



# Flemington Primary School

Principal: Ms Amanda Williams

## 2018 Prep Enrolment Timeline



### Prep School Tours

Every Tuesday from 2nd May until 27<sup>th</sup> June.

Tours start 9.15am from the school office.

No booking necessary

### School Open Day

Wednesday 17<sup>th</sup> May 9.00am – 1.30pm

### Prep Information Night

Thursday 25<sup>th</sup> May 6.30pm – 7.30pm

### Enrolment Form Deadline

Friday 30<sup>th</sup> June

### Confirmation Letters

Tuesday 18<sup>th</sup> July

### Prep Storytime

Wednesday 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup> & 22<sup>nd</sup> November

3.45pm – 4.30pm

### Prep Information Night

Tuesday 14<sup>th</sup> November

6.30pm – 7.30pm

### Prep Transition Program

Tuesday 28<sup>th</sup> November & 5<sup>th</sup> & 12<sup>th</sup> December

9.00am -11.00 am



Be kind

Be safe

Be respectful

Be ready to learn

# 1. Flemington Primary School – General Information

<b>School Address:</b>	Cnr Padman Lane and Mt. Alexander Road Flemington, 3031
<b>Postal Address:</b>	PO Box 7 Flemington, 3031
<b>Telephone:</b>	9376 7137
<b>Web site:</b>	<a href="http://www.flemingtonps.vic.edu.au">www.flemingtonps.vic.edu.au</a>
<b>Email Address:</b>	flemington.ps@edumail.vic.gov.au
<b>Principal:</b>	Ms Amanda Williams
<b>Assistant Principal:</b>	Ms Sandra McOrist

## 2018 Term Dates

Term 1	29 Jan to 29 Mar (Prep students commence on Thursday 1 <sup>st</sup> February)
Term 2	16 Apr to 29 Jun
Term 3	16 Jul to 21 Sept
Term 4	8 Oct to 21 Dec

## Public Holidays

The school observes the following public holidays:

- Labour Day
- Anzac Day
- Queen's Birthday
- Melbourne Cup Day

## Curriculum Days

There are four days in the school calendar when teachers are in attendance but students do not come to school. Please see our website [www.flemingtonps.vic.edu.au](http://www.flemingtonps.vic.edu.au) for dates.

These days are used for curriculum planning, professional learning and assessment & reporting as determined by DET.

## School hours

School hours are from 9.00am to 3.30pm. School grounds are supervised from 8.45am until 3.45pm.

## 2. Welcome and Message from the Principal

Thank you for considering Flemington Primary School for your child's education. At Flemington Primary School we like to make the transition from Kinder to Primary School as seamless for you and your child as possible.



Flemington Primary School sets high academic standards and is committed to excellence in all areas. Every student at Flemington Primary School is encouraged to reach their potential and to "be their best," in a culture that fosters the skills of resilience, collaboration and team work and reflects our values –

**Be kind**   **Be safe**   **Be respectful**   **Be ready to learn**



Teachers and students are guided by our vision and mission

### **Mission**

We will provide learning opportunities in supportive and collaborative learning environments.

### **Vision**

Students will realise their full potential, contributing to our school, our community and our world.

You, the parents are part of our learning community and a vital link in your child's education. A sense of community evolves when parents and staff work in partnership for student achievement. We encourage active parent participation in the school through various avenues. You are welcome into the classroom as a classroom helper and to be involved in various groups and activities.

We look forward to the opportunity to become a part of your child's learning journey.



Ms Amanda Williams

Principal

### 3. Prep Information

Your child will attend full school days, finishing at 3.30 on Monday, Tuesday, Thursday and Friday. Initially every **Wednesday** will be a **rest day** for all prep students, and they will not be required to attend school. These Wednesdays will be used to interview each student individually in order to determine their academic levels on entry to school. This ensures all children's needs are met, when teachers are developing the curriculum. There will also be an opportunity for a quick parent / teacher interview during the allocated time for each student. Wednesday rest days will continue until the Labour Day weekend in March. From then, the preps will attend school five days a week.

