

EDINBURGH

ADVENTIST PRIMARY



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STUDENT HANDBOOK

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1. PHILOSOPHICAL STATEMENTS

1.1 Introduction

Edinburgh Adventist Primary School is a private Christian school owned and operated by Seventh-day Adventist Schools (Victoria) Ltd. It provides a comprehensive academic program, from Prep to Year 6, in harmony with Christian beliefs, values and lifestyle.

1.2 Vision Statement

Character ... through Nurture, Learning and Service

1.3 Mission Statement

Edinburgh Adventist Primary provides Christ-centred education for the community.

Our mission is to develop children of character in a faith nurturing environment that promotes academic excellence and a commitment to service.

1.4 Values Statement

We Practise Christianity by ...

Choosing to Serve
Maximising Potential for Learning
Acting with Integrity and Respect
Appreciating Diversity
Celebrating Achievement
Valuing Relationships

1.5 School Crest

The crown on the crest recognises that God, in the form of the three members of the Trinity, is at the head of all that occurs at the school. This acknowledgement is supported by the motto "In Him We Live" and encapsulates the view that God is an integral part of our lives. The open Bible and the dove indicate that the school is guided by the Word of God as enlightened by the Holy Spirit. The laurel garland on the sides represents the prize of achievement.



2. DESCRIPTION

This school was originally established in 1967 as Croydon Seventh-day Adventist Primary in Surrey Road, Croydon. In Term 3, 2000 the school opened as Edinburgh Adventist Primary on the present site.

In conjunction with Edinburgh Early Learning Centre and Lilydale Adventist Academy, a comprehensive educational program is provided for 3 year olds through to Year 12, all on the one campus.

The modern facilities comprise: seven classrooms, teachers' offices, computer laboratories, music studio and amenities block. The administration and resource centre are temporarily situated in a refurbished building that existed on the property.

Out-door facilities include a basketball court, shady adventure playground, concreted areas and a playing field with soccer goals.

The school has the added benefit of utilising some of the secondary school's facilities, especially the chapel, multi-purpose centre and library resource centre.

Future plans include the development of three more classrooms, an administration block, library/resource centre, multi-purpose room and art room.

3. SCHOOL OPERATION

3.1 The School Council

The School Council consists of elected members representing the Seventh-day Adventist churches supporting the school, namely, Lilydale Adventist Academy, Lilydale, Yarra Valley, Ferntree Gully and Warburton.

Ex-officio members of the School Council are the:

- Principal (Council Secretary),
- Director of Education and Company Directors of Seventh-day Adventist Schools (Vic) Ltd,
- School Chaplain.
- Parent Association Chairperson
- Lilydale Adventist Academy Principal
- Edinburgh Early Learning Centre Director

Briefly the duties of the School Council are to:

1. Be responsible for the financial management of the school in harmony with the education policies of Seventh-day Adventist Schools (Victoria) Ltd.
2. Establish and maintain a satisfactory enrolment
3. Maintain the school facilities.

The School Council is responsible to the Board of Directors of Seventh-day Adventist Schools (Vic) Ltd.

3.2 Parent Association

The Parent Association is a committee, composed of parents, teachers and friends interested in the progress of the school.

The committee is elected at the Annual General Meeting. All parents are encouraged to be actively involved in this non-profit association's activities.

This committee plays an important part in promoting the school, planning social activities, organising meetings of special interest to parents and raising funds for school equipment.

The Parent Association is responsible to the School Council.

3.3 Bus Committee

The Lilydale Adventist Schools Bus Committee controls the operation of the school bus service. The chairperson and secretary of this Committee liaise with the Seventh-day Adventist School (Victoria) Ltd Bus Committee.

Members of this Committee are elected at the Annual General Meeting. Rates and hiring charges are reviewed at this meeting.

The Bus Committee is responsible to the School Council.

4. GENERAL INFORMATION

4.1 Admission Policy

The Edinburgh Adventist Primary School is operated firstly for the benefit of the members of the Seventh-day Adventist community, but is open to students without regard to religion, sex, or nationality. However, all students are expected to live in harmony with the school's standards and regulations, show respect for the Word of God and attend religious classes and activities.

