



PRIMARY SCHOOL

INFORMATION BOOKLET





At Kangaroo Ground Primary School our values are:

EXCELLENCE, COMMUNITY, ACCEPTANCE, CURIOSITY, RESILIENCE & RESPECT.

These values have been identified as being significant to our school community after a consultative process spanning several months, involving students, parents and staff.

Students are presented with Values Awards at school assembly when they have displayed behaviours that represent one or more of these values.

Our long term goal is to make these values a part of the vocabulary used by our students every day.



Welcome to Kangaroo Ground Primary School

Kangaroo Ground Primary School is on the north-east edge of the metropolitan area in a semi-rural environment where it has provided a continuous service to the community since 1853. The school is an integral part of the community life of the area, with a deep commitment and partnership between the home and school permeating all aspects of school life.

The school exists to provide responsible support for the overall development of the children who attend Kangaroo Ground Primary School. The school is committed to providing all students with the opportunity to successfully complete their Primary School years while building a sound foundation for transition to Secondary School.

Kangaroo Ground Primary School provides a friendly, secure and stimulating environment where teaching and learning processes encourage each child's best performance. Children's self esteem and confidence are fostered in an atmosphere of acceptance and mutual respect. The educational development of each child is seen as a shared responsibility between the home and school. The school believes that children's learning and welfare are of paramount importance and will be achieved by:

- Providing quality education programs across key learning areas to equip students with a sound foundation for further learning;
- Placing emphasis on literacy and numeracy skill development
- Providing students with the opportunities and the assistance to learn in a supportive environment where they can experience and celebrate success
- Providing a challenging teaching program which builds on children's confidence and self esteem and emphasises positive attitudes
- Providing a disciplined and safe learning environment where students can be supported and encouraged to learn
- Utilising the abilities and expertise of teachers, parents and members of the wider community to provide quality programs
- Encouraging parental involvement in classrooms and whole school programs
- Liaising closely with parents over children's progress and development.

The intimate size of the school allows for individual attention for all children. Children from all levels of the school have the opportunity to work and play together under the guidance of experienced teachers who take time to learn about the unique and special qualities of each child.

We trust your association with Kangaroo Ground Primary School is a positive and friendly experience, not just for your child but for all the members of your family.

Laurie Murray

Principal

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2024 PREP ONLY JANUARY-FEBRUARY TIMETABLE

First day of school for students is Monday 30 January.

Preps will attend from 9.15-1.30pm.

Regular school times apply for all other grades (9am-3.20pm).

For the first 3 Thursdays and Fridays of **February** there will be **no school** for the Prep students.

This allows them to adjust to school life and provides teachers the opportunity to conduct a one hour interview and assessment with each child .

Assessments

(No School for Preps)

1, 2, 8, 19, 15 and 16 February

2024	TERM DATES
Term 1 starts	Tuesday 30 January
Teachers return	Monday 29 January
Term 1 finish	Thursday 28 March
Term 2	Monday 15 April Friday 28 June
Term 3	Monday 15 July Friday 20 September
Term 4	Monday 7 October Friday 20 December

SCHOOL TIMES

The school day starts at **9am** and concludes at **3.20pm**.

Morning Recess 11.00 am - 11.30 am Lunch 1.30 pm - 2.20 pm

Children have their lunch in the classroom or in a designated area under the supervision of a teacher. Lunch orders are available daily.

Students are dismissed at 2.30pm on the last day of Term 1, 2 & 3 and 1.00pm on the last day of Term 4.

Please note: Teachers are not on duty to assume responsibility before 8.45 am in the morning or after 3:35pm in the afternoon.

Out of School Hours Care (OSHC)

Out of School Hours Care is available in the Community Hall next to the school from

7.15 am to 8.45 am and from 3.20 to 6.00 pm, Monday to Friday.

HOT WEATHER DAYS – 35 DEGREES AND OVER

On days when the Melbourne forecast is to be 35 degrees and over we will run a 'hot day' timetable. The lunch break will be shortened to half an hour and the children will start their afternoon classes early. The school day will finish at 3:00pm and parents will be able to collect their children from 3:00pm. Uncollected children will still be supervised in class until the normal dismissal time of 3:20pm. This will keep children out of the sun for an extended period of time in extreme conditions.

