School Motto

Strive to excel

School Expectations

We are all here to learn -

be safe
be your best
care for the rest
Welcome to the Exeter Primary School community!

The West Tamar community is a great place to live, and Exeter Primary School has established an excellent reputation for providing a high quality education for the children of this community.

Public education in Tasmania is very strong, with our Department of Education guaranteeing a modern and inclusive curriculum, well-trained and professional teaching staff, dedicated and capable support and ancillary staff, and modern and well-maintained facilities.

We have close links with the Exeter Child Care Centre and our associated High School, Exeter High School.

As you commence your active association with your local school, we aim to be communicative, responsive, and committed partners in your child(ren)'s education.

This handbook gives a brief idea of all that will be experienced.

Feel free to seek answers to any questions that you may have.
Email address:  exeter.primary@education.tas.gov.au

Phone:  63944700

Fax:  63944677

School Hours

9.05-11.05 am  Morning learning block
11.05—11.35 am  Recess
11.35—12.55 pm  Middle learning block
12.55 – 1:45 pm  Lunch
1:45— 3.05 pm  Afternoon learning block
(Both recess and lunch include 10 minutes supervised eating time)

Term dates 2015:

School Terms for students in 2015:

Term 1:  Wednesday 4th February to Wednesday April 1
Term 2:  Monday 20th April  to Friday July 3rd
Term 3:  Tuesday July 21 to Friday September 25
Term 4:  Monday Oct 12 to Thursday December 17

Moderation day for all State School is Thursday 2nd April
Proposed Professional Learning Days for teaching staff
(Students do not attend school)

Term 1:  Tuesday February 3rd
Term 3:  Monday July 20th
Term 4:  Friday Oct 23rd
Our School Community

OUR BELIEFS

Our Values

- Learning
- Excellence
- Equity
- Respect
- Relationships

"...be safe, be your best, care for the rest"

Our Vision

To work together to build a connected school community focused on learning for all in a respectful and supportive environment

Our Mission

To enable every learner to reach their potential

Our Priorities

Quality Teaching
Build the skills and capacity of teachers to deliver highly effective instruction

Quality Learning
Ensure all students are engaged and learning opportunities are maximised.

Building Community
Develop connectedness to support the building of our culture that promotes learning

Staff, parents and children share responsibility for enabling our school to achieve its purposes, which include the following:

- to relate, participate and care for each other
- to act ethically
- to live full, healthy lives
- to create purposeful futures and contribute to the development of a better world
- to think, know and understand

As a school we are keen to do the best we can for children in our care. If you have a concern that is mainly about your child it is usually best to discuss it first with your child’s teacher. Broader issues can be dealt with through the Principal and/or the Exeter Primary School Association and the Parents and Friends Association.

LOCATION

Exeter Primary School is located 24 kilometres north of Launceston and services the educational needs of a large rural area. Children attend Exeter Primary School from Legana to the south, Rowella to the north and Frankford to the west.

Exeter Primary School has classes from Kindergarten through to Grade 6.
HISTORY
Exeter’s long and fascinating history began when a school was first opened in 1909 on land that was once an orchard. In 1939 schools from Legana, West Glengarry, Swan Point, Winkleigh and Sidmouth were relocated to the Exeter site. The main brick building was built then and opened by the Hon. E.J. Ogilvie in 1940. The newer brick section including the hall (now gym) was opened in 1954. The school population grew with the addition of two grades 3 and 4 blocks, two kindergartens and 17 terrapin temporary buildings. The District High School reached a maximum population of approximately 960 students before the secondary classes moved to the new Exeter High School site in 1985. Major redevelopment was undertaken in 1992-1994 and again in 2010-2011.

FACILITIES
Exeter Primary School is proud of its purpose-built classrooms. These are enhanced by such facilities as an up-to-date library, school gymnasium/hall, indoor in-ground solar-heated swimming pool and specialist learning areas for Music and LOTE. Students have access to computers in all classrooms as well as in the computer lab. The new Performing Arts Centre (funded under the Federal Government’s Building the Education Revolution program) provides a state-of-the-art performing arts and meeting space.

Our Heritage building offers learning spaces for a range of activities: focussed learning groups, music therapy classes, learning support groups, literacy support, visual arts area, a modern kitchen space and meeting spaces.

Our Grounds Committee continues to develop our gardens and playground areas.
Curriculum

At Exeter we pride ourselves on the rigorous academic programs we offer. We are acknowledged as a centre of educational excellence in the wider educational community.

