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Dear Parents,

2014

We are very pleased that you are considering or have chosen Ultima Primary School for your child. We believe you will not be disappointed with us as your choice. The profile and information that accompany this note provide an overview of the school and its' operations.

An orientation program will commence, in consultation with families, allowing pre-preps the opportunity to get to know the school over a few mornings, working their way up to a full day. During the days students will work with the teachers and students in a variety of everyday activities. This helps them adapt to the 'usual routine' of school life.

You are, of course, very welcome to contact me at any time and arrange a visit with or without your child, where you can meet the teachers and view our excellent facilities.

I look forward to hearing from you and hope to meet you soon.

Susan Harley

SCHOOL PROFILE

Purpose

The school will always strive to be an educational centre of excellence for all its students. By providing a friendly and caring environment that enhances learning, personal growth and well-being for all students, creates a stimulating and supportive environment for teachers and assists, informs and involves parents.

Values

Ultima Primary School values trust, positive self-esteem, self-confidence, self—discipline and respect for others. Acceptance of responsibility and the ability to work independently in pursuit of their full potential are seen as necessary for each student's success at this school. Success of each student is also dependent upon a working relationship between students, staff, parents and the school community.

Environmental

Ultima Primary School, established in 1902, is located in a dry land farming area, 32 kilometers west of Swan Hill and approximately 350 kilometres northwest of Melbourne in the Loddon Mallee Region of the Victorian Department of Education. It is the focal point for the rural communities of Waitchie, Meatian, Gowanford and Nowie, which together with Ultima and the district farms form the school's catchment area.

Grounds and Facilities

The schools extensive ground incorporate spacious lawns, oval and paved area. The new play equipment has been installed and shaded. A new full-size multi-purpose covered basketball court has also been finished. The school buildings include a large open double classroom for senior students, a classroom for the junior grades, a multipurpose portable classroom, a new

outdoor learning area, a new office and refurbished staff room.

Technologies

All staff have access to laptops to streamline teaching performance and planning, and an interactive website assisting collaboration with teachers across the cluster. Each student has access to their own desk top computer, laptop and ipad. The latest teaching tools such as interactive whiteboards, digital still and video cameras and mp3 players are available for use. Students are part of an online learning community and regularly conference online with students from other schools.

Community

There is a significant involvement of families and the wider community in school activities. Parents and families regularly visit the school.



ULTIMA PRIMARY SCHOOL STAFF

Principal: Susan Harley

Business Administrator: Wendy Spry

Teacher: Jacob Cleeland

Teacher: Marg Shirley

Teacher: James O'Toole

MARC Van Teacher: Ollie Bonollo

ULTIMA PRIMARY SCHOOL COUNCIL – 2010

Members

President: Isla Delmenico

Vice-President: Kim Innes

Secretary: Emma Taylor

Members: Bekk Cullen, Wyomie Galea, Sonia Cunning, Susan Harley, Marg Shirley

SCHOOL TIMES

9:00	Lessons Commence
11:05	Recess
11:30	Lessons Continue
1:00	Lunch
1:45	Lessons Continue
3:15	Students dismissed

2014 TERM DATES

Term 1	28 January – 4 April
Term 2	22 April -27 June
Term 3	14 July - 19 September
Term 4	6 October - 19 December

2015 TERM DATES

Term 1	28 January – 27 March
Term 2	13 April -26 June
Term 3	13 July - 18 September
Term 4	5 October - 18 December



ABSENCES

It is important that all student absences are to be explained either by note or direct contact with the school. Where a medical condition is involved, we ask that relevant information is provided. Please do not send children to school if they are unwell.

ALLERGIES

Please let staff know of any allergies your child may have or things they may be allergic too. Bee, ant and wasp bites can affect some children quite severely. It is important to notify staff of any emergency treatment that your child may require and the appropriate incident management plan completed.

ARRIVAL AND DEPARTURE TIMES

It is expected that all children are punctual and are at school to commence the day at 8:45am. The school bus arrives at approximately 8:10am. Parents dropping students at school may do so after this time. Regular attendance is important as it helps academic and social development.

Children are dismissed at 3:15pm.

