Dear Parents

Thank you for your interest in enrolling your child at Sorrento Primary School.

If your child is about to begin formal schooling in Prep, Sorrento Primary School offers him or her the ideal setting to make a great start.

If your child is transferring from another school you can also be confident that Sorrento will provide a warm and reassuring welcome.

Sorrento Primary School’s vision is to provide a collaborative and dynamic learning environment where students will develop literacy, numeracy and life skills that will assist them in becoming valued and active participants in the global community.

We offer a comprehensive curriculum designed to meet the needs of your child in all key learning areas, including specialist lessons in Art, Library, Music (including Instrumental Music), Physical Education, Swimming and Sport. We also provide additional support for children who need supplementary assistance or extension.

If you haven’t already done so, we would be delighted to arrange a tour of the school for you and your child, and meet with you to answer any questions you may have. Please contact us if you would like to arrange this.

I look forward to sharing this exciting stage in your child’s learning.

Yours sincerely

Meg Dallas
Principal
SCHOOL STRATEGIC PLAN
This is an excerpt from our current School Strategic Plan.

OUR VISION

At Sorrento Primary School we provide a collaborative and dynamic learning environment where students will develop literacy, numeracy and life skills that will assist them in becoming valued and active participants in the global community.

OUR CORE VALUES

Respect
This value is shown when
- We are kind, friendly and helpful to others.
- We look after other people’s property.
- We are polite and use good manners.
- We behave in a safe and sensible manner.
- We include others in games and activities.
- We listen to others and speak appropriately to them.
- We accept others for who they are.
- We acknowledge other people’s beliefs and differences even if they are different from our own.
- We care for our world, our environment and the people in it.

Integrity
This value is shown when
- We are trustworthy, fair and honest.
- We make strong choices.
- We own up for our behaviour.
- We tell the truth in a sticky situation.
- We are true to what we believe in.
- We do the right thing, even if it doesn’t benefit us.
- We stand up for ourselves and others.

Learning
This value is shown when
- We think, listen, remember, discuss, study and ask questions.
- We have a go and persist in what we do.
- We explore and discover new ideas.
- We do and make things.
- We have adventures with our brains.
- We try new things and achieve new skills.
- We show understanding.
- We have fun and are challenged.
Collaboration
This value is shown when
- We learn and play together.
- We listen well to others.
- We work well with each other.
- We include others.
- We share resources, ideas and information.
- We respect other people’s ideas.
- We take turns.
- We agree to disagree.
- Everyone contributes
- There is a problem and we work it out with each other.
- We manage our feelings when we work with others.

Resilience
This value is shown when
- We get over a disappointing situation.
- We stay calm.
- We move on.
- We forgive others.
- Accepting apologies
- We express emotions appropriately.
- We bounce back after disappointment.
- We believe in ourselves.
- We are confident in who we are.
- We think positively.
- We learn from our mistakes.

Persistence
This value is shown when
- We have a go.
- We improve our skills.
- We tolerate feelings of frustration without getting angry.
- We keep on trying if things get tough and find ways to overcome difficulties.
- We go for our goals.
- We try our best.
- We are self motivated and believe in ourselves.
- We recognise learning can be a struggle.
GENERAL INFORMATION

CONTACT DETAILS

Sorrento Primary School
Kerferd Avenue
SORRENTO
3943

Principal: Meg Dallas
Assistant Principal: Sue Wearne
Business Managers: Andrea Skelton and Briony Pitt
Administration Staff: Melinda Dunston and Roxanne Armstrong

Phone: 03 5984 2130
Email: sorrento.ps@edumail.vic.gov.au
Web page: http://www.sorrentop.s.vic.edu.au

TERM DATES 2016

TERM 1 27th January to 24th March
TERM 2 11th April to 24th June
TERM 3 11th July to 16th September
TERM 4 3rd October to 20th December