As in all Tasmanian schools, our Curriculum is guided by the Australian Curriculum. Our school’s curriculum is based on the Australian Curriculum, which sets out what all young Australians are to be taught, and the expected quality of learning as they progress through schooling.

The Australian Curriculum is being developed progressively.

In 2015 at our school, the learning areas of English, Mathematics, Science History, Geography and Heath and Physical Education will be aligned with the Australian curriculum.

In addition to learning areas, the curriculum also includes a focus on seven general capabilities (literacy, numeracy, information and communication technology competence, critical and creative thinking, ethical behaviour, personal and social competence and intercultural understanding) and three cross-curriculum priorities (Aboriginal and Torres Strait Islander histories and cultures, Asia and Australia’s engagement with Asia and Sustainability).

EXTENSION AND ENRICHMENT:
Extension and enrichment programs are offered to students on a regular basis. Programs offer include: Writing, Maths, Art, LOTE, Science and CELO (extended on-line learning)

LEARNING SUPPORT PROGRAMS:
Learning Support is offered at our school and provides a program for children with additional needs. We offer a variety of alternative programs including play-therapy, life-skills, music therapy, gardening group, fine and gross motor support, and community access.

LIBRARY
Exeter has an outstanding library. Classes are timetabled to visit and borrow weekly. Children and parents may borrow. To help care for books, library bags are required.

LOTE:
Our Language Other Than English is Indonesian. Indonesian is offered to students across various grades. Language learning is combined with learning about cultural aspects of Indonesia.

MUSIC:
All children from Prep to Grade Six attend one music lesson per week where they explore the elements of music, its notation, its links to other
subject areas and its importance in society. They also discover their own inherent musicianship through listening to, performing and creating music.

Choir is offered as an optional musical experience for students. Our choirs perform at Singfest which is a combined schools and community events such as Anzac Day. Instrumental tuition, band and ensemble is provided on a ‘user-pay’ system through the Esk Band Program (flute, clarinet, trumpet, trombone, saxophone, percussion) for Grade 3-6 students.

OUTDOOR CLASSROOM

Classes participate in the Kitchen Garden with their teacher in a program designed by the Kitchen Garden Committee.

PHYSICAL EDUCATION:
All children have PE once a week with a physical education specialist teacher. Classes also participate in a Daily Fitness program. See more under Sport in General Information.

VISITING PERFORMANCES:
Each year students are offered a range of performances. From time to time students are also given the opportunity to participate in workshops and community performances.

VISUAL ARTS:
Visual Arts is an integral part of our children’s education. The Visual Arts Centre provides a designated space for visual art experiences. Children in all grades participate in a range of visual art techniques including: printing, painting, ceramics, sculpture, textiles and drawing. Our school Art Gallery proudly exhibits examples of this work.
General Information

ABSENCES and ATTENDANCE
Student attendance is important to us. It is a legal requirement that we keep accurate records of daily attendance. Families are responsible for explaining the reason for their child’s absences. Text messages are sent to families whose child is absent. Please respond to the text or phone the school (63944700) to explain absences. A note in your child’s Communication Book is most appropriate. Children who arrive at school after 9.05 a.m. or who are required to leave school earlier than the normal dismissal time must be collected by parents/carers. All children are required to be signed in (if arriving late) and out (if leaving early) by the parent/carer at the main school office. If known in advance, the student’s teacher should be notified. Attendance for the year will be detailed in your child’s mid-year and end of year report.

ACCIDENTS and ILLNESS
In the case of minor accidents the child is given first aid by a qualified person. It may be appropriate with sickness or injury for parents to take their child home. In urgent cases the local ambulance service is called or it may be necessary to take the child to the local doctor. Parents are notified either before or after this occurs, depending upon the degree of urgency and the availability of parents. We do urge that unwell children remain at home as schools are not appropriate places for the care of sick or injured children.

ALLERGIES/ANAPHYLAXIS
As a number of students have life threatening allergies it is important to minimise and manage the risks associated with these severe allergies. Therefore, school is an “allergy aware” school and the school community has agreed, we are a “nut aware” environment. We strongly encourage children to not bring nuts to school.

ASSEMBLIES
Whole school assemblies are held in the Performing Arts Centre on a regular basis. Parents are very welcome to attend these celebration times. See “Focus”, our weekly newsletter for further details.

