Welcome to Tarwin Valley Primary School. Our school is located in the township of Meeniyan in South Gippsland and educates students from the local areas of Meeniyan, Dumbalk, Stony Creek, Buffalo and Middle Tarwin.

At Tarwin Valley PS we believe that staff, parents and children should work together as a team. Therefore we encourage your involvement with the school, your interest and participation in your children’s education.

Students are given the opportunity to learn to the best of their ability and to develop and extend their skills and knowledge. They are encouraged to operate effectively as individuals and as part of a group, developing tolerance and respect for others and our school environment, while growing in independence, resilience, confidence and self-esteem.

Our school is part of the Waratah Cluster along with Fish Creek and Tarwin Lower schools. As a cluster we come together for activities such as swimming, athletics and cultural programs.

The contribution of a positive, interested and supportive community which includes children, staff, parents and all who interact with the school, is recognised and valued.

We explicitly develop our school values of Respect, Responsibility, Care and Compassion, Doing Your Best and Tolerance, Understanding and Inclusion.

If you have any inquiries or would like to tour the school, please feel free to contact us.

**Brett Smith**
Principal
56647382
School Vision:
At Tarwin Valley Primary School, students, staff and parents are part of a learning community which values academic, physical, emotional and social learning. Our students are encouraged and supported to be learners who continue to learn and transfer their knowledge and skills to different situations throughout their life on a local and global level.

The school endeavours to provide contemporary and effective approaches to teaching and learning in a purposeful learning environment by ongoing and collaborative staff learning.

Our community is integral to the wellbeing and growth of T.V.P.S. as a place of learning. All members of the school community work in a partnership to foster the growth of each other.

Students are enthused and responsible learners who achieve their individual best by valuing challenge, effort and achievement.
SCHOOL TIMES:
9.00 am  Session 1  10.30 am  Morning recess
11.00 am  Session 2  1.00 pm  Lunch
1.50 pm  Session 3  3.20 pm  Dismissal

CONTACT US:
Telephone – 56 647 382  Fax – 56 647 571
email: tarwin.valley.ps@edumail.vic.gov.au
www.tarwinvalleyps.vic.edu.au

YARD DUTY:
Before School: Students are expected at school between 8.30am and 8.55am, where they are supervised by the teacher on yard duty.

After School: Non bus travellers are expected to leave the school soon after the dismissal bell at 3.20pm. Bus travellers are supervised by the teacher on yard duty until the last bus departs.

CONTACT DETAILS:
Parents are required to complete a Confidential Student Information form prior to their child commencing school. Please notify the school if there are any subsequent changes to this information, eg. change of address, telephone number or emergency contact.

It is essential that parents give complete and accurate information to the school. If your child has a medical history of asthma, anaphylaxis, epilepsy, diabetes, allergies etc., the school must be informed of medication prescribed, especially preventative measures. Please request the relevant form from the office.
STUDENT WELLBEING

Our school has comprehensive strategies and programs in place to help students feel safe, secure and happy so they can achieve in their studies, build strong relationships and feel they belong in our school community.

Year 6 Buddies
Preps students have a Year 6 Buddy to help their transition into school. The buddies help when needed and participate in fun activities together.

Chaplain
In 2015 we have a Chaplain who supports community belonging and connectedness. The Chaplain works with families, individual students, groups of students and families. An annual consent form is required each year and an individual consent form is required if you would like your child to work on an individual basis.

Primary Welfare Officer
In 2015 we will have a Primary Welfare Officer who will develop, coordinate and implement student wellbeing programs.

eSmart
We are an accredited eSmart school due to our extensive policies, practices and curriculum to support smart, safe and responsible behaviours online and in the school community.

Behaviour Monitoring
Tarwin Valley PS has comprehensive behaviour management and monitoring systems in place including school safety surveys each term, to promote student wellbeing and to provide assistance to students who need extra support.
COMMUNICATIONS
Information regarding school dates, events and items of interest is published in the weekly newsletter which is distributed on Wednesdays. The newsletter can be emailed to parents (upon request) and is available on our website. Most notes are attached to the website version of the newsletter. We also send the newsletter and messages out through tiqbiz which is a free service to parents via their smartphones. (download from app stores or www.tiqbiz.com) The school’s email account can also be used for messages to the office, e.g. bus changes, illness etc. Please request a Read Receipt to ensure it has been read.