#### The First Day of School at Flemington Primary School

When you arrive at school go straight to your classroom. The teachers will meet you, show your child around, introduce some of the other children and settle your child with a game or activity. It is best to leave reasonably quickly as the room can become extremely noisy and disorientating for children if there are a lot of people around. Before you leave please ensure that your child knows that he/she will be picked up at home time and by whom. You are most welcome to join other new parents and The Hub for tea or coffee (this can really help the separation anxiety), after you have left your child.

#### Collecting Children

A parent, relative, designated friend or sibling must collect prep children at the end of the day. It is important that children know whom they are to go home with and that these people are there on time. For safety and convenience reasons, we ask that all parents wait outside the school buildings for their children.

#### School Times

We expect children to be **punctual** so that learning time is used efficiently. Please help your child to arrive by **8.45am** every day.

8.55am	Music (line up ready for class)
9.00am	Start of day bell/Classes commence
9:00 am - 10.50 am	First session
10.50 am - 11.00 am	Recess snack in classroom
11:00 am - 11:30 am	Recess
11:30 am - 1:25 pm	Second session
1.25 pm - 1.40pm	Lunch in classroom
1:40 pm - 2:30 pm	Lunch
2:30 pm - 3:30 pm	Third session

Early dismissal times on the last day of term are publicised in the newsletter.

### 4. A Smooth Beginning

It is important that from the beginning of the year children are collected on time. This will minimise the upset that very young children might experience if a set routine is not adhered to. It is a requirement that Prep children be collected from their classroom. We ask all parents to wait at the outside exit of classrooms.

If for any reason you are unable to collect your child on time, please contact the Administration Office as soon as possible on 9376 7137.

If during the months of February and March, the weather is very hot and unpleasant, children will be given activities appropriate to the condition. Rest time will be an important part of the school day.

## 5. Preparing Your Child For Their First Day

1. Have your child at school at the nominated time.
2. Show by words and actions that the school is a happy place – do not use school or teachers as a negative consequence.
3. Be sure that your child knows the route home, even if you collect him/her.
4. Sometimes little children become upset at the initial parting. This is quite normal and understandable. Do not prolong the parting, as children will settle down more quickly without the presence of parents.
5. Your child should know the difference between recess snack and lunch and they should be able to - open a food packet, open a lunch box, unscrew a drink container, drink from a tap and peel a piece of fruit.
6. Recess snack should be wrapped separately. At recess children eat quietly in their classrooms. A nutritious, substantial snack like fruit is recommended for the morning break at 10.45 am (fruit break), as lunch is not eaten until 1:20 pm. Lunch is eaten in the classrooms between 1:20 and 1:40 pm. If your child forgets their lunch and you are unable to bring it up to the school (after office contact) the school will provide an emergency lunch at a cost of \$3.00. Each subsequent emergency lunch will be charged an increase \$1.00 to \$4.00, \$5.00 etc.
7. Drinks should be in a plastic bottle – no glass bottles or cans are permitted. Students are encouraged to drink water only.
8. We ask parents to send to school a change of clothes, including underwear in case of toilet accidents. The change of clothes should stay in your child's school bag throughout the year.

## 6. How To Help Your Child Overcome Fears

1. Listen to your child.
2. Show interest, trust and support.
3. Be aware that small children do not learn at the same rate as adults or older siblings.
4. Visit your child's classroom to view his/her work.
5. Have a special place at home to display your child's work.
6. Familiarise them with their classroom.
7. Ensure they know where the toilet is and how to use it.

Children love to share their experiences with others and derive much benefit and pleasure from doing so.

### Confidence

When parents encourage a child to tackle tasks of gradually increasing difficulty, praising their endeavours and successes, they increase the child's confidence. A child with high self-esteem will be more prepared to try new challenges at school than the one who is lacking in self-confidence.