STARTING TIMETABLE FOR PREP CHILDREN

Monday 9.00am-3.30pm   Tuesday 9.00am-3.30pm

Wednesdays - no school

Thursday 9.00am-3.30pm   Friday 9.00am-3.30pm

On each Wednesday throughout February and the start of March (TBA) all prep children will be allocated a time to have a one hour session with their teacher. All other Preps will not be required to attend school on these days. Preps start fulltime in March (parents will be notified of exact date).
LEARNING AND TEACHING

As a parent, you are your child’s first teacher. You have already watched your child learn many things, such as crawling, walking and communicating, before they came to school. You can continue your valuable role by sharing in the learning and teaching that is happening at your school.

Think about when your children learned to walk. They progress in bursts, reaching milestones in their own good time. Perhaps they crawled, and then pulled themselves up on pieces of furniture, tentatively trying to stand by themselves. Then eventually, they tried taking their first steps unaided.

Similarly, at school, children progress uniquely, picking up some things quickly, needing more time for others. When learning new things children need the conditions to be right and they need to be ready.

In each classroom, teachers will be fostering a safe and happy environment where students are valued, praised and encouraged to take risks or ‘have a go’.

This is an edited excerpt from ‘OPENING DOORS’ an information kit for parents of children in the early years of schooling.
WHAT YOUR CHILD NEEDS TO BRING TO SCHOOL

School bag
Library bag

Broad brimmed hat
(compulsory from September to April)

Lunch box and drink bottle (easy to open and clearly named).
Lunch and play lunch. Fresh fruit, cheese, sultanas etc are preferred to biscuits chips. Large lunches are often wasted. Encourage your child to bring home uneaten food so that you can judge their requirements. Please note we have a NO lollies policy.

Medicine – Please deliver personally, any medications your child may require, to the office. A form needs to be filled in to allow staff to medicate your child. Medication can then be administered through the office as needed.

If your child requires ongoing medication (eg. asthma preventative or other long term treatment) please discuss this with your child’s teacher to determine the best way of managing this issue.
All children who are new to Sorrento Primary School and have asthma, are anaphylactic or suffer from allergies need to have plans completed. These plans are available from the school’s office.

**Clothing** – Please include a change of clothes and underwear in a plastic bag (named) if necessary.

**PLEASE LABEL ALL BELONGINGS**

Lost property is an ongoing and distressing problem for students and for parents. You can help by making sure that everything your child wears to school is clearly labelled with his or her name.

From time to time we offer parents the opportunity to order labels suitable for use on clothing, lunchboxes, etc. Iron-on labels or indelible pens are also useful.
CURRICULUM CONTENT

Sorrento PS follows AusVELS (Australian Curriculum in Victoria). Further information regarding the content of this curriculum can be found here: http://www.australiancurriculum.edu.au/Home

Learning is fun at Sorrento PS …
GENERAL SCHOOL INFORMATION

ALPHABETICAL INDEX

ATTENDANCE

Once your child is enrolled at school and he/she is absent it is important that you contact the school prior to 9.00am on the day of the absence. This may take the place of a written explanation of the absence or a telephone call to the school office. Parents will be contacted if the school has not been informed of a child’s absence. If you know in advance that your child will be absent, please inform the school. If your child needs to be picked up early please go to the school office to sign him or her out, and collect an early release card to give to your child’s teacher. Regular and punctual attendance at the commencement of school is important in setting a routine for the future. If late, your child will need to report to the office for a late pass before going to their classroom.

AFTER-SCHOOL PICKUP

Please make sure children are aware of your arrangements – where to meet, at which entrance, which way to walk/ride home. 
*If there are changes in pick up arrangements, please let your child's teacher know.*

Prep children need to be picked up in front of the Office in the Octopus’ Garden. The children will be escorted to the Octopus’ Garden by their teacher for the month of February. If you are delayed, please phone the school office on 5984 2130.