CURRICULUM:
Our curriculum is based on the three domains of the Victorian Essential Learning Standards (AusVELS):
- Physical, Personal and Social Learning
- Discipline based Learning
- Interdisciplinary Learning

Our curriculum is currently being updated to the Australian Curriculum. Specialists programs are conducted in Visual Art, Music and Library.

The school has detailed English, Maths and Integrated Studies programs for each year level.

Information & Communication Technology and Thinking Skills are integrated across the curriculum.

Other features of our curriculum include participation in inter-school sport including swimming, athletics, winter sport and the zone lightning premiership.

We organise a number of excellent cultural shows to visit during the year and in this way expose the students to various forms of the Arts such as music, song, dance, drama, poetry, prose and illustration.

Students are encouraged to enter various competitions that allow them to excel in areas of interest and skill.
SPORT:

- **Houses:** Our school houses are Blue gum (Blue), Waratah (Red) and Wattle (Yellow).

- **Learn to Swim Program** - In 2015, Grade 1, 2 & 3 students are involved in a swimming program each year at the SPLASH centre in Leongatha.

- **District Swimming** - Children in Years 3 – 6 are invited to compete at the Korumburra pool. Those successful at this competition will be part of the Central District Swim Team for the Interschool Swimming Carnival held at Korumburra Pool in Term 1.

- **TVPS Athletics Sports** - Each year, Tarwin Valley Primary School holds a house competition sports day known as Stuart’s Cup. All children in Years Prep to Year 6 compete in their age groups in a variety of track and field events. Stuart’s Cup is awarded to the winning house.

- **Waratah Athletics** – Our school is part of the Waratah Cluster along with Fish Creek and Tarwin Lower Primary schools. Each year all children compete in their age group in the Waratah Cluster Sports Day held at the South Gippsland Secondary College, Foster.

- **Division Athletics** - Children 9 years and over who perform well at the Waratah Athletics are invited to compete at the Division Athletics Carnival at Leongatha Velodrome.

- **Winter Sport** – During Term 3, together with Fish Creek & Tarwin Lower, we run a winter sport program. Combined teams play a variety of team sports including football & netball.

- **Lightning Premiership** – This day is organised among the schools in our district for children in Years 5 and 6 at the conclusion of our winter sport program.

SPECIAL RELIGIOUS INSTRUCTION -CHRISTIAN RELIGIOUS EDUCATION (CRE)

SRI is offered to all students on an opt-in basis. Parents wishing their child/ren to cease attending SRI are to notify the school in writing.
PUNCTUALITY:
Please help your child to arrive at school on time. Late arrivals disrupt the class as well as disadvantage the child concerned. Time at the beginning of the day is often reserved for essential teaching such as mathematics, and regular lateness can affect a child’s learning progress. Punctuality is a courtesy so please help your child in this way.

LATE ARRIVALS & EARLY DEPARTURE:
All late arrivals and early departures must be signed in/out of school by parents/guardians. The late arrivals / early departures book can be accessed at the school office. Please sign your child in or out before dropping them off or collecting them from their classroom.

ABSENCE NOTIFICATION:
If your child is absent from school for any reason please notify the school by phone on the day or provide a written note upon their return. Tiqbiz or emailing can be used for absence notifications. If you know that your child will be absent for an extended period, eg. family holiday, please notify us in advance.

MONEY & NOTICES SENT TO SCHOOL:
All money and notices sent to school MUST be handed in via the classroom collection box at 9am. On occasions that money & notices are sent to school, eg. excursions, book club, etc. please put it in a SEPARATE, SEALED, LABELLED ENVELOPE. Clearly indicate your child’s name, grade, excursion and amount on the front of the envelope. Please return Parents and Friends hot lunch orders & money separately from other school money.
BOOK CLUB:
Twice per term children are given a Book Club order form from Scholastic Booksellers. Parents may or may not wish to purchase books, which are offered at competitive prices. Bonus points are earned by the school from the sale of these books and are used for purchases for the library. Book Club is coordinated by a parent volunteer. Book Club orders should be sent to school in a separate envelope from other school money.

SCHOOL BANKING:
Children who have a ‘Dollarmite’ account with the Commonwealth Bank can make a deposit through our school banking system. The school receives a commission for each deposit we process. Accounts can be opened at any Commonwealth Bank branch. School bank day is Wednesday.