## Persistence

The ability to see a task through to its end is an important part of school life when the completion of one task often leads to new learning situations.

Parents should encourage their child to "stick at it" by gentle assistance and guidance at first, and then being prepared to wait for the results of the child's own efforts; tying shoelaces is a good example.

## 7. School Readiness

Experience indicates that the majority of children starting school should be able to:

### Social Development

- Play co-operatively with other children
- Co-operate with adults other than family
- Initiate conversations with others
- Display appropriate behaviour

### Physical Development

- Go without sleep during the day
- Use the toilet unaided
- Wash and dry own hands
- Take own clothing on and off .... eg. windcheater, coat, shoes (not necessarily laces)

### Emotional Development

- Separate easily from parents
- Express own needs verbally
- Concentrate on a task (5 minutes)
- Persevere with a task that they find difficult
- Accept rules
- Display appropriate behaviour

### Fine Motor Skills

- Draw a representation of a person or object
- Cut with scissors
- Copy recognisable shapes

### Academic Skills

- Recognise own name
- Enjoy listening to stories
- Identify basic colours
- Show an interest in print eg. names, signs

## 8. School Values

We aim to cultivate a love of learning, an interest in all subject areas, a positive attitude towards all experiences and an understanding of our school values;

- Be kind
- Be safe
- Be respectful
- Be ready to learn

and our motto **Be Your Best**

## 9. School Wide Positive Behaviour

Flemington Primary School follows the school wide positive behaviours program based on our school values.

### Flemington Primary School Behaviour Matrix- Students 2017

	<b>Always</b>	<b>Learning Spaces</b> Classrooms, Specialists, Hall, Library and School Events	<b>Inside Spaces</b> Corridors, toilets, office	<b>Outside spaces</b> Oval, amphitheatre, court yard, play equipment,	<b>To and From School</b> Pick up areas, drop off, trams and shops
<p><b>Be Safe</b></p> <p>We ensure that we keep each other's bodies and minds safe.</p>	<p>We use materials and equipment appropriately and move around safely.</p> <p>We keep our details private, eg: full name, age, photos, password and lock our device with a passcode.</p> <p>We use age appropriate websites and apps.</p> <p>We keep our hands and feet to ourselves.</p>	<p>We wait quietly in a line to enter spaces and walk inside.</p> <p>We inform teachers/others when leaving the room (e.g. toilet, music lessons).</p> <p>We use appropriate resources / websites that are 'Just Right' for children and know who we are communicating with.</p>	<p>We wait our turn.</p> <p>We walk calmly and orderly on our left.</p>	<p>We are aware of others around us and let the yard duty teacher know if someone is hurt/needs help.</p> <p>We follow the agreed rules of the game and use sports and playground equipment correctly.</p> <p>We wear a broad brimmed hat during Term 1 and Term 4.</p>	<p>We cross at the lights and follow road rules.</p> <p>We walk our bikes, scooters etc., in the school grounds and wear helmets.</p> <p>We wait on the footpath for the tram, teacher, lollipop person or parent before we cross a road.</p>
<p><b>Be Kind</b></p> <p>We encourage others and accept help. We include and help others.</p>	<p>We work quietly and acknowledge other's right to learn.</p> <p>We listen to all staff.</p> <p>We are sensitive to all opinions, cultures and beliefs and ask permission before passing on information/photos</p>	<p>We are good communicators and we listen to others and think about how they feel.</p> <p>We celebrate people's achievements.</p>	<p>We wait patiently.</p> <p>We use our manners when we greet visitors and ask if they need help.</p>	<p>We take turns, speak nicely and encourage others.</p>	<p>We speak politely to others - please, thank-you, excuse me.</p> <p>We say hello and good morning to people in our school community.</p>
<p><b>Be Respectful</b></p> <p>We use manners and are honest.</p>	<p>We take turns and share equipment.</p> <p>We ask questions to improve our understandings.</p> <p>We use our words to solve problems and differences.</p> <p>We use manners when entering spaces and speaking to others.</p>	<p>We listen, acknowledging and accepting other's ideas and thoughts when they speak to us.</p> <p>We use whole body listening to everyone and wait for our turn to speak.</p> <p>We ask permission to use others devices.</p>	<p>We give people space and privacy in the toilet.</p> <p>We wait safely and patiently.</p> <p>We care for school furniture, spaces and equipment.</p>	<p>We use our manners and are good sports when playing.</p> <p>We look after our garden and walk on the footpaths.</p>	<p>We use manners on public transport, in streets and in shops.</p> <p>We give up seats for adults.</p> <p>We use appropriate language, voice, tone, volume.</p>
<p><b>Be Ready to Learn</b></p> <p>We have a positive growth mindset.</p>	<p>We use our best efforts in all tasks.</p> <p>We leave spaces tidy and as we found them.</p> <p>We move and walk quietly through corridors, foyers and toilets.</p>	<p>We are organised; we have materials ready and we have checked the timetable.</p> <p>We stay on task and complete assigned tasks.</p> <p>We take responsibility for our own learning.</p> <p>We show and develop resilience by continuing to have a go.</p>	<p>We arrive and return on time.</p> <p>We listen to and follow instructions.</p>	<p>We return all equipment to the classroom or hall.</p> <p>We respond quickly when the music starts and bell rings: toilet, drink and line up on time.</p> <p>We listen to the yard duty teacher.</p>	<p>We know who we are going home with or our family plans (we communicate with our parents/siblings).</p> <p>We pack and carry our own bag, complete our homework.</p> <p>We arrive at school and class on time.</p>

