.** (stay at home mum)

The Araluen Primary School community is very proud of its school!
ABOUT ARALUEN PRIMARY SCHOOL

Araluen Primary School is located in the rural city of Sale in Gippsland. Our student population is 115. Our staff consists of a Principal, Wellbeing Worker, Grade Teachers, Specialist Staff and Education Support staff. Our school provides a challenging learning environment to equip students with the skills and attitudes to become independent, motivated and passionate learners. The school’s mission statement is ‘Growing As We Learn, Learning As We Grow.’ We value Curiosity, Respect, Challenge and Responsibility. We have high expectations for our students in particular when it comes to learning, attitudes and attendance.

To enable our students to be reflective independent 21st Century learners:

- We teach and promote a Growth Mindset.
- Our Specialist Science program engages students by developing their thinking skills and connecting them to the global community.
- Our students are encouraged to develop their creativity through our Visual and Performing Arts programs. Our students’ artistic efforts are proudly displayed at the Sale Show each year and our music students have enjoyed years of success in the vocal sections at local Eisteddfods and students look forward to musical plays and productions each year.
- Our classrooms are equipped with Smart TV’s and all students have access to iPads and netbooks. Students are taught how to use technology responsibly.
- Our students are encouraged to be healthy and active through PE, Swimming and Bike Ed. Our students have also achieved success in interschool sports such as Soccer and Netball.

Our unique Investigative Learning approach

- Our Investigative Learning approach encourages students to be critical and creative learners.
- We acknowledge student diversity by fostering and nurturing students to not only understand and build on their strengths, but to also challenge themselves to make new discoveries.
- Students can work independently in their classrooms or with others. They investigate, create and explore using a variety of learning experiences.

School Wide Positive Behaviour Support

- We focus on the principles of School Wide Positive Behaviour Support, where students are taught how to learn and how to show care and respect for themselves and others.
- We explicitly teach our school values and reward and acknowledge students when they model the expected behaviours and values.
- We acknowledge positive behaviour with Dojos and Jumbucks (school currency) and students can choose to spend these at the Billabong (the shop where Jumbucks can be spent).

Student Voice is highly valued at Araluen Primary School.

- We have a culture of giving and receiving feedback and our teachers seek feedback from students on a regular basis. We teach students to respectfully and honestly provide feedback to each other.
- Students have many opportunities to become leaders: such as School Captain, House Captains, Science, Music and Art Leaders, Billabong Leaders and Peer Assist Leaders.
- Our SRC (students from Grades 3-6) meet regularly to plan special days and fundraising events and come up with ways in which to strengthen community links and improve the school.
- We work closely with our student leaders to build their personal confidence and ability to work as a team. Leadership training is provided to support students to grow as leaders.
ORGANISATION

TERM DATES

<table>
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<td><strong>Term 1</strong></td>
<td>29th January – 27th March</td>
<td>28th January – 1st April</td>
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<td><strong>Term 2</strong></td>
<td>14th April – 26th June</td>
<td>19th April – 25th June</td>
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<td><strong>Term 3</strong></td>
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<td>12th July – 17th September</td>
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<td><strong>Term 4</strong></td>
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SCHOOL HOURS – 9:00am to 3:15pm

- 8.45am – 8.50am
  - Yard is supervised
- 8.50am – 9.00am
  - Preparing for Learning
- 9.00am – 11.00am
  - Morning session
- 11.00am – 11.30am
  - Recess
- 11.30am – 1.30pm
  - Middle session
- 1.30pm – 2.15pm
  - Lunchtime
- 2.15pm – 3.15pm
  - Afternoon session
- 2.50pm – 3.15pm
  - Whole School Assembly (every Friday)
- 3.15pm – 3.30pm
  - Yard is supervised

- 8.20am – 8.45am
  - Breakfast Club (Tuesdays and Thursdays)

PUBLIC HOLIDAYS - 2020

- Labour Day: 9th March
- Good Friday: 10th April
- ANZAC Day: 25th April
- Queen’s Birthday: 8th June
- Melbourne Cup Day: 3rd Nov

Other Dates of Interest

- School Photos: September
- School Festival: 2021- date to be advised
- Grade 3-4 Camp: November (every second year)
- Grade 5-6 Camp: October (annually)

*Check our Skoolbag app for a link to the Calendar. This is updated throughout the year.*
ENROLLING YOUR CHILD

Foundation students in action

Our Buddy program
WE TAKE ENROLMENTS ALL YEAR

Our school welcomes new enrolments at any time of the year. Please feel welcome to contact us at any time to organise a tour of our wonderful school and a meeting with the Principal.

We will ensure your child has a “buddy” to make their transition to Araluen as smooth as possible. Your child’s teacher will also arrange a meeting with you after the first few weeks to discuss how your child is progressing at school.

ENROLMENT CHECKLIST FOR ALL STUDENTS

1. Fill out the Enrolment Form and return to school as soon as possible.
2. Present School Entry Immunisations Certificate and Birth Certificate/Proof of Age to School, preferably with the Enrolment Form or before your child starts school. (Immunisation Certificate and Proof of Age documents are legally required by the School before the child commences school).
3. Please ensure your child has the correct school uniform. Read our Uniform Policy for more information.
4. A recent school report would be appreciated for students who are at school.

FOR FOUNDATION (PREP) ENROLMENTS

- Early in Term Three and once the school has received the above documentation, you will receive a Welcome to Araluen letter as proof of your accepted enrolment.
- Early in Term Four you will receive information explaining Orientation (Steps to Foundation program) times and dates.
- Late in December, you will receive information regarding teachers, grades and starting times for next year.

