

A good school
educates; a great
one inspires

2024



Paynesville
PRIMARY SCHOOL

Our Staff

Principal



Deborah Mathers

Classroom Teachers



Angela Stringer
Prep Teacher



Krystal Lewis
Grade 3/4 Teacher



Jessica Sargent
Grade 4/5 Teacher



Mary Sowa
Grade 1/2/3 Teacher / Leadership Team



Jarryd Floyd
Grade 6 Teacher / Leadership Team

Specialist Teachers



Deanne Howlett
Art Teacher



Ann Clack
Kitchen Teacher



Serena Jefferis
Music Teacher



Education Support



Kerry Walters
Team Leader / Active



Brianna Tompkins
Team Leader



Suzanne Hudson
Breakfast Club



Judith Owen
Library



Jaime Fordham
Classroom Support



Caroline Taylor
Classroom Support



Bec Pyke
Classroom Support



Trinity Fordham
Tutor

Wellbeing Team



Linda King



Jill McConnell



Lauren Bills



Jennifer Bowler

Business / Administration



Principal's Message

Thank you for choosing Paynesville Primary School to educate your child.

Our vision is to support students every day to become lifelong learners in a safe, positive and respectful environment. Our focus is on creating the most supportive and respectful school culture from which we build literacy and numeracy.

We enrich student learning through specialist programs such as ICT, Kurnai Language, Visual Art, Science, Library, Kitchen, Garden, Physical Education, Music and the Performing Arts.



Specialist Programs

All students at Paynesville Primary School have the opportunity to take part in the following specialist programs:

- Kitchen/Cooking/Garden/Sustainability
- Physical Education
- Visual Art
- Information and Communication Technology
- Kurnai Language
- Performing Arts / Music
- Library
- Swimming Lessons
- Active After School Care
- After School Art Program
- Junior Rotary Award Program



At Paynesville Primary School we are strong believers that every child can succeed. Our students lead their learning journey and are supported by staff and parents.





2024 Term Dates

Term 1	January 30th - March 28th
Term 2	April 15th - June 28th
Term 3	July 15th - September 20th
Term 4	October 7th - December 20th



“ A GOOD HEAD AND GOOD HEART ARE ALWAYS A FORMIDABLE COMBINATION. BUT WHEN YOU ADD TO THAT A LITERATE TONGUE OR PEN, THEN YOU HAVE SOMETHING VERY SPECIAL. ”

- Nelson Mandela



Prep Transition Program

In the year prior to starting school, Kindergarten students are invited to come to school every Friday during Term 4.

Our Prep Transition Program has proved to be of great benefit to Prep students over the last few years as they become familiar with the school staff, other students, school routines and the school environment.

Pre-prep students meet their 'Buddy', a Grade 5 student who will support them through the transition to school through a range of

classroom and outdoor activities. Coming to school every Friday during Term 4, before they start school the following year, allows all students to experience a taste of what is to come and prepares them for the year ahead.

Parents also have the opportunity to communicate their goals or concerns about their child to the Prep teacher.



Prep

Easing into life at Paynesville Primary School.

During February of their first year of school Prep students have a rest day on Wednesdays. This will give your child the opportunity to ease into the routine and rigor of school. It is also

a time where the classroom teacher will conduct a prep interview involving parents and students. More information will be forwarded to let you know what this will entail.



Grade 6 Transition

We aim to ensure all students are ready for the next phase of schooling and we have a number of ways to deal with transitioning to Secondary School.

Year 6 students begin interacting with Secondary Schools early in the year before moving on with their Grade 6 studies. There are several visits to and by representatives of the various local Secondary Schools.

Students have a number of schools available (Bairnsdale Secondary College, Nagle College, Gippsland Grammar), each offering a range of transition activities, culminating in a full day orientation in Term 4.



Information Directory

Absences

It is compulsory for a child over the age of six to attend school and it is a Department of Education regulation that written or verbal reasons are provided to the school staff in the case that their child is absent. We want to know that every child who has left home for school arrives here safely. We follow up unexplained absences daily by phone.

Administration

Our office is managed by Lauren Bills and Jenny Bowler who ensure the needs of The Education Department, our staff, students, and parents are met.

Allergies

Anaphylaxis is a severe and sudden allergic reaction when a person is exposed to an allergen. Common allergens for children include eggs, peanuts, tree nuts such as cashews, cow's milk, fish and shellfish, wheat, soy, insect stings and medications. If your child has an allergy, please make sure you fill in the form in your enrolment pack to inform us. We also appreciate your consideration of other children who may have allergies when packing your child's lunchbox. We are a cashew free school.

Asthma

Parents who have students with asthma conditions must fill in the Asthma Management form provided with your enrolment pack.