BANKING
A school banking service is available to children from Kindergarten to Grade 6. Bank day is Wednesday. The service is supported by parent volunteers who are rostered approximately 2 or 3 days a term between the hours of 9.00 a.m. and 10.30 a.m. If you would like to be involved please advise the school office. Your help would be greatly appreciated.

CANTEEN
The school operates a canteen and employs a Manager who is assisted by volunteer helpers. Orders for lunch are taken in the classroom before school. The canteen is open at recess between 11.10a.m. to 11.30 a.m and at lunch time from 1.10p.m. to 1.25 p.m. (Canteen only operates at recess on Tuesdays) The Canteen offers a wide variety of healthy food at reasonable prices. Volunteers assist in the canteen mostly between the hours of 10.00 am to 1.30 p.m. and are rostered approximately 2 or 3 days a term. Please contact the Manager to volunteer.
DENTAL SERVICE
Dental services can be obtained from the dental van located at the school for periods of time during the year. Please phone 63944757 to arrange appointments.

EARLY LEARNING PROGRAMS
Our Early Learning program will commence as follows: Pre-Kindergarten sessions will be held weekly every Friday morning 9.05am–10.30am children attend these sessions with a parent/carer. Pre Kinder is for children attending Kinder in 2016.

B4 School This playgroup will be held on a weekly basis. Times will be advised in 2015.

Book Fun These sessions will be on a fortnightly basis in the library. Times will be advised in 2015.

Gym Fun This program will be held on a fortnightly basis in the school gym (next to the canteen). Times will be advised in 2015. Gym Fun and Book Fun will alternate so we will have something each Wednesday morning.

To register your child please phone the school office on 63944700 or come along to the session on the day.

ENROLMENTS
Original birth certificates must be sighted as proof of age for new enrolments into the Public Education system. Our school office personnel will also need to take a copy of your child’s immunisation records.

EXCURSIONS
Excursions are an integral part of the educational program of our school from Kindergarten to Grade 6. Excursions complement the learning program being carried out in the classroom. Permission for excursions is given at the beginning of each school year. This covers all outings except major ‘camps’. Parents are notified of upcoming excursions by information going home in your children’s communication book or a separate note.

HOURS
The school provides duty of care only between 8.30 a.m. and 3.05 p.m. School commences at 9.05 a.m. Students should not be in attendance at school prior to 8:30am.

KINDERGARTEN
Children must be 4 years of age to enrol in Kindergarten. In 2015, our Kindergarten program operates over 3 days a week Tuesday, Wednesday and Thursday. Children only attend for 3 days. Students should live in Exeter Primary’s intake area. Check with the school office staff for details.
MEDICATION  
Medication can only be administered at school, from the school office with a written request from a parent/legal guardian. Forms are available at the school office. The medication must have been prescribed by the student’s medical practitioner. The medication is kept in a secure place in the school office. Teachers are not to be directed to administer any medication, except when authorised for an excursion by the Principal.

Asthma and Anaphylaxis Medication.  
Students with a diagnosis of asthma or anaphylaxis must have a completed record and an action plan signed by a doctor and made available to the school. The school will provide the documentation for this requirement. Students with a diagnosis of asthma, with permission from the parent/legal guardian and approval by the school, may carry their reliever medicine in their bags. Students with asthma also require their own spacer at school. Anaphylaxis medication is usually stored in the office unless otherwise authorised.

Antibiotics and other short term medication  
The medical practitioner’s specific prescribed instructions for administration on the pharmacist’s label is also required. The medication is to be delivered to school in the originally prescribed container only. Please see medication above.

Infectious Diseases at School  
Conjunctivitis  
Notify school - Highly advisable. Also advise that your child will be absent.  
Keep child at home - Your child will need to be at home until your doctor treats the eye and discharge from the eyes has ceased.

Headlice  
Notify School - Highly advisable  
Keep child at home - Contact school for latest guidelines and treatment.

Measles  
Notify school – It is highly infectious so school should be advised.  
Keep child at home - Your child has to stay home until 5 days after the rash appears or until your child is well.

Mumps  
Notify School – Highly advisable as with all infectious conditions.  
Keep child at home - Your child has to stay at home for 9 days after he/she first became unwell or until swelling goes down (whichever is sooner).

Scabies  
Notify School - You should advise the school because scabies are easily passed from person to person by contact.  
Keep Child at Home – Your child must stay at home until the day after treatment form your doctor or chemist has commenced.