### Bullying

FPS is committed to providing a safe and caring learning environment that fosters positive relationships and encourages positive self-esteem and resilience. Bullying or harassment in any form will not be tolerated.

## 10. Reading

Make a regular time for reading every day.

Enjoy the story with your child by:

- Turning off the television.
- Letting your child know that you enjoy time together.
- Make listening to reading a special time
- Encouraging your child to make use of local and school libraries.

Some things to do:

- Encourage your child to guess what the story is about.
- Praise your child when an idea or word is used that you know will come up in the story.
- Ask questions like –  
*"What can you tell about the story from the picture?"*  
*"What do you think will happen in the story?"*
- Read from the pictures, encouraging your child to build up a story before looking at the print.
- Talk about the start of the story, what happened by the end of the story, the people in the story etc.
- Mention things like –  
*The person who wrote the story – the author*  
*The person who did the illustrations – the illustrator*

**Remember** – *that children learn at different rates.*

### Take Home Book

Each night students bring home a book to share with their family. This may be a guided reading book that they have read with the teacher, a book they have chosen themselves, a book they have made or a library book. This should be an enjoyable time for all. Parents are asked to listen and discuss the book as this assists reading comprehension. They may also read the book to their child or with their child, depending on the degree of difficulty. Parents are also asked to complete the Home Reading Log each night.

## 11. Mathematics

Prep students at Flemington Primary School cover these mathematical areas:

- Number
- Shape and colour
- Pattern and order
- Measurement
- Money
- Symmetry
- Chance and data
- Time

Throughout all of these areas, the students are exposed to activities which enhance their fine motor skills by cutting and pasting, colouring, constructing and working with concrete materials. Through these activities, students develop their mathematical knowledge and understanding of areas covered.

### How can I help my child with Maths at home?

As a parent, there are many things that you can do with your child to introduce, assist and further their learning and knowledge of mathematics by:

- Talking about shape, colour, time, money, size.
- Ask questions like –  
*"What colour is that car?"*  
*"How many wheels are on that bike?"*  
*"What day is today?"*
- Looking at and discussing patterns in the environment, ie. Wall paper, carpet, outside.
- Counting groups of objects like birds in trees or cars in the street.
- Letting your child pay for small items when out shopping.
- Playing games and singing songs and rhymes.
- Letting them measure some ingredients when cooking.
- Practising counting objects like shells, marbles or toys.