ASSEMBLY

There is a whole school assembly every Tuesday morning at 9:00am. This gives parents and the community the opportunity to watch children participate in special presentations and receive recognition for special efforts in their learning.

BICYCLE SAFETY

All children riding their bike to and from school will be expected to follow all road rules and to wear a helmet. There is a bike parking area at the school for children to keep their bikes during the school day. At the end of the day, a teacher will walk children to this bike area to ensure they are being safe.

BOOK CLUBS

Children are issued with 'Scholastic Australia' Book Club order forms twice per term. Orders and money are to be sent to the school by the set closing date. No late orders can be accepted.

BUS PASSES

If your child is required to travel to or from school on the bus, please contact the school to make these arrangements.

CODE OF BEHAVIOUR

Purpose: To provide all students the opportunity to work in a learning friendly and safe environment.

Perspective: This structure is designed to provide students with clear and consistent expectations as to what behaviours are and are not expected. Consequences and language used will focus on changing the behaviour not punishing the child.

Expectations: Students want to; learn, feel safe, have choices, try new things, see everyone, and have fun.

Behaviours: disrespectful, distracting, violent, aggressive, bullying behaviours will not be tolerated. All students will follow 'simple instructions'.

Structure:

1st Instance

Students will be warned about inappropriate behaviour. The warning will be clear and concise explaining the exact behavior that is not desired.

Example 'Bob it is not acceptable to answer back to a teacher, this is a warning for you stop'

2nd Instance

If behaviour is repeated or student will not respond positively to warning child will be isolated for a short period of time.

Approximately a minute per age is appropriate for students to be in timeout, students feelings require more time.

Example 'George I have warned you about throwing pens across the room and you are continuing to do so. You will move to the hall for a short time to reflect on your actions'

3rd Instance

If behaviour is repeated and student will not cease or refuse to go to isolation child will be separated from the group for the remainder of the day. Parents will be contacted and a student/teacher/parent discussion will occur.

Example 'Tony you are not following my instruction to move to time out and refusal to do so will put you in isolation for the rest of the day and your parents will be contacted. For the remainder of the day you will work separately from the group.'

Special Instance: If a child performs a critical act that raises the question of student/teacher safety student will immediately be isolated and parents consulted. Individual strategies and options will be discussed between students, teachers and parents for extreme cases or continued behaviours.

Teachers/staff and parents in the school will not be challenged or abused by students.



COUNCIL

The School Council has the responsibility of determining policies and direction of the school. There are ten members of school council: seven parent members, one staff, the principal and a community member. School Council meetings are held on the third Tuesday of each month at 6:30pm. Everyone is welcome to attend.

School Council Elections take place during February. Half of the parent membership positions are available each year. Election information is distributed early in term 1.

CLASSROOM INVOLVEMENT

We encourage all parents to be actively involved with their child's life at school. If you are able to help in any way, such as reading, please contact the school. There will be programs run throughout the year, such as swimming, school camps, school extravaganza, where extra help is greatly appreciated. Please offer to help if you have an expertise or interest in any area

COMMUNICABLE DISEASES

Disease of condition	Exclusion of Cases
Head Lice	Exclude until appropriate treatment has been given
School Sores	Exclude until fully recovered
Chicken Pox	Exclude until fully recovered. Minimum exclusion: five days after the first spots appear
German Measles	Exclude until fully recovered. Maximum exclusion: six days after rash appears
Glandular Fever	Not necessary to exclude from point of infection. Some children with Glandular Fever are too sick to attend school.
Measles	Minimum exclusion: five days from the appearance of the rash
Mumps	Exclude until fully recovered.

	Minimum exclusion: one week after the appearance of swelling.
Whooping Cough	If the child has not received any antibiotic treatment then the child should be kept away from school from the onset of the 'whoop.' If appropriate antibiotic treatment is given (oral erythromycin), the child only needs to be kept away from school until the start of erythromycin therapy.
Conjunctivitis	Exclude until discharge from eyes has stopped
Ringworm	Exclude until appropriate treatment has begun
Scarlet Fever	Exclude until a receipt of a medical certificate of recovery from infection

EXCURSIONS

Each year a school camp program is organised to enable students to develop their independence and to experience many different environments. The costs of these excursions are heavily funded through fundraising so the cost will be kept to a minimum.