SOCIAL SERVICE FOSTER CHILD:
Students at our school are involved in raising funds to support others less fortunate than themselves. We currently sponsor a World Vision child, Natalia Yaku, from Indonesia. Monies for social service are raised through the sale of icy poles, out-of-uniform days, and other similar activities. Icy poles are available in Terms 1 and 4 for 50c and are limited to 1 per child, per day.
AMBULANCE SERVICE: YOUR CHILD’S SAFETY WILL ALWAYS BE PUT FIRST:
The school’s position on calling an ambulance is to ring in the case of an emergency either at school or on camps or excursions. To fulfil our ‘duty of care’ a staff member may deem it necessary to call an ambulance in an emergency to ensure a student’s medical needs are met. The cost of this service is to be met by the parents. It would therefore be in all parents’ interests to have ambulance subscription in order to be covered for such an occurrence, as the school does not cover ambulance costs.

ACCIDENTS OR ILLNESS:
Where possible, parents will be contacted by phone if their child is seriously injured or becomes ill during the day. In an emergency, children will be transported to the nearest medical centre or hospital by ambulance or in extreme cases where an ambulance is unavailable by private car.

MEDICAL PROBLEMS:
If your child suffers from asthma or anaphylaxis you will need to have a ‘Medical Plan’ completed by your child’s doctor, and kept on file at the school. If your child has a potentially serious medical condition or allergy, please contact the office to discuss a “Student Medical Condition Management Plan” so that we can provide the best possible care for your child. All medication, together with dosage instructions, must be taken to the office in its original packaging, where a Medicine Management Plan must be completed. If your child is not well they are better off at home.

HEAD LICE
Head Lice is a common problem at all schools. Checking your child’s hair on a regular basis will help prevent this problem from getting out of control. If head lice or eggs are found your child needs to be treated before returning to school and treated again in 7 days time. Please notify the school if you have treated your child.
SUN SMART POLICY:
We are a Sun Smart School and it is school policy for all children to wear a broad brimmed or bucket hat when outside from the beginning of the school year until May 1\textsuperscript{st} and from September 1\textsuperscript{st} until the end of the year. Children who do not have a broad brimmed or bucket hat to wear are expected to play or sit in shaded areas.

LUNCH:
- All children are seated and supervised by the teacher on duty when eating lunch. Lunches may be ordered from the Bread and Pickles Deli. All orders are made directly through the deli by 11am. A menu is available from the deli. Phone number: 56 647 232. Orders can be sent by text to 0419346899.

**Good nutrition is important.**
- Children are encouraged to bring bottles of drinking water. Water bottles containing water only, may be taken into classrooms.
- Please do not send drinks in glass containers or cans.
- Soft-drink, chewing gum and lollies on sticks are not permitted and lollies are discouraged at school.

Parents & Friends offer hot lunches during Term 2 and 3.

PLAYLUNCH:
Because of the 1.00pm timeslot for lunch we strongly recommend that a substantial, healthy morning ‘playlunch’ be sent to school.

FRUIT BREAK:
- All students are able to eat a piece of fruit at 12.00pm.
- Fruit such as apples, bananas and grapes are ideal.
- Please do not send messy fruits such as oranges for fruit break.
- During the afternoon children are also welcome to bring fruit into the classroom.
SCHOOL UNIFORM:
The Tarwin Valley Primary School Council is committed to the wearing of school uniform or school colours by all students.

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NAMING OF CLOTHING:
Parents are asked to write their child's name clearly on articles of clothing & shoes to speed up the return of lost and misplaced clothes. Lost clothing is placed in the Lost Property basket in the Heritage foyer and Brick building. At the end of each term all unclaimed, unnamed items are donated to the Meeniyan Community Shop.

FOOTWEAR:
It is not good for children to wear plastic or rubber boots all day. If it is necessary for these to be worn to school in wet weather, thick socks or slippers may be brought to wear in the classroom. As rooms are carpeted, children are asked to remove shoes before entering classrooms. Sneakers or runners are required for PE and sporting activities. Unsuitable footwear may result in injury. We recommend sandals which enclose, protect and support your child’s feet during the warmer weather.

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SAFE DEPARTURE OF STUDENTS:
Students are dismissed at 3.20pm. Departure arrangements are as follow:

Non-bus Travellers:
Students walking or riding, leave the school grounds soon after the dismissal bell.
They are expected to use the school crossing, which is manned by a Shire Council employee. Parents are asked to park in or near the Stadium car park and to use this as their regular pick up point. We cannot have children waiting on the other corners / entrances as they are not visible to the teacher on duty.