ASSEMBLIES

School Assembly is held at 9.00 am Monday morning on the basketball court. Parents are most welcome to attend. This is a time for presentation of awards, musical performances, other items and announcements.

BIKES/SCOOTERS

If your child rides a bike/scooter to and from school he/she must wear an approved bike helmet. 
*Riding bikes/scooters in the school ground is not allowed.*

Bicycles/scooters can be stored in the shed. It is an accepted fact (from Bike Education Program) that children under Year 3 need supervision when riding to and from school.
BOOKLISTS

Each year we prepare a Booklist for each year level, which contains a list of materials for your child to use throughout the year, plus details of other charges that you are asked to pay on your child’s behalf. For new Prep students the Booklist is distributed to parents in October; for other year levels the list is sent home with students prior to the end of the school year. Once parents fill in the details required and return their child’s Booklist, the school arranges for the purchase of the materials through a local supplier, and the individual packs are available for collection and payment on pre-set days in December and January.

BOOK CLUB

Under this scheme, children are given the opportunity to purchase a variety of books for their personal libraries. Approximately six times a year they will receive a form describing books from which they can make a selection. The aim of the club is to encourage children to read for enjoyment and to provide a selection of books that appeal to children of all abilities. The school also conducts a Book Fair during Term Three.

BUDDY PROGRAM

During our comprehensive Orientation Program, which is held in November, your child will be assigned a Year 5 student to help them adjust to their beginning at Sorrento during Prep. The buddies will assist your child during orientation sessions and also help your child at the beginning of the school year. This assistance will include specific activities, both in the classroom and outside in the playground, as the Preps familiarise themselves with their new environment.

COMMUNICATION

MOST IMPORTANT
If you have a question or concern please talk to us. We are always ready to listen and to work with you towards a resolution.

COMPUTERS

Your child will have access to networked computers in all of the classrooms. There is also a bank of laptops that can be used, as well as tablets. At Sorrento Primary School students use computers as integrated tools in their daily learning and as part of their preparation to participate in the ever-changing world of technology.
**DAILY TIMETABLE**

<table>
<thead>
<tr>
<th>Session 1</th>
<th>9.00am – 11.00am</th>
</tr>
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<tbody>
<tr>
<td>Recess</td>
<td>11.00am – 11.30am</td>
</tr>
<tr>
<td>Session 2</td>
<td>11.30am – 1.30pm</td>
</tr>
<tr>
<td>Lunch</td>
<td>1.30pm – 2:30pm</td>
</tr>
<tr>
<td>Session 3</td>
<td>2.30pm – 3.30pm</td>
</tr>
</tbody>
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**STUDENTS ARE DISMISSED AT 2.30 PM ON THE LAST DAY OF EACH TERM AND AT 1:30PM ON THE LAST DAY OF TERM 4.**

When your child arrives at school, we ask that you do not interrupt the teacher’s preparation for the school day. Children are allowed inside from 8.50am. If you wish to take your child home during school hours, please call at the office first to sign our early dismissal book and obtain a collection pass.

**DENTAL SERVICE**

The School Dental Service provides dental care for primary school children.

The service is free for students whose parents have a Health Care Card; for others there is a small charge, which covers any necessary work. For further information, please phone 1300 360 054, or visit www.dhsv.org.au

**EMERGENCY**

We will contact you if there is a sudden health problem or accident during the school day. To do this we will need you to update your contact information when applicable.

**PLEASE NOTIFY US IMMEDIATELY OF ANY CHANGE OF ADDRESS, PHONE NUMBER, MEDICAL ATTENTION AND DOCTOR’S DETAILS.** This will ensure your child’s prompt treatment in the event of accident or sudden illness.

**EXCURSIONS**

All excursions are designed to give your child an educational as well as enjoyable outing or experience. Before an excursion, you will receive a notice informing you of the place, date, time, cost etc. You will also receive a consent and indemnity form to be completed and returned to the school. Children will not be permitted on an excursion without a permission form.