CURRICULUM DAYS

Pupil-free days for the development of school policy, curriculum program, reporting, professional development and report writing are set aside for teachers and, when relevant, for interested parents. The government initiates these days, totalling four each school year, with schools determining the nature of the program being conducted. Prior advice of the date of each pupil-free day and the subject to be covered will be provided in the school newsletter.

SCHOOL ASSEMBLIES

A Monday afternoon assembly is held each week. These are held for the whole school community at 2:50 in the ALC building or outside.

SIGNING STUDENTS IN AND OUT

A XUNO kiosk is located opposite the office and **students must be signed in or out by a parent or guardian if arriving or leaving between 9am and 3.20pm.**

The kiosk will print a pass which is to be given to the class teacher. This is required for insurance and safety reasons.

ABSENTEES

It is a requirement of the Department of Education that accurate records of student absences and explanations of the absences are kept by the school. We appreciate parent support in notifying the school of their child's absence by 10am. If your child is going to be absent from school, you must provide notification as soon as possible.

There are a number of ways you can let the school know about the absence:

- Enter the absence in XUNO
- A signed note
- Email kangaroo.ground.ps@edumail.vic.gov.au
- Phone the school on 9712 0292

Parents will be advised of any unexplained absences via XUNO.

BUS ARRANGEMENTS

One of the Diamond Valley College buses stops at KGPS at 8am and 3.50pm. Students who live beyond 4.8 km from the school and not closer to another primary school are permitted to travel free. Other students are required to pay a fare. All students are required to apply for travel on the bus as it is a private service. More information as well as an application form and timetable can be found at; www.dvallcoll.vic.edu.au.

CAR PARK

Utmost care is to be taken when driving through the car park. When parking along fences, please reverse into parking space for safety. A clearly marked 'drop off zone' is only for picking up and dropping off children and cannot be used for parking.

The use of our Drop-Off Zone is an important safety process for our community.

The Drop-Off Zone has a designated 30 second time limit.

This should be ample time to collect children and drive off without the need to reverse into the car park. We have added witches hats to reinforce this system and they have helped direct cars so your on-going assistance is appreciated.

The yellow lined area is set aside for children to stand in while waiting to be collected.

Drivers can only stop parallel to this area – please note the arrows in the diagram.

As per signage, traffic flow through the car park is one-way only, there are two entrances and one exit.

The central area is for staff parking only, please do not park or drive through the staff area.



BUSHFIRE AT RISK REGISTER 'BARR'

Our school is on the register of schools which will close on code red days. Parents will be notified the day before or earlier if we are instructed to close our school. Each year the Education Department works in partnership with the Victorian Government, emergency services, staff and local communities to ensure that all early childhood services and schools are as prepared as possible for the coming bushfire season. The following is an outline of the process.

School procedures for the bushfire season

Fire danger ratings and warnings are used in Victoria to provide clear direction on the safest options for preserving life.

Schools and children's services listed on the DET Bushfire At-Risk Register (BARR) will be closed when a Code Red fire danger rating day is determined in their Bureau of Meteorology district. Our school has been identified as being one of those at high bushfire risk and is listed on the BARR.

Where possible, we will provide parents with up to four days notice of a potential Code Red **day closure by** letter and SMS message via XUNO. A Code Red day will be determined by the Emergency Management Commissioner no later than 1.00 pm the day before the potential closure. Once we are advised of the confirmation of the Code Red day we will provide you with advice before the end of the school day.

Once confirmed, the decision to close will not change, regardless of improvements in the weather forecast. This is to avoid confusion and help your family plan alternative care arrangements for your child. It is also important to note that:

- *No staff will be on site on days where the school is closed due to a forecast Code Red day.*
- *Out-of-school-hours care will also be cancelled on these days*
- *School camps will be cancelled if a Code Red fire danger rating day is determined for the Bureau of Meteorology district in which the camp is located.*
- *Depending on which Bureau of Meteorology district is impacted bus route cancellations may affect our school.*

On these Code Red days families are encouraged to enact their Bushfire Survival Plan – on such days children should never be left at home or in the care of older children. For those of us living in a bushfire prone area, the CFA advise that when Code Red days are forecast, the safest option is to leave the night before or early on the morning of the Code Red day. As part of preparing our school for potential hazards such as fire, we update our Emergency Management Plan each year.