School Sores  
Notify School – You should advise the school because school sores are highly infectious and can spread quickly throughout your child’s class.  
Keep Child at Home - your child must stay home until treatment from your doctor has commenced. Sores on exposed areas must be covered with a dressing.

Should students be found to have any of these symptoms at school parents are phoned to collect students from school.
MOVE WELL EAT WELL
We are Move Well Eat Well school. This means we are committed to actively promoting healthy eating habits and daily physical education. We have a water policy which states that our classrooms are water only zones. All children are encouraged to use clear water bottles and drink water only during the school day. Information about Move Well Eat Well will be shared in the newsletter Focus.

PARENTS AND FRIENDS GROUP
The P & F extends a warm welcome to you and your family. The P & F is one part of the School Association.

Meetings:
The P & F will meet on the second Thursday of the month during term time at 7.30 p.m. A reminder is placed in Focus, our school newsletter. We are always pleased to welcome new members

PARENT HELPERS AND VOLUNTEERS
All parents and volunteers are required to have a current police clearance before they can help with children. Forms are available from the school office.

PARENT INVOLVEMENT
Parents are encouraged to participate in the school program in a wide variety of ways. Contacting your child’s teacher is the best way for your skill to be utilized. Many classes invite parent help on a regular basis or for special projects or excursions. Your assistance is valued. Parents can also volunteer to work in the canteen, banking, or library as well as assist with sport or working bees, attend meetings etc. Parents work with staff and students, in developing our grounds. There are working bees and fundraising activities throughout the year. Parent workshops maybe held on a range of topics and issues.
PHOTO POLICY
As some parents prefer not to have photos of their children taken at school and do not wish to have photos published in the newsletter or on the internet we ask that parents only take photos of their own child/children. Photos of other people’s children should not be published on the internet or posted on social media sites. Parent will be advised of the protocols for special events, assemblies and sporting carnivals as appropriate.

REPORTS
Under the recommendation of the parent task force, Exeter Primary School offers three written reports per year, a major report in July, with a follow-up parent-teacher conversation. This process is an important part of supporting each student’s learning pathway. Teachers may contact parents at other times of the year to discuss a student’s needs and progress. We hold an open evening for parent and teachers at the end of Term 2.

SCHOOL ASSOCIATION – The School Association is an elected body consisting of parents, community representatives and staff.

SCHOOL NEWSLETTER – “FOCUS”
A weekly newsletter is distributed to the eldest child in the family every Wednesday. Parents and/or guardians of students who wish to receive our school newsletter via email, please advise our office staff of your details either by phoning 63944700 or emailing: exeter.primary@education.tas.gov.au

This is a very important means of communication between school and home. The P&F regularly add a “Yellow Sheet” to the newsletter. We ask parents to be vigilant in reading every publication to keep informed of school events.

SIGNING IN AT OUR SCHOOL
All visitors to the school during the day need to enter the school via the school office before proceeding further. We require all parents/carers/visitors to sign in at the office to indicate they are on site and their purpose for being on site.
SCHOOL UNIFORM
At Exeter Primary School we believe that the wearing of a uniform encourages school pride as well as fostering equity and safety. We support the overwhelming majority of parents who wish to see all children in uniform. We have a uniform that most children enjoy wearing. It comprises a range of mix and match options which means parents and children can select those items best suited to individual needs. These items are available at the uniform shop which is open every Tuesday and Thursday from 8.45 a.m–10.00 a.m. The Office has a price list.

Uniform Shop:
The school uniform shop is in the Heritage Block and staffed by the parent volunteers from our school.

GIRLS
Summer
Dress: Green/white/red checked dress
or green skort and short sleeved gold polo
top
Socks: Short green
Shoes: School shoes—black

Winter
Skirt/Pinafore: Green tartan skirt or green tartan tunic
with detachable bib
Shirt: Long sleeved gold polo top or gold skivvy
Leg Wear: Green socks or stockings
Shoes: School shoes—black
Track pants: Green track pants

BOYS
Trousers/Shorts: Grey in cotton or twill or Green track pants
Shirts: Gold polo top
Socks: Grey
Shoes: School shoes—black

JUMPERS
For both boys and girls we have polar fleece jackets\vests, rugby jumpers or collared wind cheaters.