### Always remember to:

- Be patient.
- Talk to your child and ask them questions.
- Praise them for a correct answer or observation.
- Listen to them and encourage their interest in Maths.

We aim to make maths enjoyable and relevant to the children's experiences, interests and capabilities. Students at all levels have a daily one-hour mathematics session.

The program aims to cater for individual differences. We encourage children to take risks and develop individual strategies for solving problems.

## 12. Parental Involvement

At FPS we encourage positive involvement of parents and caregivers. We offer many opportunities for you to connect with our school and be involved in your child's education.

### How can you contribute to Flemington Primary School?

- Stand for election for our School Council
- Join our Parents' Association (The Hub) - meet other parents - talk things over - help with special activities.
- Attend social activities.
- Participate in working bees - maintain and help to develop our grounds whilst working alongside other parents and staff.
- Help with fund raising - join the committee.
- Offer to help in any of the following classroom activities:
  - Parent as Helpers (Training as Parent Helpers is offered each year. Volunteers also need the State Government – Working with Children accreditation. You can apply online at the Department of Justice)
  - Repairing, covering and barcoding books for literacy and classrooms libraries
  - PMP (Perceptual Motor Program)
  - Excursions
  - Swimming

### Assemblies

Every Friday an afternoon assembly is held in the hall. Parents are always welcome to attend.

### Visiting the School

All visitors to the school must report to the office, register on the electronic Visitors Book and wear a Visitor's Badge whilst they are on school grounds. For safety reasons, you must also sign out when leaving the school.



## 13. Communication

- **Newsletter - "In Touch"** Weekly newsletters are published every Thursday via the Intouch Newsletter. It contains coming events and general news about the school. The newsletter is an eNewsletter only, which can be accessed via the school's website <http://www.flemingtonps.vic.edu.au> or downloaded from the Compass App (available in 2018) by clicking on the pdf link on any device connected to the internet. A hardcopy of the newsletter is not printed unless you advise the office that you require this. It contains coming events and general news about the school.

Please note, all Flexibuzz (formerly known as Tiqbiz) members will get an alert when then Newsletter is available online. It will contain just some of the highlights of the week at FPS and will outline up and coming events that parents need to know about. It is also a forum where some of our subcommittees such as The Hub (Parents and carers for those who are new) can communicate information about fundraisers and other community events.

**Flexibuzz (formerly known as Tiqbiz)** is an app that can be downloaded on your phone. It is easy to use and we use it to distribute all whole school information about events. This will include reminders about book week, curriculum days, public holidays or a simple message such as that students have arrived at camp safely. Please see below about how to down load Flexibuzz.



**Class Dojo.** Teachers use Class Dojo to communicate and showcase to parents about the learning that happens in their classroom. It is a great way to be informed about what your child is doing during their day and teachers will post messages that are specific to their class. Your child's teacher will invite you to join.

**Curriculum Overviews and the FPS Curriculum Board.** Each term a curriculum overview outlining what is being taught in Maths, Reading, Writing, Unit of work, Health and Physical Education, Library, Science, Chinese, Music and Art for your child's year level will be sent home to all families. A Curriculum Board located in the administration corridor (near the office) will also display this information for all year levels and will be updated every term. Our Curriculum overviews for Term 1 will go home next week.

**Website.** This informs parents and the wider community about everything there is to know about FPS from policies, Annual Implementation Plan, school structures and also school achievements and news.

**School Assembly.** Our student leaders run assembly every Friday afternoon in the hall starting at 3.10pm. They celebrate student achievements, share learning and provide details of upcoming events. Parents are very welcome to attend.

**In person.** Finally, our wonderful staff are here as well. Contacting your child's teacher can be done in person or by phone through our office staff. Whilst they are busy with teaching and learning, they will always make a time to meet you if they cannot see you right at that particular moment.