What can parents do?

- *Make sure your family's bushfire survival plan is up-to-date and includes alternative care arrangements in the event that our school is closed.*
- *Ensure we have your current contact details, including your mobile phone numbers. Keep in touch with us by reading our newsletters, by checking our website and by talking to your child's teacher or any other member of the teaching staff about our emergency management plan.*
- *Most importantly at this time of year, if you're planning a holiday or short stay in the bush or in a coastal area, you should check warnings in advance of travel and remain vigilant during your stay.*
- *If your child is old enough, talk to them about bushfires and your family's bushfire survival plan.*

You can access more information about children's services closures on the Department of Education and Training website – see

<http://www.education.vic.gov.au/about/programs/health/pages/closures.aspx>

For up-to-date information on this year's fire season, visit the CFA website at www.cfa.vic.gov.au

or call the 24-hour Victorian Bushfires Information Line on 1800 240 667

PREPARATION FOR SCHOOL

Commencing school should be a happy and rewarding experience for your child and requires co-operation and encouragement to be displayed by parents and the teacher. Some helpful points are listed below. Your child should :-

- *Know their full name and address, and be able to state it clearly and correctly when asked, and to be able to recognize it in written form.*
- *Know how to use the School Crossing only when the 'lollipop' supervisor is on duty.*
- *Know not to loiter, nor to speak to nor accept rides from strangers.*
- *Be able to pack away equipment and toys tidily and readily after use.*
- *Be toilet trained and know how to flush the toilet and wash hands.*
- *Be able to take off and put on outer clothing. Please name all items of clothing.*
- *Know the pick up routine you intend to follow e.g. bus stop or car park.*
- *Above all your child should LOOK FORWARD TO SCHOOL - not fear it.*

When your child has started school, to assist the teachers, we ask your full cooperation in the following matters -

- *Encourage positive attitudes in your child towards themselves, the school and their teacher. Remember, overheard conversations are often misinterpreted by children. Ask your child to tell you what they enjoyed about their day.*
- *Get your child off to school in time for a punctual arrival each day.*
- *Let us know, in advance by note, giving time and reason if a child is to be taken out of school during the day. A child should never be taken from the school without the teacher's knowledge. Collect an early departure slip from the office.*
- *Absences are to be explained by a written note or email rather than by telephone.*
- *See that the child attends school as regularly as possible.*

HOW CAN I HELP MY CHILD AT SCHOOL?

The teachers have put together some information which will be relevant throughout your child's schooling. Teachers recognise that they have the major responsibility for educating students, but believe the best results are achieved when teachers, parents and students work together.

The following are some suggestions as to how parents can encourage and assist their children.

Reading

Students who read well and understand what they have read usually do well at school. Here are some ways you can help. It does take time, but it is worth it.

- *Read often both with and to your child*
- *Take your child to the school and local library*
- *The library staff will always help you to find books at appropriate levels.*
- *Find out those topics that are of interest to your child. Books and magazines make excellent Christmas and birthday presents. Ask the library or teaching staff for suggestions*
- *Encourage your children to keep a diary themselves, or a diary of holiday trips, etc. Younger children may keep a picture diary.*

Discussing and Listening

Students need discussion and listening skills in order to understand what is being said, to share ideas, and to help express their opinions through written work.

Make a regular time when you can listen to your child talk about their day's activities. This shows an interest and gives the student practice in talking to adults

Students could keep a scrap book of newspaper and magazine cuttings on school subjects or on areas of special interest

Television may help if the programs students watch are varied and interesting. News, current affairs programs, and documentaries are very useful as the child grows older. Discuss programs with your child and encourage them to read further on topics of interest.