Every effort is made to allow both boys and girls to participate in all school activities and as far as possible the school attempts to accommodate disadvantaged children.

Ideally a child should turn five years of age before entering Prep. However, children aged four can be accepted provided they turn five before April 30.

4.2 Assessment and Reporting

An initial report is issued after the first six to eight weeks of the school year to advise of the child's progress.

A mid-year report is given during the last week of term two followed by a parent-teacher interview. An end-of-year report is sent home at the conclusion of term four.

Teachers are available for interviews each Wednesday afternoon between 3.45pm and 5.00pm. Appointments must be made by 12.30pm of the day before.

However, parents may make an appointment with the classroom teacher or principal at other times, if they wish to discuss matters relating to their child's progress.

4.3 Attendance

The school is required by law to keep accurate attendance records. An absence note, stating the date and reason for the absence must be handed in on the first day back at school, where it is kept on permanent file.

4.4 Banking

School Banking is conducted on Tuesdays using Commonwealth Bank Youth Saver accounts. Application forms are available through the school at the beginning of the year.

4.5 Behaviour Management

Students and staff at this school have fundamental rights. However, hand in hand with each right is a responsibility. When rights are respected and responsibilities are carried out, the school will run smoothly.

Hence the teachers will model the same basic concern for the welfare of others that they are encouraging in their pupils.

Students have the responsibility:

- to make the school safe by not threatening or hurting anyone else.
- not to steal, damage or destroy the property of others.
- to take good care of their own property.
- to respect the authority of the teachers
- to treat others with respect and understanding.
- to observe the school's safety rules
- to proudly wear the school uniform and behave in a manner that will foster community respect in the school.

In managing student behaviour, teachers have responsibilities. These are:

- To set clear rules, procedures and classroom instructions
- To preserve the child's self esteem

- To maintain a calm and consistent attitude in dealing with unacceptable behaviour.
- To give encouragement
- To employ logical, consistent consequences for behaviours in line with the school's discipline policy.
- To ensure that corporal punishment is not used under any circumstances.

General classroom discipline is the teacher's responsibility, however a detention system is used to support the teacher beyond normal classroom management.

Detention System

Detentions can be issued for infringement of responsibility:

A detention involves the child attending the detention room commencing at 1.10pm. of the next lunchtime.

As a guide, the length of the detention is to be based on the following scale:

Prep	5 minutes
Years 1 and 2	10 minutes
Years 3 and 4	15 minutes
Years 5 and 6	20 minutes

Recording Detentions and Infringements

Every infringement will result in one or more lunchtime detentions (according to teacher's discretion). Detentions given, the associated infringement code and the date are recorded in the Discipline Book.

Behaviour Management Procedure

As a child's detentions accumulate the following steps will eventuate:

Detention 1	Recorded
Detention 2	Recorded
Detention 3	Recorded and parents informed
Detention 4	Recorded and parents informed
Detention 5	In-school suspension and parents informed
Detention 6	Recorded and parents informed
Detention 7	Out-of-school suspension

Each term every child commences with a clean record. However, any child who receives more than one in-school suspension or out-of-school suspension within the school year will be taken before the Discipline Council who will determine the consequences. Any single offence of a serious nature can also be referred to the Discipline Council.

The members of the Discipline Council are:

- Principal
- Class teacher/s
- Chaplain
- School Council representative/s

Managing Bullying

At Edinburgh Adventist Primary we will openly talk about bullying – what it is, how it affects us and what we can do about it. Through the implementation of the You Can Do It program, in conjunction with our Bible curriculum, the children are taught the skills which will build self esteem and empower them to take responsibility for themselves. Opportunity to practise these skills is also provided.

Responsibilities of staff:

- To model appropriate behaviours at all times.
- To adopt positive classroom management strategies
- To deal with all reported and observed incidences of bullying as set out in the policy.
- To ensure that children are supervised at all times and be obviously present when on duty
- To report incidences of bullying to the principal if this is warranted.

Responsibilities of students:

- To accept responsibility for their actions
- To “tell” if they are being bullied or if they see someone else being bullied – both at school and on the way to and from school.

- To help someone who is being bullied.
- To not bully others.