DEFENCE FORCE TRANSITION

We welcome Defence Force families moving from other areas in Victoria, interstate and overseas into our school. We encourage active involvement in our school and aim to make the transition of moving schools as smooth as possible for the children.

Once initial contact is made, our school will keep families fully informed through phone contact and emailing of relevant information. We will link you to a Defence Force parent who will act as the liaison person to welcome new Defence Force families to our school and the local area.
GROWTH MINDSET

Our school believes in the principle of the Growth Mindset. This is where we teach our students that ability can be developed and intelligence is not fixed.

Students are encouraged to take on ‘learning challenges’ to improve their knowledge, skills and attitudes. We teach students to take risks with their learning and to learn from mistakes. Mistakes are valued as learning milestones. We teach students how to receive feedback and to use this feedback to improve their learning.

Teachers praise the effort that students make and don’t just focus on the end product. Students learn to keep trying and that effort and practice will improve their learning. Students hear from their teachers, “don’t worry, you are not there yet, but you will get there with practice”.

Questions to parents...
1. What sort of learners do you want your children to be?
2. How do they feel about learning now?
3. Can they tell you what they like learning, what they are good at and what they need to improve or learn?

A GROWTH MINDSET ENCOURAGES STUDENTS TO:

- Constantly improve their learning and seek feedback to improve
- Become resourceful, resilient and reflective
- Seek out challenges and other opportunities to learn and improve, as these all assist their development
- Take on new challenges and practise skills they have already learnt to further extend their learning
- Try harder and revise their strategy when things get tough
- Show creativity and perseverance – and therefore becoming a better learner.
FLEXIBLE EARLY YEARS LEARNING

Starting Primary School
It is natural for parents to wonder if their child is ready for school. Should they do a second year of kinder? What if they start school and realise later that they were not ready? What if my child already knows all the letters and has started to read? So many questions to answer at such an important time in your child’s life!

At Araluen Primary School, we acknowledge that students learn and develop in different ways and at different rates. We strongly believe that for students to become successful learners, the school environment needs to be adaptable to suit the needs of each learner. One size does NOT fit all!

At Araluen, we are proud to offer FLEXIBLE EARLY YEARS LEARNING to all our students in Foundation – Grade 2 to accommodate the individual learning needs and development of every child.

This flexible approach allows your child to move at a pace that suit their needs and can look different for each child. The Early Years Team will collaborate with parents as their child progresses through the early years of schooling, to ensure that they are working at the appropriate level and are being sufficiently challenged.

The benefits to this flexible approach are that parents can expect to see in their child, improved:

- Confidence in their learning abilities
- Willingness to take risks and try new things
- Reading, Writing and Maths skills
- Oral language development
- Fine and gross motor skills
- Social and emotional skills

At Araluen Primary School, this approach to Early Years education is strongly supported by an experienced team of educators:

- Early Years Support Team
- Literacy Intervention Team
- Support staff who assist students with additional needs in the classroom
- Integrated teaching approach

If you would like more information about whether your child is ready for school, please do not hesitate to contact the Principal or your child’s Kinder teacher.
STARTING FOUNDATION

The Foundation student’s learning environment
The Foundation year is a significant shift in environment for a child. At Araluen, we value this by creating a learning environment that provides a smooth transition from Kinder. The Foundation classroom is an exciting and stimulating place where children are challenged and supported. We aim to create a safe and happy environment in which children are valued, praised and encouraged to “have a go”!

Our whole school approaches of Investigative Learning, Growth Mindset and School Wide Positive Behaviour Support are all introduced from Foundation and assist in supporting the transition for children from Kinder to Primary School.

- **Investigative Learning** (see P. 22) is an important part of the Foundation curriculum and involves children investigating and exploring to promote independence. Children are encouraged to build on their interests and develop social skills, problem solving skills and critical and creative thinking.

- **Growth Mindset** (see P. 8) is valued as a vital part of the learning progress of every child. Children are taught that they are at school to take risks and try new things. It is OK to make mistakes and we encourage children to take on learning challenges.

- **School Wide Positive Behaviour Support** (see P. 18) plays a significant role in the early years of schooling. At Araluen, we teach our school Values – Respect, Curiosity, Responsibility and Challenge. We teach expected behaviours and social skills to help set children up for success.

Helping to prepare your child for school
Before the day comes to begin school, assist your child in a friendly, informal way by reflecting on the following:

1. Does your child know their full name and address/your phone number?
2. Do they know how to put things away after use?
3. Can they recognise their own named belongings?
4. Can they tie/untie shoelaces and do/undo buckles?
5. Can they attend to their own toilet needs and adjust clothing?
6. Do they know the importance of washing hands after visiting the toilet?
7. Do they know how to use a tissue or handkerchief properly and the importance of covering the mouth when coughing or sneezing?
8. Can they manage a packed lunch?
Transition into Primary School – Steps to Foundation

Our *Steps to Foundation* program forms part of our comprehensive pre-school to school transition program. Children who are enrolled for the following school year are invited to join us in the Foundation room for six Monday sessions during November and December to meet their teacher, become familiar with their new surroundings and to meet their classmates.

The children are then introduced to a different part of the school, such as the art room, music room, gym and the library. They then return to the Foundation room for some creative time, while parents or guardians proceed to the staffroom for an information session about transition, early literacy and numeracy, school procedures and other topics of interest to parents.