## 14. Uniform

The Flemington Primary School uniform provides standards with recognition that they are proud and part of the school. We have **compulsory school uniform** and this can be purchased from our uniform shop on Monday afternoon between 3.15pm to 3.45pm and Friday morning between 8.45am to 9.15am. Orders can also be left at the office anytime and we will advise when the uniform is available for collection. Limited second hand uniform is also available at a heavily discounted price generally around \$2 per item.

A wide brimmed or legionnaire hat (not a surf hat) must be worn in Terms 1 and 4. Black school shoes are to be worn

We ask that your child does not wear:

- open toed sandals or shoes with a high or wedge heels which can cause ankle injuries in an energetic school situation
- dangling earrings or sleepers

As a Sunsmart school, any child wearing inappropriate clothing or without a broad brimmed hat in Terms 1 and 4 will not be permitted to play in the open but will be required to sit in the shade in the courtyard during recess and lunch times.

## 15. Health and Well Being

### Absence and Illness

It is important that your child attend school regularly but if he/she is sick then home is the best place. The school is not equipped to look after sick children. If your child becomes ill during school then you or your contact person will be notified.

First Aid is given at school for small grazes, bumps and scratches. Contact is always made with home when anything more serious occurs. No drugs (Aspirin, antibiotics) are given at school without a signed medical form and the medication is to be supplied from home.

**ANY ABSENCE FOR ILLNESS OR SHORT TERM FAMILY REASON MUST HAVE A NOTE OR PHONE CALL TO THE SCHOOL GIVING THE REASON FOR THE ABSENCE.**

### Medication

If it is necessary for your child to bring medication to school a medical form must be filled out, clearly stating the medication with your child's name, the correct dose and the time the medication must be given. A parent should hand this directly to the office, as teachers are not able to administer any medication. All medicines will only be administered to students at 1.25 pm.

IF YOUR CHILD SUFFERS FROM **ASTHMA**, PLEASE ENSURE THAT YOUR CHILD'S TEACHER IS AWARE OF THIS AND AN **ASTHMA MANAGEMENT PLAN** IS COMPLETED.

### Health Services

Like all State schools, Flemington is serviced by the Department of Human Services. We have a visiting school nurse whose main role is to assess the health of all prep students. She will contact you if necessary and also be available to respond to any enquires you may have.

### Head Lice

It is important that parents themselves make checks for head lice. Long hair should always be tied back as this will greatly reduce the spread of head lice. Lotion can be obtained through your local chemist and once the hair is treated, your child can return to school. Please also contact the school if your child has lice so a note can be distributed alerting parents of the situation and requesting parents to check their children's hair.

### Wet Days/Hot Days

When the weather is too inclement the children will remain inside under supervision during recess and lunchtime. All of our classrooms are equipped with heating and cooling systems.

## 16. Emergencies, Safety and Consent

### Emergency Forms

No matter how good the care at home or school, children can suffer serious illnesses or accidents.

When a child enrolls at school, an emergency form is completed, showing home and work phone numbers, emergency contact and emergency medical contact. ***If this information changes, please let the school know immediately.***

If you cannot be contacted during the day, nominate a friend, relative or neighbour who will be able to provide the link between school and child. Should you wish to contact your child in an emergency, please call the school on **9376 7137**.

### Custody

Where a parent has sole custody of a child, this should be made clear to the school with appropriate documentation.

### Playground Supervision

Teachers are on duty in the grounds before school (8.45 am – 9.00 am), during morning recess (11.00 am – 11.30 am), at lunchtime (1.40 pm – 2.30 pm) and after school (3.30 pm – 3.45 pm). During these times teachers will ensure the safety of children, supervise their conduct, maintain cleanliness of play areas and encourage respect for all equipment and buildings.

Please do not drop children off prior to 8.45 am as there is no supervision in the grounds. Any students unattended in the grounds after 3.45 pm will be taken to the office and staff will contact parents regarding pickup. Parents and students are required to vacate the grounds by 4:00 pm.