Responsibilities of parents:

- To watch for signs that their child may be being bullied.
- To contact a staff member of Edinburgh Adventist Primary if their child is being bullied, or they suspect that this is happening.
- To encourage their children to “tell” if they are bullied.
- To report to a staff member any bullying they observe while visiting the school.
- To model appropriate behaviour when interacting with staff and other parents.

Reporting of Bullying

Incidences of bullying can be reported by the children and their parents:

- to any teacher or the Principal.
- to a peer monitor/buddy
- by placing a note in the ‘Communication Box’. Written statements must be signed by the writer and identify the bully by name.

Any bullying incidences that are dealt with will be recorded.

Responding to Reported Incidences of Bullying

When a bullying incident is reported or observed it will be dealt with according to the following graded sanctions:

1. A staff member will talk to the children involved about the incident and remind them that such behaviour is not acceptable. Comfort the victim and acknowledge how he/she feels.
2. Monitor the behaviour of the children involved in this discussion.
3. Issue a detention or give the bully some tasks to complete and warn him/her of the consequences of further incidences.
4. Inform other staff of the incident and record it in the Discipline Book

5. If the bullying is repeated, separate the offending child from the group for “time out’ and/or issue another detention.
6. Repeat offences are to be dealt with according to the school’s Behaviour Management Policy which can involve informing the parents, in-school suspension and out-of-school suspension.
7. If the above sanctions do not succeed the matter will be referred to the Discipline Council.

The seriousness of the incident will determine the level of sanction initially employed.

The staff is responsible for implementing the program and ensuring that incidences of bullying are dealt with in a manner consistent with the policy and as soon as possible after it is reported or observed.

4.6 Bus Service

The school is serviced by three buses which are used by a large number of students. The routes are determined by the Bus Committee, based on the location of those wishing to use the service. Inquiries may be made directly to the Bus Committee Chairperson or through the School Office. Casual usage is an option, however, preference is given to full time users.

Students from Warburton and the Yarra Valley are able to travel to and from school on a bus operated by the Martyrs Bus Company. Arrangements are made through the Lilydale Adventist Academy office.

4.7 Conveyance Allowance

A government allowance is available to many families who live more than 4.8km from the school. Application forms are available from the school.

4.8 Daily Routines

First Bell	8.55am
Recess	11.00 -11.20am
Lunch	1.00 -1.45pm
Dismissal	3.20pm

4.9 Enrolment Procedure

Following an interview with the Principal an application form is completed and forwarded to the school with the \$100 enrolment fee. The application is presented to the School Council for consideration. Parents will then be notified of the Council's decision.

A re-enrolment form, which is also presented to the School Council for consideration, must be completed for all current students, each year.

The school requires annually the completion of other important documents by the parents. These include Medical Information, Permission to Publish and Excursion Permission.

4.10 Excursions

Excursions are an integral part of the school program. Every care is taken to ensure that these outings are enjoyable, educationally profitable and safe.

A written permission form, which covers all excursions, is to be completed at the beginning of the year. It is the teacher's responsibility to inform parents of the details of each excursion and it is the parent's responsibility to inform the teacher if they do not wish their child to participate.

The cost of excursions is included in the school fees.

4.11 Family Law Custody Requirements

Parents are required to notify the school of any Family Law or custody requirements relating to the child. It must be understood that only the legal custodial parent will be allowed access to the child at the school. Any special arrangements for variation of this must be in writing from the custodial parent. If a non-custodial parent is to receive copies of the account or school reports this will only be upon written request from the custodial parent.

4.12 Fees

Fees can be paid a year in advance, a term in advance or by a fortnightly direct debit.

A discount applies for families where more than one child attends a school within the Seventh-day Adventist Church system.

A "Prompt Payment Discount" is given for fees paid:

- 1 a term in advance, or
- 2 a year in advance.

A discount of 10% of the Tuition Fee is available to families who have a Pension or Health Care Card.

A discount is allowed for members of the Seventh-day Adventist Church as they support the education system through tithes and offerings.

Arrangements for late payments must be made with the School Council. Any fees outstanding at the end of the year must be paid before the child can be admitted to the school the following year.