Our sessions of *Steps to Foundation* are followed by our Transition Day, where the children can stay unaccompanied by their parents or guardians for a whole day as an Araluen Foundation student.

The *Steps to Foundation* program has been highly successful for the children, parents and for the teachers. The benefits gained are seen in the first few weeks of February with the children experiencing a smooth and happy beginning to school life.
SCHOOL PROCEDURES A-Z

ANNUAL REPORT
The Annual Report will be made available to the school community in May each year, via the Skoolbag app and on the school webpage.

ATTENDANCE and ABSENCES
We aim to have a minimum of 95% attendance. We know that students can only learn if they are at school. We have high expectations for attendance and we strive for a minimum 95% attendance for all our students. This level of attendance will strongly support your child to reach their potential. Families are REQUIRED to inform the school on THE DAY if their child will be absent. This can be done in person, by note, by phone or by the Skoolbag app. The school’s Attendance Policy includes details on how the school supports attendance and aligns with Education Department requirements.

BEFORE and AFTER SCHOOL CARE
Gumnuts Early Learning Centre (Raglan St. Sale) provides before and after school care for our students. Children attending Before School Care will be transported by bus to school in the mornings. Children attending After School Care will be collected at school and taken to where the After School Care program is delivered. Contact Gumnuts directly to book your child in. Please inform the school that your child has been enrolled in this program so that staff can ensure they catch the bus on time.

BOOK CLUB - Scholastic
Twice a term you may be given the opportunity to purchase books for your child. These books are of a recommended educational standard, of suitable reading levels. There is no obligation to purchase from the Book Club. Students are given order forms from which they may select books. Orders can be made online or by returning the order form and payment in an envelope to the school. Book Club also benefits our school—for every Book Club order placed, Scholastic gives back 20% of the order spend to schools to purchase valuable educational resources via its Scholastic Rewards program

EARLY DEPARTURE FROM SCHOOL
Any parent wishing to collect a child from school during school hours must receive approval to do so from the Principal. Any person other than the parent with whom the child is living must carry written authorisation. Students must be signed out at the office.

EMERGENCY INFORMATION
Please fill in all details on the family record sheet accurately and completely. It is vital that the school has the name, address and phone number of a person to contact in case of emergency.

EMERGENCY MANAGEMENT DRILLS
All staff and students are briefed on emergency procedures. Evacuation and lockdown drills are conducted each term.

HOURS OF DUTY
1. School hours are from 8.50 a.m. to 3.15 p.m.
2. Staff are on duty from 8.35 to 8.50 a.m. and from 3.15 to 3.30 p.m. and recess and lunchtimes.
3. Foundation students attend for full days except for Wednesdays up to Labour Day.
4. Lunches and recess snack are eaten in the classroom at 10.50 a.m. and 1.20 p.m.
HOUSE SYSTEM
All students are allocated to one of the following Houses, which are named after local streets:

PATTEN HOUSE – GREEN  INGLIS HOUSE – RED  STEAD HOUSE – BLUE

Siblings are allocated to the same House.
The Swimming Carnival, Cross Country Carnival and the Athletics Carnival see students compete to raise points for their House. Shields are awarded to the winning House of each event.

LATE ARRIVALS
Students are required to be signed in at the office by a parent. Students then take a late slip to their classroom teacher.

LUNCH – RUBBISH FREE LUNCHES
We strongly encourage healthy eating by asking students to bring healthy lunches to school. Students bring brain food each day such as fruit and vegetables. Students should not bring chocolate or lollies to school. Students should bring their lunch from home in a named container. We aim for all students to have rubbish free lunches, so consider a lunch box that has compartments or use small containers to pack your child’s lunch.

LUNCH ORDERS - Students may place a lunch order on Friday mornings from the school’s supplier – Centre Bakery. A price list is included in the Aralines each term, and copies are available at the Office. Lunch orders are to be left in the classroom basket first thing each Friday morning - they must be in a brown paper bag have the child’s name, room number and order on the outside with correct money inside.

We hold Special Lunch Days as a fundraiser during each Term.

MOBILE PHONES
Students are NOT permitted to have mobile phones at school. Teachers will ask students to hand their phones in to them and they will be returned at the end of the day.

PARENT PAYMENTS
See the last page for details about parent payments.

School Requisites
The School will purchase supplies, books, etc., at the best possible prices.
Each year School Council reviews the amount for essential items. All families will be notified of the amount and arrangements for payment in December of the previous year.

CSEF (Camps, Sport and Excursions Fund) and Centrelink deductions
Forms are available from the office for families to apply for CSEF and Centrelink deductions.

PARKING
All students and parents are requested to use crossings for the safety and wellbeing of all within our community. Parents must not use the Staff Car Park to pick up or drop off students, and pedestrian access is restricted. Please note the parking restrictions during school crossing times. Cars must not double-park at the front of the school. Not only is it very dangerous, it is illegal.

School Crossings
These are provided for your child’s safety. Please ensure your child uses the crossing correctly. The crossings are ‘manned’ by Shire employees from 8.30-9.05 am and from 3.10-3.35 pm daily.

PERSONAL ITEMS AT SCHOOL
Students are asked NOT to bring special, personal items to school. The school does not take responsibility for the safety of such items.
POLICIES
Parents may obtain a copy of our school policies from the office or on our school’s webpage.

SCHOOL UNIFORM
See the following pages for our Uniform Policy. Our uniform is available for purchase at JSM Embroidery in Macarthur Street in Sale. Please ensure all items are named.