SPRAY JACKETS
RAINCOATS
DRY & COSY JACKETS

HATS
We are a "hat wearing" school. Hats are compulsory in Term 1 and all of Term 4. All students need either a brushed cotton, bucket hat or a wide microfibre bucket hat. These are available from the Uniform Shop or the school office. Bottle green is the school colour.
SPORT
Sport is a strong feature of our school and the Physical Education program supports the skills of a range of sports. All students participate in Athletics and Cross Country carnivals. Grade 3-6 students participate in a Swimming carnival. Representative teams of Grade 3-6 students compete in the TPSSSA carnivals. Grade 5/6 students play Friday sport which includes training at school and playing games with other schools in the sports of netball, football, soccer, hockey and Newcombe ball in Winter. Summer sports include cricket, t-ball, orienteering, gym games. Country Gold selections are held for football, netball, hockey, soccer and cricket. Junior Development Officers are used to enhance sporting opportunities for students in a range of sports.

Sports Uniform
On days timetabled for PE, students are encouraged to wear PE uniform for Physical Education or sport. Sports uniform should be worn by students in Grade 5/6 when participating in Friday sport activities.

Netball skirt/Green shorts  
Green tracksuit pants  
Sandshoes  
Polo-shirt

House System:
Children are allocated to their House at the beginning of their Grade 3 year. School sporting competition operates on a House system with Houses as follows:

Brady House - Blue  
Batman House - Green  
Dalrymple House - Red

Polo shirts of house colour (Grade 3-6 children only) are available from the uniform shop.

STATIONERY, BOOKS, LEVIES
Separate information outlining requirements for each grade is supplied to parents. Check with the school office for further details.
STUDENT ASSISTANCE SCHEME (STAS)
The Department of Education provides assistance that may be granted to parents experiencing financial hardship. Application forms are available from the school office.

SUPPORT STAFF
Our community is served by School Psychologist, Speech Pathologist and Social Worker. Each of these professionals works on allocated days at Exeter Primary. Please contact your child’s teacher or the Principal or Assistant Principals if you have concerns about your child’s learning or behaviour as the expertise of the support staff may be required.

SWIMMING and WATER SAFETY PROGRAM
Swimming and water safety is an annual program for all students in grade 3-5. This program runs over 2 weeks and is generally held at the Launceston Aquatic centre. An Optional Swimming and Water Safety Program (user pay) operates from Prep to Grade 2 and takes place in our school pool.

TRANSITION
For children in Grade 6 we have a detailed transition and orientation program as their Primary years end and Exeter High time approaches.
**TRANSPORT – SCHOOL BUSES**
The school is served by 19 buses run by contractors who are employed by the Department of Roads and Transport. Information regarding bus schedules is available from bus contractors or the Department of Infrastructure, Energy and Resources (phone 6233 5193).

The first buses arrive at school at approximately 8.35 am. At the end of the school day buses depart at 3.05. Children's behaviour on buses is expected to be of a very high standard.

**Parents are requested to notify the school in writing of any changes to normal travelling arrangements.**

For safety reasons the area in front of the school is a No Standing area between 8.30am to 9.00am each morning and each afternoon between 2.45pm and 3.30pm on school days.

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<td>Bernard J. Manion</td>
<td>Sidmouth</td>
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<tr>
<td>72 Shaw Street,</td>
<td>Legana</td>
<td>12</td>
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<tr>
<td>BEACONSFIELD 7270</td>
<td>Birralee</td>
<td>11</td>
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<tr>
<td>Telephone: 63 831 221</td>
<td>Muddy Creek/City</td>
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<td></td>
<td>Frankford</td>
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<td>Greens Beach</td>
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|                                   | Bridgenorth      | 09       |
|                                   | South Bridgenorth| 04       |
|                                   | Little Swan Point| 10       |
| Peter and Joanne McDermott       |                  |          |
| Rosevears Drive,                 |                  |          |
| ROSEVEARS. 7275                  |                  |          |
| Telephone: 63 303717             |                  |          |

| David and Paul Scott            | Rowella          | 14       |
| 233 Rowella Road                | Deviot           | 16       |
| ROWELLA 7270                    | Rosevears        | 17       |
| Telephone: 63 947 343           | Sidmouth Shop    | 15       |
| (Kayena)                        |                  |          |

| Ian & Nada Miller              | Flowery Gully    | 06       |
| 32 Blackwall Road,             | Winkleigh        | 07       |
| BLACKWALL. 7275                |                  |          |
| Telephone: 63 944 029          |                  |          |
Glen-Ard-Mohr Road Exeter 7275
www.schools.education.tas.gov.au/exeterprimary