Bus Travellers:
Students are supervised until they board the buses using the main entry gate in Mckitterick Street.

BUSES:
The practice of non-bus travellers using buses to visit friends is not encouraged. Anyone who is not normally a bus traveller but wishes to use the school bus service, or any bus traveller using a different bus service, must complete a T710 form available from the school office and notify Eldorado Tours (Paddy Eldred 5664 7532). The bus drivers are within their rights to refuse entry to their bus.

The school is serviced by two bus routes:

- Route 1   Buffalo loop   Tarwin Valley - Meeniyan loop
- Route 2   Stony Creek loop   Liptrap – Meeniyan loop

These arrangements are in place for the safety of your children and for the efficient use of staff time. **If there are any changes to your child’s normal arrangements, please let us know by phone or note. We cannot rely on the uncertainties of children’s verbal messages and will follow the last oral or written instructions given by your parents. Please work with us to care for your children.** Bus travel is organised through the afternoon bus rolls which are updated daily. Students are marked off the bus rolls as they depart each afternoon.
PARENT/STUDENT/TEACHER RELATIONSHIPS:
It is most important to establish and maintain cooperative parent/teacher understanding. If you have any problems affecting your child, please come to us and discuss them. Parents are welcome to call and discuss their child’s progress at all times. We do appreciate seeing and talking with parents at non-teaching times during the day, such as before and after school or during recess and lunch breaks. Please contact the teacher to arrange a mutually suitable time. It is not possible for teachers to discuss your child during class times or just prior to bells when they are preparing to return to class.
If extra work is required for your child due to extended illness, forewarning is necessary (minimum of 3 school days) to allow the teacher to prepare work. Work is not supplied for extended holidays. At Tarwin Valley Primary School we believe that staff, parents and children should work together as a team. Therefore we encourage your involvement and your interest in your children’s education.

REPORTING:
In Term 1 we have Parent/Student/Teacher (PST) meetings when teachers meet with students and parents to develop a good working relationship and discuss academic and personal learning goals. We also hold a second PST Interview in Semester 2. At this interview the teacher will discuss a formal written progress report and will also establish ongoing goals for the student. End of year written reports will be sent home late in Term 4. If you wish to speak to a teacher at other times regarding your child’s progress, please ring and arrange a mutually convenient time.

SCHOOL COUNCIL:
School Council members represent the school community and meet at 7:00pm on the 2nd Tuesday of each month. School Council consists of 14 members – the Principal, 8 parent representatives, 3 Department of Education representatives (staff) and 2 co-opted members.
PARENTS AND FRIENDS ASSOCIATION:
Parents and Friends provide invaluable assistance to the school in many ways. Members play a major part in social activities, supporting school programs and are involved in fund raising. All parents are welcome to attend meetings, which are held at the school. Notice of meetings is placed in the newsletter each month.

INCURSIONS:
Throughout the year there will be a number of incursions held at the school. Parents will be notified of these activities through the school newsletter. It is the parent’s responsibility to contact the Principal or class teacher if they do not want their child to attend an activity. Where an incursion requires student payment, students will only attend if the cost has been paid in advance.

EXCURSIONS:
As part of the educational program, excursions may be arranged by class teachers in line with their curriculum. Parents will be notified in writing about the excursion. Written permission and authority to take emergency action in the case of illness or accident is required from parents. Where an excursion requires student payment, students will only attend if the cost has been paid in advance.

SCHOOL CAMPS:
The school camping program is as follows:
Year 2 Sleepover at school
Years 3/4 Wilsons Promontory and Allambee camps alternately
Years 5/6 Ballarat/Sovereign Hill and Melbourne camp alternately

Attendance and refunds are subject to School Council policy.
TRANSITION

**Kindergarten to Prep**
The school has a comprehensive Kinder to Prep program that starts in Term 3 and supports students in the transition into primary school. The details are posted at the Meeniyan kindergarten and sent to surrounding kindergartens and day care centres. Parents are welcome to contact the school for the information or meet with the Principal to discuss any aspects of the school.

**Year 6-7 Transition**
The school works closely with the Leongatha Secondary College to provide a transition program throughout the year and prepare students for secondary college.