SCHOOL VALUES AND MOTTO
- Values: Curiosity – Respect – Challenge – Responsibility
- Motto: Growing as we Learn; Learning as we Grow
STUDENT HEALTH, SAFETY AND WELLBEING A-Z

Medical A-Z

ASTHMA, ANAPHYLAXIS AND ALLERGIES
If your child has asthma, anaphylaxis or suffers from a particular allergy a current management plan from your doctor and / or a current Epipen and management plan for your child’s allergy must be given to the office on enrolment of your child. This is to ensure we can keep your child safe at school.

FIRST AID
There are many staff trained in First Aid and these staff members are on duty during recess and lunchtime in the event of a student needing treatment. All students who are treated will be issued with a slip to take home. If a student sustains a blow to the head, parents will be contacted.

HEAD LICE
One of the most common health problems in many schools is head lice. Please check your child’s hair frequently. If your child has become infested, please notify the school immediately. Children are to be excluded from school until appropriate treatment has commenced. The school organises regular head lice checks to assist parents in monitoring head lice.

MEDICAL - ILLNESS/INJURY
The school has a Sick Bay for students who are injured or ill. However, sick students must not be sent to school. If students become ill at school, a parent or guardian will be contacted and asked to collect their child, as the school does not have the personnel or the facilities to care of sick students. Please remember to sign out students at the school office. In the event of a serious accident or illness, an ambulance will be called and parents notified. Cost must be borne by the parent. The school strongly urges all families to have ambulance cover.

MEDICAL/DENTAL APPOINTMENTS
A student who needs to leave for a medical or dental appointment during school hours must bring a note to the class teacher, or parents communicate using the Skoolbag app. Parents (or approved adult) must come to the office and sign their child out before leaving, and accompany the student from the school grounds.

MEDICATION
If a child needs medication during the day, it is preferable if parents can come to the school to administer it. However, if this is impossible, staff may administer the medication. Please contact the Office to complete necessary forms and discuss legalities. Medication MUST be supplied in its original box and packaging with details of student’s name, dosage and use by date. Medication must be handed to the Office, and is not to be left in children’s bags.

SCHOOL NURSE
Each year students in Foundation are examined by a nurse (funded by the Education Department) and certain students may be followed up in other grades. Any other students may be referred by the teacher or at the request of the parent. This is a free service.
Wellbeing A-Z

BREAKFAST CLUB
Every Tuesday and Thursday, parent and community volunteers assist in running Breakfast Club in the Coolibah Café. This program is funded through Foodbank and local businesses supporting our school. Breakfast Club is free for all students. Not only is it wonderful to be able to provide a healthy breakfast for our students, but it is also a great opportunity for them to make new friends, socialise with others while playing games and listening to music.

BULLYING – we say NO!
At Araluen, we foster a “Say No to Bullying” culture. We teach tolerance, and through our social skills program, Friendly Schools, we teach students about what Bullying is, how to seek help, how to step up and how to be a good friend who accepts people for who they are. Our Anti-Bullying policy includes details of how we work to promote a safe and inclusive school environment.

BUDDIES – Foundation and Grade 5 Students
Each Foundation student is supported in their transition to school with a Buddy from grade 5. The Grade 5 Buddies meet with their Foundation student every week, where they will read to them and play games. This partnership extends to the yard, where the Buddies will often play with their Foundation student and help them solve minor friendship issues.
When the Buddies reach Grade 6, they continue the relationship they have formed and will follow their student up, as they become year 1 students.

CHILD SAFE STANDARDS
Araluen Primary School is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Araluen Primary School has zero tolerance for child abuse.

STUDENT WELLBEING AND OUR STUDENT WELLBEING WORKER
Our Student Wellbeing Worker offers support to students who require additional assistance with social or behavioural issues. The Wellbeing Worker will also work with parents and teachers to support students in need or at risk. For students who require additional support, we enlist the services of qualified staff such as psychologists and speech therapists from the Wellington office of the Department of Education.

KIDS HOPE Mentors
We have a number of adult volunteers who work in our school and have been trained as Kids Hope Mentors to support students who may be struggling at school socially or emotionally. This is a great program that focuses on students learning to be resilient while building up their self-esteem.
School Wide Positive Behaviour Support

Araluen recognises that schools need to be challenging, predictable and safe environments where high expectations of behaviour and learning are valued and actively promoted. To achieve this, Araluen Primary School actively uses and promotes a ‘School Wide Positive Behaviour Support’ framework. This framework creates a learning environment that supports our Values and creates a shared culture of learning.

There are four core elements to the ‘SWPBS’ framework:

1. Common Approach to Discipline
Araluen Primary School has a school wide approach to responding to behaviour management. As a SWPBS school we aim to provide a consistent, predictable and fair use of consequences for all students. To ensure this, all staff use the following procedures:

Staff will respond in a way that is:
- **Calm:** Using professional and composed voice tone and volume
- **Consistent:** Respond the same way to all students who display minor behaviour errors
- **Brief:** Short and concise response to get back to learning
- **Immediate:** Respond within a short time after the behaviour error takes place
- **Respectful:** A private, polite response
- **Specific:** Tell the student exactly what they are doing incorrectly and state specifically what they should be doing

2. Clear Set of Expectations
Our Matrix of Expected Behaviours is a common agreement of expected behaviours and language in a variety of learning environments. All students are expected to adhere to these expectations.