### Consent for Excursions

From time to time the grades will undertake local and more distant excursions. Plenty of warning will be given of these events. Essentially, excursions are tied in with curriculum and may be used as the initial stimulus or as a development aspect of learning. These excursions are an integral part of your child's education and as such we would expect that you would allow your child to participate.

Any parent with financial difficulties should speak to the Principal. Our aim is to have all children participate.

On enrolment and at the beginning of each school year, parents/guardians will be asked to sign a local excursion form. This form gives the school permission for your child to attend an excursion within walking distance of the school.

Other excursions will require parent's permission. On each occasion a notice with details will be sent home requesting your permission.

**TEACHERS ARE NOT PERMITTED TO TAKE A CHILD ON AN EXCURSION WITHOUT A WRITTEN PERMISSION NOTE.**

## 17. Travelling To and From School

### Bikes, Skateboards and Scooters

All children can ride the above items to school. Bicycle helmets are mandatory and must be worn. Please bring a lock for your bike, skateboard or scooter.

PUPILS and PARENTS **MUST WALK** their bicycles, skateboards and scooters in the school grounds at all times.

Bikes are to be locked to the bike rails. Skateboards and scooters are to be locked in the bike shed before 9:00 am.

### Drop-off and Pick-up Times

We expect children to be punctual in the morning. Children should be at their classroom ready to start school by 9.00am. Drop-off should not occur before 8:45 am as there may not be a staff member on duty to ensure your child's safety. Normal pick-up time is 3:30 pm, with departure from the school ground supervised by a staff member until 3:45 pm.

### Traffic and Parking

*There is no parking available at the school for parents, it is for staff only so please refrain from parking in a staff allocated car park.*

In the morning and afternoon parents can:

- Park in surrounding streets and walk back with children.
- Drive carefully in the streets surrounding the school.

*At no time can parents park in the driveway off Flemington Street.*

### School Crossing

The local council provides our school-crossing supervisors to support students getting to school safely.

Parents and children must should use the school crossing to cross Mt. Alexander Road when the flags are displayed.

### Leaving the School Yard

Children may not leave the schoolyard between 9.00 am and 3.30 pm unless a note is sent to school and the child is collected by an adult. All adults must visit the office to sign their child out electronically prior to collecting their child.

## 18. Outside of School Hours Care Program

Co-ordinator: Camp Australia 1300 105 343

Before and After School Care is available at the Multi-Purpose Room. The Program changes weekly and the children are provided with nutritious snacks after school. Before School Care runs from 7.00 am until 8.45 am, while After School operates from 3.30 pm until 6.00 pm.

For further information, please visit the Camp Australia website [www.campaustralia.com.au](http://www.campaustralia.com.au).

## 19. Booklist, Essential Learning Items & Voluntary Contributions

### Booklist, Essential Learning Items and Tax Deductible Trust Funds

Parents will receive a booklist and break down of charges and contributions in Term 4 for the following year.

This will include the following:

- a) Fees
  - Essential Learning Items
  - Excursion Levy
  
- b) Voluntary Contributions
  - Building Fund (tax deductible)
  - Library Fund (tax deductible)
  
- c) Grounds Levy
  
- d) Bookpack – based on grade level requirements

These booklist forms must be completed by parents and returned to the school by the stated date. **We accept cash, cheque and eftpos for these payments.**

## 20. Sending Money to School

All money sent to school **MUST** be sent in a clearly marked sealed envelope with the following details on the front:

- Child's name
- Child's grade
- What the money is for
- How much is enclosed
- Whether money enclosed is cash/cheque/credit

Special envelopes for payment of money are available from outside the office. All money must go to the class teacher or deposited into the cash box located at the office. The office will not accept money over the counter.

**For further information, visit [www.flemingtonps.vic.edu.au](http://www.flemingtonps.vic.edu.au)**