**FIRE DRILL (Emergency Plan)**

Students and teachers practise the evacuation procedure, in case of emergency. The school has a comprehensive Emergency Plan, which is updated on a regular basis.
**FUNDRAISING**

Each year the school aims to run fundraising events. The School Council, through its Fundraising Subcommittee, approves these events which raise much-needed funds for the school. If you’d like to be a part of the Fundraising Subcommittee just watch out for information about meetings in the weekly school newsletter, The Pelican.

**HEALTHY STUDENTS**

Unfortunately, school can be a place for picking up and spreading germs. You can keep down illnesses by:
- Providing lots of healthy foods;
- Ensuring early nights and restful sleep;
- Sensible clothing.

However, when a child is sick please keep him/her at home until fully recovered and able to join in the busy life at school again.

**IMMUNISATION**

Every child needs to provide an Immunisation Certificate at enrolment, which provides the immunisation status of that child. If details are not provided it is assumed the child has not been immunised and may be excluded from school if there is an outbreak of disease.

**INFECTIONOUS DISEASES**

The School Medical Service stipulates the following periods of absence are required if your child contracts any one of the listed infectious diseases.

1. **CHICKEN POX**: Until fully recovered. Some remaining scabs are not an indication for continued exclusion.

2. **SCHOOL SORES (Impetigo)**: Until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and that sores on exposed surfaces, face, hands etc. are properly covered by dressings.

3. **HEPATITIS A**: Until a medical certificate of recovery is produced, or a subsidence of symptoms, but not before seven (7) days after the onset of jaundice.

4. **MEASLES**: For at least seven (4) days from the appearance of the rash or until a medical certificate of recovery is produced.

5. **WHOOPING COUGH (Pertussis)**: Exclude for (5) days after commencing antibiotic treatment.

6. **RINGWORM**: Until appropriate treatment has commenced, supported when requested by a medical certificate.

7. **GERMAN MEASLES (Rubella)**: Until fully recovered and at least four (4) days from the onset of the rash.

8. **HEAD LICE**: Children are required to be sent home if head lice are found in their hair. Once treatment commences, they may return to school. The school has an ongoing Head Lice Inspection Program, which is managed by trained volunteer parents.

**INTERVIEWS**

Parents may arrange an interview with the classroom teacher regarding progress or any other concern by contacting or writing a note to the teacher concerned, so that a mutually convenient time can be arranged.
Remember, the busy time just before school starts in the morning is not a good time to have a discussion about your child, when the teacher is busy welcoming students and getting everything organised for the morning’s lessons. Plan ahead and arrange a time that suits you both, so that the discussion is not rushed.

**LIBRARY**

Our aim is to foster in children a love of books and literature. We also provide a program, which teaches the children a variety of library skills. Children can borrow books every week. Please encourage your child to take care of the books and to return them on time.

**LOST PROPERTY**

Lost property is an ongoing issue. Please label all your child’s belongings clearly and permanently, (including shoes, jumpers, hats, lunchbox lids and drink bottles). Although we offer all assistance possible, the school cannot be responsible for lost items. All lost property, which is left unclaimed, is kept in the lost property area (on the porch outside the staff workroom) until the end of each term and then given to charity. It is particularly difficult for young children to look after their property as they often forget where they have put their items, so do make sure that everything is clearly named.

**LUNCHES**

Probably the biggest mistake to make is to provide too much lunch.

We suggest …

- one round of sandwiches
- some carrot or other raw vegetable
- small serve of cheese or nuts
- fruit

Children begin eating their lunch at 1:30 pm. The children are supervised at lunchtimes, whether inside or outside (depending on the weather). If lunch is brought to school in a container, could it please be clearly named.

A drink in a screw top plastic container is also suggested. Water is encouraged. Fizzy drinks and glass containers are not allowed.