3. Teaching Expected Behaviours
Our Matrix of Expected Behaviours are used by all staff to teach and model expected behaviours and common language. Catchphrases to assist students to remember our expected behaviours are used every day. Examples of these are: ‘plan to play’, ‘manners matter’, ‘if it is to be - it is up to me’, ‘be fair and share’, ‘be your best’, ‘go for gold’, ‘bounce back’ and ‘right place, right time’.

4. Acknowledging Positive Behaviour
Staff use a variety of strategies to acknowledge when students are modelling expected behaviours in classrooms, in the playground and on excursions. Examples include: verbal praise, sharing work with the Principal and other staff, stickers, special responsibilities, classroom privileges, assembly awards, work published in school newsletter, phone calls to parents and peer recognition. Staff and students are encouraged to use a positive approach to help create a respectful and supportive learning community.
Our Billabong
Jumbucks (Araluen currency) are given out when a teacher notices a student modelling our Values. When they are given out, the teacher uses it as a teaching opportunity to explain to the student why they are being given a Jumbuck. Students collect their Jumbucks and have the opportunity to ‘purchase’ items from our Billabong shop. The shop is manned by student Billabong Leaders.

Behaviour Pyramid

- Many strategies have been put in place but inappropriate behaviour has not ceased.
- Verbal warning provided to student to change inappropriate behaviour.
- Expected behaviour

Strategies put in place to support student but inappropriate behaviour has continued.
OUR CURRICULUM
Araluen is committed to providing quality teaching at all year levels. An integrated curriculum approach (based on the Victorian Curriculum) is the focus for the teaching of:

<table>
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<tr>
<th>English</th>
<th>Maths</th>
<th>Science</th>
<th>Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and PE</td>
<td>Humanities</td>
<td>Music</td>
<td>Art</td>
</tr>
</tbody>
</table>

Consistent teaching practices across all year levels in English and Maths
We have high expectations for students in English and Maths. We teach using a consistent approach across all year levels for Reading, Writing and Maths. This common approach gives students the language and the strategies to take responsibility for their learning.

Information Communication and Technology (ICT)
All grades have access to netbook computers and iPads. Our ratio of computers to students is 1:1.

SPECIALIST CURRICULUM
Science
Our school is a Science Specialist School. Every grade from Foundation to Grade 6 attends a Science class each week, taught by our qualified Science specialist teacher in our dedicated Science classroom. Our Science specialist teacher also runs a Science Club each week for interested students.

Music and Art
Each week our students attend lessons in Art and Music that allow them to express their creativity and learn new skills.

PE
All students are required to participate in Health and Physical Education classes each week. Students work through a curriculum that supports students to improve their fitness, learn skills related to a variety of different sports and develop their fundamental motor skills.

Swimming
All students are expected to participate in the Swimming Program, which is part of the school’s Health and PE curriculum. This runs for 8 weeks across terms two and three and is considered a vital element of the curriculum. The swimming program is taught at the Sale Indoor Swimming Pool – Aqua Energy by qualified swimming instructors.

Bike Ed
Our school is the only one in the district with a designated Bike Ed track with working traffic lights. Students are taught bike handling skills and road safety.
INVESTIGATIVE LEARNING AT ARALUEN
We believe that the key goals for students’ learning are to promote in them the ability to:

- use their initiative and motivate themselves
- problem solve
- take risks
- learn from their mistakes and develop resilience
- think deeply
- construct ideas and meaning
- utilise their own understandings and discover new ones
- become increasingly motivated to learn, to find out, to try, to have a go.

In junior classrooms, you will see:

- Learners are motivated and engaged in their learning, developing independent learner traits such as – collaboration, initiative, tolerance, curiosity, creativity and determination – and take responsibility for their own process of learning.
- Students who are given ownership, space and time to grow knowledge, dig deeper, and share their learning with their peers.

In senior classrooms, you will see:

- Students holding class meetings where they discuss issues that are important to them on a local and global level
- Students using the learning space in different ways to suit their learning needs
- Excited students sharing their learning with the community in Expos that showcase their learning progress.
EXTRA-CURRICULAR PROGRAMS

To support our students to develop their learning strengths and help them to become well-rounded citizens, the Core Curriculum is supported and enhanced by:-

- **Camps** Grades 3 & 4 participate in a camp every 2nd year while Grade 5 & 6 have a yearly camp. At present, this is a 4-day trip to Ballarat every second year and an adventure camp the alternative year.
- **Sport and the Bike Challenge** including coaching and team participation in the Bike Challenge, soccer, basketball, netball, football, swimming, athletics and tennis. Many of our students go on to represent Araluen in Sport at a district level.
- **Music and Drama** Students have the opportunity to participate in the school choirs, drama activities, plays and performances, visiting theatre groups, performers and guest speakers, workshops with visiting artists, art displays and competitions. Every year the Choirs compete in local Eisteddfods and every second year interested students have the opportunity to perform in the State School Spectacular in Melbourne.
- **Hands on learning.** We have a variety of projects operating each year for students to become involved – including gardening and grounds projects and building and construction.
- **Lunchtime activities.** Students are able to join in activities at lunchtime such as Science Club and Garden Club. They can also participate in varied sporting activities and ride in our Billy Carts. Many of these activities are organised by our student leaders.
GROWING FUTURE LEADERS

At Araluen Primary School, we foster leadership potential in all our students and believe this is the key to developing confident and independent citizens of the 21st century. From Foundation to Grade 6, all our students have the opportunity to take on a leadership role.