A current Schedule of Fees is available upon request.

4.13 Homework

- Regular assigned homework is provided to reinforce skills and to complete set work.
- All students will be allocated homework books/diaries;
- Classroom teachers will set daily homework appropriate to each child's skill level and age;
- Homework activities should be interesting, challenging and where appropriate open-ended;
- Each set task must be purposeful, meaningful and relevant to the current classroom curriculum;
- No homework will be issued in the first and last weeks of each term;

Prep – Year 4

Homework will consist mainly of:

- reading activities to, with and by parents
- simple extension tasks associated with classroom activities
- gathering of additional information or materials

Years 5- 6

Homework will consist mainly of:

- independent reading on a daily basis
- tasks such as continuation of classroom work and research projects and assignments

It is acceptable for teachers to assign unfinished classroom activities as homework tasks.

Appropriate levels of homework per night for each year level are as follows:

Prep	10 minutes
Years 1 and 2	15 minutes
Years 3 and 4	20 minutes
Years 5 and 6	30 minutes

Student Responsibilities

The student is responsible for:

1. Completing homework to a satisfactory standard.

2. Returning homework to school as required.

Parent Responsibilities

Parents are responsible for:

1. Ensuring children have a time set aside for homework.
2. Listening to children read if required.
3. Reminding students of their responsibility in regards to homework.
4. Ensuring children do not spend excessive amounts of time on homework and if work is incomplete, notify the teacher of the difficulties experienced.
5. Signing completed homework

4.14 Internet Usage

The school's Internet Usage Policy aims to improve student learning outcomes by increasing access to worldwide information while developing skills in discriminating appropriate internet usage. It includes the following:

- Students are not to use the computers without permission or supervision;
- Access to internet in classrooms is managed by a keyed lock. The internet is only to be unlocked when a teacher or other supervising adult is directly supervising the use of the internet;
- Websites accessed must be controlled by the teacher;
- Surfing of the internet is not permitted by students;
- Internet and email access is a privilege that infers responsibility, and not simply a right to be expected;
- All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked;
- All staff shall be responsible for notifying the principal of any inappropriate material so that access can be blocked;
- Consequences of publishing, accessing or failing to notify the Principal of inappropriate material shall include the removal of access rights;

- A Code of Computer Conduct Contract is to be signed by the parent and student in order to gain access to the internet;
- Privacy of students, parents, staff and other users must be recognised and respected at all times. Parents permission is required to publish students' photos, and only the student's first name will be used;
- Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar and spelling prior to publishing;
- Taking ideas or writings from another person and offering them as your own is called plagiarism, and is an inappropriate use of the Internet;
- Credit should always be given to the person who created an article or idea. Students should include their sources of ideas or writings, i.e. include the URL (web address) in a bibliography;
- All users are expected to abide by the generally accepted rules of Internet Etiquette (Netiquette). This includes:
 - Be polite;
 - Do not use vulgar or obscene language;
 - Do not reveal your address or phone number to unknown individuals;
 - Do not distribute or reveal information belonging to others;
 - Electronic mail is not guaranteed to be private;
 - Do not disrupt the network or the data of others;

4.15 Library Books

The well-stocked library is used by class groups for study, research and borrowing. Books may be borrowed for one week at a time. The cost of books that are lost or damaged become the responsibility of the child's parent.

4.16 Office Hours

Secretary:	Mon, Wed	8.45am-4.00pm
	Tues	8.45am-5.00pm
	Thurs Fri	8.45am-3.00pm

Principal:	Tues, Thurs, Fri	9.00am-3.30pm
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Parents are requested to limit phone calls to these office hours or recess and lunchtimes.

4.17 Music Tuition

Individual tuition is available during school hours for piano, guitar, violin, flute, clarinet and saxophone. Lesson times are rotated so that the student does not miss the same class each week. Fees are paid directly to the music teacher concerned.

Classroom music is conducted by a specialist music teacher, the cost of which is included in the school fees.

4.18 Newsletter

A weekly newsletter (dated and numbered) is sent home in a folder. The folder is to be signed in the appropriate place and returned to school the next day.

Teachers will also send home regular class newsletters to share the happenings in their room.