Most children also bring a ‘play lunch’ or snack which is eaten at morning recess. Please note that lollies are not allowed.

We have introduced ‘Nude Food’ to Sorrento Primary School as part of our sustainability awareness program for children. Children bring lunch in re-useable containers with no wrappers.
MEDICAL EXAMINATIONS

During the school year, the School Medical Service conducts medical examinations for prep children, (parental permission being required). Children have their eyesight and hearing checked, as well as a general health check. Where it is considered necessary, teachers and parents may request medical examinations for particular children in other grades, again with parental permission.

MEDICATION

If medicine is necessary during school hours, a form from the office must be filled in. A measured dose, clearly labelled is a useful way to assist with its administration. This medication is then kept in the office and administered from there. Again, if your child is considered unwell please keep him/her at home.

MONEY

Please send all money enclosed in a labelled envelope (can be a used envelope) with:
- name and class
- amount
- purpose

Eg. Ann Smith 1/2J $6.00 for swimming.

ALL MONEY IS TO BE HANDED IN TO THE CLASSROOM TEACHER- NOT THE OFFICE

MUSIC PROGRAM

All students at Sorrento Primary School receive specialist music on a weekly basis with a specialist teacher.
Students in Year 3 - 6 have the opportunity to participate in either of our two school choirs. These choirs perform at assemblies and at school functions, such as our “Sorrento Soiree”.

INSTRUMENTAL MUSIC PROGRAM

A musical instrument tutoring program operates at the school. This may require children to be withdrawn from regular classes for lessons if times are not available outside lesson times (e.g. before school, recess, lunch, after school). Children will only be allowed to have lessons during class time if parents and teachers are satisfied that this will not impact adversely on the child’s learning, and provided satisfactory progress continues in all subject areas. The cost of the program is a private financial agreement between parents and the music tutors.
The school has an extensive collection of musical instruments, which are available for hire, if parents want to avoid the initial expense of purchasing an instrument, while students decide if they want to continue with their new pursuit.

Classes currently offered are:

* Piano
* Drums
* Guitar
* Suzuki Piano
* Suzuki Violin
* Suzuki Guitar
* Clarinet
* Saxophone
* Flute

**NEWSLETTER**

The school publishes a whole-school newsletter, The Pelican. New families need to subscribe (on the school website) to access the newsletter electronically at www.sorrentops.vic.edu.au. The newsletter aims to inform our community of the happenings around the school and to celebrate the successes of our school community. Please take the time to read through the news and upcoming events listed.

**NOTICES**

Your child will frequently be given notices to take home concerning school happenings, excursions etc. Please check your child’s bag for notices. Notices can be downloaded from the school website.

**PARENT PARTICIPATION**

Sorrento is truly a ‘community school’ and is a focal point for the Sorrento community. Your participation will enhance your child’s education. Input from parents is welcomed in many areas, such as: educational programs – see your classroom teacher regarding this assistance; grounds and buildings development and maintenance - through working bees; fundraising activities; School Council – elections are held at the start of each year.

School is not a separate part of your child’s life. The more ‘overlap’ the better!

You can participate in COUNTLESS ways. Select from one or more of the following:

- Reading helper
- Computers
- Perceptual Motor Program helper
- School Council Subcommittees
- Excursion helper
- Volunteer tutor (one-to-one assistance, training is available)
- Vegie garden
- What skills do you have to share?
**PUNCTUALITY**

Starting school **ON TIME** is so important to the routines we establish in life. Be positive and on time in the mornings. If for any reason you are late, would you please go to the office first and complete a late pass which is then handed to the classroom teacher for recording in the roll.

It is especially important to ensure Prep children are on time as they can feel uncomfortable coming into the classroom after the regular routine of the morning has commenced.

If you are assisting with any class programs, please call at the office to receive a ‘Visitor’s Badge’, this assists in keeping record of people in the school, and also identifies you as an authorised visitor to staff and students.