- **Junior Grade Reporters and Photographers**
  During Investigative Learning, all students in Foundation to Grade 2 are given the opportunity to take on these roles.

- **Key Master and Gate Keepers**
  Students in Grades 5 and 6 are given the responsibility of securing the school each day by locking and unlocking gates.

- **Music, Art and Science Captains**
  These students help to run lunchtime activities in the Music, Art and Science rooms and take on a leadership role during special Music, Art and Science classes and events.

- **Student Representative Council (SRC)**
  Students in Grades 3 to 6 are required to elect class representatives for the SRC. The SRC meets throughout each term, organise fund raising events, and discuss ideas to improve the school.

- **Billabong Leaders**
  Students in Grades 3 and 4 are invited to apply for this role. The Billabong leaders set up and “man” the Billabong each fortnight.

- **House Captains**
  Students in Grades 5 and 6 have the opportunity to apply for this role. Students assist in promoting swimming, athletics and cross-country events to their teams and assist teachers in the running of sports days and multi age special fun days and use of Billy carts.

- **School Captains**
  Students in Grade 6 have the opportunity to apply for this role. Captains are positive role models in the yard, attend SRC meetings, lead and run assembly each week, lead school tours and change the school sign.

**Leadership training for our School Captains**

Each year our school leaders attend special leadership training sessions to help build up their skills in leading and working as part of a team.
EXCURSIONS
Excursions are considered a vital part of the curriculum. Being able to see things at first hand with his/her teacher is one of the best educational experiences a child can have. You will be asked to sign a parent consent form before your child is taken on any excursion (walking excursions do not require consent; a parent information will letter will be sent home only). Attendance at excursions, camps and cultural activities is voluntary, but is always strongly encouraged.

INCURSIONS
Every year our students have the opportunity to attend performances and workshops by visiting groups. These can focus on Values teaching, the Arts (music, art or drama) or Science. These performances provide students the chance to extend their knowledge through an engaging, entertaining and hands on event.

HOME LEARNING

• **Home Reading**
To foster in children a love of reading, reading should be both for pleasure and to practise skills learned at school. All reading should be recorded in the student’s Reading Diary. Students are encouraged to read books that they are familiar with to practise their skills. Students should be exposed to a variety of text types (picture books, non-fiction, chapter books, magazines, articles, etc.).

  - Foundation – Grade Two minimum of 15 minutes per day at least five days per week
  - Grade Three – Grade Four minimum of 20 minutes per day at least five days per week
  - Grade Five – Grade Six minimum of 30 minutes per day at least five days per week

• **Home Practice**
Students are required to regularly practise writing, spelling words and times tables as set by the class teacher. These will align with the abilities of the individual students.

  - Foundation – Grade Two minimum of 30 minutes per week
  - Grade Three – Grade Four minimum of 40 minutes per week
  - Grade Five – Grade Six minimum of 50 minutes per week

LIBRARY
Students visit the Library each week with their class teacher and are encouraged to borrow books on a regular basis from the library. They are to be returned after one week and may be re-borrowed if required.
PARENT INVOLVEMENT AND COMMUNICATION

SCHOOL FESTIVAL
How our parents can be involved
As parents, your participation in and contribution to the life of the school is vital. At Araluen, parent participation takes many different forms. Some parents assist in the classroom - with reading, Bike Ed, Cooking, Sport, swimming, school productions, to name just a few areas. Other people are able to assist at working bees, in the library, on camps and excursions or in the preparation and repair of materials and equipment. Learning is a partnership between home and school and it is most important that your child see the value that you place on this partnership. Remember that all parents who volunteer are required by law to have a current Working with Children Check. Please see the office for more information.

Parent’s Group
This body of voluntary parents provides the school with valuable assistance. They are responsible for organising fund raising events and support the school to make the environment a better place for the students. The Group is always looking for new parents to carry on the work started. Over the past few years, Parent’s Group has seen all classrooms fitted with air conditioners and the construction of new play equipment. Other items purchased have included musical instruments, library books and even a chicken coop!

Breakfast Club at the Coolibah Café
A number of volunteer parents help out at Breakfast Club on Tuesdays and Thursdays. This is a great way for parents to interact with our students of a morning. Breakfast Club operates as the Coolibah Café and parents have access to the Parent’s Group kitchen from which to serve and prepare food.

School Council
School Council is the governing body of the school. It decides school policy, prepares and oversees the annual budget, approves fundraising, camps and excursions and oversees the maintenance of the buildings and grounds. There are 12 members. Elected members serve a 2-year term.

The composition of the Council at this school includes:
- The Principal as Executive Officer
- Parent representatives elected by the school community
- Department of Education employees elected by the staff
- One co-opted member.

Elections are held in March each year and publicised through school newsletters. The names of all members of the School Council are published each year following the elections. Parents should feel free to contact these representatives if there is a matter of concern or for further information.
COMMUNICATION

CONTACT US
Address: Patten Street Sale 3850 Phone: 51 44 2111
Email: araluen.ps@education.vic.gov.au Webpage: www.araluenps.vic.edu.au

APP - SKOOLBAG
Check out our very own school app – Skoolbag. Download it free from the App Store or Google Play on your smartphone to keep up with school events and the latest school information. You can read the weekly newsletter, Aralines, send absence notes as well as receive handy alert reminders.

ASSEMBLIES
Every Friday at 2.50 p.m., all students and teachers attend Assembly in the Gym. The Assembly is led by our student leaders, classes sharing their learning, student recognition awards presented and important messages communicated to students and families. Parents are invited to attend assemblies, as they are a community event.