Ambulance Service

In the case of an emergency, it may be necessary to call an ambulance to transport your child to hospital. The cost of the ambulance transport would be your family's



responsibility as the school does not cover this cost. We strongly advise you take out ambulance insurance to ensure that you are covered should such an incident occur.

Medical Information

Children's Illnesses

The best place for students who are ill is at home. If your child is sick, please keep him/her comfortable at home.

Medication

Should your child require medication to be administered at school on a regular basis or occasionally, parents must complete the form "Authority to Administer Medication", and medication must be clearly labelled with the child's name, dosage and time medication is to be given. Medication cannot be administered without written authorization form caregivers

Asthma sufferers on medication must provide the school with an emergency supply, as well as always having their own supply on hand. Please make sure a current asthma information plan is completed for your child.

EpiPens should be clearly labelled and discussed with your child's teacher.

Infectious Diseases

Primary responsibility for the prevention and control of infectious diseases lies with individuals, families and public health authorities; however schools also have an important role to play. Schools can support the prevention and control of transmission of infectious diseases by supporting immunisation programs, providing prompt and consistent response to detected or suspected cases of disease.

Schools are not expected to give expert advice or treat students, which is the role of medical practitioners and health authorities as appropriate. Some diseases include exclusion from school for a period of time. Schools must be aware of, and abide by, exclusion requirements during an outbreak of an infectious disease. For detailed information on exclusion, see the Department of Health's website: Infectious Diseases Epidemiology and Surveillance (IDEAS).



Assembly

Whole school assemblies will be held in the multi-purpose hall on Fridays at 3:00. Parents and community members are welcome to join us in singing our national song, sharing news and celebrating achievements at this time.

Daily Routines

We recommend that children arrive at school at 8:45am in order for daily tasks to be completed before the class commences. These tasks include handing in daily reading diary, handing in weekly home learning, preparing equipment for the day, changing readers, giving and/or receiving feedback from teachers and greeting friends.

Newsletter

The Principal produces a newsletter fortnightly, releasing on Thursdays. This includes news from the week just gone, as well as up and coming events. A printed copy is available in the office. Please register at the Office if you would like to be on our Newsletter emailing list so you never miss a copy.

Bikes/Scooters/Skateboards

Students can ride to school and place their bike/scooter/skateboard in the bike shed. This is locked at 9:15am and reopened at 3:15pm. Helmets are compulsory. Students who arrive without a helmet will not be permitted to ride home. For safety reasons all riders are asked to walk their bike, scooter or skateboard between the bike shed and the end of the Ashley Street drop off zone.

Curriculum

Paynesville Primary School delivers programs based on the Australian National Curriculum. For details visit www.australiancurriculum.edu.au



Cybersmart

In conjunction with Victoria Police, Paynesville Primary School educates students about the risks involved and the consequences of inappropriate or illegal activity online.

Early Collections/Late Arrivals

When children are arriving or leaving school outside regular hours, please sign the book located on the front counter at the office. It is a DE&T requirement that we know where all students are at all times.

Daily Session Times

Session 1	9:00am to 11:00am
Recess	11:00am to 11:30am
Session 2	11:30am to 1:30pm
Lunch	1:30pm to 2:30pm
Session 3	2.30pm to 3.30pm

Excursions and Camps

Excursions and camps are a very important part of our whole school program.

Grade 6	DOXA Melbourne Urban camp
Grade 5	Bicycle Camp to Bruthen
Grade 3 & 4	Coonawarra or Coolamatong (alternating years)
Grade 2	Sleepover in the school library



Assistance for the cost of school camps is available through the government subsidised CSEF (school camp and excursion fund). See Jenny or Lauren in the office for further details.

Camps and excursions form a very important part of the school program. It is important that all students participate as these activities are usually organised to supplement or enhance class programs with class work being done before and after the event.

All excursions and camps are pre-approved by School Council. You will be notified of planned excursions via the newsletter and special permission is still required for excursions further afield. Normally students will be transported by bus, but should we need to use cars, you will be notified of the driver and asked to sign a separate permission form. In some cases, where only a small number of students are involved, we may seek your help in finding transport for your child.

We aim to provide you with as much up front information about proposed camps and excursions, so you will be provided with a full list of the camps on your child's booklist. You will have the option of paying for these camps at the beginning of the year, or a pay as you go plan.

Please do not hesitate to come and have a chat if you need any assistance.

Healthy Eating

Soft drink, lollies and chocolates are not permitted at school.

School Council

The School Council is a group that oversees the governance of the school in accordance with the Department of Education's regulations. The council consists of community members, staff and parents. Please let us know if you would like to be involved.