Mathematical Skills

Students will always need practice in adding, subtracting, multiplying and dividing. To increase their speed, accuracy and confidence ask your child to:

- *Compare prices in the supermarket with those in the local Milk Bar, General store etc.*
- *Check change when buying items*
- *Measure materials for new curtains, lengths of timber etc*
- *Weigh the food needed for a recipe*
- *Calculate distance to travel from a map, street directory etc*

Manipulative Skills

It is necessary to be able to use your hands well for any activity inside or outside school. Good co-ordination develops personal confidence. You can help your child by encouraging them to:

- *Practise drawing*
- *Help with handy jobs around the house*
- *Help with cooking and trying new recipes*
- *Take up hobbies like model making, sewing, knitting, crochet, fixing bikes, making billy carts etc.*
- *Play games together that involve using hands like chess, frisbee throwing, kite flying etc.*
- *Join a sports team*

CURRICULUM

Programs are structured around the Victorian Curriculum, encompassing levels Foundation to Level 6 and beyond.;

Foundation Grade 1 — Level 1 Grade 6 — Level 6

English

The Key Learning Area of English has three main strands of Reading, Writing, and Speaking & Listening. Skills and understandings learned in one area can assist in the development in the other. The Early Years Literacy Program operates from years Foundation to Four. It is a carefully planned, strategic program implemented with a comprehensive approach to early literacy achievement. Implementation of the Literacy Program includes:

- *The classroom 'Write to Read' program (a phonics based approach to teaching language)*
- *Parent participation*
- *Professional development for teachers*
- *Support for students experiencing difficulties*

Science

Science education provides one session of science every week for each grade. The learning centres around 5 topics of *Science Understanding* which includes: Science as a human endeavour, Biological Science, Earth and Space Science, Chemical Science and Physical Science.

The sessions also focus on the development of *Science Inquiry Skills* including: predicting, planning, recording, evaluating and communicating information.

Digital Technologies/Computers

Digital technologies form an integral part of the teaching and learning programs at our school. Our technology activities promote a systematic and creative approach to generating technological solutions and include the introduction of coding to create animations and games.

Kangaroo Ground Primary School understands the importance of providing its students with access to the best available technology. The school also recognises that this technology offers the greatest opportunity for staff and students to enhance the quality of the total learning experience.

We use networked laptops and iPads within the everyday classroom curriculum as they provide an essential link between children and staff, and the realities experienced within our modern, growing society. Each classroom has an interactive whiteboard which enhances student learning.

Resources are provided to link the use of this equipment to curriculum development in all Key Learning Areas, and for Professional Development opportunities for staff.

Mathematics

Innovations have taken place in Mathematics in all schools in recent years and Kangaroo Ground staff have taken on these changes with enthusiasm. In Foundation to Grade 6 in the Maths curriculum the three strands cover Number & Algebra, Measurement & Geometry and Statistics & Probability. Skills and concepts are taught using various real life experiences, where 'hands on' activities are promoted. Students engage in numerous, fun activities working towards acquisition of skills and knowledge so that they can deal confidently and competently with daily life.

Health & Physical Education

In Health & Physical Education the emphasis is on promoting an understanding of physical activity and movement, food and nutrition, health, safety, human development and human relations.

Teachers also contribute to the Health component of this area of the curriculum.

Students in all grades participate in one physical education session per week. A swimming program is conducted at a local venue for all grades.

Upper grades in Term 1, lower grades in Term 4.

Grades 5 & 6 participate in a program of interschool sport, consisting of various summer and winter sports, tennis, swimming, cross country and athletics. All year levels study a variety of health units in the classroom developing knowledge and skills to assist them in making informed decisions on health.

Humanities and Social Sciences

Inquiry learning is an organisational strategy used to make connections between subject areas that in the past were often fragmented and unrelated.

The strategy operates through units of study related to the content areas of Geography, History, Civics & Citizenship, Design & Technology and Economics & Business. The units of study are outlined in sets of understandings in sequential form from Foundation to Grade 6.

Camping Program

The camping program is designed to expose children to experiences that develop teamwork, problem solving, social and cooperative skills.

Camps are held every second year for students from Grades 3 to 6. As an introduction to the program, Grade 2s participate in a sleepover in the classroom, Grade 1 students have an activity evening at school and the Foundation students are invited to a breakfast before school commences.

THE ARTS

The students learn to take risks, be imaginative, question, explore alternative solutions, engage in arts criticism, develop, practise and refine techniques, share opinions and extend the limits of the arts. Through the Arts the children learn to recognise and value the cultural forms and traditions that constitute artistic heritage.

Visual Arts

A specialist Visual Art program operates to provide students with the opportunity to experience a wide range of media. Activities are planned to allow students to extend their skills and express their own creativity. Students have a weekly art lesson in the art room. All students are expected to wear an art smock as protection-an old shirt is ideal.