**REPORTING TO PARENTS**

This is done through a combination of written reports and parent/teacher interviews.

**PARENT/TEACHER MEETINGS AND INFORMATION NIGHTS**

Interviews are offered throughout the year and various functions are held to give parents and teachers an opportunity to meet and discuss programs and your child’s progress. Student Led Learning walks are held. This is an opportunity for your child to discuss their learning.

**WRITTEN REPORTS**

Written reports are prepared for parents in June and December. The most important aspect about reporting is that it is ongoing. If you have a concern please contact the school.

**SCHOOL COUNCIL**

The School Council is the governing body of the school. It is made up of parents and teachers, elected by the school community to work with the Principal to determine school policy (within Government guidelines) and ensure the efficient running of the school.

Meetings are open to all members of the school community. A variety of subcommittees operate under the School Council’s guidance.

**SCHOOL REQUISITES**

Each year the School Council sets a range of fees which parents are asked to pay. These cover things such as the swimming program, class books, school resources for the art room, library and information technology programs.

Full details of the amounts are included in the students’ booklists, and parents are asked to pay the amount at the start of the year unless other arrangements are made, eg: to use EMA payments to cover these charges.
SICKNESS AND ACCIDENT REGISTER

Details of all children are kept so that contact may be made with home in the event of sickness or accident at school. Therefore, it is most important that you complete all relevant information on the admission form and emergency information sheet. Please let the school know immediately if any changes occur – eg:

- new address
- telephone number
- place of work
- doctor
- neighbour or contact person

Parents are notified when first aid is administered so you may follow up with relevant treatment at home, where necessary.

SPEECH PATHOLOGIST

Sorrento Primary provides support for students who have language difficulties through the visiting Speech Pathologist. Please speak to your classroom teacher.

SPORT AND PHYSICAL EDUCATION

Sorrento Primary School has a proud tradition of participation across a wide variety of sporting activities at various levels. All students participate in the whole school PE program which is conducted by a specialist teacher. The students in Year 4 – 6 compete in:

- inter-school sports in athletics
- cross country
- swimming
- football
- soccer
- netball
- basketball
- T-ball and volleyball.

Our prep students also participate in the Perceptual Motor Program (PMP), which is designed to develop their balance and spatial awareness.

SUNSMART

The school endorses the Sun Smart approach to living. A broad brimmed hat is compulsory from September to April. Children who do not have the appropriate hat are required to play in designated shade areas. Hats are available from Beleza, in Rosebud.

TIQBIZ

Sorrento Primary uses an app to send instant alters and notices to your mobile device. An instruction sheet, outlining the downloading of the app is available at the office.
**SWIMMING**

Children in Prep to Year 6 will attend swimming lessons at the school. The lessons form a major part of the Physical Education program. Swimming days will be announced through the weekly newsletter and are held in Term 1 and 4. A note would be appreciated if your child is unable to attend a swimming session. While there is teaching on developing appropriate stroke technique, the emphasis is on water safety.

**TOYS**

Please DO NOT ALLOW children to bring articles to school which could cause danger to themselves or to others. Please note that expensive toys SHOULD NOT be brought to school. Responsibility cannot be taken for their loss or damage.

**TRANSFERS**

If you intend leaving the school, please notify the Principal and obtain necessary information for a transfer to another school. Please return any school equipment or library books.

**UNIFORM**

Sorrento Primary School’s Uniform Policy requires that all children wear appropriate uniform.
A full range of uniform, (complete with school logo) is available from Beleza, in Rosebud.
Open sandals or thongs are not permitted.

**VISITING PERFORMERS**

During the year children will have the opportunity to be involved in a number of events where performing artists will visit the school. Some examples include puppet shows, plays, musical presentations, live performances, workshops and sporting personalities.

**WET DAYS**

In wet weather, the children remain in the classrooms with full teacher supervision.