4.19 Outside School Hours Care

Before and after school care is available at the Edinburgh Early Learning Centre. For times, fees and bookings phone the Early Learning Centre on 9761 9991

4.20 Physical Education

A regular physical education program, designed to develop a wide range of skills, is conducted at each year level.

One day per week, all students participate in a skill development program, with a specialist Physical Education teacher. These lessons are complimented by the classroom teacher on the other days.

Swimming classes, with experienced instructors are provided in Terms 1 and 4 (Prep-Term 4 only). Girls' and boys' bathers should be modest.

During Terms 2 and 3, a qualified gymnastics instructor conducts weekly sessions with each class.

The cost of these activities is included in the school fees.

4.21 Registration

Registration forms will be posted to parents of enrolled students before school commences in the new year. These must be completed and returned on the first day of school.

4.22 School Chaplain

Appointed by the Victorian Conference of the SDA church on a yearly basis, a part-time chaplain is involved in running the weekly chapel program. This is a combined school program, which is an enjoyable time of singing, stories etc. with a spiritual emphasis. The chaplain is also available for counseling with staff, parents and students and is a member of the School Council. Appointments can be made directly with the chaplain or in consultation with the school principal.

An associate part-time chaplain is also currently employed to assist the chaplain in managing the welfare of the students and their families. This chaplain is funded through the National School Chaplaincy Programme.

4.23 School Maintenance

In order to keep our school a safe and tidy place, families are asked to attend two of the four working bees held each year. A light lunch is provided by the Parent Association for all workers.

4.24 Sickness

It is policy to contact parents and arrange for children to be taken home if they are too ill to remain in class.

The staff is equipped to handle minor injuries that occur at school. In the event of a serious accident or illness the principal will act 'in loco parentis' and will make arrangements for medical treatment if the parents cannot be contacted.

4.25 Stationery

Stationery supplies are purchased in bulk and distributed according to individual class requirements. The cost is subsidized by the school and the balance is debited to the school fee account.

4.26 SunSmart Guidelines

1. During Terms 1 and 4 the wearing of hats outside by students is compulsory.
2. Broad brimmed regulation hats are a compulsory part of the school uniform. Students who do not have a uniform hat are to remain in a designated shaded area for the duration of the break;
3. Shirts with collars and sleeves and long length shorts are a compulsory part of both the dress and sports uniform;
4. Continuous exposure to direct sunlight for more than ½ hour is discouraged and for more than 1 hour is not permitted (sports days and outdoor excursions excepted);
5. Where possible, out door activities are scheduled before 11.00am and after 3.00pm during Terms 1 and 4;
6. Outdoor assemblies are scheduled early in the day or in shaded areas;

7. Where possible outdoor activities are held in shaded areas;
8. Parents are encouraged to apply sunscreen to their child before school;
9. Sunscreen is available at school and students are encouraged to apply it themselves before the lunch break;
10. During Terms 1 and 4, if the occasion requires longer periods in the sun, sunscreen is mandatory;
11. Students are encouraged to drink plenty of water, especially during warm weather;
12. Students are encouraged to keep under shaded areas if practicable;

4.27 Supervision

Playground supervision commences at 8.30am and finishes at 3.50pm. Arrangements must be made with the Principal if it is necessary for children to be at school outside these hours.

4.28 Toilet Safety

When it is necessary for children to visit the toilet during class time they do so with a partner from their class.

4.29 Tuckshop

Tuckshop is provided for students and staff each Monday. A variety of hot vegetarian savouries and snack foods are available for purchase.

Orders and money are to be enclosed in a zip-lock bag and placed in the class basket at the beginning of the day. The food is delivered to the classrooms in time for lunch.

The Tuckshop is coordinated by the Tuckshop Supervisor who is assisted by other parent volunteers. Funds raised go towards Parent Association projects.

4.30 Uniform

Enrolment in the school infers a pledge on the part of the parents to provide the correct uniform and to see that their child wears it. On the student is the responsibility to wear the uniform properly and to conduct him/herself in such a way that no dishonour is brought upon the uniform or school.