Performing Arts

Performing Arts is the combined study of Music, Dance and Drama. All students attend weekly Performing Arts classes in our well-equipped Performing Arts Studio. Together, we explore sound and movement allowing plentiful opportunities for creativity and expression. Students develop their confidence and skill through a range of learning experiences tailored to meet the individual needs of each class and student.

School-wide, students learn to play the Ukulele in addition to a range of percussive instruments and tuned instruments. They explore drama through role-play, mime and scripted drama. Students develop their coordination and technique by experiencing dance across a range of genres – including dances of cultural significance.

Choir

Kangaroo Ground Primary School has its very own choir. Choir is a fun and inclusive program encouraging students from Year 3-6 to experience the joy of singing. Students rehearse weekly, working to develop their sense of rhythm, ability to sing in tune and vocal skill. Students have the opportunity to perform at a range of events including Grandparent's Day and Christmas Carols enabling them to enhance their confidence and performance skills.

Performances

We provide a wide range of performance opportunities for our students – enabling them to experience the joy of performing to an audience and to develop their confidence.

School Production

A school production is held bi-annually and is always a highlight for our school community. All students are involved in the production – singing, dancing and acting alongside their peers on stage.

Instrumental Concerts

Students who undertake private instrumental lessons at KGPS (e.g. piano, guitar lessons) have the opportunity to perform twice a year in the Instrumental Concerts.

It is wonderful to see the growth and development in instrumental skill in students from their foundation year right through to Year 6.

Private Music Lessons

Private piano, singing, flute, recorder, clarinet, trumpet, guitar, drums, music theory and group keyboard tuition are also offered. Included in the program are performances by music groups and individuals taught by the music specialist.

Library

All grades have access to the school library for reading and borrowing. The Yarra Plenty Regional Library van comes to the school on Wednesdays from 12:30—2:30. All community members are welcome to use this service.

Language Other Than English (LOTE)

The LOTE program develops the students' Italian in four areas: speaking, listening, reading and writing. The program also strongly focuses on the culture of Italy. It is integrated into other key learning areas in the school. To increase understanding, students experience the language and culture in meaningful real life experiences such as a bi-annual Italian Day and activities related to cooking and traditions.

Arts Focus

Special value is placed on the arts through the 'Arts Focus Visits'. This program was developed to provide quality activities and programs to enrich children's experiences in the arts. 'Regional Arts Victoria' and 'School Performance Tours' provide many high quality programs for us to choose from. We also have many talented community members who have generously shared their time and skills in the arts. Students engage in a wide range of experiences across the arts with programs such as Sumardi- Indonesian Shadow Puppeteer, Lee Mohtaji,- Chinese Acrobat, I Can Dance Theatre Productions, African Drum Song and Dance and drumming workshops. These programs will vary from year to year, depending on the available performers.

Special Religious Instruction

Special Religious Instruction is offered to the children for one 30 minute session after school each week. The program is delivered by SRI instructors and attendance will be on an opt-in basis only.

Reading Intervention Program

This program provides extra assistance to students primarily in grade one although sometimes extended to grades 2 and 3 as required. It is a 1 to 1 program over a period of 10 or more weeks focusing on essential literacy skills. The intervention program is quite intensive and requires a commitment from both the student and parent. Children entering the program are thoroughly tested, progress monitored and evaluated.

HOME-SCHOOL LIAISON

Reporting to Parents

Parents are provided with two reports via XUNO, one at mid year and one at the end of the year. Three way conferences are held in Term 1 and Term 3. Parents are encouraged to visit the school to discuss any matters which may be having an effect on their child's education. To avoid undue interruption to class, an interview/ appointment with the teacher should be arranged.

Newsletter

A weekly newsletter is available online each Thursday, on our website and XUNO advising you of coming school events. Please read the newsletter carefully, and whenever necessary reply promptly. Items for inclusion in the newsletter are to be left at the school office no later than 3pm Tuesday. Advertising space is available to the local community.

School Documents & Notice Board

There are areas outside the office and ALC building for the display of school and local community information and booklets for interested parents.

Parent Participation within the School

It is important that parents feel welcome at the school and are involved in its decision making processes through the School Council. Many parents assist regularly by hearing reading, taking electives groups, and with swimming and sporting programs as well as in the administrative area. Community use of school facilities under the simple conditions imposed by the School Council is encouraged. If you would like to be involved in some way, please contact the school office.