FUNDRAISING

The fundraising committee is a group within the school who organise and run fundraising events. Please consider joining this committee as every cent raised goes towards the school.

GOVERNMENT ASSISTANCE

A Conveyance Allowance is a grant to students who reside not less than 4.8 kilometres from a free transport service to the school attended, providing that the school attended is the nearest school.

The Education Maintenance Allowance is provided to allow eligible families to receive money to spend on books, excursions, school camps and other school fees. Application forms are available from the school.

HAIR

In the interests of Health and Safety, students may be required to tie hair back. Appropriate hairstyles and/or colours are essential when representing the school and encouraged at all times.

HEALTHY SNACK

At 10am each day, the children have a five minute break to have something healthy to eat. Please make sure that your child has some fruit or vegetables packed for this time.

HOMEWORK

Students in Prep - grade 3 are expected to read at least 15 minutes each night. This reading can be the child reading to an adult as well as an adult reading to a child.

Students in Grade 4-6 are also expected to read each night, however, this can be independent reading. They will also need to complete a word study homework sheet each week.

All students will be expected to complete work at home that has not been finished in class.



ILLNESS/ACCIDENTS

In the event of a serious accident or illness, an ambulance will be called and the parents contacted immediately via information supplied on the Student Information Form. It is vital that the school has current phone numbers of all contacts in case the need arises. Staff will treat children with minor illnesses or injuries. In most cases, parents will be contacted and the child sent home.

LIBRARY

Students may borrow books from the Swan Hill Regional Library Service which visits Ultima once every two weeks on Wednesdays. Enrolment forms for new students will be sent home early in the year.

LUNCH

Every Friday student's will be able to order a lunch order from the Ultima Cafe. All orders must be placed through the cafe by Friday morning. The lunch orders will then be collected by teachers on the day.

During winter months, students will be able to bring hot food on Monday to be placed in the pie warmer. Please ensure all food brought on this day is wrapped in aluminum foil and that the child's name is on the front.

During summer months, students will be able to use a refrigerator to keep lunches fresh.

LOST PROPERTY

There is a lost property basket in the office. Please make sure all items brought to schools are clearly marked. Unclaimed property is regularly displayed at assemblies.

MARC VAN

The MARC Van (Mobile Area Resource Centre) is a travelling library which books and resources between Woomelang Group School, Nullawil, Piangil, Tyrrell College and Ultima Primary School.

MEDICATION

Prescribed medicines will only be administered to students after a written note has clearly identified the medication and verified the dosages. These medicines must be handed to the teacher upon arrival at school.

Administration of asthma medication must be indicated on the School Asthma Plan. Staff have Level II First Aid qualifications and can administer basic first aid. Notification of medical conditions must be clearly explained on the Enrolment Form.

NEWSLETTERS

The school newsletter is sent home fortnightly with the eldest child of each family. These newsletters will let you know what students have been doing in class, but also upcoming events. It is important that these are read thoroughly each week as they contain vital information. Newsletters are also available for download on the schools website.

PHOTOS

School photos take place each year and you will have the opportunity to purchase these photos. Forms will be sent home regarding these photos.

REPORTING

There will two reports sent home during the year. They will be sent home in Term 2 and Term 4. Parent/Teacher interviews will also be conducted twice throughout the year. Additional interviews and/or

written reports are arranged whenever either parents or teachers have concerns about a student's well-being or progress.

UNIFORM

Uniform Policy – Girls

Summer Uniform

- UPS summer dress – Royal blue check OR UPS t-shirt with logo and navy basketball shorts
- UPS royal blue jumper with logo
- Sandals or shoes – no thongs
- UPS broad-brimmed hat- These are provided by the school

Winter Uniform

- UPS royal blue windcheater/rugby top with school logo
- UPS t-shirt with logo and navy tracksuit pants
- Shoes – no thongs

Uniform Policy – Boys

Summer Uniform

- UPS t-shirt with logo and navy basketball shorts
- UPS royal blue jumper with logo
- Sandals or shoes – no thongs
- UPS broad-brimmed hat- These are provided by the school

Winter Uniform

- UPS royal blue windcheater/rugby top with school logo
- UPS t-shirt with logo and navy tracksuit pants
- Shoes – no thongs