ARALINES (OUR NEWSLETTER) AND NOTICES
It is our practice to send home notices with at least the oldest child of each family. Please ask your child to bring all notices home. Our weekly Newsletter "Aralines" is sent home weekly. An electronic copy is also available on our Skoolbag app or via email (upon request).

REPORTING TO PARENTS
Parents will be kept informed on a regular basis of each child's program, academic progress, attitude to school life and level of achievement. Communication with parents includes information nights, parent/student/teacher interviews and the preparation of formal reports:

- **Term One:**
  - Community Night
  - Conference with Student/Parent/Teacher
- **Term Two:**
  - Written report presented to parents
- **Term Three:**
  - NAPLAN results sent to parents - Years 3 and 5 only
  - Conference with Student/Parent/Teacher
- **Term Four:**
  - Written report presented to parents

**SENTRAL - accessing your child’s attendance, reports and awards**
Families can all access (using a private password) the Sentral home portal for Araluen Primary School. This provides you access to your child’s attendance, their school reports as well as a list of rewards they have received.

**SENTRAL - Online bookings for interviews**
We use an online booking system through Sentral, which is an easy and convenient way to book interviews in Terms 1 and 3. For parents without internet, the school can make the booking for them. Parents or teachers are free to request further parent-teacher interviews at any time. If you wish to talk to a teacher, please contact the teacher so an appointment time can be arranged.
UNIFORM

Our students show respect for our school and pride in themselves by wearing full school uniform. The wearing of school uniform at Araluen Primary School is compulsory and is fully endorsed by our School Council.

<table>
<thead>
<tr>
<th>GIRLS UNIFORM</th>
<th>BOYS UNIFORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Short sleeved polo top – bottle green/gold with</td>
<td>*Short sleeved polo top – bottle green/gold with</td>
</tr>
<tr>
<td>Araluen logo</td>
<td>Araluen logo</td>
</tr>
<tr>
<td>*Polar fleece jumper (half zip) - bottle green and</td>
<td>*Polar fleece jumper (half zip) - bottle green and</td>
</tr>
<tr>
<td>gold or bottle green with Araluen logo</td>
<td>gold or bottle green with Araluen logo</td>
</tr>
<tr>
<td>*Sports jacket – bottle green and gold with Araluen</td>
<td>*Sports jacket – bottle green and gold with Araluen</td>
</tr>
<tr>
<td>logo</td>
<td>logo</td>
</tr>
<tr>
<td>*Polar fleece jacket (full zip) – bottle green with</td>
<td>*Polar fleece jacket (full zip) – bottle green with</td>
</tr>
<tr>
<td>Araluen logo</td>
<td>Araluen logo</td>
</tr>
<tr>
<td>***Skivvies – a bottle green skivvy may be worn</td>
<td>***Skivvies – a bottle green skivvy may be worn</td>
</tr>
<tr>
<td>UNDER the school polo shirt for extra warmth.</td>
<td>UNDER the school polo shirt for extra warmth.</td>
</tr>
<tr>
<td>*Skorts - bottle green with Araluen logo. NOT netball skirts</td>
<td></td>
</tr>
<tr>
<td>**Summer dress (BOTTLE green/white check) with</td>
<td></td>
</tr>
<tr>
<td>white collar and cuffs, short sleeves with inverted</td>
<td></td>
</tr>
<tr>
<td>pleat - no belt.</td>
<td></td>
</tr>
<tr>
<td>Shorts - bottle green - cotton knit</td>
<td>Shorts - bottle green - cotton knit</td>
</tr>
<tr>
<td>Trousers/track pants - bottle green</td>
<td>Trousers/Track pants - bottle green</td>
</tr>
<tr>
<td>*Polar fleece vest - bottle green with Araluen logo</td>
<td>*Polar fleece vest - bottle green with Araluen logo</td>
</tr>
<tr>
<td>Coat/jacket – bottle green</td>
<td>Coat/jacket – bottle green</td>
</tr>
<tr>
<td>****Shoes – Totally Black shoes (lace up, buckle</td>
<td>****Shoes – Totally Black shoes (lace up, velcro or</td>
</tr>
<tr>
<td>up, velcro or runners) NOT canvas or high top</td>
<td>runners) NOT canvas or high top runners.</td>
</tr>
<tr>
<td>runners</td>
<td></td>
</tr>
<tr>
<td>Socks - plain white. Tights - bottle green.</td>
<td>Socks - plain white</td>
</tr>
<tr>
<td>*Beanie – bottle green with Araluen logo</td>
<td>*Beanie – bottle green with Araluen logo</td>
</tr>
<tr>
<td>*Bucket or broad brimmed hat - bottle green with</td>
<td>*Broad brimmed bottle hat - green with Araluen</td>
</tr>
<tr>
<td>Araluen logo</td>
<td>logo</td>
</tr>
<tr>
<td>Grade 6 students only – optional Grade 6 polo shirt</td>
<td>Grade 6 students only – optional Grade 6 polo shirt</td>
</tr>
<tr>
<td>with names printed on back</td>
<td>with names printed on back</td>
</tr>
</tbody>
</table>