1. The wearing of full school uniform, as set out in this Student Handbook, is compulsory;
2. The uniform applies during school hours, while travelling to and from school, and when students are on school excursions;
3. Sports uniform, as set out in this Student Handbook, is to be worn on designated days. That is, Friday in Terms 1 to 4 and Tuesday in Terms 2 and 3;
4. All articles of clothing should be clearly marked with the student's name;
5. Parkas worn in extreme weather conditions should be removed in the classrooms;
6. Students may occasionally require an emergency variation to the school uniform. Failure to bring a note will result in the student being given a uniform notice and or detention;
7. The student requirements, including details of uniform items and places of purchase, will be regularly published in the newsletter;
8. School Council requires the Principal be responsible for implementation of the Uniform Policy in a manner consistent with the Student Behaviour Management Policy;
9. Summer uniform is to be worn in Terms 1 and 4 and winter uniform in Terms 2 and 3;
10. No jewellery, make-up or inappropriate hairstyle (determined by the Principal) is to be worn to school. Children who have their ears pierced can wear clear plastic studs. Children who arrive at school wearing anything other than clear studs will be asked to remove them.

Uniforms are available from:

The Uniform Shop
Lilydale Adventist Academy
Edinburgh Road
Lilydale
Phone: 9728 2211 for hours open

Second hand items of very good quality will be sold for you by the Lilydale Academy Uniform Shop.

Uniform back packs with the Edinburgh school emblem are compulsory for all new students. They are only available from the LAA Uniform Shop.

Summer Uniform – Terms 1 and 4

GIRLS

Dress:	regulation summer dress with front pleat
Socks:	white ankle, plain ribbed
Jumper:	regulation plain royal blue v-necked
Jacket:	regulation royal blue with red & light blue stripe on band, zippered front and embroidered school emblem
Shoes:	polished black lace-up (NOT JOGGERS) or t-bar with buckle
Hair-tidy items:	navy, royal blue or white
Sports uniform:	regulation jade polo shirt with school logo regulation navy blue shorts
Sports footwear:	regulation white socks with school logo CLEAN joggers
Hats:	regulation fabric slouch hat, navy blue with school logo.

BOYS

Trousers:	regulation trousers or shorts; grey Mélange, front zip, elasticized back
Shirt:	mid-blue open neck style with short sleeves
Jumper:	regulation plain royal blue v-necked
Jacket:	regulation royal blue with red & light blue stripes on band, zippered front and embroidered school emblem
Socks:	grey
Shoes:	polished black lace-up (NOT JOGGERS)
Sports uniform:	regulation jade polo shirt, with school logo regulation navy blue shorts
Sports footwear:	regulation white socks with school logo CLEAN joggers
Hat:	regulation fabric slouch hat, navy blue with school logo.

Winter Uniform – Terms 2 and 3

GIRLS

Dress:	regulation blue tartan pinafore
Blouse:	regulation white shirt
Tie:	regulation SDA striped tie
Jumper:	regulation plain royal blue v-necked
Jacket:	regulation royal blue with red & light blue stripes on band, zippered front and embroidered school emblem
Socks:	navy tights or white socks
Shoes:	polished black lace-up or T-bar with buckle
Hair-tidy items	navy, royal blue or white
Slacks:	regulation navy with non zippered, pleated front, elasticized back waist and tapered legs. Optional to tunic.
Sports Uniform:	regulation jade polo shirt with school logo regulation navy blue shorts and navy blue track suit with school logo
Sports footwear:	regulation white socks with school logo CLEAN joggers
Parka / raincoat	regulation navy blue with school emblem

BOYS

Trousers:	regulation long trousers; grey Mélange, front zip, elasticized back
Shirt:	mid-blue shirt, long sleeves
Tie:	regulation SDA striped tie
Jumper:	regulation plain royal blue v-necked
Jacket:	regulation royal blue with red & light blue stripes on band, zippered front and embroidered school emblem
Socks:	grey
Shoes:	polished black lace-up
Sports uniform:	regulation jade polo shirt with school logo regulation navy blue shorts and navy blue tracksuit with school logo
Sports footwear:	regulation white socks with school logo CLEAN joggers
Parka / raincoat	regulation navy blue with school emblem