Library

Each week, each class has a scheduled time in the library, where students can learn about books, listen to stories and borrow books to take home. Students can borrow up to 2 books per week and they are expected to take care of the books and return items on time.



Lunch Orders

Each child will be given a menu during the first week of school. Our canteen is an outsourced service operated by local chef Ian Pearson. Food is varied for each season and is offered in accordance with the Department of Education's School Canteen Guidelines.

The canteen is open on Fridays.

Public Holidays and Pupil Free Days

From time to time there will be days when students are not required at school. On these days staff undertake professional development, write reports and are involved in whole school planning. We endeavor to give parents as much notice as possible.

Sun Smart

Broad brimmed hats are provided to each new Prep student. Other students may purchase a school hat from the office. These hats are worn every time the student is outside during Term 1 and Term 4. We recommend students come to school with sunscreen on during these two terms. Sunscreen can be provided by parents and kept in student bags if extra protection is required.

Uniform

Paynesville Primary School has a compulsory school uniform. New items of uniform are available from "Nicks" 93 Main Street, Bairnsdale: Phone 5152 1333. The school uniform consists of a royal blue polo shirt, black shorts or pants or skirt or alternatively a blue and white gingham dress. Shoes must cover the toes. Please label each item of clothing so that it can be returned if misplaced. Students will also be required to wear the Paynesville Primary School Hat which can be purchased from the Office. If you need any assistance with purchasing uniforms, please come and see us.

Volunteers

Most schools rely on volunteers either on a daily or intermittent basis. Community members, parents, and relatives bring all types of skills and experiences that can



assist schools in daily reading programs or in specialist areas. We value your skills and experience and would appreciate your spare time. Please let us know if you would like to help and we can help you obtain the Working with Children Check.

Working with Children Check (WWCC)

Our School requires that anyone who volunteers in the school or attends camps and excursions has a current Working with Children's Check. The WWCC form can be found online and the application is free. Once the application is completed online, you then head to a government Post Office where your Passport Photo will be taken free of charge.

Please do not pay the fee for a WWCC, as that is for people who are employed in Children's Services. More information can be found at the WWCC website www.workingwithchildren.vic.gov.au but feel free to come in and chat to Lauren or Jenny in the Office.

Head Lice

Responsibilities for managing head lice are shared between parents, care givers, schools and principals. Parents/care givers have a primary responsibility for detection and treatment of head lice. For further information regarding the management of head lice please visit: www.education.vic.gov.au/school/teachers/health/pages/headlice.aspx

Yard Duty and Supervision

The yard is supervised during recess and lunch. During school hours students are not permitted to leave the school grounds without permission from a teacher. We have two teachers on yard duty at recess and lunchtime, plus additional Education Support staff.

A staff member with first aid qualifications is available during recess and lunch breaks.



Who do I See if I have a Problem or a Concern?

If you have any concerns about how your child is going in class, any problems in the yard or any other issues relating to your child, your first port of call is your child's classroom teacher. You may also talk to the teacher who is the team leader of your child's school level.

Should you be unsatisfied after talking to the classroom teacher and team leader, your next port of call is to speak to our Principal – Deborah Mathers. Please be assured that she will do her utmost to work with you to resolve any concerns and she will be happy to explain why a decision has been made or why a certain path is being followed.

If you have any concerns about payments, forms, etc, please see Lauren or Jenny at the Office.

Parent Opinion Survey

Each year a randomly selected group of families is invited to participate in the annual parent opinion survey. For our sized school it works out to be about 40 families.

The survey seeks opinions about all aspects of the school and families are asked to respond based on their experiences. The surveys are completed online. The data is collected and collated by an outside company with results coming to the school and to the Department of Education.

Toys and Personal Items

We all know how exciting it is to have a new toy or game. Some children may want to bring it to show friends, but school can be a rough place for toys and special belongings. We recommend that toys and personal items may be brought for show and tell, but left in school bags and saved for use at home. We cannot guarantee that the items will be safe and returned in one piece.

Mobile phones are held in the Office for the duration of the school day and returned to students at 3.30pm. These items are placed in individually named storage bags for safe keeping.

Any money should be sent in a purse or wallet for safe keeping.

Fundraising by our Parent Club

Our fundraising committee is driven by volunteers who have done a fantastic job raising money for various projects around our school. Keep an eye on the newsletter for the next project.

If you have any ideas for fundraising or you can help out in this area please let us know.

Thank you

I hope this booklet has provided you with an overview of some of the operational aspects of Paynesville Primary School.

Please come and see me if you have any queries or concerns. I am looking forward to our partnership in making your child's Primary school journey successful, memorable and fun.

Regards,

Deb Mathers

Principal