XUNO

XUNO is a school portal for all KGPS parents and carers. Once enrolled you will receive a welcome email from XUNO inviting you to join the portal. Using your welcome email will be able to sign up and create your own password.

The XUNO portal is designed for you to access your child's information;

- *View and download student reports*
- *View and receive important whole school and grade information*
- *View school calendar of events*
- *View your child's attendance and provide a reason for any unexplained absences*
- *Update your contact details*
- *Book Parent/Teacher interviews*
- *Send and receive messages from your child's teacher and the office.*

The parent portal is accessible from any internet connected device such as PCs, tablets and smartphones. You will be able to access the Parent Portal at <https://kangaroo-ground-tps.xuno.com.au> using your designated email address and password.

XUNO also has an app that is compatible with any smartphone. Search for XUNO family app. The app allows you:

Receive and send messages to your child's teacher and the office.

Receive calendar events and notifications.

To sign into the XUNO app you will need your email or username and the school number: **7qxr1h**

XUNO kiosk

The XUNO kiosk is located on the wall opposite the office. **Parents and guardians** are able to use this to record their child's late arrival or early departure via the iPad. A pass will be issued which is to be given to your child's teacher.

SCHOOL RULES

The school rules are few in number and are designed for your child's safety. Parents are expected to support the teachers in ensuring that the following rules are upheld.

- NO STUDENT MAY LEAVE THE SCHOOL GROUNDS AT ANY TIME DURING THE DAY (unless collected by parents or their approved representatives).
- Students are required to respect the rights and belongings of others.
- Students who need to cross Main Road must do so at the supervised children's crossing before and after school only.
- Students are expected to stay out of the school buildings at recess and lunch times unless it is raining or for emergencies.
- Students must not: throw sticks, stones or sand; wear thongs to school; ride bicycles, skates, skateboards or scooters in the school grounds.

SUNSMART POLICY

Kangaroo Ground Primary School has a Sunsmart policy which requires the wearing of a hat for all outdoor play and activities for all participating persons during Term 1 and Term 4 . During Term 1 and Term 4, students are encouraged to use sunscreen.

The Sunsmart policy is designed to teach students about their skin and ways to protect it from the sun to prevent skin cancer. It encourages them to protect themselves now and develop good habits for the future. The school and home should work together to promote active Sunsmart practices.

The only acceptable hats to comply with our Sunsmart policy are legionnaire hats with backs large enough to cover the ears, or broad brimmed hats.

UNIFORM

School uniform is not compulsory but is recommended, particularly during school excursions and school sporting functions. Children who do not wear the uniform MUST wear tops that cover the shoulder and upper arm and shorts that cover most of the thigh. The uniform can be purchased online (www.psw.com.au) or at the PSW store in South Morang.

Please ensure that all articles of clothing your child wears are clearly labelled with your child's name as well as extras such as lunch boxes, parkas, school bags, hats, etc. School bags are available also.

LOST PROPERTY

Clothing, bags, lunch boxes etc found around the school are placed in the lost property area beside the kitchen bench in the ALC building. The lost property is usually displayed at end of term assemblies after which time, unclaimed items are taken to local op-shops.

ILLNESS and ACCIDENTS

For the benefit of both your child and other children in the school please do not send your child to school if he or she is ill.

COVID 19

For the latest COVID 19 advice, see www.coronavirus.vic.gov.au

The Department of Education has a policy regarding the length of time a child should be excluded from school for particular illnesses, some of which are:

- **Chicken Pox...** at least seven days
- **Measles ...** at least seven days or Medical Certificate
- **German Measles ...** seven days from start of rash
- **Whooping Cough ...** four weeks or Medical Certificate
- **Hepatitis ...** until a Medical Certificate is furnished showing that the child is receiving treatment
- **Impetigo (school sores) ...** must be treated and covered
- **Mumps ...** at least ten days (& until well again)
- **Scarlet Fever ...**until a Medical Certificate of recovery is furnished
- **Head Lice ...**exclusion is not necessary if treatment is occurring. Parents would be wise to regularly check children's hair for infestation.
- **Ringworm ...** must be treated.