NOTE –

- *These items MUST have the school logo. Generic brands will not be permitted as a substitute
- **Summer dresses must not be worn with tights or trousers or long sleeved tops
- ***A bottle green skivvy may be worn UNDER the school polo shirt for warmth, NOT INSTEAD of the polo shirt
- *****Shoes –
  - Shoes must be **completely black** with no coloured sections or coloured shoelaces
  - canvas style shoes and ballet flats are not acceptable (these shoes do not keep children’s feet safe and are not practical for sports activities)
  - White socks must not have any coloured patterns or brand names visible
  - On PE days or Sports training days, students are permitted to wear sports shoes all day
- Children ARE permitted to wear non-uniform beanies, scarves, gloves and non-Araluen jackets to and from school, **BUT** must remove them once inside school buildings
- When representing the school in the community on excursions or field trips, only approved uniform items are to be worn.
- Hats that do NOT have a broad brim are NOT acceptable as they do not meet SunSmart guidelines
- Netball skirts are not part of the school uniform and are not allowed to be worn
- T-shirts, singlets or tops that are worn under the uniform for additional warmth are NOT to be visible.
Acceptable accessories

- Jewellery:
  - Medi-Alert bracelets
  - Watches
  - Earrings (girls and boys) - one single or one set of small studs or small sleepers – see next section for more information
- Sunscreen is recommended (instead of zinc cream)
- SunSmart sunglasses may be worn.

Jewellery, Make-up and Hair

- Jewellery - in the interest of student safety:
  - the following items are not permitted at school - necklaces, protruding earrings, large sleepers or earrings that dangle, spacer earrings, bracelets (unless medi-alert) and wristbands (unless associated with an event or fundraiser)
  - necklaces of religious or cultural significance must be tucked securely under clothing for safety reasons (note – permission must first be given by the Principal for this type of necklace to be worn)
  - students with facial piercings will be required to remove their jewellery before they come to school.
- Make-up -
  - Nail polish, stick on nails, body glitter, lip-gloss, lipstick, temporary hair colouring and zinc cream are not acceptable
- Hair – in the interest of health and safety
  - Boys and Girls hair that is longer than shoulder length MUST be tied back neatly with a suitable hair accessory in black, green or gold
  - Tips and dyed hair are NOT ACCEPTED. Coloured hair will only be allowed on special occasions, e.g. fun event days.

Casual Clothes days

- Open toe footwear, e.g. thongs, sandals are not acceptable
- Strapless dresses/tops or tank tops, bandanas are not acceptable
- Jewellery as indicated above is not acceptable (for safety reasons).

Guidelines:

- From the start of September to the end of April, it is compulsory for students to wear an Araluen SunSmart hat whilst outdoors
- In line with our value of Respect, students and parents will be reminded about the requirement to ensure their uniform is well presented, clean, free from graffiti, tears and holes
- If a student is out of uniform a note of explanation to the class teacher is expected
- If a student is out of uniform without a note, a slip will be given to the student to take home reminding parents of the correct uniform
- If a student is out of uniform for an extended period of time without explanation, parents will be contacted and every effort will be made to replace the non-uniform item with a second-hand item for the day
- If an exemption from wearing part or all of the uniform is requested, a letter to this effect should be forwarded to the Principal for consideration

Availability:

- All approved uniform items are available from JSM Embroidery – Macarthur St. Sale
- A limited selection of second-hand uniform items is available from the school.
Students at Araluen Primary School are provided with all of the supplies that they need at school. School Council asks parents to contribute to cover the following: educational needs, incursions & local excursions, swimming and invites parents to contribute to the maintenance of the school’s wonderful grounds.

Payments are due upon collection of books.

<table>
<thead>
<tr>
<th>Financial Contribution</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Requisites Levy</td>
<td>$ 85.00</td>
</tr>
<tr>
<td>Whole School Excursions, Sports and Incursions Levy*</td>
<td>$ 60.00</td>
</tr>
<tr>
<td>Swimming Program Levy</td>
<td>$ 50.00</td>
</tr>
<tr>
<td><strong>TOTAL COST</strong></td>
<td><strong>$195.00</strong></td>
</tr>
</tbody>
</table>

### Essential Student Learning Items

#### Student Requisites Levy
- Text books
- Stationery (pens, pencils, glue sticks, scissors, etc.)
- Exercise books, binder, writing/ drawing paper
- All other consumables that students use in the classroom
- Art materials

#### Whole School Excursions, Sports and Incursions Levy
This levy will cover all bus travel and entry fees for whole school sports events and excursions. Incursions are part of the school curriculum and include:
- Life Education Van and visiting performances.

#### Swimming Program Levy
Each child participates in our swimming program that runs for 8 weeks during the year. This levy pays for the bus and pool entry fee.
If you have an Aqua Energy Members Pass (those who hold a Gold or Pool Membership) the swimming levy cost will be adjusted accordingly.
A copy of the membership pass will be required upon payment of the levy so it can be recorded.

### Voluntary Financial Contributions

#### Maintenance of School Grounds
We appreciate any contribution that you can make to assist us in keeping our school grounds and gardens maintained. The school has to cover costs of lawn mowing, weeding and whipper-snipping as well as gardening. Any financial contribution is greatly appreciated.

### Payment Options:
- Cash
- Centrepay (to be arranged upon book collection)
- Internet Banking

### Book Collection Days
Parent Payment charges are due on collection of books. Book packs consist of all the items needed to start school for the year and items will be replenished throughout the year, as necessary.

### Camps, Sports & Excursion Fund (CSEF)
If you hold a valid means-tested concession card or you are a temporary foster parent, you are eligible to apply for a CSEF payment. Payments are made directly to the school and then allocated to the eligible student. Application forms are available from the school office.