Contact the school if your child contracts any of the above diseases

MEDICATION

It is not the role or responsibility of teachers to supervise or administer medication. Exceptions to this occur when a child with an on-going illness has need for supportive medication or treatment such that the child's welfare and ability to attend school is not affected. This may occur with children suffering asthma, diabetes, etc. Each case will then be considered on its merits and teacher, parent and principal must be agreeable to the procedures involved.

Written instructions must be provided. Medication Request forms are available at the office.

Refer to the Medications Policy and the Asthma Policy.

Please ensure your child's teacher is made aware of any medical condition which is likely to affect them at school.

Emergency Information

When your child starts at the school you are required to complete a student information form which includes details of your child's medical history and details regarding allergies, chronic conditions etc. Please make sure that the information required in the case of an emergency is kept current.

Addresses, telephone numbers, work phone numbers and addresses and phone numbers of emergency contacts must be kept up to date.

Changes can be made by updating details in XUNO, or contacting the office.

Notification of Accidents or Illness

Teachers are able to administer first aid for simple injuries only. Parents will be notified of any incident that causes concern to the teachers including all head injuries. You may be notified to collect your child from school if the injury or illness warrant it, or if you cannot be contacted the person indicated on the emergency form will be contacted. If medical attention is required and parents or the emergency contact person cannot be contacted, the school will seek appropriate medical attention.

Please update emergency contact details if they change.

Immunisation

By law, you must provide an immunisation status certificate to the school upon enrolment. If your child has not received any immunisations, you must still provide a certificate.

This can be obtained from the Australian Childhood Immunisation Register.

Phone 1800 653 809 or www.medicareaustralia.gov.au/online

SCHOOL COUNCIL

The School Council is responsible for the School's education policy, management of School finances, maintenance and improvement of buildings and grounds, and employment of non-teaching staff. It comprises an elected group of parent and teacher representatives and the Principal, and may also include the bursar and co-opted members. Elections for half the elected members are held in March of each year, each member being elected for a two year term. After each annual election you will be issued with a list of current council members and office bearers, together with their phone numbers. Council meetings are usually held on the second Monday of each month at 3:45 pm. Notice is given of these meetings in the weekly newsletter and they are open to all members of the school community.

The School Council operates using a system of committees, including: Buildings and Grounds, Education, Finance, Fundraising/Parents & Friends Association and Outside School Hours Care. Additional members are always welcome on these committees.

Buildings and Grounds

The School Council's Buildings and Grounds subcommittee organises one regular working bee each term . Each family is asked to commit to two working bees during the year during which minor maintenance and repair jobs are done as well as general clean-ups. All working bees end with a lunch e.g. sausage sizzle and refreshments which are supplied by the school. The main mowing of the school is done by School Council contract.

ANNUAL REPORT

The purpose of the annual report to the school community is to inform parents and the wider school community of the school's successes, activities and achievements throughout the year, and to meet legislative and regulatory requirements under the Education and Training Reform Act 2006 and the National Education Agreement 2008.

A copy of the annual report is on the school website and hard copies are available from the office.

FINANCE

Parent Contribution

The State Government provides a grant for some materials. However, the school is unable to rely solely on this grant for the operation of its educational programs and parents are asked to pay a contribution for each child so that they may enjoy an adequate supply of sporting equipment, variety of art materials, class sets for mathematics, reading, etc.

You will be advised of the parent contribution per child at the commencement of each school year.

During the year, in addition to the annual parent contribution, parents are asked to pay for other items, including excursions and incursions, camping programs and swimming classes.

Term planners for scheduled excursions and incursions are sent out via Xuno.

Payment can be made through Xuno Bpay is preferred, EFTPOS and credit card are also available.

CSEF

CSEF will be provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities. If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF.

Contact the school office to obtain a CSEF application form or download from www.education.vic.gov.au/csef

Fundraising / PFA

Throughout the year a variety of fundraising and social activities are organised by the Fundraising/PFA Committee. Funds raised go towards purchasing additional resources for the children, as well as significant improvements to buildings and grounds.

As well as assisting to raise money, these events are an opportunity for all members of the school community to mix socially.

The school depends on parents who are willing to help. We ask you to consider offering your time and expertise on these fundraising occasions.

Fundraising / PFA meetings are held once a month or as required. All parents are welcome and encouraged to attend.





Contact Us

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Out of School Hours Care (OSHC)

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